

1/5/2016

<u>Total Fee By Work Order</u>			
	<u>Fee</u>	<u>% of Total</u>	<u>Contract Type</u>
Work Order #1	\$190,589	28%	CPFF
Work Order #2	\$179,483	26%	LS
Work Order #3	\$116,906	17%	LS
Work Order #4	\$87,306	13%	CPFF
Work Order #5	\$41,678	6%	CPFF
Work Order #6	\$63,960	9%	CPFF
GRAND TOTAL	\$679,922	100%	

Classifications	LFUCG Loaded Rate	Sampling of Classified Staff
Project Principal	\$275.00	Jim Codell, Neal Gresham
Program Manager	\$250.00	Greg Groves, Toni Hurst, Mary Ann Lasch
Department Head / Senior Project Manager	\$200.00	Stan Harvey (LAS), Ignacio Bunster-Ossa, Yongwoo Lee, Joseph Webb, Dennis Connair, Dr. Chris Bergman
Senior Professionals (i.e. Bridge Engineer/Landscape Architect/Civil Engineer/Environmental Engineer/Geohydrologist/Traffic Engineer/Electrical Engineer/Archaeologist/Architect)	\$175.00	Kevin Sheahen, David Stahl, Mike Arnold, Tom Evans, Jihad Halleny (Vision), Jimmy Stahl, Phil Logsdon (Lochner), Vik Gautam, Kristen Crumpton, Brian Cole
Project Manager/Project Architect/Professional Land Surveyor	\$150.00	Meade, Kevin McWhorter, Mitch Thomas, Craig Klusman, Craig Mount, Chris Leary, Kristen Dun
Professionals (i.e. Bridge Engineer/Landscape Architect/Civil Engineer/Electrical Engineer/Environmental Engineer/Geohydrologist/Traffic Engineer/Archaeologist/Senior GIS/CADD/Senior Environmental Specialist)	\$125.00	Terri Combs, Erin Foster, Sam Castro (LAS), Christian Lynn, Vanessa Nghiem, Bethany Shain, Kevin Dant, Rebecca Thompson (Lochner), Ben Conley
Junior Professionals (i.e. Bridge Engineer/Landscape Architect/Civil Engineer/Electrical Engineer/Environmental Engineer/Geohydrologist/Traffic Engineer/Archaeologist/GIS Specialist/CADD Specialist/Environmental Specialist)	\$110.00	Jordan Taliaferro, Tony Mount, Danny Warren, Joe Whelen, Ian McElhone, Jordan Sebastian (LAS), Kevin Fitzgerald
CADD Technician/Field Inspector/Junior Archaeologist/Environmental Specialist/Architectural Historian	\$85.00	Biratu Dadi, Rebecca Turner, Dan Johnson, Tammy Seiter
Archaeologist Field Tech/Biology Field Tech/IT Tech	\$75.00	Multiple staff pending current availability
Administrative Assistant/Secretary/Clerk	\$65.00	Angie Janes, Jennifer Starr

Classifications	LFUCG Loaded Rate	Work Order #1	Work Order #2	Work Order #3	Work Order #4	Work Order #5	Work Order #6
Project Principal	\$275.00	5%	0%	5%	5%	5%	5%
Program Manager	\$250.00	20%	5%	10%	10%	10%	10%
Department Head / Senior Project Manager	\$200.00	20%	10%	15%	10%	5%	20%
Senior Professionals (i.e. Bridge Engineer/Landscape Architect/Civil Engineer/Environmental Engineer/Geohydrologist/Traffic Engineer/Electrical Engineer/Archaeologist/Architect)	\$175.00	15%	10%	20%	10%	0%	20%
Project Manager/Project Architect/Professional Land Surveyor	\$150.00	0%	10%	0%	20%	25%	0%
Professionals (i.e. Bridge Engineer/Landscape Architect/Civil Engineer/Electrical Engineer/Environmental Engineer/Geohydrologist/Traffic Engineer/Archaeologist/Senior GIS/CADD/Senior Environmental Specialist)	\$125.00	10%	0%	20%	20%	25%	35%
Junior Professionals (i.e. Bridge Engineer/Landscape Architect/Civil Engineer/Electrical Engineer/Environmental Engineer/Geohydrologist/Traffic Engineer/Archaeologist/GIS Specialist/CADD Specialist/Environmental Specialist)	\$110.00	25%	20%	15%	15%	15%	0%
CADD Technician/Field Inspector/Junior Archaeologist/Environmental Specialist/Architectural Historian	\$85.00	0%	45%	0%	0%	15%	0%
Archaeologist Field Tech/Biology Field Tech/IT Tech	\$75.00	0%	0%	15%	0%	0%	0%
Administrative Assistant/Secretary/Clerk	\$65.00	5%	0%	0%	10%	0%	10%
TOTAL		100%	100%	100%	100%	100%	100%
		\$173.25	\$125.25	\$156.50	\$154.25	\$146.75	\$164.00

Work Order #1 – Project Management Plan

47-2015

This work order is for the Project Management Plan (PMP), which is critical to delivering the Town Branch Commons project. As an extension of your office, we will be collaborating closely with the City's staff and focusing on project development and ultimate construction of the project. The following sections will provide a description of the tasks under the PMP.

