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Project Name: Town of Saratoga Transportation Alternatives Master Plan  
 Client Contact: McCall Burau  
 Invoice Date: January 25, 2024  
 Billing Period: 7/1/2023 through 8/31/23  
 Payment Due Date: February 25, 2024  
 OVLLC Invoice #: 2848  
 OVLLC Project #: 10250

**INVOICE AMOUNT: \$ 26,160.00**

**Billing Detail and Budget Summary**

Name	Classification	Hours	Rate/Hr	Labor Dollars
Chris Vogelsang	Principal	45	\$ 200.00	\$ 9,000.00
Beth Vogelsang	Principal	1	\$ 200.00	\$ 200.00
Shari Moore	Sr. Planner	0	\$ 145.00	\$ -
Kevin Rangel	Engineer II	38	\$ 140.00	\$ 5,320.00
Kat Hill	Planner I	2	\$ 120.00	\$ 240.00
Reese Shaw	Planner I	95	\$ 120.00	\$ 11,400.00
			<b>OV Labor</b>	\$ 26,160.00
			<b>Expenses</b>	\$ -
			<b>FEA</b>	\$ -
			<b>StudioCPG</b>	\$ -
			<b>Total Billed this Invoice</b>	<b>\$ 26,160.00</b>
				<b>Total Budget Status</b>
			Total Billed This Invoice	\$ 26,160.00
			Amount Previously Billed	\$ -
			Total Billed to Date	\$ 26,160.00
			<b>Budget</b>	<b>\$ 216,250.00</b>
			Budget Remaining	\$ 190,090.00

**Progress Report**

During this billing period, the team performed the following:

**Task 1: Project Administration**

- Project Management and internal organizational meetings
  - Revised project schedule – coordinated key action items with schedule



- Internal OV Kick-Off (8/1/23): preparation and attendance
- Organized action items and related them to the project timeline
- Prioritized weekly action items
- Created color scheme / logo / branding for project
- Revised project timeline + action items
- Meetings
  - Project Management Meetings (8/16/23, 8/23/23, 8/30/23): preparation and attendance
  - Client meeting with McCall Bureau (7/26/23): preparation, attendance, notes
  - SOW meeting with CPG (8/2/23)
- Stakeholder/Steering Committee
  - Created and refined Stakeholder Registry
  - Developed and refined general stakeholder & steering committee contact list in excel
  - Drafted steering committee invite
  - Created strategy for initial stakeholder meetings
- Calendar invites sent for upcoming meetings
- Reached out to Saratoga contacts
- Coordinated town council meeting #1
- Consultant Team Coordination
  - Internal Consultant Kick-Off Meeting (8/8/23): preparation and attendance
  - Sent calendar invites to the internal team for the first 4 project meetings
- Worked on presentation for Town Council meeting #1

### **Task 2: Public Engagement**

- Public Involvement Plan (PIP)
  - Drafted and edited PIP
- Public Meeting #1 Preparation
  - Coordination of reservation of Community Center for meeting
  - Local newspaper advertisement
  - Poster advertisement creation
  - Drafted press release
  - Coordinated public meeting advertisement with town staff
  - Researched requirements from Saratoga Sun & Big Foot Radio Station
  - Strategy for public meeting notification
  - Developed advertising materials package and advertising coordination
  - Coordination with elementary, middle/high schools to advertise for meeting
- Project Website
  - Chose project website builder and initiated building of website
  - Developed survey and embedded in project website
  - Refined website

### **Task 3: Existing Conditions Summary**

- Existing conditions data brainstorm
- WY-130 Collision History



- GIS
  - Coordination with CPG on GIS Data
  - Import CPG's CAD Data into GIS and translation into .shp files
  - Downloaded supporting GIS data from WY Geospatial Hub & organized in GIS
  - Merged USGS road data with Census Road data – deleted private roads, driveways
  - Imported all GIS data into Illustrator to create existing conditions map
  - Created GIS shapefiles for Saratoga streets/sidewalks
- Field inventory brainstorm
- City-Wide utilities mapping (inlets, curb ramps, fire hydrants)
- Created site visit driving routes for sidewalk inventory
- Populated field inventory spreadsheet

**Task 4: Visioning, Goals & Objectives**

- None

**Task 5: Concept Development**

- None

**Task 6: Concept Refinement & Illustrative Depictions**

- None

**Task 7: Recommendations, Implementation Strategy & Cost Estimates**

- None

**Task 8: Draft & Final Plan**

- None

**Task 9: Town Council Adoption**

- None

Any questions regarding this invoice contact Shari Moore at [shari@ovllc.com](mailto:shari@ovllc.com).