



DISCUSSION ITEMS

Agenda Item # 10

AGENDA REPORT SUMMARY

Meeting Date: May 12, 2020

Subject: Professional Services Agreement: Complete Streets Master Plan

Prepared by: Tom Madalena, Transportation Services Manager

Reviewed by: James Sandoval P.E., Engineering Services Director | City Engineer

Approved by: Chris Jordan, City Manager

Attachments:

1. Los Altos Complete Streets Master Plan – Scope of Work
2. Los Altos Complete Streets Master Plan - Project Budget

Initiated by:

City Council (adopted 2020 Strategic Goal No. 6.1), Complete Streets Commission and staff

Previous Council Consideration:

July 9, 2019 and January 28, 2020

Fiscal Impact:

Alta Planning + Design's proposal is \$165,340. \$88,358 of the project cost will be grant-reimbursed through the TDA Article 3 Program. The remaining \$76,982 will be funded through the existing Capital Improvement Plan (CIP) Project TS-01052, Annual Bicycle/Pedestrian Access Improvements. A breakdown of Alta's cost proposal is provided in Table 1 below, along with further details in the Agreement.

Environmental Review:

Not applicable.

Policy Question(s) for Council Consideration:

None

Summary:

- The Complete Streets Master Plan will include three project elements:
 1. Focused updates of 2012 Bicycle Transportation Plan and 2015 Pedestrian Master Plan
 2. Suggested Routes to School Maps and infrastructure improvement recommendations for 13 schools informed by walking audits around 12 schools



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3. Pedestrian and Bikeway Corridor Improvements Concept Plan Line Drawings at 10 locations
 - Development of the three project elements will be supported by a robust community engagement process
 - The Complete Streets Commission (CSC) reviewed the original proposed scope of work and approved a recommendation for City Council to consider awarding this project to Alta Planning + Design at the November 20, 2019 meeting.

Staff Recommendation:

Move to authorize the City Manager to execute an agreement on behalf of the City of Los Altos with Alta Planning + Design in an amount not to exceed \$165,340 for the development a Complete Streets Master Plan for the City of Los Altos.



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Purpose

Development of a Complete Streets Master Plan designed to accelerate implementation of bicycle and pedestrian transportation projects with a specific focus on increasing roadway safety on suggested routes to school.

Background

The City of Los Altos Bicycle Transportation Plan was last updated and adopted in 2012 and the Pedestrian Master Plan was completed and adopted in 2015. When pursuing grants for bicycle and pedestrian projects, some competitive funding grant programs the City may pursue require that bicycle and pedestrian master plans of the applicant be current through adoption by the governing body within the prior five years. In July 2019, City Council took action and allocated \$88,358 in Transportation Development Act (TDA) Article 3 grant funds provided by the State of California for the development of a Complete Streets Master Plan.

The Los Altos community continues to support the long-term Strategic Goal No. 6.1—Complete Streets Master Plan (CSMP), adopted by Council at the March 24, 2020 Council meeting. The CSMP was a component of Goal 6.0--Roadway Safety, which is focused on continual improvements to traffic/pedestrian/bicycle safety throughout the City with a specific focus on increasing safety on suggested routes to school. The development and implementation of a new CSMP will aim to achieve progress towards this Strategic Goal through the development of three elements described below. These elements within the plan are intended to further enable build out of the active transportation network and will be supported by a robust public outreach process to engage and educate the community during development and adoption of the plan.

- **2012 Bicycle Transportation Plan and 2015 Pedestrian Master Plan**

This element will provide a focused update to both plans in order to develop new Existing and Proposed Bike Network Maps, update and establish desired pedestrian improvements and solicit public input on preferred active transportation treatments throughout the City. Planning-level cost estimates shall be provided for a prioritized list of new projects.

- **Safe Routes to School – Suggested Routes to School Map Development/Updates**

The City of Los Altos currently has ten existing Suggested Routes to School Maps, most of which were last updated in 2014. The proposed CSMP includes updates to the ten Suggested Routes to School Maps and development of associated infrastructure improvement plans for schools providing education for Los Altos students. This task includes the addition of three new maps for Cupertino Middle School, Homestead High School and Los Altos High School. All maps will include new recommended drop off zones for parents driving students to school. Suggested Routes to School Map development will be informed by walking audits



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intended to either establish new or confirm existing routes while identifying infrastructure improvements along these transportation corridors for students. Suggested routes will be mapped for students walking or biking to school and the maps are also to include drop off/parking zones as well. Walking audit summary reports for 12 schools will be included to identify near-term improvement opportunities and long-term planning projects in coordination with the Bicycle and Pedestrian Transportation Plan development.

