

## PROFESSIONAL SERVICES CONTRACT

THIS CONTRACT is made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2021, by and between CITY OF STEVENSON, a municipal corporation of the State of Washington, and hereinafter referred to as "CITY," and **Lancaster Mobley**, hereinafter referred to as the "Contractor."

IN CONSIDERATION of the mutual promises, agreements, and covenants contained herein, it is hereby agreed, by and between the parties, as follows:

### SECTION I Nature and Scope of Work

Contractor will perform services as set forth in the attached Exhibit "A." Contractor shall make oral reports, and prepare and submit written reports, in such form and frequency as required by CITY.

### SECTION II Payment for Services & Expense Reimbursement

#### A. PAYMENT

Contractor shall be paid by CITY, for the work to be performed hereunder, as set forth in the attached Exhibit "A." Any payment made to Contractor, however, shall not constitute acceptance of the work, or any portion thereof, which is not in accordance with this contract.

#### B. TRAVEL

Contractor shall be reimbursed for actual transportation costs that are necessary for the performance of this contract, and which are pre-approved by the City Administrator. Any approved air travel by Contractor shall be limited to coach class (restricted fare). Travel by private auto shall be reimbursable at a rate not to exceed the Internal Revenue Service's current mileage reimbursement rate for business related travel. **If the Contractor is based outside Skamania County, any travel to and from the area shall require the prior approval of CITY's Clerk/Treasurer.**

#### C. TRAVEL EXPENSES

Contractor shall be reimbursed for the actual reasonable subsistence costs incurred, by Contractor, while traveling in performance of the services hereunder, not to exceed State per diem rates.

**SECTION III**  
**General Terms & Conditions**

**A. DURATION**

This contract shall commence as of the date indicated below and shall continue **until December 31, 2021** or until terminated by either party giving the other party thirty (30) days written notice of such termination. Notice shall be deemed to have been given at the end of three (3) working days, after the deposit of the same in the United States mail, addressed to the other party, postage prepaid, at the address of the parties as hereinafter stated. In the event of cancellation by either party, the notice may specify the services that are to be performed after receipt of the notice until the date of termination. Unless stated otherwise, Contractor shall perform no further services upon receipt of notice of the termination. On or before termination or expiration of the thirty (30) day period, Contractor agrees to deliver to CITY all records, notebooks, files, materials, reports, data, and other information pertaining to the services performed for CITY. In the event of termination, CITY shall pay Contractor for all contract costs incurred prior to termination. Contractor shall not be entitled to compensation for lost profits or expectations of profit due to CITY's early termination of this contract.

**B. RELATIONSHIP OF THE PARTIES**

Contractor is an independent contractor of CITY. Nothing contained herein shall be deemed to create a relationship of employer and employee or of principal and agent. Unless specifically restricted by this agreement, Contractor may hold itself out to the general public for the provision of similar services. Upon CITY's request, Contractor shall advise CITY of the approximate workload of its existing and new clients and the possibility of any conflicts of interest that may arise.

**C. ASSIGNMENT**

Contractor shall not assign any interest in this contract and shall not transfer any such interest to any third party, without CITY's prior written consent. Any subcontract entered into by Contractor, for work covered by this agreement, shall require prior approval by CITY.

**D. DISCLOSURE**

Contractor agrees to keep confidential any information obtained by Contractor, or its employees, or any person under its control in the course of the services performed under this contract, and to refrain from publishing or revealing any information acquired by Contractor in the course of these services, without the written consent of CITY.

**Any knowledge or information acquired or provided by the Contractor to CITY related to services performed under this contract shall not be considered confidential or proprietary unless such designation is approved, in writing, by CITY's City Administrator.**

**However, regardless of the designation of information provided by the Contractor, CITY does not waive attorney-client privilege or similar protections afforded by law.**

#### E. DISPUTES

Except as otherwise provided or agreed, any dispute relating to this contract which is not disposed of by agreement shall be decided by litigation in a court of competent jurisdiction upon the filing of a legal action by the aggrieved party. During the pendency of any dispute, Contractor shall proceed diligently with the performance of this contract. It is further agreed by Contractor that litigation shall be limited and confined exclusively to the appropriate state court located within the State of Washington. **Venue shall be in Skamania County unless otherwise agreed to by CITY.** This contract shall be governed in accordance with the laws of the State of Washington.

#### F. NONWAIVER

The failure of CITY to insist upon or enforce strict performance of any provision of this contract shall not be construed as a waiver or relinquishment to any future enforcement of such contractual term.

#### G. AUDIT RIGHTS/PUBLIC RECORD RETENTION

During this contract, and for six (6) years thereafter, CITY shall have the right to inspect Contractor's records pertaining to this contract and to perform an audit in accordance with generally accepted audit standards. The Contractor shall make these records available without charge to CITY. Contractor agrees to either provide CITY with a copy of all records relating to the contract, or to retain such records for the applicable public records retention period and promptly provide them to CITY in order to fulfill any public records requests submitted during the retention period. Failure to promptly provide said records shall constitute a default of this agreement and entitle CITY to attorney fees and costs to recover the records, plus require Contractor to indemnify CITY against any statutory penalties for failure to promptly comply with a lawful public records request.

