TASK ASSIGNMENT NO. _____

CONTRACT NO. 2018-049-AP with HDR Engineering, Inc. for
PROFESSIONAL ENGINEERING AND CONSULTING SERVICES

TITLE: East and West University Avenue and North and South 13th Street Corridor Study

THIS TASK ASSIGNMENT entered into on the _____ day of _____, 2021 describes services to be performed in accordance with the contract entered into between the parties dated February 8, 2019, Agreement for Professional Engineering and Consulting Services, Contract 2018-049-AP, This Agreement established HDR as one of the City of Gainesville's on-call consulting and established rates. The rates used to generate the fee calculation are consistent with the rates in Contract 2018-049-AP.

ORDER OF PRECEDENCE: In the event that there is any conflict between the terms and conditions contained in the Contract, the Request for Statement of Qualifications (RFSQ), and/or the Engineer's response to the RFSQ, the Engineer's proposal referenced in this Task Assignment or the Task Assignment itself, the order of precedence shall be the Contract, as amended or modified, interpreted as a whole, as applicable, and then as follows:

a. Task Assignment
b. Request for Statement of Qualifications
c. Engineer's response to Request for Statement of Qualifications

BACKGROUND: The City of Gainesville is seeking the assistance of Engineering Consultant Services to help analyze and develop concepts for segments of East and West University Avenue and North and South 13th Street. The City and the Engineering Consultant will be working in partnership with the University of Florida and the Florida Department of Transportation.

PURPOSE

For purposes of this agreement, the City of Gainesville (COG), referred to as the CLIENT, has hired HDR Engineering, Inc., referred to as the CONSULTANT, to conduct an engineering study of segments of East and West University Avenue and North and South 13th Street, referred to as the STUDY. The extent of the STUDY is outlined in the following sections, referred to as the SCOPE OF WORK. The partner agencies, referred to as PARTNER AGENCIES, are the University of Florida (UF), and the Florida Department of Transportation (FDOT).

Through the CLIENT (City of Gainesville), in partnership with the University of Florida (UF) and the Florida Department of Transportation (FDOT) requested a proposal from HDR Engineering, Inc. for the following corridors to recommend the ultimate use of existing street pavement currently assigned to vehicle movement only and how best to repurpose the use of the street to improve overall safety in both corridors by prioritizing people movement.

- East University Avenue from NE 3rd Street to NE 15th Street (~1.0 miles) – SEGMENT A
- West University Avenue from NW 34th Street to NW 22nd Street (~1.1 miles) – SEGMENT B
- 13th Street Corridor from NW 8th Avenue to NW 5th Street and from SW Archer Road to SW 16th Avenue (~0.6 miles) – SEGMENT C

1.0 SCOPE OF PROJECT

The SCOPE OF WORK is broken out into Section 1.1 through 1.4.

1.1 BACKGROUND DATA AND PROJECT GOALS

1.1.1 EXISTING CONDITIONS DATA

THE CONSULTANT shall collect, review, analyze, and summarize the background data and studies. Peak hour intersection traffic analysis of existing and future conditions or alternatives are not included. The evaluation of traffic conditions will rely on previously completed traffic analysis and/or generalized daily traffic analysis.

Some of the studies include:

a. Local and State policies, studies and plans impacting these two corridors to include edge corridor identified projects i.e shared-use path on south side of street fronting UF
b. FDOT and COG traffic data
c. Programmed and planned projects to include:
    i. Traffic signals at 16th Street and 19th Street Fall 2021
    ii. One-way pairs 14th/15th and 17th/18th Streets Summer 2021
    iii. Multiple Vision Zero investments 2021-2022
    iv. Signal retiming of both corridors Spring 2021
d. Existing streetscape zoning standards/regulations along subject corridors and private development projects coming online or under construction that are adding housing units, retail and restaurants near the corridors in the next two years (information provided by the CLIENT)
e. Complementary initiatives
    i. City Commission Vision Zero Action Strategy Workshop April 2021
    ii. Micromobility Launch May 2021
    iii. Streatery Program (outdoor dining) in process
    iv. Downtown Transportation Plan in process
    v. Comprehensive Plan update in process

1.1.2 FIELD REVIEWS AND VERIFICATION

The CONSULTANT shall conduct up to two (2) field reviews to verify and supplement the existing roadway, land use, drainage, environmental, and other features in the study area and collect study area photos.

