

CITY OF PORTLAND
AGREEMENT FOR PROFESSIONAL, TECHNICAL, OR EXPERT SERVICES

CONTRACT NO.

SHORT TITLE OF WORK PROJECT:

PBOT BIKEWAY PROJECT DEVELOPMENT

This contract is between the City of Portland, acting by and through its Elected Officials, hereafter called "City," and Alta Planning + Design, hereafter called Contractor. The City's Project Manager for this contract is Ellen Vanderslice.

Effective Date and Duration

This contract shall become effective on the date the last signatures have been obtained. This contract shall expire, unless otherwise terminated or extended, on September 1, 2011.

Consideration

- (a) City agrees to pay Contractor a sum not to exceed \$214,940 for accomplishment of the work.
- (b) Interim payments shall be made to Contractor according to the schedule identified in the STATEMENT OF THE WORK AND PAYMENT SCHEDULE.

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CONTRACTOR DATA AND CERTIFICATION

Name (please print): Alta Planning + Design

Address: 711 SE Grand Avenue, Portland, OR 97214

Employer Identification Number (EIN) 68-0465555

[INDEPENDENT CONTRACTORS: DO NOT PROVIDE SOCIAL SECURITY NUMBER (SSN) - LEAVE BLANK IF NO EIN]

City of Portland Business License # 652667

Citizenship: Nonresident alien Yes No

Business Designation (check one): Individual Sole Proprietorship Partnership Corporation

Limited Liability Co (LLC) Estate/Trust Public Service Corp. Government/Nonprofit

Payment information will be reported to the IRS under the name and taxpayer I.D. number provided above. Information must be provided prior to contract approval. Information not matching IRS records could subject you to 20 percent backup withholding.

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**STANDARD CONTRACT PROVISIONS FOR
PROFESSIONAL, TECHNICAL & EXPERT SERVICES (MANDATORY PROVISIONS)**

1. Access to Records

The Contractor shall maintain, and the City of Portland ("City") and its duly authorized representatives shall have access to the books, documents, papers, and records of the Contractor which are directly pertinent to the specific contract for the purpose of making audit, examination, excerpts, and transcripts for a period of three years after final payment. Copies of applicable records shall be made available upon request. Payment for cost of copies is reimbursable by the City.

2. Audits

(a) The City, either directly or through a designated representative, may conduct financial and performance audits of the billings and services specified in this agreement at any time in the course of the agreement and during the three (3) year period established by section 1, **Access to Records**. Audits will be conducted in accordance with generally accepted auditing standards as promulgated in Government Auditing Standards by the Comptroller General of the United States General Accounting Office.

(b) If an audit discloses that payments to the Contractor were in excess of the amount to which the Contractor was entitled, then the Contractor shall repay the amount of the excess to the City.

(c) If any audit shows performance of services is not efficient in accordance with Government Auditing Standards, or that the program is not effective in accordance with Government Auditing Standards, the City may pursue remedies provided under section 5, **Early Termination of Agreement** and section 7, **Remedies**.

3. **Effective Date and Duration**

The passage of the contract expiration date (as recorded on reverse side) shall not extinguish, prejudice, or limit either party's right to enforce this contract with respect to any default or defect in performance that has not been cured.

4. **Order of Precedence**

This contract consists of the terms and conditions of this contract, the Request for Proposals (RFP) issued by the City, if any, and the Contractor's proposal in response to the RFP. In the event of any apparent or alleged conflict between these various documents, the following order of precedence shall apply to resolve the conflict: a) this contract's terms and conditions, b) the City's RFP, and c) the Contractor's proposal in response to the RFP.

5. **Early Termination of Agreement**

(a) The City and the Contractor, by mutual written agreement, may terminate this Agreement at any time.

(b) The City, on thirty (30) days written notice to the Contractor, may terminate this Agreement for any reason deemed appropriate in its sole discretion.

(c) Either the City or the Contractor may terminate this Agreement in the event of a breach of the Agreement by the other. Prior to such termination, however, the party seeking the termination shall give to the other party written notice of the breach and of the party's intent to terminate. If the party has not entirely cured the breach within fifteen (15) days of the notice, then the party giving the notice may terminate the Agreement at any time thereafter by giving a written notice of termination.

6. **Payment on Early Termination**

(a) In the event of termination under subsection 5(a) or 5(b), **Early Termination of Agreement** hereof, the City shall pay the Contractor for work performed in accordance with the Agreement prior to the termination date.

(b) In the event of termination under subsection 5(c), **Early Termination of Agreement** hereof, by the Contractor due to a breach by the City, then the City shall pay the Contractor as provided in subsection (a) of this section.

(c) In the event of termination under subsection 5(c), **Early Termination of Agreement** hereof, by the City due to a breach by the Contractor, then the City shall pay the Contractor as provided in subsection (a) of this section, subject to set off of excess costs, as provided for in section 7(a), **Remedies**.

(d) In the event of early termination all of the Contractor's work product will become and remain property of the City.

7. **Remedies**

(a) In the event of termination under subsection 5(c), **Early Termination of Agreement**, hereof, by the City due to a breach by the Contractor, then the City may complete the work either itself, by agreement with another contractor or by a combination thereof. In the event the cost of completing the work exceeds the remaining unpaid balance of the total compensation provided under this contract, then the Contractor shall pay to the City the amount of the reasonable excess.

(b) The remedies provided to the City under section 5, **Early Termination of Agreement** and section 7, **Remedies** for a breach by the Contractor shall not be exclusive. The City also shall be entitled to any other equitable and legal remedies that are available.

(c) In the event of breach of this Agreement by the City, then the Contractor's remedy shall be limited to termination of the Agreement and receipt of payment as provided in section 5(c), **Early Termination of Agreement** and section 6(b), **Payment on Early Termination** hereof.

8. **Subcontracts and Assignment**

Contractor shall not subcontract, assign or transfer any of the work scheduled under this agreement, without the prior written consent of the City. Notwithstanding City approval of a subcontractor, the Contractor shall remain obligated for full performance hereunder, and the City shall incur no obligation other than its obligations to the Contractor hereunder. The Contractor agrees that if subcontractors are employed in the performance of this Agreement, the Contractor and its subcontractors are subject to the requirements and sanctions of ORS Chapter 656, Workers' Compensation.

9. **Compliance with Applicable Law**

In connection with its activities under this Agreement, Contractor shall comply with all applicable federal, state and local laws and regulations including the City's Equal Benefits Ordinance and its administrative rules, all of which are incorporated by this reference. Failure to comply with the Ordinance permits the City to impose sanctions or require remedial actions as stated in Section 13.1 of the administrative rules. Contractor shall complete the INDEPENDENT CONTRACTOR CERTIFICATION STATEMENT, which is attached hereto and by this reference made a part hereof.

(a) **Indemnity - Claims for Other than Professional Liability**

Contractor shall defend, save, and hold harmless the City of Portland, its officers, agents, and employees, from all claims, suits, or actions of whatsoever nature, including intentional acts, resulting from or arising out of the activities of Contractor or its subcontractors, agents or employees under this agreement. Nothing in this section requires the Contractor or its insurer to indemnify the City for any claims or losses arising out of death, or bodily injury to persons, or property damage caused by the negligence of the City.

(b) Indemnity - Claims for Professional Liability

Contractor shall defend, save, and hold harmless the City of Portland, its officers, agents, and employees, from all claims, suits, or actions arising out of the professional negligent acts, errors or omissions of Contractor or its subcontractors and sub-consultants, agents or employees in performance of professional services under this agreement. Nothing in this section requires the Contractor or its insurer to indemnify the City for any claims or losses caused by the negligence of the City.

(c) Indemnity - Standard of Care

If Contractor's services involve engineering or consulting, the standard of care applicable to Contractor's service will be the degree of skill and diligence normally employed by professional engineers or consultants performing the same or similar services at the time such services are performed. Contractor will re-perform any services not meeting this standard without additional compensation.

10. Insurance

During the term of this contract Contractor shall maintain in force at its own expense, each insurance noted below:

- (a) Workers' Compensation insurance in compliance with ORS 656.017, which requires subject employers to provide Oregon workers' compensation coverage for all their subject workers (contractors with one or more employees, unless exempt under ORS 656.027).

- (b) Required and attached or Waived by City Attorney: _____

General Liability insurance with a combined single limit of not less than \$1,000,000 per occurrence for Bodily Injury and Property Damage. It shall include contractual liability coverage for the indemnity provided under this contract, and shall provide that City of Portland, and its agents, officers, and employees are Additional Insured but only with respect to the Contractor's services to be provided under this Contract:

- (c) Required and attached or Waived by City Attorney: _____

Automobile Liability insurance with a combined single limit of not less than \$1,000,000 per occurrence for Bodily Injury and Property Damage, including coverage for owned, hired, or nonowned vehicles, as applicable:

- (d) Required and attached or Waived by City Attorney: _____

Professional Liability insurance with a combined single limit of not less than \$1,000,000 per claim, incident, or occurrence. This is to cover damages caused by error, omission or negligent acts related to the professional services to be provided under this contract. If insurance coverage is provided on a "claims made" basis, the successful Proposer shall acquire a "tail" coverage or continue the same coverage for three years after completion of the contract, provided coverage is available and economically feasible. If such coverage is not available or economically feasible, contractor shall notify City immediately.

