



THE CITY OF COLORADO SPRINGS and the PIKES PEAK RURAL TRANSPORTATION AUTHORITY

**Contract R008277
TASK ORDER 2018-001**

Task Order Number:	2018-001	Project Name/Title	Ruxton Ave Traffic Signal/Corridor Functionality Project
		Date:	
Vendor/Contractor	Kimley-Horn & Associates Inc.		
Contact Name:	Ted Ritschard	Telephone:	719-453-0179
Email:	Ted.ritschard@kimley-horn.com		
Address:	102 S. Tejon Street Suite 1100 Colorado Springs, CO 80903		
Federal Tax ID #	560885615	Please check one:	<input checked="" type="checkbox"/> Corporation <input type="checkbox"/> Individual <input type="checkbox"/> Partnership
City Contracting Specialist	Name & Phone# Mike Zeller (719)385-5264	City Dept Rep/Project Manager	Name & Phone# & Department Name Kathleen Krager 719-385-7628 Public Works – Traffic Engineering
NOT TO EXCEED Task Order Amount:	\$ 127,500.00	City Account #	Acct Code (5) Fund (3) Dept (4) Project (7) 70925-935-9100-3910002 03-30-5208000
Contract Type:	Fixed Unit Price	Period of Performance:	March 20, 2018 – December 20, 2018
Contract Value Amount:	NTE: \$127,500.00	Contract Funding Amount:	NTE: \$127,500.00

Per the terms and conditions and unit pricing of Contract R008277, Kimley-Horn & Associates Inc. (Contractor) shall perform On-Call A&E Services work for the following:

The Contractor will provide transportation planning services related to enhancing the traffic signal/corridor functionality of Ruxton Avenue. Contractor will perform work in accordance with Scope of Work and Fee Schedule (Attachment A).

THIS FIXED UNIT PRICE Task Order 2018-001 is established at the Not to Exceed amount of \$127,500.00. The Contractor is not authorized to expend more than the Not to Exceed amount of \$127,500.00. The City is not liable for any expenditure above the funded amount of \$127,500.00.

Subject to the terms and conditions of the Contract Documents, Contractor agrees to furnish all materials and to perform all work as set forth herein and in Contract R008277.

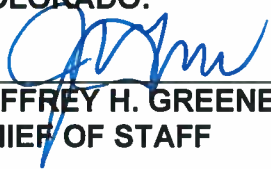
All pricing is in accordance with the fixed unit prices found in Schedule A of Contract R008277. Payment will be made for actual quantities. At no time shall the total obligation of the City exceed the not to exceed amount of this Task Order.

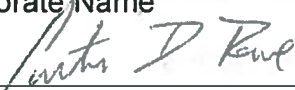
Contractor and City agree that this Task Order is intended to supplement Contract R008277 that all terms and conditions of Contract R008277 apply to this Task Order and that nothing in this Task Order is intended to waive or modify any terms or conditions of Contract R008277.

TASK ORDER SIGNATURE PAGE

IN WITNESS WHEREOF, the parties have caused these presents to be executed on the day and the year first above written.

This Task Order Modification is executed in one (1) original copy.

THE CITY OF COLORADO SPRINGS, COLORADO:	
	<i>24 April 2018</i>
JEFFREY H. GREENE CHIEF OF STAFF	DATE

SECOND PARTY:	
Kimley-Horn and Associates, Inc.	
Corporate Name	
	April 23, 2018
Signature	Date
Vice President	
Title	

**KHAMT
39**



January 3, 2018

Ms. Kathleen Krager
City of Colorado Springs
30 S Nevada Avenue
Colorado Springs, CO 80903

Mr. Wade Burkholder
City of Manitou Springs
606 Manitou Avenue
Manitou Springs, CO 80829

RE: Ruxton Avenue Functionality Study

Dear Kathleen and Wade,

Kimley-Horn and Associates, Inc. ("Kimley-Horn") is pleased to submit this scope and fee proposal to the City of Colorado Springs ("Colorado Springs") and the City of Manitou Springs ("Manitou Springs") for providing transportation planning services related to enhancing the functionality of Ruxton Avenue in serving users and residents and supporting community goals quality of life. This project is being completed under our Contract R008277, On-Call A&E Services with the City of Colorado Springs. However, it is a jointly funded and directed project with the City of Manitou Springs.

