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Lance Calvert
City Engineer
City of West Linn
22500 Salamo Road
West Linn, OR 97068

Subject: Scope of Services for West Linn School Safe Routes to School Evaluation, Prioritization and Cost Estimates (City of West Linn Study for Three Schools)

Dear Lance:

DKS Associates is pleased to present you with this scope of services and budget to re-evaluate the existing safe routes to school plans for Trillium Primary, Sunset Primary, and Rosemont Middle School in the City of West Linn. The scope is based on a meeting with the City of West Linn and West Linn-Wilsonville School District.¹ The following project is based on joint effort between the City of West Linn and West-Linn Wilsonville School District to invest in safe routes to school projects. The purpose of this scope is to identify and prioritize potential safe routes projects that could be funded through the recent bond that was passed. The three existing primary schools are located at:

- Trillium Primary School: 1025 Rosemont Road
- Sunset Primary: 2351 Oxford Street
- Rosemont Middle School: 20001 Salamo Road

The purpose of this scope of work is to evaluate the existing safe routes to school plans, identify potential projects to improve the pedestrian network for each school, and prioritize the highest benefit projects based on cost effectiveness.

Once the project has been initiated, changes to the study scope, including changes to the study sites or schedule adjustments (i.e. putting the project on hold for any period of time), may require modification to scope and budget.

We will need the following information to begin work on the safe routes to school update:

- Walking boundaries for the three primary schools
- Prior safe routes plans

¹ Meeting with Tim Woodley and Lance Calvert, West Linn-Wilsonville School District, September 11, 2017.



Scope of Services

Task 1: Project Management

The Consultant shall provide management and coordination to administer the scope of work and perform the services required for the project. Consultant shall manage Consultant's staff and coordinate work tasks, project activities, and deliverables with the City of West Linn.

Consultant shall prepare monthly progress reports and billing invoices in a format appropriate for the contract. The progress report must include project status by task breakdown and percent complete and summarize the activities completed during the billing period, identify any issues or concerns that may affect the project, schedule or budget, and list the planned activities for the next month.

Deliverable: Monthly progress reports and invoices.

Task 2: Safe Routes to School Evaluation

Safe route to school plans currently exist for all West Linn Primary Schools. The existing safe routes plans were created with only existing street infrastructure in mind. Since the City has safe routes to school funding for potential projects, the safe route plans will be re-evaluated to determine the preferred safe routes and identify high priority projects that should be constructed. Consultant will submit the draft plan revisions for Trillium Primary, Sunset Primary, and Rosemont Middle School to the School District and City of West Linn for an initial review. Once the plans are finalized, Consultant will prepare a comprehensive list of safe routes projects.

Deliverable: Draft and final revised plans showing the updated safe routes to school for all residential areas within the walking boundary and a list of safe routes projects needed.

Task 3: Safe Routes to School Project Prioritization

Using the safe routes projects determined from Task 2, Consultant will create evaluation criteria to help prioritize the safe routes projects that provide the highest safety benefit based on the estimated project costs. The evaluation criteria will include but will not be limited to primary and secondary safe routes, classification of street, facilitates safe school crossings, cost, traffic volumes (where available), and travel/posted speeds.

Consultant (DKS) has a sub-consultant Murray Smith that will assist in preparing budget level design and construction cost estimates for street improvements. Consultant will prepare cost estimates for transportation improvements anticipated for the proposed safe routes improvements project. Examples of cost estimates developed under this task include sidewalk infill, intersection crossings enhancements (ADA ramps, flashers, striping, signing, etc.), school speed zone flashers, lighting and signing/striping. The project includes three schools and up to eight safe routes projects per school, for a total of 24 cost estimates. Detailed cost estimates will be prepared for several similar projects (i.e. sidewalk infill, ADA crossings, etc.). The remaining cost estimates will be estimated as a cost per linear foot or each basis, based on the average of the detailed cost estimates. The detailed cost estimates will include:



- Approximately 10 construction bid items
- Contingencies for construction bid items
- Right-of-way acquisition costs, if applicable
- Design engineering
- Construction engineering

Deliverable: Draft and Final safe routes to school prioritized project list including cost estimates for all project identified within the one-mile walking boundary at Trillium and Sunset primary schools and Rosemont Middle School.

Task 4: Documentation and Response to Comments

A short memorandum of documenting the process and findings of Tasks 2 and 3 will be submitted to the West Linn-Wilsonville School District and City of West Linn staff. We have allocated a nominal budget (4 hours of staff effort) toward response to comments from City and School District staff and/or the project sponsor's representatives following the completion of this report.

Deliverable: Draft and Final safe routes to school summary memorandum.

Task 5: Meetings and Open House

Consultant will attend one meeting with School District and City of West Linn staff to present the Task 2 and Task 3 findings.

The Consultant project manager and one support staff will prepare for and attend one Open House in West Linn to present the draft findings of Tasks 2 and 3. The open house will be scheduled by the School District and Consultant will set up and facilitate the meeting.

Deliverable: Consultant will attend one meeting at either the West Linn-Wilsonville School District office or City of West Linn. Prepare for and attend one open house in West Linn.

Schedule

- Revised safe routes plan and draft project list will be submitted within 6 weeks of notice to proceed.
- The Task 2 draft prioritized project list and cost estimates will be submitted within 3 to 4 weeks of receiving comments on the revised safe routes plan and draft project list.
- The Task 4 open house will be scheduled after receiving comments on the Task 2 draft prioritized project list and cost estimates.
- The Task 3 memorandum will be submitted with 3 to 4 weeks of completing the Task 4 open house.



Budget

In consideration of the performance of these services, DKS Associates will be compensated on a time and materials basis in accordance with the hourly billing rates set forth in the Professional Services Agreement for Traffic Engineering Services, for a maximum fee of \$27,570. This fee is based upon the scope of services and level of effort presented above.

Exhibit B

Table 1 - DKS Proposed Budget

West Linn-Wilsonville SD Safe Routes to School Evaluation, Prioritization and Cost Estimates

Task	Principal \$ 200.00	Project Manager \$ 145.00	Engineer \$ 105.00	Graphics \$ 115.00	Labor	Subconsultant	Expenses	Budget
Safe Routes to School Evaluation, Prioritization and Cost Estimates	18	46	68	20	\$ 19,710.00	\$ 7,560.00	\$ 300.00	\$ 27,570.00
Task 1: Project Management	1	6			\$ 1,070.00			
Task 2: Safe Routes to School Evaluation	6	16	32	16	\$ 8,720.00		\$ 150.00	
Task 3: Safe Routes to School Project Prioritization	4	8	16		\$ 3,640.00	\$ 7,560.00		
Task 4: Documentation and Response to Comments	1	4	16	2	\$ 2,690.00			
Task 5: Meetings and Open House	6	12	4	2	\$ 3,590.00		\$ 150.00	
Total	\$ 3,600	\$ 6,670	\$ 7,140	\$ 2,300	\$ 19,710.00	\$ 7,560.00	\$ 300.00	\$ 27,570.00