- (e) On all types of insurance. There shall be no cancellation, material change, reduction of limits, or intent not to renew the insurance coverage(s) without 30-days written notice from the Contractor or its insurer(s) to the City.
- (f) Certificates of insurance. As evidence of the insurance coverages required by this contract, the Contractor shall furnish acceptable insurance certificates to the City at the time contractor returns signed contracts. The certificate will specify all of the parties who are Additional Insured and will include the 30-day cancellation clause and 10-day non-payment clause that provides that the insurance shall not terminate or be cancelled without 30 days or 10 days written notice first being given to the City Auditor. Insuring companies or entities are subject to City acceptance. If requested, complete policy copies shall be provided to the City. The Contractor shall be financially responsible for all pertinent deductibles, self-insured retentions, and/or self-insurance.

11. Ownership of Work Product

All work products produced by the Contractor under this contract is the exclusive property of the City. "Work product" shall include but not be limited to research, reports, computer programs, manuals, drawings, recordings, photographs, artwork and any data or information in any form; the Contractor and the City intend that such work product shall be deemed "work made for hire" of which the City shall be deemed the author. If for any reason a work product is deemed not to be a "work made for hire," the Contractor hereby irrevocably assigns and transfers to the City all right, title and interest in such work product, whether arising from copyright, patent, trademark, trade secret, or any other state or federal intellectual property law or doctrines. Contractor shall obtain such interests and execute all documents necessary to fully vest such rights in the City. Contractor waives all rights relating to work product, including any rights arising under 17 USC 106A, or any other rights of authorship, identification or approval, restriction or limitation on use or subsequent modifications. If the Contractor is an architect, the work product is the property of the Contractor-Architect, and by execution of this contract, the Contractor-Architect grants the City an exclusive and irrevocable license to use that work product.

12. Nondiscrimination

Contractor agrees to comply with all applicable requirements of federal and state civil rights and rehabilitation statutes, rules, and regulations. Contractor also shall comply with the Americans With Disabilities Act of 1990 (Pub. L. No. 101-336) including Title II of that Act, ORS 659.425, and all regulations and administrative rules established pursuant to those laws.

13. Successors in Interest

The provisions of this contract shall be binding upon and shall inure to the benefit of the parties hereto, and their respective successors and approved assigns.

14. Severability

The parties agree that if any term or provision of this contract is declared by a court of competent jurisdiction to be illegal or in conflict with any law, the validity of the remaining terms and provisions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if the contract did not contain the particular term or provision held to be invalid.

15. Waiver

The failure of the City to enforce any provision of this contract shall not constitute a waiver by the City of that or any other provision.

16. Errors

The Contractor shall perform such additional work as may be necessary to correct errors in the work required under this contract without undue delays and without additional cost.

17. Governing Law

The provisions of this contract shall be construed in accordance with the provisions of the laws of the State of Oregon. Any action or suits involving any question arising under this contract must be brought in the appropriate court in Multnomah County Oregon.

18. Amendments

All changes to this contract, including changes to the scope of work and contract amount, must be made by written amendment and approved by the Chief Procurement Officer to be valid. Any amendment that increases the original contract amount by more than 25% must be approved by the City Council to be valid.

19. Business License

The Contractor shall obtain a City of Portland business license as required by PCC 7.02 prior to beginning work under this Agreement. The Contractor shall provide a business license number in the space provided on page one of this Agreement. Additionally, the Contractor shall pay all fees or taxes due under the Business License Law and the Multnomah County Business Income Tax (MCC Chapter 12) during the full term of this contract. Failure to be in compliance may result in payments due under this contract to be withheld to satisfy amount due under the Business License Law and the Multnomah County Business Income Tax Law.

20. Prohibited Interest

- (a) No City officer or employee during his or her tenure or for one year thereafter shall have any interest, direct or indirect, in this Agreement or the proceeds thereof.
- (b) No City officer or employee who participated in the award of this Agreement shall be employed by the Contractor during the period of the Agreement.

21. Payment to Vendors and Subcontractors

The Contractor shall timely pay all suppliers, lessors and contractors providing it services, materials or equipment for carrying out its obligations under this Agreement. The Contractor shall not take or fail to take any action in a manner that causes the City or any materials that the Contractor provides hereunder to be subject to any claim or lien of any person without the City's prior written consent.

Merger Clause

THIS CONTRACT AND ATTACHED EXHIBITS CONSTITUTES THE ENTIRE AGREEMENT BETWEEN THE PARTIES. NO WAIVER, CONSENT, MODIFICATION, OR CHANGE OF TERMS OF THIS CONTRACT SHALL BIND EITHER PARTY UNLESS IN WRITING AND SIGNED BY BOTH PARTIES. SUCH WAIVER, CONSENT, MODIFICATION, OR CHANGE IF MADE, SHALL BE EFFECTIVE ONLY IN SPECIFIC INSTANCES AND FOR THE SPECIFIC PURPOSE GIVEN. THERE ARE NO UNDERSTANDINGS, AGREEMENTS, OR REPRESENTATIONS, ORAL OR WRITTEN, NOT SPECIFIED HEREIN REGARDING THIS CONTRACT. CONTRACTOR, BY THE SIGNATURE OF ITS AUTHORIZED REPRESENTATIVE, HEREBY ACKNOWLEDGES THAT HE OR SHE HAS READ THIS CONTRACT, UNDERSTANDS IT AND AGREES TO BE BOUND BY ITS TERMS AND CONDITIONS.

OPTIONAL PROVISIONS (selected by City Project Manager)

22. Arbitration: / / Not Applicable / / Applicable (consult with City Attorney's Office before finalizing as applicable)

(a) Any dispute arising out of or in connection with this Agreement, which is not settled by mutual agreement of the Contractor and the City within sixty (60) days of notification in writing by either party, shall be submitted to an arbitrator mutually agreed upon by the parties. In the event the parties cannot agree on the arbitrator, then the arbitrator shall be appointed by the Presiding Judge (Civil) of the Circuit Court of the State of Oregon for the County of Multnomah. The arbitrator shall be selected within thirty (30) days from the expiration of the sixty (60) day period following notification of the dispute. The arbitration, and any

litigation arising out of or in connection with this Agreement, shall be conducted in Portland, Oregon, shall be governed by the laws of the State of Oregon, and shall be as speedy as reasonably possible. The applicable arbitration rules for the Multnomah County courts shall apply unless the parties agree in writing to other rules. The arbitrator shall render a decision within forty-five (45) days of the first meeting with the Contractor and the City. Insofar as the Contractor and the City legally may do so, they agree to be bound by the decision of the arbitrator.

(b) Notwithstanding any dispute under this Agreement, whether before or during arbitration, the Contractor shall continue to perform its work pending resolution of a dispute, and the City shall make payments as required by the Agreement for undisputed portions of work.

23. **Progress Reports:** / Applicable / Not Applicable

The Contractor shall provide monthly progress reports to the Project Manager. If applicable, the STATEMENT OF THE WORK should list what information the Contractor must include in monthly progress reports.

24. **Contractor's Personnel:** / Applicable / Not Applicable

The Contractor shall assign the following personnel to do the work in the capacities designated: If applicable, list selected personnel in the STATEMENT OF THE WORK. The Contractor shall not change personnel assignments without the prior written consent of the City.

25. **Subcontractors:** / Applicable / Not Applicable

The City requires Contractors to use the Minority, Women and Emerging Small Business (M/W/ESB) subcontractors identified in their proposals, and as such the Contractor shall assign these subcontractors as listed in the STATEMENT OF THE WORK to perform work in the capacities designated. The Contractor shall not change subcontractor assignments without the prior written consent of the Chief Procurement Officer.

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**STATEMENT OF THE WORK
AND PAYMENT SCHEDULE**

SCOPE OF WORK:

Detailed Scope of Work is attached as Exhibit A and the Task Descriptions and the resultant Not to Exceed costs attached as Exhibit B are the basis for the total contract's value and are hereby referenced as a part of this contract.

CONTRACTOR PERSONNEL

The Contractor shall assign the following personnel to do the work in the capacities designated:

NAME	ROLE ON PROJECT
Mia Birk	Principal in Charge
Steve Durrant	Task Manager
Mike Tressider	Task Leader
Adrian White	Task Leader
Robin Wilcox	Task Leader

SUBCONTRACTORS

The Contractor shall assign the following subcontractors to perform work in the capacities designated:

NAME	ROLE ON PROJECT
Kittelson & Associates Inc:	
Julia Kuhn	Principal in Charge
Mike Coleman	Task Manager
Elizabeth Wemple	Engineer/Planner
Jamie Parks	Engineer/Planner
Public Engagement:	

Scott Bricker/Bricker Consulting	Stakeholder Consultation
Michelle Poyourow/Poyourow Consulting	Stakeholder Consultation
Fat Pencil Studio:	
Josh Cohen	Graphic Design/Presentation

The City will enforce all diversity in workforce and Minority, Women and Emerging Small Business (M/W/ESB) subcontracting commitments submitted by the Contractor in its Proposal. For contracts valued \$100,000 or more, the Contractor shall submit a Monthly Subconsultant Payment and Utilization Report (MUR), made part of this contract by reference, reporting ALL subcontractors employed in the performance of this agreement. An electronic copy of the MUR may be obtained at: <http://www.portlandonline.com/shared/cfm/image.cfm?id=119851>.

COMPENSATION:

Contractor shall be paid the not to exceed amount of \$ 214,940.00. The Contractor will be paid based on its hourly rates, costs incurred in paying its subcontractors, if any, plus any authorized expenses, as set forth in more detail below. The "not to exceed amount" is the maximum amount of compensation due the Contractor for all the work required by the contract. Errors in estimating the number of hours necessary to perform the work is the sole responsibility of the Contractor.

