

## STANDARD AGREEMENT FOR PROFESSIONAL SERVICES

**THIS AGREEMENT** made on May 14, 2014 between the City of Peoria, whose address is 419 Fulton, Peoria, IL 61602 hereinafter called the **CITY** and Alta Planning + Design, Consulting Planners, 53 W Jackson St, Chicago, IL, 60604, hereinafter called the **CONSULTANT**.

**WITNESSETH**, that whereas the **CITY** desires the following described Professional Planning **SERVICES**, and the **CONSULTANT** certifies that he/she is in compliance with Illinois Statutes relating to professional registration of individuals and to corporate practice, if a corporation, for rendering such **SERVICES**:

**SERVICES** included under this agreement include the development of a bicycle master plan for the City of Peoria.

NOW THEREFORE, the **CONSULTANT** agrees to provide the above described **SERVICES** and the **CITY** agrees to compensate the **CONSULTANT** for these **SERVICES** on a lump sum basis.

The **CONSULTANT**, in signing this **AGREEMENT**, certifies that he/she has no financial or other interests in the outcome of this **PROJECT**. The **CITY** and the **CONSULTANT** hereby certify that there was compliance with the provisions of the Architectural, Engineering, and Land Surveying Qualifications Based Selection Act (Chapter 30 ILCS 535) in the procurement of the **SERVICES** covered by this **AGREEMENT**.

The **CONSULTANT** shall employ only persons duly licensed or registered in the appropriate category in responsible charge of all elements of the **SERVICES**, for which Illinois Statutes require license or registration, and further shall employ only well qualified persons in responsible charge of any elements of the **SERVICES**, all subject to **CITY** approval.

The **CONSULTANT** warrants that they have not employed or retained any company or person other than bona fide employee working solely for the **CONSULTANT** to solicit or secure the **AGREEMENT**, and that they have not paid or agreed to pay any company or person other than a bona fide employee working solely for the **CONSULTANT** any fee, commission, percentage, brokerage fee, gift or other consideration contingent upon or resulting from the award or making of the **AGREEMENT**. For breach or violation of their warranty, the **CITY** shall have the right to annul the **AGREEMENT** without liability or, in its discretion, to deduct from the **AGREEMENT** price or consideration, or otherwise recover the full amount of such fee, commission, percentage, brokerage fee, gift or contingent fee.

The **CONSULTANT** covenants that they have no public or private interest and shall not acquire directly or indirectly any such interest which would conflict in any manner with the performance of their **SERVICES** under the **AGREEMENT**.

### **IT IS MUTUALLY AGREED THAT:**

The **CITY** will make payment for **SERVICES** rendered monthly in accordance with invoices rendered by the **CONSULTANT**.

The total fee of all projects completed under this **AGREEMENT** shall be a lump sum of **ONE HUNDRED TWENTY-THREE SIX HUNDRED SIXTY-SIX (\$81,193)**. The **CITY** and the **CONSULTANT** each binds himself, his partners, successors, executors, administrators and assignees to each other party hereto in respect to all the covenants and **AGREEMENTS** herein and, except as above, neither the **CITY** nor the **CONSULTANT** shall assign, sublet or transfer any part of his interest in this **AGREEMENT** without the written consent of the other party hereto. This **AGREEMENT**, and its construction, validity and performance, shall be governed and construed in accordance with the laws of the State of Illinois.

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The **CONSULTANT** agrees to make their best commercially reasonable effort to pursue the work contracted for by the **CITY** in the most cost effective manner while preserving the quality of product to be delivered.

This **AGREEMENT** may be terminated by the **CITY** upon giving notice in writing to the **CONSULTANT** at their last known post office address. Upon such termination, the **CONSULTANT** shall cause to be delivered to the **CITY** all surveys, permits, **AGREEMENTS**, drawings, specifications, partial and completed estimates and data, if any from traffic studies and soil survey and subsurface investigations with the understanding that all such material becomes the property of the **CITY**. The **CONSULTANT** shall be paid for any **SERVICES** completed and any **SERVICES** partially completed in accordance with the **WORK ORDER** issued by the **CITY**.

That the **CONSULTANT** warrants that he/she has not employed or retained any company or person, other than a bona fide employee working solely for the **CONSULTANT**, to solicit or secure this contract, and that he/she has not paid or agreed to pay any company or person, other than a bona fide employee working solely for the **CONSULTANT**, any fee, commission, percentage, brokerage fee, gifts or any other consideration, contingent upon or resulting from the award or making of this contract. For Breach or violation of this warranty the **CITY** shall have the right to annul this contract without liability.

