

**RESOLUTION NO. 17-02-09**

**A RESOLUTION OF THE VILLAGE COUNCIL OF ISLAMORADA, VILLAGE OF ISLANDS, FLORIDA, APPROVING A WORK AUTHORIZATION FOR KITTELSON & ASSOCIATES, INC. FOR AN EVALUATION OF EXISTING TRAFFIC CONDITIONS AND PROPOSED RECOMMENDATIONS TO IMPROVE TRAFFIC MOBILITY; AUTHORIZING THE VILLAGE MANAGER TO TAKE NECESSARY AND EXPEDIENT ACTION; PROVIDING FOR ALLOCATION OF FUNDS; AND PROVIDING FOR AN EFFECTIVE DATE**

**WHEREAS**, in 2015, the Village Council of Islamorada, Village of Islands (the "Village Council") adopted Resolution 15-05-32, thereby approving a Continuing Service Agreement with Kittelson & Associates, Inc. ("Kittelson") for transportation and traffic engineering services; and

**WHEREAS**, the Village Council authorized Kittelson to perform an evaluation of existing traffic conditions and propose recommendations to improve traffic mobility within the "Village"; and

**WHEREAS**, Village staff has recommended that the Village engage the services of a traffic engineering firm to perform an evaluation of existing traffic conditions and propose recommendations to improve traffic mobility within the Village; and

**WHEREAS**, the Village Manager has recommended that the Village engage Kittelson to perform the aforementioned services, as set forth in Work Authorization No. 2 attached hereto; and

**WHEREAS**, the Village Council, desires to approve Work Authorization No. 2 for Kittelson, at a cost not to exceed Fifty-Seven Thousand Nine Hundred Twenty-Five Dollars (\$57,925.00), as set forth in Exhibit "A" attached hereto; and

WHEREAS, the Village Council finds that approval of a budget amendment and approval of Work Authorization No. 2 are in the best interest of the Village.

**NOW THEREFORE, BE IT RESOLVED BY THE VILLAGE COUNCIL OF ISLAMORADA, VILLAGE OF ISLANDS, FLORIDA, AS FOLLOWS:**

**Section 1. Recitals.** The above recitals are true and correct and incorporated herein by reference.

**Section 2. Approval of Work Authorization.** The Village Council hereby approves Work Authorization No. 2 for Kittelson to perform an evaluation of existing traffic conditions and propose recommendations to improve traffic mobility, at a cost not to exceed Fifty-Seven Thousand Nine Hundred Twenty-Five Dollars (\$57,925.00), as set forth in Exhibit "A" attached hereto.

**Section 3. Authorization of Village Officials.** The Village Manager and/or his designee and the Village Attorney are hereby authorized to take all actions necessary to implement the terms and conditions of the Work Authorization.

**Section 4. Authorization of Fund Expenditure.** Notwithstanding the limitations imposed upon Village Manger pursuant to the Village's Purchasing Procedures Ordinance, the Village Manager is authorized to record a budget amendment to reflect a Use of Unassigned Fund Balance in the General Fund in the amount of \$58,000.00 and expend budgeted funds to implement the terms and conditions of the Work Authorization.

**Section 5. Effective Date.** This Resolution shall take effect immediately upon its adoption. Motion to adopt by Councilman Mike Forster, second by Councilwoman Cheryl Meads.

FINAL VOTE AT ADOPTION  
VILLAGE COUNCIL OF ISLAMORADA, VILLAGE OF ISLANDS

Mayor Jim Mooney	YES
Vice Mayor Chris Sante	YES
Councilman Mike Forster	YES
Councilwoman Deb Gillis	YES
Councilwoman Cheryl Meads	YES

PASSED AND ADOPTED on the second reading this 16<sup>th</sup> day of February, 2017.

  
\_\_\_\_\_  
CHRIS SANTE, VICE MAYOR

ATTEST:

  
\_\_\_\_\_  
KELLY TOOTH, VILLAGE CLERK

APPROVED AS TO FORM AND LEGALITY  
FOR THE USE AND BENEFIT OF  
ISLAMORADA, VILLAGE OF ISLANDS ONLY

  
\_\_\_\_\_  
ROGET V. BRYAN, VILLAGE ATTORNEY



PROJECT AGREEMENT

Between

ISLAMORADA, VILLAGE OF ISLANDS

And

KITTELSON & ASSOCIATES. INC.

