

## **AGREEMENT FOR CONSULTANT SERVICES**

THIS AGREEMENT is made and entered into on November 19, 2019 by and between TOWN OF LOS GATOS, a California municipal corporation, ("Town") and FEHR AND PEERS, ("Consultant"), whose address is 160 W. Santa Clara Street, Suite 675, San Jose, CA 95113. This Agreement is made with reference to the following facts.

### **I. RECITALS**

- 1.1 The Town desires to engage Consultant to provide Senate Bill (SB) 743 implementation assistance to the Town of Los Gatos.
- 1.2 The Consultant represents and affirms that it is willing to perform the desired work pursuant to this Agreement.
- 1.3 Consultant warrants it possesses the distinct professional skills, qualifications, experience, and resources necessary to timely perform the services described in this Agreement. Consultant acknowledges Town has relied upon these warranties to retain Consultant.

### **II. AGREEMENTS**

- 2.1 Scope of Services. Consultant shall provide services as described in that certain Proposal sent to the Town on November 11, 2019, which is hereby incorporated by reference and attached as Exhibit A.
- 2.2 Term and Time of Performance. This contract will remain in effect from November 19, 2019 to June 30, 2021. Consultant shall perform the services described in this agreement as referenced in Exhibit A.
- 2.3 Compliance with Laws. The Consultant shall comply with all applicable laws, codes, ordinances, and regulations of governing federal, state and local laws. Consultant represents and warrants to Town that it has all licenses, permits, qualifications and approvals of whatsoever nature which are legally required for Consultant to practice its profession. Consultant shall maintain a Town of Los Gatos business license pursuant to Chapter 14 of the Code of the Town of Los Gatos.
- 2.4 Sole Responsibility. Consultant shall be responsible for employing or engaging all persons necessary to perform the services under this Agreement.
- 2.5 Information/Report Handling. All documents furnished to Consultant by the Town and all reports and supportive data prepared by the Consultant under this Agreement are the Town's property and shall be delivered to the Town upon the completion of Consultant's services or at the Town's written request. All reports, information, data, and exhibits prepared or assembled by Consultant in connection with the performance of its services

pursuant to this Agreement are confidential until released by the Town to the public, and the Consultant shall not make any of these documents or information available to any individual or organization not employed by the Consultant or the Town without the written consent of the Town before such release. The Town acknowledges that the reports to be prepared by the Consultant pursuant to this Agreement are for the purpose of evaluating a defined project, and Town's use of the information contained in the reports prepared by the Consultant in connection with other projects shall be solely at Town's risk, unless Consultant expressly consents to such use in writing. Town further agrees that it will not appropriate any methodology or technique of Consultant which is and has been confirmed in writing by Consultant to be a trade secret of Consultant.

- 2.6 Compensation. Compensation for Consultant's professional services **shall not exceed \$122,820**, inclusive of all costs. Payment shall be based upon Town approval of each task.
- 2.7 Billing. Billing shall be monthly by invoice within thirty (30) days of the rendering of the service and shall be accompanied by a detailed explanation of the work performed by whom at what rate and on what date. Also, plans, specifications, documents or other pertinent materials shall be submitted for Town review, even if only in partial or draft form.

Payment shall be net thirty (30) days. All invoices and statements to the Town shall be addressed as follows:

Invoices:

Town of Los Gatos

Attn: Accounts Payable

P.O. Box 655

Los Gatos, CA 95031-0655

- 2.8 Availability of Records. Consultant shall maintain the records supporting this billing for not less than three years following completion of the work under this Agreement. Consultant shall make these records available to authorized personnel of the Town at the Consultant's offices during business hours upon written request of the Town.
- 2.9 Assignability and Subcontracting. The services to be performed under this Agreement are unique and personal to the Consultant. No portion of these services shall be assigned or subcontracted without the written consent of the Town.
- 2.10 Independent Contractor. It is understood that the Consultant, in the performance of the work and services agreed to be performed, shall act as and be an independent contractor and not an agent or employee of the Town. As an independent contractor he/she shall not obtain any rights to retirement benefits or other benefits which accrue to Town employee(s). With prior written consent, the Consultant may perform some obligations under this Agreement by subcontracting, but may not delegate ultimate responsibility for performance or assign or transfer interests under this Agreement. Consultant agrees to

testify in any litigation brought regarding the subject of the work to be performed under this Agreement. Consultant shall be compensated for its costs and expenses in preparing for, traveling to, and testifying in such matters at its then current hourly rates of compensation, unless such litigation is brought by Consultant or is based on allegations of Consultant's negligent performance or wrongdoing.