**EMPLOYEE/EMPLOYMENT RESTRICTIONS** – The **CONSULTANT** agrees, as a condition of accepting this contract with the **CITY**, that, for a period of one (1) year following completion of this contract, it shall be prohibited from hiring, directly or indirectly, any **CITY** employee or official who was involved, directly or indirectly in: (1) the selection and/or recommendation to select the **CONSULTANT** for performance of this contract; (2) coordinating the efforts of the **CONSULTANT** in the consummation or completion of this contract; or (3) monitoring or determining the performance of the **CONSULTANT**. The **CONSULTANT** further acknowledges and agrees that, upon the **CITY'S** determination that a violation of this provision has occurred, the penalty imposed, at the sole discretion of the **CITY**, may include one or more of the following: (1) cancellation of any other contract(s) between the **CITY** and the **CONSULTANT**; (2) disqualification of the **CONSULTANT** from bidding or being awarded future contracts with the **CITY** for a period of two (2) years; and/or (3) payment of liquidated damages to the **CITY** in the amount of TWENTY FIVE THOUSANDS DOLLARS (\$25,000.00). *This does not apply to any City Employee involved in the 2011-2012 reduction in force; nor does it apply to parties taking the Early Retirement Incentive offered by the City from November 1, 2011 through November 1, 2012.*

All documents prepared or furnished by **CONSULTANT** are the **Property of the CITY** to use the documents on the Project, extensions of the Project, and for related uses of the **CITY**, subject to receipt by **CONSULTANT** of full payment for all **SERVICES** relating to preparation of the documents. Any such reuse, or any modification of the documents, without written verification, completion, or adaptation by **CONSULTANT**, as appropriate for the specific purpose intended, will be at **CITY'S** sole risk and without liability or legal exposure to **CONSULTANT** or to its officers, directors, members, partners, agents, employees, and **CONSULTANTS**. **CITY** shall indemnify and hold harmless **CONSULTANT** and its officers, directors, members, partners, agents, employees, and **CONSULTANTS** from all claims, damages, losses, and expenses, including attorney's fees, arising out of or resulting from any use, reuse, or modification of the documents without written verification, completion, or adaptation by **ENGINEER**.

The **CONSULTANT** agrees to deliver all documents electronically in a format compatible and acceptable with the **CITY**.

The **CONSULTANT** and **CITY** agree to work together on a basis of trust, good faith and fair dealing to achieve the intent of this **AGREEMENT**. Each party shall take such actions that are reasonably necessary to enable the accurate completion of the professional **SERVICES** and other obligations provided under this **AGREEMENT** as intended in a timely, efficient and economical manner.

The **CONSULTANT** will guard against **ERRORS** and **OMISSIONS** in the performance of the professional **SERVICES** under this **AGREEMENT**. The **CONSULTANT** will apply appropriate care to the performance of the professional **SERVICES** and the preparation of all **SERVICE** products called for in this

**AGREEMENT**, including but not limited to, plans and drawings, contract documents and other instruments to be furnished in the course of performance of the **SERVICES**. The **CONSULTANT** shall be governed by that degree of care, knowledge, skill, and diligence that other reputable members of the engineering profession would ordinarily exercise under like circumstances within the State of Illinois. The **CONSULTANT** will be responsible to the **CITY** for **DAMAGES**, arising from **ERRORS** and **OMISSIONS** caused by the **CONSULTANT'S NEGLIGENCE** in the performance of the professional **SERVICES** and preparation of **SERVICE** products under this **AGREEMENT**. When agreed, the **CONSULTANT** will be liable for special or consequential damages defined in the **AGREEMENT**.

Acceptance of the **SERVICES** will not relieve the **CONSULTANT** of the responsibility for subsequent correction of any such **ERRORS**, **OMISSIONS**, and/or negligent acts or of his/her liability for loss or damage resulting there from. In the event any dispute or claim, related to construction or the construction contracts, should arise between any of the parties to this **AGREEMENT**, each party agrees to exercise good faith efforts to resolve the matter fairly, amicably and in a timely manner.

At any time during construction or during any **PHASE** of professional **SERVICES** performed by others based on **SERVICES** or **SERVICE** product provided by the **ENGINEER**, the **ENGINEER** will confer with the **CITY** and others upon request for the purpose of interpretation or providing clarification of the **SERVICES** or work product provided by the **CONSULTANT**.

The **CITY** will notify the **CONSULTANT** of any **ERROR** or **OMISSION** believed by the **CITY** to be caused by the **NEGLIGENCE** of the **CONSULTANT** as soon as practicable after discovery. Notification may be given by the most practical means deemed suitable by the **CITY**. The **CONSULTANT** will designate and keep current the name of an individual with proper address and telephone number for purposes of notification hereunder. The notification will advise the **CONSULTANT** of the nature of the matter, the action sought from the **CONSULTANT** and the time constraints required for response. The **CONSULTANT** agrees to contact the **CITY** promptly in accordance with the time constraints contained in the notification, to undertake necessary construction site visits and inspections, to dispatch personnel to appropriate **CITY** office locations for resolution purposes, and to complete all corrective work necessary to resolve the matter notwithstanding any disagreement or dispute as to **NEGLIGENCE**. In the event it is later determined that the **CONSULTANT** was not negligent, the **CONSULTANT** will be compensated for additional **SERVICES** performed in accordance with the payment provisions of this **AGREEMENT**. The **CITY** reserves the right to take immediate action to remedy any **ERROR** or **OMISSION** if notification is not successful; if the **CONSULTANT** fails to respond to a notification; or if the conditions created by the **ERROR** or **OMISSION** are in need of urgent correction to avoid accumulation of additional construction costs or damage to state property and reasonable notice is not practicable.