For

Work Authorization No. 2

Islamorada General Transportation Engineering Consulting Services

This Project Agreement between ISLAMORADA, VILLAGE OF ISLANDS (hereinafter referred to as "VILLAGE") and KITTELSON & ASSOCIATES, INC. (hereinafter referred to as "CONSULTANT"), hereby authorizes the CONSULTANT to provide the services as set forth below:

The VILLAGE and CONSULTANT agree as follows:

SECTION 1. SCOPE OF SERVICES

1.1 The "Scope of Services" and tasks to be provided by the CONSULTANT for this Project are those services and tasks as listed in Exhibit "1"

1.2 The VILLAGE may request changes that would increase, decrease, or otherwise modify the Scope of Services. Such changes must be contained in a written change order executed by the parties in accordance with the provisions of the Continuing Services Agreement between the VILLAGE and CONSULTANT, dated June 1, 2015, prior to any deviation from the terms of the Project Agreement, including the initiation of any extra work.

SECTION 2. DELIVERABLES

As part of the Scope of Services the CONSULTANT shall provide to the VILLAGE the following Deliverables:

Task 1. Technical Memorandum summarizing yearly crash summary spreadsheets, potential locations for safety improvements and potential traffic calming alternatives along Old Highway – SR 4A. Presentation of Technical Memorandum at a Village Council meeting.

Task 2. Technical Memorandum summarizing the turn lanes assessment, technician data collection sheets and travel time summary, driveway consolidation opportunities, improvements on local streets and other potential remedies. Presentation of Technical Memorandum at a Village Council meeting.

Unless otherwise stated, the CONSULTANT will provide all materials prepared for the PROJECT in both paper and electronic formats as appropriate, excluding material that is available only as photocopy to the VILLAGE. The VILLAGE shall be provided copies of all correspondence from CONSULTANT to any public or private entity or individual and all correspondence received by the CONSULTANT for the PROJECT.

### SECTION 3. TERM/TIME OF PERFORMANCE/DAMAGES

3.1 Term. This Project Agreement shall commence on the date this Agreement is fully executed by all parties and shall continue in full force and effect through, September 30, 2017, unless otherwise terminated pursuant to Section 6 or other applicable provisions of this Project Agreement. The Village Manager may extend the term of this Agreement through written notification to the CONSULTANT. Such extension shall not exceed (30) days. No further extensions of this Agreement shall be effective unless authorized by the Village Council.

3.2 Commencement. The CONSULTANT'S services under this Project Agreement and the time frames applicable to this Project Agreement shall commence upon the date provided in a written Notice to Proceed ("Commencement Date") provided to the CONSULTANT from the Village Manager. The CONSULTANT shall not incur any expenses or obligations for payment to third parties prior to the issuance of the Notice to Proceed of Commencement.

3.3 Contract Time. Upon receipt of the Notice to Proceed, the CONSULTANT shall commence services to the VILLAGE on the Commencement Date, and shall continuously perform services to the VILLAGE, without interruption, in accordance with the time frames set forth in the Scope of Services, a copy of which is attached and incorporated into this Agreement. The number of calendar days from the Commencement Date, through the date set forth in the Project Schedule for completion of the Project shall constitute the Contract Time.

3.4 All limitations of time set forth in this Agreement are of the essence.

### SECTION 4. AMOUNT, BASIS AND METHOD OF COMPENSATION

4.1 Lump Sum Compensation. VILLAGE agrees to pay CONSULTANT an amount not to exceed Fifty-Seven Thousand Nine Hundred Twenty-Five Dollars (\$57,925.00) as compensation for performance of all services related to the Project. It is understood that the method of compensation is that of lump sum which means that CONSULTANT shall perform all services set forth for total compensation in the amount stated above. Said lump sum includes but is not limited to, compensation for all fees, expenses, and out-of-pocket costs of the CONSULTANT.

4.2 Reimbursables. It is acknowledged and agreed to by CONSULTANT that the lump sum amount set forth in Section 4.1 includes Direct Expenses and describes the maximum extent of, VILLAGE'S obligation to reimburse CONSULTANT for direct, nonsalary expenses, but does not constitute a limitation, of any sort, upon CONSULTANT'S obligation to incur such expenses in the performance of services hereunder.

