

SCOPE OF SERVICES & FEE ESTIMATE

This Scope of Services includes professional services related to the engineering study for the Popo Agie River Park Pathway Study. The purpose of this study will be to provide recommendations to create a multi-modal pathway from the intersection of 1st Street and Main Street and the existing Barney Trail to the new Popo Agie River Park (approx. 2.1 miles). The final pathway will connect two discontinuous existing pathways.

Task 1.1 – Project Management

Coordination. The Project Team will staff and manage this project to provide the City with specific project deliverables. This task includes the following elements:

- ▲ Manage engineers and technicians to accomplish the required work effort.
- ▲ Monitor budget and schedule.
- ▲ Prepare monthly invoices and project status reports as requested. It is assumed that the City will handle all WYDOT reporting requirements.
- ▲ Provide ongoing senior review of project development and deliverables. Senior staff will also be targeted to review major deliverables prior to submittal.
- ▲ Coordinate all communication between the City, Project Team staff, and the Recreational Master Planning team as related to this study.
- ▲ Coordinate with WYDOT regarding study impacts on Main Street (does not include any permitting).

Meetings. The Project Team will participate in a preliminary “kick-off” meeting. The purpose of this meeting is to obtain Owner input, establish project goals, and develop the basis for the study. Regular progress meetings will be held on a monthly basis, totaling 19 meetings (June 2023 – December 2024). The project team will also meet with WYDOT and the City on site no more than twice to discuss the Main Street Crossing. Design review meetings will be held twice, once following the draft study submittal and again following the final draft submittal.

Task 1.2 – Public Outreach

DOWL will participate in up to two public meetings. We assume these meetings will coincide with the City’s Master Planning Meetings. We assume that meeting advertisements will be handled by the Master Planning team. We will also meet with up to 10 individual landowners that will be directly impacted by the project. We assume one meeting with each landowner.

Task 1.3 – Easement Research

DOWL will research land ownership in areas along the pathway where existing ROW or easements do not exist. We will meet with landowners to explore easement possibilities. We assume this will include up to 12 meetings (6 landowners with 2 meetings each). Easement documents or acquisition is not included in this scope.

Task 1.4 – Supplemental Survey

We assume that the City will provide any existing survey data they have for the proposed project

area in .dwg format. We also assume that the City will provide Eagle View Mapping. Provided survey data will be compiled into one CAD drawing for use on the project. DOWL will examine available data and identify areas for supplemental survey. DOWL will complete up to two days of supplemental topographic and/or property boundary survey.

Task 1.5 – Traffic/Pedestrian Study

We will complete a traffic study at the intersection of 1st Street and Main Street. We will follow guidelines set in the National Cooperative Highway Research Program (NCHRP) Report 562 – Improving Pedestrian Safety at Unsignalized Crossings, to identify recommended pedestrian crossing treatments. Traffic count cameras will be used to collect non-motorized (pedestrians and bicycles) volumes on the existing Barney trail (located just east of 1st Street). Traffic count cameras will also be used to collect vehicle turning movement counts at the Main Street and North 1st Street intersection. The traffic and pedestrian counts will be collected from 6:00 AM to 9:00 PM (15 hours) on both a typical weekday and on a typical Saturday and Sunday. We propose collecting traffic and pedestrian counts twice, once in mid-summer and again in early fall, to understand when peak pedestrian activity occurs (six total 15-hour counts per location with up to three locations). We will also collect up to five supplemental pedestrian counts using either manual or video methods at various locations on the existing pathway to help quantify potential pedestrian/bicycle traffic. We will also collect one 48-hr pneumatic road tube count on Main Street to determine traffic speeds. Following data collection, we will complete an analysis and provide recommendations regarding pedestrian crossing treatment options. We will prepare a design memo that describes findings and recommendations. We assume that the City will secure permission/permits from WYDOT to collect traffic counts on Main Street.

Task 1.6 – Temporary Construction Measures

Temporary construction measures will be implemented to conduct staged pedestrian tests to measure motorist compliance with various pedestrian crossing treatments. Pedestrian tests will include a minimum of 40 staged crossings, i.e. one individual crossing the street 40 times (20 in each direction) and up to two crossing treatments, such as a raised median, raised crosswalks, or other treatments. Notes and video documentation will be collected as part of the tests. We reserve the right to modify the specifics of this task following completion of the traffic study. We assume the City will handle any permits needed for the temporary construction measures.

