



CITY OF ESCONDIDO
CONSULTING AGREEMENT

This Consulting Agreement ("Agreement") is made and entered into as of the last signature date set forth below ("Effective Date"),

Between: CITY OF ESCONDIDO
 a California municipal corporation
 201 N. Broadway
 Escondido, CA 92025
 Attn: Craig Williams
 760-839-4812
 ("CITY")

And: Fehr & Peers
 a California corporation
 555 West Beech St.
 San Diego, CA 92101
 Attn: Katy Cole
 Phone: 619-758-3001
 ("CONSULTANT").

(The CITY and CONSULTANT each may be referred to herein as a "Party" and collectively as the "Parties.")

WHEREAS, the CITY has determined that it is in the CITY's best interest to retain the professional services of a CONSULTANT to conduct a Comprehensive Active Transportation Strategy plan and update of the Mobility Element of the General Plan;

WHEREAS, CONSULTANT is considered competent to perform the necessary professional services for the CITY; and

WHEREAS, the CITY and CONSULTANT desire to enter into this Agreement for the performance of the Services described herein.

NOW, THEREFORE, in consideration of the mutual covenants, promises, terms, and conditions set forth herein, and the mutual benefits derived therefrom, the Parties hereby agree as follows:

1. Description of Services. CONSULTANT shall furnish all of the Services described in the Scope of Work, which is attached to this Agreement as Attachment "A" and incorporated herein by this

reference ("Services").

2. Compensation. In exchange for CONSULTANT's completion of the Services, the CITY shall pay, and CONSULTANT shall accept in full, an amount not to exceed the sum of **\$525,340**. CONSULTANT shall be compensated only for performance of the Services described in this Agreement. No compensation shall be provided for any other work or services without the CITY's prior written consent. If this Agreement is amended at any time, additional compensation of CONSULTANT contained in any subsequent amendments shall not exceed a cumulative total of 25% of the maximum payment provided for in this Section 2, unless approved by resolution of the City Council.
3. Performance. CONSULTANT shall provide its services consistent with the professional skill and care ordinarily provided by CONSULTANTS practicing in the same or similar locality under the same or similar circumstances, to the reasonable satisfaction of the CITY, and in accord with the terms of this Agreement. CONSULTANT shall be responsible for the professional quality, technical accuracy, timely completion, and coordination of all reports and other information furnished by CONSULTANT pursuant to this Agreement, except that CONSULTANT shall not be responsible for the accuracy of information supplied by the CITY.
4. Personnel. The performance of the Services by certain professionals is significant to the CITY. As such, CONSULTANT shall only assign the persons listed on Attachment "B", attached to this Agreement and incorporated herein by this reference ("Personnel List"), to perform the Services. CONSULTANT shall not add or remove persons from the Personnel List without the City's prior written consent. If CONSULTANT has not designated a person to perform a component of the Services, CONSULTANT shall not assign such component of the Services to a person without obtaining the City's prior written consent. CONSULTANT shall not subcontract any component of the Services without obtaining the City's prior written consent.
 - a. Each individual listed on Attachment "B" must file (i) a Statement of Economic Interests Form 700 ("Form 700") pursuant to the California Political Reform Act of 1974 within 30 days of commencing work pursuant to this Agreement and (ii) a "leaving office" Form 700 within 30 days of concluding work pursuant to this Agreement. If the term of this Agreement extends beyond one year, each individual listed on Attachment "B" must file a Form 700 on an annual basis for each subsequent term year on or before the first of April. The CITY may require each individual listed on Attachment "B" to assist the CITY in completing a Form 805 to identify CONSULTANTS that make or participate in making governmental decisions and identify the CONSULTANT's disclosure requirements. The Clerk's Office will coordinate Form 700 and 805 completion on the CITY's behalf.
5. Termination. The Parties may mutually terminate this Agreement through a writing signed by both Parties. The CITY may terminate this Agreement for any reason upon providing CONSULTANT with 10 days' advance written notice. CONSULTANT agrees to cease all work under this Agreement on or before the effective date of any notice of termination. If the CITY terminates this Agreement due to no fault or failure of performance by CONSULTANT, then CONSULTANT shall be compensated based on the work satisfactorily performed at the time of such termination. In no event shall CONSULTANT be entitled to receive more than the amount that would be paid to CONSULTANT for the full performance of the Services.
6. City Property. All original documents, drawings, electronic media, and other materials prepared by CONSULTANT pursuant to this Agreement immediately become the exclusive property of the CITY, and shall not be used by CONSULTANT for any other purpose without the CITY's prior written

consent. Notwithstanding the foregoing, CONSULTANT shall retain all rights, titles, and interests, including but not limited to all ownership and intellectual property rights, in all inventions, improvements, discoveries, methodologies, models, formats, software, algorithms, processes, procedures, designs, specifications, findings, and other intellectual properties developed, gathered, compiled or produced by CONSULTANT prior to or independently of any of its Services under this Agreement ("Background IP"), including such Background IP that CONSULTANT may employ in the performance of this Agreement, or may incorporate into any part of the Services and deliverables. CONSULTANT grants City an irrevocable, non-exclusive, transferable, royalty-free license in perpetuity to use, disclose, and derive from such Background IP, but only as an inseparable part of the Services and deliverables. Third-party content that may be used or incorporated in the Services and deliverables shall not become the property of City. CONSULTANT shall secure all licenses necessary to any third-party content incorporated into the deliverables for City to utilize CONSULTANT's Services and the deliverables for their intended purposes. Nothing in this Agreement shall preclude CONSULTANT from utilizing concepts and designs similar to those utilized in the Services under this Agreement on other projects for other clients not associated with City, provided such other projects are not substantially identical to City's Project under this Agreement, and City understands and acknowledges that CONSULTANT may use concepts, details, and/or designs that are generally recognized as standard or of common usage in the industry on projects other than City's project under this Agreement even though they may be used for City's project.

7. Insurance Requirements.

- a. CONSULTANT shall procure and maintain, at its own cost, during the entire term of this Agreement, insurance against claims for injuries to persons or damages to property that may arise from or in connection with the performance of the Services, and the results of such work, by CONSULTANT, its agents, representatives, employees, or subcontractors. Insurance coverage shall be at least as broad as the following:
 - (1) *Commercial General Liability.* Insurance Services Office ("ISO") Form CG 00 01 covering Commercial General Liability on an "occurrence" basis, including products and completed operations, property damage, bodily injury, and personal & advertising injury, with limits no less than \$2,000,000 per occurrence and \$4,000,000 general aggregate.
 - (2) *Automobile Liability.* ISO Form CA 00 01 covering any auto (Code 1), or if CONSULTANT has no owned autos, hired (Code 8) and non-owned autos (Code 9), with limits no less than \$1,000,000 per accident for bodily injury and property damage, unless waived by the CITY and approved in writing by the CITY's Risk and Safety Division.
 - (3) *Workers' Compensation.* Worker's Compensation as required by the State of California, with Statutory Limits, and Employer's Liability Insurance with limits of no less than \$1,000,000 per accident for bodily injury or disease.
 - (4) *Professional Liability (Errors and Omissions).* Professional Liability (Errors and Omissions) appropriate to CONSULTANT's profession, with limits no less than \$2,000,000 per occurrence or claim and \$2,000,000 aggregate.
 - (5) If CONSULTANT maintains broader coverage and/or higher limits than the minimums otherwise required by this Agreement, the CITY requires and shall be entitled to the broader coverage and/or the higher limits maintained by CONSULTANT.
- b. Each insurance policy required by this Agreement must be acceptable to the City Attorney and shall meet the following requirements:

- (1) *Acceptability of Insurers.* Insurance coverage must be provided by an insurer authorized to conduct business in the state of California with a current A.M. Best's rating of no less than A-: FSC VII, or as approved by the CITY.
 - (2) *Additional Insured Status.* Both the Commercial General Liability and the Automobile Liability policies must name the CITY (including its officials, officers, agents, employees, and volunteers) specifically as an additional insured under the policy on a separate endorsement page. The Commercial General Liability additional insured endorsement shall be at least as broad as ISO Form CG 20 10 11 85, or if not available, through the addition of *both* CG 20 10, CG 20 26, CG 20 33, or CG 20 38, *and* CG 20 37 if a later edition is used. The Automobile Liability endorsement shall be at least as broad as ISO Form CA 20 01.
 - (3) *Primary Coverage.* CONSULTANT's insurance coverage shall be primary coverage at least as broad as ISO CG 20 01 04 13 with respect to the CITY, its officials, officers, agents, employees, and volunteers. Any insurance or self-insurance maintained by the CITY, its officials, officers, agents, employees, or volunteers shall be in excess of CONSULTANT's insurance and shall not contribute with it.
 - (4) *Notice of Cancellation.* Each insurance policy shall provide that coverage shall not be canceled, except with prior written notice to the CITY.
 - (5) *Subcontractors.* If applicable, CONSULTANT shall require and verify that all subcontractors maintain insurance meeting all the requirements stated within this Agreement, and CONSULTANT shall ensure that the CITY (including its officials, officers, agents, employees, and volunteers) is an additional insured on any insurance required from a subcontractor.
 - (6) *Waiver of Subrogation.* CONSULTANT hereby grants to the CITY a waiver of any right to subrogation that any insurer of CONSULTANT may acquire against the CITY by virtue of the payment of any loss under such insurance. CONSULTANT agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this subsection shall apply regardless of whether or not the CITY has received a waiver of subrogation endorsement from the insurer. Any Workers' Compensation policy required by this Agreement shall be endorsed with a waiver of subrogation in favor of the CITY for all work performed by the CONSULTANT, its agents, representatives, employees, and subcontractors.
 - (7) *Self-Insurance.* CONSULTANT may, with the CITY's prior written consent, fulfill some or all of the insurance requirements contained in this Agreement under a plan of self-insurance. CONSULTANT shall only be permitted to utilize such self-insurance if, in the opinion of the CITY, CONSULTANT's (i) net worth and (ii) reserves for payment of claims of liability against CONSULTANT are sufficient to adequately compensate for the lack of other insurance coverage required by this Agreement. CONSULTANT's utilization of self-insurance shall not in any way limit the liabilities assumed by CONSULTANT pursuant to this Agreement.
 - (8) *Self-Insured Retentions.* Self-insured retentions must be declared to and approved by the CITY.
- c. *Verification of Coverage.* At the time CONSULTANT executes this Agreement, CONSULTANT shall provide the CITY with original Certificates of Insurance including all required amendatory endorsements (or copies of the applicable policy language effecting the insurance coverage required by this Agreement), which shall meet all requirements under this Agreement. The CITY reserves the right to require complete, certified copies of all required insurance policies, including endorsements required by this Agreement, at any time.

- d. *Special Risks or Circumstances.* The CITY reserves the right, at any point during the term of this Agreement, to modify the insurance requirements in this Agreement, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.
- e. *No Limitation of Obligations.* The insurance requirements in this Agreement, including the types and limits of insurance coverage CONSULTANT must maintain, and any approval of such insurance by the CITY, are not intended to and shall not in any manner limit or qualify the liabilities and obligations otherwise assumed by CONSULTANT pursuant to this Agreement, including but not limited to any provisions in this Agreement concerning indemnification.
- f. Failure to comply with any of the insurance requirements in this Agreement, including, but not limited to, a lapse in any required insurance coverage during the term of this Agreement, shall be a material breach of this Agreement. In the event that CONSULTANT fails to comply with any such insurance requirements in this Agreement, in addition to any other remedies the CITY may have, the CITY may, at its sole option, (i) immediately terminate this Agreement; or (ii) order CONSULTANT to stop work under this Agreement and/or withhold any payment that becomes due to CONSULTANT until CONSULTANT demonstrates compliance with the insurance requirements in this Agreement.