## SECTION 5. BILLING AND PAYMENTS TO THE CONSULTANT

### 5.1 Invoices.

5.1.1 Lump Sum Compensation. CONSULTANT shall submit invoices which are identified by the specific project number on a monthly basis and in a timely manner. These invoices shall identify the nature of the work performed, the phase of work, and the estimated percent of work accomplished in accordance with the Payment Schedule as shown in Exhibit "1", attached hereto and made a part of this Agreement. Invoices for each phase shall not exceed the amounts allocated to said phase. The statement shall show a summary of fees with accrual of the total and credits for portions paid previously.

5.2 Disputed Invoices. In the event that all or a portion of an invoice submitted to the VILLAGE for payment to the CONSULTANT is disputed, or additional backup documentation is required, the Village Manager shall notify the CONSULTANT within fifteen (15) working days of receipt of the invoice of such objection, modification or additional documentation request. The CONSULTANT shall provide the VILLAGE with a written response and any additional information requested by the VILLAGE within five (5) working days of the date of the VILLAGE'S notice. The VILLAGE may request additional information, including but not limited to, all invoices, time records, expense records, accounting records, and payment records of the CONSULTANT. The VILLAGE, at its sole discretion, may pay to the CONSULTANT the undisputed portion of the invoice.

5.3 Suspension of Payment. In the event that the VILLAGE becomes credibly informed that any representations of the CONSULTANT, provided pursuant to Subparagraph 5.1, are wholly or partially inaccurate, or in the event that the CONSULTANT is not in compliance with any term or condition of this Project Agreement, the VILLAGE may withhold payment of sums then or in the future otherwise due to the CONSULTANT until the inaccuracy, or other breach of Project Agreement, and the cause thereof, is corrected to the VILLAGE'S reasonable satisfaction.

5.4 Retainage. The VILLAGE reserves the right to withhold retainage in the amount of ten percent (10%) of any payment due to the CONSULTANT until the project is completed, as applicable. Said retainage may be withheld at the sole discretion of the VILLAGE and as security for the successful and timely completion of the CONSULTANT'S duties and responsibilities under this Project Agreement.

5.5 Final Payment. Submission of the CONSULTANT'S invoice for final payment and reimbursement shall constitute the CONSULTANT'S representation to the VILLAGE that, upon receipt from the VILLAGE of the amount invoiced, all obligations of the CONSULTANT to others, including its Subconsultants, incurred in connection with the Project, shall be paid in full. The CONSULTANT shall deliver to the VILLAGE all documents and computer files requested by the VILLAGE evidencing payment to any and all subcontractors, and all final specifications, plans or other documents as dictated in the Scope of Services and Deliverables. Acceptance of final payment shall constitute a waiver of all claims against the VILLAGE by the CONSULTANT.

## SECTION 6. TERMINATION/SUSPENSION

6.1 For Cause. This Agreement may be terminated by either party upon three (3) calendar days written notice to the other for breach of any material term or condition of this Agreement. In the event that the CONSULTANT abandons this Agreement or causes it to be terminated by the VILLAGE, the CONSULTANT shall indemnify the VILLAGE against any loss pertaining to this termination. In the

event that the CONSULTANT is terminated by the VILLAGE for cause and it is subsequently determined by a court of competent jurisdiction that such termination was without cause, such termination shall thereupon be deemed a termination for convenience under Section 6.2 and the provisions of Section 6.2 shall apply.

**6.2 For Convenience.** This Agreement may be terminated by the VILLAGE for convenience upon five (5) calendar days written notice to the CONSULTANT. In the event of such a termination, the CONSULTANT shall incur no further obligations in connection with the Project and shall, to the extent possible terminate any outstanding subconsultant obligations. The CONSULTANT shall be compensated for all services performed to the satisfaction of the VILLAGE and reimbursable expenses incurred prior to the date of termination. In such event, the CONSULTANT shall promptly submit to the VILLAGE its invoice for final payment and reimbursement which invoice shall comply with the provisions of Paragraph 5.1. Under no circumstances shall the VILLAGE make payment of profit to the CONSULTANT for services which have not been performed.

**6.3 Assignment Upon Termination.** Upon termination of this Project Agreement, the work product of the CONSULTANT shall become the property of the VILLAGE and the CONSULTANT shall, within ten (10) working days of receipt of written direction from the VILLAGE, transfer to either the VILLAGE or its authorized designee, all work product in its possession, including but not limited to, designs, specifications, drawings, studies, reports and all other documents and digital data in the possession of the CONSULTANT pertaining to this Project Agreement. Upon the VILLAGE'S request, the CONSULTANT shall additionally assign its rights, title and interest under any subcontractor's agreements to the VILLAGE.

