



PROFESSIONAL SERVICES AGREEMENT North End Streets for Retrofit Stormwater Planning



The City of Kirkland, Washington, a municipal corporation ("City") and Altaterra, whose address is 10333 – 40th Ave NE Seattle, WA 98125 ("Consultant"), agree and contract as follows.

In consideration of the mutual benefits and conditions set forth below, the parties agree as follows:

I. SERVICES BY CONSULTANT

- A. The Consultant agrees to perform the services described in Attachment to this Agreement, which attachment is incorporated herein by reference.
- B. All services and duties shall be conducted and performed diligently, completely and in accordance with professional standards of conduct and performance.

II. COMPENSATION

- A. The total compensation to be paid to Consultant for these services shall not exceed \$ 104,022.10, as detailed in Attachment A .
- B. Payment to Consultant by the City in accordance with the payment ceiling specified above shall be the total compensation for all services performed under this Agreement and supporting documents hereto as well as all subcontractors' fees and expenses, supervision, labor, supplies, materials, equipment or the use thereof, reimbursable expenses, and other necessary incidentals.
- C. The Consultant shall be paid on the basis of invoices submitted. Invoicing will be on the basis of percentage complete or on the basis of time, whichever is applicable in accordance with the terms of this Agreement.
- D. The City shall have the right to withhold payment to Consultant for any services not completed in a satisfactory manner until such time as Consultant modifies such services to the satisfaction of the City.
- E. Unless otherwise specified in this Agreement, any payment shall be considered timely if a warrant is mailed or is available within 45 days of the date of actual receipt by the City of an invoice conforming in all respects to the terms of this Agreement.

III. TERMINATION OF AGREEMENT

The City or the Consultant may terminate or suspend this Agreement at any time, with or without cause, by giving ten (10) days' notice to the other in writing. In the event of termination, all finished or unfinished reports, or other material prepared by the Consultant pursuant to this Agreement, shall be provided to the City. In the event the City terminates prior to completion without cause, consultant may complete such analyses and records as may be necessary to place its files in order. Consultant shall be entitled to receive just and equitable compensation for any satisfactory services completed on the project prior to the date of termination, not to exceed the payment ceiling set forth above.

IV. OWNERSHIP OF WORK PRODUCT

- A. Ownership of the originals of any reports, data, studies, surveys, charts, maps, drawings, specifications, figures, photographs, memoranda, and any other documents which are developed, compiled or produced as a result of this Agreement, whether or not completed, shall be vested in the City. Any reuse of these materials by the City for projects or purposes other than those which fall within the scope of this Agreement or the project to which it relates, without written concurrence by the Consultant will be at the sole risk of the City.
- B. The City acknowledges the Consultant's plans and specifications as instruments of professional service. Nevertheless, the plans and specifications prepared under this Agreement shall become the property of the City upon completion of the services. The City agrees to hold harmless and indemnify consultant against all claims made against Consultant for damage or injury, including defense costs, arising out of any reuse of such plans and specifications by any third party without the written authorization of the Consultant.
- C. Methodology, materials, software, logic, and systems developed under this Agreement are the property of the Consultant and the City, and may be used as either the consultant or the City sees fit, including the right to revise or publish the same without limitation.
- D. The Consultant at such times and in such forms as the City may require, shall furnish to the City such statements, records, reports, data, and information as the City may request pertaining to matters covered by this Agreement. All of the reports, information, data, and other related materials, prepared or assembled by the Consultant under this Agreement and any information relating to personal, medical, and financial data will be treated as confidential only as allowed by Washington State laws regarding disclosure of public information, Chapter 42.56 RCW

The Consultant shall at any time during normal business hours and as often as the City may deem necessary, make available for examination all of its records and data with respect to all matters covered, directly or indirectly, by this Agreement and shall permit the City or its designated authorized representative to audit and inspect other data relating to all matters covered by this Agreement. The City shall receive a copy of all audit reports made by the agency or firm as to the Consultant's activities. The City may, at its discretion, conduct an audit, at its expense, using its own or outside auditors, of the Consultant's activities which relate, directly or indirectly, to the Agreement.

Consultant will provide all original operation and maintenance manuals, along with all warranties, from the manufacturer for any equipment or items installed or supplied to the City as part of this contracted project.

The Consultant shall maintain accounts and records, including personnel, property, financial, and programmatic records, which sufficiently and properly reflect all direct and indirect costs of any nature expended and services performed pursuant to this Agreement. The Consultant shall also maintain such other records as may be deemed necessary by the City to ensure proper accounting of all funds contributed by the City to the performance of this Agreement.

