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Town of Minturn
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Minturn SS4A Scope and Fee Proposal

Stolfus & Associates, Inc. (Stolfus) has prepared the following scope of services for the Minturn Safe Streets for All (SS4A) project. The proposed scope of services will enable the Town to meet all required SS4A program elements, while simultaneously providing a comprehensive study that is engaging of town residents and other community stakeholders.

SCOPE OF SERVICES

WORK ELEMENT 1 - PROJECT ADMINISTRATION/MANAGEMENT

Stolfus will review and process invoices monthly and provide other project administration/management services (coordination and product review) throughout the duration of the project. Stolfus will be responsible for day-to-day management and coordination of the work elements. Stolfus will coordinate with Minturn on project progress.

Meetings

Work Element 1 includes the following meetings:

- Kickoff Meeting / Site Visit (in-person) Stolfus to travel to Minturn (1-Total)
- Virtual Progress meetings (9 each)

WORK ELEMENT 2- PUBLIC ENGAGEMENT

Stakeholder Working Group Formation and Meetings

Stolfus will assist with the development of the Action Plan Committee (APC) supporting the Town Manager, Michelle Metteer, with identification of APC members, sending invitations and facilitating the meetings at regular touchpoints as identified in the schedule. All meetings include time for preparation. Power Point presentations will be prepared by Stolfus for Action Plan Committee Meetings.

- (5) Action Plan Committee Meetings (Virtual)

City Council Meetings (2)

Stolfus will present to the Minturn City Council updates of the plan and be available for Q & A from the Council. All meetings include travel and presentation materials. Power Point presentations will be prepared by Stolfus for Council Meetings and sent in advance to accommodate council packets.

- Two (2) Council presentations/ updates over project lifecycle to establish town buy-in for the SS4A.

Meeting Preparation and Summary Documents

All meetings include time for preparation. PowerPoint presentations will be prepared by Stolfus. Stolfus will prepare a meeting summary document after each meeting that outlines comments received by common themes and follow up items.

Public Engagement Plan



Stolfus will develop a public engagement plan outlining key touchpoints, milestones, outreach events, and schedule within the first 30 days of project kickoff

- (1) Public Engagement Plan

Pop Up Events (1)

Stolfus will organize and attend a pop-up event to engage with the public at a key touchpoint and encourage feedback, Stolfus will also prepare materials to promote the SS4A for this event. These could be timed with back-to-school events such as the Vail Ski and Snowboard School and others as identified.

ARC GIS Storyboard Creation and Maintenance

Stolfus will work with The Town Manager to create an ARC GIS Storyboard to share the project's narrative, provide visual renderings of potential recommendations, and provide a platform for stakeholders to provide virtual comments. Stolfus assumes the cost for the ARC GIS license and will coordinate with the Town Manager to host on the Town website. As the project evolves, Stolfus will maintain the storyboard making sure concepts provided are up to date, comments are collected and provided to the project team as part of the feedback process. Additionally, the comments will be summarized for the project team and client monthly. Two updates to the ARC GIS Storyboard are included in the scope of services.

Online Public Meeting

Stolfus will create an online Public Meeting to provide an overview of the project and a platform for members of the community to engage. The materials will be created in Power Point and will be hosted on the Town's website for up to 30 days or longer providing the information is still relevant.

Digital Project Update Documents

Stolfus will create a template and create content to keep the community and other interested parties up to date on the SS4A process. Stolfus will create content for the Town website, QR codes to promote the ARC GIS Comment and Storyboard, and a project fact sheet.

- (1) QR Code
- Content Updates for Town Website and ARC GIS Storyboard
- (1) Project Fact Sheet

Summary Document (1)

Upon completion of the project, Stolfus will produce a summary document which will memorialize the public engagement activities over the lifetime of the project. This document is intended to be shared with interested stakeholders, the town council and the Stakeholder Working Group.