PROJECT UNDERSTANDING & SCOPE OF SERVICES

The goal of this project is to develop a plan for the Ruxton Avenue corridor that identifies a sustainable solution for meeting transportation and community goals. Building upon the wide-ranging concepts of prior studies, this project will identify a specific program of short and longer term improvements. Short term improvements will be defined to a level sufficient to transition to a future design project.

The project will evaluate and recommend street improvements that enhance safety for all users, including drivers, cyclists, and pedestrians. Recommendations will also include other actions or investments to enhance functionality of the corridor for residents and for visitors. An engagement process with neighbors, stakeholders, and elected officials will be conducted to identify the most appropriate solutions and enlist support for project implementation. Project findings will be documented in a Ruxton Avenue Corridor Plan that includes recommended actions and priorities, and an opinion of probable cost.

OBJECTIVES:

The study will provide a contextual integrated analysis of elements of transportation and urban planning to develop a complete street solution. The analysis and plan will consider the interaction of these elements at a level of detail sufficient to provide clear choices, identify required infrastructure and operational needs, and recommend an implementation plan. Key objectives of the study are:

- The project will serve to identify and scope a specific package of infrastructure improvements to be designed with the Pikes Peak Area Council of Governments (PPACG) 2017-2022 Transportation Improvement Program (TIP) funding item #22-401
- The functionality of Ruxton Avenue is challenged by issues that are likely addressed through broader solutions. The study is required to consider a wide range of solutions that may

require actions other than infrastructure investments including operations, land use, policy, or municipal code changes.

- Future conditions will impact long term functionality of the corridor. Demographics, transportation choices, and land uses are likely to change over time. The plan will recognize the inherent dynamics of these changes and be adaptable.
- Development of appropriate solutions will be data driven and supported through a robust public process. A transparent process for decision making is required to enlist support for implementation.

To accomplish these objectives, The Kimley-Horn Team will complete the work tasks described below.

WORK TASKS:

Task 1 – Project Management

The project will be managed by the Kimley-Horn Project Manager working under the direction of a Project Leadership Team (PLT). This team includes the Colorado Springs and Manitou Springs Project Managers. In addition to the specific activities below, this task includes ongoing project controls tasks including progress monitoring, invoicing, internal coordination, resource management, and quality assurance/quality control (QA/QC) activities.

Project Initiation

Immediately after receiving a Notice to Proceed, the Kimley-Horn team will begin formal project initiation activities, including:

- Submitting a data and information request to the PLT
- Scheduling a project kickoff meeting with the PLT
- Setting up project documentation and accounting
- Holding an internal kickoff meeting and preparing a project management plan, including a project Quality Assurance/ Quality Control (QA/QC) plan.

Kickoff Meeting

At the kickoff meeting with the PLT, we will review the data and information request, confirm project expectations, and identify priorities. Subjects will include:

- Project communications and key contacts
- Stakeholders' involvement
- Identification of relevant plans and available information
- Discussion of expectations for a successful project

Stakeholder Engagement

A two-tier stakeholder engagement plan will be implemented. This approach is designed to both guide and advise the project through communication and coordination with key groups and facilitate milestone decisions. The levels are:

- Executive Steering Committee including the PLT and one City Council representative each from Colorado Springs and Manitou Springs
- Advisory Committee comprised of representatives from these key groups:
 - Ruxton Avenue Neighborhood
 - Incline Friends
 - COG Railroad
 - Iron Springs Chateau
 - Mountain Metro Transit
 - Manitou Springs Chamber of Commerce
 - Manitou Springs Transportation and Parking Board
 - SP+ (Manitou Springs Parking Operator)

