

Introduced by _____ Council Bill No. R 68-13

A RESOLUTION

authorizing an agreement with Alta Planning + Design for consulting services relating to the Non-Motorized Transportation Pilot Program (GetAbout) project evaluation.

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF COLUMBIA, MISSOURI, AS FOLLOWS:

SECTION 1. The City Manager is hereby authorized to execute an agreement with Alta Planning + Design for consulting services relating to the Non-Motorized Transportation Pilot Program (GetAbout) project evaluation. The form and content of the agreement shall be substantially as set forth in "Exhibit A" attached hereto and made a part hereof as fully as if set forth herein verbatim.

ADOPTED this _____ day of _____, 2013.

ATTEST:

City Clerk

Mayor and Presiding Officer

APPROVED AS TO FORM:

City Counselor

SPONSOR: City of Columbia, Missouri
LOCATION: Columbia, MO
PROJECT: CPP 9999(518)

THIS CONTRACT is between City of Columbia, Missouri, hereinafter referred to as the "Local Agency", and Alta Planning+Design 711 SE Grand Avenue, Portland, OR 97214, hereinafter referred to as the "Engineer".

INASMUCH as funds have been made available by the Federal Highway Administration through its *CPP Program*, coordinated through the Missouri Department of Transportation, the Local Agency intends to monitor performance and determine ways to enhance performance of the Non-Motorized Transportation Pilot Program (NMTTP) and requires professional engineering services. The Engineer will provide the Local Agency with professional services hereinafter detailed for the evaluation, documentation and reporting of the NMTTP project and the Local Agency will pay the Engineer as provided in this contract. It is mutually agreed as follows:

ARTICLE I – SCOPE OF SERVICES

See Attachment A

ARTICLE II - DISADVANTAGED BUSINESS ENTERPRISE (DBE) REQUIREMENTS:

- A DBE Goal: The following DBE goal has been established for this Agreement. The dollar value of services and related equipment, supplies, and materials used in furtherance thereof which is credited toward this goal will be based on the amount actually paid to DBE firms. The goal for the percentage of services to be awarded to DBE firms is 0% of the total Agreement dollar value.
- B. DBE Participation Obtained by Consultant: N/A

ARTICLE III-ADDITIONAL SERVICES

The Local Agency reserves the right to request additional work, and changed or unforeseen conditions may require changes and work beyond the scope of this contract. In this event, a supplement to this agreement shall be executed and submitted for the approval of MoDOT prior to performing the additional or changed work or incurring any additional cost thereof. Any change in compensation will be covered in the supplement.

ARTICLE IV - RESPONSIBILITIES OF LOCAL AGENCY

The Local Agency will cooperate fully with the Engineer in the development of the project, including the following:

- A. make available all information pertaining to the project which may be in the possession of the Local Agency;
- B. provide the Engineer with the Local Agency's requirements for the project;
- C. make provisions for the Engineer to enter upon property at the project site for the performance of his duties;
- D. examine all studies and layouts developed by the Engineer, obtain reviews by MoDOT, and render decisions thereon in a prompt manner so as not to delay the Engineer;
- E. designate a Local Agency's employee to act as Local Agency's Person in Responsible Charge under this contract, such person shall have authority to transmit instructions, interpret the Local Agency's policies and render decisions with respect to matters covered by this agreement (see EPG 136.3);

ARTICLE V - PERIOD OF SERVICE

The Engineer will commence work within two weeks after receiving notice to proceed from the Local Agency. The general phases of work will be completed in accordance with the following schedule:

- A. PS&E Approval by MODOT shall be completed on **June 31, 2016 (Note: There are no PS&E documents associated with this project but a final report and project deliverables shall be provided by this date for the evaluation, as well as request to experiment reports.)**
- B. Construction Phase shall be completed 60 days after construction final completion schedule. – **N.A.**

The Local Agency will grant time extensions for delays due to unforeseeable causes beyond the control of and without fault or negligence of the Consultant. Requests for extensions of time shall be made in writing by the Consultant, before that phase of work is scheduled to be completed, stating fully the events giving rise to the request and justification for the time extension requested.

ARTICLE VI – STANDARDS

The Engineer shall be responsible for working with the Local Agency in determining the appropriate design parameters and construction specifications for the project using good engineering judgment based on the specific site conditions, Local Agency needs, and guidance provided in the most current version of EPG 136 LPA Policy. If the project is on the state highway system or is a bridge project, then the latest version of MoDOT's Engineering Policy Guide (EPG) and Missouri Standard Specifications for Highway Construction shall be used (see EPG 136.7). The project plans must also be in compliance with the latest ADA (Americans with Disabilities Act) Regulations.

ARTICLE VII - COMPENSATION

For services provided under this contract, the Local Agency will compensate the Engineer as follows:

- A. For design services, including work through the construction contract award stage, the Local Agency will pay the Engineer the actual costs incurred plus a predetermined fixed fee of **\$ 8,752.83**, with a ceiling established for said design services in the amount of **\$140,691.08**, which amount shall not be exceeded.
- B. For construction inspection services, the Local Agency will pay the Engineer the actual costs incurred plus a predetermined fixed fee of \$ 0, with a ceiling established for said inspection services in the amount of \$ 0, which amount shall not be exceeded.
- C. The compensation outlined above has been derived from estimates of cost which are detailed in Attachment B. Any major changes in work, extra work, exceeding of the contract ceiling, or change in the predetermined fixed fee will require a supplement to this contract, as covered in Article III - ADDITIONAL SERVICES.
- D. Actual costs in Sections A and B above are defined as:
 - 1. Actual payroll salaries paid to employees for time that they are productively engaged in work covered by this contract, plus
 - 2. An amount estimated at 0.494% of actual salaries in Item 1 above for payroll additives, including payroll taxes, holiday and vacation pay, sick leave pay, insurance benefits, retirement and incentive pay, plus
 - 3. An amount estimated at 0.821% of actual salaries in Item 1 above for general administrative overhead, based on the Engineer's system for allocating indirect costs in accordance with sound accounting principles and business practice, plus
 - 4. Other costs directly attributable to the project but not included in the above overhead, such as vehicle mileage, meals and lodging, printing, surveying expendables, and computer time, plus
 - 5. Project costs incurred by others on a subcontract basis, said costs to be passed through the Engineer on the basis of reasonable and actual cost as invoiced by the subcontractors.
- E. The rates shown for additives and overhead in Sections VII. D.2 and VII. D.3 above are approximate and will be used for interim billing purposes. Final payment will be based on the actual rates experienced during the period of performance, as indicated by the Engineer's accounting records, and as determined by final audit of the Engineer's records by MoDOT.