8. Indemnification, Duty to Defend, and Hold Harmless.

- a. CONSULTANT (including CONSULTANT's subcontractors, if any) shall indemnify, defend, and hold harmless the CITY, its officials, officers, agents, employees, and volunteers from and against any and all claims, demands, actions, causes of action, proceedings (including but not limited to legal and administrative proceedings of any kind), suits, fines, penalties, judgments, orders, levies, costs, expenses, liabilities, losses, damages, or injuries, in law or equity, including without limitation the payment of all consequential damages and attorney's fees and other related litigation costs and expenses (collectively, "Claims"), of every nature caused by, arising out of, or in connection with CONSULTANT's (including CONSULTANT's agents, employees, and subcontractors, if any) performance of the Services or its failure to comply with any of its obligations contained in this Agreement, except where caused by the active negligence, sole negligence, or willful misconduct of the CITY, and only to the extent such Claims arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of CONSULTANT (including CONSULTANT's agents, employees, and subcontractors, if any). Further, in no event shall the cost to defend charged to the CONSULTANT exceed the CONSULTANT's proportionate percentage of fault.
- b. CONSULTANT (including CONSULTANT's subcontractors, if any) shall indemnify, defend, and hold harmless the CITY, its officials, officers, agents, employees, and volunteers from and against any and all Claims caused by, arising under, or resulting from any violation, or claim of violation, of the San Diego Municipal Storm Water Permit (Order No. R9-2013-0001, as amended) of the California Regional Water Quality Control Board, Region 9, San Diego, that the CITY might suffer, incur, or become subject to by reason of, or occurring as a result of, or allegedly caused by, any work performed pursuant to this Agreement.
- c. All terms and provisions within this Section 8 shall survive the termination of this Agreement.

9. Anti-Assignment Clause. Because the CITY has relied on the particular skills of CONSULTANT in entering into this Agreement, CONSULTANT shall not assign, delegate, subcontract, or otherwise transfer any duty or right under this Agreement, including as to any portion of the Services, without the CITY's prior written consent. Any purported assignment, delegation, subcontract, or other transfer made without the CITY's consent shall be void and ineffective. Unless CONSULTANT assigns this entire Agreement, including all rights and duties herein, to a third party with the CITY's prior written

consent, CONSULTANT shall be the sole payee under this Agreement. Any and all payments made pursuant to the terms of this Agreement are otherwise not assignable.

10. Attorney's Fees and Costs. In any action to enforce the terms and conditions of this Agreement, the prevailing Party shall be entitled to reasonable attorney's fees and costs.
11. Independent Contractor. CONSULTANT is an independent contractor, and no agency or employment relationship is created by the execution of this Agreement.
12. Amendment. This Agreement shall not be amended except in a writing signed by the CITY and CONSULTANT.
13. Merger Clause. This Agreement, together with its attachments or other documents described or incorporated herein, if any, constitutes the entire agreement and understanding of the CITY and CONSULTANT concerning the subject of this Agreement and supersedes and replaces all prior negotiations, understandings, or proposed agreements, written or oral, except as otherwise provided herein. In the event of any conflict between the provisions of this Agreement and any of its attachments or related documents, if any, the provisions of this Agreement shall prevail.
14. Anti-Waiver Clause. None of the provisions of this Agreement shall be waived by the CITY because of previous failure to insist upon strict performance, nor shall any provision be waived because any other provision has been waived by the CITY, in whole or in part.
15. Severability. This Agreement shall be performed and shall be enforceable to the full extent allowed by applicable law, and the illegality, invalidity, waiver, or unenforceability of any provision of this Agreement shall not affect the legality, validity, applicability, or enforceability of the remaining provisions of this Agreement.
16. Governing Law. This Agreement and all rights and obligations arising out of it shall be construed in accordance with the laws of the State of California. Venue for any action arising from this Agreement shall be conducted only in the state or federal courts of San Diego County, California.
17. Counterparts. This Agreement may be executed on separate counterparts, each of which shall be an original and all of which taken together shall constitute one and the same instrument. Delivery of an executed signature page of this Agreement by electronic means, including an attachment to an email, shall be effective as delivery of an executed original. The Agreement on file with the City is the copy of the Agreement that shall take precedence if any differences exist between or among copies or counterparts of the Agreement.
18. Provisions Cumulative. The foregoing provisions are cumulative to, in addition to, and not in limitation of any other rights or remedies available to the CITY.
19. Notice. Any statements, communications, or notices to be provided pursuant to this Agreement shall be sent to the attention of the persons indicated herein, and the CITY and CONSULTANT shall promptly provide the other Party with notice of any changes to such contact information.
20. Business License. CONSULTANT shall obtain a City of Escondido Business License prior to execution of this Agreement and shall maintain such Business License throughout the term of this Agreement.

21. Compliance with Laws, Permits, and Licenses. CONSULTANT shall keep itself informed of and comply with all applicable federal, state, and local laws, statutes, codes, ordinances, regulations, rules, and other legal requirements in effect during the term of this Agreement. CONSULTANT shall obtain any and all permits, licenses, and other authorizations necessary to perform the Services. Neither the CITY, nor any elected or appointed boards, officers, officials, employees, or agents of the CITY, shall be liable, at law or in equity, as a result of any failure of CONSULTANT to comply with this section.
22. Prevailing Wages. If applicable, pursuant to California Labor Code section 1770 et seq., CONSULTANT agrees that a prevailing rate and scale of wages, in accordance with applicable laws, shall be paid in performing this Agreement. CONSULTANT shall keep itself informed of and comply with all applicable federal, state, and local laws, statutes, codes, ordinances, regulations, rules, and other legal requirements pertaining to the payment of prevailing wages. The prevailing rate and scale to be paid shall be the same as the applicable "General Prevailing Wage Determination" approved by the Department of Industrial Relations as of the Effective Date of this Agreement, which are available online at <http://www.dir.ca.gov/oprl/dprevwagedetermination.htm> and incorporated into this Agreement by this reference. Neither the CITY, nor any elected or appointed boards, officers, officials, employees, or agents of the CITY, shall be liable, at law or in equity, as a result of any failure of CONSULTANT to comply with this section.
23. Immigration Reform and Control Act of 1986. CONSULTANT shall keep itself informed of and shall comply with the Immigration Reform and Control Act of 1986 ("IRCA"). CONSULTANT represents and warrants that all of its employees and the employees of any subcontractor retained by CONSULTANT who perform any of the Services under this Agreement, are and will be authorized to perform the Services in full compliance with the IRCA. CONSULTANT affirms that as a licensed contractor and employer in the State of California, all new employees must produce proof of eligibility to work in the United States within the first three days of employment and that only employees legally eligible to work in the United States will perform the Services. CONSULTANT agrees to comply with the IRCA before commencing any Services, and continuously throughout the performance of the Services and the term of this Agreement.
24. Effective Date. Unless a different date is provided in this Agreement, the effective date of this Agreement shall be the latest date of execution set forth by the names of the signatories below.

(SIGNATURE PAGE FOLLOWS)

IN WITNESS WHEREOF, this Agreement is executed by the Parties or their duly authorized representatives as of the Effective Date:

CITY OF ESCONDIDO

Date: _____

Paul McNamara, Mayor

Fehr & Peers

Date: _____

Signature

Name & Title (please print)

APPROVED AS TO FORM:
OFFICE OF THE CITY ATTORNEY
MICHAEL R. MCGUINNESS, CITY ATTORNEY

BY: _____

THE CITY OF ESCONDIDO DOES NOT DISCRIMINATE AGAINST QUALIFIED PERSONS WITH DISABILITIES.

ATTACHMENT “A”

Scope of Work

A. General

Fehr & Peers, a California corporation (“CONSULTANT”) will provide the City of Escondido, a California municipal corporation (“City”) with professional planning and engineering services necessary to produce a Comprehensive Active Transportation Strategy (“CATS”) to guide the development and implementation of active transportation choices for Escondido residents, employees, and visitors of all ages and abilities as well as an update of the Mobility Element (the “Project”).

B. Location

CONSULTANT will provide services at various locations including the City’s facility located at 201 N. Broadway Ave., Escondido, CA 92025 and the Contractor’s offices at 555 West Beech St., San Diego, CA 92101.

C. Services

OVERALL PROJECT OBJECTIVES:

The following summarize the Project objectives:

- Conduct a Community Transportation Needs Assessment consistent with the Clean Mobility Options Voucher Pilot Project Community Transportation Needs Assessment program requirements.
- Produce a CATS to guide the development and implementation of active transportation choices for Escondido residents, employees, and visitors of all ages and abilities.
- Update the Mobility Element to reflect changes in the street classifications and standard roadway cross- sections to include potential enhanced facilities such as widened sidewalks, bike lanes, buffered bike lanes, cycle tracks, side paths and/or transit priority routes.
- Produce CEQA documentation (Initial Study/Negative Declaration) for the Mobility Element Update.

The CONSULTANT will incorporate the latest version of ‘*Caltrans’ Active Transportation Plan for Disadvantaged Communities Guidance for Plans* (and copied from Caltrans’ 2023 Active Transportation Program Guidelines, Appendix A: Guidance for Plans).

The scope of work is separated into two overarching categories: Clean Mobility Options Community Transportation Needs Assessment and CATS/Mobility Element Update.

CLEAN MOBILITY OPTIONS (“CMO”) TRANSPORTATION NEEDS ASSESSMENT:

Task 1. Transportation Access and Data Analysis for Clean Mobility Options Transportation Needs Assessment

Task 1.1 Transportation Access Data Analysis

CONSULTANT will collect and analyze transportation access data included in the *Clean Mobility Options Voucher Pilot Program Data Collection Guide for the Community Transportation Needs Assessment*. The following resources will be used: Google Maps, US Census Data, Census on the Map data, EPA Walkability Index, AllTransit, H+T Index, Collision Data (TIMS), People for Bikes Bicycle Network

Analysis, and up to three additional data sources as supplementary information. The data will be analyzed to provide a planning level assessment of transportation conditions in Escondido. The results of the data analysis will be summarized in the Transportation Needs Assessment and provide on maps (as applicable).

Task 1.2 Key Characteristics and Indicators

CONSULTANT will use data from Task 3.1 and community input provided in Task 2 to document key characteristics and transportation access challenges using the Clean Mobility Options Needs Assessment Implementation Toolkit and sample assessments provided on the Clean Mobility Options websites as guides.

Task	Deliverable
1.1	<i>Transportation Access Data Analysis</i>
1.2	<i>Key Characteristics and Indicators</i>

Task 2. Community Engagement to Determine Gaps, Needs, and Preferences

Task 2.1 Stakeholder Working Group Development

CONSULTANT will work with the City to organize and develop an internal Technical Working Group and external Stakeholder Working Groups. The Technical Working Group will likely include City staff from Traffic Engineering, Planning, Parks and Recreation, Escondido Police Department, Information Systems (GIS), Economic Development and Communications. External Stakeholder Working Group members will likely consist of community leaders and local organizations who have interest in the development of transportation options in the City, such as Escondido Union School District, Escondido Union High School District, the members of the Transportation and Community Safety Commission, Planning Commission, North County Transit District, MTS, Escondido Senior Service Council, VisitEscondido, Chamber of Commerce, Downtown Business Association, Escondido bicycling or walking organizations, the ADA community, and local business associations, among others. CONSULTANT will share information on various phases of the Project and solicit feedback as appropriate.

