# SULTAN CITY COUNCIL
# AGENDA ITEM COVER SHEET

**ITEM NO:** A-1

**DATE:** May 8, 2008

**SUBJECT:** Authorize the Mayor to sign Amendment #1 with Perteet Engineering for Traffic Forecast and Development Regulation Revisions

**CONTACT PERSON:** Deborah Knight, City Administrator D. Knight

**ISSUE:**

The issue before the City Council is to authorize the Mayor to sign contract amendment number one with Perteet Engineering for the work described in Attachment A for $8,760 to fund additional hours from May 1, 2008 through November 30, 2008 to attend meetings and provide review/responses to CTED and Supplemental Environmental Impact Statement comments.

**STAFF RECOMMENDATION:**

Authorize the Mayor to sign contract amendment number one with Perteet Engineering for $8,760.

**SUMMARY:**

The City Council approved a contract for $11,500 with Perteet Engineering on February 28, 2008 (Attachment B) to:

1. Assure consistency within the city's comprehensive plan between the land use element and the transportation element. Review and recommend revisions to the city's development regulations and the transportation element to assure consistency.

2. Revise the draft transportation element, prepare a revised traffic impact fee report, and a report recommending revisions to the City's development regulations to assure consistency with the revised draft transportation element.

The amendment would two additional tasks to the scope of work:

3. Present draft transportation element and related transportation recommendations at scheduled public open houses, Planning Board meetings,

City Council meetings, and a GMA compliance meeting in Seattle as part of the development and adoption of the City Comprehensive Plan

4. Make revisions to the draft transportation element, as directed by City Council, in response to comments received from CTED and through the Draft SEIS (DSEIS)

The proposed amendment adds 68 hours of work from May through November to three project task categories described in the February 28, 2008 contract (Attachment B-11 and B-12):

Task 1 – Project Management and Administration – 6 hours $650

- Continued Project Management and Administration to support the project through

Task 7 – Revise Draft Transportation Element – 16 hours $2,000

- Provide review/response to CTED and SEIS comments, and provide final revisions to the draft transportation element in response to City Council direction prior to their scheduled November adoption

Task 9 – Present Revised Information and Findings - 46 hours $5,900

- Attend two public open houses one in May and one in June (6 hours),
- Attend five City Council, joint City Council/Planning Board meetings, and/or Planning Board meetings in May, June, and September (10 hours)
- Attend one GMA compliance hearing in November (4 hours);
- Attend six Comprehensive Plan staff meetings – one each month May-October (12 hours);
- Necessary transportation reports and maps to support the above meeting agendas (14 hours)

**FISCAL IMPACT:**

The additional hours of work will increase the original $11,500 contract amount by $8,760, for a new contract totaling $19,960.

The City budgeted $37,775 for professional services in the street fund to complete the transportation element. The proposed amendment is within the City's budget.

**RECOMMENDED ACTION:**

Authorize the Mayor to sign contract amendment number one with Perteet Engineering for the work described in Attachment A for $8,760 to fund additional hours from May 1, 2008 through November 30, 2008 to attend meetings and provide review/responses to CTED and Supplemental Environmental Impact Statement comments.

Attachment A

Perteet

# MEMORANDUM

**TO:** Deborah Knight, City Administrator
City of Sultan

**FROM:** Eric Irelan, Project Manager

**DATE:** 4/24/2008

**RE:** Supplement to Traffic Forecast and Development Regulations Revisions

Consistent with our April 22 discussion of the City's overall Comprehensive Plan Revisions project, I'm requesting a supplement to our City of Sultan Traffic Forecast and Development Regulations Revisions contract. The supplement provides for additional hours that you indicated are necessary for my participation from May through November to complete the adoption of the revised City Comprehensive Plan. The additional 76 hours include:

- Attendance at two public open houses (6 hours),
- Attend five City Council, joint City Council/Planning Board meetings, and/or Planning Board meetings (10 hours).
- Attend one GMA compliance hearing (4 hours);
- Attend six Comprehensive Plan staff meetings (12 hours);
- Necessary transportation reports and maps to support the above meeting agendas (14 hours);
- Provide review/response to CTED and SEIS comments, and provide final revisions to the draft transportation element in response to City Council direction prior to their scheduled November adoption (16 hours).
- Continued Project Management and Administration to support the project through November (6 hours).

