



AGENDA BILL

Agenda Subject: Kittelson & Associates Professional Design Services Task Order 19-001 for Downtown 11 th Street Bikeway Concept Design		Date: April 13, 2020
Staff Contact: Amy Fimbel, Project Manager Kathy Wanner, Contracts Specialist	Attachments: 1) Resolution No. 1646 2) Task Order 19-001	
Action Requested: Adopt Resolution No. 1646 approving Kittelson & Associates Professional Design Services Task Order 19-001 for the Downtown 11 th Street Bikeway Concept Design.		

Background:

11th Street serves as a priority “ridge-to-river” bicycle corridor. The direct connection of Camel’s Back Park and the Boise River Greenbelt is essential to the city-wide bicycle network. 11th Street connects residential neighborhoods to downtown business and employment. It also serves vehicle traffic with two-way north/south movement into downtown and convenient access to I-184 (the Connector). The single block of vacated right-of-way on 11th Street between Franklin Street and Washington Street precludes vehicles from traveling further north into residential areas, thus 9th Street and 13th Street are the primary north/south vehicle connections through this area of downtown.

The general public, ACHD Commission, and the Boise City Council recommend examining implementation of a low stress bikeway on 11th Street from Washington Street to the Greenbelt. In response to these recommendations, CCDC and the City of Boise are co-sponsoring this project to coordinate analysis of low stress bikeway conceptual plans with the general public and public partners. The project scope of work includes a robust public and stakeholder engagement process, including online surveys and comment maps, online open houses, and mobile workshops. The project objective is to create a conceptual plan by October 2020 that balances the public’s interests and satisfies all authorities having jurisdiction. CCDC will then lead implementation of the bikeway in cooperation with its public partners.

The Downtown 11th Street Bikeway Concept Design project is about creating a solution that balances and satisfies various public interests and that also meets ACHD, ITD, the City, and CCDC requirements.

In March 2020, CCDC completed its selection process for a design professional for the 11th Street Bikeway Concept Design. The RFP was issued to three traffic engineering firms on the CCDC preapproved consultant services list roster, and proposals were received from two of the three firms. Kittelson & Associates was selected as the highest ranked firm. CCDC and Kittelson &

Associates negotiated the scope of service and the proposed fee that is included in the task order. Due to the task order's fee amount exceeding the Executive Director's independent spending authority, staff is requesting Agency Board approval of the proposed task order.

Fiscal Notes:

The Westside District GL account sufficiently funds this task order.

The total amount paid for Task Order 19-001 shall not exceed One Hundred Sixteen Thousand Eight Hundred Fifty-Five Dollars (\$116,855). CCDC will pay Kittelson & Associates based on time and materials, with hourly rates not to exceed those on file with CCDC.

Staff Recommendation:

Adopt Resolution No. 1646 approving Kittelson & Associates Professional Design Services Task Order 19-001 for Downtown 11th Street Bikeway Concept Design.

Suggested Motion:

I move to adopt Resolution No. 1646, approving Kittelson & Associates Task Order 19-001 for Downtown 11th Street Bikeway Concept Design.

RESOLUTION NO. 1646

BY THE BOARD OF COMMISSIONERS OF THE URBAN RENEWAL AGENCY OF BOISE CITY, IDAHO:

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE URBAN RENEWAL AGENCY OF BOISE CITY, IDAHO, APPROVING TASK ORDER 19-001 WITH KITTELSON & ASSOCIATES INC. FOR DESIGN SERVICES FOR THE DOWNTOWN 11TH STREET BIKEWAY CONCEPT PROJECT; AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE TASK ORDER 19-001; AUTHORIZING THE EXECUTIVE DIRECTOR TO TAKE ALL NECESSARY ACTION TO IMPLEMENT THE TASK ORDER; AUTHORIZING THE EXPENDITURE OF FUNDS; AND PROVIDING AN EFFECTIVE DATE.

THIS RESOLUTION, is made on the date hereinafter set forth by the Urban Renewal Agency of Boise City, Idaho, an independent public body, corporate and politic, authorized under the authority of the Idaho Urban Renewal Law of 1965, as amended, Chapter 20, Title 50, Idaho Code, and the Local Economic Development Act, as amended and supplemented, Chapter 29, Title 50, Idaho Code (collectively the "Act"), a duly created and functioning urban renewal agency for Boise City, Idaho, hereinafter referred to as the "Agency."