Expectations Workshop

After the kickoff meeting, our team will coordinate and lead an expectations workshop with both tiers of stakeholders. This workshop will be critical to identifying stakeholder desires for the corridor area. The discussion will define a range of potential strategies that should be considered. The Ruxton Avenue Use and Impact Study provided an initial list of potential strategies, including:

- Street cross section changes
- Roadway network
- Land use consistent with Plan Manitou, adopted in April of 2017
- Parking and TDM
- Alternative transportation methods
- Transit
- Wayfinding
- Policy, management, and code changes

Decision workshops

The stakeholder groups will also be actively engaged through decision workshops at key decision points in the project. These workshops are described in the appropriate Tasks below

*Deliverables: Project Progress Reports with Invoices
Kickoff Meeting Summary
Corridor Stakeholder's Expectations Notebook*

Task 2 – Public Engagement

The public engagement process is intended to actively solicit input to the corridor's challenges and potential solutions, as well as enlist support for the decision-making process. The public engagement effort be used to help shape project goals, define needs, and identify solutions and priorities.

The process includes two public meetings at critical project milestones. These meeting will be supplemented with additional public outreach and communication described below.

Public Meeting #1

The Kimley-Horn team will coordinate a public meeting to gather input on the project. This initial public engagement activity will seek to identify public perspective on the issues, challenges, and desires associated with the corridor. It will also communicate how the Ruxton Avenue Functionality Project complements, supports, and builds on other planning efforts, including the Ruxton Avenue Use and Impact Study, Plan Manitou, and other local and regional planning efforts. We will produce informational materials to support this discussion.

This approach assumes that certain activities in **Task 3**, including data collection and review and context and constraints base-mapping, will be near completion and will provide background material for this public meeting.

Public Meeting #2

A second public meeting will be conducted during the activities of **Task 4**, Alternative Solutions. This public meeting will be used to discuss proposed solutions with the community. Comments received will be evaluated with the PLT and stakeholder groups to refine or adjust solution strategies or priorities as appropriate.

Other Engagement

Three (3) community pop-up outreach efforts. The consultant team will participate in three (3) community pop-up efforts at popular community events held during the life of the project. The selection of the public, or neighborhood events for the pop-up outreach effort will be coordinated with the City of Colorado Springs and City of Manitou Springs.

Other engagement activities will include providing project information to be shared on City managed websites. We will provide updates based on milestone work products.

Public Engagement Summary

Our team will document input from the stakeholder and public engagement to guide the study. The summary will be formatted for inclusion as an appendix to the final project report.

*Deliverables: Electronic meeting announcement and advertising material for City publication
Project information material and boards for three community pop-up events.
Communication Materials for the public meeting #1 and #2
Memorandums summarizing public meetings #1 and #2*

Task 3 – Review of Current Conditions

Kimley-Horn will review the corridor's current physical and operational conditions to supplement the community's and stakeholders' existing knowledge of the corridor. The purpose of this effort is to identify corridor deficiencies and opportunities, answer some community questions, and provide enough information so the Consultant Team and the Cities can frame the project goals and objectives with quantifiable success measures.

Data Collection and Review

Our team will review and compile information from collected data and published sources to prepare a map of existing conditions. For this effort, we will consult the Ruxton Avenue Use and Impact Study, City GIS information, and other planning documents.

Our team will also conduct a field review of site conditions. Key project staff will complete a walk-through of the project area and record notes on observed conditions and specific challenges / opportunities. We will coordinate this site visit with City staff who may also want to attend.

