

WORK ORDER FORM

PURSUANT TO A MASTER AGREEMENT BETWEEN
THE CITY OF FORT COLLINS
AND
TOOLE DESIGN GROUP, LLC

WORK ORDER NUMBER: 1
PROJECT TITLE: Workplan and Existing and Future
Conditions Assessment
ORIGINAL BID/RFP NUMBER & NAME: 9078 Mountain Avenue Reshaping Project
MASTER AGREEMENT EFFECTIVE DATE: May 1, 2020
WORK ORDER COMMENCEMENT DATE: May 1, 2020
WORK ORDER COMPLETION DATE: June 30, 2020
MAXIMUM FEE: (time and reimbursable direct costs): \$18,306
PROJECT DESCRIPTION/SCOPE OF SERVICES: See attached scope and fee to complete
Task 1 through Task 2.3.

Professional agrees to perform the services identified above and on the attached forms in accordance with the terms and conditions contained herein and in the Master Agreement between the parties. In the event of a conflict between or ambiguity in the terms of the Master Agreement and this Work Order (including the attached forms) the Master Agreement shall control.

The attached forms consisting of two (2) pages are hereby accepted and incorporated herein, by this reference, and Notice to Proceed is hereby given after all parties have signed this document.

PROFESSIONAL: DocuSigned by: Roswell Eldridge Date: 5/19/2020
93EE09B749E41690...
Ken Ray, Project Manager
ACCEPTANCE: DocuSigned by: Seth Lorson Date: 5/19/2020
D077F7C8BE65423...
Seth Lorson, Project Manager
REVIEWED: DocuSigned by: Elliot Dale Date: 5/19/2020
3C0D507F4193423...
Elliot Dale, Senior Buyer
ACCEPTANCE: _____ Date: _____
Gerry Paul, Purchasing Director
(if greater than \$60,000)

EXHIBIT A SCOPE OF SERVICES

A. Scope of Work

This scope of work describes the services to be provided by Toole Design as part of the Mountain Avenue Reshaping project. The following scope is based on a work plan (dated 4/8/20) developed by City staff with input from Toole Design, and it includes only a portion of the scope of work described in the Request for Proposals (dated 1/24/20) and the scope of work described in Toole Design's proposal (dated 2/17/20) and interview presentation (dated 3/3/20).

Task 1: Work Plan and Project Management

Toole Design will work with City staff to prepare a work plan to guide the study effort, especially in light of COVID-19 and associated social distancing requirements and economic impacts.

Toole Design will facilitate a project kickoff meeting with the project steering committee to present the project scope, desired outcomes, and opportunities for input and feedback.

Task 2: Existing and Future Conditions

Toole Design will work with City staff to gather and organize qualitative and quantitative data including traffic volumes (all modes), crash history, parking utilization, emergency service operations, utility locations, and ridehailing operator patterns.

Toole Design will create a plan-view, aerial graphic that highlights existing geometric and operational conditions. Toole Design will produce illustrative cross-sections for each block.

Toole Design will summarize existing, local plans and studies including the Downtown Plan, the Bicycle Master Plan, the Jefferson Street Alternative Analysis, the Parking Plan, the Transportation Master Plan, and the Pedestrian Priority Plan.

Toole Design will gather examples and guidance for public realm design, curbside management, balancing multimodal mobility and motor vehicle parking capacity, and utility integration.

Toole Design will conduct a preliminary strengths, weaknesses, opportunities, and threats (SWOT) analysis on the Mountain Avenue corridor based on data gathered, the City's existing goals, and national best practices.

| | Toole Design Group | | | | | | Walker Consultants | | Task Hourly Subtotals | Task Labor Subtotals | |
|---|---------------------|----------------------------|-----------------|--------------------|------------------|----------------|--------------------|----------------|-----------------------|----------------------|-----------------|
| | Principal-in-Charge | Senior Landscape Architect | Project Manager | Engineering Lead I | Project Engineer | Planner II | Designer II | Lead Planner | | | Planner |
| | \$260.00 | \$146.00 | \$136.00 | \$194.00 | \$147.00 | \$115.00 | \$92.00 | \$210.00 | \$170.00 | | |
| 1: Work Plan and Project Management | | | | | | | | | | | |
| Work and Public Involvement Plan | 2 | 2 | 4 | | | | | | | 8 | \$1,356 |
| Project Kickoff Meeting | | 4 | 6 | | | | | | | 10 | \$1,400 |
| Check-in Meetings | | 4 | 4 | | | | | | | 8 | \$1,128 |
| Progress Reports | 1 | | 2 | | | | | | | 3 | \$532 |
| Subtotal Hours | 3 | 10 | 16 | 0 | 0 | 0 | 0 | 0 | 0 | 29 | |
| Subtotal Effort | \$780 | \$1,460 | \$2,176 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | | \$4,416 |
| 2. Existing and Future Conditions | | | | | | | | | | | |
| 2.1 Existing Operational Conditions | | | | | | | | | | | |
| Summarize/Analyze Conditions | | | | 4 | | 4 | | 6 | 28 | 42 | \$7,256 |
| 2.2 Existing Physical Conditions | | | | | | | | | | | |
| Plan View and Aerial Graphics | | 2 | 2 | | 4 | | 12 | | | 20 | \$2,256 |
| Cross Sections by Block | | | | | 4 | | 12 | | | 16 | \$1,692 |
| 2.3 Future Needs and Goals | | | | | | | | | | | |
| Land Use, Public Space, and Transportation Trends | 2 | 2 | 2 | 2 | 2 | 8 | | | | 18 | \$2,686 |
| Subtotal Hours | 2 | 4 | 4 | 6 | 10 | 12 | 24 | 6 | 28 | 96 | |
| Subtotal Effort | \$520 | \$584 | \$544 | \$1,164 | \$1,470 | \$1,380 | \$2,208 | \$1,260 | \$4,760 | | \$13,890 |
| Total Hours | 5 | 14 | 20 | 6 | 10 | 12 | 24 | 6 | 28 | 125 | |
| Total Effort | \$1,300 | \$2,044 | \$2,720 | \$1,164 | \$1,470 | \$1,380 | \$2,208 | \$1,260 | \$4,760 | | \$18,306 |