The supplement request would increase the original $11,500 contract amount by $8,760, for a new contract totaling $19,960. This new total reflects the hours we reviewed together on Tuesday in order to complete the final comprehensive plan project.

J:\Trans_Planning\2080029 Sultan Model Revisions\Project Management\Sultan Project Supplement 1 Request Memo corrected.doc

Further explanation of the additional hours requested for existing project task categories is provided below (these hours are part of the total 68 hours described above):

Task 1 Project Management and Administration – 6 hours, $650

- To provide for basic project administration including billing invoices

Task 7 Revise Draft Transportation Element – 16 hours, $2,000

- To provide review and response to agency and public comments generated from the DSEIS, to provide review and response from CTED comments, and to make final revisions to the draft transportation element as directed by the City Council. This includes GIS mapping as required.

Task 9 Present Revised Information and Findings – 46 hours $5,900

- Attendance and presentations at scheduled public open houses, Planning Board meetings, City Council meetings, and the GMA compliance meeting in Seattle. This includes GIS mapping as required.

Let me know if you have any questions about the proposed supplement. With your approval, we can have a contract drawn up for your review. I look forward to working with you on this important project.

A-2

**City of Sultan**
**Sultan Traffic Forecast and Development Regulations Revisions**
**Supplement #1**

**4/24/08**

## Scope of Services

**Project Description**

The purpose of this project is to 1. Assure consistency within the City's Comprehensive Plan between the Land Use Element and the Transportation Element; 2. Review and recommend revisions to the City's development regulations and the Transportation Element to assure consistency; 3. To present draft transportation element and related transportation recommendations at scheduled public open houses, Planning Board meetings, City Council meetings, and a GMA compliance meeting in Seattle as part of the development and adoption of the City Comprehensive Plan; and 4. To make revisions to the draft transportation element, as directed by City Council, in response to comments received from CTED and through the SDEIS process.

The Transportation Element was revised in 2007 based on land use growth assumptions that were believed to be consistent with the Land Use Element. A Traffic Impact Fee Rate Review report was also included. The draft Transportation Element was not adopted pending review of other Comprehensive Plan elements. This subsequent review determined that the 2007 – 2025 employment growth assumption of 500 employees provided by the City and used in developing the draft Transportation Element was incorrect. The corrected employment growth forecast for 2007 – 2025 is 990 employees. This project will provide for corrected transportation impact analysis based on the corrected employment growth forecasts.

Once the draft transportation Element is revised through this project, City development regulations will be reviewed and revisions will be recommended to assure consistency with the draft.

The products of this work will be a revised draft transportation element, a revised traffic impact fee report, and a report recommending revisions to the City's development regulations to assure consistency with the revised draft transportation element.

**Assumptions**

Year 2025 traffic forecasts developed for the draft revised transportation element model will be revised based on corrected employment information. Transportation LOS analysis methodology and future transportation revenue forecast data, as applicable, will remain consistent with the 2007 draft revised transportation element.

The City will collect additional data if needed that is not included in the Consultant's scope. The City will plan, lead and facilitate any required public meetings including sessions with City

Council and the Planning Board. The consultant will present report findings at up to two public open houses.

**Project Tasks**

**Task 1 Project Management**

The Consultant will develop a project schedule and monitor the progress of the project. The Consultant will maintain contact with the City staff on a weekly basis and prepare monthly project progress reports and billing invoices.

**Task 2 Revise Traffic Forecasts**

The City's 2025 traffic forecasts will be revised using corrected employment data including trip generation, trip distribution and trip assignment.