PAYMENT TERMS: Net 30 Days

Hourly Rates

Alta Planning + Design:	
Mia Birk	\$185.00 per hour
Steve Durrant	\$125.00 per hour
Mike Tressider	\$95.00 per hour
Adrian White	\$90.00 per hour
Robin Wilcox	\$80.00 per hour
Senior Planner	\$85.00 per hour
Kittelson & Associates, Inc.:	
Julia Kuhn	\$171.00 per hour
Mike Coleman	\$152.00 per hour
Jamie Parks	\$132.00 per hour
Elizabeth Wemple	\$152.00 per hour
Public Engagement:	
Scott Bricker	\$75.00 per hour
Michelle Poyourow	\$65.00 per hour
Illustration:	
Josh Cohen	\$75.00 per hour

Standard Reimbursable Costs

Exhibit C attached are the only per task costs allowed under this contract. These costs are aggregated under the contracts total value and are not in addition to.

Subconsultant Costs

Compensation for subconsultants shall be limited to the same restrictions imposed on the Consultant.

Adjustment of Labor Rates Due to Inflation

Annual adjustment of hourly rates will be considered upon written request from the Consultant. Approval of a request for rate increases is solely within the City's discretion and under no circumstances is the City obligated to approve such a request.

Rate increases are subject to the following limitations:

- No increases will be granted before the one-year anniversary of the contract;
- No more than one increase shall be granted per contract year;
- Rate increases may not exceed the then-current average inflation rate for the Portland Metropolitan Area (as determined from the US Department of Labor statistics);
- Rate increases shall not be retroactive.

Other than the impact of inflation as described above, hourly rates may not be increased.

Progress Payments

On or before the 15th of each month, the Contractor shall submit to the City's Project Manager an invoice for work performed by the Contractor during the preceding month. The invoice shall contain the City's Contract Number and set out all items for payment including, but not limited to: the name of the individual, labor category, direct labor rate, hours worked during the period, and tasks performed. The Contractor shall also attach photocopies of claimed reimbursable expenses, if applicable. The Project Coordinator shall stamp and approve all subconsultant invoices and note on the subconsultant invoice what they are approving as "billable" under the contract. The billing from the prime should clearly roll up labor and reimbursable costs for the prime and subconsultants - matching the subconsultant invoices. Prior to initial billing, the Contractor shall develop a billing format for approval by the City.

The City shall pay all amounts to which no dispute exists within 30 days of receipt of the invoice. Payment of any invoice, however, does not preclude the City from later determining that an error in payment was made and from withholding the disputed sum from the next progress payment until the dispute is resolved.

The Contractor shall make full payment to its subcontractors within 10 business days following receipt of any payment made by the City to Contractor.

INDEPENDENT CONTRACTOR CERTIFICATION STATEMENT

SECTION A

CONTRACTOR CERTIFICATION I, undersigned, am authorized to act on behalf of entity designated below, hereby certify that entity has current Workers' Compensation Insurance.

Contractor Signature George M. Hudson Date 8/30/10 Entity Alta Planning+Design, Inc.

If entity does not have Workers' Compensation Insurance, City Project Manager and Contractor complete the remainder of this form.

SECTION B

ORS 670.600 Independent contractor standards. As used in various provisions of ORS Chapters 316, 656, 657, and 701, an individual or business entity that performs labor or services for remuneration shall be considered to perform the labor or services as an "independent contractor" if the standards of this section are met. The contracted work meets the following standards:

- 1. The individual or business entity providing the labor or services is free from direction and control over the means and manner of providing the labor or services, subject only to the right of the person for whom the labor or services are provided to specify the desired results;
2. The individual or business entity providing labor or services is responsible for obtaining all assumed business registrations or professional occupation licenses required by state law or local government ordinances for the individual or business entity to conduct the business;
3. The individual or business entity providing labor or services furnishes the tools or equipment necessary for performance of the contracted labor or services;
4. The individual or business entity providing labor or services has the authority to hire and fire employees to perform the labor or services;
5. Payment for the labor or services is made upon completion of the performance of specific portions of the project or is made on the basis of an annual or periodic retainer.

City Project Manager Signature

Date

SECTION C

Independent contractor certifies he/she meets the following standards:

- 1. The individual or business entity providing labor or services is registered under ORS Chapter 701, if the individual or business entity provides labor or services for which such registration is required;
2. Federal and state income tax returns in the name of the business or a business Schedule C or form Schedule F as part of the personal income tax return were filed for the previous year if the individual or business entity performed labor or services as an independent contractor in the previous year; and
3. The individual or business entity represents to the public that the labor or services are to be provided by an independently established business. Except when an individual or business entity files a Schedule F as part of the personal income tax returns and the individual or business entity performs farm labor or services that are reportable on Schedule C, an individual or business entity is considered to be engaged in an independently established business when four or more of the following circumstances exist. Contractor check four or more of the following:

- A. The labor or services are primarily carried out at a location that is separate from the residence of an individual who performs the labor or services, or are primarily carried out in a specific portion of the residence, which portion is set aside as the location of the business;
B. Commercial advertising or business cards as is customary in operating similar businesses are purchased for the business, or the individual or business entity has a trade association membership;
C. Telephone listing and service are used for the business that is separate from the personal residence listing and service used by an individual who performs the labor or services;
D. Labor or services are performed only pursuant to written contracts;
E. Labor or services are performed for two or more different persons within a period of one year; or
F. The individual or business entity assumes financial responsibility for defective workmanship or for service not provided as evidenced by the ownership of performance bonds, warranties, errors and omission insurance or liability insurance relating to the labor or services to be provided.

Contractor Signature

Date

CONTRACTOR SIGNATURE:

This contract may be signed in two (2) or more counterparts, each of which shall be deemed an original, and which, when taken together, shall constitute one and the same Agreement.

The parties agree the City and Contractor may conduct this transaction, including any contract amendments, by electronic means, including the use of electronic signatures.

I, the undersigned, agree to perform work outlined in this contract in accordance to the STANDARD CONTRACT PROVISIONS, the terms and conditions, made part of this contract by reference, and the STATEMENT OF THE WORK made part of this contract by reference; hereby certify under penalty of perjury that I/my business am not/is not in violation of any Oregon tax laws; hereby certify that my business is certified as an Equal Employment Opportunity Affirmative Action Employer and is in compliance with the Equal Benefits Program as prescribed by Chapter 3.100 of Code of the City of Portland; and hereby certify I am an independent contractor as defined in ORS 670.600.

Alta Planning + Design

BY: George M. Hudson Date: 8/30/10

Name: George M. Hudson

Title: Principal

APPROVED AS TO FORM

Linda Newby
CITY ATTORNEY

8/31/10

Contract No. _____

Contract Title: _____

CITY OF PORTLAND SIGNATURES:

By: _____
Bureau Director

Date: _____

By: _____
Chief Procurement Officer

Date: _____

By: _____
Elected Official

Date: _____

Approved:

By: _____
Office of City Auditor

Date: _____

Approved as to Form:

By: _____
Office of City Attorney

Date: 8/31/10

APPROVED AS TO FORM
[Signature]
CITY ATTORNEY

Final 08/16/10

**Exhibit A
Scope of Work
Alta Planning + Design
Portland Bureau of Transportation Bikeway Project Development**

Overview

The Portland Bicycle Plan for 2030 sets a new direction for bikeway design and network completion in Portland. The plan emphasizes creating conditions to make bicycling more attractive than driving for short trips and completing a bikeway network that attracts new riders. A new generation of bikeway designs is envisioned to make riders feel safer and more comfortable than they would feel in standard bike lanes. Among the bikeway types the City aims to pilot and implement are a variety of separated in-roadway designs, including cycle tracks, buffered bike lanes, contra-flow bike lanes and wide bike lanes.

This contract includes project development for five projects and technical feasibility analysis for three projects that may showcase the new generation bikeway designs that the City hopes to implement. The five projects for project development include:

- North Williams Bikeway Improvements
- Three Lloyd District projects that will be developed together:
 - N Vancouver Bicycle Access to Rose Quarter
 - NE Holladay Street Bikeway Improvements
 - 12th Avenue Banfield Overcrossing Bikeway Improvements
- N Willamette Boulevard Bikeway Improvements

The three projects for technical feasibility analysis are:

- An urban corridor up to 20 blocks long to be determined in the Central City, probably a one-way corridor
- NE Glisan Street, 22nd to 28th Avenue
- Inbound and outbound access to/from downtown from/to the south across I-405

The projects in this contract are not bound together; projects may move to the next stage of implementation if they become ready; i.e. when they have clear public endorsement and feasible solutions. It's possible that, based on outcomes of public engagement or on technical feasibility, one or more projects in this contract won't move forward.

The Portland Bureau of Transportation (PBOT) will be the public face of the project and PBOT's Public Information Officer will coordinate all media relations.

Definitions

"Contract" – refers to all of the work undertaken under this scope of work.

"Project" – refers to each individual study area.

"Alta team," "consultant team," or "consultant" – all refer to the team comprising the contractor and its subcontractors

"The City" and "PBOT" – both refer to the Portland Bureau of Transportation

PHASE 1: ESTABLISH CONTRACT OBJECTIVES AND SCHEDULE

Task 1: Establish Contract Objectives and Schedule

1.1 Overall Contract Kick-off Meeting

The goal of the contract kick-off meeting is to review the scope of work, refine the overall contract schedule and individual project schedules, and articulate the roles and responsibilities of the entire project team, including the consultants, city staff and related agencies. The participants will draft project goals and strategies, develop working objectives, identify available data and sources, establish communication channels with other departments and agencies, and review and list the required elements and standards.

Deliverable(s)	Not-to-exceed Amount
Project objectives list & schedule	\$2,100

1.2 TAC Meetings

A Technical Advisory Committee (TAC) will be assembled by the City to support the Contract and individual Projects. The TAC will meet as often as monthly for approximately 2 hours per meeting, for up to 12 meetings. The purpose of TAC will be to provide technical input at each phase of each Project and review the work products in advance of Public Workshops.