Any dispute in the interpretation of the provisions of the **AGREEMENT** or the damages accessed due to **CONSULTANT ERRORS OR OMISSIONS** shall be settled through negotiation between the **CONSULTANT** and the City Manager or designee of the signatory parties. If they cannot agree, the dispute will be referred through proper administrative channels to the **CITY**. The **CITY** shall decide all claims, questions and disputes and the decision shall be final. The **CITY** may request the **CONSULTANT** firm file a claim for adjudication by the Court of Claims within 60 days after the date of the written response. This shall not be construed to abrogate the **CONSULTANT'S** rights under the law.

This **CONSULTANT'S PROFESSIONAL LIABILITY INSURANCE** policy will provide coverage for all claims the **CONSULTANT** shall become legally obligated to pay resulting from any negligent act, **ERROR** or **OMISSION** related to **CONSULTANT'S** professional **SERVICES** required under this **AGREEMENT**.

To the fullest extent permitted by law, **CITY** and **CONSULTANT** waive against each other, and the other's employees, officers, directors, agents, insurers, partners, and **CONSULTANTS**, any and all claims for or entitlement to special, incidental, indirect, or consequential damages arising out of, resulting from, or in any way related to the Project, and agree that **CONSULTANT'S** total liability to Owner under this **AGREEMENT** shall not exceed \$1,000,000.

**CONSULTANT** certifies that to the best of its knowledge and belief, **CONSULTANT** and **CONSULTANT'S** principals: a) are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any federal **CITY** or agency; b) within a three-year period preceding this **CONTRACT** have not been convicted of or had a civil judgment rendered against it for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction, violation of federal or state anti-trust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property; c) are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated in paragraph 5-40(b); (d) have not within a three-year period preceding this **CONTRACT** had one or more public transactions (federal, state, or local) terminated for cause or default.

The **CONSULTANT** agrees that it shall not knowingly enter into any lower tier covered transaction when a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized, in writing by the **CITY**. The **CONSULTANT** agrees that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion-Lower Tier Covered Transaction", provided by the **DEPARTMENT**, without modification, in all lower-tier covered transactions and in all solicitations for lower-tier covered transactions. The **CONSULTANT** may rely upon a certification of a prospective participant in a lower-tier covered transaction that it is not debarred, suspended, ineligible or voluntarily excluded from the covered transaction, unless **CONSULTANT** knows the certification is erroneous. **CONSULTANT** may decide the method and frequency by which it determines the eligibility of its principals. Each **CONSULTANT** may, but is not required to, check the Nonprocurement List. If a **CONSULTANT** knowingly enters into a lower-tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation, in addition to other remedies available to the federal government, the **CITY** may terminate the **CONTRACT** for cause or default.

The **CONSULTANT** shall obtain the following minimum amounts of insurance from insurance companies authorized to do business in the State of Illinois:

- (1) Workmen's Compensation Insurance in accordance with the laws of the State of Illinois.

Commercial General Liability. Required liability insurance coverage shall be written in the occurrence form and shall provide coverage for the operations of the **CONSULTANT**: operations of **SUBCONSULTANTS** (contingent or protective liability); completed operations; broad form property damage; and contractual liability. The general aggregate limits shall be endorsed on a per **PROJECT** basis.

- (1) General Aggregate Limit \$2,000,000
- (2) Each Occurrence Limit \$1,000,000

The coverage shall provide by an endorsement in the appropriate manner and form, the City of Peoria, its officers, directors, employees, agents, and representatives, are named as additional insured with respect to the policies and operations performed. The **CONSULTANT** may accept a separate owner's protective liability policy provided all coverage, limits and endorsements are in conformity with this Section.

Commercial Automobile Liability. The policy shall cover owned, non-owned and hired vehicles.

Bodily Injury & Property Damage  
Liability Limit Each Occurrence \$1,000,000

Umbrella Liability. Any policy shall provide excess limits over and above the other insurance limits stated in this Section. The **CONSULTANT** may purchase insurance for the full limits required or by a combination of primary policies for lesser limits and remaining limits provided by the umbrella policy.