#### H. WORK PRODUCT

All "Work Product," which shall contain, without limitation, all documentation, data, studies, surveys, drawings, maps, photographs, and any object or source code for any software developed pursuant to or in connection with this contract, as well as any copyrights, patents, trade secrets, trademarks, or other intellectual property developed for or in connection with this contract, shall be work for hire and shall be the property of CITY. Contractor does hereby transfer and assign any rights that it has in the Work Product, or that may arise out of or in connection with this contract, to CITY. CITY's rights to the Work Product shall survive termination of this contract. In the event the CITY uses the "Work Product" in the future without Contractor's involvement, CITY agrees to hold harmless, defend, and indemnify Contractor for any claims or liabilities resulting from such use.

I. INSURANCE - HOLD HARMLESS

Contractor shall procure and maintain, during the life of this contract, the insurance policies and associated limits listed below to protect it, and any subcontractor performing work under this contract, from claims for damages from personal injury, including death resulting therefrom, as well as from claims for property damage which may arise under this contract, whether such work is performed by Contractor or by any subcontractor, or by anyone directly or indirectly employed by either of them. Upon demand, Contractor shall provide CITY with copies of all applicable insurance policies.

General Liability	\$1,000,000 per claim/\$2,000,000 aggregate
Automobile Liability	\$1,000,000
Worker’s Compensation	\$1,000,000
Professional Liability	\$1,000,000 per claim/\$2,000,000 aggregate

CITY and Contractor (“Party” or ”Parties”) hereby agree to indemnify and hold harmless the other Party, its appointed and elective officers, and its employees, from and against any and all suits, claims, actions, losses, costs, penalties, fines, and damages of whatever kind and nature, including attorney fees and costs, by reason of any and all claims and demands on it, its officers and employees, as may be caused by the negligence or willful misconduct of the indemnitee, its agents or employees, (or anyone directly or indirectly employed or engaged by the indemnitee, including subcontractors) to perform or observe any term or condition of this contract, or for any act or inaction of the indemnitee in connection with or incident to the work covered by this contract. It is the intent of the Parties hereto that, where negligence is determined to have been contributory, principles of comparative negligence will be followed, and each Party shall bear the proportionate costs of any loss, damage, expense and liability attributable to that Party’s negligence.

In any and all claims against CITY by any employee of Contractor, the indemnification and hold-harmless obligation herein shall not be limited in any way by any limitation on the amount or type of damages, compensation, or benefits payable by or for the Contractor under workers’ compensation acts, disability acts, or other employee benefits acts, AND THE CONTRACTOR SPECIFICALLY AND EXPRESSLY WAIVES ANY IMMUNITY UNDER SUCH ACTS.

J. WARRANTY

Contractor agrees that services performed as specified in Exhibit "A" shall be performed in a manner consistent with the professional standards and industry practices acceptable in the trade.

K. SEVERABILITY

The invalidity or unenforceability of any provision of this contract shall not affect the other provisions hereof, and this contract shall be construed, in all respects, as if such invalid or unenforceable provisions were omitted.

#### L. HEADINGS

The headings used in sections of this contract are for convenience of reference only and are not intended to restrict, affect, or be of any weight in the interpretation or construction of the provisions of such sections of this contract.

#### M. CONSEQUENTIAL DAMAGES

Notwithstanding any other provision of this contract, and to the fullest extent permitted by law, neither CITY nor Contractor, their respective officers, directors, partners, employees, contractors or subconsultants shall be liable to the other or shall make any claim for any incidental, indirect or consequential damages arising out of or connected in any way to the project or to this contract in excess of insurance limits required hereunder.

#### N. ENTIRE AGREEMENT

Contractor and CITY understand and agree that this document constitutes the entire understanding between the parties regarding the work or services described herein, and that this contract supersedes all other prior agreements and understandings, whether oral or written. This contract shall not be modified or amended, except in writing, signed by both parties.

[Signatures appear on next page]

IN WITNESS WHEREOF, the parties have executed this contract at Stevenson, Washington, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