Project Meetings

In order to maintain clear and consistent communications, multiple meetings will be held with various strategic partners and agencies. The overall purpose of the meetings will be to provide status updates and resolve issues to keep the project moving ahead. Below are the anticipated meetings grouped by purpose and participants:

WEEKLY PROJECT MEETINGS

Purpose: Weekly progress meetings with LFUCG Client Team (LFUCG, LDDA, BGCF, etc.) throughout the design and construction phases of the project. The meetings will be documented and minutes will be prepared and distributed to the attendees. Prior to each meeting an agenda will be prepared to focus on the key topics such as unresolved action items, upcoming events, milestones, etc. The meeting minutes will include old and new action items along with who is responsible for resolving them. These action items will be tracked through completion. It is recommended that the Mayor's Executive Leadership Team be invited to these meetings on a monthly basis to keep them updated on the project's progress.

Participants – It is anticipated that five team members will attend these meetings as well as assist with the meeting preparation. The attendees would be the Project Manager, Deputy PM, Design PM, and (2) rotating subject matter experts; selected based on need. The City will have the discretion to select the appropriate participants from the Program Management Team as the project advances.

TECHNICAL ADVISORY GROUP MEETINGS

Purpose: Establish a Technical Advisory Group to address more complex project oriented issues and seek consensus. These meetings will be needed, given the multidisciplinary nature of the project. We envision the group to include LFUCG Departments, KYTC, Lexington MPO, and targeted resource agencies as needed. We will hold monthly meetings during this early phase to get the project off in the right direction. The meetings will be documented and minutes will be prepared and distributed to the attendees. Prior to each meeting, an agenda will be prepared to keep the meetings focused on the key topics. The meeting minutes will include action items and who is responsible for resolving them. These action items will be tracked through completion.

Participants – It is anticipated that five team members will attend these meetings as well as assist with the meeting preparation. The attendees would be the Project Manager, Deputy PM, Design PM, and (2) rotating subject matter experts; selected based on need.

CITY COUNCIL MEETINGS

Purpose: Attend City Council meetings when requested by the City to discuss the project scope, status and future activities. We will work with the City's staff to determine the key talking points, prepare presentations, and create handouts to leave behind, if requested. It is anticipated that these meetings will occur two times per year.

Participants – It is anticipated that three team members will attend these meetings as well as assist with the meeting preparation. The attendees would be the Project Manager, Deputy PM, and Project Principal.

TOWN BRANCH COMMONS PARK TECHNICAL COORDINATION MEETINGS

Purpose: Facilitate meetings and video/telephone conferences to include our team's experts in park development and experience with project phasing, fund raising, national design practices, non-profit organizations, innovative ideas, etc. This specialty technical assistance will be provided on an as-needed basis.

Participants – It is anticipated that four team members will attend these meetings as well as assist with the meeting preparation. The attendees would be the Project Manager, Deputy PM, and other team members such as our team's park experts, grant fund writers, designers, etc.

INTERNAL COORDINATION MEETINGS

Purpose: Hold internal meetings and/or telephone conferences to keep the team members updated on the latest project actions. This will include communication with task leaders, technical staff and program related discussions with the project team and key agencies. These meetings will be documented and minutes will be prepared and distributed to the attendees along with an action item list.

Participants – Team members will attend these internal meetings. The attendees will be the main project players as shown on the team's organizational chart.

MISCELLANEOUS COORDINATION MEETINGS

Purpose: Hold miscellaneous meetings and/or telephone conferences with resource and regulatory agencies, commissions, property owners, and other consultants/contractors as needed. Given the uncertainty of the scope, complexity, and potential risk register items; we expect to hold frequent unscheduled meetings as issues arise. These meetings will be documented and minutes will be prepared and distributed to the attendees along with an action item list.

Participants – Team members will attend these internal meetings. The attendees will be the main project players as shown on the team's organizational chart.

Quality Management Plan

The Quality Management Plan (QMP) on this project will be documented in the Project Execution Plan. The plan will evolve and be updated as the future design firms are selected through the RFP process. We will include the QMP requirements in the future RFPs which will include the need to provide QA/QC Role Assignments, Detail Checks and Independent Technical Reviews, QC Review Requirements and Sign-Off. The project will be monitored and audited internally for compliance with the plan.

Document Control

MS Share Point, an enterprise information portal accessible via internet, has been established as the document control and file sharing platform to facilitate accessibility to: Contracts, Drawings, Specifications, Submittals, Schedules, Meeting Minutes, Change Orders, Submittals, Shop Drawings, RFIs, and Close-Out documents. This centralized filing system will be developed and maintained in accordance with our quality document control system and sustained during the contract term. Upon completion of the project, these files will be submitted to the City in an agreed upon format .