**6.4 Suspension for Convenience.** The VILLAGE shall have the right at any time to direct the CONSULTANT to suspend its performance, or any designated part thereof, for any reason whatsoever, or without reason, for a cumulative period of up to five (5) calendar days. If any such suspension is directed by the VILLAGE, the CONSULTANT shall immediately comply with same. In the event the VILLAGE directs a suspension of performance as provided herein, through no fault of the CONSULTANT, the VILLAGE shall pay the CONSULTANT as full compensation for such suspension the CONSULTANT reasonable costs, actually incurred and paid, of demobilization and remobilization.

## SECTION 7. PERSONNEL ASSIGNED TO PROJECT

7.1 The CONSULTANT shall assign only qualified personnel to perform any services concerning this Project. At the time of execution of this Agreement, the parties anticipate that the following named individuals will perform those supervisory or primary functions indicated:

NAME	FUNCTION / STAFF ROLE	NAME	FUNCTION / STAFF ROLE
John Zeeger	Senior Principal	Nathalie Rodriguez	Engineering Associate
Benazir Portal	Transportation Analyst	Chriss Ruiz	Engineering Associate
Eric Lindstrom	Associate Engineer	Michael Eagle	Engineering Associate
Jessica Josselyn	Associate Planner	Chris Romano	Engineering Associate
Zach Clark	Senior Engineer	Bryan Graveline	Transportation Analyst
Darryl DePencier	Senior Planner	Yi-Min Ha	Transportation Analyst
Abigail Morgan	Senior Engineer	Beverly King	Senior Technician
Constanza Suarez	Senior Engineer	Merline Desamour	Office Support



So long as the individuals named above remain actively employed or retained by the CONSULTANT, they shall perform the functions indicated next to their names. Furthermore, the VILLAGE reserves the right to reject any proposed substitution for any of the above-named individuals, and the VILLAGE shall have the further right to require that any individual assigned to the Project by the CONSULTANT be removed from the Project and reassigned for good cause.

#### SECTION 8. INCORPORATION OF CONTINUING SERVICES AGREEMENT

All terms and conditions of the "Continuing Service Agreement" between the VILLAGE and CONSULTANT, dated June 1, 2015, not specifically modified by this Project Agreement shall remain in full force and effect and are incorporated into and made a part of this Project Agreement by this reference as though set forth in full.

#### SECTION 9. SEVERABILITY

If any provision of this Project Agreement or its application to any person or situation shall to any extent, be invalid or unenforceable, the remainder of this Project Agreement, and the application of such provisions to persons or situations other than those to which it shall have been held invalid or unenforceable shall not be affected thereby, and shall continue in full force and effect, and be enforced to the fullest extent permitted by law.

IN WITNESS WHEREOF, the parties have executed this Agreement on the respective dates under each signature: The VILLAGE, signing by and through its Village Manager, attested to by its Village Clerk, duly authorized to execute same, and by CONSULTANT, by and through its \_\_\_\_\_, duly authorized office to execute same.

**VILLAGE**

ISLAMORADA, VILLAGE OF ISLANDS, FLORIDA

By: *Seth Lawless*  
Seth Lawless, Village Manager

The 22<sup>nd</sup> day of March, 2017

**AUTHENTICATION:**

*Kelly S. Toth*  
Kelly Toth, Village Clerk



**APPROVED AS TO FORM:**

*[Signature]*  
Roget V. Bryan, Village Attorney

**CONSULTANT:**

By: Eric D. Lindstrom

Print Name: Eric D. Lindstrom

Title: Associate Engineer

The 27 day of March, 20 17

**AUTHENTICATE:**

Beverly King  
Secretary ~~Notary~~  
BEVERLEY KING  
Print Name

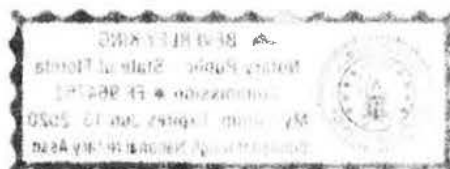


(CORPORATE SEAL)

**WITNESSES:**

Benzis Portal  
Print Name: Benzis Portal

BAILEY LOZNER  
Print Name: BAILEY LOZNER



**EXHIBIT "A"**  
**SCOPE OF SERVICES**

**Task Work Order 2**  
**Islamorada, Village of Islands**

**1.0     BACKGROUND:**

This scope of work has been developed in response to a request from Islamorada, Village of Islands (VILLAGE) to address traffic demand concerns, identify potential safety conflicts and plan for future development within the Village.