- 2.11 Conflict of Interest. Consultant understands that its professional responsibilities are solely to the Town. The Consultant has and shall not obtain any holding or interest within the Town of Los Gatos. Consultant has no business holdings or agreements with any individual member of the Staff or management of the Town or its representatives nor shall it enter into any such holdings or agreements. In addition, Consultant warrants that it does not presently and shall not acquire any direct or indirect interest adverse to those of the Town in the subject of this Agreement, and it shall immediately disassociate itself from such an interest, should it discover it has done so and shall, at the Town's sole discretion, divest itself of such interest. Consultant shall not knowingly and shall take reasonable steps to ensure that it does not employ a person having such an interest in this performance of this Agreement. If after employment of a person, Consultant discovers it has employed a person with a direct or indirect interest that would conflict with its performance of this Agreement, Consultant shall promptly notify Town of this employment relationship, and shall, at the Town's sole discretion, sever any such employment relationship.
- 2.12 Equal Employment Opportunity. Consultant warrants that it is an equal opportunity employer and shall comply with applicable regulations governing equal employment opportunity. Neither Consultant nor its subcontractors do and neither shall discriminate against persons employed or seeking employment with them on the basis of age, sex, color, race, marital status, sexual orientation, ancestry, physical or mental disability, national origin, religion, or medical condition, unless based upon a bona fide occupational qualification pursuant to the California Fair Employment & Housing Act.

### **III. INSURANCE AND INDEMNIFICATION**

- 3.1 Minimum Scope of Insurance:
- i. Consultant agrees to have and maintain, for the duration of the contract, General Liability insurance policies insuring him/her and his/her firm to an amount not less than: one million dollars (\$1,000,000) combined single limit per occurrence for bodily injury, personal injury and property damage.
  - ii. Consultant agrees to have and maintain for the duration of the contract, an Automobile Liability insurance policy ensuring him/her and his/her staff to an amount not less than one million dollars (\$1,000,000) combined single limit per accident for bodily injury and property damage.

- iii. Consultant shall provide to the Town all certificates of insurance, with original endorsements effecting coverage. Consultant agrees that all certificates and endorsements are to be received and approved by the Town before work commences.
- iv. Consultant agrees to have and maintain, for the duration of the contract, professional liability insurance in amounts not less than \$1,000,000 which is sufficient to insure Consultant for professional errors or omissions in the performance of the particular scope of work under this agreement.

General Liability:

- i. The Town, its officers, officials, employees and volunteers are to be covered as insured as respects: liability arising out of activities performed by or on behalf of the Consultant; products and completed operations of Consultant, premises owned or used by the Consultant. This requirement does not apply to the professional liability insurance required for professional errors and omissions.
- ii. The Consultant's insurance coverage shall be primary insurance as respects the Town, its officers, officials, employees and volunteers. Any insurance or self-insurances maintained by the Town, its officers, officials, employees or volunteers shall be excess of the Consultant's insurance and shall not contribute with it.
- iii. Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the Town, its officers, officials, employees or volunteers.
- iv. The Consultant's insurance shall apply separately to each insured against whom a claim is made or suit is brought, except with respect to the limits of the insurer's liability.

3.2 All Coverages. Each insurance policy required in this item shall be endorsed to state that coverage shall not be suspended, voided, cancelled, reduced in coverage or in limits except after thirty (30) days' prior written notice by certified mail, return receipt requested, has been given to the Town. Current certification of such insurance shall be kept on file at all times during the term of this agreement with the Town Clerk.