The foregoing records shall be maintained for a period of seven years after termination of this Agreement unless permission to destroy them is granted by the Office of the Archivist in accordance with RCW Chapter 40.14 and by the City.

V. GENERAL ADMINISTRATION AND MANAGEMENT

The Project Manager, Jenny Gaus or Rachel Konrady for the City of Kirkland shall review and approve the Consultant's invoices to the City under this Agreement, shall have primary responsibility for overseeing and approving services to be performed by the Consultant, and shall coordinate all communications with the Consultant from the City.

VI. COMPLETION DATE

The estimated completion date for the Consultant's performance of the services specified in Section I is 10/1/2026.

Consultant will diligently proceed with the services contracted for, but consultant shall not be held responsible for delays occasioned by factors beyond its control which could not reasonably have been foreseen at the time of the execution of this Agreement. If such a delay arises, Consultant shall forthwith notify the City.

VII. SUCCESSORS AND ASSIGNS

The Consultant shall not assign, transfer, convey, pledge, or otherwise dispose of this Agreement or any part of this Agreement without prior written consent of the City.

VIII. NONDISCRIMINATION

Consultant shall, in employment made possible or resulting from this Agreement, ensure that there shall be no unlawful discrimination against any employee or applicant for employment in violation of RCW 49.60.180, as currently written or hereafter amended, or other applicable law prohibiting discrimination, unless based upon a bona fide occupational qualification as provided in RCW 49.60.180 or as otherwise permitted by other applicable law. Further, no person shall be denied or subjected to discrimination in receipt of the benefit of any services or activities made possible by or resulting from this Agreement in violation of RCW 49.60.215 or other applicable law prohibiting discrimination.

IX. HOLD HARMLESS/INDEMNIFICATION

To the greatest extent allowed by law the Contractor 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 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 Contractor and the City, its officers, officials, employees, and volunteers, the Contractor's liability hereunder shall be only to the extent of the Contractor's negligence. It is further specifically and expressly understood that the indemnification provided herein constitutes the Contractor's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purpose 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.

X. LIABILITY INSURANCE COVERAGE

The Consultant 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 Consultant, its agents, representatives, or employees. A failure to obtain and maintain such insurance or to file required certificates and endorsements shall be a material breach of this Agreement.

Consultant's maintenance of insurance as required by the agreement shall not be construed to limit the liability of the Consultant to the coverage provided by such insurance, or otherwise limit the City's recourse to any remedy available at law or in equity.

A. Minimum Scope of Insurance

Consultant shall obtain insurance of the types described below:

1. Automobile Liability insurance covering all owned, non-owned, hired and leased vehicles. Coverage shall be as least as broad as 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 as least as broad as ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, stop-gap independent contractors and personal injury and advertising injury. The City shall be named as an additional insured under the Consultant's Commercial General Liability insurance policy with respect to the work performed for the City using an additional insured endorsement at least as broad as ISO CG 20 26.
3. Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington.
4. Professional Liability insurance appropriate to the Consultant's profession.

B. Minimum Amounts of Insurance

Consultant 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.
3. Professional Liability insurance shall be written with limits no less than \$1,000,000 per claim and \$1,000,000 policy 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 Consultant's insurance coverage shall be primary insurance as respects the City. Any insurance, self-insurance, or self-insured pool coverage maintained by the City shall be excess of the Consultant's insurance and shall not contribute with it.
2. The Consultant shall provide the City and all Additional Insureds for this services with written notice of any policy cancellation, within two business days of their receipt of such notice.

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

Consultant 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 Consultant before commencement of the services.

F. Failure to Maintain Insurance

Failure on the part of the Consultant to maintain the insurance as required shall constitute a material breach of agreement, upon which the City may, after giving five business days' notice to the Consultant to correct the breach, immediately terminate the agreement or, at its discretion, procure or renew such insurance and pay any and all premiums in connection therewith, with any sums so expended to be repaid to the City on demand, or at the sole discretion of the City, offset against funds due the Consultant from the City.

G. City Full Availability of Consultant Limits

If the Consultant maintains higher insurance limits than the minimums shown above, the City shall be insured for the full available limits of Commercial General and Excess or Umbrella liability maintained by the Consultant, irrespective of whether such limits maintained by the Consultant are greater than those required by this agreement or whether any certificate of insurance furnished to the City evidences limits of liability lower than those maintained by the Consultant.