1.1.3 SAFETY AND SPEED ASSESSMENT

The CONSULTANT shall review the crash history provided by the CLIENT, summarize the identified crash patterns and elevated crash locations, and identify short and long-term safety improvement strategies. The identification of potential safety improvements will also include analyzing driveways and access management issues that should be considered in the development of the concept plans. Corridor speeds will be evaluated based on available data from the CLIENT and/or PARTNER AGENCIES.

1.1.4 MAPPING

The CONSULTANT shall develop maps needed to screen and evaluate the study area. All existing conditions and maps identified above are subject to availability of data either from the CLIENT or other sources. This task does not include collecting original data, traffic/user counts, or performing new inventories.

1.1.5 ANALYZE AND DETERMINE STREET CLASSIFICATION BY SEGMENT

As part of the corridor vision, the CONSULTANT, in coordination with the CLIENT and PARTNER AGENCIES, shall analyze and determine the appropriate FDOT street classification for unique segments of the identified corridors within the context of the surrounding land use and transportation demand noted in the introduction of the Florida Design Manual (FDM) (https://fdotwww.blob.core.windows.net/sitefinity/docs/default-source/roadway/completestreets/files/fdot-context-classification.pdf?sfvrsn=12be90da_4).

In determining the FDOT street classification, the CONSULTANT shall consider potential to break corridors into segments due to changes in street dynamics and character.

1.1.6 POTENTIAL DESIGN STRATEGIES

The CONSULTANT shall define unique context areas and document potential design strategies based on Tasks 1.1.1 – 1.1.5. This will also include example projects and best practices for corridor improvements.

1.2 ALTERNATIVES ASSESSMENT

Based on the corridor goals and vision, the CONSULTANT shall develop alternatives for the two study corridors. The assessment will develop alternatives based on three different horizon times, including:

- Short-term (typical implementation in less than three years, can be implemented without a resurfacing project) – this will be done through the development of spot improvement projects
- Mid-term (typical implementation in three to seven years, to be included as part of a resurfacing project) – up to two alternatives per corridor will be developed
- Long-term (implementation in seven to 15 years, to be included as part of a reconstruction project) – up to two alternatives per corridor will be developed

1.2.1 DESIGN CONSIDERATIONS

The CONSULTANT shall analyze and utilize FDOT Complete Streets and Lane Repurposing guides as well as other FDOT and/or AASHTO standards that provide for low speed/pedestrian focused design to recommend improvements to the corridors with the pedestrian as the priority user. These will serve as the basis for developing alternatives. Some key publications include:

a. FDOT Complete Streets Implementation:

https://fdotwww.blob.core.windows.net/sitefinity/docs/default-source/roadway/completestreets/000-625-017-a.pdf?sfvrsn=5f76a980_2

b. Examples of lane repurposing in Florida:
    i. Link to the FDM Section 126: https://fdotwww.blob.core.windows.net/sitefinity/docs/default-source/roadway/fdm/2020/2020fdm126laneelim.pdf?sfvrsn=3d2605b5_2
    ii. Link to the Lane Repurposing Guidebook: https://fdotwww.blob.core.windows.net/sitefinity/docs/default-source/planning/systems/programs/sm/laneelimination/lane-repurposing-guidebook-2020.pdf?sfvrsn=c908af89_2
c. FDM – must be used on State highways, specific sections to review:
    - 200 Context Based Design
    - 201 Design Controls
    - 202 Speed Management
d. FDOT Greenbook – if any segments are considered as a non-State highway, specific chapters to review:
    - Chapter 15 – Traffic Calming
    - Chapter 16 – Residential Street Design; and,
    - Chapter 19 – Traditional Neighborhood Development