- **Concept Plan Line Drawings**

Up to 10 concept plan line drawings will be prepared for corridors and intersection hot spots within the City to help identify community-preferred treatments as part of future street resurfacing projects and for Capital Improvement Plan (CIP) development. Alta will prepare ten concept plan line drawings that are expected to identify potential bicycle or pedestrian project opportunities on a number of key locations or corridors. The City will seek public input on these conceptual drawings and coordinate a process with the Alta project consultant team managing the development of the CSMP.

The original Concept Plan Line Drawing locations were proposed by staff and Complete Streets Commissioners and then discussed and vetted through a public process at Complete Streets Commission meetings, which resulted in a list of final recommended locations. At the January 28, 2020 City Council meeting, Council reviewed the list of proposed locations in the original scope of work and determined that additional locations presented opportunities that warranted inclusion. Council directed staff to include seven (7) additional locations that are adjacent to or nearby El Camino Real in Los Altos. All ten proposed locations are listed under Task 4 in the Scope of Work in the attached Agreement, which has been revised and now incorporates Council direction from the January 28, 2020 City Council meeting by adding seven locations.

Council also directed staff to maximize the opportunities available through the Conditions of Approval for the recently approved 5150 El Camino Real development project, which require the developer to improve bicycle and pedestrian infrastructure on a number of adjacent streets through coordination with Community Development Department staff. Engineering Division staff is recommending to include an additional street, Solana Drive, that was not on the list of additional streets from Council, but is included as one of the street segments on the list of streets that the 5150 El Camino Real developer is responsible for improving as it relates to bicycle and pedestrian infrastructure.



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- **Community Engagement**

Public participation is designed as a significant component of this project. Open House meetings are intended to be held before Complete Streets Commission (CSC) meetings (on 4th Wednesday of month) followed by focused presentations at the CSC meetings. The Open House meetings will serve as an opportunity for residents to provide input directly to staff and the project consultant team. Alta's proposal includes six CSC/Open House meetings, four outreach events, and one City Council meeting.

Discussion/Analysis

Development of the scope of work for the CSMP initially occurred through a public process with the Complete Streets Commission over the Fall 2019. The City released a Request for Proposals on October 3, 2019 to solicit bids from consultants to help develop the project with an internal project engineer's estimate of \$150,000. Proposals were due on October 22, 2019, and only one proposal was received from Alta Planning + Design.

Alta Planning + Design worked on the development of both the 2012 Bicycle Transportation Plan and the 2015 Pedestrian Master Plan. Alta Planning + Design is also currently working on the development of the Cuesta Drive-Arboleda Drive Traffic Calming improvement plans.

When staff presented Alta's initially proposed scope of work for plan development at the January 28, 2020 City Council meeting, the Mayor and Council Members had a robust discussion about the scope of work and overall approach to plan development. Dialogue continued with staff at the meeting and Council provided a number of comments, suggestions and concepts which resulted in Council taking action to have staff work with the consultant to refine the scope of work by eliminating the shuttle development component and adding additional locations to the Concept Plan Line Drawing element that are specifically aligned with improvements required by the Conditions of Approval that were recently adopted for the 5150 El Camino Real development project.

The original Alta Planning + Design proposal for the CSMP was \$250,000. City staff worked with Alta to rescope the project in accordance with the Council's January 28th directions and negotiated a revised fee of \$165,340. The project task and cost breakdown are provided below in Table 1.



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Table 1
Complete Streets Master Plan
Scope of Work & Budget
Alta Planning + Design

Task	Task Description	Fee Schedule
1	Project Management and Coordination	\$16,478
2	Bicycle and Pedestrian Master Plan	\$33,367
3	Suggested Routes to School Map Updates	\$28,624
4	Concept Plan Line Drawings	\$45,465
5	Community Engagement	\$37,406
6	Misc. Service (Printing, Travel, etc.)	\$4,000
Total:		\$165,340

Options

- 1) Authorize the City Manager to execute an agreement on behalf of the City of Los Altos with Alta Planning + Design in an amount not to exceed \$165,340 for the development of a Complete Streets Master Plan for the City of Los Altos.

Advantages: Allows for completion of the project by March 2021.

Disadvantages: None identified.