A hierarchy will be set up for the project folders along with file naming convention. AECOM will provide assistance and demonstrate access to the site.

Project Schedule Development and Update

MS Project will be used as the project scheduling tool on the project. The schedule will be created from the information provided by the City. As the project develops, the schedule will be updated and discussed during the Weekly Project meetings. The intent of the schedule tracking is to identify the critical path items preceding construction and then focus on resolving those issues. In addition to the transportation infrastructure implementation schedule, a second overall schedule will be developed in collaboration with the BGCF.

Risk Management Plan

We will maintain a risk register document (MS Excel format) during the project to identify major concerns. The approach will include a methodical process by which the project team identifies and ranks the various risks. Once identified, a mitigation strategy will be developed and implemented as appropriate. The risk register will be discussed at the Weekly Project meetings. The risk will be tracked until no longer a concern at which time it will be removed from the tracking list.

Request for Proposal (RFP) Preparation and Assistance

We will assist the City in the preparation of the Request for Proposals (RFP) for the design contract on Town Branch Commons. This scope only includes the transportation infrastructure improvements in Zones 1-4 (modified) and is based on one RFP preparation as indicated in the pre-scope meeting. The scope includes: developing a draft proposal, identifying QA/QC requirements, providing current environmental information, distributing existing utility location maps, creating project exhibits and attending the anticipated pre-proposal meeting.

DBE Compliance Plan

This scope item is for the preparation of a preliminary DBE Compliance Plan for the Town Branch Commons project, with emphasis on the construction contracts. This includes evaluating bid packages or breakout work tasks that would enhance DBE participation. Coordination with the KYTC Office of Civil Rights and Small Business Development as well as the City's Minority Business Enterprise Liaison will be required. The general objectives would be to:

- A. Foster positive long-term relationships between MWDVA firms and LFUCG.
- B. Increase the ability of MWDVA firms to expand contractual, competitive opportunities.
- C. Increase MWDVA firm's knowledge and experience in the construction industry.
- D. Increase the pool of MWDVA firms to be able to bid and garner business on this project.

The plan will set forth a strategy to recruit experienced and new MWDVA firms to work on the LFUCG project. Examples for recruitment include engagement of established MWDVA professional organizations, holding open houses for prospective firms and implementing a DBE industry awareness campaign to educate the contractors on the future opportunities.

PRODUCTION-HOUR WORKSHEET - Work Order #1 - Project Management Plan														
Project Management Plan Tasks							Hours Split							
No.	ITEM	CREW	UNIT	AMOUNT	HRS/UNIT	Total Hours	AECOM	LAS	Lochner	Third Rock	Vision	Abbie Jones	Bullhorn	
RECONNAISSANCE														
1	Project Management Team Walk Through	5	No.	1	4	20	16	4						
2	Agency Identification / Contact List	1	LS	1	8	8	8							
3														
QUALITY MANAGEMENT PLAN														
4	Draft Plan Preparation	1	No.	1	8	8	8							
5	Plan Implementation	1	No.	1	16	16	16							
6	Develop language for future RFP	1	No.	1	4	4	4							
DOCUMENT CONTROL														
7	SharePoint Creation / File Structure Setup	1	No.	1	16	16	16							
8	File Management / Updates	1	Weeks	38	1	38	38							
9														
PROJECT SCHEDULE AND UPDATE														
10	Initial Schedule Setup (MS Project)	1	No.	1	16	16	16							
11	Schedule Management	1	Weeks	39	0.5	19	19							
12						0								
13						0								
RISK MANAGEMENT PLAN														
14	Create Risk Register Template	1	No.	1	8	8	8							
15	Develop Mitigation Options for Risks	1	No.	1	60	60	60							
16	Risk Register Updates	1	Weeks	38	0.5	19	19							
17														
18														
19														
RFP PREPARATION / ASSISTANCE														
20	Develop Draft RFP Language	1	No.	1	60	60	40	20		0				
21	Exhibit / Map Preparation	1	No.	1	8	8	8							
22	Coordination with KYTC Professional Services	1	No.	1	4	4	4							
23	Prepare / Attend Pre-Proposal Meeting	4	No.	1	4	16	12	4						
24	Q&A during RFP Advertisement	2	No.	1	6	12	10	2						
25														
DBE COMPLIANCE														
25	Draft Plan Preparation	1	No.	1	8	8	4	4						
26	Examine Preliminary Breakout Bid Packages	1	No.	1	16	16	16	0						
27	Coordination with KYTC Civil Rights and SBD Office	2	No.	2	3	12	12	0						
28														
MEETINGS														
29	Weekly Meetings with LFUCG - Attend	5	No.	39	1.5	285	200	85		0				
30	Weekly Meetings with LFUCG - Pre/Post Meeting Prep	1	No.	38	1	38	38	0						
31	Technical Advisory Group Meetings - Attend	5	No.	10	1.5	75	55	20						
32	Technical Advisory Group Meetings - Pre/Post Meeting Prep	1	No.	10	1	10	10	0						
33	City Council Meetings - Attend	3	No.	2	2	12	6	6						
34	City Council Meetings - Pre/Post Meeting Prep	1	No.	2	8	16	8	8						
35	Town Branch Parks Technical Consultation	4	No.	2	8	64	64	0						
36	Internal Coordination Meetings	1	LS	1	80	80	60	20						
37	Miscellaneous Project Meetings - Attend & Pre/Post Prep	4	No.	10	2	80	40	40						
38														
39														
TOTAL						1028								
PRODUCTION-HOUR SUMMARY														
							AECOM	LAS	Lochner	Third Rock	Vision	Abbie Jones	Bullhorn	
GRAND TOTAL							1028	815	213	0	0	0	0	0