CITY OF STEVENSON

CONTRACTOR

By: \_\_\_\_\_  
Scott Anderson, its Mayor

By: \_\_\_\_\_

Todd Mobley  
Principal  
Name & Title

321 SW Fourth Avenue  
Suite 400  
Portland, OR 97204  
Mailing Address

Approved as to form

503-248-0313  
Telephone Number

\_\_\_\_\_  
Kenneth B Woodrich,  
City Attorney

\_\_\_\_\_  
Federal Tax ID Number

\_\_\_\_\_  
UBI#

# Exhibit A

## Proposed Workplan

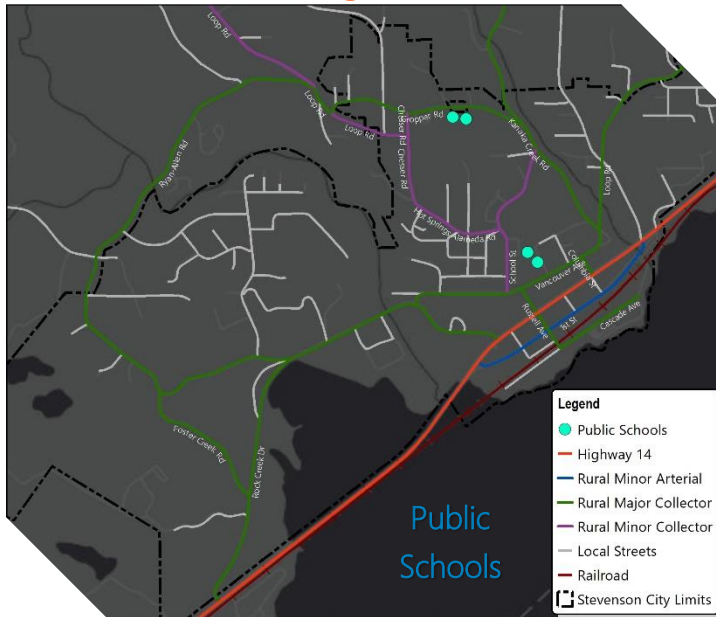


### Stevenson's Distinct Study Area Regions

Lancaster Mobley's qualifications include our skills at defining and delineating work to efficiently analyze problems and produce reports. Instead of taking a shotgun approach to the study area, Lancaster Mobley will focus on the distinct regions within Stevenson's study area. We understand that each area has its own factors impacting our study and considerations. After taking this tailored approach, Lancaster Mobley will tap into our experience with similar projects to make our recommendations to you.

We have organized the study into two primary regions: up the hill and down to the river. The impact of school activities and events in one area are different than the effect of tourists in the southern area. We have included success stories to illustrate how our recommendations helped school districts and cities facing challenges similar to yours.

### Schools & Residential Neighborhoods

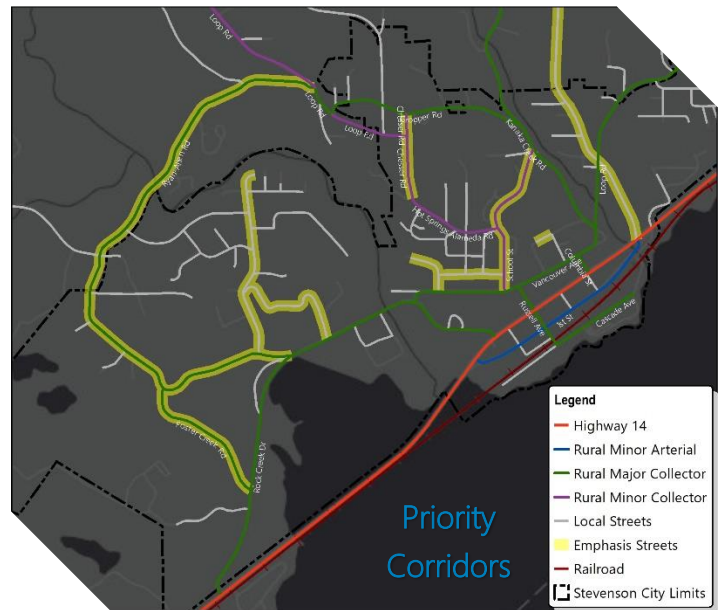


The primary features up the hill are the municipal and school buildings. Schools are the heart of a family's daily life in Stevenson. Lancaster Mobley has tackled issues such as congestion at school, the flux in traffic for high school events, and how signage impacts the traffic flow.

Events at Stevenson-Carson High School increases traffic and parking. Lancaster Mobley tackled similar issues at Milwaukie High School. As part of North Clackamas School District's recent

bond program, Lancaster Mobley conducted Transportation Impact Analyses and detailed Transportation Demand Management Plans for major school projects including a new facilities and renovations to existing buildings. This includes Milwaukie High School and their nearby athletic fields on Lake Road, conversion of Rock Creek Middle School to a new high school, new and renovated elementary schools, and a new bus barn and transportation facility. These projects required extensive coordination with the project team and local agencies, as well as attendance at neighborhood meetings and Planning Commission hearings.

The highlighted corridors represent facilities that are anticipated to experience high growth over the next few decades as Stevenson expands and grows. These corridors will require sufficient capacity to sustain traffic growth for all modes of transportation.

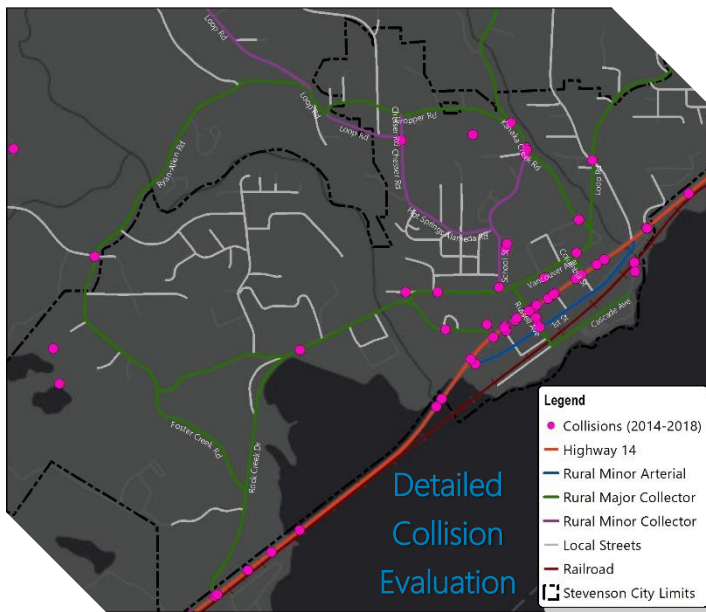


Safety at school drop off and pick up is important. Improvements to traffic flow and circulation, bus access, and signage are impacted. In the Oregon City School District, Lancaster Mobley reviewed the proposed design of a school crosswalk including the logistics and placement of the subsequent school speed zone signs near Ogden Middle School. We also facilitated the school's plans to use an offsite parking lot to accommodate morning and afternoon pick-up and drop-off traffic on regular school days. To improve safety of the proposed crosswalk, establishing a low-speed school zone around the crosswalk was necessary.