WHEREAS, the City Council of the City of Boise City, Idaho (the "City"), after notice duly published, conducted a public hearing on the River Street-Myrtle Street Urban Renewal Plan (the "River Street Plan"), and following said public hearing the City adopted its Ordinance No. 5596 on December 6, 1994, approving the River Street Plan and making certain findings; and,

WHEREAS, the City, after notice duly published, conducted a public hearing on the First Amended and Restated Urban Renewal Plan, River Street-Myrtle Street Urban Renewal Project (annexation of the Old Boise Eastside Study Area and Several Minor Parcels) and Renamed River Myrtle-Old Boise Urban Renewal Project (the "River Myrtle-Old Boise Plan"); and,

WHEREAS, following said public hearing, the City adopted its Ordinance No. 6362 on November 30, 2004, approving the River Myrtle-Old Boise Plan and making certain findings; and,

WHEREAS, the City, after notice duly published, conducted a public hearing on the First Amendment to the First Amended and Restated Urban Renewal Plan, River Street-Myrtle Street Urban Renewal Project and Renamed River Myrtle-Old Boise Urban Renewal Project ("First Amendment to the River Myrtle-Old Boise Plan"); and,

WHEREAS, following said public hearing, the City adopted its Ordinance No. 24-18 on July 24, 2018, approving the First Amendment to the River Myrtle-Old Boise Plan deannexing certain parcels from the existing revenue allocation area and making certain findings; and,

WHEREAS, the City, after notice duly published, conducted a public hearing on the Westside Downtown Urban Renewal Plan (the "Westside Plan"), and following said public hearing, the City adopted its Ordinance No. 6108 on December 4, 2001, approving the Westside Plan and making certain findings; and,

WHEREAS, 11th Street between Washington Street and the Greenbelt is located within the boundaries of the River Myrtle-Old Boise and Westside Plans and serves as a priority “ridge-to-river” bicycle corridor.

WHEREAS, the general public, Ada County Highway District Commission, and the Boise City Council recommend examining implementation of a low stress bikeway on 11th Street as a direct connection between the Boise River Greenbelt and Camel’s Back Park.

WHEREAS, the Agency issued a Request for Proposals (“RFP”) for professional design services for the Downtown 11th Street Bikeway Concept Project to three (3) of its prequalified design professionals, in accordance with Idaho Code § 67-2320(2)(h); and,

WHEREAS, as a result of the RFP, the Agency reviewed and ranked the two (2) proposals it received in accordance with the criteria and procedures set forth in the RFP and thereafter selected Kittelson & Associates Inc. as the best qualified and highest ranked proposer to provide the requested services to advance the Downtown 11th Street Bikeway Concept Project; and,

WHEREAS, Kittelson & Associates Inc. has submitted its proposal to deliver the design concept services which includes public/stakeholder engagement, preliminary design with alternatives, preferred design, and design approval; and,

WHEREAS, the Agency Board finds it in the best interest of the public and the Agency to approve Task Order 19-001 with Kittelson & Associates Inc. to act on the behalf of the Agency as the Design Professional for the Downtown 11th Street Bikeway Concept Design and to authorize the Agency Executive Director to execute same.

NOW, THEREFORE, BE IT RESOLVED BY THE MEMBERS OF THE BOARD OF COMMISSIONERS OF THE URBAN RENEWAL AGENCY OF BOISE CITY, AS FOLLOWS:

Section 1: That the above statements are true and correct.

Section 2: That Kittelson & Associates Task Order 19-001, attached hereto as EXHIBIT A and incorporated herein by reference, is hereby approved.

Section 3: That the Agency Executive Director is hereby authorized to execute Task Order 19-001 with Kittelson & Associates Inc. for an amount not to exceed ONE HUNDRED SIXTEEN THOUSAND EIGHT HUNDRED FIFTY-FIVE DOLLARS (\$116,855), and further, is hereby authorized to take all necessary action to implement Task Order 19-001, subject to representation by Agency legal counsel that all necessary conditions have occurred.

Section 4: That the Agency Executive Director is hereby authorized to expend funds for the design professional proposal amount for Task Order 19-001.

Section 5: That this Resolution shall be in full force and effect immediately upon its adoption and approval.

PASSED AND APPROVED by the Urban Renewal Agency of Boise City, Idaho, on April 13, 2020. Signed by the Chair of the Board of Commissioners and attested by the Secretary to the Board of Commissioners on April 13, 2020.

URBAN RENEWAL AGENCY OF BOISE CITY

By: _____
Dana Zuckerman, Chair

ATTEST:

By: _____
Lauren McLean, Secretary



KITTELSON & ASSOCIATES, INC.
2019-2024 ON-CALL PROFESSIONAL SERVICES AGREEMENT

TASK ORDER 19-001

*CONSULTANT: Use the Project Name and **PO#200059** number on all project-related invoices.*

TO: John Ringert, Senior Principal Engineer
Kittelson & Associates, Inc. ("CONSULTANT")
101 South Capitol Boulevard, Suite 600
Boise, Idaho 83702
208-338-2683
jringert@kittelson.com

FROM: John Brunelle, Executive Director
Capital City Development Corporation ("CCDC")
121 N. 9th Street, Suite 501
Boise, ID 83702
208-384-4264
jbrunelle@ccdchboise.com

ORIGINAL AGREEMENT: 2019-2024 On-Call Professional Services ("Agreement")
AGREEMENT DATE: July 2, 2019

TASK ORDER DATE: _____
TASK ORDER AMOUNT: \$116,855

1. PROJECT NAME: Downtown 11th Street Bikeway Concept Design

2. PROJECT DESCRIPTION

CCDC desires to engage CONSULTANT to develop a concept design for a low-stress bikeway on 11th Street from Washington Street to River Street as part of 11th Street's role as the "ridge to river" bikeway through downtown Boise.