**Task 1:** Evaluate existing conditions and determine the expected demand growth for future conditions.

**Task 2:** Evaluate and identify potential treatments to improve the Level of Service (LOS) per the recommendations provided in the *2015 Monroe County Speed and Delay Study*.

Kittelson & Associates, Inc. (CONSULTANT) estimates a total cost of \$ \$58,860.90.

Task	Budget	Expenses	Total Task Budget
Task 1	\$ 25,215.00	\$ 181.90	\$ 25,396.90
Task 2	\$ 30,980.00	\$ 1,680.00	\$ 33,464.00
<b>TOTAL WORK ORDER BUDGET</b>			<b>\$ 58,860.90</b>

**2.0     PURPOSE:**

The purpose of this project is to help the VILLAGE identify roadway and land development short and long term mobility improvements.

**Task 1:** The purpose of this task is to gather and review information readily available to better understand existing conditions. This task will help identify potential safety conflicts based on a data-driven approach through the review of historic crash data from the most recent five years. The task will combine the obtained information with future demand growth to identify areas where improvements may have the greatest impact on the overall mobility.

**Task 2:** The purpose of this task is to conduct a traffic evaluation along the five keys within the Village and potentially improve the segment Level of Service (LOS). The following are the only segments on US 1 / Overseas Highway (of the 24 segments in the Keys) that fall below LOS C: Lower Matecumbe Key (Segment 17 - from Mile Marker (MM) 73.0 to 77.5), and Tea Table Key (Segment 18 - from MM 77.5 to 79.5). Upper Matecumbe Key (MM 79.5 – 84.0); Windley Key (MM 84.0 – 86.0); and Plantation Key (MM 86.0 – 91.5) are the remaining segments that are within the Village and will be included as part of the evaluation.

### 3.0 **SCOPE:**

To accomplish the project purpose mentioned above, the CONSULTANT will conduct the following activities under each task:

**Task 1:** Evaluate existing conditions and determine the expected demand growth for future conditions. This task will include the following activities:

- 1) **Plan Review.** Identify current programmed and/or planned improvements
  - Review the Florida Department of Transportation (FDOT) 5 Year Work Program.
  - Review the FDOT D6 Database to identify any recent relevant studies (most recent five years) along US 1 / Overseas Highway within the Village limits.
  - Review the 2030 Monroe County Comprehensive Plan.
  - Review the 2040 Long Range Transportation Plan (LRTP) for Cost Feasible and Needs Improvements identified in the region.
  - Review the 2003 Transportation Systems Management (TSM) Strategies Study and the 2008 Transportation Demand Management (TDM) Program to identify potential improvements to be implemented in the short or long term.
  - Review any freight plan relevant to the study area if available.
- 2) **Safety Review.** Identify and evaluate potential safety concerns through historic crash data
  - Review and document the number of fatalities since the Village's incorporation (December 1997).
  - Review the most recent five years of crash data (2011 – 2015)
    - FDOT Crash Analysis Reporting (CAR) System
    - Signal Four Analytics
  - Identify crash "hot spots" within the Village.
  - Identify crash patterns and trending crash types.
  - Plot up to 5 collision diagrams of "hot spots".
    - Locations to be plotted will be prioritized by crash frequency and severity of reported crashes.
- 3) **Evaluate expected future conditions** by comparing the 2010 and 2040 loaded network travel demand output and determine model growth rate for the area. Apply growth rates to the Annual Average Daily Traffic (AADT) volumes available from FDOT Florida Traffic Information (FTI).
- 4) **Identify the overlaps,** if any, between safety concerns, vehicular demand growth, and programmed projects.
- 5) **Evaluate the potential need for traffic calming measures** along Old Highway – SR 4A to mitigate any traffic safety related concerns.
- 6) **Meetings:**
  - **Kick-off Meeting.** The CONSULTANT (2 attendees) will meet with Village staff to understand the project's context to other ongoing activities in the study area and to discuss the project methodology (one (1) meeting, phone conference).
  - **Progress Report Meetings.** The CONSULTANT (2 attendees) will coordinate with Village Staff throughout the project to efficiently and effectively meet project expectations (up to two (2) meetings).
  - **Findings.** The CONSULTANT (2 attendees) will present findings to Village staff to finalize technical memorandum (one (1) meeting, phone conference).
  - **Council Meeting Presentation.** The CONSULTANT (2 attendees) will present findings to the Council during one (1) Council Meeting (one (1) meeting, in person).