## Downtown Stevenson & The Riverfront

Stevenson is known for the beautiful places to see, various ways to wander, and signature experiences. Tourism impacts Stevenson’s traffic seasonally, particularly during the summer months, with significant congestion relating to the number of cultural festivals, such as the Gorge Blues and Brews Festival and the Columbia Gorge Bluegrass Festival. The high summertime tourism brings commerce to the City, but also effects congestion, safety, and pedestrian traffic comfort, particularly to the most vulnerable populations, such as seniors and children.

Intersection capacity and delay analyses will have additional focus at the higher congestion, higher walking environment of the downtown Stevenson area. Additional scrutiny toward traffic safety will be analyzed at a corridor-scale around Route 14 to address the significant collision history along the state highway.



The work has been divided into the five separate tasks outlined in your RFP.

- Task 1 – Project Start Up
- Task 2 – Data Collection
- Task 3 – Analysis
- Task 4 – Transportation Infrastructure Evaluation
- Task 5 – Recommendations

## Task 1 – Project Start Up

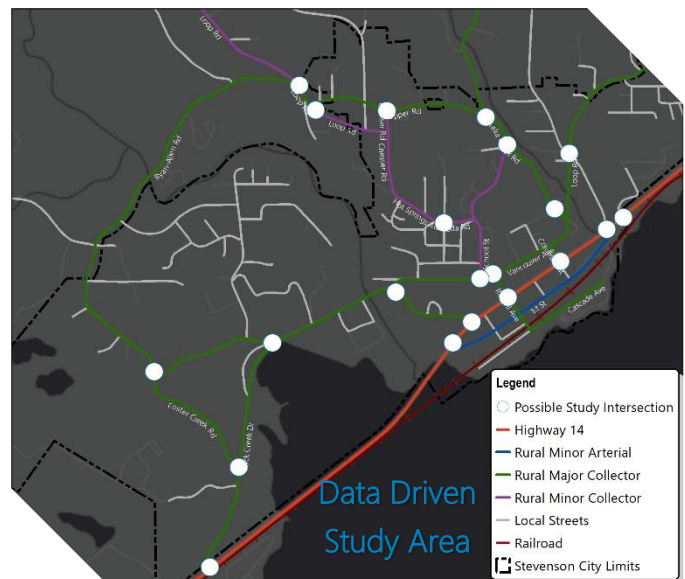
The project team will conduct an on-site meeting and tour with City staff & any identified key stakeholders. Before any data is collected, this is an important step to understand in detail the issues. Given pandemic-related concerns, meetings can also be conducted via the City’s preferred virtual meeting platform, but the Lancaster Mobley team will spend sufficient time in Stevenson to observe and understand the City’s facilities.

An optional task that can be supported by the Lancaster Mobley team is to assist in a public outreach event with web-based ability to comment on specific concerns and locations of needed improvement.

## Task 2 – Data Collection

### Traffic Data

We propose to study 21 priority intersections and surrounding roadway segments that are anticipated to have the greatest level of safety concern and congestion. Traffic counts will be conducted using traditional count methods with our partners at ATD. *Streetlight Insight* will be used to make various data adjustments, such as seasonality, COVID-19 influence, school-related demand, seasonal tourism traffic, and the difference between operation along SR14/waterfront with local traffic and school influence up the hill to the north.







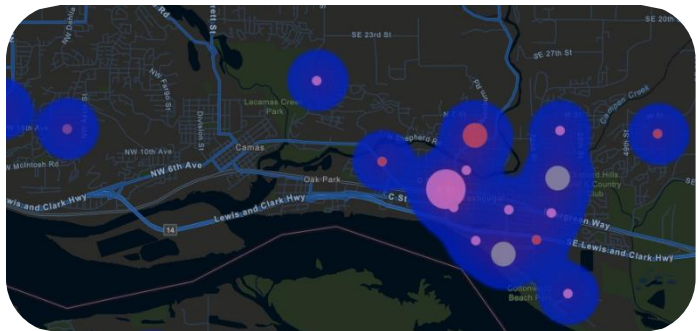
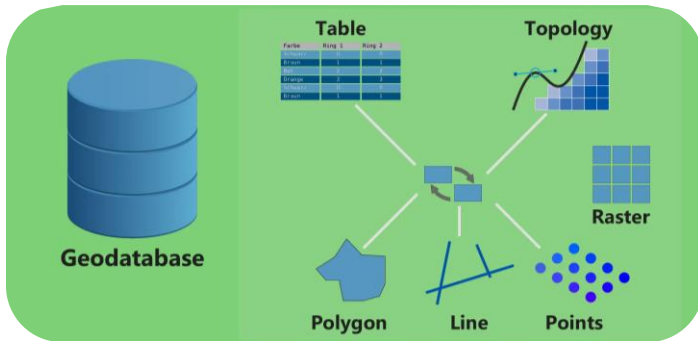
### Walk Audits

This activity gathers parents and other interested community members together to observe the school drop-off or pickup period, evaluating traffic circulation, student loading, and travel behaviors along with transportation facilities near schools and the downtown area. The audit identifies potential solutions to citizens’ concerns about active transportation and provides information for experts to create Existing Conditions maps, which depict both unsafe behaviors and surroundings. These observations can be translated into an Infrastructure Improvement Plan, which prioritizes recommendations.