F. The payment of costs under this contract will be limited to costs which are allowable under 23 CFR 172 and 48 CFR 31.

G. **METHOD OF PAYMENT** - Partial payments for work satisfactorily completed will be made to the Engineer upon receipt of itemized invoices by the Local Agency. Invoices will be submitted no more frequently than once every two weeks and must be submitted monthly for invoices greater than \$10,000. A pro-rated portion of the fixed fee will be paid with each invoice. Upon receipt of the invoice and progress report, the Local Agency will, as soon as practical, but not later than 45 days from receipt, pay the Consultant for the services rendered, including the proportion of the fixed fee earned as reflected by the estimate of the portion of the services completed as shown by the progress report, less partial payments previously made. A late payment charge of one and one half percent (1.5%) per month shall be assessed for those invoiced amount not paid, through no fault of the Consultant, within 45 days after the Local Agency's receipt of the Consultant's invoice. The Local Agency will not be liable for the late payment charge on any invoice which requests payment for costs which exceed the proportion of the maximum amount payable earned as reflected by the estimate of the portion of the services completed, as shown by the progress report. The payment, other than the fixed fee, will be subject to final audit of actual expenses during the period of the Agreement.

H. **PROPERTY ACCOUNTABILITY** - If it becomes necessary to acquire any specialized equipment for the performance of this contract, appropriate credit will be given for any residual value of said equipment after completion of usage of the equipment.

ARTICLE VIII - COVENANT AGAINST CONTINGENT FEES

The Engineer warrants that he has not employed or retained any company or person, other than a bona fide employee working for the Engineer, to solicit or secure this agreement, and that he has not paid or agreed to pay any company or person, other than a bona fide employee, any fee, commission, percentage, brokerage fee, gifts, or any other consideration, contingent upon or resulting from the award or making of this contract. For breach or violation of this warranty, the Local Agency shall have the right to annul this agreement without liability, or in its discretion to deduct from the contract price or consideration, or otherwise recover, the full amount of such fee, commission, percentage, brokerage fee, gift, or contingent fee, plus reasonable attorney's fees.

ARTICLE IX - SUBLETTING, ASSIGNMENT OR TRANSFER

No portion of the work covered by this contract, except as provided herein, shall be sublet or transferred without the written consent of the Local Agency. The subletting of the work shall in no way relieve the Engineer of his primary responsibility for the quality and performance of the work. It is the intention of the Engineer to engage subcontractors for the purposes of:

Sub-Consultant Name
University of Missouri

Address
E2509 Lafferrer Hall
Columbia MO, 65211

Services
Data collection

Stephen P. Sayers

Bright Star Drive
Columbia, MO 65203

Data Collection

ARTICLE X - PROFESSIONAL ENDORSEMENT

All plans, specifications and other documents shall be endorsed by the Engineer and shall reflect the name and seal of the Professional Engineer endorsing the work. By signing and sealing the PS&E submittals the Engineer of Record will be representing to MoDOT that the design is meeting the intent of the federal aid programs.

ARTICLE XI - RETENTION OF RECORDS

The Engineer shall maintain all records, survey notes, design documents, cost and accounting records, construction records and other records pertaining to this contract and to the project covered by this contract, for a period of not less than three years following final payment by FHWA. Said records shall be made available for inspection by authorized representatives of the Local Agency, MoDOT or the federal government during regular working hours at the Engineer's place of business.

ARTICLE XII - OWNERSHIP OF DOCUMENTS

Plans, tracings, maps and specifications prepared under this contract shall be delivered to and become the property of the Local Agency upon termination or completion of work. Basic survey notes, design computations and other data prepared under this contract shall be made available to the Local Agency upon request. All such information produced under this contract shall be available for use by the Local Agency without restriction or limitation on its use. If the Local Agency incorporates any portion of the work into a project other than that for which it was performed, the Local Agency shall save the Engineer harmless from any claims and liabilities resulting from such use.

ARTICLE XIII – SUSPENSION OR TERMINATION OF AGREEMENT

(A) The Local Agency may, without being in breach hereof, suspend or terminate the Consultant's services under this Agreement, or any part of them, for cause or for the convenience of the Local Agency, upon giving to the Consultant at least fifteen (15) days' prior written notice of the effective date thereof. The Consultant shall not accelerate performance of services during the fifteen (15) day period without the express written request of the Local Agency.

(B) Should the Agreement be suspended or terminated for the convenience of the Local Agency, the Local Agency will pay to the Consultant its costs as set forth in Attachment B including actual hours expended prior to such suspension or termination and direct costs as defined in this Agreement for services performed by the Consultant, a proportional amount of the fixed fee based upon an estimated percentage of Agreement completion, plus reasonable costs incurred by the

Consultant in suspending or terminating the services. The payment will make no other allowances for damages or anticipated fees or profits. In the event of a suspension of the services, the Consultant's compensation and schedule for performance of services hereunder shall be equitably adjusted upon resumption of performance of the services.

