

## SCOPE OF WORK

### UDOT Region 3 Santaquin Active Transportation Plan

#### INTRODUCTION

The Santaquin Active Transportation plan will be completed by a team comprised of Parametrix professional planners and engineers through the following scope of work. The work will be completed through four tasks over an eight-month schedule.

##### Scope of Work

1. Project kickoff/coordination/project management
2. Analysis
3. Recommendations
4. Adoption

#### PROJECT KICKOFF/COORDINATION

The consultant team will work with city staff to start the project through a series of tasks including a kick-off meeting, a data request, and the formulation of a project management team. The project management team will consist of city staff, the UDOT project manager, and the consultant team. Additionally, the project team will meet three times over the course of the project with a larger group, consisting of the planning commission and other identified individuals. The purpose of this meeting will be to discuss the direction of the plan, communicate our progress, and discuss other topics as necessary.

##### Tasks:

- Kick-off meeting
- Monthly coordination meetings
- Monthly progress reports and invoices
- Three planning commission group meetings

#### ANALYSIS

The team will review and catalog all existing relevant plans and studies, and inventory existing facilities. Existing activity and travel patterns will be assessed utilizing STRAVA datasets and pedestrian crossing actuations. Onsite field visits on foot and by bike will be used to assess existing facilities, experience routes to and from key origins and destinations, and gauge user experience throughout the cities. Essential to this task will be a gaps and connectivity analysis, which will evaluate access to activity centers in the area. Utilizing walk and bike shed analyses, the project team will be able to quantify connectivity and identify key gaps and barriers throughout.

Additionally, a safety analysis will be performed to look at historical non-motorized crash trends and identify safety hot spots.

**Tasks/Deliverables:**

- Review existing relevant documents
- Field visits
- Existing facility inventory
- Activity and safety analysis for pedestrians and bicyclists
- Gaps and connectivity analysis
- **Existing conditions memo**
- **Findings/needs/gaps memo**

## RECOMMENDATIONS

Plan recommendations will be developed based on the analysis described above and input from the project management team. Projects will be identified and assigned facility types. Planning level cost estimates will be developed for each project and then prioritized based on up to five sets of criteria with input from the management team. These tasks and the previous work completed will be summarized in a draft document to be submitted to the management team for one internal review.

**Tasks/Deliverables:**

- Project Identification
- Facility Types/cross-sections
- Prioritization
- Documentation
- **Prioritized project list**
- **Cost estimates**
- **Draft Report**

## ADOPTION

The team will work to finalize the draft report after review and revision from the project management team. Additionally, our team plans on presenting before the planning commission and city council. This summary presentation will be made available to the staff for further communications to the public, planning commission, and city council. Additional revisions will be made to final deliverables after city council if necessary.

**Tasks/Deliverables:**

- **Final report**
- Planning commission and city council meeting presentation
- **Presentation materials**

## SCHEDULE AND COST

The following two figures detail the anticipated schedule and fee. The schedule assumes a March 1st notice to proceed, and the budget is not to exceed \$47,500 unless a change in scope requires it.

	2021							
	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT
<b>Project Kick-Off/Coordination</b>								
Hold Kick-off Meeting								
City Coordination								
Planning Commission Group Meetings								
<b>Analysis</b>								
Evaluate Existing Conditions			Memo					
Review Documents/Resources								
Conduct Data Collection								
Identify Needs and Gaps					Memo			
<b>Recommendations</b>								
Project Identification								
Facility Types & Cost Estimates								
Prioritization								
Documentation							Draft Report	
<b>Adoption</b>								
Prepare Draft Report								
Prepare Final Report								Final Report
Presentation/Adoption								Presentation Materials

	Person	Kai Tohinaka	Gabriel Sheilds	Michael Baker	Christian Kirkham	Vern Keeslar	Vickie Soileau	Jen Rose	TOTAL HOURS	TOTAL COST
	Role	Project Manager	Engineer	Planner	Planner	QC	Sr Accountant	Office Support		
Task	Description	\$41.39	\$50.63	\$30.26	\$31.44	\$60.70	\$40.17	\$28.86		
	<b>Total Labor</b>	<b>146</b>	<b>40</b>	<b>92</b>	<b>108</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>410</b>	<b>\$ 15,285.42</b>
1	Project Kick-Off/Coordination	32		12	24				68	\$ 2,442.16
2	Analysis	32		32	32				96	\$ 3,298.88
3	Recommendations	48	40	40	40				168	\$ 6,479.92
4	Adoption, PM & Admin	34		8	12	8	8	8	78	\$ 3,064.46
	<b>Overhead</b>	1.7868								<b>\$ 27,311.98</b>
	<b>Profit</b>	0.105								<b>\$ 4,472.73</b>
	<b>Direct Costs - Mileage</b>	(assumed 500 miles at \$0.56 per mile)								<b>\$ 280.00</b>
	<b>FCCM</b>	(approved rate of 0.47% on direct labor only)								<b>\$ 71.80</b>
	<b>Total Cost</b>									<b>\$ 47,421.93</b>