

TOWN OF SUPERIOR
RESOLUTION NO. R-75
SERIES 2023

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE TOWN OF SUPERIOR APPROVING AN AGREEMENT WITH FOX AND TUTTLE TRANSPORTATION GROUP, LLC FOR THE ROCK CREEK PARKWAY REPURPOSING PROJECT

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE TOWN OF SUPERIOR, COLORADO, as follows:

Section 1. The Agreement between the Town of Superior and Fox and Tuttle Transportation Group, LLC for the Rock Creek Parkway Repurposing Project is hereby approved in substantially the same form as attached hereto, subject to final approval by the Town Attorney.

ADOPTED this 11th day of December, 2023.



Mark Lacis, Mayor

ATTEST:


Lydia Yecke, Town Clerk

TASK ORDER NO. 3

In accordance with the Agreement for Professional Services between the Town of Superior (hereinafter, the "Town"), and Fox Tuttle Transportation Group, LLC (hereinafter, the "Contractor"), dated October 25, 2023, this Task Order describes the Services, Schedule, and Compensation for Professional Services (hereinafter the "Services") to be provided by the Contractor for the Rock Creek Parkway Roadway Space Repurposing Project (hereinafter the "Project").

SERVICES. The Services shall be described in Attachment A to this Task Order.

SCHEDULE. The Estimated Schedule shall be set forth in Attachment A to this Task Order. Because of the uncertainties inherent in the Services, Schedules are estimated and are subject to revision unless otherwise specifically described herein.

PAYMENT AND EQUITABLE ADJUSTMENTS. This is a time and material amount not-to-exceed Task Order. The Contractor's charges and provisions for progress and final payments are specified in Attachment A to this Task Order. The Contractor shall give the Town prompt written notice of unanticipated conditions or conditions which are materially different from those anticipated by the Contractor at the time the Task Order was executed by the Town and the Contractor. Upon giving such notice, Contractor shall immediately cease all work on behalf of the Town until receipt of written notice from the Town to proceed. If the Town desires the Contractor to proceed after receipt of such notice, the Contractor's charges shall be subject to equitable adjustment for such conditions but only if such adjustment in compensation is agreed to in writing signed by both parties.

TERMS AND CONDITIONS. The terms and conditions of the Agreement for Professional Services referenced above shall apply to this Task Order, except as expressly modified herein.

ACCEPTANCE of the terms of this Task Order is acknowledged by the following signatures of the Authorized Representatives.


Town of Superior

By:  December 11, 2023
Signature Date

MARK LACHS Mayor
Printed Name Title



Contractor: Fox Tuttle Transportation Group

By:  November 9, 2023
Signature Date

Alicia Zimmerman Principal
Printed Name Title

November 9, 2023

Brannon Richards
Town of Superior – Public Works and Utilities Director
405 Center Drive, Suite E
Superior, CO 80027

RE: Phase 3 Scope and Fee, and Additional Phase 1/2 Fee Request - Rock Creek Parkway Roadway Space Repurposing Project

Dear Brannon:

We have truly enjoyed working on the Rock Creek Parkway Repurposing Project and bringing it to a concept level design, through our work with you on Phases 1 and 2 of the project. Per your request, we are providing scope and fee details for Phase 3 of the project in an effort to prepare this project for construction in the near future.

- In Phase 1 of the project, Fox Tuttle conducted a technical analysis to study the existing roadway configuration and potential future configuration with fewer through lanes and developed a technical report detailing those findings.
- In Phase 2, involved a robust public process and the development of graphics which conceptualize the potential changes in the roadway, and a final report which details the results of the work items to date.
- **Phase 3 scope, described below, will build on the work in Phase 1 and Phase 2 for Rock Creek Parkway from McCaslin Blvd to Coalton Rd. The Fox Tuttle team will provide the project management, outreach coordination, and engineering required to develop 60% design drawings for the lane reduction option (Option 1, with additional intersection updates) roadway configuration. Preparation of application material for the Revitalizing Main Streets grant is also included in this phase.**

Scope of Work

Phase 3 – 60% Design Drawings

Task 1. Project Management and Coordination: Fox Tuttle's Project Manager (Alicia Zimmerman) will coordinate with the town's Project Manager (Brannon Richards) through periodic check-ins to obtain needed information, discuss evaluations and results, and ensure that the project is progressing effectively. Per discussions with town staff, Fox Tuttle anticipates that much of the coordination can occur via email and virtual meetings, but in person meetings can be scheduled as necessary. Additional meetings and support for internal or external processes not specifically outlined in this proposal and required by town staff will be billed separately.