Work Order #2 – Survey

47-2015

Surveying Scope of Work

We will conduct field surveys of the proposed project area necessary to complete the future final design phases of the project. The general limits of these surveys shall include the roadway pavement, adjoining sidewalks, verges, lawns and buffer areas to the face of buildings or, where possible, apparent limits of construction along the following streets:

- Midland Avenue from East 3rd Street/Winchester Road to East Main Street, including each leg of the East 3rd Street/Winchester Road intersection. An approximate distance of 2800'.
- Vine Street from its intersection with East Main Street to the intersection with West Main Street. An approximate distance of 4800'.
- West Main Street from east of Vine Street to Jefferson Street. An approximate distance of 1300'.
- Shropshire Avenue from Midland Avenue to East 3rd Street. An approximate distance of 800'.
- Rose Street from south of Vine Street to Short Street. An approximate distance of 900'.
- Short Street from Rose Street to Midland Avenue. An approximate distance of 1400'.
- Water Street from Rose Street to Quality Street. An approximate distance of 500'.
- Quality Street from Vine Street to Water Street (north). An approximate distance 250'.
- Water Street from Quality Street to Hernando Ally and the open parking lot between Water Street, Vine Street, Quality Street, and Hernando Ally. An approximate distance of 1000'.
- Main Street from Vine Street to Rose Street. An approximate distance of 800'.
- Eastern Avenue from Main Street to Short Street. An approximate distance of 400'.
- Midland Avenue Off-Alignment for sewer work from Midland Avenue to east of Walton Street. An approximate distance of 1500'.

Overall total length of survey equals 3.1 miles.

Our responsibility for field surveys shall include:

1. Establish horizontal Kentucky State Plane Coordinates (Single Zone) using the US Survey Feet and NAVD-88 vertical datum throughout the project limits for use during

design and construction of the project. Establish intermediate control points and bench marks at intervals not to exceed 600'.

2. Field tying all property monuments to establish rights of way and adjoining property lines.
3. Location of all topography, including, but not limited to; buildings, edges of pavement, curbs, medians, islands, driveways, entrances, sidewalks, ramps, street trees, shrubs, landscape areas, drainage inlets, manholes, traffic signals, pavement markings, signs, parking meters, etc.
4. Field surveying existing ground elevations necessary to develop a digital terrain model from which final ground cross sections and profiles may be developed in Microstation DGN format.
5. Location of above ground utilities and surface indications of underground utilities, including; poles, valves, meters, manholes, vaults, hydrants and markings of underground utilities by Before yoU Dig (KY 811) or other utility locating entity.
6. Location of environmentally sensitive areas, including underground storage tanks, wetlands or hazardous waste sites as marked and directed by others.

Other scope items will include:

- Research public records to establish the ownership of properties adjoining the project and obtain copies of deeds, plats and other instruments necessary to establish existing rights of way, property lines and easements.
- Obtain facilities maps from each utility company that has facilities within the project limits. These maps will be supplemented with field locations of underground facilities.
- Compile the field survey data into a planimetric/topographic manuscript drawing utilizing MicroStation and Inroads to the current KYTC CADD Standards (currently version 3). The manuscript shall include the location of rights of way, property lines and easements along with property owner's name and source of title. A Digital Terrain Model (DTM) will be developed from the survey data to represent the existing ground surface.