(C) The Consultant shall remain liable to the Local Agency for any claims or damages occasioned by any failure, default, or negligent errors and/or omission in carrying out the provisions of this Agreement during its life, including those giving rise to a termination for non-performance or breach by Consultant. This liability shall survive and shall not be waived, or estopped by final payment under this Agreement.

(D) The Consultant shall not be liable for any errors or omissions contained in deliverables which are incomplete as a result of a suspension or termination where the Consultant is deprived of the opportunity to complete the Consultant's services.

(E) Upon the occurrence of any of the following events, the Consultant may suspend performance hereunder by giving the Local Agency 30 days advance written notice and may continue such suspension until the condition is satisfactorily remedied by the Local Agency. In the event the condition is not remedied within 120 days of the Consultant's original notice, the Consultant may terminate this agreement.

1. Receipt of written notice from the Local Agency that funds are no longer available to continue performance.
2. The Local Agency's persistent failure to make payment to the Consultant in a timely manner.
3. Any material contract breach by the Local Agency.

ARTICLE XIV - DECISIONS UNDER THIS CONTRACT

The Local Agency will determine the acceptability of work performed under this contract, and will decide all questions which may arise concerning the project. The Local Agency's decision shall be final and conclusive.

ARTICLE XV - SUCCESSORS AND ASSIGNS

The Local Agency and the Engineer agree that this contract and all contracts entered into under the provisions of this contract shall be binding upon the parties hereto and their successors and assigns.

ARTICLE XVI - COMPLIANCE WITH LAWS

The Engineer shall comply with all federal, state, and local laws, ordinances, and regulations applicable to the work, including Title VII of the Civil Rights Act of 1964 and non-discrimination

clauses incorporated herein, and shall procure all licenses and permits necessary for the fulfillment of obligations under this contract.

ARTICLE XVII - RESPONSIBILITY FOR CLAIMS AND LIABILITY

The Engineer agrees to save harmless the Local Agency, MoDOT and FHWA from all claims and liability due to his negligent acts or the negligent acts of his employees, agents or subcontractors.

ARTICLE XVIII - NONDISCRIMINATION

The Engineer, with regard to the work performed by it after award and prior to completion of the contract work, will not discriminate on the ground of race, color or national origin in the selection and retention of subcontractors. The Engineer will comply with Title VII of the Civil Rights Act of 1964, as amended. More specifically, the Engineer will comply with the regulations of the Department of Transportation relative to nondiscrimination in federally assisted programs of the Department of Transportation, as contained in 49 CFR 21 through Appendix H and 23 CFR 710.405 which are herein incorporated by reference and made a part of this contract. In all solicitations either by competitive bidding or negotiation made by the Engineer for work to be performed under a subcontract, including procurements of materials or equipment, each potential subcontractor or supplier shall be notified by the Engineer's obligations under this contract and the regulations relative to non-discrimination on the ground of color, race or national origin.

ARTICLE XIX - LOBBY CERTIFICATION

CERTIFICATION ON LOBBYING: Since federal funds are being used for this agreement, the consultant's signature on this agreement constitutes the execution of all certifications on lobbying which are required by 49 C.F.R. Part 20 including Appendix A and B to Part 20. Consultant agrees to abide by all certification or disclosure requirements in 49 C.F.R. Part 20 which are incorporated herein by reference.

ARTICLE XX - INSURANCE

(A) The Consultant shall maintain commercial general liability, automobile liability, and worker's compensation and employer's liability insurance in full force and effect to protect the Consultant from claims under Worker's Compensation Acts, claims for damages for personal injury or death, and for damages to property arising from the negligent acts, errors, or omissions of the Consultant and its employees, agents, and Subconsultants in the performance of the services covered by this Agreement, including, without limitation, risks insured against in commercial general liability policies.

(B) The Consultant shall also maintain professional liability insurance to protect the Consultant against the negligent acts, errors, or omissions of the Consultant and those for whom it is legally responsible, arising out of the performance of professional services under this Agreement.

(C) The Consultant's insurance coverage shall be for not less than the following limits of liability:

1. Commercial General Liability: \$500,000 per person up to \$3,000,000 per occurrence;
2. Automobile Liability: \$500,000 per person up to \$3,000,000 per occurrence;
3. Worker's Compensation in accordance with the statutory limits; and Employer's Liability: \$1,000,000; and
4. Professional ("Errors and Omissions") Liability: \$1,000,000, each claim and in the annual aggregate.

(D) The Consultant shall, upon request at any time, provide the Local Agency with certificates of insurance evidencing the Consultant's commercial general or professional liability ("Errors and Omissions") policies and evidencing that they and all other required insurance are in effect as to the services under this Agreement.

(E) Any insurance policy required as specified in (ARTICLE XX) shall be written by a company which is incorporated in the United States of America or is based in the United States of America. Each insurance policy must be issued by a company authorized to issue such insurance in the State of Missouri.

ARTICLE XXI - ATTACHMENTS

The following exhibits are attached hereto and are hereby made part of this contract:

Attachment A – Scope of Service

Attachment B - Estimate of Cost

Attachment C - Breakdown of Overhead Rates

Attachment D - Certification Regarding Debarment, Suspension, and Other Responsibility Matters - Primary Covered Transactions.

Attachment E - Certification Regarding Debarment, Suspension, and Other Responsibility Matters - Lower Tier Covered Transactions.

Attachment G – Fig. 136.4.15 Conflict of Interest Disclosure Form

Executed by the Engineer this ____ day of _____, 20__.

Executed by the ~~County~~/City this ____ day of _____, 20__.