Task 1.7 - Pathway Evaluations and Recommendations

We will evaluate and provide recommendations for the following:

- ✦ ADA Compliance – Existing pathways will be evaluated for ADA compliance and recommendations made to correct any deficiencies. ADA requirements will also be evaluated with regards to any new sections of pathway or infrastructure.
- ✦ Existing Pathway – The existing pathway will be evaluated. The evaluation will examine drainage, erosion, geometry, surfacing, current condition, and floodplains.
- ✦ New Pathways – In addition to evaluating the existing pathways, we will develop recommendations regarding areas of new pathway. These will include location, geometry, surfacing type, and floodplains. Up to two options will be provided for areas

of new pathways. The first will be the preferred alternative assuming easements can be obtained and the second will consider the scenario where easements cannot be obtained.

- 📍 Main Street – Options will be provided for the Main Street crossing along with a lists of pros/cons. Options may include an underpass (as part of new bridge), warning devices, etc. Pedestrian access to the crossing location will also be considered, i.e. crossing the river on the Main Street bridge or adding a pedestrian bridge upstream (south) of Main Street.
- 📍 Utility Information – DOWL will compile available utility information (to be provided by the City) and include any considerations in areas of conflict.

Task 1.8 - Park Recommendations

Recommendations will be developed for the pathway located within the park including constraints. We anticipate these will include floodplain considerations, parking, and high-level layout recommendations. We understand specifics to the park, i.e. equipment, detailed layout, etc., will be handled by the Master Planning team.

Task 1.9 - Permitting Research

DOWL will research required permitting to construct the proposed trail for inclusion in the final report. This task does not include securing any permits.

Task 1.10 – Cost Estimates

Cost estimates will be developed to support all recommendations included in the report. We anticipate these will fall into three categories – improvements to existing paths, new paths, and the Main Street Crossing. WYDOT Weighted Bid Average Prices or recent local bid prices will be used to develop the estimates.

Task 1.11 – Report

The report will describe the project background, purpose and need, existing conditions, analyses, and recommendations including recommendations for getting pedestrians across Main Street. The report will also include public involvement data, real estate data, and generic design drawings depicting recommendations (up to twelve including typical path cross section, 1st & Main improvements, etc.). The report will also include mapping illustrating the path alignment and various options. It is assumed that all deliverables will be in digital format (pdf and Civil3D as applicable).

Schedule

The following are key milestones/deliverable dates:

- 📍 Kickoff Meeting – April/May 2023
- 📍 Draft Report – December 31, 2023
- 📍 Draft Final Report – September 1, 2024
- 📍 Final Report – December 31, 2024

DOWL is not responsible for schedule delays beyond our control.

Fee Estimate

The following is a breakout of our fee estimate. We reserve the right to transfer budget from one task to another, but will not exceed the total contract price without written authorization.

- ▲ Task 1.1 – Project Management = \$35,383
- ▲ Task 1.2 – Public Outreach = \$14,537
- ▲ Task 1.3 – Easement Research = \$9,314
- ▲ Task 1.4 – Supplemental Survey = \$10,730
- ▲ Task 1.5 – Traffic/Pedestrian Study = \$24,249
- ▲ Task 1.6 – Temporary Construction Measures = \$17,640
- ▲ Task 1.7 – Pathway Evaluations and Recommendations = \$27,764
- ▲ Task 1.8 – Park Recommendations = \$2,816
- ▲ Task 1.9 – Permitting Research = \$1,662
- ▲ Task 1.10 – Cost Estimates = \$10,023
- ▲ Task 1.11 – Report = \$45,400
- ▲ TOTAL FEE = \$199,518

WYDOT approved labor rates are as follows:

Position Title	Employee Name	Base Hourly Rate (A)	Direct Labor Multiplier (B)	FCCM Multiplier (C)	Adjusted Direct Labor Billing Rate (A) x (B) + (A) x (C)	Total Labor Rates (Adjusted x Profit) Profit = 11%
Project Manager/ENG VI	Kasey Jones	\$58.39	2.6814	0.001	\$156.63	\$173.85
Senior Reviewer/ENG VII	Jeff Rosenlund	\$59.88	2.6814	0.001	\$160.62	\$178.29
Transportation Engineer/ENG IV	Sarah Patterson	\$49.13	2.6814	0.001	\$131.79	\$146.28
Engineering Technician III	Scott Brown	\$31.32	2.6814	0.001	\$84.01	\$93.25
Engineering Technician III	John Bridgewater	\$32.21	2.6814	0.001	\$86.40	\$95.90
Project Surveyor/ENG III	Tad Rosenlund	\$44.25	2.6814	0.001	\$118.70	\$131.75
Environmental Specialist VI	Emily Peterson	\$62.50	2.6814	0.001	\$167.65	\$186.09
ENG II	Drew Homola	\$38.04	2.6814	0.001	\$102.04	\$113.26
Administrative	Cathlyn Hammond	\$38.47	2.6814	0.001	\$103.19	\$114.54

*B = Based on an approved overhead rate of 168.14%, C = Based on an approved FCCM of 0.10%