3. SERVICES TO BE PERFORMED

CONSULTANT shall perform the services described in CONSULTANT's proposal dated April 1, 2020, attached as Exhibit A ("Scope of Services" or "Scope"). CONSULTANT shall not incur charges for the Scope of Services in excess of the not-to-exceed amount

for this Task Order without prior written approval from CCDC. CCDC's signature on this Task Order serves as a Notice to Proceed.

4. SUBCONSULTANT(S)

CONSULTANT intends to hire Parametrix as a subconsultant to assist with the performance of the Scope of Services. CCDC approves Parametrix ("SUBCONSULTANT") as a subconsultant on this Task Order. Payment for SUBCONSULTANT's services shall be as stated under Section 5 below.

5. PAYMENT

- (a) Amount and Method of Payment. The total amount paid for this Task Order shall be an amount not to exceed **ONE HUNDRED SIXTEEN THOUSAND EIGHT HUNDRED FIFTY-FIVE DOLLARS (\$116,855)**. CCDC shall pay CONSULTANT for the Scope of Services performed under this Task Order based on hours expended on the Scope at the agreed upon hourly rate(s).
- (b) Reimbursable Expenses. Payment for reimbursable expenses shall be included in the not-to-exceed limit of \$116,855.
- (c) Subconsultants. Payment to SUBCONSULTANT is included in the not-to-exceed amount of \$116,855 for this Task Order. CONSULTANT shall assume responsibility for the amount and schedule of payments to the SUBCONSULTANT
- (d) NOTICE REQUIRED PRIOR TO OVERAGES. CONSULTANT must notify CCDC if CONSULTANT anticipates that costs for the Scope of Services will exceed the not-to-exceed limit set for this Task Order.

6. SCHEDULE

CONSULTANT shall begin work upon execution of this Task Order and work diligently toward completion of the Scope of Services, with such completion no later than December 31, 2020.

7. DELIVERABLES / COPIES OF PRODUCTS

CONSULTANT shall submit the deliverables for each task described in the attached Exhibit A to CCDC in a manner approved by CCDC. CONSULTANT shall submit revised work products if requested by CCDC.

8. CONTRACT TERMS

Terms of the 2019-2024 On-Call Professional Services Agreement shall apply to the services performed and work products created under this Task Order.

End of Task Order | *Signatures appear on the following page.*

IN WITNESS WHEREOF, CCDC and CONSULTANT have executed this Task Order as of the date last written below.

CAPITAL CITY DEVELOPMENT CORP.

**CONSULTANT
KITTELSON & ASSOCIATES, INC.**

John Brunelle, Executive Director



John Ringert, Principal

Date: _____

Date: 4/6/20

EXHIBITS

A: Consultant's Proposal dated April 1, 2020

Budget Info / For Office Use	
Fund/District	303
Account	5501
Activity Code	n/a
PO #	200059
Completion Date	December 31, 2020

DOWNTOWN 11TH STREET BIKEWAY CONCEPT DESIGN - SCOPE OF WORK

The purpose of this project is to develop a concept design for a low-stress bikeway on 11th Street from the Greenbelt to Washington Street that fits with 11th Street's role as the premier "ridge to river" bikeway through downtown Boise. The scope of work for the project is outlined below. This scope of work assumes that the project is managed by CCDC, with close support from the City of Boise, and guidance from the Interagency Advisory Team (IAT) identified in the RFP. We are assuming that the CCDC project manager is the final arbiter of all project decisions.

Public and Stakeholder Engagement Assumptions

Support from area business and property owners and the public is crucial to the success of this project. The Consultant, CCDC, and the City place high importance on stakeholder and public engagement and this scope of work assumes a robust public and stakeholder engagement process. This scope assumes engagement responsibilities are shared between CCDC, the City, and Kittelson. It makes the following general assumptions about how these public and stakeholder engagement responsibilities are shared:

- CCDC and the City will lead stakeholder meetings and interviews and be responsible for meeting logistics and advertisements, disseminating project information via their websites, social media and other communication channels, as well as coordinating with ACHD to do the same.
- Kittelson will prepare presentation materials (e.g., handouts/flyers, graphic representations of concepts, presentation boards, online open house materials), attend, and in some cases facilitate, stakeholder and public meetings identified in the scope, and summarize the results.

TASK 0 – PROJECT MANAGEMENT

The objectives of this task are to develop and maintain a project schedule, maintain regular communication with CCDC and the City of Boise, and submit monthly invoices and progress reports. It will be accomplished through the following subtasks and deliverables:

Task 0.1 – Project Schedule

- Following initiation of a contract with CCDC, Kittelson will update the project schedule included with this proposal.