In addition, example improvements to be considered along the corridor are:

- Eliminate the flashing yellow left turn at signals
- Eliminate left turns along the University Corridor
- Implement pedestrian only phases at target intersections
- Seek Lead Pedestrian Interval (LPI) opportunities
- Raised intersections at select locations
- Coordinate signal system similar to an urban downtown area; add signals as needed for coordination
- Lane elimination, turning moving elimination, protected turn movements and exclusive pedestrian intervals need to be studied for impacts to the remaining grid systems and queue spillback
- Enforcement of crossing outside of crosswalks and against ped signals
- Above street pedestrian connections between buildings
- Improve street lighting
- Lower the speed limit to 20 mph only with lane repurposing for other modes
- Prioritize the commercial solid waste collection franchise agreement to reduce trash truck traffic
- Remove on-street parking along the corridors to be repurposed for pedestrian space and community placemaking opportunities
- Manage on-street parking adjacent to University Avenue and 13th Street corridors with market pricing to discourage drive alone vehicles and encourage transit
- In select locations on perpendicular streets, near the University corridor install 5-minute pick up/drop off parking clusters
- Review identified microtransit zones and Bus Rapid Transit (BRT) routes to support corridor improvements.
- Touchless pedestrian pushbuttons

- Floor decal / paint at select locations (i.e. similar to trains and trams prior to boarding – so that pedestrians don't wait to close too to the curb prior to crossing and waiting for the walk sign).

1.2.2 CRITICAL / TYPICAL SECTIONS

A total of up to twelve (10) Sketchup graphics will be developed. It is anticipated that four (4) typical sections will be for existing conditions and six (6) typical sections will be used to help define proposed alternatives, based on the context areas, vision and goals defined in Task 1.1.

1.2.3 PLANNING LEVEL OPINION OF PROBABLE COSTS

The CONSULTANT shall develop planning level costs for the viable alternatives developed (up to 4). The cost will be comprised of design, right-of-way and construction costs only. Given the planning level detail of the alternatives, costs will be developed based upon Florida Department of Transportation (FDOT) cost-per-mile level information only. The cost for right-of-way needs will be based upon estimated acreages of right-of-way and average property value in the area (individual parcel-level right-of-way costs and business damages and relocations are not included).

Planning level costs are generally prepared based on very limited information and accordingly have wide accuracy ranges. Typical accuracy ranges for planning level estimates are -20% to -50% on the low side, and +30% to +100% on the high side.

1.2.4 ALTERNATIVES EVALUATION

After developing the alternatives, the CONSULTANT will prepare a matrix comparing the quantitative and qualitative benefits, impacts, and costs of the alternatives.

1.2.5 ALTERNATIVES ASSESSMENT DOCUMENTATION

The CONSULTANT will prepare a preliminary recommendation based on the data analysis and input from the CLIENT and PARTNER AGENCIES.

1.2.6 PARTNER TEAM MEETING #1

The CLIENT and/or PARTNER AGENCIES will be responsible for securing the meeting location and standard accommodations (e.g. audio/visual equipment, tables, chairs), as well as necessary public health safety protocols due to the COVID-19 Pandemic (e.g. sanitation of space). The CONSULTANT will assist in any necessary site visits, facilities coordination and/or identification of suitable meeting location options. This meeting may be in-person or virtual.

The CONSULTANT shall lead the meeting and prepare a presentation that documents the data from Task 1.1.1 – 1.2.4.

Deliverables: Documentation and Presentation.

1.3 CONCEPT DEVELOPMENT & FINAL DOCUMENTATION

1.3.1 CONCEPT DESIGN

The CONSULTANT shall develop a concept design based on the preferred alternative agreed upon in Partner Team Meeting #1. The approach for the alignment is to avoid the need for additional right-of-way. However, if locations requiring additional right-of-way are needed to accommodate the proposed alternative improvements, they will be identified. This identification will only include an approximate representation of the needed additional right-of-way and does not include a sketch and description, survey, or other legal document to be used for the legal acquisition process. The concepts developed will also include recommended changes related to access management and driveway modifications.