PRODUCTION-HOUR WORKSHEET - Work Order #2 - Survey										
SURVEY TASKS							HOURS SPLIT			
No.	ITEM	CREW	UNIT	AMOUNT	HRS/UNIT	TOTAL HRS	AECOM	LAS	Vision	Abbie Jones
RECONNAISSANCE										
1	Control - (existing)	1	Mile	3.1	12	37	37			
2	Utilities - (identify & contact)	1	No.	8	2	16	16			
3	Drainage - (sink holes, streams, pipes, etc.)	1	Mile	3.1	8	25	25			
CONTROL										
4	Horizontal	2	Mile	3.1	20	124	124			
5	Vertical	2	Mile	3.1	12	74	74			
6	Process data	1	Mile	3.1	12	37	37			
PLANIMETRIC SURVEY										
7	Planimetric location <i>(specify complete, pickup or update)</i>	2	Mile	3.1	28	174	174			
8	Utilities location	2	Mile	3.1	16	99	99			
9	Process data	1	Mile	3.1	11	34	34			
TERRAIN SURVEY										
10	DTM data collection <i>(Items 11-18 not required if used)</i>	2	Acre	48	3	288	288			
11	Verify terrain model accuracy	3	Mile			0				
12	Tie-ins	3	No.			0				
13	Drainage situations survey (Bridge)	3	No.			0				
14	Drainage situations survey (Culvert)	3	No.			0				
15	Drainage pipe section (non-situation size)	3	No.			0				
16	Flood plain data	3	No.			0				
17	Railroad Surveys	3	No.			0				
18	Additional necessary DTM data <i>(specify pickup or update)</i>	3	Acre			0				
19	Process data	1	Mile	3.1	8	25	25			
ESTABLISH PROPERTY LINES & OWNERSHIP										
20	Contact & Interview Property Owners	1	Parcel	0		0				
21	Field tie property lines/corners	2	Parcel	148	0.33333	99	99			
STAKING										
22	Stake centerlines, approaches, detours	3	Mile			0				
23	Stake core holes - structures <i>(unit is per structure)</i>	3	No.			0				
24	Stake core holes - roadway <i>(unit is per core hole)</i>	3	No.			0				
SURVEY MISCELLANEOUS										
25	Determine roadway elevations (Crown and EP)	3	Mile			0				
26	Environmental areas	2	No.	1	8	16	16			
27										
28										
29										
SURVEY TOTAL						1048	1048	0	0	0

PRODUCTION-HOUR WORKSHEET - Work Order #2 - Survey

PRELIMINARY LINE AND GRADE

No.	ITEM	UNIT	AMOUNT	HRS/UNIT	TOTAL HRS	AECOM	LAS	Vision	Abbie Jones
30	Computer setup	LS	1	8	8	8			
31	Prepare existing manuscripts	Mile	3.1	50	155	155			
32	Establish approximate property lines and ownership	Parcel			0				
33	Study and develop typical sections	No.			0				
34	Study and develop horizontal alignments (4 Alts.)	Mile			0				
35	Study and develop vertical alignments	Mile			0				
36	Create and evaluate proposed roadway models	Mile			0				
37	Design entrances	No.			0				
38	Pre-size pipes	No.			0				
39	Pre-size culverts	No.			0				
40	Pre-size bridges	No.			0				
41	Develop Highway Capacity Analysis	LS			0				
42	Study and development of interchange	No.			0				
43	Study and development of intersection	No.			0				
44	Study and develop maintenance of traffic plan	LS			0				
45	Plot/print copies of plans for team mtgs. and inspections	LS			0				
46	Calculate preliminary quantities and develop cost estimates (4 Alts)	LS			0				
47	Revise plans and estimates	LS			0				
48	Preliminary R/W with taking areas	Parcel			0				
49	Prepare design executive summary	LS			0				
50	Develop/document "Avoidance Alts to Water Rel. Impacts"	LS			0				
PRELIMINARY LINE & GRADE MISCELLANEOUS									
51					0				
52					0				
53					0				
54					0				
55					0				
56					0				
57					0				
58					0				
59					0				
60					0				
PRELIMINARY LINE AND GRADE TOTAL					163	163	0	0	0

PRODUCTION-HOUR WORKSHEET - Work Order #2 - Survey

RIGHT OF WAY PLANS

No.	ITEM	UNIT	AMOUNT	HRS/UNIT	TOTAL HRS	AECOM	LAS	Vision	Abbie Jones
60	Deed research	Parcel	148	0.5	74	74			
61	Establish property and ownership	Parcel	148	1	148	148			
62	Calculate R/W	Parcel			0				
63	Prepare legal descriptions	Parcel			0				
64	Complete R/W summary sheet	Parcel			0				
65	Generate right of way strip map (scale 1" = xxx')	Sheet			0				
66	Prepare R/W Plans Submittal	LS			0				
67	R/W revisions after R/W submittal	LS			0				
R/W PLANS MISCELLANEOUS									
68									
69									
70									
RIGHT OF WAY PLANS TOTAL					222	222			