3.3 Workers' Compensation. In addition to these policies, Consultant shall have and maintain Workers' Compensation insurance as required by California law and shall provide evidence of such policy to the Town before beginning services under this Agreement. Further,

Consultant shall ensure that all subcontractors employed by Consultant provide the required Workers' Compensation insurance for their respective employees.

- 3.4 Indemnification. The Consultant shall save, keep, hold harmless and indemnify and defend the Town its officers, agent, employees and volunteers from all damages, liabilities, penalties, costs, or expenses in law or equity that may at any time arise or be set up because of damages to property or personal injury received by reason of, or in the course of performing work to the extent caused by a willful wrongdoing or negligent act or omissions of the Consultant, or any of the Consultant's officers, employees, or agents or any subconsultant.

#### IV. GENERAL TERMS

- 4.1 Waiver. No failure on the part of either party to exercise any right or remedy hereunder shall operate as a waiver of any other right or remedy that party may have hereunder, nor does waiver of a breach or default under this Agreement constitute a continuing waiver of a subsequent breach of the same or any other provision of this Agreement.
- 4.2 Governing Law. This Agreement, regardless of where executed, shall be governed by and construed to the laws of the State of California. Venue for any action regarding this Agreement shall be in the Superior Court of the County of Santa Clara.
- 4.3 Termination of Agreement. The Town and the Consultant shall have the right to terminate this agreement with or without cause by giving not less than fifteen days (15) written notice of termination. In the event of termination, the Consultant shall deliver to the Town all plans, files, documents, reports, performed to date by the Consultant. In the event of such termination, Town shall pay Consultant an amount that bears the same ratio to the maximum contract price as the work delivered to the Town bears to completed services contemplated under this Agreement, unless such termination is made for cause, in which event, compensation, if any, shall be adjusted in light of the particular facts and circumstances involved in such termination.
- 4.4 Amendment. No modification, waiver, mutual termination, or amendment of this Agreement is effective unless made in writing and signed by the Town and the Consultant.
- 4.5 Disputes. In any dispute over any aspect of this Agreement, the prevailing party shall be entitled to reasonable attorney's fees, including costs of appeal.

4.6 Notices. Any notice required to be given shall be deemed to be duly and properly given if mailed postage prepaid, and addressed to:

Town of Los Gatos  
Attn: Town Clerk  
110 E. Main Street  
Los Gatos, CA 95030

Fehr and Peers  
160 W. Santa Clara Street, Suite 675  
San Jose, CA 95113

or personally delivered to Consultant to such address or such other address as Consultant designates in writing to Town.

4.7 Order of Precedence. In the event of any conflict, contradiction, or ambiguity between the terms and conditions of this Agreement in respect of the Products or Services and any attachments to this Agreement, then the terms and conditions of this Agreement shall prevail over attachments or other writings.

4.8 Entire Agreement. This Agreement, including all Exhibits, constitutes the complete and exclusive statement of the Agreement between the Town and Consultant. No terms, conditions, understandings or agreements purporting to modify or vary this Agreement, unless hereafter made in writing and signed by the party to be bound, shall be binding on either party.

IN WITNESS WHEREOF, the Town and Consultant have executed this Agreement.

Town of Los Gatos by:

Consultant, by:

\_\_\_\_\_  
Laurel Prevetti, Town Manager

\_\_\_\_\_

Recommended by:

\_\_\_\_\_  
Name and Title

\_\_\_\_\_  
Matt Morley, Director of Parks and Public Works

Approved as to Form:

\_\_\_\_\_  
Robert Schultz, Town Attorney

Attest:

\_\_\_\_\_  
Shelley Neis, CMC, Town Clerk

November 11, 2019

Ying Smith  
Town of Los Gatos  
41 Miles Avenue  
Los Gatos, CA 95030

**Subject: Proposal for Senate Bill 743 Implementation Assistance for Town of Los Gatos**

Dear Ying:

We appreciate the opportunity to present our proposal to provide Senate Bill (SB) 743 implementation assistance to the Town of Los Gatos. This proposal covers tasks to prepare a white paper addressing the implementation of SB 743 for the Town of Los Gatos, stakeholder outreach, education and discussion, and general professional support on implementing methods, metrics, and thresholds for Vehicle Miles Traveled (VMT) analysis. Per our conversations with the Town, we will assist Town staff through the process of developing a set of procedures for environmental impact analysis of land use and transportation projects. In consultation with Fehr & Peers, Town staff will form recommendations and/or alternatives to present to Town Council in June 2020 for its consideration and approval. Given its relevancy, this scope complements other tasks under the previously approved scope for the Town of Los Gatos 2040 General Plan Update.

## Scope of Work

Our proposed scope of work, schedule, and fee estimate are described below.

### **Task 1. Kick-Off Meeting**

Town staff and up to four Fehr & Peers staff will meet to launch this effort, review project schedule, scope, and discuss and finalize the desired outcomes of this project.

**Schedule:** We expect to hold a kick-off meeting within two weeks of a signed agreement.





## Task 2. Develop a White Paper Discussing SB 743 Compliance Requirements

There are several decisions that the Town will need to make regarding SB 743 implementation and California's new California Environmental Quality Act (CEQA) guidelines. The questions that need to be answered can be complex and technically detailed. Fehr & Peers will prepare a White Paper that is designed to provide information on each of these decisions, focusing on metrics to measure VMT, methods to calculate VMT, potential significant impact thresholds, and potential mitigation measures. This White Paper will take into consideration the size, location and development environment of Los Gatos and will include up to three project examples selected in coordination with Town staff, showing how different types of projects in different locations would be affected by a transportation analysis focused on VMT instead of Level of Service (LOS). These examples are intended to be used to illustrate how different compliance elements apply to different projects and may include estimates for VMT per capita for a given TAZ or location; however, they will not include precise VMT estimates for each example. The White Paper will also include discussion of the following topics and decisions:

**Defining Policy and Legal Framework.** The White Paper will begin with a background discussion of recent changes to the CEQA Guidelines and summary of relevant local planning documents, including the 2020 General Plan (September 2010), Traffic Impact Policy (#1-05, March 2017), and Complete Streets Policy (#3-01, February 2019).

**Selecting VMT Metrics.** The Town has the discretion to choose the most appropriate methods to evaluate a project's VMT, including how the results of that method are expressed. Generally, VMT is expressed in one of two ways: per-capita (i.e. VMT per resident, VMT per worker, VMT per service population) or in total (all VMT associated with a project or plan). Fehr & Peers will describe the benefits and limitations of each of these metrics such that the Town can determine how each metric will affect the case study projects.

**Selecting VMT Calculation Methods.** Selecting a VMT methodology can be done simultaneously with selecting a metric, as one is likely to inform the other. A VMT methodology consists of the approach used to analyze a project's VMT effects. There are three potential project types that may use either a consistent methodology, or may require unique methodologies for each:

- **Transportation Plans and Projects**, such as changes in roadway configurations, new roadways, etc.



- **Land Use Projects**, such as individual developments
- **Land Use Plans**, such as area plans, specific plans, and general plans.

The VMT methodology may consider the following approaches:

1. Screening Methods

The first set of VMT methods consist of a variety of screening methods, which could be used to exempt a project from additional analysis. Some examples of screening criteria include small sized projects, low VMT areas, affordable housing projects, and areas that are consistent with the Sustainable Communities Strategy.

2. Model and/or Algebraic Methods

If a project requires further VMT analysis, a transportation model or a simplified algebraic method could be considered depending on the level of detail required for the project, and the project's general complexity.