- Kittelson will maintain and update the schedule as necessary throughout the project. Potential changes in the project schedule will be communicated to and confirmed by the CCDC project manager as soon as Kittelson is aware that they may need to occur.

Task 0.2 – Project Updates

- The Kittelson project manager will participate in bi-weekly meetings (either via call or in-person) with CCDC and City of Boise project managers to provide updates on project progress and discuss next steps. We will prepare an e-mail summary of key decisions and actions after each meeting.

Task 0.3 – Monthly Invoices and Progress Reports

- Kittelson will provide monthly invoices and progress reports to CCDC for the life of the project (assumed to be eight months).

Task 0 Kittelson Deliverables

- Project schedule
- Bi-weekly project updates
- Monthly invoices and progress reports

TASK 1 – PROJECT FOUNDATION

The objectives of Task 1 are to: 1) Gain a clear understanding of existing conditions, including physical conditions and current use of 11th Street; 2) Establish project goals, process, scope, and schedule with the IAT; and 3) Engage the public and stakeholders in the project and understand their priorities and concerns. It will be accomplished through the following subtasks and deliverables:

Task 1.1 – Data Collection and Plan Review

- Kittelson will obtain and review existing plans for 11th Street, including approved development applications and site plans from CCDC, City of Boise, ACHD, and ITD. The purpose of this review will be to identify planned and programmed projects that may affect the route, as well as each plan's vision for the route (if applicable). The review will identify commonalities and discrepancies across the reviewed documents.
- Kittelson will obtain existing motor vehicle, pedestrian, and bicycle counts from ACHD and ITD, including peak hour turning movement counts and average daily traffic (ADT) volume counts.

- Kittelson will assess count coverage and applicability to current conditions (e.g., to be relevant, counts near Front Street and Myrtle Street must have been conducted since JUMP and the recent developments at Pioneer Crossing opened).
- Kittelson will collect weekday a.m. and p.m. peak hour turning movement counts, including pedestrian and bicycle movements (bicycle counts to be separated by whether on sidewalk or in-street), at the following intersections (if the data is not already readily available from ACHD or ITD – note: fee estimate assumes that new counts are needed at each location as previous counts we are currently aware of were conducted before Pioneer Crossing was built and did not include bicyclists and/or pedestrians):
 - 11th Street/State Street
 - 11th Street/Idaho Street
 - 11th Street/Main Street
 - 11th Street/Front Street
 - 11th Street/Myrtle Street
 - 11th Street/River Street
 - 11th Street/JUMP parking garage-Pioneer Crossing Entrance
- Kittelson will collect weekday 24-hour motor vehicle volume counts at the following locations (it is assumed that ACHD counts from 2018 north of Main Street are valid for this project):
 - 11th Street south of Front Street
 - 11th Street north of Front Street
 - 11th Street south of Myrtle Street
- If the potential concept design involves a lane reduction on 11th Street between W Front Street and W Myrtle Street, Kittelson will collect midday motor vehicle volume counts at the following locations (if data is not readily available from ITD):
 - W Front Street between S 13th St and S Capitol Blvd (assumed to be in two locations, one on either side of 11th Street)
 - W Myrtle Street between S 13th St and S Capitol Blvd (assumed to be in two locations, one on either side of 11th Street)

- Since the pedestrian and bicycle counts will be obtained outside of the peak season for multimodal travel, Kittelson will develop expansion factors to adjust the peak hour bicycle and pedestrian counts to average annual daily bicyclist and pedestrian volumes using data from COMPASS permanent bicycle and pedestrian counters.
- Kittelson will collect weekday hourly on-street parking utilization along the 11th Street corridor for one three days from 7 a.m. to 9 p.m., including bicycle parking.
- Parking utilization and inventory will be reported by block face. Special use parking utilization (e.g., motorcycle, loading, accessible spaces) will be inventoried and reported separately.
- Kittelson will visit the corridor and observe multimodal operations during the weekday a.m., p.m., and midday periods and note unique or noteworthy operations or uses that need to be considered in the design process (e.g., delivery practices, sidewalk special uses).
- Kittelson will inventory the location and number of loading zones on, and within one block of, 11th Street between Front Street and State Street.
- Kittelson will obtain and review crash data for the study section of 11th Street and the intersections along it to identify any patterns in crash history.
- Kittelson will summarize the results of the above tasks in a brief memorandum (Technical Memorandum #1) and submit a draft for review by the IAT. CCDC project manager will collect feedback from the IAT and provide to Kittelson. Kittelson will revise the memorandum based on feedback provided by the IAT as directed by the CCDC project manager.

Task 1.2 – Project Base Mapping

The concept design will be developed using a light topographic survey, similar to what has been conducted for other work in the area.