Task 2. 30% Plans: 30% plans incorporate the comments received during previous phases, and advance the concept design to include lane widths, callouts for proposed signs, and additional detail on interim intersection treatment to potentially include flexible posts and/or small tack-on or cast-in-place islands. The base design at intersections will include concrete island modifications and/or signal timing recommendations at some intersections. An alternate design for those intersections will be developed as a separate plan sheet, to include interim treatments such as paint and post or alternate measures. Synchro analysis software will be used to determine potential signal phasing changes and associated signal equipment changes (if necessary). This task includes one site visit to confirm existing signage, dimensions, etc. A topographic survey including exact locations of existing signage and exact widths and striping conditions is excluded from this scope but can be added should the Town request it.

Fox Tuttle will review existing signal timing and geometrics for McCaslin Blvd/Rock Creek Parkway and develop a recommended concept design with signal timing updates (as necessary). The team will coordinate with Town staff and project civil to determine what types of improvements may be feasible given project budgets and phasing prior to development of the concept design.

Deliverables: 30% plans

Task 3. 60% Plans: 60% plans incorporate the comments received at 30% and advance the design to a greater level of detail. Plans added to those previously submitted at 30% include signal equipment layouts (if necessary), removal plans, and more detailed signing and striping plans (which will include additional detail such as radii of curves, distance to existing flowline, lane widths, lengths of tapers, and offsets). Non-traffic-related plans (materials, layout, pavement, drainage, utilities, etc) will be completed by another firm and are not included in this contract. A summary of approximate quantities will be provided to the Town for the this plan set submittal. Quantities will include linear length and type of proposed striping, removals of existing signs, and quantities for proposed signs. The restriping project will follow a pavement overlay, in some sections, and therefore developing quantities for striping removals will be completed by page so the Town can determine removal costs by segment for those segments where repaving is not scheduled for the signing and striping installation timeframe.

The CAD plans developed in this phase will be coordinated with and ultimately delivered to the project civil to include in their plan set for bid coordination.

Deliverables: 60% plans, 60% level cost estimate

Task 4. Public Process: Fox Tuttle will coordinate with town staff on one additional public outreach opportunity (either traditional in person community meeting, “pop-up” community meeting, or virtual community meeting). The process is also expected to include a presentation at one Transportation and Safety Committee (T&SC) meeting as necessary. Fox Tuttle staff will prepare materials for and attend each of the aforementioned meetings. It is anticipated that town staff will facilitate the notification of the community and arrange for the location of each of these meetings. Additionally, Fox Tuttle staff will prepare materials (based on other presentations) and attend up to two Town Board meetings or work sessions.

Deliverables: Materials for and attendance at one public meeting, one T&SC meeting, two Town Board meetings

Task 5. Revitalizing Main Streets Grant Assistance: Fox Tuttle will assist the Town in applying for the Colorado Department of Transportation (CDOT) Revitalizing Main Streets (RMS) 2023 grant opportunity. Fox Tuttle will coordinate with Town and CDOT staff, research grant requirements, and prepare grant application material including project narrative, application text, maps, and graphics. It is assumed that the roadway paving estimate provided by the Town will be used to develop the grant project estimate.

Anticipated Timeline: Fox Tuttle anticipates that this work could be completed in the next six months, depending on a number of considerations. The factor most likely to influence the timeline of the project will be the community meeting and T&SC scheduling.

Key components of the timeline are estimated as follows:

- Notice to Proceed – end of October 2023
- Revitalizing Main Streets Grant Application – November 2023
- Town Board Meeting – December 2023
- 30% plan submittal – middle of December 2023
- 30% plan comments back to FT – Middle of January 2023
- T&SC Meeting – January 2023 (depending on when quarterly meeting is)
- Community Meeting – end of January/beginning of February 2023
- Town Board Meeting – February 2023
- 60% plans submittal – middle of March 2023
- 60% plan comments back to FT – end of March 2023
- Final 60% submittal – middle of April 2023

Project Fee – Phase 3

Fox Tuttle estimates the total fee needed to complete these work tasks will be **\$66,900**. This total fee estimate is broken down in the attached fee sheet.

