

# EXHIBIT A

## SCOPE OF WORK WITH MOORE IACOFANO GOLTSMAN, INC. (MIG)

### Additional GIS Land Use Preparation for Traffic Analysis

Based on direction from City staff to update existing land use data, update the existing General Plan land use data, and examine additional land use amendment alternatives directed by City staff, MIG will set up the proposed land use changes in a GIS format to be incorporated into traffic analysis (TAZ) zones for traffic modeling purposes. MIG will develop residential units and building square footage on a parcel-by-parcel basis for the existing General Plan land use and the proposed land use overlays using a methodology developed by the City. MIG will also incorporate existing and future motel and hotel rooms and school enrollment numbers on a parcel-by-parcel basis for the entire City. The existing General Plan and proposed land use data will then be transferred into approximately 270 TAZs in Excel format. MIG will deliver the updated data to the City of Costa Mesa in an ArcGIS shapefile format.

### City Council General Plan Land Use Revisions

Based on the direction from the City Council during workshops on land use alternatives, MIG will update the land use data in GIS and TAZ format developed in the aforementioned task. Land use revisions can include adding additional focus areas, revising the proposed land use residential density and/or non-residential floor-area ratios, and setting up different development caps. The land use revisions will then be incorporated into TAZ for additional traffic modeling analysis.

### Fee

\$25,000

## A. Project Understanding

The City of Costa Mesa has recently established a task force committee to evaluate walking and bicycling throughout the City. The committee consists of approximately 15 persons, including elected officials, with strong interests in the subject matter.

We are currently a sub-consultant to MIG and working on an update to your Bicycle Master Plan as a component of its General Plan Mobility Element. This approach was scoped several years ago to be minimal in effort, primarily sufficient to insure eligibility for funding through the State's Bicycle Transportation Account (BTA). The BTA program has since been folded into a larger program and the eligibility requirements for the larger Active Transportation Programs are not set at this time.

The City is now considering retaining us directly to provide background, technical assistance, and facilitate your committee's efforts to prepare a more comprehensive Bicycle Master Plan update and a Pedestrian Master Plan. Under this approach, we will provide guidance and background, while the committee will generate work products that will define its desired pedestrian master plan and supplement its ongoing bicycle master plan.

This proposal is primarily intended to provide staff support for your committee. Revisions or creations of new planning documents are not supported in this proposal. The committee is expected to generate considerable content that will be incorporated into a proposed pedestrian master plan and expand upon the ongoing bicycle master plan effort.

## B. Scope of work

Our detailed approach to the scope of work is illustrated by the following tasks.

### B.1 Meetings and Support

We will gather relevant previously prepared materials to include in agenda packages for your Pedestrian and Bicycle Committee. Information will be obtained from design guides completed documents, or existing technical presentations already prepared by us for other parties. We have extensive technical information already prepared and suitable for presentation with minimal additional effort.

We will attend and facilitate scheduled weekday evening meetings of the Pedestrian and Bicycle Committee. Rock Miller or Melissa Dugan will represent Stantec based upon scheduling and availability.

Our input will help to guide the program, by commenting on specific areas, such as project suitability, implementation issues, quality of service provided to intended users, new technology, and information about experimental treatments.

We will assemble and document committee proceedings for preservation. This includes activities such as photographs and scans of committee produced drawings. The committee is expected to produce lists or maps of suggested projects, "dot voting" for goals, objectives, priorities, and project components, and similar workshop activities. We envision that the committee will focus upon assessing needs and opportunities that focus upon walk and bike access to various activity centers or major regional facilities located throughout the City. Since the bicycle study shed is normally three miles, this generally will cover the whole city by subarea.

**Exclusions:** We do not anticipate preparation of meeting minutes or final study documents reflecting the committee's work products. Our understanding is that the outcome of these activities would be incorporated into a separate effort under the ongoing General Plan update.

## C. Project Personnel

We have assembled a resourceful and highly qualified team to meet the needs of the project. Our principal-in-charge and our project planner both have extensive experience relevant to the project needs.

*Rock Miller, PE, PTOE, Principal In Charge*—Rock is a registered Civil Engineer and Traffic Engineer in the State of California and has more than 35 years of transportation planning, design, and operations experience. Rock is a national expert in the traffic design and safety for walking and urban bicycling infrastructure. He has frequently been an invited speaker to regional and national conferences and committees on many topics, including pedestrian circulation, innovative bikeway design, traffic calming, and transportation policy.

Rock has completed a wide variety of unique transportation projects, including unique active transportation projects locally for Long Beach, Redondo Beach, Baldwin Park, and Santa Monica. He has led or contributed to Stantec's Active Transportation projects throughout the US and Canada. He has also prepared many transportation policy plans and completed controversial and complex transportation studies, including neighborhood traffic calming projects, complete streets, pedestrian and bicycle studies, projects anticipating litigation by another public agency, and projects with intense public opposition. Rock also has extensive skills in facilitation, consensus building, and presenting and explaining technical information to general audiences.

Rock will attend the majority of the Committee meetings and led presentations, subject to scheduling. He will not be available due to vacation from Sept 1-17, 2015.

*Melissa Dugan, PTP, ENV SP, Project Planner*—Melissa has professional credentials and extensive experience in planning and preliminary analysis of Active Transportation Plans and Improvements. She has managed a wide range of planning projects involving walking, bicycling, and traffic management. She is currently managing a portion of Stantec's work on the Mobility Element Costa Mesa General Plan. She recently completed the Orange County Loop Feasibility study for Southern California Association of Governments and OC Parks.

Melissa will be responsible for preparation and compilation of materials and committee products. She will facilitate meetings in Rock's absence, including any meetings between Sept 1 and Sept 17, 2015.

## D. Relevant Experience

A list of representative projects will be provided upon request.

## E. Fee

Our fee is largely based upon the number of meetings where our attendance is requested or expected. The Committee is currently meeting monthly but may go to twice monthly meetings. Our fee is based upon **eight** meetings, all to be held prior to April 2016.

Estimated costs for the proposed work effort are summarized in Table 1. As shown, the analysis will be prepared for a fee of \$14,400, based on the anticipated scope of work described above. The cost estimate is based on our experience with projects of this type. Should the agreed upon scope of work differ substantially from the outline presented here; a revised cost estimate may be necessary.

Table 1

Support per Meeting	Cost
Pre-Meeting Preparation	\$600
Meeting Attendance	\$800
Post Meeting Documentation	\$400
Per Meeting Cost Estimate	<u>\$1,800</u>
Eight (8) Meetings	\$14,400

The level of effort for preparation and documentation may vary with meeting content. The per-meeting cost is an average, not a firm cost per meeting. If less than four meetings are supported, cost per meeting could be slightly higher.

As noted previously, this proposal does not provide for an update to the ongoing Master Plan of bikeways or for a Pedestrian Master Plan. Materials to guide these efforts will emerge from the committee activities, but the cost of development of new or updated plans would be based upon the extent of recommendations, study required to assess feasibility, etc, and the amount of divergence from previously completed work.

## F. Conclusion

We look forward to working with you on this important project. The project fits well with our company goals for "Design with Community in Mind" that supports active transportation, sustainability, and innovative applications. This proposal is valid for 90 days.