Task 2.2 Stakeholder Working Group Meetings for Clean Mobility Options Transportation Needs Assessment

CONSULTANT will conduct one meeting with the internal Technical Working Group and one meeting with the external Stakeholder Working Group during Phase 1, focusing on transportation needs assessment.

Task 2.3 Outreach Framework

CONSULTANT will develop an Outreach Framework outlining the selected approach to community outreach throughout the Project. The report will detail key outreach events, timelines, social and traditional media engagement opportunities, and language/translation needs, among other elements. The Framework will incorporate the Clean Mobility Options Needs Assessment Implementation Toolkit materials. All outreach products will be presented in English and Spanish.

Task 2.4 Branding, Project Webpage, and Social Media

The CONSULTANT will work with City communications staff to develop a branding effort related to the Project. CONSULTANT will implement a webpage using Social Pinpoint (or equivalent) and social media (Facebook, Instagram, and one other platform, to be determined in consultation with City staff) presence for the Clean Mobility Options Needs Assessment (and will also be utilized for the CATS). The City will host the Project webpage on its City webpage, and will work with the CONSULTANT to develop, refine, and post content. The website will be updated at least quarterly during the CMO process.

The Project webpage will include core project information regarding the plan, updates on upcoming meetings, status of the Project, and draft materials. The project webpage will serve as an opportunity for continuous engagement from the public and a tool for obtaining feedback outside of community meetings. The webpage will feature links to Project deliverables and Project outreach elements (surveys, comment forms, etc.), and will feature a web-mapping application, where users can identify transportation challenges and desired transportation options within the City. All webpage materials will be translated into English and Spanish. Project webpage design will be done in a color scheme that are accessible to people with visual disabilities, such as color blindness and project materials will be able to be read by accessibility programs to accommodate people with blindness and low vision.

An online survey will also be available on the project website, and will be developed using the Clean Mobility Options Needs Assessment Implementation Toolkit materials.

Task 2.5 Public Workshops for Clean Mobility Options

The Project will feature a hybrid of traditional public workshops and web-based input. The outreach for the Clean Mobility Options will focus on two phases: (1) soliciting feedback on transportation challenges/opportunities and (2) recommended transportation improvements (and potential CMO pilot project).

Note that the feedback gained during these phases will be utilized for the CATS and Mobility Element Update as discussed in Task 6.

The following methods will be used for the public outreach:

- Community Conversations: CONSULTANT will host one “Community Conversation” per phase (2 total for the CMO) in order to gain feedback and input from Escondido residents and stakeholders. The “Community Conversation” will be hosted at locations known to attract community members – meeting the community where they are at. VCC will leverage their experience leading Resident Leadership Academy (RLA) groups and collaborating with organizations such as the American Heart Association, North County Sierra Club, and the Escondido Community Housing Coalition. The “Community Conversations” will be advertised and promoted by utilizing VCC community connections with the VCC facilitated Healthy Escondido Coalition, WhatsApp Escondido resident group and the Healthy Escondido Coalition social media page (IG: @healthyescondidocoalition). VCC has experience creating and distributing bilingual materials and facilitating community forums, meetings and trainings which will ensure the “Community Conversations” reach a wider audience.
 - The conversations will start with a brief PowerPoint presentation and focus on providing interactive activities for participants to engage in.
 - These conversations will be in-person and will feature printed maps and analog based activities (using post-it notes, drawing on maps, filling out comment cards) to solicit input on transportation needs and improvements.

- Virtual Public Meeting – The CONSULTANT will conduct one virtual meeting as part of the CMO outreach. The meeting will consist of a presentation and orientation to using the interactive map (and other outreach tools) on the website.

Workshops will be advertised using the multimedia approach outlined in the Outreach Framework, and will feature bi-lingual materials and collaboration.

Task 2.6 Ongoing Community Events

The CONSULTANT will present the Project at two ongoing community events as part of the CMO to solicit feedback on transportation needs and potential improvements. The materials that will be used (in conjunction with the outreach for the CATS/Mobility Element) are:

- Passive display (free standing banner stand) with overview information about the plan and QR code to the website.
- Flyers with overview information about the plan, engagement opportunities, and the QR code to the website.
- Small tchotchkes to hand out such as pens with the project logo, bike keychain, etc.

Task	Deliverable
2.1	<i>Technical Working Group and Stakeholder Working Groups list of contacts</i>
2.2	<i>Stakeholder Working Group meeting coordination and minutes</i>
2.3	<i>Draft and Final Outreach Framework</i>
2.4	<i>Project Logo/Color Palette (3 Options), Memorandum, Report, PowerPoint, Flyer templates, Project Website using Social Pinpoint, Social Media Strategy</i>
2.5	<i>In-Person Community Conversations: Meeting Notice, Agenda, PowerPoint, Analog Meeting Activities, Comment Cards, and Meeting Summary (Including Photos of the Event) for two meetings</i> <i>Virtual Public Meetings: Meeting Notice, Agenda, PowerPoint and Meeting Summary for one virtual public meeting.</i>
2.6	<i>Summary of outreach conducted.</i>

Task 3: Summary Report (Transportation Needs Assessment)

Task 3.1 Summary Report

CONSULTANT will produce a summary report that meets the Clean Mobility Options requirements including:

- Overview of the assessment from inception to conclusion, with community background data, partnerships, summary of data analysis and community engagements, and funding sources.
- Data used for the data analysis, including user service, job creation and community engagement and outreach.
- Section on best practices and lessons learned.
- Required boilerplate language and logos as required in the CMO Community Transportation Needs Assessment Guide.

CONSULTANT will follow the sample outline in the CMO Community Transportation Needs Assessment Guide.

Task	Deliverable
3.1	<i>Draft and Final Summary Report (Transportation Needs Assessment)</i>

Task 4: Project Preparation and Design

Task 4.1 Pilot Project Identification

Based on the engagement process, data analysis and summary report, CONSULTANT will work with City staff to identify a pilot project to address clean transportation gaps. To the extent that the pilot project involves operating a service (such as micro mobility, shuttle service, etc.), CONSULTANT will research up to three vendor options and prepare a compare/contrast matrix. In addition, CONSULTANT and City Staff will identify a timeline for running the pilot project.

Task	Deliverable
4.1	<i>Pilot Project Identification, Timeline, and Potential Vendors</i>

Task 5: Voucher Administration Costs

Task 5.1: CMO Kick-Off Meeting with Staff

CONSULTANT will meet with City Staff to discuss CMO Transportation Needs Assessment Scope and schedule.

Task 5.2: Project Management for CMO

CONSULTANT will be responsible for maintaining a joint-access, web-based depository of Project-related documents, including schedules, meeting minutes, contact lists, resources, photos, and other key documents. SharePoint will be used as the preferred project management software. In addition, CONSULTANT will be responsible for preparing and maintaining access to meeting minutes. Project schedule shall be created and maintained on Microsoft Project or City-approved equal. Responsibilities include invoicing and quarterly reporting as outlined in the Professional Services Agreement.

Task	Deliverables
5.1	<i>Kick-off meeting agenda and notes</i>
5.2	<i>Project Management SharePoint Site, Invoicing, Quarterly Reports</i>

CATS/MOBILITY ELEMENT UPDATE:

Task 6 CATS and Mobility Element Additional Project Management and Outreach

Task 6.1 Project Management for CATS and Mobility Element

CONSULTANT will be responsible for maintaining a joint-access, web-based depository of Project-related documents, including schedules, meeting minutes, contact lists, resources, photos, and other key documents. SharePoint will be used as the preferred project management software. In addition, the CONSULTANT will be responsible for preparing and maintaining access to meeting minutes. Project schedule shall be created and maintained on Microsoft Project or City-approved equal. Responsibilities include invoicing and quarterly reporting as outlined in the Professional Services Agreement.

Task 6.2 Outreach Synchronization

The outreach items in Task 2 for the Clean Mobility Options Transportation Needs Assessment will also provide insights to the CATS and Mobility Element Update. CONSULTANT will ensure that the Outreach Framework and events solicit input that can be utilized in all efforts: Transportation Needs Assessment, CATS, and Mobility Element.

The Outreach Framework will be updated to incorporate additional outreach to be conducted for the CATS/Mobility Element Update. As discussed in Task 2, the CMO Outreach will focus on two phases, (1) soliciting feedback on transportation challenges/opportunities and (2) recommended transportation improvements. This information will be synthesized for use in the CATS/Mobility Element Update. In addition, additional outreach for a third phase will be conducted (Task 6.3). Phase 3 will focus on prioritization of projects identified in the CATS and the draft CATS/Mobility Element Documents.

Task 6.3 Additional Outreach for CATS/Mobility Element (Beyond CMO)

Three additional public workshops and outreach at one additional community event will be conducted for the CATS/Mobility Element beyond the outreach performed for the CMO). The outreach will focus on Phase 3 of the Project, which will review active transportation project prioritization and the draft CATS/Mobility Element Documents.

The following methods will be used for the public outreach:

- **Community Conversations:** CONSULTANT will host one “Community Conversation” (1 total for the CATS) in order to gain feedback and input from Escondido residents and stakeholders. The “Community Conversation” will be hosted at locations known to attract community members – meeting the community where they are at. VCC will leverage their experience leading Resident Leadership Academy (RLA) groups and collaborating with organizations such as the American Heart Association, North County Sierra Club, and the Escondido Community Housing Coalition. The “Community Conversations” will be advertised and promoted by utilizing VCC community connections with the VCC facilitated Healthy Escondido Coalition, WhatsApp Escondido resident group and the Healthy Escondido Coalition social media page (IG: @healthyescondidocoalition). VCC has experience creating and distributing bilingual materials and facilitating community forums, meetings and trainings which will ensure the “Community Conversations” reach a wider audience.
 - The conversations will start with a brief PowerPoint presentation and focus on providing interactive activities for participants to engage in.
 - These conversations will be in-person and will feature printed maps and analog based activities (using post-it notes, drawing on maps, filling out comment cards) to solicit input on transportation needs and improvements.

- Virtual Public Meeting – The CONSULTANT will conduct two virtual meetings as part of the additional CATS outreach. The meetings will consist of a presentation and outreach materials/draft documents on the website.

Workshops will be advertised using the multimedia approach outlined in the Outreach Framework, and will feature bi-lingual materials.

CONSULTANT will participate in one ongoing community events as part of the additional CATS outreach to solicit feedback on active transportation project phasing. The materials that will be used (in conjunction with the outreach for the CATS/Mobility Element) are:

- Passive display (free standing banner stand) with overview information about the plan and QR code to the website.
- Flyers with overview information about the plan, engagement opportunities, and the QR code to the website.
- Small tchotchkes to hand out such as pens with the project logo, bike keychain, etc.

Task 6.4 Stakeholder Working Group Meetings for CATS/Mobility Element Update

CONSULTANT will conduct two meetings with the internal Technical Working Group and two meetings with the external Stakeholder Working Group throughout the project process (phases 2 and 3).

Task 6.5 School-based Outreach

The CONSULTANT will conduct school outreach. The outreach will consist of listening sessions/virtual walk audits with representatives for 30 Escondido public schools. CONSULTANT will conduct five listening sessions, with each session including six schools. The purpose of these listening sessions/virtual walk audits is to listen and document challenges and opportunities related to safe walking and biking as described by school stakeholders, which include parents, caregivers, students, school staff, neighbors, and others. We will accomplish this task by:

- Each Session will be structured to provide approximately 20 minutes of discussion per school.
- CONSULTANT will leverage their existing relationships with the schools to identify attendees and schedule the sessions.
- CONSULTANT will create simple 1/2 mile and 1 mile walking/biking maps showing the streets that provide access within a 1/2 mile and 1 mile distance. The maps will display the “network” distance and not a “radial” distance.
- CONSULTANT will leverage safe routes to school work performed with many of the schools and will create a list of discussion points/previous observations/questions for each school that they have worked with. These points will be displayed on the maps.
- The maps/discussion points will be distributed to the participants two weeks prior to the session for them to collect their thoughts and potentially solicit input from other school stakeholders that are unable to attend the session.