Parametrix has completed recent survey for portions 11th Street within the project limits as part of the 11th Street Bikeway and Maintenance project and the 2019 Downtown Boise Implementation Plan (DBIP) for ACHD. Parametrix will set additional survey control, verify the existing survey data and will survey the remaining portion of the corridor between Washington Street and River Street and any newly constructed portions of the corridor as follows:

- Perform a topographic survey to include, back of walk, top back of curb, lip of gutter and crown of road at PC's, PT's, grade breaks, low points, intersections and on approximately 100-foot intervals
 - Additionally, building corners, facades and entry thresholds will be surveyed along the entire project corridor for buildings that are within three feet of the back of walk (approximately 18 buildings)

- All visible surface utilities will be surveyed including manholes, storm inlets, and utility valves located within the paved area of the roadway segments
- All signal poles, light poles and street signs along the roadway segments will be surveyed
- All visible survey monuments and corner pins within the project limits that need to be either retained/protected or referenced/reset during construction will be surveyed
- Obtain ACHD GIS information for existing right-of-way along with plats and records of surveys adjacent to each roadway segment. The approximate right-of-way location will be depicted based upon the GIS information.
- Coordinate with Digline to locate and mark existing underground utility locations for the roadway segments and coordinate with local utility companies to obtain facility maps of underground utilities.
- Kittelson will incorporate the survey information provided by Parametrix into a single base map of the entire corridor.
- Kittelson will collect drone photographs of areas along 11th Street where available aerial photography may not be current (e.g., 11th Street between Front Street and Myrtle Street) or where trees or other vertical items obscure the view of the street.

Task 1.3 – Public and Stakeholder Engagement Plan

- Kittelson will work with CCDC and the City of Boise to prepare a public and stakeholder engagement plan that will establish methods to allow area stakeholders and the public to have meaningful involvement in the concept design development. The plan will describe outreach efforts (including online tools and in-person meetings and workshops), their target audiences, intended outcomes, materials that will be presented, and how feedback will be collected and disseminated.
- It is anticipated that public and stakeholder engagement efforts will be shared between Kittelson, CCDC, and the City of Boise, as described at the beginning of this scope of work, and the plan will clearly outline responsibilities for each agency, as well as participation by ACHD and ITD, if applicable.
- The plan will also describe and include a statement of need for interagency coordination that will occur through the IAT and communication of members of the IAT with their respective agency decision makers (i.e., CCDC Board, Boise City Council, ACHD Commission, ITD District Engineer).

Task 1.4 – IAT Meeting #1 – Kickoff

- Kittelson will prepare for, facilitate, and summarize in writing a project kick-off meeting with the IAT. The purpose of this meeting will be to review the project scope, schedule,

objectives, and public and stakeholder engagement plan, discuss agency priorities and vision for the corridor, identify key project concerns and items to be addressed, and determine criteria to be used for evaluating alternatives.

Task 1.5 – Public and Stakeholder Engagement #1

The first round of public and stakeholder engagement will include online and in-person outreach as described below:

- Kittelson will prepare a project fact sheet that can be used to communicate the purpose of the project and pertinent background information (e.g., the support from the public for an enhanced bikeway on 11th Street from the first survey conducted for the ACHD 11th Street project, the direction provided by the ACHD Commission and Boise City Council). The fact sheet will be suitable for posting online on agency websites and for use in distributing to area property and business owners and the general public.
- Kittelson will prepare an online comment map and survey. It is expected that the survey will be similar to the surveys used for previous bikeway projects (i.e., ACHD’s 11th Street Bikeway Concept), but with two different versions: one for the general public and one for area business and property owners who can’t attend the stakeholder in-person meetings described below. The purpose of these tools will be to obtain feedback from the public and stakeholders on existing issues they experience along the corridor, possible solutions, and popular area destinations. Kittelson will be responsible for summarizing comments received through the comment map and survey in a short memo. CCDC and the City of Boise will be responsible for advertising the online map and survey.
- CCDC and the City of Boise to host a series of small group meetings for business and property owners along 11th Street. Kittelson will work with CCDC and the City to prepare a questionnaire to be used in the meetings. The purpose of these meetings will be to understand how existing business and property owners use 11th Street (e.g., deliveries, parking, special uses), their plans for future operations/development, and current issues they see along the corridor. CCDC and the City will summarize the feedback received and provide to Kittelson. It is expected there may be up to four of these meetings, broken out into the following geographic areas that have similar characteristics:
 - North of State Street
 - State Street to Front Street
 - Front Street to Myrtle Street
 - South of Myrtle Street

- Following completion of the above efforts, Kittelson will prepare a one-page fact sheet summarizing the results of the outreach for dissemination to area stakeholders, the public, agency staff, and elected officials. The sheet will describe common themes and messages heard, summarize feedback statistics, and describe next steps.

