



MEMO TO: Darrel Pyle, City Manager
FROM: Taylor Johnson, Transit and Parking Program Manager
THROUGH: Shawn O'Leary, P.E., CFM, Director of Public Works
DATE: September 13, 2022
SUBJECT: Request for Review and Approval of Contract for Consultant Services to Study and Develop a Microtransit Pilot Program

Of the course of FYE 2022, City staff presented and discussed the many modes of transit that exist today. At the request of Council, staff took a deeper look at microtransit, a mode generally reserved for less dense areas that do not warrant a larger bus. At the conclusion of FYE 2022, Council amended the FYE 2023 budget to include \$750,000 for a Microtransit Pilot Program.

Due to the complicated nature of implementing and operating microtransit service, as well as the significant investment the City intends to make towards this mode, staff reached out to a consultant for services to study and develop a microtransit pilot program. The purpose of the contract is to understand the goals of the City and explore alternative solutions within the microtransit industry that would meet those goals. The scope of services includes council workshops, alternatives evaluation and recommendation, and an implementation plan.

The proposed cost of the consulting services is \$35,990.40 for the aforementioned services. Funds for these services are proposed to be paid out of the \$750,000 allocation from Council that was mentioned above, which is located in the Public Transportation and Parking Fund Misc Services-Transit Operations (27550277-44766)

Several value add services such as public outreach, draft RFP, a technology review and study of a homeless mobility specific alternative are available for inclusion in the scope if necessary at a later date.

Happy to answer any questions you may have as your review this contract. Please let me know if you need any additional details.

cc: Heather Poole, Assistant City Attorney
Anthony Francisco, Director of Finance

AGREEMENT FOR CONSULTING SERVICES

This Agreement for Consulting Services ("Agreement") is made and entered into in the State of Oklahoma, this 1st day of September, 2022, by and between the City of Norman, a municipal corporation ("City"), and HNTB Corporation ("Consultant").

WHEREAS, City desires to hire Consultant to perform certain consulting services specified herein; and

WHEREAS, Consultant represents that Consultant and/or Consultant's personnel have the qualifications and experience to properly perform such services:

NOW, THEREFORE, City and Consultant hereby agree as follows:

1. Scope of Services

Consultant shall furnish City with professional consulting services as more particularly set forth in Exhibit A (Scope of Services) attached hereto and incorporated by this reference in full herein.

2. Method of Performing Services

Subject to the terms and conditions of this Agreement, Consultant may determine the method, details, and means of performing the services described herein.

3. Standard of Performance

Consultant agrees to undertake and complete these services to conclusion, using that standard of care, skill, and diligence normally provided by a professional person in performance of similar consulting services.

4. Nonexclusive Services

This Agreement shall not be interpreted to prevent or preclude Consultant from rendering any services for Consultant's own account or to any other person or entity as Consultant in its sole discretion shall determine. Consultant agrees that performing such services will not materially interfere with services to be performed for the City.

5. Coordination of Services

All services are to be coordinated with the Transit and Parking Program Manager, subject to the direction of the City Manager.

6. Place of Work

Consultant shall perform the services provided for in this Agreement at any place or location and at such times as the Consultant shall determine.

7. Correction of Errors

To the extent caused by the gross negligent acts, errors, or omissions of Consultant, and upon the failure to cure or produce a reasonable plan to cure any such error caused by Consultant's negligence, Consultant agrees to correct, at its expense, all material errors which may be discovered during review of Consultant's services. Should Consultant fail to make such correction in a reasonably timely manner, such correction shall be made by City, and the actual and reasonable cost thereof shall be paid by Consultant.

8. Time for Performance

All services performed under this Agreement shall be completed pursuant to the schedule provided in Exhibit A attached hereto and incorporated by this reference in full herein. City agrees to amend the performance termination date whenever Consultant is delayed by action or inaction of City and Consultant promptly notifies Manager of such delays.

9. Principal in Charge

Consultant hereby designates Kevin Wallace, as its principal-in-charge and person responsible for necessary coordination with the City of Norman.