Such insurance shall be maintained in full force and effect during the life of the AGREEMENT and shall protect the CONSULTANT, its employees, agents and representatives from claims for damages, for personal injury and death and for damages to property arising in any manner from the negligent act or failure to act by the CONSULTANT, its employees, agents and representatives in the performance of the SERVICES and/or WORK.

Certificates showing that the ENGINEER is carrying the above-described insurance in the specified amounts shall be furnished to the CITY before it is obligated to make any payment to the CONSULTANT for SERVICES and/or WORK performed under the provisions of the AGREEMENT. The certificates shall provide that the policies shall not be cancelled, or modified in such a way as to no longer meet the above criteria, during the life of the AGREEMENT.

IN WITNESS WHEREOF, the parties hereto have affixed their hands and seals this \_\_\_\_ day of \_\_\_\_\_, 201\_\_.

**Executed by ENGINEER:**

Attest:


By:   
Steven C Durrant

Title:


Title: Principal & Owner

**Executed by CITY:**

Attest:

City of Peoria, Illinois  
Reviewed and Approved:  
By:   
Patrick Ulrich

By:

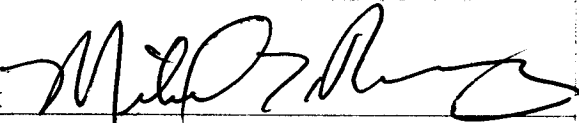
  
Beth Ball

Title: City Clerk

Title: City Manager

By:   
Legal Department

Title: Interim Corporate Council

By:   
Michael Rogers

Title: Director of Public Works

**WORK ORDER NO. 1**

In accordance with the Professional Services Agreement between Alta Planning + Design ("CONSULTANT"), and The City of Peoria, IL ("CLIENT"), dated May 16, 2014. This Work Order describes the Services, Schedule, and Payment Conditions for CONSULTANT Services on the Project known as:

**14-084 and Peoria, IL Bicycle Master Plan**

**CONSULTANT Authorized Representative:** Jack Cebe  
**Address:** Alta Planning + Design  
 711 SE Grand Avenue  
 Portland, Oregon 97214  
**Telephone No.:** 503 230 9862  
**Email:** jackcebe@altaplanning.com

**CLIENT Authorized Representative:** Nick Stoffer  
**Address:** City of Peoria Department of Public Works  
 3505 N Dries Lane  
 Peoria IL 61604-1210  
**Telephone No.:** 309-494-8823  
**Email:** nstoffer@peoriagov.org

**SERVICES.** The Services shall be described in Exhibit A to this Work Order.

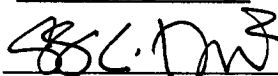
**SCHEDULE.** The Estimated Schedule shall be set forth in Exhibit B to this Work Order. Because of the uncertainties inherent in the Services, Schedules are estimated and are subject to revision unless otherwise specifically described herein.

**PAYMENT & INVOICES.** Consultant charges shall be a fee of \$81,193, in accordance with the Schedule of Fees and Charges attached to this Work Order as Exhibit C.

**Lump Sum contract** (also known as Fixed Fee). **Invoices** will be submitted monthly showing current percent complete for each task.

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

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

**Alta Planning + Design**

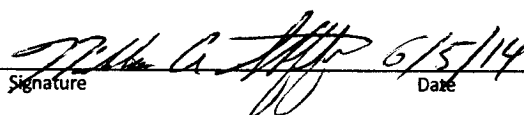
Signature

5.16.2014

Date

Steve Durrant, Principal

Typed Name/Title

**CLIENT**

Signature

6/15/14  
Date

Nicholas A Stoffer for City of Peoria

Typed Name/Title City Traffic Engineer

### Ongoing Task-Project Management

Throughout the planning process, Alta's project manager will be in regular contact with City of Peoria staff to keep them apprised of project efforts and to seek input at key decision points. This will include meetings, e-mails, telephone conversations, and written documents. Alta will provide project invoicing with monthly progress reports summarizing tasks completed. In addition, meeting summaries including a list of follow-up tasks and the responsible parties will be provided by Alta. At the completion of each major work task, Alta will produce a technical memorandum with accompanying maps and graphics.

### Project Management Products

1. Transmittal to Client: Project management and QA/QC process
2. Transmittal to Client: Final refined detailed scope, schedule, and outreach program
3. Monthly Transmittal to Client: progress reports to accompany invoices

### Task 1-Review of Existing Plans and Bicycle Facilities and Mapping of Existing Bicycle Facilities and Trails

#### 1.1-Review Background Documents and Plans

The Alta team will review background planning documents relevant to Peoria's Bicycle Master Plan, to become more fully familiarized with the city's and region's existing bicycling environment and associated issues and goals.

