

Task Order

In accordance with Paragraph 1.01 of the Agreement Between Owner and Engineer for Professional Services – Task Order Edition, dated [April 17, 2023] ("Agreement"), Owner and Engineer agree as follows:

Background Data

- a. Effective Date of this Task Order: December 1, 2024
- b. Owner: Huerfano County
- c. Engineer: KLJ Engineering LLC
- d. Specific Project (title): Safe Streets for All Action Plan
- e. Specific Project (description): Engineer will complete a Safe Streets for All (SS4A) Action Plan per the requirements of the U.S. Department of Transportation's SS4A grant program.

Services of Engineer

- A. Services of Engineer under this Task Order are described as follows:

Task 1: Baseline Conditions and Data Review

KLJ staff will collect and analyze data elements of Huerfano County's transportation systems including:

- Major roads and highways, transit stations, and stops; average commute time for residents to job centers; average travel time for residents to basic needs/services and to recreational offerings.
- Existing jurisdiction and functional classification of study area roadways (including but not limited to CDOT, County, US Forest Service, BLM, other federal agencies, local jurisdictions, private owners).
- Summary of existing traffic data
- Existing freight, truck, and rail systems
- Crash data – covering the last five years or another available timeframe, crash types, analysis/summary of high-crash locations, and contributing factors.
- Pavement conditions and degraded network components
- Bridges and culverts – summary and current sufficiency ratings from the National Bridge Inventory (NBI) database, and other local, county, and state data sources.

Where necessary, the KLJ team will consolidate data from disparate sources for analysis, ensuring a single data source for each item that does not contain duplicative data.

Task 2: Equity Considerations and Demographics

KLJ will complete a demographic snapshot and comprehensive equity analysis of Huerfano County. This product will analyze any areas/neighborhoods of Huerfano County that may be considered “underserved” as defined by the federal Justice40 Initiative and the Historically Disadvantaged Community designation, including all identified US Census tracts within the study area.

KLJ will conduct a transportation-focused cultural asset inventory. This exercise will utilize qualitative sources including interviews/focus groups, direct observations, and social media engagement to surface existing conditions, unmet needs, and an understanding of how transportation systems impact quality of life.

Task 3: Safety Analysis

KLJ will conduct a countywide safety analysis, including a needs survey to surface identifiable needs across the County’s transportation systems. This will include a baseline level of fatalities and serious injuries as delineated in Task 1, and will address multiple modes including car/truck, motorcycle, and pedestrian/bicycle. This will include:

- Development of an understanding of specific safety needs such as high-risk features, needs of relevant road users, demographics of users, and other environmental influences on safety;
- In- and out-commuting patterns will be analyzed, including major centers for each;
- The I-25 corridor and other major routes into the County will be studied to understand the peak times of traffic and areas with many crashes or near-incidents.

All findings will be mapped for visualization, including heatmaps that indicate clustered safety concerns or incidents.

Task 4: Community Engagement and Visioning

Advisory Board/Committee: KLJ will convene a group of relevant stakeholders to serve as an ad hoc advisory committee to guide the direction of the SS4A Plan. This group will meet formally at least three times (first in person, others could be virtual), and in between will be tasked with one-off assignments and with promoting the plan among their networks between meetings.

Public Engagement: Cross-cutting public engagement throughout the project will combine virtual and in-person components. The same prompts will be shared across both modalities, then synthesized to drive understanding of community sentiment on targeted transportation safety concerns.

The in-person engagement will include up to four (4) open houses, held at different locations within the County to maximize participation. These will be spread throughout the period of performance to offer periodic opportunities for input into the developing Safety Action Plan. This subtask may also involve the school district and utilize the volunteer power of students to contribute to walk audits, bus route analyses, and related work. Meetings specific to the school district or individual schools are not counted in the four (4) open houses.

A web campaign will utilize email newsletters, utility bill inserts, and ad hoc emails to those that share them, supplemented by word-of-mouth and flyers posted in prominent places around town (e.g. the Library, Walsenburg Safeway) and/or street-spanning banners. Finally, any in-person events where KLJ may encounter community members can become sites for “pop-up” or intercept-style activities to engage face-to-face.

Vision, Goals, and Objectives – Following completion of Tasks 2-3 and the early public engagement process, KLJ will work with Huerfano County to develop the vision, goals, and objectives for the Safety Action Plan. These will be an outgrowth of current goals, objectives, and policies, and a reflection of public and stakeholder input gathered in the current planning process.

This task will culminate with a Public Engagement Summary Memo, added to the final plan as an appendix and indicating the extent, types, and themes of the feedback received from all sources; and a clearly stated vision for safety improvements to the County’s transportation systems.