**Task 3 Review Future Traffic LOS Calculations**

Consultant will update future traffic LOS for the revised City arterial street functional classification system as developed in the draft revised transportation element.

**Task 4 Evaluate Adequacy of the City's Draft Revised Transportation Element**

Consultant will review the future traffic LOS calculations from Task 3 to determine the adequacy of the recommended transportation improvements to meet LOS standard D. Based on the adequacy findings, the Consultant may recommend additional transportation improvements or a revised LOS standard to accept greater levels of congestion. Planning level cost estimates will be calculated for any additional recommended transportation improvements.

**Task 5 Revise Traffic Impact Fee**

Revise Traffic Impact Fee - Based on the results of the adequacy analysis in Task 4, the consultant will recalculate a proposed update to the City's traffic impact fee.

**Task 6 Revise Traffic Impact Fee Rate Review Report**

Using the updated traffic impact fee calculated in Task 5, the consultant will revise the previously submitted 2007 Traffic Impact Fee Rate Review report.

**Task 7 Revise Draft Transportation Element**

Based on the analysis and recommendation completed in Tasks 2 through *9*, consultant will revise the text and graphics contained in the 2007 draft revised Transportation Element.

**Task 8 Recommend Revised City Development Regulations**

Consultant will review City development regulations as they apply to transportation to determine consistency with the revised draft transportation element produced in Task 7. A report outlining recommended revisions to the City's development regulations will be produced.

**Task 9 Transportation Report Presentation**

Transportation Report Presentation – Consultant will present the findings and reports at up to two City public open houses, five City Council and/or Planning Board meetings, one GMA compliance meeting, and six monthly staff meetings.

**Fees and Invoices**

Work performed will be billed on a per-hour basis not to exceed $20,260 total.

**Project Schedule**

This project will be completed by November 28, 2008.

## Perteet, Inc.
## Consultant Fee Determination - Summary Sheet

**Project: Traffic Forecast and Development Regulations Revisions - Supplement 1**
**Client: City of Sultan**

| HOURLY COST | | | | | |
|---|---|---|---|---|---|
| Classification | Hours | | Rate | | Cost |
| Principal/Sr. Associate | 2 | x | $170.00 | = | $340 |
| Associate | 0 | x | $170.00 | = | $0 |
| Sr. Engineer/Manager | 0 | x | $160.00 | = | $0 |
| Lead Engineer/Manager | 0 | x | $140.00 | = | $0 |
| Engineer III | 0 | x | $115.00 | = | $0 |
| Engineer II | 0 | x | $100.00 | = | $0 |
| Engineer I | 0 | x | $80.00 | = | $0 |
| Sr. Planner/Manager | 0 | x | $160.00 | = | $0 |
| Lead Planner/Manager | 58 | x | $130.00 | = | $7,540 |
| Planner III | 0 | x | $115.00 | = | $0 |
| Planner II | 6 | x | $90.00 | = | $540 |
| Planner I | 0 | x | $80.00 | = | $0 |
| Sr. Ecologist/Manager | 0 | x | $160.00 | = | $0 |
| Lead Ecologist/Manager | 0 | x | $140.00 | = | $0 |
| Ecologist III | 0 | x | $115.00 | = | $0 |
| Ecologist II | 0 | x | $100.00 | = | $0 |
| Ecologist I | 0 | x | $80.00 | = | $0 |
| Lead Technician/Designer | 0 | x | $105.00 | = | $0 |
| Technician III | 0 | x | $95.00 | = | $0 |
| Technician II | 0 | x | $80.00 | = | $0 |
| Technician I | 0 | x | $70.00 | = | $0 |
| Contract Administrator | 0 | x | $95.00 | = | $0 |
| Accountant | 0 | x | $75.00 | = | $0 |
| Clerical | 2 | x | $65.00 | = | $130 |
| | TOTAL HOURLY COST | | | = | $8,550 |