XI. COMPLIANCE WITH LAWS/BUSINESS LICENSE

The Consultant shall comply with all applicable State, Federal, and City laws, ordinances, regulations, and codes. Consultant must obtain a City of Kirkland business license or otherwise comply with Kirkland Municipal Code Chapter 7.02.

XII. FUTURE SUPPORT

The City makes no commitment and assumes no obligations for the support of Consultant activities except as set forth in this Agreement.

XIII. INDEPENDENT CONTRACTOR

Consultant is and shall be at all times during the term of this Agreement an independent contractor and not an employee of the City. Consultant agrees that he

or she is solely responsible for the payment of taxes applicable to the services performed under this Agreement and agrees to comply with all federal, state, and local laws regarding the reporting of taxes, maintenance of insurance and records, and all other requirements and obligations imposed on him or her as a result of his or her status as an independent contractor. Consultant is responsible for providing the office space and clerical support necessary for the performance of services under this Agreement. The City shall not be responsible for withholding or otherwise deducting federal income tax or social security or for contributing to the state industrial insurance or unemployment compensation programs or otherwise assuming the duties of an employer with respect to the Consultant or any employee of Consultant.

XIV. EXTENT OF AGREEMENT/MODIFICATION

This Agreement, together with all attachments and addenda, represents the final and completely integrated Agreement between the parties regarding its subject matter and supersedes all prior negotiations, representations, or agreements, either written or oral. This Agreement may be amended only by written instrument properly signed by both parties.

XV. ADDITIONAL WORK

The City may desire to have the Consultant perform work or render services in connection with the project other than provided for by the express intent of this Agreement. Any such work or services shall be considered as additional work, supplemental to this Agreement. This Agreement may be amended only by written instrument properly signed by both parties.

XVI. NON-ENDORSEMENT

As a result of the selection of a consultant to supply services to the City, the consultant agrees to make no reference to the City in any literature, promotional material, brochures, sales presentation or the like without the express written consent of the City.

XVII. NON-COLLUSION

By signature below, the Consultant acknowledges that the person, firm, association, co-partnership or corporation herein named, has not either directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in the preparation or submission of a proposal to the City for consideration in the award of a contract on the specifications contained in this Agreement.

XVIII. WAIVER

Waiver by the City of any breach of any term or condition of this Agreement shall not be construed as a waiver of any other breach.

XIX. ASSIGNMENT AND SUBCONTRACT

The Consultant shall not assign or subcontract any portion of the services contemplated by this Agreement without the prior written consent of the City.

XX. DEBARMENT

Recipient certifies that it is not suspended, debarred, proposed for debarment, declared ineligible or otherwise excluded from contracting with the federal government, or from receiving contracts paid for with federal funds.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the dates written below:

CONSULTANT:

Signature: Erin D. Nelson

Printed Name: Erin Nelson

Title: Owner

Date: Jan 28, 2025

CITY OF KIRKLAND:

Signature: Julie Underwood
Julie Underwood (Jan 28, 2025 10:59 PST)

Printed Name: Julie Underwood
(Julie Underwood)

Title: Deputy City Manager of Operations

Date: Jan 28, 2025



City of Kirkland
North End Streets Stormwater Retrofit Planning
Job #48-24-PW
Scope of Work, Budget Estimate, and Schedule
January 10, 2025

Introduction and Background

The City of Kirkland has received a King County WaterWorks Grant to conduct a study to prioritize opportunities for stormwater improvements by removing excess pavement, installing stormwater facilities on excess roadway area, and/or installing stormwater facilities in excess right-of-way beyond paved areas in the north part of Kirkland. The north part of the city has been annexed over time and road widths and rights-of-way in some areas are wider than City of Kirkland standards.

Goals and Objectives

The specific project objectives include:

- Research how other jurisdictions have successfully re-purposed right-of-way for stormwater improvements to apply lessons learned.
- Develop GIS screening and ranking methodology and conduct GIS screening of potential right-of-way sites for pavement removal, stormwater retrofit, and complementary transportation system benefits.
- Conduct field visits at high priority retrofit sites to confirm conditions. One high priority site will be selected for conceptual design.
- Assist with community outreach to solicit stakeholder input on retrofit priorities and high-priority site.
- Develop conceptual design plan and preliminary cost estimate for highest priority site.
- Document evaluation and prioritization process in an ArcGIS StoryMap for publishing on City's website.