- 2) Decline to approve the Alta Planning + Design professional services agreement for the development of the Complete Streets Master Plan.

Advantages: None identified.

Disadvantages: Will delay project implementation and the grant funds may have to be surrendered.

Recommendation

Staff recommends Option 1.

Los Altos Complete Streets Master Plan

Scope of Work

We appreciate the time that was put into creating an easy to understand scope of work in the RFP. In our proposal we have outlined specific actions and deliverables Alta will produce to accomplish the scope of work. We see ourselves as an extension of Los Altos' staff and will remain flexible to project needs as they arise through the course of the planning effort.

Task 1. Project Management and Coordination

Alta provides a strong, experienced project management team and maintains open communication lines to provide quality, cost, and schedule control. The following outlines Alta's procedures for effectively managing this project.

TASK 1.1 PROJECT KICK-OFF MEETING

Alta will plan and facilitate a project kick-off meeting and stakeholder strategy session to clarify the project scope, background, and priorities. The kick-off will include a half-day field visit of key study areas. At the conclusion of this meeting, Alta will develop a final project management plan, including a data request memo.

The kick-off meeting will address:

- City's goals, visions, objectives, expectations
- Key issues, opportunities, and areas of concern
- Revisions (if needed) of project scope, deliverables, and budget
- Public outreach and agency coordination
- Data or information needed to be provided by the City
- Project milestone and deliverable schedule

TASK 1.2 ONGOING PROJECT MANAGEMENT

Throughout the project, there will be ongoing coordination between Alta's project manager and the City of Los Altos' project manager – including email, phone and written communication to keep the City up-to-date on the Plan development. Alta will facilitate bi-weekly project management meetings to review project status, schedule, and budget and provide meeting notes at the conclusion of each meeting. Alternating bi-weekly (monthly) meetings will be held in-person at the City's offices. Alta will prepare and submit monthly invoices and progress reports documenting budget spent and budget remaining per task.

Task 1 Deliverables

- Final project management plan
- Data Request Memo
- Biweekly meeting agendas/notes
- Monthly invoices/progress reports

Task 2. Bicycle and Pedestrian Plan Update

TASK 2.1 EXISTING CONDITIONS

As part of the data request memo to the City, Alta will ensure we have available relevant data, and will review Los Altos' existing bicycle and pedestrian facilities and supporting infrastructure. This includes:

- Pedestrian, bikeway, and trail inventory, including sidewalks, crosswalks, and bikeways using data provided by publicly available sources.
- Roadway characteristic data provided by the City, County, or Caltrans staff (including number of travel lanes, roadway/travel lane width, speed limits/speed survey data, and traffic volume data, as available).
- Existing and proposed land use data as available from the City.
- Demographic data (population, employment, and other information) from the Census, including from the American Community Survey.
- Points of interest and key destinations, including commercial areas, schools, parks, transit stations and stops, and others.
- Selective fieldwork will be conducted to verify critical elements of the City's existing facilities in person, supported by a review of available aerial photography and/or Google StreetView.

- Existing bicycle parking and wayfinding signage, where data is available.

Alta will develop a set of maps, tables, and narrative that describe the existing bicycle and pedestrian network and conditions.

TASK 2.2 PEDESTRIAN AND BICYCLING NETWORK RECOMMENDATIONS

Utilizing the input and data from previous tasks, Alta will develop new recommended pedestrian and bicycle networks that will update and expand on the pedestrian and bicycle networks in the 2012 Bicycle Transportation Plan, and allow Los Altos to achieve the Plan Update’s vision. Alta recommends that the bicycle network focus around a citywide low traffic stress (e.g. “all ages and abilities”) bicycle network, which may be a subset of the comprehensive bikeway network.

In developing the networks, focus will be placed on:

- Aligning the recommended network and facility types to the community desires collected from the conducted outreach
- Focusing on off street and trail opportunities as important low stress connectors across Los Altos
- Incorporating school walking and biking routes
- Identifying how new development within Los Altos can integrate and support the proposed networks

TASK 2.3 PRIORITIZATION AND IMPLEMENTATION

Alta will prepare a robust framework for evaluating projects and programs using a qualitative process that is organized around the Plan’s goals and objectives. Typical project evaluation criteria include:

Public Support. The project provides a significant improvement to a community identified challenge area.

Safety. The project addresses safety concerns such as reported collisions or areas of high risk.

Connectivity. The project improves overall network connectivity or provides access to key destinations.

Transit Support. The project provides an improved connection to transit.