The virtual walk audits will last two-hours or less (giving approximately 20 minutes per school) and will be conducted at time that considers work and school schedules. CONSULTANT will use a video conferencing platform such as Zoom or MS Teams, which can be accessed via phone and computer.

CONSULTANT team will also assess public facilities adjacent to private schools in the City in a manner acceptable to the City.

Task	Deliverable
6.1	<i>Project Management for CATS/Mobility Element including project management website, schedule, invoicing, and quarterly reports</i>
6.2	<i>Outreach Synchronization/Summary of Outreach Input Specific to Inclusion in the CATS from the CMO outreach process</i>
6.3	<i>In-Person Community Conversations: Meeting Notice, Agenda, PowerPoint, Analog Meeting Activities, Comment Cards, and Meeting Summary (Including Photos of the Event) for one meeting Virtual Public Meetings: Meeting Notice, Agenda, PowerPoint and Meeting Summary for two virtual public meetings. Summary of Outreach received at one community event</i>
6.4	<i>Stakeholder Working Group meeting coordination and minutes</i>
6.5	<i>Meeting Notice, Agenda, PowerPoint, Walk/Bikeshed Maps & Discussion Topics (30 schools), and Meeting Summaries for six virtual walk audit/listening sessions.</i>

Task 7. Existing Conditions Assessment

Task 7.1 Assessment of Existing Policies and Procedures

CONSULTANT will review existing documents that contain policies or procedures related to active transportation and document any inconsistencies/policies creating conflicting direction. The following documents will be reviewed:

- General Plan
- Bicycle Master Plan (2012)
- Climate Action Plan
- East Valley Parkway Area Plan
- Master Plan for Parks, Trails, and Open Space
- Escondido Transit Center Active Transportation Connections Project
- Escondido Creek Trail Master Plan/Project
- Specific Plans
- Transportation Study Guidelines, VMT Exchange Program
- Local Roadway Safety Plan
- Capital Improvement Program
- Grand Avenue Vision Project
- Citracado Parkway Improvements
- City of Escondido Street Maintenance Program
- Sidewalk Improvement Fact Sheet
- Traffic Management Toolbox
- Current Traffic Policies
- Become familiar with City's Design Standards hierarchy
 - CoE Design Standards and Standard Drawings (Street Design Standards)
 - San Diego Regional Standards
 - Greenbook
 - Caltrans Design Manual

CONSULTANT will incorporate appropriate national and statewide best practices into the document review. CONSULTANT will provide an assessment of how the existing policies and procedures compare to current practices related to active transportation and identify language that would improve current policies/procedures.

Task 7.2 Transportation Infrastructure Assessments and Inventory

CONSULTANT will assemble available GIS data that covers transportation related infrastructure and conditions. The following data is currently available in GIS from the City and will be assembled and used for analysis purposes:

- Average Daily Traffic
- Posted Speed Limit
- Street Classification
- Crash Data
- Land Use Data: Schools, Parks, Shopping Areas, Churches
- Zoning Maps (used to identify neighborhoods/housing)
- Disadvantaged areas

A table outlining City of Escondido GIS Data Availability is attached to this Scope of Work as **Exhibit 1** and incorporated herein by this reference.

CONSULTANT will develop a data collection plan for additional data. The plan will document data sources and their purpose in developing the CATS. In addition, the data evaluated in Tasks 1-5 for the CMO Transportation Needs Assessment will be utilized as appropriate for the CATS.

The following data will be collected:

CATS Data Item	Data Collection Methodology	Use in CATS
High Priority Data		
Sidewalk Presence (yes/no)	Google Earth Review (or other high quality aerial photography) and field review	Necessary to determine sidewalk gaps.
Bicycle Facility Presence and Classification (I, II, III, IV)	Google Earth Review (or other high quality aerial photography), SANGIS, and field review	Necessary to determine existing bicycle conditions
Number of travel lanes	Data from base year of the SANDAG model, discussion with City staff, spot checks using Google Earth	Needed to understand bicycling/walking comfort
Actual Travel Speeds	Big Data from Wejo (October 2019 and 2022 data)	Needed to understand bicycling/walking comfort
On-Street Parking Presence	Big Data from Wejo (October 2019 and 2022 data)	Needed to understand bicycling/walking comfort
On-Street Parking Occupancy	Engineering estimate based on Wejo Data (we will know which on-street parking areas are used more than others based on the data and will make an engineering assessment about	Needed to understand bicycling/walking comfort

	how occupied the parking is as a percentage).	
Senior Zones	Google Earth/Maps for identification of senior centers and medical facilities. Discussion with City staff/project team about land uses that are frequented by seniors.	Needed to understand desired land use destinations
Freight Delivery Concentrations/ Truck Routes	Discussion with City staff/project team.	Needed to understand roadways that may not be suited for bicycle facilities
Transportation Equity Areas (including Socioeconomic factors such as poverty, people of color, low auto ownership, age of population; Health factors; and Exposure factors	American Community Survey Census Data, CDC data, and EJ Screen data	Used in the facility prioritization process to ensure that projects are identified in underserved neighborhoods
Barriers to Travel	Discussion with City staff/project team/public input	Used to understand if there are physical barriers preventing walking/bicycling such as freeways, waterways, etc.
Population Density	SANGIS	Used to understand concentrations of population
Employment Density	SANGIS	Used to understand concentrations of employees
Traffic Volumes/Concentrations	SANDAG Model and/or Streetlight or Near data (big data vendors)	SANDAG model data will show vehicular volumes. Big data will be used for origin/destination data. Streetlight/Near and/or Wejo data will be used.

CONSULTANT will use GIS analysis throughout the CATS process. As examples, GIS will be used to show City Crossroads data related to crashes in the City, what potential streets might be candidates for adding bike lanes, or neighborhood greenways or to generate heat maps that show concentrations of pedestrian (and cyclists) activity. In addition, GIS will show traffic congestion in the City, such as the downtown area, shopping areas, or parks and schools.

CONSULTANT will work with the City's GIS department to assess the comprehensiveness of current Transportation Network shapefiles and verify for accuracy. The data collected will be organized into a web-map package that can be viewed by City staff. In addition, all GIS shapefiles will be packaged and provided to the City.

The data will be used to map the following:

- Heatmaps showing population/employment density as it relates to key land uses – this information will be used to identify areas where high levels of pedestrian activity are expected (or could be encouraged).

- Bicycle and Pedestrian gap analysis.
- Bicycle and Pedestrian comfort, which will be used as part of the prioritization process.

Task 7.3 Bicycle and Pedestrian Comfort/Quality Analyses

CONSULTANT will calculate comfort, deficiency, and potential demand indices to help understand active transportation needs throughout the City. The analysis will include:

- **Connectivity and Gap/Deficiency Analysis:** CONSULTANT will complete a connectivity analysis to/from key destinations, such as employment centers, senior areas, transit stations, schools, and parks within each neighborhood planning area. CONSULTANT will also identify gaps in the bicycle facilities and sidewalks and highlight the gaps on routes to these key destinations/activity areas, and we will identify key barriers that limit connectivity, including waterways, freeways, and wide arterial streets.
- **Bicycle and Pedestrian Compatibility/Comfort Index:** CONSULTANT will evaluate the roadways in Escondido to assess compatibility/comfort (level of traffic stress) using GIS analysis. The analysis will use the roadway characteristics (vehicle volume, travel speed, functional classification, presence of on-street parking, on-street parking utilization, freight priority areas, and crash data) to assign comfort indices for bicycles and pedestrians to understand what types of facilities would be needed to provide an inclusive (8-80s¹) bicycle network or where pedestrian conditions would need upgraded features. The purpose of this analysis is to provide a rough equivalent to the way that vehicle level of service is used to understand roadway capacity/efficiency for vehicles. Note that one round of analysis will be performed to provide a broad overview of comfort, we do not propose going through an iterative process. In addition, neighborhood/local streets will not be specifically analyzed since they have slow speeds and are suitable for walking (if sidewalks are present) and bicycling.
- **Latent Demand:** CONSULTANT will use land use and transportation network data to predict the areas of the city that are likely to have the highest demand for walking and bicycling. The analysis will be displayed as heat maps showing the areas of high to low demand.

Results will be included as a chapter in the Existing Conditions Report.

Task 7.4 Active transportation Audits

CONSULTANT will conduct 10 in-person walking audits with community members, school representatives and the external stakeholder group. Seven of the walk audits will be reserved for near schools to supplement the school outreach conducted in Task 6.5 and three of the walk audits will be used to explore other areas of the City identified through the public outreach process. The purpose of the school-based walk audits is to observe the commute to/from the school, identify challenges or infrastructure deficiencies that currently limit walking/biking to school, and to identify enhancements that would encourage walking/bicycling. The other walking audits will be used as another element of public outreach to observe conditions, identify walking/bicycling barriers, and identify infrastructure needs/enhancements.

¹ 8-80s bicycle facilities refer to facilities that are comfortable for a wide range of users from 8 years old to 80 years old (approximately). These are typically off-road facilities, on-road facilities with wide buffers (i.e. protection) from the vehicle travel lanes, or facilities on streets with a low volume of vehicles.

The walk audits will utilize paper maps and the web map survey functionality. Each walking audit will be summarized on a map with notations about observations, barriers, and facility needs/enhancements. The results will be used to inform the active transportation project list.

Results will be included as a chapter in the Existing Conditions Report.

Task 7.5 Transit Baseline Assessments

CONSULTANT will provide a citywide map that displays existing and any likely proposed transit routes and stops. In addition, a summary of the transit service and headways will be provided. Ridership data will be requested from North County Transit District (NCTD) and summarized. Based on the ridership data, transit stops will be ranked as low, medium, and high ridership. The high ridership routes will be considered as part of the latent demand analysis described in Task 7.3. In addition, proximity to a high ridership transit station will be considered as part of the facility prioritization process. Results will be included as a chapter in the Existing Conditions Report.

Task 7.6 Street Network Assessments

The City's current General Plan Mobility and Infrastructure Element identifies that the Quality of Life Standard strives for a Level of Service (LOS) C for roadways; however, the standard also recognizes "that physical design characteristics, implementation of pedestrian oriented "smart growth" and Complete Streets design improvements, high density infill areas, environmental resource considerations, existing development, freeway interchange impacts, and incomplete system improvements, may override the ability to meet this standard."

CONSULTANT will work with City staff (and the external Stakeholder group as appropriate), to determine the roadway LOS standard to apply when determining whether a roadway is in its appropriate classification. CONSULTANT will:

- Create a spreadsheet listing 350 roadway segments, the General Plan classification, number of lanes, bike lane facilities, sidewalk presence, on-street parking presence and 2011 daily traffic volumes, and City Transportation Model years 2012 and 2035 (data to be provided by City staff).
- Obtain 2016, 2035 and 2050 ABM2+ SANDAG model daily traffic volumes for the 350 roadway segments.
- Create an automated process to determine the LOS for the roadway segments based on each year of data based on the General Plan classification and number of lanes. The analysis will use volume-to-capacity ratio as the metric for determining LOS.
- Based on the roadway characteristics (number of travel lanes, bike lane presence, sidewalk presence, and on-street parking presence CONSULTANT will identify which segments do not provide all of the features that match the roadway classification standard. Note that this scope does not include measuring sidewalk width, bike lane width, or lane width; therefore, CONSULTANT will not access whether the roadway dimensions match the roadway classifications standards. For example, if a roadway is classified as a prime arterial but does not contain a bike lane, it would be flagged as a facility not matching the roadway standards (i.e. the "roadway profile" in the General Plan).