In this Task, we will identify existing infrastructure that might impact implementation. Items we will consider include:

- Travel lane widths, vehicle paths, geometry, and parking locations for space allocation
- Pedestrian facilities and crossings
- Signage
- ADA design
- Loading zones/emergency services/access management
- Parking operations
- Sight distances
- Stormwater and drainage facilities
- Other utilities/lighting

Context and Constraints

Using the collected data and the results of the field review, our team will prepare a corridor base map that identifies existing infrastructure. We will use information from data sources and the input from **Task 1** activities to identify key challenges, constraints, location-specific expectations, and potential solutions. We will use other planning efforts to identify additional constraints or items of significance, including historical and environmental resources, land uses and zoning, and improvement recommendations.

Planning Analysis

Our team will use the information gathered from the site inventory and project objectives to conduct a range of analyses to identify infrastructure needs. These needs will focus on potential infrastructure investments that will enhance functionality. Topic areas for consideration are:

- Street cross sections and transition locations
- Other street infrastructure, including drainage, pedestrian, traffic, and utilities
- Traffic and transit operations
- Street network

- Parking and parking operations
- Walkability and Cycling
- Safety
- Implementation considerations

The Kimley-Horn Team will complete the following specific analyses to provide information for the overall project.

Parking Analysis

The parking analysis will include a utilization study for known existing parking facilities. The analysis will be based on data provided by Manitou Springs and Colorado Springs. Information from prior studies including visitor surveys will also be incorporated.

Kimley-Horn will also evaluate parking and traffic operations in the corridor through License Plate Recognition (LPR) data collection. This data provides information on traffic turnover, regular and one-time visitors, and parking occupancy to target proposed solutions.

Traffic Analysis

Traffic counts for this analysis will be provided by Manitou Springs and Colorado Springs from prior studies. No new traffic counts are anticipated. It is assumed that information provided by the Cities is sufficient for the needs of the analysis. If the study identifies a need for specific new traffic counts, Kimley-Horn can provide them as an additional service. Potential counts that could be required as an additional service include intersection turning movements and time of day indexed tube counts to evaluate peak traffic events.

The traffic analysis will evaluate traditional measures of performance including Level of Service (LOS) as appropriate. The traffic analysis will also include a travel time/ speed study to evaluate potential needs and safety concerns.

Safety Analysis

The safety analysis will evaluate intersection and roadway sight distances, especially when parking is occupied. Vehicle travel speeds will be assessed through field measurements. Bicycling and active modes of travel will be considered.

Transit Analysis

From data provided by Manitou Springs and Colorado Springs, Kimley-Horn will review ridership, schedule, and other operational metrics of current transit service to and within the corridor.

Walkability Analysis

Kimley-Horn will conduct a walkability field review that includes include City staff and stakeholders. This review provides a focused evaluation of pedestrian- scale issues to identify connectivity, parking-to-building access, sight distance, and other elements that create an uncomfortable or less functional, multimodal corridor.

Summary of Context, Constraints, and Needs

From the results of the data collection, planning analysis, and public engagement, our team will summarize relevant project contexts, constraints, and needs. The summary will include traffic operations, safety, walkability, and parking. The planning analysis will include documentation of existing functionality as a baseline condition against which potential solutions can be measured. The baseline performance will include both quantified and qualified measures for traffic, parking, safety, transit, and walkability, and community goals for character and quality of life.

Other infrastructure, physical, and environmental context conditions that may influence functionality will be documented. The summary will include documentation of relevant details for area or regional assets and opportunities and future contexts, including land use, emerging technologies, and mode choices. This summary will be compiled for use as a chapter in the **Task 5** Corridor Plan.

*Deliverables: Context, Constraints, and Needs Summary Document
Technical Memoranda documenting results of Parking, Traffic, Safety, Walkability,
and Transit Analysis*

Task 4 – Alternative Solutions

The alternative solutions Task provides the opportunity to identify and consider a wide range of solutions that may enhance the Ruxton Avenue Corridor. It includes a workshop with stakeholders to identify a likely range of solutions, provides for a transparent comparative evaluation, and integrates a second public meeting into the screening process.

