



Chris Vogelsang, PE  
 OV Consulting  
 1200 Bannock St  
 Denver, CO 80204

Emery Penner  
 Director of Public Works  
 110 E Springs Avenue  
 Saratoga, WY 82331

Project Name: Town of Saratoga Transportation Alternatives Master Plan  
 Client Contact: McCall Burau  
 Invoice Date: January 25, 2024  
 Billing Period: 12/1/2023 through 12/31/23  
 Payment Due Date: February 25, 2024  
 OVLLC Invoice #: 2919  
 OVLLC Project #: 10250

**INVOICE AMOUNT: \$ 13,671.29**

**Billing Detail and Budget Summary**

Name	Classification	Hours	Rate/Hr	Labor Dollars
Chris Vogelsang	Principal	15	\$ 200.00	\$ 3,000.00
Beth Vogelsang	Principal	0	\$ 200.00	\$ -
Shari Moore	Sr. Planner	0	\$ 145.00	\$ -
Kevin Rangel	Engineer II	45	\$ 140.00	\$ 6,300.00
Reese Shaw	Planner I	25	\$ 120.00	\$ 3,000.00
			<b>OV Labor</b>	\$ 12,300.00
			<b>OV Expenses</b>	\$ 273.79
			<b>FEA</b>	\$ -
			<b>StudioCPG</b>	\$ 1,097.50
			<b>Total Billed this Invoice</b>	<b>\$ 13,671.29</b>
				<b>Total Budget Status</b>
			Total Billed This Invoice	\$ 13,671.29
			Amount Previously Billed	\$ 75,563.29
			Total Billed to Date	\$ 89,234.58
			<b>Budget</b>	<b>\$ 216,250.00</b>
			Budget Remaining	\$ 127,015.42

**Progress Report**

During this billing period, the team performed the following:

**Task 1: Project Administration**

- Project Management and internal organizational meetings, notes
- Meetings
  - Bi-weekly Consultant Team Meetings
- Stakeholder/Steering Committee



- Steering Committee Meeting #2 (12/12/23): preparation, materials packet, presentation, attendance, notes
- Team Action Items
- OV Action Item Meeting (12/14/23)
- Planning Commission
  - Meeting presentation

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

- Created and finalized summary of survey findings
- Public Meeting #2 preparation
  - Coordination with Plumb Marketing and revisions to direct mailer for public meeting #2
  - Internal team preparation meetings
  - Communications plan
  - Senior Center contact
  - Childrens activity for the meeting
  - Coordinated catering
  - Boards
  - Marketing and materials plan
  - Social media materials/poster
  - Coordination with the Saratoga Sun and Comet Newspaper
  - Coordinated with Amy regarding student volunteers for the meeting
- Reviewed/updated project website
- Collect Club contacts via websites (Lions, VSO, Valley Village, Kiwanis)
- Survey #2 questionnaire and Survey Monkey

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

- None

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

- None

### **Task 5: Concept Development**

- Level 2 screening
- Meeting with Studio CPG (12/4/23) re: River Access Project L2 Screening Results
- Maps for Level 2 screened projects
- Screen process presentation slides
- Created maps of tier 1, 2, 3 concept projects
- Created maps for conceptual corridor project highlights
- Saratoga Wayfinding Design conversation Kick-off Meeting (12/13/23)
- Aerial Search for Concept Design Graphics (USGS Earth Explorer / Google Earth Pro)
- Elm Ave draft deliverable
- Developed Town wayfinding destinations spreadsheet
- Draft wayfinding design
- Reviewed Sybretch Planter use cases



- Investigating Laramie/Rawlins/Cheyenne Placemaking & Streetscape/Urban Design Improvements
- Vet's Loop Wayfinding Proposed Sign Locations Map
- Investigating Lander/Pinedale/Gillette/Sheridan Placemaking & Streetscape/Urban Design Improvements
- Flex Post Winter Maintenance communications
- Elm Ave Streetmix cross-sections and concept