Task 7.7 Existing Conditions Report

CONSULTANT will develop a Draft Existing Conditions Report using the chapters developed in Tasks 7.1-7.6. City will review the document and provide one set of internally-consistent comments. CONSULTANT will review the comments and incorporate into the Final Existing Conditions Report.

Task	Deliverable
7.1	<i>Assessment of Existing Policies and Procedures Technical Memorandum (Assumes draft memo with one round of City comments that will be incorporated during the development of the final existing conditions report.)</i>
7.2	<i>Data Collection Plan Technical Memorandum. ESRI Webmap with GIS Data and Analysis (Heatmap) Layers (that can be viewed by all) GIS Shapefile Map Package.</i>
7.3	<i>Connectivity-Gap/Deficiency, Bicycle-Pedestrian Compatibility/Comfort and Latent Demand Analysis Documented in a Technical Memorandum (draft memo with one round of City comments that will be incorporated during the development of the final existing conditions report.)</i>
7.4	<i>Summary of Transportation Audits with Summary Map Noting Observations, Barriers and Facility Needs/Enhancements</i>
7.5	<i>Transit Baseline Assessment Technical Memorandum (Assumes draft memo with one round of City comments that will be incorporated during the development of the final existing conditions report.)</i>
7.6	<i>Street Network Assessment Data Matrix</i>
7.7	<i>Draft and Final Existing Conditions Report</i>

Task 8. Comprehensive Active Transportation Strategy Development

Task 8.1 Pedestrian and Bicycle Modal Element

CONSULTANT will utilize data from the outreach process, stakeholder input, and the existing conditions assessments to recommend the overall bicycle and pedestrian networks. Note that, in general, pedestrian facilities should be provided on both sides of all streets within the City and the pedestrian network maps will reflect this and will note any exceptions.

The bicycle network will focus on providing inclusive bicycle facilities (the 8-80 concept) throughout the City emphasizing Class IV separated bikeway facilities, bicycle boulevards, and Class I multi-modal trails. Once the basic network is identified, CONSULTANT will add additional detail to the network by assigning mode priority (i.e. street typologies), a “8-80 factor,” and a functional classification overlay that may change based on the neighborhood/context. For example, roadways within Downtown may focus on bicycle priority and on those streets a worse vehicular LOS would be acceptable. The “8-80 factor” will identify routes that appropriate for all (the 8-80 network) vs. those facilities that are more suitable for comfortable cyclists and will be color coded to reflect this distinction. CONSULTANT will work with City staff to inform the roadway classification mode priority overlay including “tree streets” and neighborhood greenways.

CONSULTANT will provide a map that shows the bicycle and pedestrian networks in relation to key destinations such as parks, schools, and transit. Individual walking and biking routes will be provided for up to five key destinations.

Task 8.2 Mobility Options Blueprint

CONSULTANT will provide a mobility options blueprint² for maximizing the roadway network for active transportation and other mobility options (outside of the private automobile). The blueprint will investigate the following types of mobility options:

- Flexible Fleets (micro-mobility, shared mobility, shared neighborhood electric vehicles)
- Mobility Hubs
- Considerations for Implementing a Neighborhood Electric Vehicle network

The blueprint will include the following elements:

- Definition and description of the key elements of the mobility option.
- Overview of Regional (SANDAG) or statewide/federal considerations (such as supportive laws, policies, goals).
- Examples from peer agencies.

Overview of the types of local planning studies that are typical for implementing each option. In addition, the blueprint will include findings from the Clean Mobility Options Transportation Needs Assessment.

Task 8.3 Transit Access Blueprint

CONSULTANT will provide a blueprint for using active transportation to access transit. The blueprint will address the following:

- A discussion of how active transportation supports transit use (and how transit supports active transportation) including the importance of “first-mile/last-mile” access.
- Examples of first-mile/last-mile solutions such as bicycle facilities, pedestrian enhancements (at crosswalks, along segments), and other flexible fleets strategies that would enhance getting to/from transit. A discussion on how the first-mile/last-mile solutions are inclusive, supporting people without access to a private automobile, seniors, disabled, and children.
- A conceptual safe-routes-to-transit map/plan will be developed for up to three transit stops (the three stops to consider will be selected in coordination with City staff and based on public outreach, ridership, land uses, population/employment density). These maps will display the walking/bicycle routes within 1-mile travel distance of the transit stop for bicycling and ½ mile for walking and suggested improvements for enhancing travel to/from the transit stop. The maps will serve as examples such that similar maps could be created for other transit stops as desired.

Task 8.4 Citywide Safe Routes to School Blueprint

CONSULTANT will integrate the information collected throughout the project to develop infrastructure improvement recommendations within a quarter-mile radius of up to seven schools (using the results from the outreach, walk audits, and other data analysis and field review). CONSULTANT will make feasible, implementable recommendations that will improve the non-motorized transportation network for students and families to walk and bike to school safely and conveniently. In order to support the City in prioritizing projects, infrastructure recommendations will be segmented as follows:

² The purpose of the “blueprints” is to identify the best practice process for addressing these items. The blueprint outlines the process and steps for implementation but does not actually complete the all of process. The blueprints may provide real world examples of portions of the process. For example, the transit access blueprint will provide instructions for creating a safe-routes-to-transit plan with examples that can be used as part of a future planning effort.

1. Low-cost, on-campus improvements that can enhance safety and SRTS visibility.
2. Low-cost, on-street changes that require little or no further assessment, such as signs and striping.
3. Large scale, on-street changes that require greater coordination, community engagement, or funding.

Recommendations will include planning level cost estimates.

In addition, CONSULTANT will provide a safe-routes to school infrastructure toolbox that includes a visual dictionary of measures typically implemented to enhance walking/biking to school.

CONSULTANT will prepare non-infrastructure recommendations (Engagement, Equity, Encouragement, Education, and Evaluation) to complement infrastructure recommendations in order to promote a culture that embraces active transportation throughout Escondido. These recommendations will consider those that are being implemented through Education COMPACT's work with the schools. The recommendations may include, but are not limited to: park and walk drop-off locations; walking school buses; bicycle trains; walk/bicycle to school days; in-classroom pedestrian/bicycle safety and encouragement education; and/or survey practices to monitor behavior and mode changes over time.

Task 8.5 Mobility Hub Blueprint

CONSULTANT will provide a mobility hub blueprint that outlines the mobility options and other amenities that could or should be provided at the following transit centers:

- Escondido Transit Center
- Del Lago
- Nordahl
- North County Mall

The blueprints for each location will include a map that has call out boxes and generalized locations for mobility options (i.e., where transit, bicycle parking/lockers, micro-mobility fleets, NEV charging, etc. would be placed) as well as zones for public gathering/public art. In addition, CONSULTANT will provide a visual dictionary with amenities and features that could be incorporated into mobility hubs.

Task 8.6 Trails Network Integration

The CONSULTANT will review the 1999 Trails Master Plan with a focus on those existing and proposed trails that could reasonably serve as a functional element of the City's active transportation network. Trail-related improvements to strengthen the transportation connections will be included in the larger Active Transportation network and Project recommendations.

Task 8.7 Active Transportation Master Plan Strategy

Tasks 8.1-8.6 will be documented in the Active Transportation Master Plan Strategy which will support the goals and direction in the Climate Action Plan. A draft Active Transportation Master Plan Strategy will be provided for City staff review. A screen check draft will be provided based on one set of consolidated comments from City staff. A final Active Transportation Master Plan Strategy will be developed based on one set of consolidated comments from City staff on the screen check draft.

Task	Deliverable
8.1	<i>Chapter in the Active Transportation Strategy</i>

8.2	<i>Chapter in Active Transportation Strategy</i>
8.3	<i>Chapter in Active Transportation Strategy</i>
8.4	<i>Chapter in Active Transportation Strategy</i>
8.5	<i>Chapter in Active Transportation Strategy</i>
8.6	<i>Chapter in Active Transportation Strategy</i>
8.7	<i>Draft, Screen Check Draft, and Final Active Transportation Strategy</i>

Task 9. Comprehensive Active Transportation Strategy Action Plan and Project List

Task 9.1 Active Transportation Action Plan and Project Prioritization

CONSULTANT will develop an overall project list that focuses on bicycle and pedestrian infrastructure. The list will be based on the Connectivity and Gap/Deficiency Analysis, the bicycle and pedestrian networks developed (including any of the projects developed as part of the other blueprints), and the public outreach input.

Once the comprehensive list is developed, CONSULTANT will develop a prioritization framework that considers the following:

- Bicycle and Pedestrian Compatibility/Comfort Index
- Connections to Key Destinations
- Latent Demand
- Crash Data
- Transportation Equity Areas
- Ability to Address a Barrier to Travel
- Geographic Equity (i.e., spreading projects throughout the City)
- Public Comments

The prioritization framework document will define each prioritization criteria and recommend weights to the criteria based on City staff input and external stakeholder feedback.

CONSULTANT will create a funding opportunities document that defines grant programs and other funding sources such as the VMT Exchange program. As such VMT reductions for the project list will be determined using the same calculation process contained in the VMT Exchange program.

CONSULTANT will create a database of all projects, prioritization criteria, potential funding sources, VMT reduction, generalized cost (low, medium, high), generalized difficulty to implement (easy, moderate, complex – based on engineering judgement). The prioritization analysis will be completed and the resulting project priority will be sorted into four tiers of implementation:

- Low Hanging Fruit – (1) Life/Safety improvement projects and (2) high priority, low cost, and easy to implement projects
- Near Term Projects (1-5 years) – Highest priority projects
- Mid-Term Projects (5-10 years) – Mid-priority projects
- Long-Term Projects (10+ years) – Lowest priority projects

It may be necessary to perform the prioritization project by geographic area or transportation equity area to ensure that all parts of the city are represented in all tiers. This type of adjustment will be determined during the prioritization process through coordination with City staff. The prioritization for bicycle and pedestrian projects will be completed separately (i.e. there will be two separate project lists).

Task 9.2 Conceptual Designs for Priority Projects

CONSULTANT will coordinate with City staff to identify up to 20 priority projects from the Low Hanging Fruit and Near-Term Project tiers. CONSULTANT will develop high level conceptual design showing the improvements and including call-out boxes describing the improvement and benefits. Since Task 8 also includes conceptual design, 10 of the 20 projects will be enhancements to conceptual designs created in Task 8. 10 of the conceptual designs will be for other projects identified in Task 9.1.

The conceptual designs will use a combination of CAD, Bluebeam, and the Adobe Create Suite software (Illustrator, Photoshop, and In-Design) to create visually appealing conceptual designs suitable for sharing with the public and stakeholders and using in grant applications.

Task 9.3 Cost Estimates for Priority Projects

CONSULTANT will create planning level cost estimates for the 20 high priority projects identified in Task 9.2. CONSULTANT will utilize current geographically sensitive unit cost information supplemented unit cost information available from the City of Escondido.

Task	Deliverables
9.1	<i>Project Prioritization Framework Document (draft and final, assumes one set of consolidated City comments on the draft), Funding Opportunities Technical Memorandum, and Prioritized Bicycle and Pedestrian Project Lists</i>
9.2	<i>Conceptual Design Graphics for 20 Priority Projects (10 enhanced from Task 8, 10 from the Task 9.1 Prioritized Project List)</i>
9.3	<i>Cost Estimates for 20 Priority Projects</i>

Task 10. Prepare Draft Comprehensive Active Transportation Strategy

Task 10.1 Prepare Draft Comprehensive Active Transportation Strategy

CONSULTANT will combine the materials from all tasks into a draft Comprehensive Active Transportation Strategy. The document will be prepared in Microsoft Word. In addition, CONSULTANT will create a stand-alone visual Executive Summary (printed or web-based). The draft will be presented during Phase 3 of the public outreach.