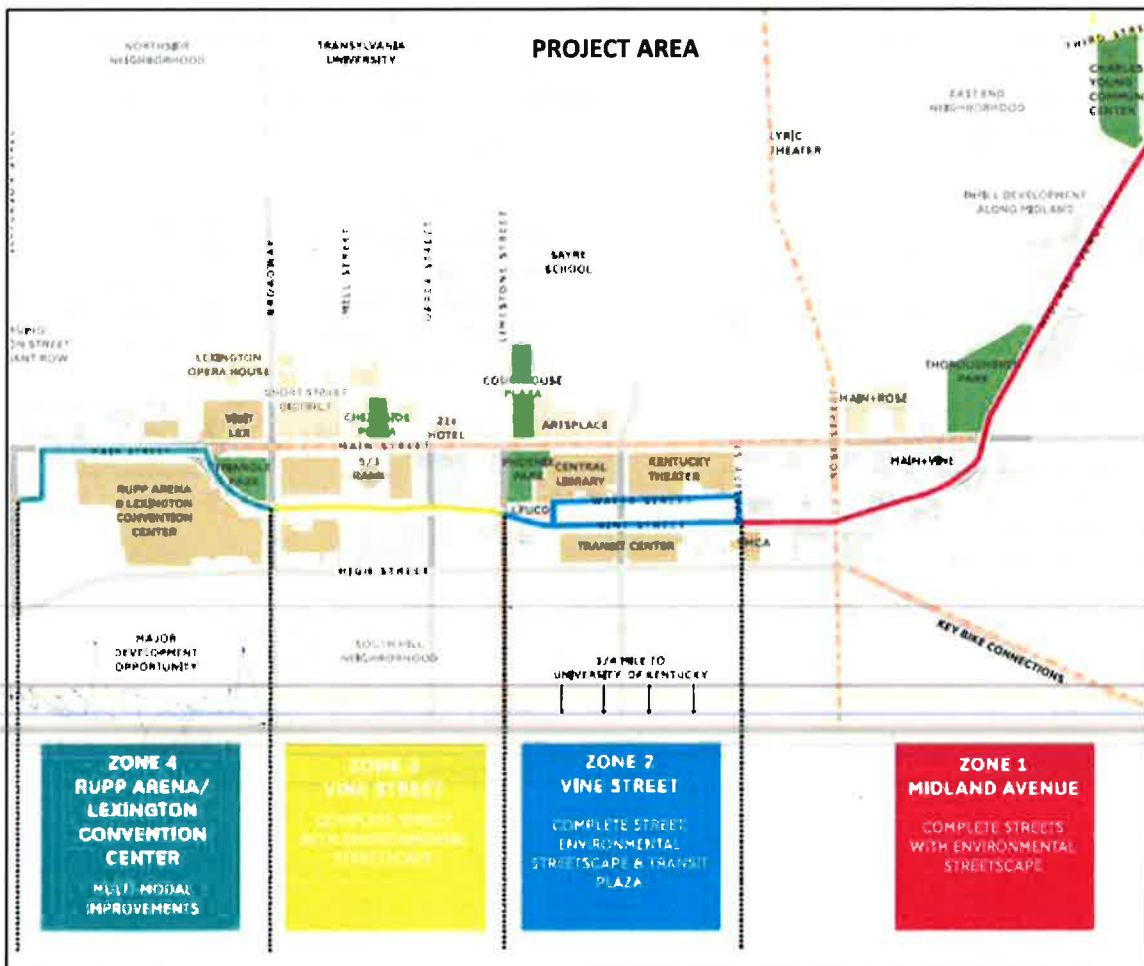
PRODUCTION-HOUR WORKSHEET - Work Order #2 - Survey									
MEETINGS									
No.	ITEM	UNIT	AMOUNT	HRS/UNIT	TOTAL HRS	AECOM	LAS	Vision	Abbie Jones
150	Prelim. line and grade inspection (4 persons)	No.	0	0	0				
151	Drainage inspection (# of persons)	No.			0				
152	Final inspection (# of persons)	No.			0				
153	Misc. project coordination meetings (2 persons)	No.	0	0	0				
154	Project team meetings (4 persons)	No.	0	0	0				
MEETINGS MISCELLANEOUS									
155		No.			0				
156					0				
157					0				
158					0				
MEETINGS TOTAL					0	0	0	0	0
PRODUCTION-HOUR SUMMARY									
					TOTAL HRS	AECOM	LAS	Vision	Abbie Jones
SURVEY TOTAL					1048	1048	0	0	0
LINE AND GRADE TOTAL					163	163	0	0	0
RIGHT OF WAY PLANS TOTAL					222	222	0	0	0
MEETINGS TOTAL					0	0	0	0	0
GRAND TOTAL					1433	1433	0	0	0

Work Order #3 – Environmental Documentation

47-2015

Environmental Work Order Scope of Services

The following scope of services has been prepared to satisfy NEPA requirements for transportation components of Zone 1 through Zone 4 of the Town Branch Commons Corridor Project. While the long term vision for the corridor project includes a series of park improvements, connections to nearby trails, and other extensions, these items fall beyond the scope of this effort. It is anticipated that the project will result in the preparation of a Level 1 Categorical Exclusion, to be signed by LFUCG, KYTC D-7, and KYTC DEA. The project includes a series of bicycle and pedestrian mobility improvements primarily within existing right-of-way along Vine Street and Midland Avenue, roughly bounded by Jefferson Street in the west and Third Street/Winchester Road in the east.



This scope does not include additional environmental studies that may be required if there are significant changes to the proposed project during the design phase that involve new right-of-way or if there is consideration of new routes not studied in the environmental document.

The following tasks are included in this work order.