10. Permits, Licenses, Certificates

Consultant, at Consultant's sole expense, shall obtain and maintain during the term of this Agreement, all permits, licenses, and certificates required in connection with the performance of services under this Agreement, including a City business tax certificate.

11. City's Responsibility

City shall cooperate with Consultant as may be reasonably necessary for Consultant to perform its services and agrees to provide direction to Consultant as requested regarding particular project requirements. City represents that Consultant shall be entitled to rely on the accuracy and completeness of any data, documents or other materials provided by City to Consultant.

12. Term of Agreement

This Agreement shall begin on September 1, 2022, and conclude within 121 days of the Notice to Proceed.

13. Termination

a. This Agreement may be terminated by the City if the City notifies the Consultant, in writing, of the City's desire to terminate the Agreement. Such termination shall be effective ten calendar days from the date of mailing of such notice. City agrees to pay Consultant in full for all amounts due Consultant as of the effective date of termination, including any expenditures incurred on City's behalf, whether for the employment of third parties or otherwise.

b. This Agreement may be terminated by Consultant if Consultant notifies the City Manager, in writing, of Consultant's desire to terminate the Agreement. Such termination shall be effective ten calendar days from the date of delivery or mailing of such notice and only if all assignments accepted by Consultant have been completed prior to the date of termination.

14. Compensation

a. City agrees to pay Consultant in an amount not to exceed \$35,990.40, subject to future appropriation, for services provided under this Agreement as outlined in Exhibit A.

b. The acceptance by Consultant of the final payment made under this Agreement shall constitute a release of City from all claims and liabilities for compensation to Consultant for anything completed, finished or relating to Consultant's services.

c. Consultant agrees that payment by City shall not constitute nor be deemed a release of the responsibility and liability of Consultant or its employees, subcontractors, agents and sub-consultants for the accuracy and competency of the information provided and/or services performed hereunder, nor shall such payment be deemed to be an assumption of responsibility or liability by City for any defect or error in the services performed by Consultant, its employees, subcontractors, agents and sub-consultants.

d. Consultant shall provide the Transit and Parking Program Manager with a completed Request for Taxpayer Identification Number and Certification, as issued by the Internal Revenue Service.

e. If any sales tax is due for services performed by Consultant or materials or products provided to City by Consultant, Consultant shall pay the sales tax. City shall not reimburse Consultant for sales taxes paid by Consultant.

15. Method of Payment

a. City agrees to pay Consultant monthly upon satisfactory completion of the services and upon submission by Consultant of an invoice delineating the services performed, in a form satisfactory to the Transit and Parking Program Manager. The invoice shall identify services by project as specified by the Tasks listed in the Fee Estimate in Exhibit A – Scope and Fee.

b. Consultant agrees to maintain current monthly records, books, documents, papers, accounts and other evidence pertaining to the services performed and costs incurred. Such items shall be adequate to reflect the time involved and cost of performing the services. Consultant shall provide the Transit and Parking Manager with copies of payroll distribution, receipted bills and other documents requested for justification of the invoice.

c. Consultant shall invoice City at a minimum on a monthly basis for Services rendered. Invoices shall be due and payable within thirty (30) days of receipt by City. If City objects to any invoice submitted by Consultant, City shall so advise Consultant in writing giving reasons therefor within seven (7) business days of receipt of such invoice. If any invoice submitted by Consultant is disputed by City, only that portion so disputed may be withheld from payment at which time City shall immediately reimburse Consultant for any outstanding amounts due with respect thereto.

16. Responsibility for Expenses

Except as otherwise expressly provided in this Agreement, City shall not be responsible for expenses incurred by Consultant in performing services under this Agreement. All expenses incident to the performance of services under this Agreement shall be borne by the Consultant, including, but not limited to rent, vehicle, and travel, entertainment and promotion, general liability and health insurance, workers' compensation insurance, and all compensation and benefits of employees or agents engaged by Consultant. Consultant shall, at its own cost and expense, supply all personal property necessary or appropriate to perform the services provided for under this Agreement, including, but not limited to any personal property used by employees and agents of Consultant in the performance of such services.