1.3.2 ROLL PLOT(S)

Up to three (3) roll plots will be developed for use by the CLIENT and/or PARTNER AGENCIES covering the extents of the preferred alternative on a scaled, aerial map identifying the apparent right-of-way and parcel boundaries as represented on existing GIS information, property appraiser data, and other records provided by the CLIENT and/or PARTNER AGENCIES.

It is anticipated that each roll plot will be at 1:80 scale or 1:100 scale.

1.3.3 CONCEPT LEVEL OPINION OF PROBABLE COST

The CONSULTANT shall develop a concept level cost for the concept plan. The cost will be comprised of design, right-of-way, and construction costs only. Costs will be developed based upon FDOT Basis of Estimates. Costs associated with utility adjustments or additions are also not included. The cost for right-of-way needs will be based upon estimated acreages of right-of-way and average property value in the area (individual parcel-level right-of-way costs are not included). Costs will be based on current cost information and are typically good for approximately one year as there may be escalation in material and labor which will impact the funding needed for the project.

Concept level costs are generally prepared based on limited information and accordingly have fairly wide accuracy ranges. They are typically used for project screening, determination of feasibility, concept evaluation, and preliminary budget approval. Typical accuracy ranges for concept level estimates are -15% to -30% on the low side, and +20% to +50% on the high side.

1.3.4 PARTNER TEAM MEETING #2

The CONSULTANT shall lead the meeting and prepare meeting materials that document the concept design in Task 1.3.1 – 1.3.3. This meeting shall be virtual.

1.3.5 VISUALIZATIONS AND SAFETY FEATURES

Up to two (2) 2-D or 3-D visualizations/renderings of key blocks and/or intersections will be developed to help visualize the preferred concept. These visualizations will help to show more than the roadway features - they will highlight safety features, placemaking opportunities and potential landscaping and hardscaping improvements to be included in key areas.

1.3.6 RECOMMENDATIONS FOR LONG-TERM (ULTIMATE IMPROVEMENTS)

The CONSULTANT shall document policy strategies for achieving the ultimate concept, which includes:

i. If the corridors remain State Roads and U.S. Highway; or
ii. If City of Gainesville take ownership of the O & M of the facilities with the next paving cycle
iii. State/Federal Statutes
iv. Policy updates
v. Completion of FDOT lane elimination analysis and documentation

1.3.7 PRESENTATION TO CITY COMMISSION

The CONSULTANT shall lead the meeting and prepare meeting materials that document concept visualization and action plan in Task 1.3.5 – 1.3.6. This meeting shall be virtual.

1.3.8 FINAL DOCUMENTATION

The CONSULTANT will compile a final summary presentation inclusive of previous tasks in Section 1.1, 1.2, and 1.3.

Deliverables: Compile a final summary presentation document inclusive of previous tasks in Section 1.1, 1.2, and 1.3, along with associated roll plots and visualizations/renderings.

2.0 PROJECT SCHEDULE

This study has an estimated duration of seven (7) months from Notice to Proceed (NTP) issued by the CLIENT which is anticipated in mid-April 2021. Project milestones including documentation are noted below.

- July/August 2021 – *Background Data and Potential Design, Alternatives Assessment Documentation (Partner Team Meeting #1)*
- September/October 2021 – *Present Recommended Concept (Partner Team Meeting #2)*
- October/November 2021 – *City Commission Presentation*
- October/November 2021 – *Provide final deliverables*

3.0 MEETINGS AND PROJECT MANAGEMENT

3.1 ACCOUNTING AND MANAGEMENT

Monthly invoicing will be prepared by the CONSULTANT and submitted to the CLIENT with the amount determined based on the percentage of each task completed. A final invoice will be provided to the CLIENT within 60 days from final acceptance of work.