Fox Tuttle will bill this work hourly and at a not to exceed fee amount. Any changes or additions will require an amendment to the contract. This fee estimate includes only the aforementioned tasks. Any additional tasks desired by the Town can be provided by Fox Tuttle per the attached hourly rate schedule, when authorized by the Town's Project Manager and the contract amended accordingly.

Additional Fee Request – Phase 1-2

Additionally, per our discussion, below is a description of and additional fee request and associated scope for the Rock Creek Parkway Repurposing project Phases 1-2 (April 2023-October 2023). Per our discussions with you while scoping the project this spring, we understood that the proposed fee could be tight depending on the course of the outreach. While Fox Tuttle and the

Town were both very successful in executing the outreach strategy as planned, the extent and dichotomy of public feedback led to significantly more processing time (documenting and cataloguing feedback, etc), planning time (carefully planning next outreach and project steps based on divided feedback), and execution time (additional materials were developed, additional advertisement was executed, etc) than what was originally scoped. While this has been great for the community and the project, it has taken additional hours compared to the original fee proposed. As such, we are respectfully requesting additional fee to cover the extra work we completed. This additional fee is noted under "Add Work" in the attached fee estimate.

We are looking forward to continuing our collaboration with the Town of Superior and hope that this proposal meets all your project needs. If you have any questions or concerns, please reach out to me at your convenience.

Sincerely,



Alicia Zimmerman, PE, PTOE
Principal
FOX TUTTLE TRANSPORTATION GROUP, LLC

Fox Tuttle Transportation Group - Professional Services Fee Estimate

11/9/2023

Project: **Town of Superior - Rock Creek Parkway Roadway Space Repurposing Project - Phase 3 (30% and 60% Design) and Additional Work**

Task	Description	Staff					Reimbursable Expenses		Task Subtotal
		Steve Tuttle, Principal I \$ 210	Alicia Zimmerman, Principal I \$ 200	Liz Rodgers, Transp. Planner I \$ 120	Caleb Feaver, Sr Transp. Engine \$ 180	Scott Kilgore, Transp. Engineer \$ 150	Travel (mileage, parking, etc.)	Reproductions, Printing, Courier	
1.0	Project Management and Coordination								
1.1	Monthly internal coordination meetings (6 months)		6		6	4			\$ 2,880
1.2	Monthly Client meetings (6 months)		6		12		\$ 200		\$ 3,560
1.3	Project Management, Project Setup, and Billing		4		6				\$ 1,880
2.0	30% Plans								
2.1	Synchro Traffic Analysis for Signal Timing Updates	6	2			12			\$ 3,460
2.2	Field Visit				8		\$ 50		\$ 1,490
2.3	Signing and Striping Plan Development		8		72	4			\$ 15,160
2.4	Plan Packaging for Submittal, QAQC	2	2		2				\$ 1,180
3.0	60% Plans								
3.1	Signing and Striping Plan Updates, Signal Equipment Layout, Removal Plans	2	12		72	8			\$ 16,980
3.2	Plan Quantities				4				\$ 720
3.3	Plan Packaging for Submittal, QAQC		2		2				\$ 760
3.4	Plan Revisions per Town Comments		2		8				\$ 1,840
4.0	Public Process								
4.1	Prepare materials for and attend T&SC meeting		4		4		\$ 50		\$ 1,570
4.2	Prepare materials for and attend Community Meeting		8		12	8	\$ 50	\$ 360	\$ 5,370
4.3	Summarize Feedback for Community meeting		2			12			\$ 2,200
4.4	Prepare materials for and attend 2 Town Board Meetings/Work Sessions	4	10				\$ 50		\$ 2,890
5.0	Revitalizing Main Streets Grant Application Assistance								
5.1	Grant Requirement Research		1		2				\$ 560
5.2	Coordination with Town Staff and CDOT		2		4				\$ 1,120
5.3	Grant Material Development		2		16				\$ 3,280
	Staff Total - Hours	14	73	0	230	48			\$ 66,900

Add Work Phase 1-2 Additional Work Fee Request									
	Public Feedback Additional Processing and Documentation		12	66					\$ 10,320
	Public Outreach Additional Planning		4	4					\$ 1,280
	Public Outreach Additional Materials and Execution		8	16					\$ 3,520
	Staff Total - Hours	0	24	86	0	0			\$ 15,120