17. Non-Appropriation of Funds

Payments to be made to Consultant by City for services performed within the current fiscal year are within the current fiscal budget and within an available, unexhausted and unencumbered appropriation of City. In the event City does not appropriate sufficient funds for payment of Consultant's services beyond the current fiscal year, this Agreement shall cover payment for Consultant's services only up to the conclusion of the last fiscal year in which City appropriates sufficient funds and shall automatically terminate at the conclusion of such fiscal year.

18. Records

a. Consultant agrees that all final computations, exhibits, files, plans, correspondence, reports, drawings, designs, data and photographs expressly required to be prepared by Consultant as part of the scope of services ("documents and materials") shall be the exclusive property of City and shall, upon completion of the services or termination of this Agreement, be delivered to Manager.

b. At City's request, City shall be entitled to immediate possession of, and Consultant shall furnish to Manager within ten days, all of the documents and materials. Consultant may retain copies of these documents and materials.

c. Any substantive modification of the documents and materials by City staff or any use of the completed documents and materials for other City projects, or any use of uncompleted documents and materials, without the written consent of Consultant, shall be at City's sole risk and without liability or legal exposure to Consultant. City agrees to hold Consultant harmless from all damages, claims, expenses and losses arising out of any reuse of the documents and materials for purposes other than those described in this Agreement, unless Consultant consents in writing to such reuse.

19. Maintenance and Inspection of Records

Consultant agrees that City or its auditors shall have access to and the right to audit and reproduce any of Consultant's relevant records to ensure that City is receiving all services to which City is entitled under this Agreement or for other purposes relating to the Agreement. Consultant shall maintain and preserve all such records for a period of at least three years after the expiration of this Agreement, or until an audit has been completed and accepted by City. Consultant agrees to maintain all such records in City or to promptly reimburse City for all reasonable costs incurred in conducting the audit at a location other than in City, including but not limited to expenses for personnel, salaries, private auditor, travel, lodging, meals and overhead.

20. Confidentiality of Information

Any documents and materials given to or prepared or assembled by Consultant under this Agreement shall be confidential and shall not be made available to any third person or organization by Consultant without prior written approval of the City Manager.

21. Indemnity

Consultant agrees to indemnify and hold harmless City, its City Council, and each member thereof, and every employee of City, from any and all liability, claims, demands, actions, damages (whether in contract or tort, including personal injury, death at any time, or property damage), including any reasonable attorneys fees to the extent caused by the negligent acts, errors, or omissions related to this Agreement performed by Consultant or its employees, or anyone whom Consultant may be legally liable. Neither party shall be liable to the other for any special, punitive, consequential or indirect damages resulting in any way from the performance of the services or otherwise arising from this Agreement.

22. Independent Contractor

a. City and Consultant agree that in the performance of the services, Consultant shall be, and is, an independent contractor, and that Consultant and its employees are not employees of City. Consultant has and shall retain the right to exercise full control over the employment, direction, compensation and discharge of all persons assisting Consultant.

b. Consultant shall be solely responsible for, and shall save City harmless from, all matters relating to the payment of Consultant's employees, agents, subcontractors and sub-consultants, including compliance with social security requirements, federal and State income tax withholding and all other regulations governing employer-employee relations.

c. Consultant acknowledges that Consultant and Consultant's employees are not entitled to receive from City any of the benefits or rights afforded employees of City, including but not limited to reserve leave, sick leave, vacation leave, holiday leave, compensatory leave, Employees Retirement System benefits, or health, life, dental, long-term disability and workers' compensation insurance benefits.

23. Consultant Not Agent

Except as Manager may specify in writing, Consultant, and its agents, employees, subcontractors and sub-consultants shall have no authority, expressed or implied, to act on behalf of City in any capacity, as agents or otherwise, or to bind City to any obligation.

25. Assignability of Agreement

Consultant agrees that this Agreement contemplates personal performance by Consultant and is based upon a determination of Consultant's personnel's unique competence, experience and specialized personal knowledge. Assignments of any or all rights, duties, or obligations of Consultant under this Agreement will be permitted only with the express written consent of the City, which consent may be withheld for any reason.