| REIMBURSABLES: | | |
|---|---|---|
| Color printing/copies | $0 | |
| Mileage @ current federal rate | $150 | |
| CADD Station @ $10/hr | $60 | |
| Traffic Modeling @ $15/hr | $0 | |
| Robotic Total Station @ $100/day | $0 | |
| Dual Frequency GPS Receiver @ $150/day | $0 | |
| Misc. | $0 | |
| | TOTAL REIMBURSABLE COST = | $210 |

| SUB-CONSULTANTS: | | |
|---|---|---|
| XXX | $0 | |
| YYY | $0 | |
| ZZZ | $0 | |
| | TOTAL SUBCONSULTANTS COST = | $0 |
| **GRAND TOTAL:** | = | **$8,760** |

*Prepared By:*_____ *Date:* *April 24, 2008*



A-6

Attachment B

# AGREEMENT FOR SERVICES BETWEEN THE CITY OF SULTAN AND PERTEET ENGINEERING

THIS AGREEMENT, is made this 28th day of February, 2008, by and between the City of Sultan (hereinafter referred to as "City"), a Washington Municipal Corporation, and Perteet Engineering (hereinafter referred to as "Service Provider"), doing business at 2707 Colby Avenue, Suite 900, Everett, WA 98201.

WHEREAS, Service Provider is in the business of providing certain services specified herein; and

WHEREAS, the City desires to contract with Service Provider for the provision of such services for consulting, design, studies, and/or advisory services as follows:

Assure consistency within the City's Comprehensive Plan between the Land Use Element and the Transportation Element. Review and recommend revisions to the City's development regulations and the Transportation Element to assure consistency.

The products of this work will be a revised draft transportation element, a revised traffic impact fee report, and a report recommending revisions to the City's development regulations to assure consistency with the revised draft transportation element.

NOW, THEREFORE, in consideration of the mutual promises set forth herein, it is agreed by and between the parties as follows:

## TERMS

1. **Description of Work**. Service Provider shall perform work as described in Attachment A, Scope of Work, which is attached hereto and incorporated herein by this reference, according to the existing standard of care for such services. Service Provider shall not perform any additional services without the expressed permission of the City.

2. **Payment**.

   A. The City shall pay Service Provider at the hourly rate set forth in Attachment B, but not more than a total of eleven-thousand five hundred dollars ($11,500) for the services described in this Agreement. This is the maximum amount to be paid under this Agreement, and shall not be exceeded without prior written authorization from the City in the form of a negotiated and executed supplemental agreement.

   B. Service Provider shall submit monthly payment invoices to the City after such services have been performed, and the City shall make payment within four (4) weeks after the submittal of each approved invoice. Such invoice shall detail the hours worked, a

description of the tasks performed, and shall separate all charges for clerical work and reimbursable expenses.

C. If the City objects to all or any portion of any invoice, it shall so notify Service Provider of the same within five (5) days from the date of receipt and shall pay that portion of the invoice not in dispute. The parties shall immediately make every effort to settle the disputed portion.

3. **Relationship of Parties.** The parties intend that an independent contractor - client relationship will be created by this Agreement. As Service Provider is customarily engaged in an independently established trade which encompasses the specific service provided to the City hereunder, no agent, employee, representative or subcontractor of Service Provider shall be or shall be deemed to be the employee, agent, representative or subcontractor of the City. None of the benefits provided by the City to its employees, including, but not limited to, compensation, insurance and unemployment insurance, are available from the City to the Service Provider or his employees, agents, representatives or subcontractors. Service Provider will be solely and entirely responsible for his acts and for the acts of Service Provider's agents, employees, representatives and subcontractors during the performance of this Agreement. The City may, during the term of this Agreement, engage other independent contractors to perform the same or similar work that Service Provider performs hereunder.