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

- None

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

- Town financing diagram

**Task 8: Draft & Final Plan**

- None

**Task 9: Town Council Adoption**

- None

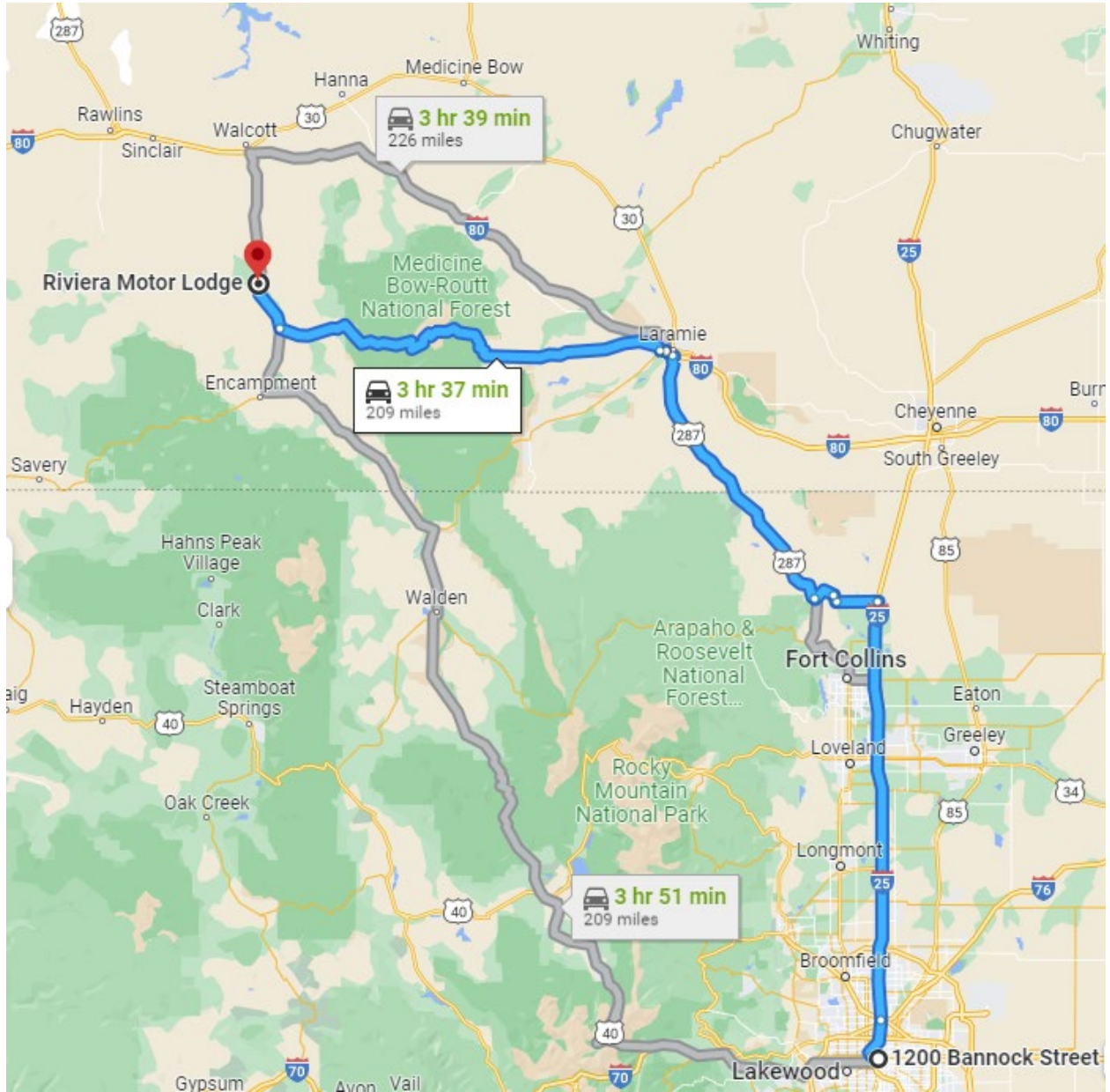
Any questions regarding this invoice contact Shari Moore at [shari@ovllc.com](mailto:shari@ovllc.com).