Develop Purpose and Need Statement – The team will review goals and objectives from existing planning studies prepared for the project and draft a Purpose and Need Statement that is compliant with NEPA for transportation projects, including an assessment of logical termini. The draft Purpose and Need Statement will be coordinated with the project team. This statement will be updated as needed throughout project development.

Coordinate with Resource Agencies

- The consultant will identify appropriate agency contacts that should be included in coordination activities as part of the NEPA process. This includes both regulatory agencies and other federal, state, and local agencies with a likely interest in the project. The draft mailing list will be shared with the City's Project Manager prior to distribution of any correspondence.
- The consultant will develop a draft letter with basic information about the project for distribution to resource agencies. The draft letter will be shared with the City's Project Manager prior to distribution of any correspondence.
- The consultant will distribute the letter to resource agencies identified in the mailing list, requesting any comments on the proposed project, Purpose and Need Statement, preferred alternative, etc.
- Any responses received from agencies will be discussed in the draft NEPA document and appended as appropriate.

Socioeconomic Analysis

- A. Existing Conditions and Analysis – The consultant will develop preliminary traffic analysis to identify potential operational impacts from the proposed road diet concepts and proposed changes in traffic operations (e.g., mid-block crossing at Transit Center and elimination of left turn from Main Street to the Vine Street yoke). Results of this effort will be documented in a technical memo; the draft memo will be shared with the City's Project Manager prior to any external coordination. This effort will inform the socioeconomic analysis.
- B. Right-of-Way Impacts – The consultant will obtain available property boundaries from city GIS databases. The consultant will quantify anticipated direct residential and commercial property acquisitions or easements necessary based on preliminary design concepts. Based on conceptual plans for the preferred alternative, the majority of the project footprint lies within city-owned right-of-way.

- C. Economic Impacts – The consultant will discuss potential permanent and temporary impacts/benefits to established businesses (e.g., impacts from changes in traffic patterns). A discussion will be prepared of reasonably foreseeable employment impacts during project construction.
- D. Local Comprehensive Plans – The consultant will review previous planning documents prepared for the project and the LFUCG 2013 *Comprehensive Plan* to understand land use, transportation, and other related elements to determine whether the project is consistent with these regional visions.
- E. Social Impacts – The consultant will review available data from local, regional and national data resources (such as Census Bureau publications, Lexington MPO, Bluegrass ADD, LexTran, LFUCG Planning and Zoning and others) to understand land use and zoning, economic base, forecasted growth, employment trends and unemployment, traffic, level of service and growth. A qualitative discussion of impacts/benefits to neighborhoods, schools, churches, travel patterns, special populations (i.e., low income, minority, elderly, handicapped, non-drivers, transit-dependent), and human health will be prepared.

Historic Resources Evaluation

- A. Identify the Area of Potential Effect (APE) – Using available mapping and field visits, the consultant will identify the appropriate APE for aboveground historic resources. The APE will encompass properties adjacent to the project where potential visual or other effects from the proposed project may occur. A map of APE will be developed and used to focus identification efforts.
- B. Archival Research – The consultant will review historic mapping and SHPO records in order to identify NRHP listed, eligible, and potentially eligible historic properties and districts within the APE. Results of this effort will be added to the APE mapping.
- C. Field Survey and Effects Analysis – Using methods outlined in the Kentucky Heritage Council *Specifications for Conducting Fieldwork and Preparing Cultural Resource Assessment Reports*, the consultant will identify and document each aboveground resource within the APE that is 50 years old or older. The consultant will determine the NRHP eligibility of each property or district. The consultant will evaluate project effects on listed and eligible properties and recommend mitigation measures for any adverse effects. This analysis will be documented in a technical report.
- D. Consulting Party Meetings and Coordination – The consultant will coordinate DEA's online clearinghouse to identify and invite potential consulting parties to participate in the Section 106 historic resource evaluation process. Relevant consultation materials will be uploaded to DEA's website as appropriate. It is anticipated that the public component of the Section 106 consultation process can be addressed in conjunction with other project stakeholder engagement efforts and via correspondence.

- E. Prepare Historic Technical Report – The consultant will prepare a draft technical report that summarizes the results of the eligibility and effects phases of the aboveground historic resources analysis, documenting the effort at a level to satisfy SHPO expectations. The draft report will be shared with the City's Project Manager prior to any external coordination. The report will then be shared with DEA and SHPO for their review and comments. Any comments received will be incorporated into the final version of the memo, which will be resubmitted as needed for SHPO concurrence with the findings. One in-person meeting with DEA and SHPO is included in this effort; this is anticipated to occur either at the project site or at the appropriate agency office in Frankfort.

If a Memorandum of Agreement (MOA) is needed to resolve adverse effects, this will be prepared by the KYTC.