26. Successors and Assigns

Consultant and City agree that this Agreement shall be binding upon and inure to the benefit of the heirs, executors, administrators, successors and assigns of Consultant and City.

27. Fair Employment Practices

a. Consultant agrees that all persons employed by Consultant shall be treated equally by Consultant without regard to or because of race, color, religion, ancestry, national origin, age, place of birth, disability, sex, sexual orientation, gender identity or expression, familial status, or marital status, including marriage to a person of the sex, or any other status protected by law, and in compliance with all antidiscrimination laws of the United States of America, the State of Oklahoma, and City.

b. Consultant agrees that, during the performance of this Agreement, Consultant and any other parties with whom Consultant may subcontract shall adhere to equal opportunity employment practices to assure that applicants and employees are treated equally and are not discriminated against because of their race, color, religion, ancestry, national origin, age, place of birth, disability, sex, sexual orientation, gender identity or expression, familial status, or marital status, including marriage to a person of the same sex, or any other status protected by law.

c. Consultant agrees to state in all of its solicitations or advertisements for applicants for employment that all qualified applicants shall receive consideration for employment without regard to their race, color, religion, ancestry, national origin, age, place of birth, disability, sex, sexual orientation, gender identity or expression, familial status, or marital status, including marriage to a person of the same sex, or any other status protected by law.

d. Consultant shall provide City staff with access to and, upon request by City, provide copies to City of all of Consultant's records pertaining or relating to Consultant's employment practices, to the extent such records are not confidential or privileged under State or federal law.

28. Force Majeure

Consultant and City agree that neither City nor Consultant shall be responsible for delays or failures in performance resulting from acts beyond the control of either party. Such acts shall include, but not be limited to acts of God, strikes, lockouts, riots, acts of war, epidemics, governmental regulations imposed after this Agreement was executed, fire, communication line failures, earthquakes, or other disasters.

29. Time of Essence

Consultant and City agree that time is of the essence in regard to performance of any of the terms and conditions of this Agreement. Notwithstanding the foregoing, Consultant agrees to exercise diligence in the performance of its services consistent with the agreed upon project schedule, subject to the exercise of the generally accepted standard of care for performance of such services. If, through no fault of

Consultant, such periods of time or dates are changed, or the orderly and continuous progress of Consultant's services is impaired, or Consultant's services are delayed or suspended, then the time for completion of Consultant's services, and the rates and amounts of Consultant's compensation, shall be adjusted equitably in writing as described in section 40.

30. Covenants and Conditions

Consultant and City agree that each term and each provision of this Agreement to be performed by Consultant shall be construed to be both a covenant and a condition.

31. Governing Law

City and Consultant agree that the construction and interpretation of this Agreement and the rights and duties of City and Consultant hereunder shall be governed by the laws of the State of Oklahoma.

32. Compliance with Laws

Consultant agrees to comply with all City, State, and federal laws, rules, and regulations, now or hereafter in force, pertaining to the services performed by Consultant pursuant to this Agreement.

33. Severability

City and Consultant agree that the invalidity in whole or in part of any provision of this Agreement shall not void or affect the validity of any other provision.

34. Waiver

City and Consultant agree that no waiver of a breach of any provision of this Agreement by either Consultant or City shall constitute a waiver of any other breach of the same provision or any other provision of this Agreement. Failure of either City or Consultant to enforce at any time, or from time to time, any provision of this Agreement, shall not be construed as a waiver of such provision or breach.

35. Counterparts

City and Consultant agree that this Agreement may be executed in two or more counterparts, each of which shall be deemed an original.

36. Arbitration or Litigation

Consultant and City agree that in the event of any dispute with regard to the provisions of this Agreement, the services rendered or the amount of Consultant's compensation, the dispute may be submitted to arbitration upon the mutual agreement of the parties, under such procedures as the parties may agree upon, or, if the parties cannot agree, then under the Rules of the American Arbitration Association. If the mutual agreement as to arbitration does not exist, then either party may institute a civil action in the Oklahoma District Court located in and for Cleveland County, Oklahoma.