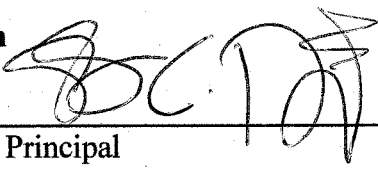
FOR: City of Columbia **COUNTY/CITY, MISSOURI**
~~City Council~~

BY: _____
Mike Matthes, City Manager

ATTEST: _____
City Clerk Sheela Amin

FOR: **Alta Planning+Design**

BY: Steven C. Durrant


Principal

ATTEST: _____

I hereby certify under Section 50.660 RSMo there is either: (1) a balance of funds, otherwise unencumbered, to the credit of the appropriation to which the obligation contained herein is chargeable, and a cash balance otherwise unencumbered, in the Treasury, to the credit of the fund from which payment is to be made, each sufficient to meet the obligation contained herein; or (2) bonds or taxes have been authorized by vote of the people and there is a sufficient unencumbered amount of the bonds yet to be sold or of the taxes levied and yet to be collected to meet the obligation in case there is not a sufficient unencumbered cash balance in the treasury. .

Account No. 440-8800-258.40-23, C00271

CITY ACCOUNTING OFFICER

APPROVED AS TO FORM:

By _____

Title City Counselor

WASHINGTON SHORT-FORM INDIVIDUAL ACKNOWLEDGMENT (RCW 42.44.100)

State of Washington

County of

King

} ss.

I certify that I know or have satisfactory evidence that

Steven C Durrant

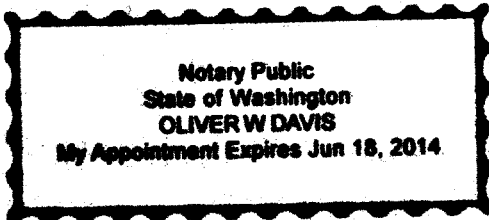
Name of Signer

is the person who appeared before me, and said
person acknowledged that he/she signed this
instrument and acknowledged it to be his/her free
and voluntary act for the uses and purposes
mentioned in the instrument.

Dated:

3/13/13

Month/Day/Year



Oliver W Davis

Signature of Notarizing Officer

Banker

Title (Such as "Notary Public")

My appointment expires

6/18/2014

Month/Day/Year of Appointment Expiration

Place Notary Seal Above

OPTIONAL

Although the information in this section is not required by law, it may prove valuable to persons relying on the document and could prevent fraudulent removal and reattachment of this form to another document.

Description of Attached Document

Title or Type of Document:

Contract # CPP9999(518)

Document Date:

3/13/13

Number of Pages:

26

Signer(s) Other Than Named Above: _____

Right Thumbprint
of Signer

Top of thumb here

ATTACHMENT A

Scope of Services

Task 1. Bicycle and Pedestrian Data Collection and Annual Evaluation Report.

Perform data collection, analysis and reports for the City of Columbia. Specific tasks include:

1.1 Bicycle and Pedestrian Counts

1.1.1 Annual Bicycle and Pedestrian Counts for 2013, 2014 and 2015 (September)

From September of 2007 to September of 2012, annual pedestrian/cyclist counts and surveys were collected at seven (7) locations in and around Columbia, Missouri. Since 2007, data has been collected during one two-hour time period during the weekdays (on Tuesday afternoon from 4:00-6:00 pm) and on the weekend day (Sunday afternoon from 12:00-1:00 pm) during the second week of September. Sunday was chosen as opposed to Saturday so that pedestrian numbers were not artificially enhanced or decreased with Saturday afternoon football games at the University of Missouri.

Two hour counts on one (1) weekday evening (Tuesday, Wednesday, or Thursday) will be counted per location and one two (2) hour period on a Sunday following or preceding the official count in September to reduce the chance that data are skewed by weather, sports events, or other outside factors. If weather or an event skews any of the counts results, the location will be re-counted the following week or as soon as the weather improves.

The counts will be collected at no more than seven (7) locations in the City of Columbia. The locations will be essentially at those locations where data was collected previously, but new locations may be identified should the city determine it appropriate to change locations. The total number of count locations will remain seven (7).

Deliverables:

D1.1.2 - Excel data sheet with summary of annual statistics of numbers of pedestrians and cyclists for each of the days of data collection.

1.2 Annual Intercept Surveys in September of 2013, 2014, and 2015,

The content of the intercept surveys will be reviewed by Alta and the City to verify the information being collected is current based on current best practices in 2013. A script that will be developed by Alta, and approved by the City will be used for the intercept surveys. The surveys will focus on travel behavior of pedestrians and cyclists, and will be collected by one surveyor at each site. Surveyors are instructed to inquire whether a pedestrian or cyclist would be

willing to submit to a short survey. A review of previous survey instruments will be conducted to determine if adjustments are required from past survey instruments.

The Annual intercept surveys shall be at the same locations as the annual September counts.

Annual intercept survey results will be collected and recorded in a report to be included in the annual NTPP report for the "Get About Columbia" program.

Deliverables:

D2.1 – No less than two hundred (200) completed pedestrian and cyclist surveys and an excel data sheet with summary statistics of numbers of pedestrians and cyclists counted for each of the days of data collection.

1.3 Annual NTPP Report

Annual reports for the Non-motorized Transportation Policy Project for the "Get About Columbia" program shall include the following:

- Executive Summary,
- Summary of NTPP Count/Survey Objectives,
- Summary of Methodology,
- Summary of County Data,
- Intercept Survey Information,
- Accuracy and Calibration of Data
- Appendices with count data, surveys, models and photos.

A draft annual report will be provided to the City by December 1 of 2013, 2014 and 2015, for review and comment prior to the final annual report. The final report will be provided to the city no later than December 31 of 2013, 2014, and 2015, unless mutually agreed upon by the City and the Consultant.

Deliverables:

D1.3 – Annual NTPP Report for "Get About Columbia" in electronic format, as well as two (2) hard copies.