3.2 WORKING PROGRESS MEETINGS (SMALL GROUP)

Working progress meetings will be held throughout the life of the study between key project staff from the CONSULTANT and the CLIENT. It is anticipated up to seven (7) progress meetings will be held virtually. The intent of these meetings

is to collaboratively advance various technical components of the corridor study and for the CLIENT to provide feedback prior to Partner Team Meetings (Large Group). The CONSULTANT will lead these meetings.

3.3 PARTNER TEAM MEETINGS (LARGE GROUP)

Partner team meetings were identified in Task 1 and will be held throughout the life of the study between key project staff from the CONSULTANT, the CLIENT and the PARTNER AGENCIES. It is anticipated up to two (2) partner team meetings will be held. For the purpose of fee development, it is assumed that two of these meetings will be conducted virtually. The intent of these meetings is for the CLIENT and PARTNER AGENCIES to review the overall direction of the study and provide feedback. The CONSULTANT will lead these meetings.

3.4 OTHER MEETINGS

It is anticipated up to six (6) additional miscellaneous virtual meetings of up to one hour each will be held throughout the life of the study. The CONSULTANT will lead these meetings when requested by the CLIENT. These meetings will be virtual.

3.5 PRESENTATION TO CITY COMMISSION

One (1) meeting will be held at the conclusion of the project to present findings to the City Commission. The CONSULTANT will prepare the presentation using slides from prior deliverables. This meeting may be virtual or in person.

3.6 PROJECT TEMPLATE

The CONSULTANT shall prepare a project deliverable template including branding, base map(s), color schemes, fonts, and documentation formatting to be used throughout the study. Unless otherwise stated, all project deliverables are anticipated to be legal size paper (8 ½" x 14") submitted electronically, unless requested otherwise.

4.0 DELIVERABLES

This study has three (3) deliverables, as documented earlier in the SCOPE OF WORK, which include:

- *Summary PowerPoint Presentation of Background Data, Potential Design Strategies and Alternatives Assessment Documentation and Presentation.*
- *Summary PowerPoint Presentation of Recommended Concepts*
- *Final documentation including all presentations, roll plots, and visualizations/renderings.*

5.0 SPECIFIC CLIENT RESPONSIBILITIES

The CLIENT shall provide the following data, if available:

- Recently completed transportation planning and engineering studies by the City of Gainesville or the MTPO
- Corridor speed data
- Origin-destination data
- Pedestrian and bicyclist count data
- RTS ridership data

- Traffic analysis studies, such as corridor studies or traffic signal timing studies
- Summary of crash data, including GIS formatted data

6.0 BASIS OF COMPENSATION

The services described in the SCOPE OF WORK, as detailed in this document, will be accomplished on a LUMP SUM basis. There are **5 contract options listed below**.

Project Segmentation

- SEGMENT A – East University Avenue from NE 3rd Street to NE 15th Street (~1.0 miles)
- SEGMENT B – West University Avenue from NW 34th Street to NW 22nd Street (~1.1 miles)
- SEGMENT C – 13th Street Corridor from NW 8th Avenue to NW 5th Street and from SW Archer Road to SW 16th Avenue (~0.6 miles)

Contract Options

OPTION 1: If the City elects to authorize ALL three SEGMENTS (A and B and C), then the LUMP SUM FEE is **$149,929.50**.

OPTION 2: If the City elects to authorize only one of the individual SEGMENTS (A or B or C), then the LUMP SUM FEE will be **$98,702.50**. Only one visualization is included with this option.

OPTION 3: If the City elects to authorize SEGMENTS A and C, then the LUMP SUM FEE will be **$117,272.50**. Only one visualization is included with this option.

OPTION 4: If the City elects to authorize SEGMENTS B and C, then the LUMP SUM FEE will be **$117,272.50**. Only one visualization is included with this option.

OPTION 5: If the City elects to authorize SEGMENTS A and B, then the LUMP SUM FEE will be **$131,359.50**.