**Selecting VMT Impact Significance Thresholds.** The Town has discretion to choose its threshold of significance for identifying a VMT impact. The intent of the threshold is to identify whether a project has substantial environmental impacts due to traffic (such as noise, air, pollution, and safety concerns), and whether a project balances the needs of congestion management with statewide goals such as the promotion of infill development. The White Paper will present the following possible thresholds and supporting evidence for each, as well as high-level qualitative discussion of which case study projects would be likely to fall above or below each threshold:

- Total VMT threshold using the Town-level and County-level baseline VMT (two thresholds)
- Partial VMT threshold for residential projects using home-based VMT using the Town-level and County-level baseline VMT (two thresholds)
- Partial VMT threshold for non-retail employment projects using home-based work VMT using the Town-level and County-level baseline VMT (two thresholds)
- Boundary VMT using the Town-level and County-level baseline VMT

**Identifying VMT Mitigation Actions.** The Town will also need to determine if projects will be able to mitigate significant VMT impacts, and whether those measures can reduce an impact to a less-than-significant level. The most commonly used means of mitigating a VMT impact are



transportation demand management and changes to the project or introduction of a project alternative. This task will include a high-level review of how other jurisdictions have incorporated transportation demand management into their mitigation measures for VMT impacts, and a discussion of the potential risks and uncertainties related to VMT mitigation measures. We will also note how various mitigation strategies might apply to each of the case studies as it is relevant to Los Gatos.

**Workflow and Schedule:** The agreed upon workflow and tasks should include:

1. Fehr & Peers will provide Town staff white paper(s) on each question identified in the Oct. 8 staff report.
  - a. This step can be accomplished by having one memo/white paper to cover all topics, or separate memos;
  - b. The white paper should contain information, not recommendations, and should include generic and Town-specific information that takes into considerations Los Gatos' size, location, and development environment;
  - c. Town staff will review the draft White Paper and provide comments to Fehr & Peers;
  - d. Fehr & Peers will incorporate staff comments and finalize the white paper.
2. Town staff, upon consultation with Fehr & Peers, will make recommendations and/or provide options to Council.
3. Fehr & Peers will provide additional analysis and information based on Town staff's recommendations, and/or provide alternatives.

We expect to take eight weeks to complete a draft White Paper. We have budgeted a total of eight staff hours to update the White Paper based on comments received and will resubmit as final; this is estimated to require two weeks following receipt of comments.

## **Task 3. Stakeholder Outreach, Education and Discussions**

### **Task 3.1. Develop Initial Outreach and Education Materials**

Fehr & Peers will work with Town staff to prepare initial outreach and education materials on SB 743 for various media including website, social media, and printed materials. Rather than developing new content, Fehr & Peers will leverage the existing content and materials they have prepared on SB 743 and modify it for the Town of Los Gatos. Initial outreach and education materials will present an appropriate level of background information and technical details on SB 743 and include:



- a list of frequently asked questions (FAQs) and answers;
- summary sheet on SB 743 and the transition from LOS to VMT; and
- YouTube link to Fehr & Peers' "What is VMT?" video.

Additional education and outreach materials that require modification for a less-technical audience can be prepared for an additional fee.

**Schedule:** We expect it to take two weeks to develop initial outreach and education content.

### **Task 3.2. Perform Case Study Project Evaluations**

Fehr & Peers will work with the Town of Los Gatos to evaluate up to three different land use projects based on the thresholds, methodologies, and mitigation measures identified in previous tasks. Below are three types of projects that Los Gatos could consider as part of this evaluation:

- Office building (~70 ksf) project near existing residential land uses.
- Residential development (approximately 250 to 500 units).
- Mixed use project, which includes a combination of office and residential land uses.

These case studies will be used to evaluate applicability of the VMT thresholds, estimation methodologies, and proposed mitigation measures. Fehr & Peers will create a case study report based on the evaluations of the selected projects.

**Schedule:** We expect it to take six weeks to complete a draft case study report. Town staff will review the draft case study report and provide comments to Fehr & Peers. We have budgeted a total of eight staff hours to update the draft case study report based on comments received and will resubmit as final; this is estimated to require two weeks following receipt of comments.

### **Task 3.3. Attend Public Meetings**

Fehr & Peers will attend and participate in up to four public meetings with the Town of Los Gatos. This will include attending, presenting, and responding to questions at either a Town Council, Commissions, Committee, or other public meeting. Select meetings may also include presenting additional information from the White Paper developed as part of Task 2. Prior to each meeting, we will participate in one conference call (for a total of four) to identify an appropriate level of depth for each presentation and generally confirm content and duration.