- 7) Technical Memorandum. The deliverables will include a technical memorandum summarizing yearly crash summary spreadsheets, potential locations for safety improvements, and potential traffic calming alternatives along Old Highway – SR 4A.
- 8) FDOT Pre-Application. Coordinate with VILLAGE staff to present findings to FDOT and evaluate potential funding mechanisms for a Corridor Study along US 1 / Overseas Highway (up to two (2) meetings in person at FDOT D6).

**Task 2:** Evaluate and identify potential treatments to improve the Level of Service per the following text from the 2015 Monroe County Speed and Delay Study:

*Road widening is a typical capacity improvement remedy exercised by most Municipalities. In Monroe County, however road widening, specifically along U.S. 1 is restricted by the adopted comprehensive plan policies to preserve and protect the fragile ecological conditions. There are other less intrusive remedies could be explored and evaluated to improve the traffic flow and the capacity of U.S. 1, they include:*

- *Identifying strategic locations to add turn lanes:*
- *Conducting speed studies on selected segment of U.S. 1 to confirm the posted speed limits, and correct, if necessary*
- *Consolidating driveways/access points to reduce/minimize friction*
- *Enhancing signal timing at existing signalized intersections along U.S. 1 to improve the traffic flow*
- *Not allowing new signalized intersections along U.S. 1 if there is alternative safe access to accommodate the turning movements*
- *Improving the conditions along the county maintained local streets to minimize U.S. 1 being used as the local street (page 20)*

In 2015, US 1 on Lower Matecumbe Key and Tea Table Key (Segments 17 and 18) were identified to be functioning below the LOS C threshold in the Village (page 18). This task will include the following activities:

- 1) Add turn lanes. Adding left and right turn lanes will be studied on Lower Matecumbe Key, Upper Matecumbe, Windley, and Plantation Keys at the Old Highway – SR 4A and other cross street intersections (up to 7 locations – locations to be identified as part of Task 1 assessments) using Highway Capacity Manual (HCM) methodologies (2000 or 2010 as applicable). There are no major streets intersecting US 1 on Tea Table Key.
- 2) Collect travel time runs. Travel time runs will be conducted along US 1 within the Village using the software PC Travel. Floating vehicles will be dispatched approximately every 30 minutes (traffic dependent) for a duration of 2 hours in the northbound and southbound directions. The data will be reviewed and used for analysis to identify any bottlenecks or locations causing unexpected delays.
- 3) Consolidate driveways. Driveway consolidation will be evaluated on White Marlin Drive, Gulfview Drive, Sea Lane, and Ocean Lane as they intersect US 1 on Lower Matecumbe Key. There are no such opportunities on Upper Matecumbe Key, Windley Key, or Tea Table Key.
- 4) Improving local streets. Opportunities to improve local streets, as feasible, will be evaluated on Lower Matecumbe Key, Upper Matecumbe Key, Windley Key, Plantation Key and Tea Table Key. This study will also include consideration to the findings of Task 1 to be implemented along Old Highway – SR 4A.

- 5) Other remedies. Additional alternatives to adding turn lanes, consolidating driveways or improving local streets will be considered during the field review. For example, network improvements, signal retiming, etc.
- 6) Literature Review. A literature review for Uncontrolled Pedestrian Crossing Treatments, as well as, Complete Street Guidelines featured by NACTO and ITE will be conducted to identify any potential applications for locations along US 1 within the Village and supplement the safety analysis. The applicability of recently developed Crash Modifications Factors for NCHRP 17-56 will also be reviewed as part of this task.
- 7) Meetings:
  - o **Kick-off Meeting.** The CONSULTANT (2 attendees) will meet with Village staff to understand the project's context to other ongoing activities in the study area and to discuss the project methodology (one (1) meeting, phone conference).
  - o **Progress Report Meetings.** The CONSULTANT (2 attendees) will coordinate with Village Staff throughout the project to efficiently and effectively meet project expectations (up to two (2) meetings).
  - o **Findings.** The CONSULTANT (2 attendees) will present findings to Village staff to finalize technical memorandum (one (1) meeting, phone conference).
  - o **Council Meeting Presentation.** The CONSULTANT (2 attendees) will present findings to the Council during one (1) Council Meeting (one (1) meeting, in person).
- 8) Technical Memorandum. The deliverables will include a technical memorandum summarizing the turn lanes assessment, technician data collection sheets and travel time summary, driveway consolidation opportunities, improvements on local streets and other potential remedies.