38. Authority to Execute

a. City acknowledges that the person executing this Agreement has been duly authorized by the City Council to do so on behalf of City.

b. Consultant acknowledges that the person executing this Agreement has been duly authorized by Consultant to do so on behalf of Consultant.

39. Notices

a. Any notices to Consultant may be delivered personally or by mail addressed to **HNTB Corporation, 101 N. Robinson, Suite 1130 Oklahoma City, Oklahoma 73102 Attention: Ryan Billings**.

b. Any notices to City may be delivered personally or by mail addressed to City of Norman,

1310 Da Vinci St, Norman, Oklahoma 73069, Attention: Taylor Johnson, Transit and Parking Program Manager.

40. Amendment

City and Consultant agree that the terms and conditions of the Agreement may be reviewed or modified at any time. Any modifications to this Agreement, however, shall be effective only when agreed upon to in writing by both the City representative authorized to do so under the City's purchasing policies and Consultant.

41. Entire Agreement


City and consultant agree that this Agreement constitutes the entire agreement of the parties regarding the subject matter described herein and supersedes all prior communications, agreements and promises, either oral or written.

CITY OF NORMAN



Darrel Pyle, City Manager

CONSULTANT


Kevin Wallace (Sep 13, 2022 16:03 CDT)

Kevin Wallace, Vice President

APPROVED AS TO FORM:



Heather Poole, City Attorney's Office

APPROVED AS TO INSURANCE:



Clint Mercer, Risk Manager

Exhibit A: Scope and Fee

Norman Microtransit Pilot Program Study

Project Understanding and Background

HNTB understands that the City of Norman is interested in an evaluation of microtransit as an investment for its transit services. The purpose of this contract is to understand the goals of the City and explore alternative solutions within the microtransit industry that would meet those goals. The scope of services would include council workshops, alternatives evaluation and recommendation, and an implementation plan. Several value-add services such as public outreach, draft RFP, a technology review and study of a homeless-mobility specific alternative are available for inclusion in the scope.

Scope of Work

1. Project Management

Project management will be targeted toward keeping project on schedule with deliverables and regular communication between the City of Norman and HNTB project manager. Communication may include email, phone calls, in-person, and virtual meetings. This task includes up to 6 project team meetings involving 2-4 members of HNTB project staff and designated staff members of the City of Norman. The meetings will coincide with project task milestones. Other sub-tasks include HNTB project administration and quality control.

1.1. General Project Management

1.2. Project Meetings between HNTB and Norman

HNTB staff will conduct up to 6 project team meetings with City of Norman staff at various milestones throughout the project. This includes a kick-off meeting to finalize project schedule and tasks.

1.3. Project Administration and Quality Control

Project administration tasks include managing schedule, budget, staff and invoicing for the project. HNTB will conduct regular project reviews to ensure that the project scope, timeline and budget are being met to the client's satisfaction.

HNTB will employ its Quality Assurance Quality Control (QAQC) approach on project deliverables to ensure accuracy, quality and meeting scope requirements.

Deliverable

- None

2. Existing Data Collection

HNTB will review existing data available that will inform conditions for microtransit. This will

include a review of current services including paratransit, a review of land uses and development patterns, existing system ridership, existing on-demand services offered by other agencies or companies in the Norman area, and existing plans that are related to the provision of transit service. Plans provided to HNTB by City of Norman staff for review include:

1. Go Norman Transit Plan
2. Norman Comprehensive Transportation Plan
3. Norman Land Use Plan

Deliverable

- None

3. Council/Staff Workshop 1

HNTB will conduct a first phase workshop to better understand the City of Norman staff and councilmembers' viewpoints on microtransit and, more broadly, their goals for transit service and perception of transportation need for which microtransit may be a solution. The workshop will be conducted either in small groups or with all councilmembers (as part of an existing committee meeting).