All LUMP SUM Fees include direct costs. Lump sum direct costs are for travel, printing, plotting to support meetings and other deliverables.

The Final Invoice for this Scope of Services/Task Order will be submitted to City of Gainesville within 60-days of final acceptance of work.

Any tasks not specifically included within this scope of services will be considered additional work and will require an amendment to the contract for supplemental fee. Lump Sum Activities in this Scope of Services Agreement will be billed on a percent complete basis.

7.0 SPECIAL PROVISIONS. The City Project Manager will be

_____

and the HDR Engineering, Inc. Project Manager will be

Jeffrey Arms jeff.arms@hdrinc.com 407-420-4249

IN WITNESS WHEREOF, the parties hereto have executed this Task Assignment on the day first above written in two (2) counterparts, each of which shall, without proof or accounting for the other counterparts, be deemed an original.

	CITY OF GAINESVILLE
BY: _____	BY: _____
Printed name: _____	City Project Manager (name & title)
Title: _____	Purchasing Representative
	BY: _____
	(name)

City of Gainesville
East and West University Ave and North and South 13th St Corridor Study
Staff Hour and Lump Sum Fee Calculation

200977A

		Hours / Rates									
		Senior Project Principal	QC Manager / Reviewer	Senior Professional Engineer	Project Engineer / Designer	Accountant	Engineering Intern	GIS Technician	Total		
Description		$255.00	$235.00	$165.00	$130.00	$95.00	$100.00	$120.00	Hours	Labor Cost	Remarks
1.1	**BACKGROUND DATA AND PROJECT GOALS**										
1.1.1	Existing Conditions Data	3.0	2.0	17.0	18.0		6.0		46.0	$ 6,980.00	Review and document studies. Summarize existing traffic data.
1.1.2	Field Reviews and Verification	16.0			24.0		16.0		56.0	$ 8,800.00	3 staff x 8 hrs x 2 visits + 8 hrs for prep and documentation
1.1.3	Safety and Speed Assessment	4.0	4.0	4.0	14.0		22.0		48.0	$ 6,640.00	40 hrs including graphs, write up, and QC + 8 hrs for access management review and recommendations
1.1.4	Mapping	2.0		6.0				22.0	30.0	$ 4,140.00	10 maps x 3 hrs per map
1.1.5	Analyze / Determine Street Classification by Segment	2.0	2.0	12.0			8.0		24.0	$ 3,760.00	
1.1.6	Document Potential Design Strategies	6.0		6.0	14.0		14.0		40.0	$ 5,740.00	
1.1 Subtotal:		**33.0**	**8.0**	**45.0**	**70.0**	**0.0**	**66.0**	**22.0**	**244.0**	$ 36,060.00	
1.2	**ALTERNATIVES ASSESSMENT**										
1.2.1	Design Considerations	8.0	2.0	8.0	4.0		12.0		34.0	$ 5,550.00	
1.2.2	Critical / Typical Sections	5.0	4.0	21.0	20.0				50.0	$ 8,280.00	assume 10 typicals x 5 per. Includes hrs for senior direction and QC
1.2.3	Planning Level Opinion of Probable Costs	2.0	2.0	4.0	16.0		8.0		32.0	$ 4,520.00	relative comparison of planning level costs for each viable alternative developed using cost per mile
1.2.4	Alternatives Evaluation	4.0	2.0	16.0	10.0				32.0	$ 5,430.00	16 hrs for criteria development, 4 hrs per alternative analysis x 4, includes senior direction
1.2.5	Partner Team Meeting #1	12.0	4.0	34.0			36.0		86.0	$ 13,210.00	Preparation and documentation. - Attendance under 3.3