Identify Range of Potential Strategies

Our team will coordinate and lead a strategies development workshop with the PLT and stakeholders to identify the range of potential strategies that should be considered for this project. While an initial set of potential strategies will have been developed in the initial **Task 1** expectations workshop with stakeholders, the discussion in this Task will be enlightened by input from the public meeting and additional analyses from **Task 3**.

The range of strategies identified in this workshop will need to address the immediate needs of the corridor and a longer-term vision. We anticipate that basic strategies could include street, pedestrian, and utility solutions to mitigate congestion, enhance safety, and create a desired streetscape. The workshop will provide value in choosing the right streetscape, sidewalk, and utility improvements for immediate implementation. It will also consider big ideas that may provide the means to transform the corridor into an aspirational vision.

The outcome of the potential strategies workshop will provide guidance to the team to develop specific alternative solutions that address the identified needs and meet the expectations of the PLT, stakeholders, and the public. The workshop will first identify the range of what is probable and what is possible given political, environmental, physical, and financial constraints. This list ranges from “probable” solutions, such as street cross section improvements, to “possible” solutions, such as a gondola. From the workshop discussion, we will develop a shortlist of potential strategies to further develop and compare.

Develop Alternative Solutions

From the shortlist of potential strategies, our team will develop alternative solutions. We anticipate that alternative infrastructure solutions will include:

- Roadway cross section
- Location-specific roadway improvements to address alignment, drainage, safety, or parking issues
- Transit improvements
- Pedestrian and bicycle improvements
- On-street parking
- Off-street parking
- Wayfinding and signage
- Other TDM strategies

We will develop these infrastructure solutions to a level sufficient to estimate the probable costs and benefits of each. We will assess benefits through both quantitative and qualitative measures that reflect the overall project objectives and desires determined in **Tasks 1 and 2**.

In addition to infrastructure solutions, we will further develop solutions that address corridor needs through management, standing or event-driven roadway operational changes, and/or code changes. These solutions may involve parking, access management, land use, facilities management, or organizational changes. Based on our experience and the context and needs of the Ruxton Avenue corridor, these solution types will be assessed for their relative effectiveness to enable their comparison.

Alternative Comparison and Screening

Our team will evaluate the developed alternatives through a comparative process. This approach assumes that the comparison will include conceptual opinions of probable costs and benefits relative to larger project goals. To fully assess the alternatives' benefits to the community, the evaluation should address a wide range of project goals, including mobility, environment, quality of life, and economic opportunity. This approach further assumes that the alternative comparison will be a planning-level exercise and that a detailed engineering analysis of solutions will be reserved for implementation design in later projects.

We will discuss the results of the comparison with Steering committee to screen out less-desirable alternatives. Alternatives may be screened based on a lack of significant benefit relative to costs, unrealistic implementation costs, and/or excessive or unknown timelines. From the meeting minutes, a written Alternatives Analysis document including the information used in the comparative evaluation will be compiled for use as a chapter in the **Task 5** Corridor Plan.

Deliverables: Strategies Development Workshop
Alternatives Analysis Document
Technical Memoranda documenting results of Parking, Traffic, Safety, Walkability, and Transit Analysis

Task 5 – Recommendations

This Task is focused on developing the screened alternatives of **Task 4** into a package of improvements for programming within specific budgets. A final Corridor Plan will be prepared to support the implementation of immediate and longer term projects. It will clearly illustrate the vision defined by the study process and the recommended steps to achieve it.

Selection

Our team will coordinate and lead a workshop with the PLT and stakeholders to identify preferred solutions. At the workshop, we will review and discuss data and results from the alternative comparison. The workshop will result in a list of selected alternatives and recommended actions, including immediate, near-term, and long-term actions. Selected actions will include infrastructure investments and other changes determined to best meet the project objectives and desires.

We recommend holding a second public meeting at this stage to gather input on the list of recommended actions, including their relative priority as perceived by the public. Public comments may also refine the concepts to provide enhanced benefits or mitigate impacts.