The City's project manager will be responsible for communications with the TAC. The Alta team will prepare materials for, attend, support, and report on TAC meetings.

Deliverable(s)	Not-to-exceed Amount
TAC Meeting agenda and review materials (per each meeting)	\$450
Conduct TAC Meeting and produce meeting notes with action items (per each meeting)	\$950
Total for all TAC meetings	\$16,800

PHASE 2: PROJECT DEVELOPMENT FOR BIKEWAY PROJECTS

Task 2a: North Williams Bikeway Development

North Williams

2a.1 Project Kick-off Meeting

The goal of the kick-off meeting is to clarify the corridor specific goals, schedule, roles and responsibilities of the entire project team. Items to be addressed/identified include but are not limited to:

- History of the North Williams corridor
- Available data (such as traffic model, traffic counts, right-of-way widths, curb-to-curb widths, bus routes/schedules/headways, etc)
- Delivery date and method of data transfer to consultant team
- Potential Stakeholder Committee members
- Assignments for initial contact with stakeholders
- Schedule of activities – technical, stakeholders, TAC, workshops
- Coordination with Portland Development Commission Interstate Corridor Urban Renewal Area activities in the North Williams corridor
- Development of selection criteria to be applied to concept alternatives

Deliverable(s)	Not-to-exceed Amount
Kick-off Meeting Notes with Action Items	\$2,200

North Williams

2a.2 Existing Traffic Conditions Analysis

The Alta team will prepare a draft recommendation for specific data collection to be distributed prior to Task 2a.1. The recommendation will include type and location of data collection as well as the responsible party. The recommendation will also propose a draft presentation format, designed to inform alternatives development, guide TAC review, inform workshop participants, and support each phase's final report. This format will be a brief structured display of information.

The City will provide: a Synchro/SimTraffic model for North Williams developed by PBOT staff, and existing traffic counts and crash data (wherever available), and geographic information systems base data. Count data needed for this project will be identified by the City and the consultant team and could include:

- 24-hour traffic volume counts
- 2-hour intersection turning movement counts (including bicycle and pedestrian volumes)
- Video observation of bus operations and bicycle movements
- Parking occupancy and turn-over
- Speed observations.

The consultant team will conduct agreed-upon data collection (up to the amount identified below). The consultant team will process raw data into appropriate tables, graphs, maps and narrative.

Deliverable(s)	Not-to-exceed Amount
Data Collection Activities	\$1,000
24-hour traffic volume counts	\$200 mobilization fee plus \$135 per count location
2-hour intersection turning movement counts	\$130 per 2-consecutive hour count
Video observation of bus operations and bicycle movements	\$215 per video
Parking occupancy and turn-over	\$55 per hour
Speed observations	\$200 mobilization fee plus \$110 per count location
Existing Traffic Conditions Memo	\$1,200

North Williams

2a.3 Initial Street Design Concept Alternatives

Using previously available information from the City of Portland and the Existing Traffic Conditions Memo from Task 2a.2; the Alta team will develop up to 3 street design concept alternatives for the North Williams corridor. The concepts will include both illustrative and narrative descriptions to communicate each concept to the TAC.

This task includes ongoing coordination with the City's project manager and one review cycle before presentation to the TAC.

Deliverable(s)	Not-to-exceed Amount
Initial Street Design Concept Alternatives Memo	\$3,100

North Williams

2a.4 Initial Street Design Concept Alternatives Traffic and Parking Issues Identification

Working from the information produced in preceding tasks, the Alta team will produce a memo identifying initial traffic and parking-related issues, opportunities, pros, and cons for each alternative. The consultant team will identify areas/considerations in need of further investigation before a given alternative can be advanced. The consultant team will prepare a table listing each alternative, its benefits, opportunities, constraints, areas of concern, and areas needing further investigation/information. The table will be designed to inform alternatives refinement, TAC review, and workshop participants and support the project's final report. The consultant team and City staff will use this information to identify scope and additional data collection, analysis and recommendations to inform the concept refinement task.



This task includes ongoing coordination with the City's project manager and one review cycle before presentation to the TAC.

Deliverable(s)	Not-to-exceed Amount
Traffic and Parking Issues Identification Memo	\$2,000

North Williams

2a.5 Stakeholder Outreach

The City's project manager will provide the primary public face of the project. The Alta team will support City staff in visits to stakeholders, and organize and report on stakeholder advisory committee meetings.

Stakeholder Advisory Committee

Stakeholder outreach will occur primarily through the formation and moderation of a Stakeholder Advisory Committee representing the varied interests within the North Williams corridor. The city will organize the stakeholder committee; the Alta team will identify a suitable time and meeting location for the first and all subsequent meetings. The Alta team will attend and facilitate up to 8 North Williams Stakeholder Advisory Committee meetings.

Stakeholder Interviews

Up to 14 stakeholder conversations will be conducted for the North Williams corridor. Interviewees may be business or community members, or residents on or near the corridor. The Alta team will prepare interview summary notes.

Community Outreach Events

Up to 2 specialized community outreach events will be held for the North Williams corridor project. One recommended outreach event is a community walking tour.

See the North Williams Stakeholder Outreach schedule at the end of the document for additional information, including an outline of deliverables and generalized meeting dates.

Deliverable(s)	Not-to-exceed Amount
Stakeholder Committee Meetings (up to 8) – per meeting NOTES	\$1,200
Stakeholder interviews (up to 14) – per meeting NOTES	\$240
Community outreach events (up to 2) – per event NOTES	\$1,100
Total for Stakeholder Engagement	\$15,160

North Williams

2a.6 Workshop #1 Preparation

The City's project manager will provide the primary public face of the project. The Alta team will attend, organize and report on public workshops.

The Alta team will prepare for Workshop #1 based on the deliverables from preceding tasks. The purpose of Workshop #1 will be to present the consultant team's understanding of the existing conditions along North Williams and to get feedback on the potential

concept alternatives under consideration at the time of the workshop from the community-at-large, as well as feedback on possible selection criteria.

The consultant team will be responsible for:

- Scouting and booking workshop location
- Developing and printing workshop handouts
- Developing and printing workshop posters/boards
- Developing and producing presentation media

PBOT will be responsible for:

- Paying for workshop facility rental and any other associated fees
- Paying for beverages and food
- Providing up to 3 staff members for attendance

Deliverable(s)	Not-to-exceed Amount
Workshop #1 Agenda and Exhibits	\$3,000

North Williams

2a.7 Workshop #1 Conduct and Summarize

The Alta team will assist with presentation and will summarize the key findings and responses from the workshop in a short memo using tables and displays from the workshop as appropriate to communicate the community's message. The Alta team will include a bulleted list of takeaway action items for developing the refined concept drawings and descriptions in Task 2a.8.

The consultant team will be responsible for:

- Providing up to 5 staff as project specific technical experts
- Providing up to 3 additional staff for administrative assistance (sign-in, orientation, bike valet, etc.)

Deliverable(s)	Not-to-exceed Amount
Workshop #1 Summary Memo	\$3,400

North Williams

2a.8 Refined Concepts Drawings and Description

Based on the feedback from Workshop #1 and the TAC, the Alta team will develop up to 3 refined street design concepts for the North Williams corridor. The concepts will include both illustrative and narrative pieces.

This task includes ongoing coordination with the City's project manager and one review cycle before presentation to the TAC.

Deliverable(s)	Not-to-exceed Amount
Refined Concept Drawings (up to 3 alternatives)	\$2,300

North Williams

2a.9 Refined Concepts Traffic and Parking Analysis

Working from the information produced in preceding tasks, the Alta team will produce a memo analyzing potential traffic and parking benefits and issues for the refined street design concept drawings. Traffic and parking analysis for refined concepts including:

- Bicycle “green wave” feasibility analysis
- LOS/Capacity analysis as needed to evaluate the traffic performance of the refined concepts
- Parking supply/demand evaluation as needed to evaluate the impact of parking modifications for the refined concepts

The consultant team will revise the initial traffic and parking-related issues table to acknowledge areas/considerations identified by the TAC, stakeholder outreach and workshop.

This task includes ongoing coordination with the City’s project manager and one review cycle before presentation to the TAC.

Deliverable(s)	Not-to-exceed Amount
Refined Concept Drawings Traffic and Parking Analysis Memo	\$1,400

North Williams

2a.10 Workshop #2 Preparation

The Alta team will prepare for Workshop #2 using the deliverables from preceding tasks. The purpose of Workshop #2 will be to present the refined concept drawings and parking and traffic analysis, and to receive feedback on the refined concepts under consideration at the time of the workshop from the community-at-large.

The consultant team will be responsible for:

- Scouting and booking workshop location
- Developing and printing workshop handouts
- Developing and printing workshop posters/boards

Deliverable(s)	Not-to-exceed Amount
Prepare exhibits for Workshop #2	\$2,700

North Williams

2a.11 Workshop #2 Conduct and Summarize

The Alta team will assist with presentation and staffing, and will summarize the key findings and responses from the workshop in a short memo using tables and displays from the workshop as appropriate to communicate the community’s message. The Alta team will include a bulleted list of takeaway action items for developing the final recommended drawings and descriptions in preceding tasks.

The consultant team will be responsible for:

- Providing up to 5 project specific technical staff
- Provide up to 3 administrative support staff

PBOT will be responsible for:

- Paying for workshop facility rental and any other associated fees
- Paying for food and beverages
- Providing up to 3 staff members for attendance

Deliverable(s)	Not-to-exceed Amount
Workshop #2 Conduct and Summary Memo	\$3,900

North Williams

2a.12 Recommended Concept and Description

Based on the feedback from Workshop #2, stakeholder outreach and the TAC, the Alta team will develop one recommended street design concept plan for the North Williams corridor. The concept plan will include both illustrative and narrative descriptions.