Task 2. Supplemental Design Treatments:

2.1 Request to Experiment for Bicycle Loop Detector Treatments/Markings

Plan, document, collect data, evaluate and report to FHWA a Request to Experiment for alternate Bicycle Loop Detector Treatments/Markings based on Section 1A.10 of the 2009 MUTCD.

- a. Alta will hold one meeting with the City of Columbia, Steve Sayers, and University of Missouri staff to discuss the details of the request to experiment for supplemental

markings in association with signal actuation issues for bicycles. The discussion will include the development and facilitation of a focus group related to the proposed experimental markings, development of markings, details of the proposed experiment, including when the experiments will occur, how the data will be collected and how it will be analyzed. We will also determine the format of the request and final reports for the experiment. The final outcome of these discussions will be a technical memo that states the experimental design the team has agreed upon. Alta will develop the RTE application for City review and transmittal.

- b. Technical drawings, including no more than three (3) concepts for the marking, and maps showing the location of the markings for the test areas and typical layout (no more than five 11"X17" sheets. One possible test location identified is at the intersection of E. Worley Street and N. Garth Avenue.
- c. As part of the experiment design Alta will work with City of Columbia staff and our University of Missouri partners to finalize a Data Collection Plan that outlines the data collection method for the experiment. The planned sources of information for the experiment, based on discussions with City staff, may include on-line or intercept surveys in combination with field data collection for the bicycle loop detector treatment/markings experiment.

The Data Collection Plan will outline methodologies for elements of the experiment that will include:

- Focus groups: One Focus Group will be used to conduct a "human factors" evaluation and gather feedback on proposed markings and/or signage. Alta will work closely with the City of Columbia to identify an appropriate method for recruiting focus group members, determine appropriate focus group size, and develop appropriate questions. The City of Columbia will be responsible in coordination logistics of the focus group (i.e. inviting members, reserving meeting space, etc.). The focus group will also be used to provide feedback on no more than three (3) symbols that may be used for the experiment, as well as signing that may be used in the experiment
- On-line surveys: Alta will design web-based surveys and place it on Survey Monkey, which may include a more expanded reach in the city than just one location. The City of Columbia will be responsible for advertising the survey. Surveys will be open for at least 2 weeks. Survey results will be analyzed by Alta and a summary of findings provided in a memo format.
- Field data collection: Alta will work with the focus group, Steve Sayers, the University of Missouri and the City of Columbia to select locations for the experiment

that will be evaluated. We will also identify specific data collection locations along these corridors.

- The Plan will lay out specifically how information will be gathered and documented at each analysis location with consideration given to the FHWA data collection standards. The plan will also identify any additional measures necessary for proper data collection (e.g., coordination with the Public Works Department, etc.).

d. Alta will prepare a final technical report documenting the results of the experiment.

Deliverables:

D2.1.1- Written request to experiment to FHWA that includes nine (9) items including the nature of the problem, location or locations to be studied, evaluation plan, agreement on progress reports.

D2.1.2 – Plan drawings of specific details and location of experimental markings.

D2.1.3 – Data collection information in the form of survey results, video of use, and manual count data.

D2.1.4 – Data analysis.

D2.1.5 – Final Request to Experiment report for transmittal to FHWA.

2.2 FHWA Request to Experiment for Directional/Wayfinding Symbols

Plan, document, collect data, evaluate and report to FHWA Request to Experiment for directional/wayfinding symbols on streets and trails, based on Section 1A.10 of the 2009 MUTCD.

- a. Alta will hold one meeting with the City of Columbia and University of Missouri staff to discuss the details of the request to experiment for supplemental markings in association with directional or way finding issues for bicycles and pedestrians. The discussion will include the development and facilitation of a focus group related to the proposed experimental markings, development of markings, and details of the proposed experiment. Alta and the City will work together on when the experiments will occur, how the data will be collected and how it will be analyzed. We will also determine the format of the request and final reports for the experiment. The final outcome of these discussions will be a technical memo that states the experimental design the team has agreed upon. Alta will develop the RTE application for City review and transmittal.
- b. Technical drawings related to the experiment will be provided including the specific details of the marking as well as layout at the chosen test location, or locations.
- c. As part of the experiment design Alta will work with City of Columbia staff, Steve Sayers and our University of Missouri partners to finalize a Data Collection Plan that outlines the data collection method for the experiment. The planned sources of

information for the experiment, based on discussions with City staff, may include on-line surveys, intercept surveys in combination with field data collection for the directional/wayfinding symbol experiment.

- Focus groups: Focus Groups may be used to conduct a “human factors” evaluation and gather feedback on proposed markings. Alta and our partners will work closely with the City of Columbia to identify an appropriate method for recruiting focus group members, determine appropriate focus group size, and develop appropriate questions. The focus group will also be used to provide feedback on no more than three (3) symbols that may be used for the experiment, as well as signing that may be used in the experiment.
- On-line surveys: Alta will prepare a web-based survey and place it on Survey Monkey, which may include a more expanded reach in the city than just one location. The City of Columbia will be responsible for advertising the survey. Surveys will be open for at least 2 weeks. Survey results will be analyzed by Alta and a summary of findings provided in a memo format.
- Field data collection: Alta will work with the focus group, University of Missouri, Steve Sayers and the City of Columbia to select locations for the experiment that will be evaluated. We will also identify specific data collection locations along these corridors.
- The Plan will lay out specifically how information will be gathered and documented at each analysis location with consideration given to the FHWA data collection standards. The plan will also identify any additional measures necessary for proper data collection (e.g., coordination with the Public Works Department, etc.).

- d. Alta will prepare a final technical report for the Request to Experiment Report based on the original request that outlined the purpose of the experiment.

Deliverables:

- D2.2.1- Written request to experiment to FHWA that includes nine (9) items including the nature of the problem, location or locations to be studied, evaluation plan, agreement on progress reports.
- D2.2.2 – Plan drawings of specific details and location of experimental markings.
- D2.2.3 – Data collection information in the form of survey results, video of use, and manual count data.
- D2.2.4 – Data analysis.
- D2.2.5 – Final Request to Experiment report for transmittal to FHWA.