Task 5: Previous Study Review / Recommendations

KLJ will conduct a consistency review of relevant plans produced by the County and by local and special purpose governments that hold relevance to the SS4A. These include but are not limited to:

- South Central COG Regional Transportation Plan
- Bike-Walk Huerfano County Survey (2017)
- Huerfano County Multi-Hazard Mitigation Plan (2018)
- Fire recovery plans, including:
- Recovery and Resiliency Base Plan (2021)
- Walsenburg Emergency Watershed Protection Plan (2020)
- La Veta Parks, Open Space, and Trails Master Plan (2021)
- Huerfano School District Facility Master Plan (2020)
- La Veta Comprehensive Plan
- Walsenburg Comprehensive Plan

All other documents will be reviewed to ensure they are still active / the most recent versions, and if so, what the transportation safety recommendations therein entail. These will not be contradicted by the SS4A recommendations and will help continue to implement them where possible and relevant.

Task 6: Project Alternatives Development

KLJ will use two primary inputs to develop, evaluate, and prioritize a comprehensive list of projects and strategies for Huerfano County to pursue. The evaluation criteria developed to assist with screening, prioritizing, and ranking projects will be derived from the series of existing/baseline conditions data sets developed in prior tasks and from the public engagement process. Priority considerations will also be the availability of funding and partnership resources necessary to accomplish identified projects.

Technical Screening: Each project, program, or policy will be vetted against system-wide safety and equity considerations, planning level benefit cost analysis (BCA), ability to address either existing or projected system deficiencies and/or gaps, availability and timing of funding opportunities, and each project's overall programming feasibility.

The output of this task will consist of proposed projects by priority, including a scoring rubric that indicates potential positive impacts to safety outcomes, community demand, and feasibility.

Dashboard Tool: KLJ will provide a system-wide dashboard that can be updated annually by Huerfano County to track progress of plan implementation. The dashboard provides the means to ensure ongoing transparency with residents and other stakeholders on progress towards implementation of the plan. This starts by establishing performance targets and linking these to the Baseline Conditions defined in Task 1. Performance monitoring will connect measurable goals and objectives to improving safety and mobility while reducing/eliminating fatalities and serious injuries, reducing congestion, and improving multi-modal capacity and LOS.

The dashboard will be set up and handed off to the County for ongoing use. The project website can remain live if the County wishes, to serve as the online hub to track implementation and monitoring.

Task 7: Best Practices and Implementation

Once a draft set of transportation safety recommendations have been developed, prior to releasing the full draft Plan, KLJ will facilitate a work session with the County Commissioners to discuss key project findings and related recommendations. This will assist in ensuring consent from County leadership prior to releasing the final draft plan.

KLJ will then assemble the final Safety Action Plan, including a prioritized list of safety projects to pursue, high-level description of cost and other inputs required to complete projects, an implementation plan that delineates pursuing further external funding, and a self-certification of meeting SS4A guidance.

The final plan will be optimized to post online, utilizing WCAG 2.2 accessibility standards to ensure full compliance with Colorado 8 CCR 1501-11 and federal ADA and Section 508 requirements. We will provide printed copies as requested.

Task 8: Project Management and Coordination

KLJ will hold regular coordination meetings with the County throughout the period of performance to assess progress, plan for upcoming tasks, and work through potential barriers. These are assumed to occur virtually unless the KLJ project manager or other team members are on site completing other tasks. Email and phone calls in between these meetings will be utilized to coordinate as needed.

The KLJ Accounts Receivable team will invoice the County on a monthly basis; a progress report will accompany each invoice to substantiate hours and direct costs incurred.

Additional Services

No additional services.

Exclusions

Services provided by Engineer exclude the following:

Owner's Responsibilities

Owner shall have those responsibilities set forth in Article 2 of the Agreement and in Exhibit B, subject to the following:

The County shall participate in coordination calls through project completion, provide supplementary documents as necessary, and provide feedback to ensure overall project accuracy and competitiveness.

Payments to Engineer

A. Owner shall pay Engineer for services rendered under this Task Order as follows:

Amount not to exceed \$177,100.

B. The terms of payment are Lump Sum (plus any expenses expressly eligible for reimbursement) as set forth in Article 4 of the Agreement and in the applicable governing provisions of Exhibit C.

Consultants retained as of the Effective Date of the Task Order: None

Other Modifications to Agreement and Exhibits: None

Attachments: None

Other Documents Incorporated by Reference:

A. April 17, 2023, Agreement between Owners and Engineering for Professional Services, Task Order Edition

Terms and Conditions

Execution of this Task Order by Owner and Engineer shall make it subject to the terms and conditions of the Agreement (as modified above), which Agreement is incorporated by this reference. Engineer is authorized to begin performance upon its receipt of a copy of this Task Order signed by Owner. The effective date of this Task Order is _____, 2024.

OWNER: Huerfano County

ENGINEER: KLJ Engineering LLC

By: _____

By: _____

Print Name: _____

Print Name: _____

Title: _____

Title: _____

Firm's Certificate No. (if required): _____
State of: _____

DESIGNATED REPRESENTATIVE FOR TASK ORDER:

DESIGNATED REPRESENTATIVE FOR TASK ORDER:

Name: Carl Young

Name: Ben Manibog

Title: County Administrator

Title: Transportation Planner

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