Optional Task: Lancaster Mobley can prepare a web-based app with the ability to be hosted on the City of Stevenson website. This app can allow citizens to identify directly from a smartphone where and why they find certain areas of the city to be characterized as preferred areas for walking or biking, or uncomfortable for walking and biking.

### GIS Layers Deliverable

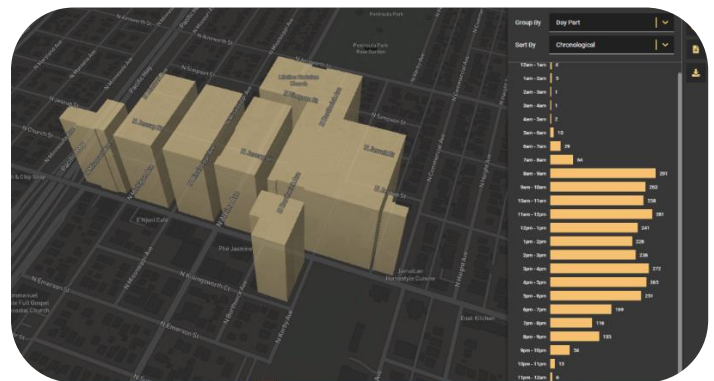
Collected traffic data, alongside other field-collected roadside inventory that will be collected via an app-based GIS service, will be given to the City of Stevenson in a geodatabase format. This data collection effort will include locations of ped/bike facilities as well as other infrastructure deficiencies, such as poor sight distance, substandard pavement conditions, gravel roads, etc. Empowering City staff to be owners of their data can save vital time and resources for years to come.



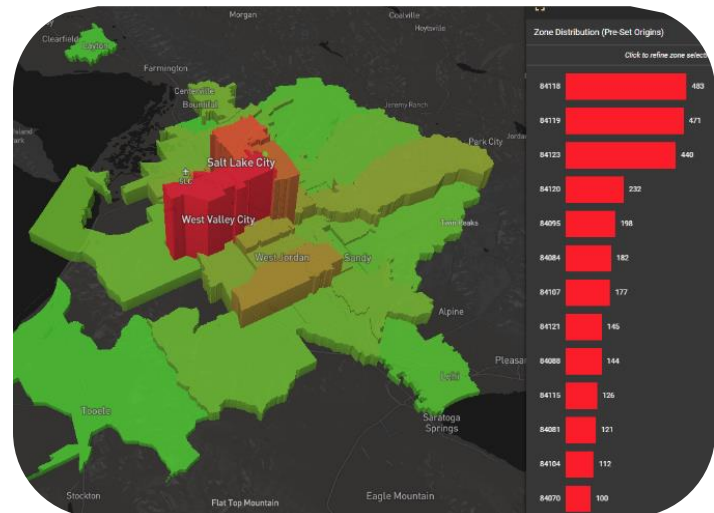
### Streetlight “Big Data”

Using *Streetlight Insight*, we can get an in-depth look at citywide circulation patterns, identify hourly, daily, monthly, and seasonal traffic demand patterns, and generate deep insights into Stevenson’s travel needs.

The example below demonstrates a business district travel demand activity throughout the day. As shown in this example, peak activity occurs during the morning hours, with a second peak in the afternoon. Similar to Stevenson, a greater understanding of traffic needs during certain timeframes can better guide decisions around traffic control needs, parking requirements, and ambient growth. This leads to to-scale infrastructure improvements, easy communication of information to the general public, and the ability to anticipate future needs.



An example of origin and destination data in and around Stevenson can be conducted to better understand the macro-scale travel patterns of Stevenson, more than just at a singular intersection level.



## Task 3 – Analysis

Operational and safety analysis will be conducted at each of the study intersections and roadway segments. This analysis will build on the myriad of data sources, field observations, city staff and stakeholder input, and best practices analysis procedures to identify existing deficiencies and 20-year planning horizon needs.

Existing traffic volumes will be seasonally adjusted for base-year conditions and balanced to remove extraneous data. *Streetlight Insight* data will be an integral piece in validating data and developing a seasonally adjusted traffic network. The differing needs for SR-14/Waterfront area and the uses to the north up the hill will be considered for developing baseline analysis conditions.

Operational analyses will be conducted using the traffic data and field observations in the traffic analysis software program Synchro (version 10.3.122.0). Based on regional standards, an intersection capacity performance shall be determined for the morning and evening peak hour periods at all study intersections using the HCM 6<sup>th</sup> edition. A summary showing the results of the capacity and delay analysis under each morning and evening peak hour analysis scenario for the peak 15-minute conditions will be provided to the City via a technical memorandum.

In order to determine the expected queuing which may form at critical study area movements, a queuing analysis will be conducted based on the results of a Synchro/SimTraffic simulation (version 10.3.122.0), with the reported values representing 95<sup>th</sup> percentile queue lengths. The 95<sup>th</sup> percentile queue is a statistical measurement which indicates there is a 5 percent chance that the queue may exceed this length during the analysis period.

Respective to the 20-year planning horizon analysis, existing traffic volumes will be developed into future year traffic volumes. In coordination with City and WSDOT staff, we will develop future year growth and traffic volume increase to analyze future conditions. This will allow for the City of Stevenson to anticipate future infrastructure needs, allocate funding, and implement a proportional fee collection program to maintain an efficient transportation network.