## Task 4. Update Local Transportation Analysis Policy

Based on the outcomes from Tasks 1-3, Fehr & Peers will develop proposed updates to the Town's local transportation analysis policies, including policies referenced in the 2020 General Plan (September 2010), Traffic Impact Policy (#1-05, March 2017), and Complete Streets Policy (#3-01, February 2019). Fehr & Peers will document the proposed policy modifications for consideration in a memorandum, which will address how the Town of Los Gatos can continue to use LOS analysis as part of land use entitlement once SB 743 is fully certified.

**Schedule:** We expect it to take four weeks to complete a draft memorandum. Town staff will review the draft document and provide comments to Fehr & Peers. We have budgeted a total of six staff hours to update the draft document on comments received and will resubmit as final; this is estimated to require two weeks following receipt of comments.

## Task 5. Develop Transportation Analysis (TA) Guidelines

Fehr & Peers will draft new transportation analysis (TA) guidelines for the Town of Los Gatos based on decisions from Task 2 and consultation with Town staff, council members, planning commission, and/or the public. The TA guidelines will include defining the VMT analysis method, impact thresholds that are supported by quantitative evidence, and mitigation programs for use in projects. This will include discussion of analysis and screening methods for land use projects, transportation projects, and specific/general plans, including an assessment of how the Town's General Plan will influence future transportation analysis. The final deliverable will include three main components:

1. Transportation Analysis Methodologies per SB 743 Compliance
2. Updates to the Town's Local Transportation Analysis Policies
3. CEQA Analysis for Transportation Improvements (to be completed by Town staff)

Fehr & Peers will work in close partnership with Town staff in both the Public Works and Planning Departments, as well as the Town's legal counsel, and will focus on the technical basis for selecting the thresholds requested. Technical memorandum documenting the basis and substantial evidence for each recommendation will be provided as appropriate. This effort would likely occur in coordination with VTA's development of guidance and screening tools for communities throughout Santa Clara County.



We will deliver a draft document to Town staff for review. We have budgeted a total of six staff hours to update the documentation based on comments received and resubmit as final. We have budgeted another four hours of staff time to assist Town staff in developing the ordinance for Council review.

**Schedule:** We expect it to take six weeks to complete a draft TA guidelines report. This budget includes one round of comment and revision, which is expected to require an additional two weeks following receipt of comments.

## Task 6. Additional Analysis Enhancements On-Call

If requested by Town staff, Fehr & Peers will be available for on-call support to perform additional analysis enhancements on Tasks 1-5 above. We have allocated \$20,000 to respond to as-needed requests from Town staff, as well as the Town's legal counsel, council members, planning commission, and/or the public.

# Fee Estimate

Fehr & Peers will perform the scope of work (see **Table 1**) on a time and materials basis with a not-to-exceed limit of \$122,820 which includes all professional and support staff time, as well as reimbursement for direct expenses.

**Table 1: Fee Estimate for Senate Bill 743 Implementation Assistance for Town of Los Gatos**

<b>Task</b>	<b>Fee Estimate</b>
Task 1. Kick-Off Meeting	\$4,150
Task 2. Develop a White Paper Discussing SB 743 Compliance Requirements	\$20,770
Task 3. Stakeholder Outreach, Education and Discussions	\$45,850
Task 4. Update Local Transportation Analysis Policy	\$15,060
Task 5. Develop Transportation Analysis (TA) Guidelines	\$16,990
Task 6. Additional Analysis Enhancements On-Call	\$20,000
<b>Total</b>	<b>\$122,820</b>



Should you have any questions, please call Julie Morgan at (925) 357-3370 or Charlie Coles at (408) 533-8976. Otherwise, please provide us with a contract. The terms of this proposal are valid for a period of 60 days.