WORK ELEMENT 3- CRASH DATA ANALYSIS

Stolfus will request available crash data from the Colorado Department of Transportation and Eagle County Sheriff. This data will be mapped to locations in the Town on a Geographic Information Systems (GIS) platform and used to perform the following analyses:

Hot Spot Analysis



This analysis will review crash locations within the Town of Minturn to identify whether any locations experience recurring or atypically severe crashes. These locations will be considered crash “hot spots”. Crashes at hot spot locations will be examined to identify whether any underlying patterns exist that may allow specific safety mitigation measures to be identified.

Systemic Analysis

Because the number of crashes resulting in serious injury or fatality has historically been low in the Town of Minturn, a systemic analysis will be conducted to identify factors that contribute to increased crash risk. This analysis will review the locations of crashes within the Town of Minturn and more broadly across Eagle County to identify risk factors that result in a higher likelihood of severe crashes occurring in the future. Locations within the Town of Minturn having similar risk factors will be candidates for systemic safety improvements.

This analysis will also consider the locations of future planned development within the Town, and how upcoming changes in land use may affect safety for users of the transportation system.

Behavioral Analysis

This analysis will review not only the local crash data, but also County, state, and national data to identify behavioral trends contributing to severe injury and fatal crashes. These trends may include such behaviors as distracted driving, speeding, impaired driving, driving without a seatbelt, etc.

WORK ELEMENT 4- POLICIES AND PROCESS

Town policies, processes, and plans will be reviewed to identify opportunities to make safety-enhancing updates. These may include recommendations for new or revised engineering standards, for example, or implementation of pedestrian crossing treatment guidelines. Other opportunity areas may include town speed limit ordinances (or reduced speed limit zones), annexation / zoning / site plan procedures and requirements, as well as community plan updates.

Stolfus will review the following Town policies and processes from the standpoint of safety best practices:

- Permits & Licensing
- Local Ordinances
- Land Use Processes
- Municipal Code
- Parking & Maintenance
- Community Plans
- Zoning & Planned Development
- Other

WORK ELEMENT 5- STRATEGIES AND PROJECT SELECTIONS

Stolfus will identify proven strategies to counter any hot spot locations or areas of systemic safety concern identified in Work Element 3. Specific countermeasures having a high likelihood of reducing the crash risk (as measured by crash modification factor or “CMF”) will be identified for prioritization and implementation.



Strategies and project selections will not be limited to physical transportation improvements. Local campaigns and education aimed at changing risky driver behavior are examples of non-engineering strategies that may positively affect transportation safety.

Strategies identified in Work Element 4 will also be included in the project selection process. Project selections will include an assessment of cost, safety improvement effectiveness, grant opportunities, and provided sufficient data is available, information related to return on investment or benefit-cost.

Prioritization will apply the values of the Town and allow participants to help influence the outcome of the study by helping determine which strategies and projects are most urgently needed.

WORK ELEMENT 6- DOCUMENTATION AND REPORTING

Documentation

The results of the study will be documented in a report suitable for distribution to staff, elected officials and the public. It will contain a summary of the entire effort, including results of the public engagement process, technical information related to the analysis and prioritization process, summaries of strategies and projects, as well as recommendations and next steps. Crash data will be mapped to allow the crash locations to be illustrated visually. A draft of the report will be circulated to the Action Plan Committee for review and comment before sharing it with the public.

Reporting

Objectives of the SS4A program include improved transparency and accountability as it relates to transportation safety. Based on an assessment of the data, feedback from stakeholders, and commitments from project stakeholders and elected officials, the Town of Minturn will set a future goal related to reduction or elimination of crashes resulting in serious injuries or fatalities. This commitment will be made public, and progress towards the goal will need to be reported over time. Additional partnership with the Eagle County Sheriff will help assure that crash outcomes are reported to the town and it's residents on a consistent basis. One location where this information can be shared publicly is the Hot Topics section of the town web site.

FEE PROPOSAL

Stolfus will provide the above-described scope of services for a not-to-exceed fee of **\$100,000**.

Services will be billed on a time and materials basis at our standard hourly rates, a copy of which is attached. Invoices will be prepared monthly, in a format acceptable to the Town of Minturn and the grant administrator (FHWA).