Task 10.2 Prepare Final Comprehensive Active Transportation Strategy

CONSULTANT will document all comments received on the draft Comprehensive Active Transportation Strategy and provide a comment/response matrix to ensure comments are incorporated into the Final document. The Final Comprehensive Active Transportation Strategy will be prepared in Microsoft Word and converted to a table of contents searchable PDF. The stand-alone Executive Summary will be designed using the Adobe Creative Suite and provided as a PDF.

In addition, CONSULTANT will provide a checklist summary of how the Final Comprehensive Active Transportation Strategy meets the elements in *Caltrans' Active transportation Plan for Disadvantaged Communities Guidance for Plans*. The checklist will indicate the page number(s) that contain the element of the Caltrans' guidance.

Task 10.3 Council Presentations, Adoption, and Project Close-Out

CONSULTANT will support the presentation of the Final Comprehensive Active Transportation Strategy at the City's Transportation and Community Safety Commission, Planning Commission and City Council meetings. Support includes preparing slides to be incorporated into the presentation of the Final Comprehensive Active Transportation Strategy at public hearings. CONSULTANT will attend and present with City staff at the Transportation and Community Safety Commission, Planning Commission and City Council (3 hearings total).

The scope of work includes eight hard copies and flash drives of the Final Comprehensive Active Transportation Strategy.

Task	Deliverable
10.1	<i>Draft Comprehensive Active Transportation Strategy</i>
10.2	<i>Comments/Responses on Draft, Final Comprehensive Active Transportation Strategy</i>
10.3	<i>Presentation Slides for Hearings, Attendance at Hearings, Final Document Copies</i>

Task 11. Mobility and Infrastructure Element Update

11.1 Update Mobility Element

CONSULTANT will update sections of the 2012 General Plan Mobility Element (Chapter III) to reflect the analysis and content created for the CMO Transportation Needs Assessment and the CATS. The update will retain content where possible and use the current template (to be provided by the City in a format suitable for updating/native format (such as Microsoft Word or Adobe In-Design). The following updates are anticipated and included in this scope of work (summarized according to the sections/sub-sections of the current Mobility Element):

2012 Mobility Element Section	Anticipated Updates
Introduction & Purpose	Light refresh, most content retained
Relationship to Other Elements in the General Plan	No updates
Regional Transportation Planning	Light refresh, most content retained
Complete Streets	Refresh, content added about Comprehensive Active Transportation Plan and the Task 8 blueprints incorporated. Discussion of mobility options and mobility hubs.
Pedestrian Network	Refresh/Expansion to reference the Comprehensive Active Transportation Plan. Addition of pedestrian network maps with gaps
Bicycle Network	Refresh/Expansion to reference the Comprehensive Active Transportation Plan.

	Updated maps of the bicycle network (existing and future)
Transit System	Refresh/Expansion to reference the Comprehensive Active Transportation Plan. Specifically, incorporation of elements from Task 7.5, 8.3 and 8.5. Updated Transit Routes figure based on latest SANDAG Regional Plan.
Traffic Calming	No updates
Street Network	Refresh/Expansion to reference the Comprehensive Active Transportation Plan. Specifically, incorporation of elements from Task 7.6 and 8.1. Updated roadway classification map with mode priority overlays. Updating roadway cross-sections to reflect mode priority overlays, up to 12 cross-sections will be developed.
Freeways	No updates
Prime Arterials/Major Roads/Collector Streets/Local Collector/Local Streets	Refresh/Expansion to reference the Comprehensive Active Transportation Plan. Specifically, incorporation of elements from Task 7.6 and 8.1.
Goods and Services Transport (whole section)	No updates
Aviation (whole section)	No updates
Utility Infrastructure (whole section)	No updates
Mobility and Infrastructure Goals and Policies	Review of Complete Streets, Pedestrian Network, Bicycle Network, Transit System, Transportation Demand Management, and Street Network Goals/Policies and revisions based on current state of the practice/best practices. These will be reviewed as part of Phase 2 public outreach.

11.2 Draft Mobility Element

CONSULTANT will produce a draft updated Mobility Element. The document will be compiled in Microsoft Word.

The draft will be presented during Phase 3 of the public outreach (with the Draft Comprehensive Active Transportation Strategy).

11.3 Final Mobility Element

CONSULTANT will produce a final updated Mobility Element incorporating consolidated comments from City staff and stakeholders. The document will be compiled in Microsoft Word format.

11.4 Environmental documentation necessary to support General Plan Amendment

CONSULTANT will produce a programmatic environmental document, assumed as a Negative Declaration (ND). The following items will be completed:

- Prepare the project description including regional and local settings; objectives of the project; project characteristics, including all discretionary actions required by the City; a list of responsible and other agencies; and a list of approvals.
- Prepare Initial Study (IS)/Negative Declaration (ND)
 - Environmental Checklist: All environmental issue areas identified in State CEQA Guidelines Appendix G will be addressed. This scope of work assumes a programmatic review and no computer modeling or field review will be conducted. City will initiate Assembly Bill (AB) 52 consultation requests to tribes and will handle the consultation process. CONSULTANT will provide template letters to request consultation under AB 52 if requested by the City.
 - Other Sections: As appropriate and relevant, the IS/ND will include sections such as "Report Preparers," "Persons Consulted," and "Bibliography." For all new citations not already in the administrative record, CONSULTANT will make electronic copies (i.e., PDF) of the cited material for delivery to the City. The administrative draft IS/ND will be assembled, reviewed for quality assurance, and submitted to the City for review.
- Public IS/ND
 - CONSULTANT will prepare the public IS/ND based on one set of consolidated review comments on the administrative draft. The City will release the document. This scope of work assumes that comments will not require analysis of new issues or substantially revised analysis of issues already addressed. CONSULTANT will prepare the Notice of Intent (NOI) and Notice of Completion (NOC) and provide them to the City.
- Responses to Comments
 - CONSULTANT will prepare written responses to environmental issues raised in comments on the public review draft. The responses are assumed to require only clarification and/or explanation of the conclusions in the IS/ND without the need to revise analysis, elaborate substantially, or add new issues. Task includes 16 hours of professional CONSULTANT time.

Task	Deliverable
11.1/ 11.2	<i>Updated Draft General Plan Mobility Element Chapter</i> <i>Updated Mobility Element Maps</i> <i>Updated Roadway Cross-Section and other Figures</i>
11.3	<i>Final Mobility Element</i>
11.4	Administrative Draft IS/ND, Public Draft IS/ND, Final IS/ND

Task 12. Complete Streets Design Guidelines

CONSULTANT will provide the City with a complete streets design guidelines resource that that incorporates complete streets policies and projects in the City's right of way. The guidelines will provide the following:

- Build from the updated roadway cross sections developed for the Mobility Element in Task 11.1, providing dimensions and additional detail using the Beyond Typicals Street

Design Software.

- Summarize and link national and statewide roadway design resources that provide state of the practice and best practices into a simple to use matrix. Each design resource will be summarized and the design guidance will be sorted by:
 - Mode: bicycle facilities and pedestrian facilities
 - Facility type: cross-section design by context, intersections, freeway ramp terminal intersections
- A visual glossary of bicycle and pedestrian design elements and enhancements.
- A basic mid-block crosswalk policy (to assist with decisions/design for mid-block crosswalks).
- Review and identify City specific policies, warrants, design guidance and standards that should be updated to incorporate complete streets principals. This includes documenting how the City is using their existing guidance/standards and inconsistencies in current guidance/standards.

The complete streets design resource will consider guidance contained in:

- The Caltrans Highway Design Manual
- Manual on Uniform Traffic Control Design (MUTCD)
- AASHTO
- NACTO Design Guidance (Urban Street Design Guide, Urban Bikeway Design Guide, Transit Streets Guide, Urban Streets Stormwater Guide)
- ADA Guidance (Caltrans Design Information Bulletin -82 "Pedestrian Accessibility Guidelines" and the US Access Board Proposed Right of Way Accessibility Guidelines (PROWAG))
- Federal Highway Administration Separated Bike Lane Planning and Design Guide, Guide for Improving Pedestrian Safety at Uncontrolled Intersections, and others.
- ITE Reports such as Recommended Design Guidelines to Accommodate Pedestrians and Bicycles at Interchanges

CONSULTANT will provide an electronic draft Complete Streets Design Resource Manual, incorporate one set of consolidated City comments to produce a final Complete Streets Design Resource Manual (Microsoft Word and searchable PDF).

Task	Deliverable
12.1	<i>Complete Streets Interim Design Guidelines Document Draft and Final</i>

D. Scheduling

CONSULTANT shall adhere to the schedule attached to this Scope of Work as **Exhibit 2** and incorporated herein by this reference. Changes to Exhibit 1 shall only be made with the prior written approval of the City.

E. Contract Price and Payment Terms

The contract price shall not exceed **\$525,340**. The contract price includes all labor, materials, equipment, and transportation required to perform the work. Services will be billed as services are performed on a

time and materials basis. Payment will be made after services have been performed and within 30 days of receipt of an invoice for those services.

The following rates shall remain firm throughout the term of this Agreement:

- Tasks 1-5: Clean Mobility Options Community Transportation Needs Assessment: \$85,100
- Tasks 6-11: CATS/Mobility Element Update: \$399,240
- Task 12: Optional Task: Complete Streets Design Guidelines: \$36,980
- Direct Costs Communications and Reproduction: \$4,020

Additionally, the service rates detailed in **Exhibit 3** to this Scope of Work, which is attached hereto and incorporated by this reference, shall remain firm throughout the term of this Agreement.

F. Term

The term of this Agreement shall be for **24 months**, commencing on the Effective Date of the Agreement. Tasks 1-5 (CMO Transportation Needs Assessment) shall be completed within 12 months of the Effective Date of this Agreement.

G. Other

In accordance with the Business and Professions Code, all work provided under this Agreement shall be performed under supervision of a registered civil engineer, traffic engineer, or certified planner, depending on the task. CONSULTANT shall note within the scope of work how the respective supervision will be assigned to appropriate tasks.

ATTACHMENT "B"

Personnel List

Pursuant to Section 4 of the Agreement, CONSULTANT shall only assign performance of Services to persons listed below.