4. **Project Name.** Traffic Forecast and Development Regulation Revisions

5. **Duration of Work.** Service Provider shall complete the work described in Attachment A on or before December 31, 2008.

6. **Termination.**

A. *Termination Upon the City's Option*. The City shall have the option to terminate this Agreement at any time. Termination shall be effective upon ten (10) days written notice to the Service Provider.

B. *Termination for Cause*. If Service Provider refuses or fails to complete the tasks described in Attachment A, or to complete such work in a manner unsatisfactory to the City, then the City may, by written notice to Service Provider, give notice of its intention to terminate this Agreement. After such notice, Service Provider shall have ten (10) days to cure, to the satisfaction of the City or its representative. If Service Provider fails to cure to the satisfaction of the City, the City shall send Service Provider a written termination letter which shall be effective upon deposit in the United States mail to Service Provider's address as stated below.

C. *Rights upon Termination*. In the event of termination, the City shall only be responsible to pay for all services satisfactorily performed by Service Provider to the effective date of termination, as described in the final invoice to the City. The City

Manager shall make the final determination about what services have been satisfactorily performed.

7. **Nondiscrimination**. In the hiring of employees for the performance of work under this Agreement or any subcontract hereunder, Service Provider, its subcontractors or any person acting on behalf of Service Provider shall not, by reason of race, religion, color, sex, marital status, national origin or the presence of any sensory, mental, or physical disability, discriminate against any person who is qualified and available to perform the work to which the employment relates.

8. **Indemnification / Hold Harmless**. The Service Provider shall defend, indemnify and hold the City, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of or in connection with the performance of this Agreement, except for injuries and damages caused by the sole negligence of the City.

   Should a court of competent jurisdiction determine that this Agreement is subject to RCW 4.24.115, then, in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Service Provider and the City, its officers, officials, employees, and volunteers, the Service Provider's liability hereunder shall be only to the extent of the Service Provider's negligence. It is further specifically and expressly understood that the indemnification provided herein constitutes the Service Provider's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties. The provisions of this section shall survive the expiration or termination of this Agreement.

9. **Insurance**. The Service Provider shall procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the Service Provider, their agents, representatives, employees or subcontractors.

   A. Minimum Scope of Insurance. Service Provider shall obtain insurance of the types described below:

      1. *Automobile Liability* insurance covering all owned, non-owned, hired and leased vehicles. Coverage shall be written on Insurance Services Office (ISO) form CA 00 01 or a substitute form providing equivalent liability coverage. If necessary, the policy shall be endorsed to provide contractual liability coverage.

      2. *Commercial General Liability* insurance shall be written on ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, independent contractors, products-completed operations, personal injury and advertising injury, and liability assumed under an insured contract. The City shall be named as an insured under the Service

Provider's Commercial General Liability insurance policy with respect to the work performed for the City using ISO additional insured endorsement GC 20 10 10 01 and GC 20 37 10 01 or substitute endorsements providing equivalent coverage.

3. *Workers' Compensation* coverage as required by the Industrial Insurance laws of the State of Washington.

B. Minimum Amounts of Insurance. Service Provider shall maintain the following insurance limits:

1. *Automobile Liability* insurance with a minimum combined single limit for bodily injury and property damage of $1,000,000 per accident.

2. *Commercial General Liability* insurance shall be written with limits no less than $1,000,000 each occurrence, $2,000,000 general aggregate and $2,000,000 products-completed operations aggregate limit.

C. Other Insurance Provisions. The insurance policies are to contain, or be endorsed to contain, the following provisions for Automobile Liability and Commercial General Liability insurance:

1. The Service Provider's insurance coverage shall be primary insurance as respect to the City. Any insurance, self-insurance, or insurance pool coverage maintained by the City shall be excess of the Service Provider's insurance and shall not contribute with it.

2. The Service Provider's insurance shall be endorsed to state that coverage shall not be cancelled by either party, except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the City.