Quality. The project type is appropriate for the context, providing low stress travel for people walking and biking.

Feasibility. The extent of project constraints in terms of right-of-way acquisition, impacts on traffic operations, cost, and other factors.

Alta will work with the City to finalize the criteria and evaluation method and apply these to the projects and programs and will present the proposed process to City residents in the second set of workshops. These will be applied to the proposed projects and used to help identify priorities.

Alta will develop planning-level cost estimates for each recommendation.

Alta will also develop an implementation strategy that identifies potential funding opportunities – including local, regional, and statewide funding – and applies those to each project and program. This will help the City identify both priorities and appropriate methods for implementation, including relevant funding sources.

TASK 2.4 PLAN DEVELOPMENT

Alta will combine items developed in Tasks 2.1 through 2.3 and a summary of Task 6 (Community Engagement) along with content retained from the 2012 Bicycle Transportation Plan and any other items produced by the City into a focused update to the City’s existing Bicycle and Pedestrian Transportation Plans. This scope does not include Alta conducting a plan and policy review to update recently adopted planning documents, an update to existing bicycle usage beyond reporting recent census commute data, a survey of existing bicycle programs, or detailed collision analysis. It also does not include an update to any appendices.

Alta will deliver an Administrative Draft Plan for City review. The City will provide Alta with one set of non-contradictory comments from which Alta will produce a Public Draft Plan for community review and input. Following consultation with the City to resolve public comments, Alta will produce a Final Plan for Council Approval.

Task 2 Deliverables

- Existing Conditions Memo
- Map and Table of Recommended Bikeway Projects
- Map and Table of Recommended Pedestrian Projects
- Planning-level cost estimates
- Prioritized list of improvements
- Administrative Draft Bicycle and Pedestrian Transportation Plan

- Public Draft Bicycle and Pedestrian Transportation Plan
- Final Bicycle and Pedestrian Transportation Plan

Task 3. Suggested Route to Schools Map Updates

TASK 3.1 UPDATED SUGGESTED ROUTES TO SCHOOL MAPS

Alta will make minor updates to the following ten (10) Walk n Roll to School maps by adding student drop-off/park and walk locations:

1. Almond Elementary
2. Blach Intermediate
3. Covington Elementary
4. Egan Junior High
5. Gardner Bullis Elementary
6. Loyola Elementary
7. Montclair Elementary
8. Oak Avenue Elementary
9. Santa Rita Elementary
10. Springer Elementary

Alta will coordinate with Cupertino to create NEW Suggested Route to School maps for the following three schools:

1. Cupertino Middle
2. Los Altos High
3. Homestead High

Note that Mountain View High has recently completed a new Suggested Route to School map that includes routes for Los Altos students.

TASK 3.2 WALKING AUDITS

To help inform infrastructure improvement recommendations around each school campus, Alta will lead walking audits at the following twelve (12) school sites:

1. Almond Elementary
2. Blach Intermediate
3. Covington Elementary
4. Egan Junior High
5. Gardner Bullis Elementary
6. Loyola Elementary
7. Montclair Elementary
8. Oak Avenue Elementary
9. Santa Rita Elementary
10. Springer Elementary
11. Los Altos High
12. Mountain View High

As part of Sunnyvale's Active Transportation Plan, Alta was contracted to conduct walking audits and produce improvement plans and memos for Homestead High and Cupertino Middle School in May 2019. Alta suggests Los Altos may use this information without the need to duplicate services.

Alta will coordinate invitations to City, District, school administration, and school parents to attend each audit. Alta will develop audit materials, lead the audit, and document audit results in a summary that includes notes, pictures, and recommended improvements in a map. Alta will develop twelve (12) audit summaries. For budgeting purposes, we have assumed each summary will be a one-sided 8.5 x 11 page. The audits may also be used to collect input on updates to the Walk n Roll maps. The Walk n Roll Maps and Walking Audits will be consolidated into a Plan document.