This will include reviewing existing planning documents, studies, analyses, and other recent and ongoing planning efforts, including, but not limited to:

- *Tri-County Regional Planning Commission's Transportation Plan*
- *Peoria Metro Area Greenways and Trails Plan*
- *Peoria County Trail Connectivity Study*
- *Rock Island State Trail Extension Concept Plan*
- *Hanna City Trail Concept Plan*
- *Greenways and Trails Plan for Peoria and Tazewell Counties*

#### 1.2-Review Existing and Proposed Bicycle Facilities and Trails

The Alta team will collect existing data and recent updates, such as CMT's soon-to-be developed pavement inventory, from the City of Peoria's GIS data to prepare base maps. Relevant mapping data includes aerial photography and ESRI shapefiles, as well as files from existing, relevant plans. Other critical information includes area bicycle projects that are planned, proposed, currently underway, or recently completed, along with ongoing infrastructure projects that may include opportunities for integrating Complete Streets solutions. Additionally, the Alta team will field inspect existing bicycle facilities and perform a "SWOT" analysis to identify strengths, weaknesses, opportunities, and threats for each facility. Likewise the Alta team will review proposed bicycle facilities and provide the same level of SWOT analysis. Based on field investigations and data provided by the City, Alta will prepare GIS base maps depicting the city's existing bikeway and trail systems. The maps will be developed at an appropriate graphic scale to communicate existing conditions and for incorporation into the existing conditions report.



**1.3–Municipal Code Review and Model Ordinance Development and Policy**

The Alta team will review Peoria’s development standards, such as ordinances for subdivisions, trails, and parking, policies for plan development review, and roadway and streetscape standards, to identify general issues impacting the bicycle environment. The Alta team will develop model municipal code and policy language for elements including Complete Streets, bicycle parking, and greenways, enabling the City of Peoria to maximize bicycle improvements in conjunction with new development, redevelopment, and corridor improvement projects.

**1.4–City Bicycle Friendly Community Audit**

The Alta team will conduct a Bicycle Friendly Community audit at the beginning of the planning process to efficiently identify opportunities for improvement that addresses a balanced approach to the “5E’s”—engineering, education, enforcement, encouragement, and evaluation. The results from the audit will be integrated into the Action Plan in Task 4.

**1.5–Best Practices “5E’s” Report**

Alta will develop a best practices “5E’s” report identifying potential changes to improve bicycle engineering, education, encouragement, enforcement, and evaluation efforts. These recommendations will be based both on the results of the previous tasks that identified problem areas plus experience gained from working in communities nationally. The report will present the programmatic recommendations as short-, medium-, and long-term priorities.

**1.6–Existing Conditions, Opportunities, and Constraints Technical Memorandum**

Based on information and data collected under the tasks listed above, the Alta team will review existing and proposed bicycle facility networks. A technical memorandum will be prepared describing the city’s existing bikeway and trail network, and summarizing opportunities and challenges that may impact system improvements.

**Task 1 Products**

Technical Memo #1 including:

- 1.1 Summary of existing background documents and plan (annotated bibliography)
- 1.2 Base maps of existing and planned bicycle facilities and trails (compiled GIS)
- 1.3 Preliminary summary suggested updates to codes, legislation, and policies
- 1.4 Summary City Bicycle Friendly Community Audit (data to be carried forward to Task 4)
- 1.5 Best practices “5E’s” report
- 1.6 Existing conditions, opportunities, and challenges (map and brief narrative)

## **Task 2—Public Involvement and Steering Committee**

### **2.1—Public Involvement Plan**

Upon notice to proceed, Alta will work with the City to develop a Public Involvement Plan (PIP) to set a course for the study. The PIP will be flexible so that ideas gleaned from conversations with stakeholders during the planning process can be integrated into the approach moving forward. Alta's approach to public involvement could include the following methods:

#### **2.1.1 Website Materials**

Alta will provide website materials to be placed on the City's website throughout the course of the planning process. The website materials will include a downloadable study fact sheet (pdf), and information about opportunities to participate in the planning process. Peoria staff will assist in updates and maintenance of the website.

#### **2.1.2 Online Survey**

The Alta team will develop an online survey, to be posted on the City's project website, to determine general needs and concerns surrounding bicycling in the city. The project team will make the survey available for posting on websites, and in hardcopy at workshops, in civic locations, and in local bicycle shops and public spaces. Client will provide distribution.

#### **2.1.3 Community Workshops**

The Alta team will hold two public workshops during the planning process. The first meeting will be held during the needs assessment phase (Task 1) and the second meeting will be held during the recommendations phase (Task 3). City staff will provide meeting logistic, notification and publication process.

### **2.2—Steering Committee Meetings**

Alta will provide facilitation for up to 4 project steering committee meetings. The committee will review and comment on materials to be presented to the public, help advertise the plan process, and distribute information to the larger community. The steering committee will meet during the planning process to establish goals, identify needs and opportunities, review preliminary improvement alternatives, and select preferred improvement alternatives. Alta will attend up to four steering committee meetings over the project's duration.

City staff will be responsible for meeting logistics and meeting notification.

