

The scope of work is presented in the following elements:

- I. Project Description
- II. Scope of Services
- III. Additional Services
- IV. Project Understanding, Assumptions, and Exclusions
- V. Time of Performance
- VI. Client's Responsibilities
- VII. Deliverables
- VIII. Compensation

**I. Project Description**

Volkert is proposing to provide services of a Transportation Continuity Plan (TCP). The proposed project will serve as a blueprint for the City to create simple and smart highway and traffic engineering solutions based on industry standards, operations insights, and data collection. The TCP will provide planning for the future development of the City of Foley's transportation network.

The TCP will incorporate three tasks:

- Existing Conditions Evaluation and Needs Assessment
- Establish Relationship Between Functional Classification and Current Roadway Characteristics to Develop Desired Roadway Characteristics
- Develop Decision Matrix and Built on Best Practices for Future Network Recommendations

The TCP is meant to serve as a foundation for consistency and continuity between local policies, best practices, and physical improvements promoting safe, convenient, and desirable means of transportation. All building blocks in the development of a sustainable active transportation network.

**II. Scope of Services**

Volkert proposes the following Scope of Services related to the above-noted project:

***Transportation Master Plan***

Volkert proposes to perform a Transportation Continuity Plan (TCP) and will include:

***Data Collection to include but not limited to***

- Land-Use Data
  - Existing City Overlay
- Transportation Network
  - Roadway Characteristics and Condition
    - Current Functional Classification
    - Number of Lanes
    - Speed Limits
    - Current Cross Section(s)
  - Pedestrian and Bicycle
  - Public Transportation
- Existing Documentation Review
  - Planning Documents
  - Previous Completed Studies
  - Policy and Procedures
- Review Online Traffic Data
- Obtain Needed Traffic Counts – Turning Movement Count and/or Directional
- Due diligence

- Committed Future Projects
- Future Growth Projections
- Other information found applicable, by Volkert, to the completion of the TCP

***Analysis***

- Existing Conditions
  - Gap Analysis - Determine Current Gaps in Transportation Infrastructure
    - Roadway
    - Pedestrian and Bicycle
    - Public Transportation
- Capacity and Congestion Evaluation
  - Roadway Segment Volume-to-Capacity (V/C) Ratios
- Functional Classification Roadway Characteristics Assessment
  - Define Relationship
  - Mobility and Access Hierarchy
- Develop Evaluation Factors
  - Mapping of Results
- Identify Areas of Irregularity

***Deliverables***

- Development of Desired Roadway Characteristics (Cross Sections) Based on Results
- Development of Decision Matrix of Preferred Roadway Characteristics for Future Network Recommendations

***Reporting***

- Documentation of The Above TCP Will Be Delivered in Report Format to The Client for Their Use.

**III. Additional Services**

If services beyond the tasks outlined in Section II are required, this work can be completed utilizing the rates provided in Attachment B.

**IV. Project Understandings, Assumptions, and Exclusions**

Volkert will provide the above-noted services based upon a given set of assumptions. These assumptions are as follows:

1. No public involvement is necessary to complete the above scope of work.
2. Signal timing(s) will not be developed as a part of this scope or work and fee structure.
3. Design services are not included in this scope of work and provided fee structure.
4. No Implementation, field adjustments, or tuning of signal timing(s) is included in this provided fee structure.
5. Coordination with any regulatory agency is limited to the scope of work.
6. Scheduling time of performance begins after all data collection items have been received.
7. Client will provide the information outlined in section VI.

Schedule is dependent upon the timely receipt of critical information. Information to be provided by others will be received in a timely manner that corresponds to the project schedule. If the information is not received in a timely manner, then additional fees may be required.

**V. Time of Performance**

Volkert is prepared to begin work immediately upon receipt of a notice to proceed and critical

**February 6, 2023**

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information from the client. For planning purposes, Volkert has prepared the following milestone schedule:

Tasks	Duration
Transportation Continuity Plan	20 to 24 weeks
Meetings	2 In-Person or Virtually As Needed

Volkert and Client are aware that many factors outside Volkert's control may affect Volkert's ability to complete the services to be provided under this Agreement. Volkert will perform these services with reasonable diligence and expediency, consistent with sound professional practices.

**VI. Responsibilities**

Volkert strives to work closely with our clients. In order for the project team to function efficiently, certain information is needed to be provided by the Client and other interested stakeholders in a timely manner. These items and responsibilities are noted below.

1. Provide information as required to support development of Volkert's scope, as required in the project agreement for services.
2. Provide single point of contact for project coordination purposes.

**VII. Deliverables**

The following document that will be produced as the deliverable for this TCP:

1. TCP Report

**VIII. Compensation**

The compensation to be paid to Volkert for providing requested services is provided in the Fee Summary Table below:

**Fee Summary Table**

Items	Fee Type	Fee Amount
Transportation Continuity Plan	Lump Sum	\$49,750.00
TOTAL	Not to Exceed	\$49,750.00

In the event additional work or meetings are requested by the client, this work can be performed on an hourly rate basis. Our schedule of standard rates for various professionals is provided in Attachment B. The fees provided above are valid up to three (3) months from the date of this proposal.

**February 6, 2023**

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Hourly Rates:

Supervisor, Principal Engineer, Engineer, Planner, or Architect .....	\$170 to \$280
Professional Engineer, Planner, Architect, Landscape Architect, or Land Surveyor .....	\$100 to \$180
Graduate Engineer, Planner, or Architect .....	\$70 to \$140
Designer or Technician .....	\$60 to \$140
Drafter, Administrative Assistant, etc. ....	\$50 to \$100
Construction Representative .....	\$50 to \$100
Surveyor .....	\$30 to \$80

Outside services contracted for a specific project, such as professional and technical consultants, laboratory testing, reproduction, photography, etc., will be invoiced at the amount of the subcontractor's statement plus 15 percent.

Other expenses which are properly chargeable to the work will be invoiced as follows:

- a. Travel by company or private vehicle at the IRS approved standard mileage rate.
- b. In-house printing, reproduction, and photography charges at commercial rates.
- c. Travel and living expenses for all personnel when required to be away from headquarters in connection with the work at cost.

Invoices will be issued monthly.