Task 1 Kittelson Deliverables

- Draft and Final Technical Memorandum #1 – Existing Conditions
- Base Map
- IAT Meeting #1 Agenda and Summary
- Project Fact Sheet
- Online Commenting Map and Survey and Summary
- Questionnaire for Stakeholder Group Meetings
- Public and Stakeholder Comment Fact Sheet #1

Task 1 CCDC and City Deliverables

- Advertising the online comment map and survey
- Arranging, facilitating, and summarizing stakeholder small group meetings
- Disseminating project and public and stakeholder comment fact sheets to stakeholders, the public, and agency staff and officials

TASK 2 – PRELIMINARY DESIGN WITH ALTERNATIVES

The objective of Task 2 is to develop and evaluate alternative concept designs. It will be accomplished through the following subtasks and deliverables:

Task 2.1 – Draft Concepts

- Based on the information collected in Task 1, Kittelson will develop preliminary alternatives for the design concept. This will be accomplished through work sessions with our core team and design advisors. This effort will include reviewing and evaluating the four alternative cross-sections prepared by the City of Boise.
- Kittelson will use the base mapping and other information from Task 1 to evaluate feasibility and potential trade-offs of alternative treatments.

- Kittelson will summarize the preliminary alternatives and our assessment of them in a series of maps, similar to those used in ACHD's 11th Street Bikeway Concept, and a brief technical memorandum (Technical Memorandum #2) describing the results of the assessment.
- Kittelson will submit draft Technical Memorandum #2 to the IAT for review in advance of IAT Meeting #2 (see Task 2.2).

Task 2.2 – IAT Meeting #2 – Concept Development Workshop

- Kittelson will prepare for and facilitate a half-day concept development workshop with the IAT.
- Kittelson attendees at the workshop will include our project manager, project principal, quality manager/technical design expert, and project analyst/designer.
- The workshop will begin with a summary of public and stakeholder feedback received in Task 1.
- Following this, Kittelson will present the preliminary alternatives and our assessment of them and solicit feedback from the IAT.
- Kittelson will then engage the IAT in developing and evaluating additional potential treatments for areas that may require additional attention and focused discussion (e.g., areas that have been sticking points with agencies in the past, such as the Front Street and Myrtle Street crossings). The goal of the latter part of this workshop will be to surface potential treatments from IAT members and engage them in evaluating the feasibility and ability of the treatments to address the project objectives.
- The ultimate outcome of the workshop will be a concept design with potential alternative treatments (maximum three per location) for presentation to the public for feedback.

Task 2.3 – Revise Draft Concepts

- Kittelson will use the results of the Task 2.2 workshop to revise and finalize Technical Memorandum #2, including preparing draft design concepts, with alternative treatments where identified (these may be shown as call-outs on a single concept drawing or prepared as separate drawings, depending on the nature of the treatments [e.g., signal phasing alternatives may be presented as call-outs, but cross-sectional differences would warrant another drawing]), for public presentation. For the purposes of this scope and fee estimate, we are assuming we are drawing up to two alternative concepts (i.e., two different cross-sections) that will include the following:
 - Plan view drawings over an aerial that include the locations and dimensions of the curb, furnishing zones, walk zones, bicycle facilities, buffers, on-street parking, and motor vehicle travel lanes.

- Note changes to signal phasing/operations, intersection treatments (e.g., bike boxes, bike crossing markings), and recommendations for specific treatments at potential conflict locations.
- Summarize the number and location of parking stalls (including noting special purpose stalls, such as motorcycle and accessible spaces), loading zones, and bike racks.
- 3D renderings of key locations each alternative (up to two per alternative).

Task 2.4 – Public and Stakeholder Engagement #2

Kittelson will work with CCDC and the City of Boise to conduct a series of public involvement and stakeholder meetings. The purpose of the meetings will be to obtain feedback on the revised draft concepts prepared in Task 2.3. The current expected structure of the meetings is:

- Two in-person mobile workshops, similar to those held for ACHD’s 11th Street Bikeway project. The meetings will be held at locations along the route (e.g., potential meeting locations include JUMP, one of the surface parking lots or alleys along 11th Street, and Boise High School) on the same day.
- Kittelson will prepare maps and other technical information materials, including the Public and Stakeholder Comment Fact Sheet #1 prepared in Task 1.5 and how the concepts respond to this feedback. CCDC and the City will be responsible for meeting logistics (e.g., securing space) and advertising the meetings.
- An online open house that will present the same information as the mobile workshops and solicit the same feedback. Kittelson will prepare the online open house and survey. CCDC and the City will be responsible for advertising the site.
- Stakeholder small group meetings, similar to Task 1.5, will be held to present the alternative design concepts and solicit feedback from area property and business owners. The meetings will be arranged and facilitated by CCDC and the City of Boise. Kittelson will provide presentation materials (assumed to be similar to the materials used in the public meetings) and attend the meetings to answer technical questions.
- Kittelson will prepare summaries of each outreach effort, including identifying potential changes to the alternative concepts and recommended treatments for a final concept. This information will be summarized in a one-page fact sheet summarizing the results of the outreach for dissemination to area stakeholders, the public, agency staff, and elected officials. The sheet will describe common themes and messages heard, summarize feedback statistics, and describe next steps.