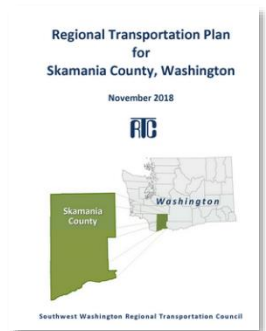
Traffic signal warrants and turn lane warrant analysis will be conducted at intersections of concern to determine whether signalization or intersection geometry improvements are warranted.

Using data obtained from the Washington Department of Transportation (WSDOT) Crash Data and Reporting Branch, a review of the most recent available five years of crash history (January 2015 to December 2019) at the study intersections will be performed. The crash data will be evaluated based on the number of crashes, the type of collisions, the severity of the collisions, and the resulting crash rate for the intersection and roadway segment. Crash rates provide the ability to compare safety risks at different intersections by accounting for both the number of crashes that have occurred during the study period and the number of vehicles that typically travel through the intersection or segment. Crash rates will be calculated using peak hour entering traffic volumes at intersections or average daily traffic (ADT) volumes along roadway segments. Crash rates in excess of 1.0 crashes per million entering vehicles (CMEV) or 1.0 crashes per million vehicle-miles travelled (CMVMT) may be indicative of design deficiencies and therefore require a need for further investigation and possible mitigation.

With regard to crash severity, WSDOT classifies crashes in the following categories:

- No Apparent Injury (NA);
- Possible Injury (P);
- Suspected Minor Injury (SM);
- Suspected Serious Injury (SS); and
- Fatality or Fatal Injury.

Stevenson and Skamania County are served by the Southwest Washington Regional Transportation Council (RTC), who last published the Regional Transportation Plan for Skamania County in 2018. Lancaster Mobley will refer to this document for guidance in developing traffic volumes for the 20-year planning horizon. However, we'll also work closely with staff to examine developable lands in the City and consider the zoning and likely intensity of anticipated growth in and around the City.



LM has conducted extensive work in examining the correlation between transportation system demands and surrounding land uses by time of day. Below is a figure that illustrates the cumulative effect of parking demand throughout the day and the camel-shaped curves that repeatedly emerge. We have seen the same trendlines from projects in Portland, Grants Pass, Cannon Beach, Newport, and Charlotte, NC.



## Task 4 – Transportation Infrastructure Evaluation

As a result of our analysis, several evaluation metrics will be employed to determine whether the existing or 20-year planning horizon infrastructure will require mitigation or safety countermeasure implementation. In coordination with the City, we can develop a number of resources that best fit the needs of Stevenson staff. All of these documents will be provided to the City via a technical report. These options include:

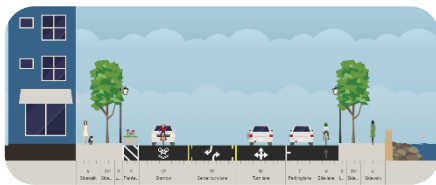
### Intersection Operational Improvements

Lancaster Mobley will study intersections will existing and 20-year planning horizon needs based on intersection capacity and delay metrics.

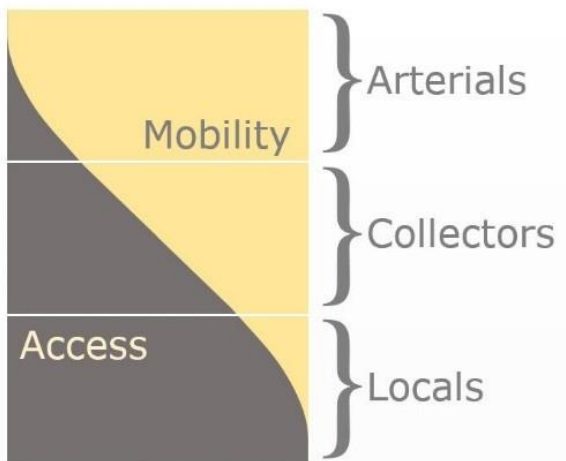


### Roadway Functional Classification Upgrades

Lancaster Mobley will establish standard roadway segment functional classification criteria and recommendations to meet the demands of all travel modes within Stevenson.



Lancaster Mobley will evaluate whether study roadway segments meet functional classification criteria under the existing and 20-year planning horizon needs based the capacity analyses conducted.



### Safety Countermeasures

Lancaster Mobley will evaluate collision history at the study intersections and roadway segments to determine commonalities to collisions. This will best inform recommendations on systemic or site specific countermeasures.



This will include a special focus for active transportation collisions, pedestrians and bicyclists.

### Sight Distance Deficiencies

Field observations made by Lancaster Mobley staff will identify and evaluate sight distance deficiencies at intersections to inform recommendations on removing these threats to roadway users.



Limited Sight Distance, Iman Cemetery Road at Monda Road

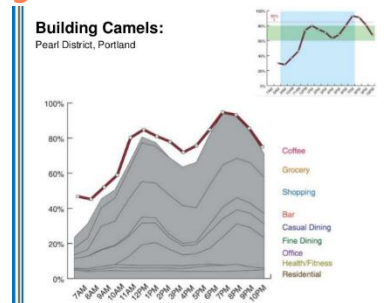
### Optional: Safe Routes to Schools

Lancaster Mobley can develop safe routes to schools maps for each Stevenson campus, with quarter-mile walksheds and suggested routes for safer travel. This information can recommend where operational and safety deficiencies most greatly effect Stevenson’s most vulnerable roadway users, children walking to and from school.