Materials consisting of a 2-3 page document will be developed and distributed beforehand to offer introductory microtransit concepts and terminology to ensure a productive conversation. An accompanying PowerPoint will also be developed with additional examples or explanatory slides to help paint a picture of microtransit and where it has been applied. Perspectives on paratransit will be discussed as well.

A brief online survey will be shared beforehand to learn councilmembers' perspectives before the workshops in written format. There will be 2-3 open-ended survey questions asking about the purpose of microtransit in Norman and for a description of the transportation need that microtransit may address.

Deliverables

- Councilmember survey
- Survey summary
- Workshop materials
 - 2-3 page white paper introducing microtransit
 - PowerPoint
- Workshop summary
 - A report summarizing the opinions and positions shared by councilmembers

4. Alternatives Analysis and Microtransit Service Concepts

HNTB will conduct an alternatives analysis allowing the City of Norman to make a decision on a direction forward for microtransit. The analysis will remain high-level with detailed criteria

developed by HNTB and City of Norman staff.

4.1. Service Alternatives

Service alternatives will be developed based on the goals of the City of Norman for the market and the transportation need that they identify. Up to three alternatives will be developed depending on the goals of the service, for example, if the service is restricted by time of day, geography, or user eligibility requirements. Alternatives could also be established based on different goals such as service equity (i.e. serving different population demographics), geographic equity (i.e. serving all parts of the City of Norman service area), or paratransit replacement service (i.e. targeting improved service toward those that use paratransit). The alternatives will be established shortly after Workshop 1 that best address the transportation solution or solutions sought by the City of Norman.

A no-action alternative will be explored that discusses the benefits of keeping Norman's existing service categories without the addition of microtransit. This would include options for improvements that may help meet goals identified from Council/Staff Workshop 1 without introducing microtransit service. An example is adopting technology that allows for paratransit requests with less notice than the current 24-hour policy which complies with federal regulations.

4.2. Evaluation Criteria and Recommended Alternative

Quantitative and qualitative evaluation criteria will be set based on what was heard in Council/Staff Workshop 1 plus criteria that are aligned with best practices in transit service delivery. Evaluation criteria will be reviewed by the City of Norman. Suggested criteria includes relative cost, passengers per hour served, land use patterns, major trip generators (such as large employers, hospitals, grocery stores), service to transit-dependent populations, demographics of populations being served, likelihood for service adoption by targeted market, and alignment with microtransit industry best practices.

A recommended alternative will be made based on the outcome of the quantitative and qualitative evaluation. The recommended alternative will include the physical microtransit zones or eligibility requirements for receiving microtransit service. It will outline the customer market for microtransit service.

4.3. Operating Model and Vehicles

Based on the goals of the City of Norman, the available budget, staff time and expertise, HNTB will provide an overview and recommendation of the operating models for microtransit service (i.e. turn-key vs. software purchase). This will include a discussion of vehicles for service delivery that is associated with each operating model.

An operating model and associated vehicle fleet will be recommended in the recommended alternative.

4.4. Overview of Technology Topics on Microtransit

HNTB will include a high-level review of the technology needs and options for adopting microtransit service. This will include discussion of what the service looks like from an administration and customer perspective. Topics are assumed to cover specific considerations that may need to be pursued, such as how users will pay for on-demand service.

4.5. Service Standards

HNTB will establish high-level service standards in coordination with City of Norman transit staff to be included in the Recommended Alternative. These are minimum standards to be established for designing the service operations and to estimate startup and operations costs. The service standards are also information that would be required for an RFP. Standards that will be covered include:

- Wait times for service
- Curb-to-curb vs. point-to-point service
- Ride pooling
- Number of vehicles available for service and wheelchair accessible vehicles
- Transfer policy including to any fixed route connection points (“mobility hubs”)
- Trips served (fixed route connections or point-to-point service)
- Span of service
- Modifications to fixed route alignments, frequency, and span of service.
- Fare policy

4.6. Cost Evaluation

Based on the recommended alternative and service standards, HNTB will develop a high-level cost estimate.