2.3 FHWA Request to Experiment for one additional experimental bicycle facility

Plan, document, collect data, evaluate and report to FHWA Request to Experiment for one additional experimental bicycle facility based on Section 1A.10 of the 2009 MUTCD.

- a. Alta will meet with the City of Columbia, Steve Sayers and University of Missouri staff to discuss possible treatments for experimental purposes to advance biking and walking use in the City, as well as technology. The discussion will include concerns and issues related to integrating bikeways and pedestrian facilities into the transportation network. Discussions will include when the experiments will occur, how the data will be collected for the experiment and how it will be analyzed. We will also determine the format of the final reports for the experiment. The final outcome of these discussions will be a technical memo that states the experimental design the team has agreed upon and provides detailed concepts of the treatment.
- b. Technical drawings related to the experiment will be provided including the specific details of the marking as well as layout at the chosen test location, or locations.
- c. As part of the experiment design, Alta will work with City of Columbia staff, Steve Sayers and our University of Missouri partners to finalize a Data Collection Plan that outlines the data collection methodology and plan for the experiment. The following tools will be used for the detection marking experiment.
 - On-line surveys: opinions will be gathered from the bike community in Columbia on specific treatments. Alta will design web-based surveys and place them on Survey Monkey. The City of Columbia will be responsible for advertising the survey. Surveys will be open for at least 2 weeks. Survey results will be analyzed by Alta and a summary of findings provided in a memo format.
 - Field data collection: Alta will work with the University of Missouri and the City of Columbia to select corridors for evaluation. We will also identify specific data collection locations along these corridors (e.g., “on a post-mounted camera located on the intersection’s northeast corner”).
 - The Plan will lay out specifically how information will be gathered and documented at each analysis location (e.g., mounted video cameras, manual data collection by project team members, etc.) with consideration given to the FHWA data collection standards. The plan will also identify any additional measures necessary for proper data collection (e.g., coordination with the Public Works Department, etc.).

- Focus groups: Focus Groups may be used to conduct a “human factors” evaluation and determine if understanding the purpose of the markings is increased with the proposed markings. Alta will work closely with the City of Columbia to identify an appropriate method for recruiting focus group members, determine appropriate focus group size, and develop appropriate questions.
- d. Alta will prepare a final technical report for the Request to Experiment Report based on the original request that outlined the purpose of the experiment.

Deliverables:

- D2.3.1- Written request to experiment to FHWA that includes nine (9) items including the nature of the problem, location or locations to be studied, evaluation plan, agreement on progress reports.
- D2.3.2 – Plan drawings of specific details and location of experimental markings.
- D2.3.3 – Data collection information in the form of survey results, video of use, and manual count data.
- D2.3.4 – Final Request to Experiment report for transmittal to FHWA.

Task 2.4 - Technical Assistance

Provide program technical assistance in the form of analysis and informal reporting on no more than 5 locations for new and emerging on-street bicycle and pedestrian facilities innovations and recommendations on implementation. This includes but not limited to bicycle signals, pedestrian crosswalk types, bike boxes, green bike lanes, other on street markings, and new or emerging programs that have the potential for or have shown mode shift.

The Consultant technical support to the City will be in the form of technical memorandums, concept plans for treatments , detail sheets, program guidance in the form of memorandums to the City bike parking recommendations, meeting attendance, field review and informal analysis or other implementation assistance.

Deliverables:

- D2.4.1 – Identification of no more than five (5) innovative treatments for use in Columbia.
- D2.4.2 - Concept plans for implementation of innovative treatments.
- D2.4.3 - Photo record of field work done.
- D2.4.4 - No more the five (5) technical memorandums associated with innovative treatments that document identification of elements and locations, implementations of the treatments, and informal analysis for each of the treatments.
- D2.4.5 - Written documentation of activities associated with technical assistance associated with the City. Meetings may involve prioritization of facilities, developing plans or other implementation assistance.

Task 3: Project Management

Scope elements of this project are intended to provide high-quality work products that meet the City of Columbia's needs on this project. The Consultant will manage the project effectively communicating with the City so that each team member has a common expectation of each project task outcome.

3.1 Project Management

Consultant will manage activities with the City to provide a continual flow of information, and coordination of activities between the City and any of its' project partners including the University of Missouri.

Deliverables:

D3.1.1 -Minutes from client meetings.

3.2 Project Administration

Consultant will prepare and submit invoices as outlined in the contract language provided by the City. The consultant will provide task level descriptions of work completed to be included with the invoice.

Deliverables:

D3.2.1 - Monthly invoices with project updates.

3.3 Quality Control

The consultant employs a three-tier quality control system for written and graphic material that includes (1) peer review of all materials, (2) independent review by principals, and (3) in-house scheduling and management tools.