1.2 Subtotal:		**31.0**	**14.0**	**83.0**	**50.0**	**0.0**	**56.0**	**0.0**	**234.0**	$ 36,990.00	
1.3	**CONCEPT DEVELOPMENT & FINAL DOCUMENTATION**										
1.3.1	Concept Design	3.0	6.0	30.0			60.0		99.0	$ 13,125.00	CADD work to develop concept. Includes senior direction and QC
1.3.2	Roll Plot(s)	3.0	3.0	14.0	3.0		28.0		51.0	$ 6,970.00	Preparation of roll plots. Includes QC. 2 plots. Assumes one draft final and one final
1.3.3	Concept Level Opinion of Probable Cost	2.0	1.0	8.0	16.0		20.0		47.0	$ 6,145.00	
1.3.4	Partner Team Meeting #2	8.0	2.0	16.0			24.0		50.0	$ 7,550.00	Preparation and documentation. - Attendance under 3.3
1.3.5	Visualizations	2.0	3.0	10.0	35.0		20.0		70.0	$ 9,415.00	30 hrs per visualization x 2 plus QC. Assumes one draft final and one final
1.3.6	Recommendations for Long-Term Improvements	3.0	2.0	2.0	24.0				31.0	$ 4,685.00	
1.3.7	Presentation to City Commission	3.0	1.0		8.0		8.0		20.0	$ 2,840.00	Preparation and documentation. - Attendance under 3.5 and 3.6
1.3.8	Final Documentation	2.0	4.0	4.0	20.0		8.0		38.0	$ 5,510.00	*compile a final report inclusive of previous tasks; assume 1 round of comments (draft final and final)*
1.3 Subtotal:		**26.0**	**22.0**	**84.0**	**106.0**	**0.0**	**168.0**	**0.0**	**406.0**	$ 56,240.00	
2	**PROJECT SCHEDULE**										
2.0	Bar Chart Schedule using Excel	0.5			1.5				2.0	$ 322.50	
2 Subtotal:		**0.5**	**0.0**	**0.0**	**1.5**	**0.0**	**0.0**	**0.0**	**2.0**	$ 322.50	
3	**PROJECT MANAGEMENT /PUBLIC PARTICIPATION PLAN**										
3.1	Accounting and Management	4.0			8.0	10.0			22.0	$ 3,010.00	Assume 7 month schedule 2 hr/mn for invoicing, progress reports plus 8 hours for initiation and close out
3.2	Progress Meetings (Small Group)	7.0			17.5				24.5	$ 4,060.00	Assume 7 meetings, 2 staff members, 1.0 hours for each staff for each meeting plus 1.5 additional hour per meeting for prep and minutes
3.3	Partner Team Meetings (Large Group)	10.0		10.0	10.0				30.0	$ 5,500.00	Assume 1 virtual meetings 1.5 hours each x 3 staff members plus one in person all day partner meeting @8 hours x 3 staff
3.4	Other Meetings	6.0			6.0				12.0	$ 2,310.00	Assume 6 virtual meetings x 2 staff members x 1 hours each.
3.5	Presentation to City Commission	8.0			8.0				16.0	$ 3,080.00	Assume in person meeting all day hours - 2 staff
3.6	Project Template	1.0			3.0		6.0		10.0	$ 1,245.00	Assume Using Previous Study colors and set up - This is to set up maps, etc.
3 Subtotal:		**36.0**	**0.0**	**10.0**	**52.5**	**10.0**	**6.0**	**0.0**	**114.5**	$ 19,205.00	
Grand Total (Staff Hours)		**126.5**	**44.0**	**222.0**	**280.0**	**10.0**	**296.0**	**22.0**	**1,000.5**	**148,817.5**	

Expenses and Direct Costs	Unit	Qty	Rate	Cost
Color - 8.5x11	sheets	100	$ 1.00	$ 100.00
Color - 11x17	sheets	50	$ 2.00	$ 100.00
Plotting	SF	160	$ 1.00	$ 160.00
miles		700	$ 0.56	$ 392.00
tolls				$ 40.00
Workshop Supplies	units	4	$ 80.00	$ 320.00
Total Direct Costs				**1,112.00**

Lump Sum Fee	
Loaded Labor Costs	$ 148,817.50
Direct Costs	$ 1,112.00
Subconsultants	-
Total	**$ 149,929.50**