Deliverable(s)	Not-to-exceed Amount
Recommended Concept Plan	\$1,900

North Williams

2a.13 Recommended Concept Traffic and Parking Analysis

Working from the information produced in preceding tasks, the Alta team will produce a memo analyzing traffic and parking benefits and impacts.

The Alta team will revise the refined traffic and parking-related benefits and impacts table to acknowledge areas/considerations identified by the TAC, stakeholders and public workshop.

Deliverable(s)	Not-to-exceed Amount
Recommended Concept Traffic and Parking Analysis Memo	\$1,600

North Williams

2a.14 Cost Estimate for Recommended Concept

The Alta team will develop a planning level construction cost estimate for the recommended concept.

Planning-level cost estimates for the final street design improvement concept will be done using the methodology, template and unit costs provided by City staff in tandem with figures from recent comparable projects in the Portland area.

Deliverable(s)	Not-to-exceed Amount
Construction Cost Estimate Memo	\$1,300

North Williams

2a.15 Draft Report

Based on the results of the preceding tasks, the Alta team will develop a draft report that includes the following:

- Statement of project goals
- Overview of public outreach and workshops
- Overview of alternatives and alternatives analysis
- Recommended concept and traffic and parking benefits and impacts
- Cost estimate

Deliverable(s)	Not-to-exceed Amount
Draft report	\$7,700

North Williams

2a.16 Project Manager Review

The City's project manager will compile and reconcile comments on the draft report. Key members of the Alta team will meet with the City's project manager to review reconciled comments. The City's project manager will provide written directions for revising the draft report.

Deliverable(s)	Not-to-exceed Amount
Meeting minutes and action items	\$900

North Williams

2a.17 Final Report

The Alta team will revise and finalize report, refine graphics and produce print-ready digital files, 1 bound color copy, and web-ready PDF.

Deliverable(s)	Not-to-exceed Amount
Final Report	\$2,700

Task 2b: Lloyd District (N Vancouver, NE Holladay, N Williams: NE Hancock to NE Multnomah, 12th Ave) Bikeway Development

Lloyd District

2b.1 Project Kick-off Meeting

The goal of the kick-off meeting is to clarify the corridor specific goals, schedule, roles and responsibilities of the entire project team. Items to be addressed/identified include, but are not limited to:

- Available data (such as traffic model, traffic counts, right-of-way widths, curb-to-curb widths, bus routes/schedules/headways, etc)
- Delivery date and method of data transfer to consultant team
- Potential Stakeholder Committee members
- Assignments for initial contact with stakeholders
- Schedule of activities – technical, Stakeholders, TAC, workshop
- Development of selection criteria to be applied to concept alternatives

Deliverable(s)	Not-to-exceed Amount
Kick-off Meeting Notes with Action Items	\$2,200

Lloyd District

2b.2 Existing Traffic Conditions Analysis

The Alta team will prepare a draft recommendation for specific data collection to be distributed prior to Task 2b.1. The recommendation will include type and location of data collection as well as the responsible party. The recommendation will also propose a draft presentation format, designed to inform alternatives development, guide TAC review, inform workshop participants, and support each phase's final report. This format will be a brief structured display of information.

The City will provide: existing traffic counts and crash data (wherever available), and geographic information systems base data. Count data needed for this project will be identified by the City and the consultant team and could include:

- 24-hour traffic volume counts
- 2-hour intersection turning movement counts (including bicycle and pedestrian volumes)
- Video observation of bus operations and bicycle movements
- Parking occupancy and turn-over
- Speed observations.

The consultant team will conduct agreed-upon data collection (up to the amount identified below). The consultant team will process raw data into appropriate tables, graphs, maps and narrative.

Deliverable(s)	Not-to-exceed Amount
Data Collection Activities	\$2,500
24-hour traffic volume counts	\$200 mobilization fee plus \$135 per count location
2-hour intersection turning movement counts	\$130 per 2-consecutive hour count
Video observation of bus operations and bicycle movements	\$215 per video
Parking occupancy and turn-over	\$55 per hour
Speed observations	\$200 mobilization fee plus \$110 per count location
Existing Traffic Conditions Memo	\$3,300

Lloyd District

2b.3 Initial Street Design Concept Alternatives

Using Existing Traffic Conditions Memo from Task 2b.2; the Alta team will develop up to 6 total street design concept alternatives for the Lloyd District bikeways. The concepts will

include both illustrative and narrative descriptions to communicate each concept to the TAC.

This task includes ongoing coordination with the City's project manager and one review cycle before presentation to the TAC.

Deliverable(s)	Not-to-exceed Amount
Initial Street Design Concept Alternatives Memo	\$7,400

Lloyd District

2b.4 Initial Street Design Concept Alternatives Traffic and Parking Issues Identification

Working from the information produced in Tasks 2b.2 and 2b.3, the Alta team will produce a memo identifying initial traffic and parking-related issues, opportunities, pros, and cons for each alternative. The consultant team will also identify areas/considerations in need of further investigation before a given alternative can be advanced. The consultant team will prepare a table listing each alternative, its benefits, opportunities, constraints, areas of concern, and areas needing further investigation/information. The table will be designed to inform alternatives refinement, TAC review, and workshop participants. The consultant team and City staff will use this information to identify scope and additional data collection, analysis and recommendations) to inform the concept refinement task.

This task includes ongoing coordination with the City's project manager and one review cycle before presentation to the TAC.

Deliverable(s)	Not-to-exceed Amount
Traffic and Parking Issues Identification Memo	\$4,400

Lloyd District

2b.5 Stakeholder Outreach

The City's project manager will provide the primary public face of the project. The Alta team will support City staff in visits to stakeholders, and organize and report on stakeholder advisory committee meetings.

Stakeholder Advisory Committee

Stakeholder outreach will occur primarily through the formation and moderation of a Stakeholder Advisory Committee representing the varied interests within the Lloyd District. The city will organize the stakeholder committee; the Alta team will identify a suitable time and meeting location for the first and all subsequent meetings. It is assumed that the Lloyd District TMA Board will serve as the basis for this Stakeholder Advisory Committee. The Alta team will attend and facilitate up to 7 Lloyd District Stakeholder Advisory Committee meetings.

Stakeholder Interviews

Up to 12 stakeholder interviews will be conducted throughout the process of the development of bikeway corridors within the Lloyd District. Interviewees will be a business or community member, or a resident in or near the district.

Deliverable(s)	Not-to-exceed Amount
Stakeholder Committee Meetings (up to 7) – per meeting	\$1,220
Stakeholder interviews (up to 12) – per meeting	\$240
Total for Stakeholder Engagement	\$11,420

Lloyd District

2b.6 Refined Concept Drawings and Description

Based on the feedback from stakeholder outreach and TAC, the Alta team will develop up to 6 refined street design concepts for the Lloyd District. The concepts will include both illustrative and narrative pieces.

This task includes ongoing coordination with the City's project manager and one review cycle before presentation to the TAC.

Deliverable(s)	Not-to-exceed Amount
Refined Concept Drawings (up to 6 alternatives)	\$7,000

Lloyd District

2b.7 Refined Concepts Traffic and Parking Analysis

Working from the information produced in preceding tasks, the Alta team will produce a memo analyzing potential traffic and parking benefits and issues for the refined street design concept drawings. Traffic and parking analysis for refined concepts including:

- Traffic signal control requirements related to westbound bicycle flow and LRT operations on Holladay
- Parking supply/demand impact and parking revenue impact
- Traffic flow constraints and queuing for 12th Avenue
- Potential for bicycle/pedestrian conflicts along 12th Avenue
- Synchro/Simtraffic traffic analysis for N Vancouver
- Queuing analysis for N Vancouver
- Bikeway suitability evaluation
- Transit operations evaluation
- Traffic impacts including queue length for the SB I-5 ramp

The consultant team will revise the initial traffic and parking-related issues table to acknowledge areas/considerations identified by the TAC and stakeholder outreach.

This task includes ongoing coordination with the City's project manager and one review cycle before presentation to the TAC.

Deliverable(s)	Not-to-exceed Amount
Refined Concepts Traffic and Parking Analysis Memo	\$4,100

Lloyd District

2b.8 Workshop #1 Preparation

The City's project manager will provide the primary public face of the project. The Alta team will organize, attend and report on public workshops.

The Alta team will prepare exhibits for Workshop #1 using the deliverables from preceding tasks. The purpose of Workshop #1 will be to present the refined concept drawings and parking and traffic analysis, and to receive feedback on the refined concepts under consideration at the time of the workshop from the community-at-large, as well as feedback on possible selection criteria.

The consultant team will be responsible for:

- Scouting and booking workshop location
- Developing and printing workshop handouts
- Developing and printing workshop posters/boards
- Providing up to 5 project specific technical staff
- Provide up to 3 administrative support staff

PBOT will be responsible for:

- Paying for workshop facility rental and any other associated fees
- Paying for food and beverages
- Providing up to 3 staff members for attendance

Deliverable(s)	Not-to-exceed Amount
Prepare exhibits for Workshop #1	\$2,100

Lloyd District

2b.9 Workshop #1 Conduct and Summarize

The Alta team will assist with the presentation and staffing, and will summarize the key findings and responses from the workshop in a short memo using tables and displays from the workshop as appropriate to communicate the community's message. The Alta team will include a bulleted list of takeaway action items for developing the recommended concept and description.