D. Acceptability of Insurers. Insurance is to be placed with insurers with a current A.M. Best rating of not less than A:VII.

E. Verification of Coverage. Service Provider shall furnish the City with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the insurance requirements of the Service Provider before commencement of the work.

F. Subcontractors. Service Provider shall include each subcontractor as insured under its policies or shall furnish separate certifications and endorsements for each subcontractor. All coverage shall be subject to all of the same insurance requirements as stated herein for the Service Provider.

10. **Entire Agreement**. The written provisions and terms of this Agreement, together with all documents attached hereto, shall supersede all prior verbal statements of any officer or other representative of the City, and such statements shall not be effective or be construed as entering into or forming a part of, or altering in any manner whatsoever, this Agreement.

11. **City's Right of Supervision, Limitation of Work Performed by Service Provider**. Even though Service Provider works as an independent contractor in the performance of his duties under this Agreement, the work must meet the approval of the City and be subject to the City's general right of inspection and supervision to secure the satisfactory completion thereof. In the performance of work under this Agreement, Service Provider shall comply with all federal, state and municipal laws, ordinances, rules and regulations that are applicable to Service Provider's business, equipment, and personnel engaged in operations covered by this Agreement or accruing out of the performance of such operations.

12. **Work Performed at Service Provider's Risk**. Service Provider shall be responsible for the safety of its employees, agents and subcontractors in the performance of the work hereunder and shall take all protections reasonably necessary for that purpose. All work shall be done at Service Provider's own risk, and Service Provider shall be responsible for any loss of or damage to materials, tools, or other articles used or held for use in connection with the work.

13. **Ownership of Products and Premises Security**.

    A. All reports, plans, specifications, data maps, and documents produced by the Service Provider in the performance of services under this Agreement, whether in draft or final form and whether written, computerized, or in other form, shall be the property of the City.

    B. While working on the City's premises, the Service Provider agrees to observe and support the City's rules and policies relating to maintaining physical security of the City's premises.

14. **Modification**. No waiver, alteration or modification of any of the provisions of this Agreement shall be binding unless in writing and signed by a duly authorized representative of the City and Service Provider.

15. **Assignment**. Any assignment of this Agreement by Service Provider without the written consent of the City shall be void.

16. **Written Notice**. All communications regarding this Agreement shall be sent to the parties at the addresses listed below, unless notified to the contrary. Any written notice hereunder shall become effective as of the date of mailing by registered or certified mail, and shall be deemed sufficiently given if sent to the addressee at the address stated in this Agreement or such other address as may be hereafter specified in writing.

17. **Non-Waiver of Breach**. The failure of the City to insist upon strict performance of any of the covenants and agreements contained herein, or to exercise any option herein conferred

in one or more instances shall not be construed to be a waiver or relinquishment of said covenants, agreements or options, and the same shall be and remain in full force and effect.

18. **Resolution of Disputes, Governing Law.** Should any dispute, misunderstanding or conflict arise as to the terms and conditions contained in this Agreement, the matter shall be referred to the City Manager, whose decision shall be final. In the event of any litigation arising out of this Agreement, the prevailing party shall be reimbursed for its reasonable attorney fees from the other party. This Agreement shall be governed by and construed in accordance with the laws of the State of Washington.

**IN WITNESS WHEREOF,** the parties have executed this Agreement on the day and year above written.

**CITY OF SULTAN**

By: _____
Carolyn Eslick, Mayor

**SERVICE PROVIDER**

By: _____
Title: _____
Taxpayer ID #: _____

**CITY CONTACT**
Deborah Knight
City of Sultan
319 Main Street, Suite 200
Sultan, WA 98294
Phone: 360-793-2231
Fax: 360-793-3344

**SERVICE PROVIDER CONTACT**

_____
_____
_____
_____
Phone: _____
Fax: _____

**ATTEST/AUTHENTICATED**

By: _____
City Clerk

**APPROVED AS TO FORM**

By: _____
Office of the City Attorney

**ATTACHMENT "A"**

**Scope of Services**

**City of Sultan**

## Project Description

The purpose of this project is to 1. Assure consistency within the City's Comprehensive Plan between the Land Use Element and the Transportation Element, and 2. Review and recommend revisions to the City's development regulations and the Transportation Element to assure consistency.