Deliverables:

D3.3.1 - Review of project deliverables

ATTACHMENT B

ESTIMATE OF COST

DESIGN PHASE

	<u>Hours</u>	<u>Rate</u> <u>(Salary Only)</u>	<u>Cost</u>
<i>Planning</i>			
Principal	<u>22</u>	<u>\$48.58</u>	<u>\$ 3,069.88</u>
Project Manager	<u>244</u>	<u>\$45.91</u>	<u>\$ 1,069.76</u>
Sr. Associate	<u>76</u>	<u>\$40.38</u>	<u>\$11,202.04</u>
Associate II	<u>170</u>	<u>\$34.43</u>	<u>\$ 5,853.10</u>
Sr. Planner	<u>240</u>	<u>\$29.05</u>	<u>\$ 6,972.00</u>
Planner II	<u>456</u>	<u>\$21.15</u>	<u>\$ 9,644.40</u>
SUBTOTAL	<u>1,208</u>		<u>\$37,809.18</u>
<i>Payroll Overhead (Est. at 0.494% X SUBTOTAL))</i>			<u>\$18,677.73</u>
<i>General and Admin. Overhead (Est. at 0.821% X SUBTOTAL))</i>			<u>\$31,041.33</u>
TOTAL LABOR & OVERHEAD			<u>\$87,528.24</u>
<i>Fixed Fee(12 Percent X TOTAL LABOR & OVERHEAD)</i>			<u>\$ 8,752.83</u>
TOTAL LABOR, OVERHEAD & FIXED FEE			<u>\$96,281.08</u>
<i>Other Direct Costs</i>			
Travel, ___ trips @ 2,727 miles X 0.55 IRS Rate			<u>\$ 1,500.00</u>
Air Travel			<u>\$ 2,000.00</u>
Per Diem (cannot exceed maximum per diem rates per Federal Travel Regulations)			<u>\$ 500.00</u>
Computer Time			
Printing			<u>\$ 2,005.00</u>
<i>Subcontract Pass-Through Costs (Identify by Name **indicates DBE firm(s))</i>			
Data Collection (Univ. of Missouri)	_____	_____	<u>\$ 24,965.00</u>
Data Collection (Steve Sayers)	_____	_____	<u>\$ 13,440.00</u>
Archaeological Study	_____	_____	_____
SUBTOTAL DIRECT COSTS	_____	_____	<u>\$ 44,410.00</u>
TOTAL FOR DESIGN PHASE			<u>\$140,691.08</u>

CONSTRUCTION PHASE

	<u>Hours</u>	<u>Rate</u> <u>(Salary Only)</u>	<u>Cost</u>
<i>Engineer Inspector</i>	<u>N.A.</u>	<u> </u>	<u>\$ 0</u>
SUBTOTAL			<u>\$ 0</u>
<i>Payroll Overhead (Est. at ____% X SUBTOTAL))</i>			<u> </u>
<i>General and Admin. Overhead (Est. at ____% X SUBTOTAL))</i>			<u> </u>
TOTAL LABOR & OVERHEAD			<u> </u>
<i>Fixed Fee (Percent X TOTAL LABOR & OVERHEAD)</i>			<u> </u>
TOTAL LABOR, OVERHEAD AND FIXED FEE			<u> </u>
<i>Other Direct Costs</i>			
Travel, ____ trips @ ____ miles X ____ IRS Rate			<u> </u>
Per Diem (cannot exceed the maximum per diem rates in effect at the time of Travel as set forth in the Federal Travel Regulations)			<u> </u>
Lab Testing Fees	<u> </u>	<u> </u>	<u> </u>
<i>Subcontract Pass-Through Costs (Identify by Name **indicates DBE firm(s))</i>			
SUBTOTAL DIRECT COSTS	<u> </u>	<u> </u>	<u> </u>
TOTAL FOR CONSTRUCTION PHASE			<u>\$ 0</u>

ATTACHMENT C

ALTA Planning+Design OVERHEAD RATE BREAKDOWN FOR YEAR 2010

	Financial Statement Expense	Unallowable Expense	FAR Ref	Allowable Expense	%
Direct Labor	\$ 2,389,182	\$ -		\$ 2,389,182	100.00%
Fringe Benefits					
Vacation/Sick/Holiday Pay	361,094	-		361,094	15.11%
Medical Premiums	319,181	-		319,181	13.36%
Workers' Comp Insurance	27,580	-		27,580	1.15%
Employer 401(k) Contribution	104,696	-		104,696	4.38%
Payroll Tax Expense	321,758	-		321,758	13.47%
Other Employee Benefits	47,148	-		47,148	1.97%
Total Fringe Benefits	1,181,457	-		1,181,457	49.45%
General Overhead					
Non-Project Labor	1,035,978	(9,462)	31.205-6	1,026,516	42.97%
Bonuses	64,218	(35,102)	31.205-6	29,116	1.22%
Automobile Expense	39,428	(39,428)	31.205-6	-	0.00%
Advertising and Hiring	9,280	(6,515)	31.205-1	2,765	0.12%
Bank Service Charges	4,087	-		4,087	0.17%
Bad Debt	-	-		-	0.00%
Charitable Contributions	36,698	(36,698)	31.205-8	-	0.00%
Depreciation	132,757	-		132,757	5.56%
Dues and Subscriptions	26,752	(24,913)	31.205-1	1,839	0.08%
Education and Training	20,447	-		20,447	0.86%
Office Equipment Rental	17,711	-		17,711	0.74%
Fines and Penalties	1,085	(1,085)	31.205-15	-	0.00%
Insurance	40,470	(3,216)	31.205-6	37,254	1.56%
Interest Expense	28,462	(28,462)	31.205-20	-	0.00%
Licenses and Permits	11,443	-		11,443	0.48%
Miscellaneous	12,906	(9,101)	31.205-1, 13	3,805	0.16%
Postage and Delivery	18,147	-		18,147	0.76%
Printing and Reproduction	20,887	-		20,887	0.87%
Outside and Professional Services	119,316	-		119,316	4.99%
Rent	250,642	(26,748)	31.205-36	223,894	9.37%
Repairs and Maintenance	18,749	-		18,749	0.78%
Supplies	61,068	-		61,068	2.56%
Telephone and Internet	63,808	-		63,808	2.67%
Travel and Entertainment	127,662	(27,938)	31.205-14	99,724	4.17%
Utilities	27,980	-		27,980	1.17%
Taxes	44,691	(24,550)	31.205-15, 41	20,141	0.84%
Total General Overhead	2,234,672	(273,218)		1,961,454	82.10%
Total Indirect Costs	\$ 3,416,129	\$ (273,218)		\$ 3,142,911	131.55%

ATTACHMENT D

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS - PRIMARY COVERED TRANSACTIONS

INSTRUCTIONS FOR CERTIFICATION

1. By signing and submitting this proposal, the prospective primary participant is providing the certification set out below.
2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective participant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.
3. The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause of default.
4. The prospective primary participant shall provide immediate written notice to the department or agency to whom this proposal is submitted if at any time the prospective primary participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
5. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," "proposal" and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. You may contact the department or agency to which this proposal is being submitted for assistance in obtaining a copy of those regulations.
6. The prospective primary participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency entering into this transaction.
7. The prospective primary participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion--Lower Tier Covered Transaction" provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded

from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to check the Nonprocurement List at the Excluded Parties List System.