#### **4.0 CONSULTANT RESPONSIBILITIES:**

The CONSULTANT shall conduct the services based on the scope and budget estimated in this document.

#### **5.0 TIMELINE:**

The CONSULTANT will conduct the services based on the scope and budget estimated in this document following the proposed timeline described below.

**Task 1:** The data collection, analysis and documentation for technical memorandum shall be conducted in 6 weeks from the kick-off meeting. Coordination and completion of the Findings Meeting, Council Presentation and FDOT Coordination will vary upon schedule availability of participants.

**Task 2:** The data collection, analysis and documentation for technical memorandum shall be conducted in 10 weeks from the kick-off meeting. Coordination and completion of the Findings Meeting and Council Presentation will vary upon schedule availability of participants.

#### **6.0 VILLAGE RESPONSIBILITIES:**

The VILLAGE will provide the consultant the necessary background information to conduct the study.



## **Task Work Order 2 – Budget Estimate Task 1**

### Existing Conditions Evaluation - Task 1 Scope of Work

[illegible]

## Task Work Order 2 – Budget Estimate Task 2

### Traffic Survey - Task 2 Scope of Work

Task	Senior Principal		Senior Engineer/Planner		Engineering Associate		Transportation Analyst		Total Hours	Total Cost
	RATE:	\$	RATE	\$	RATE:	\$	RATE:	\$		
		230.00		140.00		125.00		115.00		
1) Add turn lanes (review ROW and counts in the field)	4.00	\$ 920.00		\$ -	8.00	\$ 1,000.00	8.00	\$ 920.00	20.0	\$ 2,840.00
2) Conduct travel time runs (in the field)	8.00	\$ 1,840.00		\$ -	32.00	\$ 4,000.00	32.00	\$ 3,680.00	72.0	\$ 9,520.00
3) Consolidate driveways		\$ -		\$ -	6.00	\$ 750.00	6.00	\$ 690.00	12.0	\$ 1,440.00
4) Improve local streets		\$ -		\$ -	8.00	\$ 1,000.00	8.00	\$ 920.00	16.0	\$ 1,920.00
5) Other remedies evaluation		\$ -		\$ -	6.00	\$ 750.00	6.00	\$ 690.00	12.0	\$ 1,440.00
6) Literature Review of CMF for uncontrolled pedestrian crossings	2.00	\$ 460.00		\$ -	6.00	\$ 750.00		\$ -	8.0	\$ 1,210.00
7) Meetings										
7.1) Kick-Off Meeting		\$ -	2.00	\$ 280.00	2.00	\$ -		\$ -	4.0	\$ 280.00
7.2) Progress Report Meetings (2 conference calls)		\$ -	4.00	\$ 560.00	4.00	\$ -		\$ -	8.0	\$ 560.00
7.3) Findings Presentation	2.00	\$ 460.00	4.00	\$ 560.00	4.00	\$ 500.00		\$ -	10.0	\$ 1,520.00
7.3) Council Meeting Attendance	2.00	\$ 460.00	6.00	\$ 840.00	6.00	\$ 750.00		\$ -	14.0	\$ 2,050.00
8) Technical memorandum	2.00	\$ 460.00	8.00	\$ 1,120.00	16.00	\$ 2,000.00	8.00	\$ 920.00	34.0	\$ 4,500.00
<b>TOTAL PROJECT</b>	<b>20.00</b>	<b>\$ 4,600.00</b>	<b>24.00</b>	<b>\$ 3,360.00</b>	<b>98.00</b>	<b>\$ 11,500.00</b>	<b>68.00</b>	<b>\$ 7,820.00</b>	<b>210.00</b>	<b>\$ 27,280.00</b>
<b>Reimbursable Expenses</b>										
Mileage (miles) 2,400 \$ 0.535 \$ 1,284.00										
Accommodations (nights) \$ 170.00 \$ -										
Meals 24 \$ 15.00 \$ 360.00										
6A (c3) 8 Hour Turning Movement Counts at 7 intersections \$ 4,540.00										
<b>TOTAL FEES</b>										<b>\$ 33,464.00</b>