Sincerely,

FEHR & PEERS

A handwritten signature in blue ink that reads "Julie K Morgan". The signature is fluid and cursive.

Julie Morgan, AICP  
Principal-In-Charge

*P19-3614-SJ*

ACCEPTED BY:

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Company: \_\_\_\_\_

Date: \_\_\_\_\_

**Attachment A:** Detailed Fee Estimate

**Attachment B:** Billing Rates

**Attachment A: Fee Estimate - Proposal for Senate Bill 743 Implementation Assistance for Town of Los Gatos (11/11/2019)**

<b>Task</b>	<b>Principal</b>	<b>Project Manager</b>	<b>SB 743 Expert</b>	<b>Modeling Lead</b>	<b>Engineer/Planner</b>	<b>Graphics</b>	<b>Support</b>	<b>Direct Labor</b>	<b>Direct Costs</b>	<b>Task Total</b>
Billing Rate-->	<b>\$335</b>	<b>\$160</b>	<b>\$240</b>	<b>\$200</b>	<b>\$160</b>	<b>\$135</b>	<b>\$135</b>			
Task 1. Kick-Off Meeting	4	4	4	0	4	0	2	\$3,850	\$300	\$4,150
Task 2. Develop a White Paper Discussing SB 743 Compliance Requirements	12	20	24	0	30	4	10	\$19,670	\$1,100	\$20,770
Task 3. Stakeholder Outreach, Education and Discussions										
<i>Task 3.1. Develop Initial Outreach and Education Materials</i>	2	4	8	0	8	0	4	\$5,050	\$400	\$5,450
<i>Task 3.2. Perform Case Study Project Evaluations</i>	8	16	24	0	24	12	12	\$18,080	\$1,000	\$19,080
<i>Task 3.3. Attend Public Meetings (4)</i>	8	20	24	0	30	16	12	\$20,220	\$1,100	\$21,320
Task 4. Update Local Transportation Analysis Policy	4	8	24	0	30	0	8	\$14,260	\$800	\$15,060
Task 5. Develop Transportation Analysis (TA) Guidelines	8	12	24	0	24	4	10	\$16,090	\$900	\$16,990
Task 6. Additional Analysis Enhancements On-Call	8	16	28	0	30	4	10	\$18,650	\$1,000	\$20,000
<b>Total</b>	<b>54</b>	<b>100</b>	<b>160</b>	<b>0</b>	<b>180</b>	<b>40</b>	<b>68</b>	<b>\$115,870</b>	<b>\$6,600</b>	<b>\$122,820</b>
<b>Notes:</b> Other Direct Costs / Reimbursable expenses are invoiced at cost plus 10% for handling. Personal auto mileage is reimbursed at the then current IRS approved rate (58 cents per mile as of Jan 2019). Voice & Data Communications (Telephone, fax, computer, e-mail, etc.) are invoiced at cost as a percentage of project labor. Fehr & Peers, November 2019.										





2019-2020

(July 2019 through June 2020)

**Hourly Billing Rates**

<b>Classification</b>	<b>Hourly Rate</b>		
Principal	\$215.00	-	\$350.00
Senior Associate	\$180.00	-	\$340.00
Associate	\$155.00	-	\$250.00
Senior Engineer/Planner	\$130.00	-	\$200.00
Engineer/Planner	\$120.00	-	\$160.00
Senior Engineering Technician	\$145.00	-	\$195.00
Senior Project Accountant	\$160.00	-	\$165.00
Senior Project Coordinator	\$120.00	-	\$165.00
Project Coordinator	\$110.00	-	\$155.00
Technician	\$125.00	-	\$165.00
Intern	\$90.00	-	\$105.00

- *Other Direct Costs / Reimbursable expenses are invoiced at cost plus 10% for handling.*
- *Personal auto mileage is reimbursed at the then current IRS approved rate (58 cents per mile as of Jan 2019).*
- *Voice & Data Communications (Telephone, fax, computer, e-mail, etc.) are invoiced at cost as a percentage of project labor.*

*Fehr & Peers reserves the right to change these rates at any time with or without advance notice.*