<https://www.epls.gov/epls/search.do?page=A&status=current&agency=69#A>.

9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
10. Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.

Certification Regarding Debarment, Suspension, and Other Responsibility Matters -Primary Covered Transactions

1. The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:
 - a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
 - b. Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - c. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
 - d. Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.
2. Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

ATTACHMENT E

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION--LOWER TIER COVERED TRANSACTIONS

INSTRUCTIONS FOR CERTIFICATION

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion--Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List at the Excluded Parties List System.
<https://www.epls.gov/epls/search.do?page=A&status=current&agency=69#A>.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which normally possessed by a prudent person in the ordinary course of business dealings.

9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion--Lower Tier Covered Transactions

1. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Attachment G – Fig. 136.4.15
Conflict of Interest Disclosure Form for LPA/Consultants
Local Federal-aid Transportation Projects

Firm Name (Consultant): Alta Planning +Design

Project Owner (LPA): City of Columbia, Missouri

Project Name: Bike/Ped Program Evaluation and Documentation

Project Number: CPP 9999(518)

As the LPA and/or consultant for the above local federal-aid transportation project, I have:

1. Reviewed the conflict of interest information found in Missouri's Local Public Agency Manual (EPG 136.4)
2. Reviewed the Conflict of Interest laws, including 23 CFR § 1.33, 49 CFR 18.36.

And, to the best of my knowledge, determined that, for myself, any owner, partner or employee, with my firm or any of my sub-consulting firms providing services for this project, including family members and personal interests of the above persons, there are:

☒ No real or potential conflicts of interest
If no conflicts have been identified, complete and sign this form and submit to LPA

☐ Real conflicts of interest or the potential for conflicts of interest

If a real or potential conflict has been identified, describe on an attached sheet the nature of the conflict, and provide a detailed description of Consultant's proposed mitigation measures (if possible). Complete and sign this form and send it, along with all attachments, to the appropriate MoDOT District Representative, along with the executed engineering services contract.

LPA

Printed Name: _____

Signature: _____

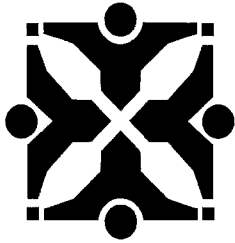
Date: _____

Consultant

Printed Name: Steven C. Durrant

Signature:  _____

Date: March 13, 2013



Source: Public Works

To: City Council
From: City Manager and Staff

Council Meeting Date: Apr 1, 2013

Agenda Item No:

Re: Professional Services Contract for GetAbout Project Evaluation

EXECUTIVE SUMMARY:

Staff has prepared for Council consideration a resolution authorizing the City Manager to execute a Professional Services Contract with Alta Planning + Design, for a not to exceed amount of \$140,692. Alta was selected through a competitive bid process that met city, state and federal requirements. Tasks include data collection, analysis, and reporting for the GetAbout project. The data will be included in future supplemental reports to Congress and federal Department of Transportation.

DISCUSSION:

The Non-Motorized Transportation Pilot Project (GetAbout) was funded by the federal government to determine to what extent walking and bicycling can replace motor vehicle use. Reporting the actual behavior changes made by individuals is an important aspect of the project. A solicitation for proposals was made via the MoDOT formal process. Two proposals were received and Alta was selected based on qualifications.

The specified tasks are in support of the GetAbout project and include:

- Bicycle and pedestrian counts and surveys for 2013 through 2015
- Annual analysis of the data and a corresponding report
- Analysis and documentation of experimental bicycle marking treatments
- Technical assistance on new and emerging on-street bicycle and pedestrian facilities

The data and reports will be used in future supplemental reports to Congress and the federal Department of Transportation.

FISCAL IMPACT:

The contract with Alta Planning + Design is for a not to exceed amount of \$140,692. The grant funds are budgeted in the GetAbout operating account.

VISION IMPACT:

<http://www.gocolumbiamo.com/Council/Meetings/visionimpact.php>

An extensive, safe network of trails and a safe, interconnected, non motorized transportation network.

SUGGESTED COUNCIL ACTIONS:

Approval of the resolution authorizing the City Manager to execute a Professional Services Contract with Alta Planning + Design.

FISCAL and VISION NOTES:					
City Fiscal Impact Enter all that apply		Program Impact		Mandates	
City's current net FY cost	\$0.00	New Program/ Agency?	No	Federal or State mandated?	No
Amount of funds already appropriated	\$140,692.00	Duplicates/Epands an existing program?	Yes	Vision Implementation impact	
Amount of budget amendment needed	\$0.00	Fiscal Impact on any local political subdivision?	No	Enter all that apply: Refer to Web site	
Estimated 2 year net costs:		Resources Required		Vision Impact?	Yes
One Time	\$0.00	Requires add'l FTE Personnel?	No	Primary Vision, Strategy and/or Goal Item #	13.1
Operating/ Ongoing	\$0.00	Requires add'l facilities?	No	Secondary Vision, Strategy and/or Goal Item #	12.4
		Requires add'l capital equipment?	No	Fiscal year implementation Task #	