Task 2 Kittelson Deliverables

- Draft and Final Technical Memorandum #2 – Alternative Concepts
- Concept Drawings for up to 2 Alternatives
- IAT Meeting #2 Agenda and Summary
- Materials for and attendance at two in-person mobile workshops
- Online open house
- Materials for and attendance at up to four stakeholder small group meetings
- Public and Stakeholder Comment Fact Sheet #2

Task 2 CCDC and City Deliverables

- Advertising the public mobile workshops and online open house
- Arranging and facilitating stakeholder small group meetings
- Disseminating public and stakeholder comment fact sheets to stakeholders, the public, and agency staff and officials

TASK 3 – PREFERRED DESIGN

The objective of Task 3 is to select and refine a preferred concept design for agency approval. It will be accomplished through the following subtasks and deliverables:

Task 3.1 – IAT Meeting #3

- Kittelson will prepare for, facilitate, and summarize IAT Meeting #3. The purpose of this meeting will be to review the public feedback received in Task 2.4 and determine the preferred concept, as well as any modifications that will be made to it.

Task 3.2 – Approval Draft Concept

- Kittelson will revise the recommended concept according to the decisions made in IAT Meeting #3.
- Kittelson will prepare a cost estimate of the recommended concept. The cost estimate will be broken down into categories based on which agency may fund or implement the items as well as by the specific Urban Renewal District such improvements are located within (e.g., streetscape modifications would be in a separate category, as would items related to 11th Street and the Front Street-Myrtle Street couplet).
- Kittelson will submit the draft concept to the IAT for review (assumed to be concurrent with public and stakeholder review in Task 3.3).

- Kittelson will revise the draft concept once based on feedback from the IAT and the public and stakeholders (from Task 3.3), as directed by the CCDC project manager.

Task 3.3 – Public and Stakeholder Engagement #3

- Kittelson will work with CCDC and the City of Boise to present the recommended concept to the stakeholder groups and the public. This is expected to occur through the following:
- Stakeholder small group meetings, similar to Tasks 1.5 and 2.3, will be held to present the recommended concept to the stakeholder groups. The meetings will be arranged and facilitated by CCDC and the City of Boise. Kittelson will provide presentation materials (assumed to be the draft recommended concept and material describing how it responds to stakeholder and public feedback) and attend the meetings to answer technical questions.
- An online open house will present the draft recommended concept for review and feedback from the public. It will include similar information as to what will be presented to the stakeholders. Kittelson will prepare the online open house and survey. CCDC and the City will be responsible for advertising the site.
- Kittelson will summarize feedback received from the stakeholder meetings and online open house and provide the summary to the IAT for review.

Task 3.4 – Summary Report

- Kittelson will prepare a brief report that summarizes the project process, public feedback, how the concepts were developed, and implementation considerations for the recommended concept. Consultant will submit the concept report to the IAT for review. CCDC project manager will collect feedback from the IAT and provide to Kittelson.
- Kittelson will revise the report based on feedback provided by the IAT as directed by the CCDC project manager.

Task 3 Kittelson Deliverables

- Draft and Final Concept Design to include:
 - Color plan view drawings over an aerial that include the locations and dimensions of the curb, furnishing zones, walk zones, bicycle facilities, buffers, on-street parking, motor vehicle travel lanes, and impacts to/relocation of (if necessary) street trees, lights, and furniture.
 - Drawings will note changes to signal phasing/operations, intersection treatments (e.g., bike boxes, bike crossing markings), and recommendations for specific treatments at potential conflict locations.

- Drawings will summarize the number and location of parking stalls (including noting special purpose stalls, such as motorcycle and accessible spaces), loading zones, and bike racks.
- 3D renderings of up to two key locations.
- Drawings will be provided as a single rollplot and a booklet of 11" x 17" pages in PDF format.
- IAT Meeting #3 Agenda and Summary
- Online open house
- Materials for and attendance at up to four stakeholder small group meetings
- Public and Stakeholder Engagement #3 summary
- Draft and final summary report

Task 3 CCDC and City Deliverables

- Advertising the online open house
- Arranging and facilitating stakeholder small group meetings

TASK 4 – CONCEPT DESIGN APPROVAL PROCESS

The objective of Task 4 is to obtain approval of the concept design from the four implementing agencies (i.e., CCDC, City of Boise, ACHD, and ITD). It will be accomplished through the following subtasks and deliverables:

Task 4.1 – Agency Design Approval

- Kittelson will prepare presentation slides and an updated project fact sheet summarizing the project process for CCDC and the City of Boise to use in obtaining approval from the following:
 - City of Boise Design Review (and City Council, if necessary)
 - CCDC Board
 - ACHD Commission
 - ITD District 3 Engineer (and Board, if necessary)
- CCDC and/or the City of Boise will arrange and present at each meeting with the above agencies. The Kittelson project manager will attend each meeting and answer questions, as necessary.

Task 4.2 – Final Concept and Summary Report

- Kittelson will revise the draft final summary report and concept prepared in Task 3 based on feedback received and the outcomes of the approval process in Task 4.1, as directed by the CCDC project manager. Kittelson will submit the final summary report and design concept and cost estimate to CCDC and the City of Boise.