1. Matt Benjamin, Principal, m.benjamin@fehrandpeers.com, Fehr & Peers
2. Katy Cole, Principal, k.cole@fehrandpeers.com, Fehr & Peers
3. Kendra Rowley, Associate, k.rowley@fehrandpeers.com, Fehr & Peers
4. Angelica Rocha, Senior Planner, a.rocha@fehrandpeers.com, Fehr & Peers
5. Maddie Hasani, Senior Planner/Engineer, m.hasani@fehrandpeers.com, Fehr & Peers
6. Ali Ahmadi, Senior Planner/Engineer, a.ahmadi@fehrandpeers.com, Fehr & Peers
7. Miguel Nunez, Principal, m.nunez@fehrandpeers.com, Fehr & Peers
8. Claude Strayer, Principal, c.strayer@fehrandpeers.com, Fehr & Peers
9. Shane Russell, Senior Engineer, s.russell@fehrandpeers.com, Fehr & Peers
10. Tamara Zdvorak, Graphic Designer, t.zdvorak@fehrandpeers.com, Fehr & Peers
11. Zoe Rashid, Business Service Administrator, z.rashid@fehrandpeers.com, Fehr & Peers
12. Kayleigh Molina-Pastorius, Senior Business Service Administrator, k.pastorius@fehrandpeers.com, Fehr & Peers
13. Kellie Dugdale, Engineer/Planner, k.dugdale@fehrandpeers.com, Fehr & Peers
14. Emily Turner, Engineer/Planner, e.turner@fehrandpeers.com, Fehr & Peers
15. Sina Salehipour, Intern, s.salehipour@fehrandpeers.com, Fehr & Peers
16. Sohrab Rashid, Principal, s.rashid@fehrandpeers.com, Fehr & Peers
17. Spencer Reed, Senior Associate, s.reed@fehrandpeers.com, Fehr & Peers
18. Andrew Scher, Senior Engineer/Planner, a.scher@fehrandpeers.com, Fehr & Peers
19. Amir Reza Sadeghi, Engineer/Planner, a.sadeghi@fehrandpeers.com, Fehr & Peers
20. Jorge Estrada, Engineer/Planner, j.estradatello@fehrandpeers.com, Fehr & Peers
21. Kristin Haukom, Senior Planning Associate, kristinhaukom@altago.com, Alta Planning + Design, Inc.
22. Hannah Day-Hapell, Principal, hannahday-kapell@altago.com, Alta Planning + Design, Inc.
23. Ashley Haire, Principal, ashleyhaire@altago.com, Alta Planning + Design, Inc.
24. Vincent Hellens, Principal, vincenthellens@altago.com, Alta Planning + Design, Inc.
25. Devan Gelle, Planner, devangelle@altago.com, Alta Planning + Design, Inc.
26. Christopher (Eric) Purcell, Planner, ericpurcell@altago.com, Alta Planning + Design, Inc.
27. Kelly Lei, Planner, kellylei@altago.com, Alta Planning + Design, Inc.
28. Samantha Hernandez, Designer, samanthahernandez@altago.com, Alta Planning + Design, Inc.
29. Colin Amos, Designer, colinamos@altago.com, Alta Planning + Design, Inc.
30. Hillary Butler, Project Coordinator, hillarybutler@altago.com, Alta Planning + Design, Inc.
31. Kirsten Clausen, Project Coordinator, kirstenclausen@altago.com, Alta Planning + Design, Inc.
32. Poonam Boparai, Principal-in-charge, poonam.boparai@ascent.inc, Ascent
33. Andrew Martin, Project Manager, andrew.martin@ascent.inc, Ascent
34. Nicole Greenfield, Environmental Planner, nicole.greenfield@ascent.inc, Ascent
35. Jazmin Amini, Transportation and Environmental Planner, jazmin.amini@ascent.inc, Ascent
36. Alyssa Luna, GIS Specialist, Alyssa.luna@ascent.inc, Ascent
37. Gayiety Lane, Word Processor, gaiety.lane@ascent.inc, Ascent
38. Jessica Buehrle, Administrative Assistant, jessica.buehrle@ascent.inc, Ascent
39. Lisa Bradford, Administrative Assistant, lisa.bradford@ascent.inc, Ascent

40. Carolina Plancarte, Program Manager, cplancarte@educationcompact.org, Escondido Education COMPACT
41. Patricia Huerta, Executive Director, phuerta@educationcompact.org, Escondido Education COMPACT
42. Lisa Archibald, Director of Community Programs, Lisa.Archibald@vcc.org, Vista Community Clinic
43. Erika Carter, Program Supervisor, Erika.S.Carter@vcc.org, Vista Community Clinic
44. Jennifer Gill, Program Coordinator, Jennifer.Gill@vcc.org, Vista Community Clinic

CONSULTANT shall not add or remove persons from this Personnel List without the City's prior written consent. If CONSULTANT has not designated a person to perform a component of the Services, CONSULTANT shall not assign such component of the Services to a person without obtaining the City's prior written consent. CONSULTANT shall not subcontract any component of the Services without obtaining the City's prior written consent.

Acknowledged by:

Date: _____

Signature: _____
Fehr & Peers, Sarah Brandenburg, Vice President

					Exhibit 1
City of Escondido GIS Data Availability					
CATS Data Item	Category	Current GIS status	if not complete, where is it and in what form?	Google Earth	Field survey necessary?
Sidewalks (no/yes/width)	LOS	0%	pavement scan data	x	
Street widths	LOS	0%	pavement scan data	x	
ADT	LOS	100%	model		
Parkway width (width approximate)	LOS	25%		x	
Speed (posted)	LOS	100%	GIS		
Parking (allowed/utilization)	LOS	0%		x	
Lane widths	LOS	0%	pavement scan data	x	
Classification	Capacity	100%	GIS		
Crashes	Safety	100%	GIS(LRSP)		
Schools	Activity point	100%	GIS		
Shopping	Activity point	100%	GIS		
Parks	Activity point	100%	GIS		
Senior zones	Activity point	0%	GIS+team discussion		
Community gathering places	Activity point	100%	team discussion		
Neighborhoods	Activity point	100%	(GIS) Zoning maps		
Churches	Activity point	100%	GIS		
Heat maps	Activity Zone	0%	GIS data layer		
Vehicles concentrations	Activity Zone	0%	O-D big data		
Pedestrians (ADA priority areas)	Activity Zone	0%	Heat maps		
Freight delivery concentrations	Activity Zone	0%	team discussion		
Neighborhoods	Activity Zone	100%	Zoning		
Transportation equity areas	Activity Zone	0%	GIS data layer (ACS)		
Barriers to travel	Activity Point (null)	0	team discussion		

Clean Mobility Options Transportation Needs Assessment

CATS and Mobility Element Update

[illegible]

City of Escondido Comprehensive Active Transportation Strategy and Mobility Element Update
Cost Proposal

EXHIBIT 3

		Fehr & Peers												Fehr & Peers Totals	
		Matt Benjamin, AICP, RSP1	Katy Cole, PE	Kendra Rowley, PE	Angelica Rocha	Maddie Hasani, EIT	Ali Ahmadi, EIT	Miguel Nunez	Claude Strayer,PE	Shane Russell	Tamara Zdvorak	Zoe Rashid	Intern		
		Principal-in-Charge	Project Manager	Deputy Project Manager	Senior Planner Complete Streets	Senior Planner Data	Planner	Outreach/ Walk Audits/ Spanish Outreach	Senior Design Engineer/ Cost Estimator	Design Engineer/ Cost Estimator	Graphic Design, Website Development	Accounting, Project Management Support	Data Collection Intern		
Tasks		\$320	\$265	\$220	\$195	\$180	\$165	\$240	\$235	\$160	\$160	\$140	\$110	Labor Hours	Total
Clean Mobility Options Transportation Needs Assessment	Task 1 - Transportation Access and Data Analysis													91	\$17,480
	1.1 CMO Transportation Access Data Analysis	1	1	2	24	8	16	0	0	0	0	0	0	52	\$9,785
	1.2 Key Characteristics and Transportation Indicators Analysis	1	1	3	24	8	2	0	0	0	0	0	0	39	\$7,695
	Task 2 - Community Engagement to Determine Gaps, Needs, and Preferences													163	\$31,365
	2.1 Stakeholder Working Group Development	0	2	6	0	0	0	0	0	0	0	0	0	8	\$1,850
	2.2 Stakeholder Working Group Meetings for CMO (2 Meetings Total)	0	2	2	4	0	0	0	0	0	2	0	0	10	\$2,070
	2.3 Outreach Framework	1	2	0	16	0	0	2	0	0	2	0	0	23	\$4,770
	2.4 CMO Branding, Project Webpage, Social Media, and CMO Survey Development	2	4	4	16	8	2	8	0	0	40	8	0	92	\$16,910
	2.5 Public Workshops (3 Events: 2 In-Person, 1 Virtual)	0	1	2	6	0	6	3	0	0	6	0	0	24	\$4,545
	2.6 Ongoing Community Events (2 Events)	0	0	2	4	0	0	0	0	0	0	0	0	6	\$1,220
Task 3 - Summary Report (Transportation Needs Assessment Documentation)														63	\$13,000
Report	2	4	16	32	5	0	0	0	0	0	4	0	0	63	\$13,000
Task 4 - Project Preparation and Design														16	\$3,465
4.1 Develop Pilot Project with Evaluation of Vendors and Implementation Schedule	1	1	6	8	0	0	0	0	0	0	0	0	0	16	\$3,465
Task 5 - Voucher Administration Costs														14	\$2,750
5.1 Project Kickoff Meeting with City Staff for CMO	0	2	2	2	0	0	0	0	0	0	0	0	0	6	\$1,360
5.2 Project Management for CMO	0	0	2	2	0	0	0	0	0	0	0	4	0	8	\$1,390
TOTAL for CMO Transportation Needs Assessment	8	20	47	138	29	26	13	0	0	54	12	0	347	\$68,060	
CATS and Mobility Element Update	Task 6 - CATS and Mobility Element Additional Project Management and Outreach													162	\$30,570
	6.1 Project Management for CATS	0	9	18	0	0	0	0	0	0	0	32	0	59	\$10,825
	6.2 Outreach Synchronization, Aligning Branding, Project Webpage, and Social Media for CMO with CATS	0	2	8	20	0	0	0	0	0	12	8	0	50	\$9,230
	6.3 Additional Outreach (Beyond CMO) (3 Public Workshops (1 In-Person, 2 Virtual) and 1 Community Event)	0	3	0	0	0	6	3	0	0	6	0	0	18	\$3,465
	6.4 Stakeholder Working Group Meetings for CATS/ME Update (4 Meetings Total)	0	4	4	2	0	4	0	0	0	4	0	0	18	\$3,630
	6.5 School-Based Outreach	0	0	3	0	0	8	6	0	0	0	0	0	17	\$3,420
	Task 7 - Existing Conditions Assessment													567	\$90,095
	7.1 Assessment of Existing Policies and Procedures	1	2	4	16	0	0	0	0	0	0	0	0	23	\$4,850
	7.2 Transportation Infrastructure Assessments and Inventory	0	4	16	0	40	100	0	0	0	0	0	200	360	\$50,280
	7.3 Bicycle and Pedestrian Level of Service and Level of Traffic Stress Analyses	2	2	8	12	32	0	0	0	0	0	0	0	56	\$11,030
7.4 Active Transportation Audits (10 Audits)	0	0	10	0	0	8	6	0	0	4	0	0	28	\$5,600	
7.5 Transit Baseline Assessments	0	1	2	0	4	12	0	0	0	0	0	0	19	\$3,405	
7.6 Street Network Assessments	0	4	2	0	8	24	0	0	0	0	0	0	38	\$6,900	
7.7 Existing Conditions Report	2	2	8	4	4	12	0	0	0	4	7	0	43	\$8,030	
Task 8 - Comprehensive Active Transportation Strategy Development														201	\$40,445
8.1 Pedestrian and Bicycle Modal Element	2	4	8	24	4	40	0	0	0	0	0	0	82	\$15,460	
8.2 Mobility Options Blueprint	1	2	8	4	0	0	0	0	0	0	0	0	15	\$3,390	
8.3 Transit Access Blueprint	1	2	8	16	0	0	0	0	0	4	0	0	31	\$6,370	
8.4 Citywide Safe Routes to School Blueprint	2	0	6	0	0	0	0	0	0	0	0	0	8	\$1,960	
8.5 Mobility Hub Blueprint	1	4	4	2	0	16	0	0	0	4	0	0	31	\$5,930	
8.6 Trails Network Integration	1	1	4	8	0	0	0	0	0	0	0	0	14	\$3,025	
8.7 Active Transportation Master Plan Strategy	2	2	8	4	0	0	0	0	0	2	2	0	20	\$4,310	
Task 9 - Comprehensive Active Transportation Strategy Action Plan and Project List														213	\$ 40,225
9.1 Comprehensive Active Transportation Action Plan and Project Prioritization	2	4	10	16	12	40	0	0	0	0	0	0	84	\$15,780	
9.2 Conceptual Design drawings for priority projects (20 Projects; see scope for details)	2	4	20	0	0	0	0	8	60	0	0	0	94	\$17,580	
9.3 Cost Estimates for priority projects	2	1	4	0	0	0	0	8	20	0	0	0	35	\$6,865	
Task 10 - Prepare Draft Comprehensive Active Transportation Strategy														134	\$27,010
10.1 Prepare Draft Comprehensive Active Transportation Strategy	2	4	12	24	5	16	0	0	4	8	4	0	79	\$15,040	
10.2 Prepare Final Comprehensive Active Transportation Strategy	1	2	8	8	0	0	0	0	0	2	2	0	23	\$4,770	
10.3 Council/Hearing Presentations (3), Adoption, and Project Close-Out	0	12	12	4	0	0	0	0	0	2	2	0	32	\$7,200	
Task 11 - Mobility and Infrastructure Element Update														131	\$26,015
11.1 Update Mobility Element	1	4	16	40	20	16	0	0	8	0	0	0	105	\$20,220	
11.2 Draft Mobility Element	2	2	8	0	0	0	0	0	0	4	0	0	16	\$3,570	
11.3 Final Mobility Element	1	1	4	0	0	0	0	0	0	2	0	0	8	\$1,785	
11.4 Environmental documentation necessary to support General Plan Amendment	0	0	2	0	0	0	0	0	0	0	0	0	2	\$440	
Direct Costs															
Fehr & Peers Communications and Reproduction Costs															\$17,000
Public Outreach Materials (Passive Exhibit, Tchotchkes, Boards)															\$1,000
Wejo Data (2019 and 2022)															\$2,500
Streetlight/Near Data															\$20,000
TOTAL for CATS/Mobility Element Update	28	82	225	204	129	302	15	16	92	58	57	200	1408	\$294,860	
Total for All Primary Tasks	36	102	272	342	158	328	28	16	92	112	69	200	1,755	\$ 362,920	
\$362,920															