Project Tasks

The project tasks follow those outlined in the King County grant. City and Consultant tasks are included in this scope of work to provide clarity for deliverable responsibility. In some cases, both the City and Consultant will produce deliverables jointly. In that case, the lead party responsible for the final project will be noted in this scope of work. Project management is not a separate line item; therefore, project management is built into each of the project tasks.

All reports, agendas, models, and memos will be provided to the City in native electronic format and .pdf.

Task 1- Research Similar Efforts by Other Jurisdictions

This task will be performed by the Consultant and involves a project kick-off meeting and conducting on-line research to identify how other jurisdictions have used excess pavement for stormwater retrofit, transportation improvements, or pavement removal.

Assumptions:

- A virtual kick-off meeting will be held with up to 4 members of the Consultant team and City staff that are anticipated to be part of the project team. The kick-off meeting will last no more than 1 hour. The Consultant will prepare an agenda and meeting minutes.
- Up to 4 hours of on-line research is anticipated for evaluation of efforts by other jurisdictions to remove pavement or conduct stormwater retrofit in excess pavement. A brief memorandum will be prepared to document the results of the research.
- The city will review the draft memorandum and prepare a consolidated set of review comments and resolutions if there are conflicting comments, with suggested changes to the consultant for inclusion in the final memorandum.

Deliverables:

- Kick-off meeting agenda and meeting minutes.
- Draft memorandum describing results of on-line research.
- Final memorandum describing results of on-line research that address City comments provided on the draft memorandum.

Task 2- Develop Right-of-Way Prioritization Criteria

This task includes City and Consultant activities. City tasks include the following:

City Tasks

1. Provide consultant team with GIS layers to be used in the analysis, including but not limited to the following:
 - a. Transportation layers, including streets with functional classifications and light rail/ transit corridors.
 - b. Non-motorized pathways layers including bike lanes, trails, and other non-motorized corridors.
 - c. Parcel layer including size, ownership, and vacancy.
 - d. Rights-of-Way layer.
 - e. Transportation capital improvement projects including non-motorized projects.
 - f. Stormwater infrastructure, including pipes, aging and failing pipes, stormwater facilities, green infrastructure.
 - g. Other underground utilities (sewer/water)
 - h. Environmental critical areas, including wetlands, steep slopes, landslide hazards, etc.
 - i. Hydrography (streams, lakes, ponds, etc.)
 - j. Land use or zoning classification layer.
 - k. Impervious surfaces layer including pavement/ roadways
 - l. Surficial geology/ soils
 - m. Forest cover or urban canopy layer, tree point layer.
 - n. Existing transportation issues (i.e., high speeds for the road class, accidents, etc.)
2. Provide consultant team with current transportation standards, including right-of-way widths for different road classes, travel-lane widths, etc.
3. Provide consultant team with current traffic and transportation design standards.
4. Identify city stakeholders to participate in prioritization criteria workshops.
5. Coordinate city staff availability for virtual workshops.

Consultant Tasks

The consultant team will review the GIS layers, transportation CIP data, and transportation design standards to develop preliminary prioritization criteria to identify potential methodology for selecting sites for pavement removal, stormwater retrofits, and/or complementary transportation benefits.

Assumptions:

- Prioritization criteria may include streets that:
 - Have excess right-of-way (i.e., right-of-way is larger than current design standards for the class of road).
 - Have excess pavement (i.e., pavement widths are greater than current design standards)
 - Are located in areas where non-motorized transportation projects are needed.
 - Are located where stormwater treatment is needed.
 - Are located where shallow or deep infiltration may be feasible (based on current mapping).
 - Are located where there may be fewer environmental impacts (i.e., tree removal).
 - Are located where there may be greater environmental benefits (i.e., water quality).
- Two workshops will be held with up to two members of the Consultant team and city staff to identify draft and final criteria to be included in the GIS-based prioritization methodology. The workshops will be no more than 1.5 hours in length and will be virtual.
- The consultant will prepare meeting materials and minutes for the workshops.

Deliverables:

- Workshop materials, agendas, and meeting notes for two workshops.
- Brief memorandum describing final prioritization criteria.

Task 3- Develop ROW Prioritization Tool

This task involves performing GIS analysis and developing the right-of-way prioritization tool to screen rights-of-way for pavement removal, stormwater retrofit, and complementary transportation improvements. The team will develop a framework for site selection, using GIS screening methods, field validation methods, and stakeholder input.