### **2.4—Stakeholder Interviews**

Together with the steering committee, Alta will identify appropriate interviews with key local agencies and stakeholder groups. Interviews will be conducted regarding local needs, goals, desires, attitudes, and concerns for the City's bicycle network and related facilities and programs. Some stakeholder interviews could be conducted with agencies and organizations represented on the steering committee. Up to five stakeholder interviews will be conducted.

## **Task 2 Products**

2.1 Public Involvement Plan (calendar, memo summarizing content of meetings, staff and consultant assignments)

2.1.1 Project website materials (for posting by Client)

2.1.2 Survey questions (for posting, distribution by Client)

2.1.3 Community workshop agendas, sign-in sheets, handouts, presentations, maps, display boards, and comment cards

Preparation for, attendance, and facilitation of Community Workshop #1

Preparation for, attendance, and facilitation of Community Workshop #2

Preparation for, attendance, and facilitation of Community Workshop #3

Technical memorandum of community workshop summaries and public outreach efforts

2.2 Attendance and facilitation of (up to four) Project Steering Committee Meetings

2.3 Stakeholder interviews (up to five interviews)

**Task 3—Develop Bicycle Master Plan**

**3.1—Bicycle Demand and Benefits Analysis**

The basic Bicycle Demand and Benefits Analysis will look at cities similar to Peoria and provide examples of estimated and actual benefits of increased bicycling. *As an optional task*, Alta will develop projections on existing and future bicycle trips specific to the City of Peoria. Alta will estimate reductions in vehicle trips, vehicle miles traveled, and related items such as air quality improvements and carbon emissions reductions. Alta will also estimate economic and health benefits of bicycling in the Peoria area based on models and resources provided by the Pedestrian and Bicycle Information Center and others. See Optional Tasks section for more information.

**3.2—Safety Needs Analysis**

Alta will evaluate bicycle safety in two ways. First by reviewing representative existing bicycle safety education programs offered in Peoria, if any, and comparing these with other programs throughout the state and country. Secondly by reviewing available bicycle crash data. Bicycle-related crash data (injuries and fatalities) will be collected for the past three years (if available), and plotted graphically to identify locations with high numbers of crashes. Information derived from this analysis will be used to identify specific locations needing improvements, plus possible enhancements in motorist and bicyclist awareness and educational programs.

**3.3—Network Development**

The existing conditions evaluation, steering committee meetings, public outreach events, and user needs assessment will inform development of the proposed bicycle network. The recommended network will also be based on a review and analysis of available infrastructure data provided by the City (e.g., traffic volumes and speeds, and curb-to-curb widths). Network development will take into account issues such as safety, grades, directness of route, barriers, and system connectivity. The network will also incorporate previously proposed and planned facilities.

Emphasis will be placed on developing a citywide system that connects multiple destinations, land uses, and neighborhoods. The network will include a variety of bicycle capital improvements including linear routes and area-wide projects (traffic calming, bicycle parking, trails, and safe crossings) as well as considerations for both transportation and recreation linkages. An administrative draft map will be produced for review by Client and Steering Committee meeting #3. A draft network map will be produced for use at Community Workshop #2. A final network map will be produced for the final plan.

**Task 3 Products**

- 3.1 Not Included: Technical Memorandum summarizing user needs assessment including: Existing and estimated future bicycle demand, estimated air quality, economic and health benefits of an

expanded bicycling network, and bicycle safety evaluation

3.2 Safety analysis process and findings (1. safety programs review, 2. Crash data mapping)

3.3 Network Development Map

3.3.1 administrative draft map

3.3.2 draft map

3.3.3 final map

#### **Task 4—Plan Implementation**

##### **4.1—Bikeway and Trail System Maps**

Alta will develop high-quality, easily readable maps depicting the city's existing and recommended bicycle network. The network will be classified by facility types (shared-use paths, bike lanes, paved shoulders, and bicycle boulevards) adopted by NACTO, AASHTO, the State of Illinois, and by the latest research conducted by FHWA on bikeway planning and design.

##### **4.2—Project List and Cost Opinions**

Alta will develop a project list with planning-level cost opinions for up to 10 priority projects. The list will include information on each proposed bikeway and trail segment length (or quantities for area wide projects), corridor condition, and other information. The cost opinions will include estimated construction costs, planning, design, engineering, and contingency costs. The project list will note areas where right-of-way acquisition may be necessary. Alta will use unit costs available from Peoria's Public Works and Parks and Recreation Departments together with recent figures from comparable communities in the Midwest. Each of the 10 project segments will be evaluated according to an estimated unit cost and estimated ongoing maintenance and operation costs by implementation phase based on comparable experiences.

##### **4.3—Project Evaluation and Prioritization Criteria**

The recommended bicycle improvements will be ranked according to general planning criteria and submitted to the steering committee for review and comment. A prioritization matrix will be used to that may include weighted scores for each criterion.