Task 3 Deliverables

- Ten (10) Walk n Roll School Map Updates
- Three (3) NEW Walk n Roll School Maps
- Twelve (12) School Audits and Summaries
- Safe Routes to School Plan

Task 4. Concept Plan Line Drawings

TASK 4.1 CONCEPT PLAN LINE DRAWINGS

Alta will produce concept plan drawings for bikeway and pedestrian improvements at the following locations:

1. Grant Road (Foothill Expressway [At intersection of Grant Rd/St. Joseph Ave] to Homestead Road: 0.75 miles)
2. Alvarado Avenue (San Antonio Rd to Casita Way: 0.48)
3. Valencia Drive (Arbuelo Way to Almond Ave: 0.48 miles)
4. Panchita Way (Jardin Drive to Marich Way: 0.52 miles)
5. Los Ninos Way (Jardin Drive to Marich Way: 0.5 miles)
6. Distel Drive (Jardin Drive to El Camino Real: 0.55 miles)
7. Jardin Drive (Valencia Dr to N Clark Ave: 0.6 miles)
8. Marich Way (Jordan Ave to El Monte Ave: 0.85 miles)
9. Solana Drive (Jardin Drive to Marich Way: 0.3 miles)
10. Loyola Corners Triangle (Miramonte Ave and A-Street intersection)

Conceptual design will include signing, striping and other improvements that can be used to develop preliminary planning level cost estimates and inform a future detailed design phase. Any changes to the curb/gutter and sidewalks or other work changing the vertical alignment of the area will not include consideration of drainage improvements.

New or upgraded curb ramp locations will be noted in the concept plans and included in cost estimates, but not designed.

Alta will develop one administrative draft per concept for the City to review. Based on one set of non-contradictory comments from the City, Alta will develop public draft concepts of each corridor listed above for community input in Task 5. In consultation with the City, Alta will then revise the concepts to produce one final concept per corridor based on one set of non-contradictory comments from the community and the City per concept. Alta will develop one draft cost estimates for each concept. Alta will revise once based on one set of consolidated, non-contradictory City comments.

Task 4 Deliverables

- Priority project concept plan line drawings (administrative draft, public draft and final versions)
- Cost estimates (administrative draft, final version)

Task 5. Community Engagement

Robust and meaningful outreach is essential to the success of this plan, and Alta has devoted substantial resources to the outreach portion of the work plan.

TASK 5.1 PUBLIC ENGAGEMENT PLAN

As our first deliverable, Alta will develop an outreach plan that identifies different user groups and community-based organizations that should be reached and engaged throughout the process. The Plan will clearly identify the objectives of each of the types of outreach events to better guide how the events can be planned and promoted to reach a wide range of Los Altos residents. The outreach plan will serve as a living document to assess how different groups have been reached, and how outreach events can be most impactful.

TASK 5.2 STAKEHOLDER ENGAGEMENT

In addition to the six (6) community open house meetings scoped within Task 6.3, Alta proposes several activities to engage residents and investigate opportunity and challenge areas directly with them. This includes a suite of mobile workshops and focus groups.

Two (2) mobile workshops

Two (2) focus groups

One (1) City Council meeting

Mobile Workshops

Alta has found that mobile workshops—i.e. meeting people where they are rather than expecting them to attend a project workshop—are one of the most effective ways to reach people that are not traditionally tuned into the City’s planning processes. Alta will work with the City to target locations and events that reach a diversity of Los Altos residents. The assumed effort at these events include staffing a table (Alta has a table and EZ-Up) with materials and activities related to walking and bicycling to gather feedback on issues, opportunities, and recommendations.

Focus Groups

We are budgeting for meeting with two (2) focus groups to provide opportunities to meet with constituents of community-based organizations or other business and neighborhood groups. Alta will attend already scheduled meetings. Some preliminary ideas include attending a Youth and/or Senior Commission meetings to share recommendations and gather feedback.

City Council Meeting

Alta will attend and support staff at one (1) City Council meeting to present the final plan for approval. Alta will prepare a presentation and revise once based on one set of consolidated and non-contradictory comments. Alta will not be responsible for staff report development.

TASK 5.3 OPEN HOUSE MEETINGS

Alta will facilitate six public open house meetings during the course of the project to highlight the plan, focused on providing the public with tangible products that would benefit from feedback. We propose to organize the meetings around the following phases:

Existing Conditions and Needs. We propose to conduct one meeting that presents the findings of the existing conditions and the needs assessment.

The open house will present the existing network and programs, gather feedback on network gaps and areas of concern, and review data on safety concerns, connectivity, and other factors.

Draft Recommendations. We propose to conduct a series of open houses to present draft recommendations and prioritization for the plan. Concept

Plan Line Drawings and Safe Routes to School recommendations/Walk n Roll Maps may also be presented for feedback in consultation with the City.

Draft Plan. We propose the final meeting to present the Public Draft Plan to stakeholders and residents. The final public meetings will be conducted

when all of the materials for the draft plan are prepared, but there is still ample time in the schedule to make modifications based on public feedback.