**OV Expenses for December 2023**

<b>Reimbursables</b>	<b>Dates</b>	<b>Descrip.</b>	<b>Unit Cost</b>	<b>#of Units</b>	<b>Total</b>	<b>Total</b>
Mileage: 2023 IRS Rate	12/12/2023	Round trip Denver to Saratoga	\$0.655/mile	418 Miles	\$ 273.79 See attached map	\$ 273.79
					<b>Total</b>	<b>\$ 273.79</b>

12/12/23

Round Trip Mileage 418 Miles: Between 1200 Bannock Street, Denver, CO 80204 to 303 N 1<sup>st</sup> Street, Saratoga, WY 82331. Total Mileage = **418 Miles**



# INVOICE

## StudioCPG - WBE/DBE/SBE

Heather Noyes, Principal  
 4383 Tennyson #1A  
 Denver, CO 80212  
 PH 303-455-3779

DATE: January 12, 2024  
 TO: Chris Vogelsang  
 OV Consulting  
 1200 Bannock Street  
 Denver, Colorado 80204

PROJECT NAME: **Town of Saratoga Transportation Alternatives Master Plan**  
 INVOICE #: **23780R2**  
 BILLING PERIOD: Through December 31, 2024

**Total Project Fee: \$70,268.00**

### StudioCPG Fees

	FEE	% COMPLETE	CURRENT TOTAL	PREVIOUS BILLING	REMAINING BALANCE
Task 1: Project Administration	\$ 3,990.00	27%	\$ 250.00	\$ 808.50	\$ 2,931.50
Task 2: Public Engagement	\$ 2,780.00	50%	\$ -	\$ 1,390.00	\$ 1,390.00
Task 3: Existing Conditions Summary	\$ 4,836.00	100%	\$ -	\$ 4,836.00	\$ -
Task 4: Visioning, Goals, Objectives	\$ 970.00	100%	\$ -	\$ 970.00	\$ -
Task 5: Concept Development	\$ 7,618.00	11%	\$ 847.50	\$ -	\$ 6,770.50
Task 6: Concept Refinement and Illustrative Depictions	\$ 18,675.00	0%	\$ -	\$ -	\$ 18,675.00
Task 7: Recommendations, Implementation Strategy, Costs	\$ 14,039.00	0%	\$ -	\$ -	\$ 14,039.00
Task 8: Draft and Final Plan	\$ 13,162.00	0%	\$ -	\$ -	\$ 13,162.00
Task 9: Town Council Adoption	\$ 848.00	0%	\$ -	\$ -	\$ 848.00
Reimbursable Expenses: Direct Cost - In House Printing	\$ 750.00	14%	\$ -	\$ 108.00	\$ 642.00
Reimbursable Expenses: Lodging	\$ 800.00	12%	\$ -	\$ 98.00	\$ 702.00
Reimbursable Expenses: Per Diem Food	\$ 600.00	20%	\$ -	\$ 118.00	\$ 482.00
Reimbursable Expenses: Travel	\$ 1,200.00	31%	\$ -	\$ 374.75	\$ 825.25
	<b>\$70,268.00</b>	<b>0%</b>	<b>\$1,097.50</b>	<b>\$8,703.25</b>	<b>\$60,467.25</b>

ITEMIZED LABOR: StudioCPG					
FOR CURRENT BILLING PERIOD					
	Personnel	Hours	Rate	Amount	
	Billy Gregg, Principal	0.5	\$ 195.00	\$ 97.50	
	Heather Noyes, Project Manager	0	\$ 165.00	\$ -	
	Brian Pille, Sr. Landscape Architect	8	\$ 125.00	\$ 1,000.00	
	Abigail Griffith, Sr. Landscape Architect	0	\$ 125.00	\$ -	
	Jennifer Lam, Landscape Designer	0	\$ 87.00	\$ -	
	<b>StudioCPG Labor Subtotal</b>			<b>\$ 1,097.50</b>	

### DESCRIPTION OF SERVICES FOR CURRENT BILLING PERIOD

Task 1 PA  
 Task 4: Project Descriptions/Phasing/Deliverables; Project Coord

REIMBURSABLES	Descp	Unit Cost	# of Units	Total	Total
Printing					
Car Rental					
Gas					
Lodging					
Meals					
				<b>Total Reimbursables</b>	<b>\$0.00</b>

PROJECT BILLING HISTORY	Pay App #	Invoice #	Date Issued	Amount	Payment
	1	23692R2	9/29/2023	\$3,978.75	Due
	2	23732R2	11/1/2023	\$2,740.00	Due
	3	23758R2	12/6/2023	\$1,984.50	Due
	4	23780R2	1/12/2024	\$1,097.50	Current
				<b>TOTAL AMOUNT DUE THIS INVOICE:</b>	<b>\$1,097.50</b>
				<b>PRIOR UNPAID INVOICES:</b>	<b>\$8,703.25</b>
				<b>TOTAL OWED:</b>	<b>\$9,800.75</b>