##### **4.4—Top Priority Project Description Sheets**

The project evaluation and prioritization matrix in Task 4.3 will provide the City with clear direction on where to allocate resources. To better assist Peoria in securing grants or other funding, Alta will develop one-page project description sheets for the top five priority projects. These project description sheets will be tailored to fit into a capital improvements list or grant application.

##### **4.5—Potential Funding Sources and Opportunities**

Alta will explore funding options from public and private sources, and contact funding specialists to determine the availability and requirements for grants. The project team will identify potential matching and major funding sources, associated criteria, and requirements. The City of Peoria staff will provide assistance with regional funding options.

##### **4.6—Implementation Plan**

Alta will develop an Implementation Plan based on the prioritization in Task 4.3, combined with (1) funding availability and requirements, (2) other programmed transportation improvements, (3)

eliminating an immediate gap or safety hazard, and (4) providing rational system growth. Based on the recommended phasing schedule, cost information, and funding opportunities, we will produce a final priority list and five-year capital improvement plan clearly identifying funding requirements by year for the life of the master plan. This will include estimates of operating and maintenance costs that are usually borne by local governments. An implementation plan for fundable, high-priority projects over the next five years will be developed.

#### **Task 4 Products**

- 4.1 Recommended bikeway and trail system map (.pdf of a public distribution map)
- 4.2 Project list with planning-level cost opinions (up to 10 priority projects)
- 4.3 Project evaluation criteria and prioritization matrix
- 4.4 Up to five top priority project description sheets
- 4.5 Memorandum describing potential funding opportunities
- 4.6 Implementation Plan

#### **Task 5—Draft and Final Citywide Bicycle Master Plan**

##### **5.1—Draft Citywide Bicycle Master Plan**

Alta will prepare a Draft Bicycle Master Plan composed of tasks and deliverables completed up to this point. Alta will submit digital pdf copies of the document to the city staff and members of the steering committee for review. City staff will coordinate review of the draft plan and will provide Alta with a single set of consolidated comments for revisions on the Draft Plan.

##### **5.2-Draft Master Plan Presentations**

Alta will present the Draft Plan to the Peoria City Council, the Peoria Parks Board, Steering Committee, and the Tri-County Regional Planning Commission in one trip of up to two days in duration.

##### **5.3—Final City of Peoria Bicycle Connectivity Master Plan**

Alta will integrate the draft plan comments into the final master plan document. Following the city staff review and approval of the Citywide Bicycle Master Plan, Alta will make one final round of revisions and prepare the final version of the plan to be presented to elected officials and to be made available to the public. Alta will provide up to 10 hard copies of the final plan, one unbound reproducible copy, and electronic copy (PDF) for duplicating, and one electronic distribution.

##### **5.4-Final Master Plan Presentation**

Alta will present the final Bicycle Master Plan to the Peoria City Council (up to one meeting).

#### **Task 5 Products**

- 5.1 Draft Bicycle Master Plan
- 5.2 Draft Master Plan Presentations
- 5.3 Final Bicycle Master Plan (up to 12 hard copies)
- 5.4 Final Bicycle Master Plan presentation

**Optional Tasks**

Several additional tasks have been identified that could be performed as optional tasks.





- 1 Visual Guide to Bikeway Design Guidelines – Alta will prepare a set of illustrative design guidelines for bicycle facilities to supplement guides such as AASHTO, NACTO and MUTCD. The design guidelines could illustrate recommendations for shared use paths, bike lanes, shoulder bikeways, bicycle boulevards, bicycle treatments at intersections and interchanges, buffered bike lanes, cycle tracks, and bicycle signage and parking.
- 2 Wayfinding Signage Plan
- 3 Training – Workshop for engineers, planners, elected officials and other interested parties taught by planners and engineers that are national pedestrian and bicycle experts
- 4 Master Plan executive summary for future public outreach efforts
- 5 Bicycle Demand and Benefits Analysis - Alta will develop projections on existing and future bicycle trips. Alta will estimate reductions in vehicle trips, vehicle miles traveled, and related items such as air quality improvements and carbon emissions reductions. Alta will also estimate economic and health benefits of bicycling in the Peoria area based on models and resources provided by the Pedestrian and Bicycle Information Center and others.

