

Master Transportation Plan- City of Willard, MO

Laneshift Support Services-Proposed Scope of Services

April 1, 2025

The City envisions leading the development of a Master Transportation Plan (MTP), which will include motorized vehicle transportation and active forms of transportation within the same plan. The plan will be developed in collaboration with two outside consulting firms. Firm A, an engineering company, will be providing consulting related to streets and roads, with Laneshift providing consulting on active transportation aspects.

Specifically, Laneshift has been asked to provide the following services in support of the MTP planning process:

- A. Facilitation support with the Master Transportation Plan steering committee, which will determine the project purpose, guiding principles, and strategic objectives of the plan.
 - a. This will include up to a ½ day working session with the steering committee.
- B. Collaboration in developing the public engagement plan/process for the MTP.
- C. Facilitate and support the execution of the MTP public engagement process. This includes the following:
 - i. Development of an online public survey
 - a. *The City of Willard will be responsible for distributing the survey via social media and the city website*
 - ii. On-site facilitation and team support at public input sessions
 - a. *Laneshift will provide facilitation and support for up to two public input sessions. Laneshift's focus will be soliciting input on active transportation aspects of the MTP.*
 - i. *The first session will be at the beginning of the project and will be ~2 hours in duration at a public venue ideally from 5:30 pm-7:30pm on a weeknight.*
 - ii. *The second session will occur near the end of the project and will be ~2 hours in duration at a public venue ideally from 5:30 pm-7:30pm on a weeknight.*
 - iii. Conducting interviews with focus groups made up of community stakeholders. Laneshift will conduct up to four focus group interviews.
 - a. Recommended focus groups:
 - i. Emergency Services (Fire, Police EMS)

- ii. Schools
 - iii. Chamber of Commerce and Convention and Visitors Bureau
 - iv. TBD
- D. Development of digital maps reflecting the locations of existing active transportation facilities within Willard. *Note: The city will be responsible for providing geodatabases for all existing bikeways, trails, sidewalks and streets. These items will not be inventoried or gathered by Laneshift.*
- E. Development of digital maps of proposed/future active transportation facilities such as shared-use paved paths (and sidepaths), strategic sidewalk connections and on-street bicycle infrastructure where appropriate.
 - a. Digital maps depicting locations of future/proposed active transportation facilities to include:
 - i. Future shared-use paved path locations
 - ii. Future strategic sidewalk connections
 - iii. Future on-street (bicycle facility locations)
 - iv. Compilation map showing all future active transportation facilities
- F. Development of planning level cost estimates, prioritization and recommended phasing of proposed/future active transportation facilities. *Note: Planning level cost estimates will be provided as orders of magnitude and reflect an average cost per linear foot to construct based on levels of complexity of construction. These will be included in a single, master spreadsheet listing project name, linear feet of project, constructability cost ranking, and prioritization score based on proximity to destinations such as schools, parks, and employment centers.*
- G. Consultation related to general design guidelines for active transportation infrastructure.
 - i. Provide definition and general design guidelines for shared use facilities
 - 1. Shared use paved paths
 - 2. Side paths
 - ii. Provide definition and general design guidelines for bicycle facilities
 - 1. Physically Separated
 - 2. Visually Separated
 - 3. Mixed traffic
 - iii. Provide definition and general guidelines for sidewalks

- H. Laneshift will review the language in the City's Unified Development Ordinance and Development Code related to active transportation and provide recommendations for possible amendments or revisions. *Specific policy language will not be provided, and all code/ordinance language will be the responsibility of the city to develop and seek approval for.*
- I. Laneshift will provide a final document which will include an overview of public engagement, digital maps, design guidelines, policy recommendations, cost estimates/prioritization/phasing spreadsheet and relevant narrative related to these items. This document will be limited in nature and be focused only on items listed above.

Total estimated cost: \$43,930

This reflects a not-to-exceed amount with Laneshift completing work on an hourly basis at billable rates listed in the cost proposal shown on page 4. Laneshift will submit monthly invoices for work in support of the scope of services with invoices due upon receipt. Tasks that fall outside of those listed in the proposed scope of services are not included and will be subject to a change order that will be mutually agreed upon (including detailed scope and fee) by the city and Laneshift prior to work beginning.

Additional/optional services:

The City may choose to engage Laneshift to assist in compiling materials, maps, and tables into a "Master Transportation Plan" document.

These services include the following:

- Graphic design of the Master Transportation Plan document
- Coordination with City and "Firm A" to gather all supporting materials and narrative
- Inclusion of maps and tables developed by City, Firm A, and Laneshift

What this does not include:

- Development of narrative, maps, tables, and graphics that are the responsibility of and produced by the City and Firm A. Laneshift will include maps, graphics, tables, and narrative for Active transportation components; however, all other elements will be developed and supplied to Laneshift and will be included although not developed by Laneshift.

Total estimate for additional services: \$19,175

City of Willard - MTP Support- Cost Proposal-Laneshift

Tasks			Task 1		Task 2		Task 3		Task 4		Task 5		Task 7		Task 8				Total Hours	Total Cost
Task Title			Project Management & Coordination		Facilitation support with steering committee		Public Engagement plan + Facilitation		Network Inventory and mapping		Design guidelines		Network Recommendations and prioritization		Policy review		Contingency			
Name	Role	Loaded Hrly		Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost		Cost
Ryan Hale (Laneshift)	Planning Manager	\$ 210	10	\$2,100	8	\$ 1,680	25	\$ 5,250	4	\$ 840	5	\$1,050	15	\$ 3,150	6	\$ 1,260	10	\$ 2,100	83	\$17,430
Marina Kashubin (Laneshift)	Project Specialist	\$ 115	20	\$2,300	8	\$ 920	15	\$ 1,725	2	\$ 230	2	\$ 230	2	\$ 230	1	\$ 115	4	\$ 460	54	\$ 6,210
Jocelynn Crowther (Laneshift)	Sr. Project Engineer	\$ 170	5	\$ 850	0	\$ -	0	\$ -	5	\$ 850	10	\$1,700	5	\$ 850	8	\$ 1,360	4	\$ 680	37	\$ 6,290
Jacob Truman (Laneshift)	Visual Design Coordinator	\$ 100	0	\$ -	0	\$ -	15	\$ 1,500	40	\$4,000	10	\$1,000	35	\$ 3,500	20	\$ 2,000	20	\$ 2,000	140	\$14,000
Total			35	\$5,250	16	\$ 2,600	55	\$ 8,475	51	\$5,920	27	\$3,980	62	\$ 7,730	35	\$ 4,735	38	\$ 5,240	319	\$43,930

Travel time to Willard from Rogers, AR will be billed at the hourly rates listed above.

The consultant team will accrue hours for tasks completed in the cost proposal and will invoice the client on a monthly basis with invoices being due upon receipt.

		Task (Optional Services)	
		Hours	Cost
RH	\$ 210	30	\$ 6,300
MK	\$ 115	25	\$ 2,875
JC	\$ 170		\$ -
JT	\$ 100	100	\$10,000
Total			\$19,175