Deliverable(s)	Not-to-exceed Amount
Workshop #1 Conduct and Summary Memo	\$3,200

Lloyd District

2b.10 Recommended Concept and Description

Based on the feedback from Workshop #1, the TAC and stakeholder outreach, the Alta team will develop one recommended street design concept for each identified bikeway within the Lloyd District Project Area. The concept plans will include both illustrative and narrative descriptions.

Deliverable(s)	Not-to-exceed Amount
Recommended Concept Plan	\$5,100

Lloyd District

2b.11 Recommended Concept Traffic and Parking Analysis

Working from the information produced in preceding tasks, the Alta team will produce a memo analyzing traffic and parking issues.

The Alta team will revise the refined traffic and parking-related benefits and impacts table to acknowledge areas/considerations identified by the TAC, stakeholders and public workshop.

Deliverable(s)	Not-to-exceed Amount
Recommended Concept Traffic and Parking Analysis Memo	\$3,200

Lloyd District

2b.12 Cost Estimate for Recommended Concept

The Alta team will develop a planning level construction cost estimate for the recommended concept.

Planning-level cost estimates for the final street design improvement concept will be done using the methodology, template and unit costs provided by City staff in tandem with figures from recent comparable projects in the Portland area.

Deliverable(s)	Not-to-exceed Amount
Construction Cost Estimate Memo	\$3,400

Lloyd District

2b.13 Workshop #2 Preparation

The Alta team will prepare for Workshop #2 using the deliverables from preceding tasks. The purpose of Workshop #2 will be to present the refined concept drawings and parking and traffic analysis, and to receive feedback on the refined concepts under consideration at the time of the workshop from the community-at-large.

The consultant team will be responsible for:

- Scouting and booking workshop location
- Developing and printing workshop handouts
- Developing and printing workshop posters/boards

Deliverable(s)	Not-to-exceed Amount
Prepare exhibits for Workshop #2	\$2,700

Lloyd District

2b.14 Workshop #2 Conduct and Summarize

The Alta team will assist with presentation and staffing, and will summarize the key findings and responses from the workshop in a short memo using tables and displays from the workshop as appropriate to communicate the community's message. The Alta team will include a bulleted list of takeaway action items for developing the final recommended drawings and descriptions in preceding tasks.



The consultant team will be responsible for:

- Providing up to 5 project specific technical staff
- Provide up to 3 administrative support staff

PBOT will be responsible for:

- Paying for workshop facility rental and any other associated fees
- Paying for food and beverages
- Providing up to 3 staff members for attendance

Deliverable(s)	Not-to-exceed Amount
Workshop #2 Conduct and Summary Memo	\$3,900

Lloyd District

2b.15 Draft Report

Based on the results of the preceding tasks, the Alta team will develop a draft report that includes the following:

- Statement of project goals
- Overview of public outreach and workshop
- Overview of alternatives and alternatives analysis
- Recommended alternative and traffic and parking benefits and impacts
- Cost estimate

Deliverable(s)	Not-to-exceed Amount
Draft report	\$5,000

Lloyd District

2b.16 Project Manager Review

The City's project manager will compile and reconcile comments on the draft report. Key members of the Alta team will meet with the City's project manager to review reconciled comments. The City's project manager will provide written directions for revising the draft report.

Deliverable(s)	Not-to-exceed Amount
Meeting minutes and action items	\$1,500

Lloyd District

2b.17 Final report

The Alta team will revise and finalize report, refine graphics and produce print-ready digital files, 1 bound color copy, and web-ready PDF.

Deliverable(s)	Not-to-exceed Amount
Final Plan	\$3,800

Task 2c: North Willamette Bikeway Development

North Willamette

2c.1 Project Kick-off Meeting

The goal of the kick-off meeting is to clarify the corridor specific goals, schedule, roles and responsibilities of the entire project team. Items to be addressed/identified include, but are not limited to:

- Available data (such as traffic model, traffic counts, right-of-way widths, curb-to-curb widths, bus routes/schedules/headways, etc)
- Delivery date and method of data transfer to consultant team
- Assignments for initial contact with stakeholders
- Schedule of activities – technical, stakeholders, TAC, workshops
- Development of selection criteria to be applied to concept alternatives

Deliverable(s)	Not-to-exceed Amount
Kick-off Meeting Notes with Action Items	\$1,200

North Willamette

2c.2 Existing Traffic Conditions Analysis

The Alta team will prepare a draft recommendation for specific data collection to be distributed prior to Task 2c.1. The recommendation will include type and location of data collection as well as the responsible party. The recommendation will also propose a draft presentation format, designed to inform alternatives development, guide TAC review, inform workshop participants, and support each phase's final report. This format will be a brief structured display of information.

The City will provide: existing traffic counts and crash data (wherever available), and geographic information systems base data. Count data needed for this project will be identified by the City and the consultant team and could include:

- 24-hour traffic volume counts
- 2-hour intersection turning movement counts (including bicycle and pedestrian volumes)
- Video observation of bus operations and bicycle movements
- Parking occupancy and turn-over
- Speed observations.

The consultant team will conduct agreed-upon data collection (up to the amount identified below). The consultant team will process raw data into appropriate tables, graphs, maps and narrative.

Deliverable(s)	Not-to-exceed Amount
Data Collection Activities	\$1,000
24-hour traffic volume counts	\$200 mobilization fee plus \$135 per count location

2-hour intersection turning movement counts	\$130 per 2-consecutive hour count
Video observation of bus operations and bicycle movements	\$215 per video
Parking occupancy and turn-over	\$55 per hour
Speed observations	\$200 mobilization fee plus \$110 per count location
Existing Traffic Conditions Memo	\$1,300

North Willamette

2c.3 Initial Street Design Concept Alternatives

Using previously available information from the City of Portland and the Existing Traffic Conditions Memo; the Alta team will develop up to 3 street design concept alternatives for the North Willamette corridor. The concepts will include both illustrative and narrative descriptions to communicate the concept to the TAC.

This task includes ongoing coordination with the City's project manager and one review cycle before presentation to the TAC.

Deliverable(s)	Not-to-exceed Amount
Initial Street Design Concept Alternatives Memo	\$2,400

North Willamette

2c.4 Initial Street Design Concept Alternatives Traffic and Parking Issues Identification

Working from the information produced in preceding tasks, the Alta team will produce a memo identifying initial traffic and parking-related issues, opportunities, pros, and cons for each alternative. The consultant team will identify areas/considerations in need of further investigation before a given alternative can be advanced. The consultant team will prepare a table listing each alternative, its benefits, opportunities, constraints, areas of concern, and areas needing further investigation/information. The table will be designed to inform alternatives refinement, TAC review, and workshop participants and support the project's final report.

This task includes ongoing coordination with the City's project manager and one review cycle before presentation to the TAC.

Deliverable(s)	Not-to-exceed Amount
Traffic and Parking Issues Identification Memo	\$600

North Willamette

2c.5 Stakeholder Outreach

The City's project manager will provide the primary public face of the project. The Alta team will support City staff in visits to stakeholders.

Stakeholder Interviews

Up to 6 stakeholder interviews will be conducted throughout the process. Interviewees will be a business or community member, or a resident in or near the district. Alta will prepare interview summary notes.

Deliverable(s)	Not-to-exceed Amount
Stakeholder interviews (up to 6) – per meeting NOTES	\$250
Total for Stakeholder Engagement	\$1,500

North Willamette

2c.6 Refined Concept Drawings and Description

Based on the feedback from stakeholder outreach and the TAC, the Alta team will develop up to 3 refined street design concepts for the North Willamette corridor. The concepts will include both illustrative and narrative pieces.

This task includes ongoing coordination with the City's project manager and one review cycle before presentation to the TAC.

Deliverable(s)	Not-to-exceed Amount
Refined Concept Drawings (up to 3 alternatives)	\$1,900

North Willamette

2c.7 Refined Concepts Traffic and Parking Analysis

Working from the information produced in preceding tasks, the Alta team will produce a memo analyzing potential traffic and parking benefits and issues for the refined street design concept drawings. Traffic and parking analysis for refined concepts including:

- Parking demand/supply evaluation

The consultant team will revise the initial traffic and parking-related issues table to acknowledge areas/considerations identified by the TAC, stakeholder outreach and workshop.

This task includes ongoing coordination with the City's project manager and one review cycle before presentation to the TAC.

Deliverable(s)	Not-to-exceed Amount
Refined Concept Drawings Traffic and Parking Analysis Memo	\$1,800

North Willamette

2c.8 Workshop #1 Preparation

The Alta team will prepare for Workshop #1 using the deliverables from preceding tasks. The purpose of Workshop #1 will be to present the refined concept drawings and parking and traffic analysis, and to receive feedback on the refined concepts under consideration at the time of the workshop from the community-at-large, as well as feedback on possible selection criteria.



The consultant team will be responsible for:

- Scouting and booking workshop location
- Developing and printing workshop handouts
- Developing and printing workshop posters/boards

Deliverable(s)	Not-to-exceed Amount
Prepare exhibits for Workshop #1	\$2,000

North Willamette

2c.9 Workshop #1 Conduct and Summarize

The Alta team will assist with presentation and staffing, and will summarize the key findings and responses from the workshop in a short memo using tables and displays from the workshop as appropriate to communicate the community's message. The Alta team will include a bulleted list of takeaway action items for developing the final recommended drawings and descriptions in preceding tasks.

The consultant team will be responsible for:

- Providing up to 5 project specific technical staff
- Provide up to 3 administrative support staff

PBOT will be responsible for:

- Paying for workshop facility rental and any other associated fees
- Paying for food and beverages
- Providing up to 3 staff members for attendance

Deliverable(s)	Not-to-exceed Amount
Workshop #1 Summary Memo	\$2,800

North Willamette

2c.10 Recommended Concept and Description

Based on the feedback from Workshop #1, stakeholder outreach, and the TAC, the Alta team will develop one recommended street design concept plan for the North Willamette corridor. The concept plan will include both illustrative and narrative descriptions.