Assumptions:

- A GIS-based right-of-way prioritization methodology and tool will be developed to identify and rank stormwater retrofit sites using screening criteria including but not limited to the following:
 - Right-of-way types (i.e., arterial, local)
 - Excess right-of-way areas
 - Existing stormwater utilities/facilities
 - Planned transportation improvement projects, including non-motorized projects
 - Existing transportation issues (i.e., high speeds for the road class, accidents, etc.)
 - Impervious surface in excess right-of-way
 - Existing stormwater treatment
 - Underground utilities (sewer/water)
 - Critical areas not suitable for retrofits (i.e., wetlands, landside hazard areas)
 - Infiltration potential (i.e., subsurface geology)
- The City will provide all GIS layers necessary for the Consultant team to perform analysis and develop the methodology and tool including those listed in Task 2.
- The Consultant will develop a work-flow process memorandum that describes the subsequent steps for setting up, using, and updating the GIS-based tool.
- Up to 4 virtual workshops with up to two consultant staff members will be held to identify and document functional and technical requirements of the GIS-based tool. The workshops will last no more than 1.5 hours. The consultant will prepare workshop materials, agendas, and meeting notes.
- A webmap of the GIS-prioritization outcomes will be developed for inclusion in an ArcGIS StoryMap to be published on the city's website (Task 4).
- The City will provide publisher access to their ArcGIS online organization for the duration of the contract.

Deliverables:

- Workshop materials, agendas, and meeting notes for four workshops.
- Workflow outline that documents on-line tool process, data, and maintenance.
- Workflow memorandum that documents how the methodology and tool were developed and can be used by other jurisdictions.

Task 4 – Develop Prioritized List of Projects and Conceptual Design for High Priority Project

This task involves using the output of the tool developed in Task 3 to identify a list of high priority projects for potential stormwater retrofits. This task also includes development of one high priority project into a conceptual design (10% concept level) and planning level cost estimate. An ArcGIS Story map will be developed in this task documenting the results of the process and outcome for use on the city's website and community outreach (Task 5).

This task includes City and Consultant activities. City tasks include the following:

City Tasks

1. The City will develop a project webpage that describes this project, the timeline, and community outreach component.
2. The City will develop a community engagement approach that utilizes on-line materials and graphics developed by the consultant team (i.e., StoryMap that includes Webmap of prioritization outcome, and conceptual design summary sheet) to engage with community members and local residents adjacent to potential project sites about their opinions and preferences.
3. Provide as-built records and relevant calculations or reports for up to 20 sites to be included in field assessments.

The following Consultant subtasks will be completed.

Task 4.1 GIS Screening

The GIS prioritization tool developed in Task 3 will be used to screen potential retrofit sites.

Assumptions:

- A right-of-way GIS screening will be conducted using the tool developed in Task 3 to identify potential retrofit sites based on criteria developed in Task 2.
- Up to twenty preliminary sites will be identified for secondary field screening.
- The City has and will maintain an ArcGIS Pro Basic (or better) license and spatial analyst extension.

Deliverables:

- List of top 20 sites from the GIS screening ranked according to criteria developed in Task 2, which will be included in field validation.

Task 4.2 Field Validation and Site Prioritization and Ranking

Up to twenty sites identified in the GIS screening will be field validated for further consideration or elimination from site prioritization, and will be prioritized for site visits from GIS screening

Assumptions:

- Field evaluation methodology and collection protocol will be developed prior to conducting site visits including the following:
 - Site data to be collected including, but not limited to the following:
 - Confirmation of GIS information
 - Visual utility assessment

- Observations of stormwater issues or concerns
 - Potential maintenance or accessibility issues
- Data documentation methodology including
 - Electronic or paper forms
 - Photographs
 - Existing as-built drawings of conveyance or other infrastructure
- One 1-hour meetings with City staff and two members of the Consultant Team will be conducted to develop expectations for the field evaluation and ranking prioritization methodology.
- One Consultant team member and one City team member will conduct all field assessments.
 - It is assumed that up to one day will be needed for field validation for up to 20 sites; lower priority sites will be eliminated if 8 hours exceeded.
 - The Consultant will be responsible for documentation, up to 30 minutes per site.
 - All sites are assumed to be in the right-of-way and are publicly accessible.
- Transportation engineer and utilities engineer will review information provided and provide input on revised site prioritization criteria.
- Conduct a workshop with City staff to identify types of retrofits that could occur for the sites remaining on the list after field evaluation. Select one high priority site for conceptual design.
 - Up to 3 members of the Consultant team will participate in a 2-hour workshop with City staff to review field evaluation notes and preliminary ranking and prioritization of sites.