Alta								Education COMPACT					Vista Community Clinic				
Kristin Haukom	Hannah Day-Kapell	Vincent Hellens	Devan Gelle	Samantha Hernandez	Project Coordinator	Alta Totals		Patricia Huerta	Carolina Plancarte	Esmeralda Landin	Education COMPACT Totals		Provided as a Vendor Cost, Total Lump Sum Per Task				
Project Manager	Principal-in Charge	Engineering Lead	SRTS Specialist	Designer	Project Coordinator			Executive Director/Oversight	Program Manager	Outreach Specialist					Labor Hours	Total	
\$230	\$250	\$290	\$120	\$120	\$110	Labor Hours	Total	\$150	\$100	\$75	Labor Hours	Total	Total				
						0	\$0							0	\$0	\$0	
0	0	0	0	0	0	0	\$0	0	0	0	0	\$0	\$0				
0	0	0	0	0	0	0	\$0	0	0	0	0	\$0	\$0				
						14	\$2,340							28	\$1,800	\$12,600	
0	0	0	0	0	0	0	\$0	0	0	0	0	\$0	\$500				
0	0	0	0	0	0	0	\$0	1	2	2	5	\$500	\$500				
4	0	0	0	0	0	4	\$920	1	4	0	5	\$550	\$500				
2	0	0	8	0	0	10	\$1,420	0	3	6	9	\$750	\$600				
0	0	0	0	0	0	0	\$0	1	3	2	6	\$0	\$7,500				
0	0	0	0	0	0	0	\$0	1	2	0	3	\$0	\$3,000				
						0	\$0							0	\$0	\$0	
0	0	0	0	0	0	0	\$0	0	0	0	0	\$0	\$0				
						0	\$0							0	\$0	\$0	
0	0	0	0	0	0	0	\$0	0	0	0	0	\$0	\$0				
						0	\$0							0	\$0	\$300	
0	0	0	0	0	0	0	\$0	0	0	0	0	\$0	\$300				
0	0	0	0	0	0	0	\$0	0	0	0	0	\$0	\$0				
6	0	0	8	0	0	14	\$2,340	4	14	10	28	\$1,800	\$12,900				
						71	\$13,650							56	\$6,700	\$7,100	
25	2	0	0	0	8	35	\$7,130	0	0	0	0	\$0	\$500				
0	0	0	0	0	0	0	\$0	0	7	2	9	\$850	\$1,100				
0	0	0	0	0	0	0	\$0	0	0	0	0	\$0	\$5,000				
4	0	0	0	0	0	4	\$920	0	4	2	6	\$550	\$500				
16	0	0	16	0	0	32	\$5,600	1	30	10	41	\$5,300	\$0				
						140	\$23,400							20	\$1,750	\$0	
0	0	0	0	0	0	0	\$0	0	0	0	0	\$0	\$0				
0	0	0	0	0	0	0	\$0	0	0	0	0	\$0	\$0				
0	0	0	0	0	0	0	\$0	0	0	0	0	\$0	\$0				
60	0	0	80	0	0	140	\$23,400	0	10	10	20	\$1,750	\$0				
0	0	0	0	0	0	0	\$0	0	0	0	0	\$0	\$0				
0	0	0	0	0	0	0	\$0	0	0	0	0	\$0	\$0				
0	0	0	0	0	0	0	\$0	0	0	0	0	\$0	\$0				
						90	\$16,900							13	\$1,200	\$0	
0	0	0	0	0	0	0	\$0	0	0	0	0	\$0	\$0				
0	0	0	0	0	0	0	\$0	0	0	0	0	\$0	\$0				
0	0	0	0	0	0	0	\$0	0	0	0	0	\$0	\$0				
16	2	24	24	24	0	90	\$16,900	1	6	6	13	\$1,200	\$0				
0	0	0	0	0	0	0	\$0	0	0	0	0	\$0	\$0				
0	0	0	0	0	0	0	\$0	0	0	0	0	\$0	\$0				
0	0	0	0	0	0	0	\$0	0	0	0	0	\$0	\$0				
						0	\$ -							0	\$ -	\$ -	
0	0	0	0	0	0	0	\$0	0	0	0	0	\$0	\$0				
0	0	0	0	0	0	0	\$0	0	0	0	0	\$0	\$0				
0	0	0	0	0	0	0	\$0	0	0	0	0	\$0	\$0				
						8	\$1,400							0	\$0	\$0	
4	0	0	4	0	0	8	\$1,400	0	0	0	0	\$0	\$0				
0	0	0	0	0	0	0	\$0	0	0	0	0	\$0	\$0				
0	0	0	0	0	0	0	\$0	0	0	0	0	\$0	\$0				
						0	\$0							0	\$0	\$0	
0	0	0	0	0	0	0	\$0	0	0	0	0	\$0	\$0				
0	0	0	0	0	0	0	\$0	0	0	0	0	\$0	\$0				
0	0	0	0	0	0	0	\$0	0	0	0	0	\$0	\$0				
125	4	24	124	24	8	547	\$55,350	2	57	30	122	\$9,650	\$7,100				
131	4	24	132	24	8	323	\$ 57,690	6	71	40	117	\$ 11,450	\$ 20,000				
								\$57,690							\$11,450		\$20,000
						0	\$0							0	\$0	\$0	
0	0	0	0	0	0	0	\$0	0	0	0	0	\$0	\$0				
0	0	0	0	0	0	0	\$ -	0	0	0	0	\$ -	\$ -				

uction charges are charged as a percentage of labor on the project.

Ascent								COMPLETE TOTAL	
Poonam Boparai	Andrew Martin	Nichole Greenfield	Alyssa Luna	Gayiety Lane	Jessica Buerhle	Ascent Totals		Total Hours	Total Costs
Principal-in Charge	Project Manager	Environme ntal Planner	GIS	Technician	Administratio n				
						Labor Hours	Total		
\$295	\$230	\$145	\$125	\$135	\$115				
						0	\$0	91	\$17,480
0	0	0	0	0	0	0	\$0	52	\$9,785
0	0	0	0	0	0	0	\$0	39	\$7,695
						0	\$0	205	\$48,105
0	0	0	0	0	0	0	\$0	8	\$2,350
0	0	0	0	0	0	0	\$0	15	\$3,070
0	0	0	0	0	0	0	\$0	32	\$6,740
0	0	0	0	0	0	0	\$0	111	\$19,680
0	0	0	0	0	0	0	\$0	30	\$12,045
0	0	0	0	0	0	0	\$0	9	\$4,220
						0	\$0	63	\$13,000
0	0	0	0	0	0	0	\$0	63	\$13,000
						0	\$0	16	\$3,465
0	0	0	0	0	0	0	\$0	16	\$3,465
						0	\$0	14	\$3,050
0	0	0	0	0	0	0	\$0	6	\$1,660
0	0	0	0	0	0	0	\$0	8	\$1,390
0	0	0	0	0	0	0	\$0	389	\$85,100
						4	\$920	293	\$58,940
0	4	0	0	0	0	4	\$920	98	\$19,375
0	0	0	0	0	0	0	\$0	59	\$11,180
0	0	0	0	0	0	0	\$0	18	\$8,465
0	0	0	0	0	0	0	\$0	28	\$5,600
0	0	0	0	0	0	0	\$0	90	\$14,320
						0	\$0	727	\$115,245
0	0	0	0	0	0	0	\$0	23	\$4,850
0	0	0	0	0	0	0	\$0	360	\$50,280
0	0	0	0	0	0	0	\$0	56	\$11,030
0	0	0	0	0	0	0	\$0	188	\$30,750
0	0	0	0	0	0	0	\$0	19	\$3,405
0	0	0	0	0	0	0	\$0	38	\$6,900
0	0	0	0	0	0	0	\$0	43	\$8,030
						0	\$0	304	\$58,545
0	0	0	0	0	0	0	\$0	82	\$15,460
0	0	0	0	0	0	0	\$0	15	\$3,390
0	0	0	0	0	0	0	\$0	31	\$6,370
0	0	0	0	0	0	0	\$0	111	\$20,060
0	0	0	0	0	0	0	\$0	31	\$5,930
0	0	0	0	0	0	0	\$0	14	\$3,025
0	0	0	0	0	0	0	\$0	20	\$4,310
						0	\$ -	213	\$40,225
0	0	0	0	0	0	0	\$0	84	\$15,780
0	0	0	0	0	0	0	\$0	94	\$17,580
0	0	0	0	0	0	0	\$0	35	\$6,865
						0	\$0	142	\$28,410
0	0	0	0	0	0	0	\$0	87	\$16,440
0	0	0	0	0	0	0	\$0	23	\$4,770
0	0	0	0	0	0	0	\$0	32	\$7,200
						176	\$31,360	307	\$57,375
0	0	0	0	0	0	0	\$0	105	\$20,220
0	0	0	0	0	0	0	\$0	16	\$3,570
0	0	0	0	0	0	0	\$0	8	\$1,785
17	44	92	4	10	9	176	\$31,360	178	\$31,800
									\$17,000
									\$1,000
									\$2,500
									\$20,000
17	48	92	4	10	9	180	\$32,280	1,986	\$399,240
17	48	92	4	10	9	180	\$ 32,280	2,375	\$484,340
									\$32,280
									\$484,340
									\$4,020
51	144	276	12	30	27	0	\$ -	196	\$41,000