### Optional: Downtown Parking

Drawing on our experience from conducting parking studies at numerous cities in the region, we can provide recommendations to the City on how to best allocate parking and manage parking fee collection programs where appropriate.



## Task 5 – Recommendations

### Cost Estimation & Benefit

With our partners at Olson Engineering, we will develop cost estimates of the identified infrastructure improvements and preliminary feasibility considerations. Each improvement has a relative benefit to the transportation network that will be quantified as well. Olson Engineering is an expert in southwestern Washington civil design, engineering, and construction. Their experience in delivering many public projects to local agencies will be beneficial in developing realistic and accurate cost estimates for infrastructure improvements. This experience will provide transparency and confidence in infrastructure improvement costs.

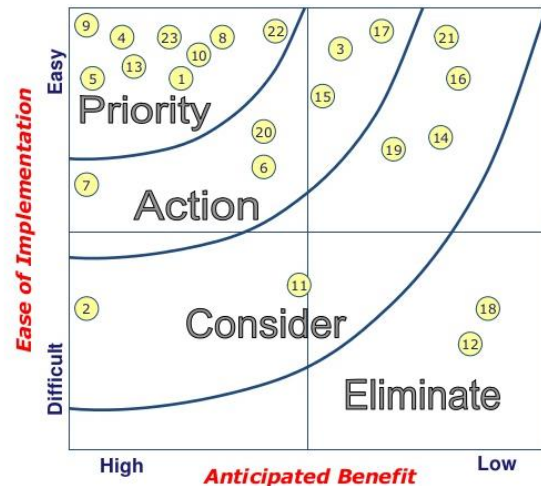
### Rules-Based Project Prioritization

In determining the highest-priority projects, several factors will be considered. Based on City staff direction, the list of projects will continue to be implemented on a rolling basis dependent on funding availability and staff direction. Potential prioritization considerations include:

- Safety improvement needs
- Infrastructure gap closures
- Access needs
- Community and stakeholder input
- Complexity of project
- Sustainability
- Equity
- Proximity to schools and local parks

### Implementation Schedule

Based on existing deficiencies and anticipated traffic growth in the City of Stevenson, Lancaster Mobley will be able to provide recommendations on when infrastructure improvements should be made. Whether there is an existing need that needs to be addressed, or improvements are 5, 10, or 20 years away, we intend to provide the City of Stevenson an actionable work plan that will best inform capital improvements for the future of Stevenson.



## Additions or Modification to Work Scope

One likely recommendation will be updated to Stevenson's Municipal Code to incorporate sections on Concurrency and requirements for Transportation Impact Analysis (TIA) as part of new development in the City. Washington Administrative Code 365-196-840 gives local jurisdictions the ability to implement concurrency standards, to ensure that transportation facilities are adequate concurrent with new development. In addition, clear and objective standards for the preparation of TIAs will ensure that ongoing development in the City will adequately address impacts and help fund mitigation where appropriate.

Lancaster Mobley was the primary author of the concurrency section of Washougal's code over a decade ago. As Washougal has grown and traffic has increased, it has become clear that some changes to the code will assist the City in managing growth and we are currently working with City staff on refinements to their concurrency code.

It is recommended that the City of Stevenson include a provision for Washington State Concurrency in their development code to meet state guidelines and enforce future participation in the funding of City infrastructure projects.

April 12, 2021

Leana Kinley  
City of Stevenson  
7121 E Loop Road  
Stevenson, WA 98648-0371

Dear Leana,

Regarding the contract for the City-Wide Traffic Study, and at your request, we have prepared scope of work and fee information for two optional tasks, as well as a draft project schedule.

## Optional Tasks

Below is a brief description of the scope of work for each of the two optional tasks, along with information regarding the fee breakdown. An updated overall project fee schedule that includes the optional tasks is attached for your reference.

### Safe Routes to School Maps

Lancaster Mobley can develop Safe Routes to School maps for each Stevenson campus, with quarter-mile walksheds and suggested routes for safer travel. This information can recommend where operational and safety deficiencies most greatly affect Stevenson's most vulnerable roadway users, children walking to and from school. This work can be combined with the roadside inventory, safety analysis, and recommended improvements in Tasks 2, 4, and 5.

**Subtasks:**

1. Prepare complete walkshed inventory.
2. Lancaster Mobley will conduct interviews with school Principals or other administration to discuss typical problem issues and areas of concern. This is particularly important if in-person school is not in session or if typical impacts are reduced with a hybrid instructional model.
3. Preparation of maps and accompanying narrative.

**Fee:**

The additional fee for this task will be \$3,830 as detailed on the attached project fee summary.

## Downtown Parking Support

We understand that the City of Stevenson has already done a significant amount of work related to parking in and around Downtown, and that the City will have a graduate-level intern this summer to further that effort. Lancaster Mobley will support the City in these efforts through the following items.