Task 4 Kittelson Deliverables
































- City Design Review Application
- Presentation materials for the design approval process
- Attendance at up to four design approval meetings
- Final summary report
- Final concept design (updates of the deliverables provided in Task 3) and cost estimate


Task 4 CCDC and City Deliverables

- Arranging, preparing staff reports, and leading design approval meetings

Project Schedule

2020

TASK		APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV					
0	Project Management													
0.1	Project Schedule													
0.2	Project Updates													
0.3	Invoices and Progress Reports													
1	Project Foundation													
1.1	Data Collection and Plan Review													
1.2	Project Base Mapping													
1.3	Public and Stakeholder Engagement Plan													
1.4	IAT Meeting #1													
1.5	Public and Stakeholder Engagement #1													
2	Preliminary Design with Alternatives													
2.1	Draft Concepts													
2.2	IAT Meeting #2													
2.3	Revise Draft Concepts													
2.4	Public and Stakeholder Engagement #2													
3	Preferred Design													
3.1	IAT Meeting #3													
3.2	Approval Draft Concept													
3.3	Public and Stakeholder Engagement #3													
3.4	Summary Report													
4	Design Approval Process													
4.1	Agency Design Approval						Exact schedule to be determined in conjunction with approving agencies							
4.2	Final Concept and Summary Report													

 Kittelson Work
  Public Comment Periods
  IAT Meeting
  Bi-weekly Updates
  Public and Stakeholder Meetings

Project Budget Form

Project Name: 11th Street Bikeway Concept
 Project Manager: NMF
 KAI Project Number: 24970
 Date: Mar 27, 2020

LABOR ESTIMATE - 11th Street Bikeway Concept

Task	Notes	Staff	Foster, Nick	Daleiden, Sonia	Steyn, Hermanus	Heisinger, Mark	Gross, Nick	Semler, Conor	Rhyme, Steven	Sulz, Darcy	SUBTASK/ TASK HOURS	SUBTASK/ TASK COST
			NMF	SAH	HJS	MAH	NHG	CMS	SJR	DNS		
000 Project Management												
	Project Schedule		2	0.5							2.5	\$548
	Project Updates		7								7	\$1,505
	Invoices and Progress Reports		2								2	\$430
	Reimbursable Expense											\$0
	Task #000 - Subtotal		11	0.5	0	0	0	0	0	0	11.5	\$2,483
001 Project Foundation												
	Data Collection and Plan Review		4	0.5	1	41					46.5	\$6,578
	Project Base Mapping		2		2	2				8	14	\$2,310
	Public and Stakeholder Engagement Plan		1	2		6					9	\$1,465
	IAT Meeting #1		6			6					12	\$2,070
	Public and Stakeholder Engagement #1		5	8		22			16		51	\$8,375
	Reimbursable Expense											\$24,850
	Task #001 - Subtotal		18	10.5	3	77	0	0	16	8	132.5	\$45,648
002 Preliminary Design with Alternatives												
	Draft Concepts		14	4	6	24	4	4			56	\$10,150
	IAT Meeting #2		8	4	4	8					24	\$4,780
	Revise Draft Concepts		12	1	4	14			40	24	95	\$15,355
	Public and Stakeholder Engagement #2		12	12		16			12		52	\$9,400
	Reimbursable Expense											\$0
	Task #002 - Subtotal		46	21	14	62	4	4	52	24	227	\$39,685
003 Preferred Design												
	IAT Meeting #3		4			4					8	\$1,380
	Approval Draft Concept		6	1	2	12			6	12	39	\$6,205
	Public and Stakeholder Engagement #3		6	8		8			2	2	26	\$4,800
	Summary Report		4	2	2	16			4	4	32	\$5,130
	Reimbursable Expense											\$0
	Task #003 - Subtotal		20	11	4	40	0	0	12	18	105	\$17,515
004 Design Approval Process												
	Agency Design Approval		18	2		12			6	4	42	\$7,400
	Final Concept and Summary Report		4	1	1	8			4	8	26	\$4,125
	Reimbursable Expense											\$0
	Task #004 - Subtotal		22	3	1	20	0	0	10	12	68	\$11,525
TOTAL HOURS			117	46	22	199	4	4	90	62		
LABOR RATE			\$215.00	\$235.00	\$270.00	\$130.00	\$150.00	\$215.00	\$160.00	\$135.00	TOTAL HOURS	TOTAL LABOR
LABOR COST			\$25,155	\$10,810	\$5,940	\$25,870	\$600	\$860	\$14,400	\$8,370	544	\$92,005

Rates shown above are for budgeting purposes only. Additional staff may be billed at the time services are performed.

TOTAL REIMBURSABLES	\$24,850
TOTAL KAI FEES	\$116,855
TOTAL SUB FEES	\$0
TOTAL PROJECT BUDGET	\$116,855