All public meeting input will be captured in a working paper and summarized in a chapter of the Plan.

TASK 5.4 COMPLETE STREETS COMMISSION MEETINGS

We understand the Complete Streets Commission will be the main stakeholder group for this project and will align Open House meetings to occur two hours prior to the start of these commission meetings. We assume up to six (6) Complete Streets Commission meetings over the course of the project to coincide with key milestones/input phases (e.g. introductory kick-off, existing conditions complete, initial recommendations, prioritization, and draft public plan). Alta will prepare and deliver presentations to the Complete Streets Commission, record feedback, and share notes with the City.

TASK 5.5 PROJECT WEBPAGE AND ONLINE INPUT TOOL

Alta has an on-staff web developers and will provide the City with a mobile-friendly project webpage including an online interactive community input map that allows the public to identify priority destinations for walking and biking, routes they would like to see improved, and other related feedback. The map allows users to comment on input from other users, allowing for a dialogue among residents. Alta has developed a technology to support online map input that works well on computers, tablets and phones. Our recent work on the Oakland Bike Plan (www.letsbikeoakland.com) included an interactive web- and mobile-based map for feedback on routes and issues. We assume the City will lead social media postings through the existing communications office, but Alta will provide support and content.

Task 5 Deliverables

- Draft and final Public Outreach Plan, all outreach materials
- Four outreach events, event materials (including notification mailers/flyers) compilation of input for each event
- One City Council meeting attendance
- Six Complete Streets Commission meetings, meeting agenda, materials, notes
- Project web page, online input tool, compilation of input from web tool
- Compilation and summary of input from all outreach events

Project Budget

Los Altos Complete Streets Master Plan

TASK	Alta Planning + Design									Task Hours	Total Task Fee
	Principal-in-Charge	Project Manager	Senior Planner	Planner	GIS Analyst	Associate Engineer	Engineer	Graphics	Web Developer		
	Sam Corbett	Jeff Knowles	Libby Nachman	Ben Frazier	Lisa Schroer	Jocelyn Walker	Marisa Lee	Cat Cheng	Ryan Johnson		
	2020 Hourly Rate*										
1 Project Management & Coordination	20	46	0	0	0	6	0	0	0	72	\$16,478
1.1 Project Kick-Off Meeting	4	4				6				14	\$3,242
1.2 Ongoing Project Management	16	42								58	\$13,236
2 Bicycle and Pedestrian Plan Update	5	26	40	84	36	4	8	45	0	248	\$33,367
2.1 Existing Conditions	1	4		12	8					25	\$3,247
2.2 Pedestrian and Bicycling Network Recommendations	2	4	16	36	4			8		70	\$8,822
2.3 Prioritization and Implementation	1	4	8	12	16	4	8			53	\$7,107
2.4 Bicycle and Pedestrian Plan Development	1	14	16	24	8			37		100	\$14,191
3 Suggested Route to School Map Updates	2	14	54	100	36	2	16	8	0	232	\$28,624
3.1 Updated Walk n Roll to School Maps	1	2		4	28			8		43	\$5,267
3.2 Walking Audits	1	12	54	96	8	2	16			189	\$23,357
4 Concept Plan Line Drawings	1	4	0	0	0	24	280	0	0	309	\$45,465
4.1 Concept Plan Line Drawings	1	4				24	280			309	\$45,465
5 Community Engagement	2	52	92	60	8	8	0	2	44	224	\$37,406
5.1 Public Engagement Plan	2	2	8							12	\$1,954
5.2 Stakeholder Engagement		16	24	24						64	\$9,056
5.3 Open House Meetings		16	22	18		4				60	\$9,068
5.4 Complete Streets Commission Meetings		16	22	18		4				60	\$9,068
5.5 Project Webpage and Online Input Tool		2	16		8			2	44	28	\$8,260
Staff Hours	30	142	186	244	80	44	304	55	44	1085	\$161,340
Online Input Map License Fee											\$2,000
Reimbursable Expenses & Travel											\$2,000
Project Total	\$7,650	\$30,956	\$23,436	\$25,864	\$8,480	\$9,900	\$41,952	\$8,140	\$4,664		\$165,340

GENERAL NOTES:

* Hours and staff assignments can be adjusted by the consultant as needed to implement the tasks described during the course of the project.

* Hourly rates are for calendar year 2020, and will be adjusted if work is continued into subsequent year(s).

Original \$165,426