Deliverable(s)	Not-to-exceed Amount
Recommended Concept Plan	\$2,000

North Willamette

2c.11 Recommended Concept Traffic and Parking Analysis

Working from the information produced in preceding tasks, the Alta team will produce a memo analyzing traffic and parking benefits and impacts.

The Alta team will revise the refined traffic and parking-related benefits and impacts table to acknowledge areas/considerations identified by the TAC, stakeholders and public workshop.

Deliverable(s)	Not-to-exceed Amount
Recommended Concept Traffic and Parking Analysis Memo	\$1,100

North Willamette

2c.12 Cost Estimate for Recommended Concept

The Alta team will develop a planning level construction cost estimate for the recommended concept.

Planning-level cost estimates for the final street design improvement concept will be done using the methodology, template and unit costs provided by City staff in tandem with figures from recent comparable projects in the Portland area.

Deliverable(s)	Not-to-exceed Amount
Construction Cost Estimate Memo	\$1,400

North Willamette

2c.13 Draft Report

Based on the results of the preceding tasks, the Alta team will develop a draft report that includes the following:

- Statement of project goals
- Overview of public outreach and Workshops
- Overview of alternatives and alternatives analysis
- Recommended concept and traffic and parking benefits and impacts
- Cost estimate

Deliverable(s)	Not-to-exceed Amount
Draft report	\$3,400

North Willamette

2c.14 Project Manager Review

The City's project manager will compile and reconcile comments on the draft report. Key members of the Alta team will meet with the City's project manager to review reconciled comments. The City's project manager will provide written directions for revising the draft report.

Deliverable(s)	Not-to-exceed Amount
Meeting minutes and action items	\$1,300

North Willamette

2c.15 Final Report

The Alta team will revise and finalize report, refine graphics and produce print-ready digital files, 1 bound color copy, and web-ready PDF

Deliverable(s)	Not-to-exceed Amount
Final Report	\$2,400



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PHASE 3: TECHNICAL FEASIBILITY FOR THREE POTENTIAL BIKEWAY PROJECTS

3.1 Kick-off Meeting

The goal of the kick-off meeting is to clarify the goals, schedule, roles and responsibilities of the entire project team for all three of the potential bikeway projects. Items to be addressed/identified include but are not limited to:

- Confirm study area limits for:
 - An urban corridor up to 20 blocks long to be determined in the Central City
 - A one-way corridor NE Glisan Street, 22nd to 28th Avenue
 - Inbound and outbound access to/from downtown from/to the south across I-405
- Available data (traffic model, traffic counts, right-of-way widths, curb-to-curb widths, bus routes/schedules/headways, etc)
- Delivery date and method of data transfer to consultant team
- Schedule of activities – technical, TAC

Deliverable(s)	Not-to-exceed Amount
Kick-off Meeting Notes with Action Items	\$1,500

3.2 Existing Traffic Conditions Analysis

The Alta team will prepare a draft recommendation for specific data collection for the three potential projects to be distributed Task 3.1. The recommendation will include type and location of data collection as well as the responsible party. The recommendation will propose a draft presentation format, designed to inform alternatives development, guide TAC review, and support each project’s final report. This format will be a brief structured display of information.

Count data needed for this project will be identified by the City and the consultant team and could include:

- 24-hour traffic volume counts
- 2-hour intersection turning movement counts (including bicycle and pedestrian volumes)
- Video observation of bus operations and bicycle movements
- Parking occupancy and turn-over
- Speed observations.

The consultant team will conduct agreed-upon data collection (up to the amount identified below). The City will provide additional count data where identified by both the City and consultant team as needed. The consultant team will process raw data into appropriate tables, graphs, maps and narrative.

Deliverable(s)	Not-to-exceed Amount
Data Collection Activities	\$3,000
24-hour traffic volume counts	\$200 mobilization fee plus \$135 per count location
2-hour intersection turning movement counts	\$130 per 2-consecutive hour count
Video observation of bus operations and bicycle movements	\$215 per video
Parking occupancy and turn-over	\$55 per hour
Speed observations	\$200 mobilization fee plus \$110 per count location
Existing Traffic Conditions Memo	\$3,200

Central City

3.3 Initial Bikeway Alternative Concepts for an urban corridor up to 20 blocks long in the Central City

Using previously available information from the City of Portland and the Existing Traffic Conditions Memo; the Alta team will develop up to 3 bikeway alternative concepts the project. The concepts will include both illustrative and narrative descriptions to communicate the concept to the TAC.

This task includes ongoing coordination with the City's project manager and one review cycle before presentation to the TAC.

Deliverable(s)	Not-to-exceed Amount
Initial Bikeway Alternative Concepts Memo	\$2,500

Central City

3.4 Initial Bikeway Alternative Concepts Traffic and Parking Issues Identification for an urban corridor up to 20 blocks long in the Central City

Working from the information produced in preceding tasks, the Alta team will produce a memo identifying initial traffic and parking-related issues, opportunities, pros, and cons for the project. The consultant team will also identify areas/consideration in need of further investigation before a given alternative can be advanced. The consultant team will prepare a table listing each alternative, its benefits, opportunities, constraints, areas of concern, and areas needing further investigation/information. The table will be designed to inform alternatives refinement, TAC review, and support each project's final report.

This task includes ongoing coordination with the City's project manager and one review cycle before presentation to the TAC.

Deliverable(s)	Not-to-exceed Amount
Traffic and Parking Issues Identification Memo	\$1,100

Central City

3.5 Refined Concept Drawings and Description for an urban corridor up to 20 blocks long in the Central City

Based on the feedback from the TAC, the Alta team will develop up to 3 refined bikeway concepts for the project. The concepts will include both illustrative and narrative pieces.

This task includes ongoing coordination with the City's project manager and one review cycle before presentation to the TAC.

Deliverable(s)	Not-to-exceed Amount
Refined Concept Drawings	\$1,600

Central City

3.6 Refined Concept Drawings Traffic and Parking Analysis Feasibility Evaluation for an urban corridor up to 20 blocks long in the Central City

Working from the information produced in preceding tasks, the Alta team will produce a memo analyzing potential traffic and parking benefits and issues for the refined bikeway concept drawings. Traffic and parking analysis for refined concepts including:

- Parking demand/supply and revenue evaluation
- Traffic performance evaluation for LOS/capacity

The team will revise the initial traffic and parking-related issues table to acknowledge areas/considerations identified by the TAC.

This task includes ongoing coordination with the City's project manager and one review cycle before presentation to the TAC.

Deliverable(s)	Not-to-exceed Amount
Refined Concept Drawings Traffic and Parking Analysis Memo	\$1,200

Central City

3.7 Draft Report for an urban corridor up to 20 blocks long in the Central City

Based on the results of the preceding tasks, the Alta team will develop a draft report that includes the following:

- Statement of project goals
- Overview of TAC input
- Overview of alternatives and alternatives analysis
- Recommended concept
- Traffic and parking benefits and impacts
- Cost estimate

Deliverable(s)	Not-to-exceed Amount
Draft Final report	\$2,000

Central City

3.8 Project Manager Meeting for an urban corridor up to 20 blocks long in the Central City

The city's project manager will compile and reconcile all comments on the draft report. Key members of the Alta team will meet with the City's project manager to review consolidated comments. The City's project manager will provide written directions for revising the draft report.

Deliverable(s)	Not-to-exceed Amount
Meeting minutes and action items	\$600

Central City

3.9 Final report for an urban corridor up to 20 blocks long in the Central City

The consultant team will revise and finalize report, refine graphics and produce print-ready digital files, 1 bound color copy, and web-ready PDF.

Deliverable(s)	Not-to-exceed Amount
Final Plan	\$1,800

Glisan

3.10 Initial Bikeway Alternative Concepts for a one-way corridor NE Glisan Street

Using previously available information from the City of Portland and the Existing Traffic Conditions Memo; the Alta team will develop up to 3 bikeway alternative concepts for the project. The concepts will include both illustrative and narrative descriptions to communicate the concept to the TAC.

This task includes ongoing coordination with the City's project manager and one review cycle before presentation to the TAC.

Deliverable(s)	Not-to-exceed Amount
Initial Bikeway Alternative Concepts Memo	\$800

Glisan

3.11 Initial Bikeway Alternative Concepts Traffic and Parking Issues Identification for a one-way corridor NE Glisan Street

Working from the information produced in preceding tasks, the Alta team will produce a memo identifying initial traffic and parking-related issues, opportunities, pros, and cons for the project. The consultant team will also identify areas/consideration in need of further investigation before a given alternative can be advanced. The consultant team will prepare a table listing each alternative, its benefits, opportunities, constraints, areas of concern, and areas needing further investigation/information. The table will be designed to inform alternatives refinement, TAC review, and support each project's final report.

This task includes ongoing coordination with the City's project manager and one review cycle before presentation to the TAC.

Deliverable(s)	Not-to-exceed Amount
Traffic and Parking Issues Identification Memo	\$500

Glisan

3.12 Refined Concept Drawings and Description for a one-way corridor NE Glisan Street

Based on the feedback from the TAC, the Alta team will develop up to 3 refined bikeway concepts for the project. The concepts will include both illustrative and narrative pieces.

This task includes ongoing coordination with the City's project manager and one review cycle before presentation to the TAC.