The Transportation Element was revised in 2007 based on land use growth assumptions that were believed to be consistent with the Land Use Element. A Traffic Impact Fee Rate Review report was also included. The draft Transportation Element was not adopted pending review of other Comprehensive Plan elements. This subsequent review determined that the 2007 – 2025 employment growth assumption of 500 employees provided by the City and used in developing the draft Transportation Element was incorrect. The corrected employment growth forecast for 2007 – 2025 is 990 employees. This project will provide for corrected transportation impact analysis based on the corrected employment growth forecasts.

Once the draft transportation Element is revised through this project, City development regulations will be reviewed and revisions will be recommended to assure consistency with the draft.

The products of this work will be a revised draft transportation element, a revised traffic impact fee report, and a report recommending revisions to the City's development regulations to assure consistency with the revised draft transportation element.

## Assumptions

Year 2025 traffic forecasts developed for the draft revised transportation element model will be revised based on corrected employment information. Transportation LOS analysis methodology and future transportation revenue forecast data, as applicable, will remain consistent with the 2007 draft revised transportation element.

The City will collect additional data if needed that is not included in the Consultant's scope. The City will plan, lead and facilitate any required public meetings including sessions with City Council and the Planning Board. The consultant will present report findings at up to two public meetings.

## Project Tasks

### Task 1 Project Management

The Consultant will develop a project schedule and monitor the progress of the project. The Consultant will maintain contact with the City staff on a weekly basis and prepare monthly project progress reports and billing invoices.

### Task 2 Revise Traffic Forecasts

The City's 2025 traffic forecasts will be revised using corrected employment data including trip generation, trip distribution and trip assignment.

### Task 3 Review Future Traffic LOS Calculations

Consultant will update future traffic LOS for the revised City arterial street functional classification system as developed in the draft revised transportation element.

### Task 4 Evaluate Adequacy of the City's Draft Revised Transportation Element

Consultant will review the future traffic LOS calculations from Task 3 to determine the adequacy of the recommended transportation improvements to meet LOS standard D. Based on the adequacy findings, the Consultant may recommend additional transportation improvements or a revised LOS standard to accept greater levels of congestion. Planning level cost estimates will be calculated for any additional recommended transportation improvements.

### Task 5 Revise Traffic Impact Fee

Revise Traffic Impact Fee - Based on the results of the adequacy analysis in Task 4, the consultant will recalculate a proposed update to the City's traffic impact fee.

### Task 6 Revise Traffic Impact Fee Rate Review Report

Using the updated traffic impact fee calculated in Task 5, the consultant will revise the previously submitted 2007 Traffic Impact Fee Rate Review report.

### Task 7 Revise Draft Transportation Element

Based on the analysis and recommendation completed in Tasks 2 through 6, consultant will revise the text and graphics contained in the 2007 draft revised Transportation Element.

### Task 8 Recommend Revised City Development Regulations

Consultant will review City development regulations as they apply to transportation to determine consistency with the revised draft transportation element produced in Task 7. A report outlining recommended revisions to the City's development regulations will be produced.

### Task 9 Transportation Report Presentation

Transportation Report Presentation – Consultant will present the findings and reports at up to two City public meetings.

### Fees and Invoices

Work performed will be billed on a per-hour basis not to exceed $11,500 total.