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Work Order 1 - Exhibit B - 2014 Peoria Bicycle Master Plan Schedule

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version 1

| Project Task  |   |         |         |         |         |         |
|---|---|---------|---------|---------|---------|---------|
|   | Month 1   | Month 2 | Month 3 | Month 4 | Month 5 | Month 6 |
| <b>Ongoing Task: Project Management</b>   |   |         |         |         |         |         |
| Project Management  | [Yellow shaded area]                                    |         |         |         |         |         |
| <b>Task 1: Review of Existing Plans and Bicycle Facilities, Mapping of Existing Bicycle Facilities and Trails</b> |   |         |         |         |         |         |
| 1.1 Review background documents and plans   | [Yellow shaded area] ★                                  |         |         |         |         |         |
| 1.2 Review existing and proposed bicycle facilities and trails  | [Yellow shaded area]                                    |         |         |         |         |         |
| 1.3 Municipal code review and model ordinance development   | [Yellow shaded area]                                    |         |         |         |         |         |
| 1.4 City Bicycle Friendly Community audit   | [Yellow shaded area]                                    |         |         |         |         |         |
| 1.5 Best Practices, "5E's" report   | [Yellow shaded area]                                    |         |         |         |         |         |
| 1.6 Existing conditions, opportunities, and constraints technical memorandum                                      | [Yellow shaded area] ●                                  |         |         |         |         |         |
| <b>Task 2: Public Involvement and Steering Committee</b>  |   |         |         |         |         |         |
| 2.1 Public Involvement Plan   | [Yellow shaded area]                                    |         |         |         |         |         |
| 2.2 Establishment of project steering committee   | [Yellow shaded area]                                    |         |         |         |         |         |
| 2.3 Kick-off meeting  | [Blue square]   |         |         |         |         |         |
| 2.4 Stakeholder interviews  | [Yellow shaded area]                                    |         |         |         |         |         |
| 2.5 Steering committee meetings   | [Blue square] [Blue square] [Blue square] [Blue square] |         |         |         |         |         |
| <b>Task 3: Develop Bicycle and Pedestrian Transportation and Connectivity Master Plan</b>                         |   |         |         |         |         |         |
| 3.1 Bicycle Demand and Benefits Analysis  | [Yellow shaded area]                                    |         |         |         |         |         |
| 3.2 Safety needs analysis   | [Yellow shaded area]                                    |         |         |         |         |         |
| 3.3 Network development   | [Yellow shaded area]                                    |         |         |         |         |         |
| 3.4 Draft City of Peoria Bicycle Connectivity Master Plan   | [Yellow shaded area] ●                                  |         |         |         |         |         |
| 3.5 Final City of Peoria Bicycle Connectivity Master Plan   | [Yellow shaded area] ●                                  |         |         |         |         |         |
| <b>Task 4: Plan Implementation</b>  |   |         |         |         |         |         |
| 4.1 Bikeway and trail system maps   | [Yellow shaded area]                                    |         |         |         |         |         |
| 4.2 Project list and cost opinions  | [Yellow shaded area]                                    |         |         |         |         |         |
| 4.3 Project evaluation and prioritization criteria  | [Yellow shaded area]                                    |         |         |         |         |         |
| 4.4 Top priority project description sheets   | [Yellow shaded area]                                    |         |         |         |         |         |
| 4.5 Potential funding sources and opportunities   | [Yellow shaded area]                                    |         |         |         |         |         |
| 4.6 Implementation plan   | [Yellow shaded area] ●                                  |         |         |         |         |         |

-  Task Progress
-  Meeting
-  Deliverable
-  Notice to Proceed

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Work Order 1 - Exhibit C - 2014 Peoria Bicycle Master Plan Fee Schedule

version 2

| <b>Alta Planning + Design</b>  |             | <b>May 1, 2014</b> |           |              |               |              |
|--|-------------|--------------------|-----------|--------------|---------------|--------------|
| <b>Peoria Bicycle Master Plan Fee Summary</b>  |             |                    |           |              |               |              |
|  | <b>Alta</b> | <b>CMT</b>         | <b>IE</b> | <b>total</b> | <b>effort</b> | <b>hours</b> |
| Ongoing Task-Project Management  | 3,147       | 280                | 332       | 3,759        | 5%            | 35           |
| Task 1-Review of Existing Plans and Bicycle Facilities,<br>Mapping of Existing Bicycle Facilities and Trails | 5,734       | 3,570              | 1,826     | 11,130       | 15%           | 95           |
| Task 2-Public Involvement and Steering Committee   | 9,752       | 1,280              | 1,494     | 12,526       | 16%           | 112          |
| Task 3-Develop Bicycle and Pedestrian Transportation and<br>Connectivity Master Plan                         | 19,896      | 2,700              | -         | 22,596       | 29%           | 224          |
| Task 4: Plan Implementation  | 5,784       | 2,240              | 3,652     | 11,676       | 15%           | 97           |
| Task 5: Draft and Final Citywide Bicycle Master Plan   | 12,846      | 1,330              | 830       | 15,006       | 20%           | 156          |
|  | 57,159      | 11,400             | 8,134     | 76,693       |               | 719          |
| % of total fee   | 75%         | 15%                | 11%       |              |               |              |
| travel   |             |                    |           | 4,000        |               |              |
| repro  |             |                    |           | 500          |               |              |
|  |             |                    |           | 81,193       |               |              |