Deliverable(s)	Not-to-exceed Amount
Refined Concept Drawings	\$600

Glisan

3.13 Refined Concept Drawings Traffic and Parking Analysis Feasibility Evaluation for a one-way corridor NE Glisan Street

Working from the information produced in preceding tasks, the Alta team will produce a memo analyzing potential traffic and parking benefits and issues for the refined bikeway concept drawings. Traffic and parking analysis for refined concepts including:

- Parking demand/supply and revenue evaluation
- Traffic performance evaluation for LOS/capacity

The team will revise the initial traffic and parking-related issues table to acknowledge areas/considerations identified by the TAC.

This task includes ongoing coordination with the City's project manager and one review cycle before presentation to the TAC.

Deliverable(s)	Not-to-exceed Amount
Refined Concept Drawings Traffic and Parking Analysis Memo	\$400

Glisan

3.14 Draft Report for a one-way corridor NE Glisan Street

Based on the results of the preceding tasks, the Alta team will develop a draft report that includes the following:

- Statement of project goals
- Overview of TAC input
- Overview of alternatives and alternatives analysis
- Recommended concept
- Traffic and parking benefits and impacts
- Cost estimate

Deliverable(s)	Not-to-exceed Amount
Draft report	\$1,200



Glisan

3.15 Project Manager Meeting for a one-way corridor NE Glisan Street

The city's project manager will compile and reconcile all comments on the draft report. Key members of the Alta team will meet with the City's project manager to review consolidated comments. The City's project manager will provide written directions for revising the draft report.

Deliverable(s)	Not-to-exceed Amount
Meeting minutes and action items	\$300

Glisan

3.16 Final report for a one-way corridor NE Glisan Street

Revise and finalize report, refine graphics and produce print-ready digital files, 1 bound color copy, web-ready PDF.

Deliverable(s)	Not-to-exceed Amount
Final Plan	\$1,300

I-405 Gateway

3.17 Initial Bikeway Alternative Concepts for inbound and outbound access across I-405

Using previously available information from the City of Portland and the Existing Traffic Conditions Memo; the Alta team will develop up to 3 bikeway alternative concepts the project. The concepts will include both illustrative and narrative descriptions to communicate the concept to the TAC.

This task includes ongoing coordination with the City's project manager and one review cycle before presentation to the TAC.

Deliverable(s)	Not-to-exceed Amount
Initial Bikeway Alternative Concepts Memo	\$2,100

I-405 Gateway

3.18 Initial Bikeway Alternative Concepts Traffic and Parking Issues Identification for inbound and outbound access across I-405

Working from the information produced in preceding tasks, the Alta team will produce a memo identifying initial traffic and parking-related issues, opportunities, pros, and cons for the project. The consultant team will also identify areas/consideration in need of further investigation before a given alternative can be advanced. The consultant team will prepare a table listing each alternative, its benefits, opportunities, constraints, areas of concern, and areas needing further investigation/information. The table will be designed to inform alternatives refinement, TAC review, and support each project's final report.

This task includes ongoing coordination with the City's project manager and one review cycle before presentation to the TAC.

Deliverable(s)	Not-to-exceed Amount
Traffic and Parking Issues Identification Memo	\$1,200

I-405 Gateway

3.19 Refined Concept Drawings and Description for inbound and outbound access across I-405

Based on the feedback from the TAC, the Alta team will develop up to 3 refined bikeway concepts for the project. The concepts will include both illustrative and narrative pieces.

This task includes ongoing coordination with the City's project manager and one review cycle before presentation to the TAC.

Deliverable(s)	Not-to-exceed Amount
Refined Concept Drawings	\$1,500

I-405 Gateway

3.20 Refined Concept Drawings Traffic and Parking Analysis Feasibility Evaluation for inbound and outbound access across I-405

Working from the information produced in preceding tasks, the Alta team will produce a memo analyzing potential traffic and parking benefits and issues for the refined bikeway concept drawings. Traffic and parking analysis for refined concepts including:

- Parking demand/supply and revenue evaluation
- Traffic performance evaluation for LOS/capacity

The team will revise the initial traffic and parking-related issues table to acknowledge areas/considerations identified by the TAC.

This task includes ongoing coordination with the City's project manager and one review cycle before presentation to the TAC.

Deliverable(s)	Not-to-exceed Amount
Refined Concept Drawings Traffic and Parking Analysis Memo	\$1,600

I-405 Gateway

3.21 Draft Report for inbound and outbound access across I-405

Based on the results of the preceding tasks, the Alta team will develop a draft report that includes the following:

- Statement of project goals
- Overview of TAC input
- Overview of alternatives and alternatives analysis
- Recommended concept



711 SE Grand Avenue
Portland, Oregon 97211
(503) 230.9862 phone
(503) 230.9864 fax

- Traffic and parking benefits and impacts
- Cost estimate

Deliverable(s)	Not-to-exceed Amount
Draft report	\$2,000

I-405 Gateway

3.22 Project Manager Meeting for inbound and outbound access across I-405

The city's project manager will compile and reconcile all comments on the draft report. Key members of the Alta team will meet with the City's project manager to review consolidated comments. The City's project manager will provide written directions for revising the draft report.

Deliverable(s)	Not-to-exceed Amount
Meeting minutes and action items	\$500

I-405 Gateway

3.23 Final report for inbound and outbound access across I-405

Revise and finalize report, refine graphics and produce print-ready digital files, 1 bound color copy, web-ready PDF.

Deliverable(s)	Not-to-exceed Amount
Final Plan	\$1,900

PBOT Bikeway Project Development			
Prepared by ATA Planning + Design, August 18, 2010			
Task Description	Not-to-Exceed Amount		
Phase 1: Establish Contract Objectives and Schedule			
Project objectives list & Schedule			2,100
Prep for TAC meetings (approx monthly, @2hrs, up to 12months)	invoice per mtg	450	ea
Conduct & Report TAC meetings	invoice per mtg	950	ea
			18,000
			18,000
Phase 2: Project Development for Five Bikeway Projects			
2 - North West Blvd			
Kickoff meeting and meeting notes			2,200
Data collection activities			1,000
Summary of existing traffic conditions			1,200
Initial bikeway alternatives concept memo			3,100
Traffic and parking issues identification for initial concepts			2,000
Stakeholder Committee meetings (up to 8)	invoice per mtg	1,200	ea
Stakeholder interviews (up to 14)	invoice per mtg	240	ea
Stakeholder events (up to 2)	invoice per event	1,100	ea
Workshop #1 Prepare			3,000
Workshop #1 conduct and summarize notes			3,400
Refined concept drawings/descriptions			2,300
Traffic and parking analysis for refined concepts			1,400
Workshop #2 - Prepare			2,700
Workshop #2 conduct and summarize notes			3,900
Recommended concept plan			1,900
Traffic and parking analysis of recommended concept			1,600
Cost opinion for recommended concept			1,300
Draft report			7,700
Meeting with PM and meeting notes			900
Final report			2,700
			57,460
2 - Bayview Blvd			
Kickoff meeting and meeting notes			2,200
Data collection activities			2,500
Summary of existing traffic conditions			3,300
Initial concept drawings/descriptions			7,400
Traffic and parking issue identification for initial concepts			4,400
Stakeholder Advisory Committee meetings (up to 7)	invoice per meeting	1,200	ea
Stakeholder interviews (up to 12)	invoice per meeting	240	ea
Refined concept drawings/descriptions			7,000
Traffic and parking analysis for refined concepts			4,100
Workshop #1 prep			2,100
Workshop #1 conduct and summary notes			3,200
Recommended concept plan			5,100
Traffic and parking analysis of recommended concept			3,200
Cost estimates for recommended concept			3,400
Workshop #2 prep			2,700
Workshop #2 conduct and summary notes			3,900
Draft report			5,000
Meeting with PM and meeting notes			1,500
Final report			3,800
			76,080
2 - North West Blvd			
Kickoff meeting and meeting notes			1,200
Data collection activities			1,000
Summary of existing traffic conditions			1,300
Initial bikeway alternatives concept drawings/descriptions			2,400
Traffic and parking issues identification for initial concepts			600
Refined concept drawings/descriptions			1,900
Traffic and parking analysis for refined concepts			1,800
Stakeholder interviews (up to 6)	invoice per mtg	240	ea
Workshop prep			2,000
Workshop conduct & summary notes			2,800
Recommended concept plan			2,000
Traffic and parking analysis of recommended concept			1,100
Cost estimates for recommended concept			1,400
Draft report			3,400
Meeting with PM and meeting notes			1,300
Final report			2,400
			28,100
Phase 3: Technical Feasibility Analysis for Three Potential Bikeway Projects			
Kickoff meeting and meeting notes			1,500
Data collection activities			3,000
Summary of existing traffic conditions for each potential project			3,200
20 blocks in the Central City			
Initial concept drawings/descriptions for			2,500
Traffic and parking analysis issues identification			1,100
Refined concept drawings and descriptions for each potential project			1,600
Traffic and parking analysis feasibility evaluation			1,200
Draft report			2,000
PM meeting and meeting notes			600
Final report			1,600
NE Glisan			
Initial concept drawings/descriptions for each potential project			800
Traffic and parking analysis issues identification			500
Refined concept drawings and descriptions for each potential project			600
Traffic and parking analysis feasibility evaluation			400
Draft report			1,200
PM meeting and meeting notes			300
Final report			1,300
South downtown-Interstate 405			
Initial concept drawings/descriptions for each potential project			2,100
Traffic and parking analysis issues identification			1,200
Refined concept drawings and descriptions for each potential project			1,500
Traffic and parking analysis feasibility evaluation			1,800
Draft report			2,000
PM meeting and meeting notes			500
Final report			1,900
			34,400
Total contract amount			214,940