Deliverables:

- Notes and evaluation forms from preliminary field evaluation
- Ranking and prioritization spreadsheet tool with 20 sites ranked.
- One one-hour meeting to review field evaluation methodology.
- One two-hour workshop including agenda and brief memorandum summarizing workshop.

Task 4.3 Conceptual Summary Sheet - 10%

This task involves developing a conceptual design (estimated to be 10%) of one of the high priority sites, including a preliminary planning level cost estimate.

Assumptions:

- City will provide template for concept summary sheet.
- The conceptual design will include size, type, and location of the proposed project.
- Understanding that the selected project size, type and complexity is not known at scoping, depending on what location is selected, resourcing may be adjusted for 10% design (e.g. City of Kirkland may be able to self-perform some elements of work).
- Western Washington Hydrology Modeling Software (WWHM2012) will be used for sizing the retrofit and water quality facilities. It is assumed that project sites will strive for Level 2 flow control compliance of the drainage basin, and the Enhanced level of water quality treatment, but it is understood that these retrofit locations will only provide as much as is feasible given site constraints. Other simple analysis points/metrics may be agreed upon by the project team and City.

- GIS or HSPF inputs/parameters such as impervious vs. pervious area will be shared for incorporation within the WWHM2012 model.
 - Preliminary Modeling will be conducted with the best available inputs for a 10% plan submittal. Model refinements will be needed in subsequent project phases.
- The concept summary sheet is expected to be two pages (8.5 x 11) and include:
 - Vicinity location
 - Project rendering that shows schematically the elements of the design, but can also be used for promotional materials on the City's website
 - Preliminary planning level cost estimate
 - Description of the project, including anticipated permits and additional information needed for design (i.e., geotechnical investigation, topographic survey, utility locate, etc.).
 - Goals and benefits of the project
 - Transportation/traffic elements needed to ensure the design is successful.

Deliverables:

- Draft conceptual project summary sheet and preliminary cost estimate.
- Final conceptual project summary sheet and preliminary cost estimate.

Task 4.4 StoryMap

An ArcGIS StoryMap will be prepared that documents the prioritization process and results.

Assumptions:

- Tasks from above will be documented in an ArcGIS StoryMap.
- The StoryMap can be used to survey community members about their retrofit preferences and specific support for the high-priority project.
- A draft and final StoryMap will be developed.
- The city will provide review on the draft StoryMap, and review comments will be incorporated into the final.
- The consultant will assist the city with outreach questions and survey, as needed, up to 10 hours.

Deliverables:

- Draft StoryMap
- Final StoryMap

Task 5- Promote Project and Conduct Community Outreach

This task includes soliciting community feedback on the prioritization process, results, and selected high priority project. The city will lead this task, with review support from the consultant.

The following Consultant subtasks will be completed.

Assumptions:

- Review materials prepared by the city for community engagement. Up to 4 hours are included for review.
- Support in-person community outreach. Up to 4 hours are included.
- Graphics support. Up to 10 hours are included.

Deliverables:

- Up to 4 hours of review.
- Up to 4 hours of in-person community outreach.
- Up to 10 hours of graphics support.



Budget Estimate

The estimated budget to complete this scope of work is \$104,022.10. Table 1 provides a budget breakdown by Task and Sub-Tasks.

Task	Sub-task	Description	Budget	Task Totals
1		Research Similar Efforts by Other Jurisdictions	\$3,200.00	\$3,200.00
2		Develop Right-of-Way Prioritization Criteria	\$10,250.50	\$10,250.50
3		Develop ROW Prioritization Tool	\$39,511.60	\$39,511.60
4	Develop Prioritized List of Projects and Conceptual Design for High Priority Project			
	4.1	GIS Screening	\$5,050.50	
	4.2	Field Validation and Site Prioritization and Ranking	\$22,050.80	
	4.3	Conceptual Summary Sheet-10%	\$13,158.50	
	4.4	StoryMap	\$7,600.00	\$47,859.80
5		Promote Project and Conduct Community Outreach	\$3,200.20	\$3,200.200
Total Budget Estimate				\$104,022.10

Preliminary Schedule Estimate

The estimated schedule to complete this scope of work is provided below, assuming a Notice to Proceed and project kick-off by mid-January 2025.

To Be Completed after Consultant Team Discusses City's Schedule