### Subtasks:

1. Assistance as needed with staff regarding setting up and collecting data for parking inventory as well as demand observations.
2. Forecast future parking demand in Downtown Stevenson. This work will be coordinated with the land use and zone assessments and development of 20-year planning horizon traffic volumes in Task 3. While parking and traffic volumes are separate considerations, they are related and there are economies of scale in estimating future conditions for both.
3. Coordinate with staff regarding needed parking-related infrastructure and the “gap analysis” being conducted by staff, which will identify and compile missing elements. Prepare cost estimates for identified parking-related improvements.
4. Provide the technical framework for a fee-in-lieu system based on the anticipated growth in parking demand and the cost of the infrastructure necessary to support the demand. This will be used to derive a cost per parking space that developments and businesses could pay as a fee in lieu of providing additional parking spaces that would be required by the code.

### Fee:

The additional fee for this task will be \$7,498 as detailed on the attached project fee summary.

## Updated Project Fee & Schedule

An updated overall project fee breakdown that includes the two optional tasks above is attached to this letter. In addition, a draft schedule is also attached that shows an approximate duration and sequence for each of the subtasks. Where possible, tasks run concurrently. We invite your comments on the overall schedule as well as any details of the task breakdown.

If you have any questions or would like any additional information, please do not hesitate to call.

Sincerely,



Todd E. Mobley, PE  
Principal





Date: 4/12/2021

**Project Budget Estimate**  
**City of Stevenson City-Wide Traffic Study**

	LANCASTER MOBLEY					OLSON ENGINEERING	ALL TRAFFIC DATA	ESTIMATED TOTAL COST	
	Todd E. Mobley, PE Principal In Charge/ QA/QC	Jennifer Danziger, PE Project Manager	Daniel Stumpf, PE Transportation Engineer	Nick Mesler, EIT Transportation Analyst	StreetLight Insight Data Subscription	Charles E. McMurry, PE Supervising Engineer	Staff Engineer /Designer	Turning Movement Counts	
	\$225.00	\$180.00	\$165.00	\$110.00	\$125.00	\$163.00	\$135.00	\$450.00	
<b>Project Tasks &amp; Estimated Personnel Hours</b>									
<b>TASK 1: Project Start Up</b>									
Project Kick Off Meeting and Site Visit	4	4		10					\$2,720
Project Team Coordination		6							\$1,080
<b>TASK 2: Data Collection</b>									
Intersection Turning Movement Counts								21	\$9,450
StreetLight Insight Data					21				\$2,625
Traffic Volume Compilation & Validation	1	2	2	4					\$1,355
Roadside Inventory	1	1	2	8					\$1,615
<b>TASK 3: Transportation Analysis</b>									
Existing Conditions Analysis		2	6	6					\$2,010
Land Use & Zoning Assessment, Growth Estimates	2	4	4	6					\$2,490
20-Year Planning Horizon Conditions		2	4	6					\$1,680
<b>TASK 4: Infrastructure Evaluation</b>									
Intersection & Roadway Capacity	1	1	4	12					\$2,385
Transportation Safety Analysis	1	4	4	12					\$2,925
<b>TASK 5: Recommendations</b>									
Recommended Improvements	2	2	6	6		2	8		\$3,866
Cost Estimates	1	2	4	4		6	12		\$4,283
Funding Mechanisms	1	2	4	2					\$1,465
<b>TASK 6 (Optional): Safe Routes to School</b>									
Prepare complete walkshed inventory				6					\$660
School observations & administration interviews	1	3		2					\$985
Preparation of maps and narrative	1	6		8					\$2,185
<b>TASK 7 (Optional): Downtown Parking Support</b>									
Support for parking inventory and demand data collection	1	2		2					\$805
Forecast future parking demand		2		4					\$800
Coordinate with staffs' gap analysis and provide cost estimates	1	2		4		6	12		\$3,623
Technical framework for fee-in-lieu system	2	4		10					\$2,270
<b>Hours Subtotal</b>	20	51	40	112	21	14	32	21	
<b>Cost Subtotal</b>	\$4,500	\$9,180	\$6,600	\$12,320	\$2,625	\$2,282	\$4,320	\$9,450	\$51,277
<b>TOTAL COST ESTIMATE</b>					<b>\$35,225</b>	<b>\$6,602</b>	<b>\$9,450</b>	<b>\$51,277</b>	

**City of Stevenson - City Wide Traffic Study**

**Project Schedule**

Project Task & Deliverables	May 2021	June 2021	July 2021	August 2021	September 2021
Finalize Contract - Final Scoping	█				
<b>Task 1 - Project Start Up</b>					
1. Project Kick Off Meeting and Site Visit		█			
2. Project Team Coordination			█		
<b>Task 2 - Data Collection</b>					
1. Intersection Turning Movement Counts			█	█	
2. StreetLight Insight Data				█	█
3. Traffic Volume Compilation & Validation					█
4. Roadside Inventory				█	
<b>Task 3 - Transportation Analysis</b>					
1. Existing Conditions Analysis				█	█
2. Land Use & Zoning Assessment, Growth Estimates					█
3. 20-Year Planning Horizon Conditions					█
<b>Task 4 - Infrastructure Evaluation</b>					
1. Intersection & Roadway Capacity				█	█
2. Transportation Safety Analysis					█
<b>Task 5 - Recommendations &amp; Report</b>					
1. Recommended Improvements				█	█
2. Cost Estimates					█
3. Funding Mechanisms					█
4. Report submittal & Agency Review					█
<b>Task 6 (Optional) - Safe Routes to School</b>					
<b>Task 7 (Optional) - Downtown Parking Support</b>					