**Project Schedule**

The revised draft transportation element, traffic impact fee report and report outlining recommended revision to City development regulations will be completed by April 30, 2008

# Attachment B

| WORK ELEMENT | Senior Associate M. Stringam | Senior Engineer N. Juvva | Engineer Planner IV E. Irelan | Planner III E. Martindale | Engineer Planner II A. Yim | Account Clerical | Total Task Hours | Total Task Dollars |
|---|---|---|---|---|---|---|---|---|
| Hourly Rates | $170.00 | $160.00 | $130.00 | $115.00 | $90.00 | $75.00 | | |
| ***Task 1 Project Management & Administration*** | | | | | | | | |
| | | | 4 | | | 2 | 6 | $670 |
| | | | | | | | 0 | $- |
| | | | | | | | 0 | $- |
| *Subtotal* | *0* | *0* | *4* | *0* | *0* | *2* | *6* | $670 |
| ***Task 2 Revise Traffic Forecasts*** | | | | | | | | |
| | 1 | | 8 | | | | 9 | $1,210 |
| | | | | | | | 0 | $- |
| | | | | | | | 0 | $- |
| *Subtotal* | *1* | *0* | *8* | *0* | *0* | *0* | *9* | $1,210 |
| ***Task 3 Review Future Traffic LOS Calculations*** | | | | | | | | |
| | | 2 | 4 | | | | 6 | $840 |
| | | | | | | | | $- |
| *Subtotal* | *0* | *2* | *4* | | *0* | *0* | *6* | $840 |
| ***Task 4 Evaluate draft TE for Consistency*** | | | | | | | | |
| | | | 8 | | | | 8 | $1,040 |
| | | | | | | | | $- |
| *Subtotal* | *0* | *0* | *8* | *0* | *0* | *0* | *8* | $1,040 |
| ***Task 5 Revise Traffic Impact Fee*** | | | | | | | | |
| | | | 2 | | | | 2 | $260 |
| | | | | | | | | $- |
| *Subtotal* | *0* | *0* | *2* | *0* | *0* | *0* | *2* | $260 |

# Attachment B

| WORK ELEMENT | Senior Associate M. Stringam | Senior Engineer N. Juvva | Engineer Planner IV E. Irelan | Planner III E. Martindale | Engineer Planner II A. Yim | Account Clerical | Total Task | Total Task |
|---|---|---|---|---|---|---|---|---|
| Hourly Rates | $170.00 | $160.00 | $130.00 | $115.00 | $90.00 | $75.00 | Hours | Dollars |
| ***Task 6 Revise Traffic Impact Fee Analysis Report*** | | | | | | | | |
| | 1 | | 6 | | | | 7 | $950 |
| | | | | | | | 0 | $- |
| *Subtotal* | *1* | *0* | *6* | *0* | *0* | *0* | *7* | $950 |
| ***Task 7 Revise Draft Transportation Element*** | | | | | | | | |
| | 1 | 0 | 12 | 0 | 8 | | 21 | $2,450 |
| | | | | | | | 0 | $- |
| *Subtotal* | *1* | *0* | *12* | *0* | *8* | *0* | *21* | $2,450 |
| ***Task 8 Review Development Regulations*** | | | | | | | | |
| | 1 | | 18 | 4 | | | 23 | $2,510 |
| | | | | | | | 0 | $- |
| *Subtotal* | *1* | *0* | *18* | *4* | 0 | *0* | *23* | $2,510 |
| ***Task 9 Present Revised Information and Findings*** | | | | | | | | |
| | | | 4 | | 4 | | 8 | $880 |
| | | | | | | | 0 | $- |
| *Subtotal* | *0* | *0* | *4* | *0* | 4 | *0* | *8* | $880 |
| Total Hours | 4 | 2 | 66 | 4 | 12 | 2 | 90 | $90 |
| Total Dollars | $680 | $320 | $8,580 | $460 | $1,080 | $150 | | $11,270 |

**Total Project Costs**

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| Project Labor | $11,270 | | Expenses: | | | Misc. | | $- |
| Expenses | $220 | | Reports | | $- | CADD | | $180 |
| **Total** | $11,490 | | Mileage | | $40 | Traffic | models | $- |

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