4.7. Paratransit opportunities

HNTB will include a review of the opportunities for paratransit service to take advantage of software or other technologic improvements in the on-demand space application to paratransit service.

Deliverable

- PowerPoint presentation for City of Norman staff

5. Council/Staff Workshop Phase 2

HNTB will present the alternatives evaluated, evaluation criteria results, recommended alternative(s) and outcomes of topics in the previous task.

Deliverables

- Powerpoint presentation for workshop
- Summary of council feedback from workshop

6. Implementation Plan

HNTB will develop a next-steps action plan for implementing the recommended alternative. This will include roles and responsibilities, a long-term timeline with key milestones and a near term list of actions needed to move the recommended alternative(s) forward. This will also include discussion of marketing needs and best practices as public education is a central component to the adoption of microtransit service.

Deliverable

- Implementation Plan document

Schedule

Task	August	September	October	November	December
Task 1 Project Management					
1.1 General Project Management					
1.2 PMTs		★	★	★	★
1.3 Project Admin and Quality Control					
Task 2 Existing Conditions					
2.1 Plan Review					
2.2 Case Study Review					
Task 3 Council/Staff Workshops - Phase 1					
3.1 Survey Development					
3.2 Meeting Preparation					
3.3 Meetings					
3.4 Survey Summary					
3.5 Meeting Summary					
Task 4 Alternatives Analysis					
4.1 Service Development Alternatives					
4.2 Evaluation Criteria					
4.3 Operating Model + Vehicles					
4.4 Overview of Technology					
4.5 Service Standards Development					
4.6 Cost Evaluation					
4.7 Paratransit Analysis					
Task 5 Council/Staff Workshops - Phase 2					
5.1 Preparation					
5.2 Meetings					
5.3 Meetings Summary					
Task 6 Implementation Plan					
6.1 Document Prep and Review					

Fee Estimate

Rate	\$94.00	\$71.00	\$43.00	\$99.00	\$45.00	\$29.00	
Task/Staff	Dobies	Billings	Buchwach	Handzel	Homic	Blackburn	Total
	PIC	PM	Transit Planner III	Quality Control	Admin	Planner I	
Task 1 Project Management							40
1.1 General Project Management	-	5	4	-	-	-	
1.2 PMTs	-	6	6	-	-	6	
1.3 Quality Control	-	2	2	3	6	-	
Task 2 Existing Conditions							24
2.1 Plan Review	-	-	4	-	-	8	
2.2 Case Study Review	-	-	4	-	-	8	
Task 3 Council/Staff Workshops - Phase 1							54
3.1 Survey Development	-	1	6	-	-	4	
3.2 Meeting Preparation	-	2	6	-	-	6	
3.3 Meetings	-	4	2	-	-	4	
3.4 Survey Summary	-	-	3	-	-	6	
3.5 Meeting Summary	-	1	3	-	-	6	
Task 4 Alternatives Analysis							102
4.1 Service Development Alternatives	1	2	10	-	-	4	
4.2 Evaluation Criteria	-	2	8	-	-	4	
4.3 Operating Model + Vehicles	1	2	8	-	-	4	
4.4 Technology Overview	1	2	8	-	-	2	
4.5 Service Standards Development	1	2	8	-	-	4	
4.6 Cost Evaluation	1	2	8	-	-	4	
4.7 Paratransit Analysis	1	-	8	-	-	4	
Task 5 Council/Staff Workshops - Phase 2							37
5.1 Preparation	-	2	6	-	-	6	
5.2 Meetings	-	4	2	-	-	6	
5.3 Meetings Summary	-	1	4	-	-	6	
Task 6 Implementation Plan							27
6.1 Document Prep and Review	-	2	10	-	-	15	
Total Hours	6	42	120	3	6	107	284
Total Labor Cost	\$564.00	\$2,982.00	\$5,160.00	\$297.00	\$270.00	\$3,103.00	
Labor Subtotal							\$ 12,376.00
Labor X 2.90 Multiplier							\$ 35,890.40
Expenses (Printing)							\$ 100.00
Total Labor + Expense							\$ 35,990.40