Final Cost Estimates

Our team will refine selected solutions to develop a programming-level opinion of probable cost.

Packaging and Programming

Working with the PLT, our team will develop specific funding-constrained packages for programming improvements. We will define the streetscape, sidewalk, and utility package envisioned for TIP funding as appropriate and will note this package and any other actions that can be immediately implemented. We will also identify near- and long-term improvements based on anticipated funding or the completion of prerequisite actions (e.g., land purchases, off-corridor improvements, technology developments).

Presentation of Recommendations

Our team will prepare materials that summarize the results of the study to use for presentations to various audiences. These materials will be suitable for delivery both in-person, through presentations, and electronically, through City websites.

Draft and Final Report(s) and Supporting Materials

Our team will complete a draft and final Corridor Plan for the Ruxton Avenue Corridor. The plan is assumed to follow an outline similar to the one presented below.

In addition to infrastructure investments, the draft and final corridor plan will include recommendations for other considerations, such as street operations, municipal code or policy changes, potential partnerships and funding strategies, and other items that complement or facilitate infrastructure investments. These items support the longevity of the plan and can help guide future decisions.

The report will also include visual materials to illustrate to vision for the corridor. These materials will be static images or photo renderings. Additional communication tools including videography, modeling, or animations are not included in this scope of work, but may be added as an additional service.

The Kimley-Horn Team will submit a complete Draft Multimodal Corridor Plan for the Ruxton Avenue Corridor. The Team will incorporate single round of review comments from the PLT to produce a Final Corridor Plan. This Final Plan will document the results of the work completed to date, including:

- Project Goals, & Objectives
- Corridor Context & Needs Assessment
 - Traffic Operations Assessment
 - Safety Assessment
 - Preliminary Cross Section, Spot Vertical and Utility Assessment
 - Assessment of the Pedestrian Environment
 - Assessment of the Transit Environment
 - Assessment of the Bicycling Environment
- Preferred Multimodal Corridor Actions and Strategies
 - Preferred Intersections Concepts
 - Corridor Management Plan (Parking (50-scale)
 - Pedestrian & Bicycle Facilities Plan
 - Parking and Transit Strategies and Action Plan
- Implementation Action Plan
 - Preferred Alternative Generalized Cost Estimates
 - Project Priorities and Work Plan

*Deliverables: Preferred Solutions Workshop
Draft Corridor Plan
Final Corridor Plan
Opinion of Probable Cost and Funding Considerations*

PROJECT SCHEDULE

Kimley-Horn has the availability to start work immediately. We will provide our services as expeditiously as possible to meet the schedule mutually agreed upon by Kimley-Horn and the City. We estimate the assignment should approximately 10 months from Notice to Proceed to completion of the Final Corridor Plan. Interim deliverables described in the Work Tasks above may be provided to provide direction on immediate implementation steps. Kimley-Horn is not responsible for matters outside of its control which may impact the project schedule.

FEE AND BILLING

Kimley-Horn will provide the services described within the Scope of Services in Tasks 1 – 5 for a lump sum amount of \$127,500. A portion of the lump sum fee will be invoiced monthly based upon the overall percentage of services completed. Payment will be due within 25 days of your receipt of the invoice.

Task	Labor and Expenses
Task 1 – Project Management	\$15,000
Task 2 – Public Engagement	\$31,000
Task 3 – Review of Current Conditions	\$28,000
Task 4 – Alternative Solutions	\$26,000
Task 5 – Recommendations	\$20,000
Direct Expenses (LPR Equipment, presentation materials, mileage, etc.)	\$7,500
Total	\$127,500

We sincerely appreciate this opportunity and look forward to working together on this and future assignments. Please contact us if you have any questions or concerns.

Sincerely,

KIMLEY-HORN AND ASSOCIATES, INC.



Ted Ritschard, PE
Project Manager