Archaeological Resources Phase I Evaluation

- A. Archival Research – The consultant will review historic mapping, SHPO and UK records, and relevant archaeological reports to identify the potential for archaeological resources within the project footprint (archaeological APE). It is anticipated that since the majority of the disturb limits lie within previously disturbed areas, the potential to encounter intact archaeological deposits is minimal and it is assumed that an overview analysis will suffice to satisfy documentation requirements.
- B. Prepare Archaeological Phase I Survey Report – The consultant will prepare a draft technical report that summarizes the results of the overview analysis, documenting the effort following the Kentucky Heritage Council *Specifications for Conducting Fieldwork and Preparing Cultural Resource Assessment Reports*. The draft report will be shared with the City's project manager prior to any external coordination. The report will then be shared with DEA and SHPO for their review and comments. Any comments received will be incorporated into the final version of the memo, which will be resubmitted as needed for SHPO concurrence with the findings.

Where there is a potential for buried archaeological resources, it may be necessary for a professional archaeologist to monitor earth moving activities. This effort may be performed by the KYTC; it is not included in the current consultant scope of services.

Section 4(f) Resources Analysis – The consultant will review GIS databases to identify historic properties and public parks within or adjacent to the project footprint. The consultant will assess whether project requires the use of these Section 4(f) resources and whether the anticipated use can be addressed using programmatic agreements or a *De Minimis* approach. The consultant will coordinate with KYTC/FHWA regarding approach.

For each impacted Section 4(f) property, the consultant will prepare a letter to the agency with jurisdiction, outlining the use of the property and requesting their concurrence with the proposed measures to minimize harm. The draft letter(s) will be shared with the City's project manager

prior to distribution of any correspondence. The consultant will distribute the letter(s) to appropriate agencies. Responses received from agencies will be discussed in the draft NEPA document and appended as appropriate.

The consultant will prepare appropriate documentation to address any Section 4(f) impacts in the NEPA document. Up to two conference calls are included in this effort.

6(f) Resources Identification – Consult with the Governor's Office of Local Development to determine whether there are any impacts to parks using Land and Water Conservation funding. If Section 6(f) impacts are unavoidable, work with the park owner to address 6(f) replacement requirements.

Noise Impact Analysis – The project qualifies as a Type III project per FHWA noise analysis guidelines; therefore, no in depth analysis is required. A qualitative discussion of noise impacts will be documented in the NEPA document.

Air Quality Impacts – The consultant will review the latest version of the approved STIP/TIP to document the project's inclusion. The consultant will confirm that project is not in a non-attainment or maintenance area for ozone (O₃) or in an area requiring PM 2.5 consideration. The consultant will confirm that project is not controversial and will not exceed Kentucky CO screening criteria requiring project level analysis. Qualitative language regarding the project's low potential for air quality impacts, including potential Mobile Source Air Toxics (MSAT) effects, will be incorporated into the NEPA document.

Hazardous Materials/Underground Storage Tanks Investigations – A UST/hazardous materials assessment of the project corridor will be conducted to determine the actual or potential presence of underground storage tanks, aboveground storage tanks, hazardous wastes or materials, solid and special wastes, and potential areas of hazardous waste concern.

The project area has a long history of urban development and will require the assessment of multiple historic resources. This effort will include the evaluation of historical photographic images, Sanborn fire insurance maps, city directories and other historical resources. Third rock will also examine state, local and federal resource agency records to identify agency interest in documented environmental conditions.

A *UST/Hazardous Materials Baseline Assessment* report will be prepared for the project. The field survey, data collection, and documentation will be sufficient to develop an awareness of the location of high risk areas that could be of concern to the project. Maps will be included to show the location of the project corridor, the project location, and location of each site investigated, as necessary. The assessment will identify areas suspect for adverse environmental conditions, which may require additional investigation. If any areas require additional investigation, Phase II investigations are outside this scope of services.

Ecological Studies - An aquatic and terrestrial ecosystems analysis will be conducted for purposes of documenting potential impacts to the natural environment. Third Rock will not

produce a stand-alone *Aquatic and Terrestrial Baseline Assessment* but will produce a technical memorandum outlining the relevant information collected and the methods applied. No coordination with the state and federal agencies will be conducted. Online data sources for the following agencies will be reviewed, however, as applicable and available, for any information relevant to potential impacts within the study area.

- *U.S. Fish and Wildlife Service (USFWS);*
- *Kentucky Department of Fish and Wildlife Resources (KDFWR);*
- *Kentucky State Nature Preserves Commission (KSNPC);*

Once the project limits are developed to demonstrate disturbance limits, a field survey will be conducted where necessary. The field survey will focus on identifying features such as streams, wetlands, and threatened and endangered species habitat. Because of the urban setting of this project no significant features are expected.

Wetlands impacted by the proposed Build Alternatives will be delineated using GPS and boundaries provided on mapping with the appropriate wetland delineation forms. Streams impacted by the Build Alternatives will also be assessed to identify position, flow (perennial, intermittent or ephemeral), and channel width/depth. USEPA rapid biological assessment protocol forms will be completed for each stream impact. Photographs will be taken at stream impact sites to document existing conditions at the centerline. The position of the streams will be marked at the project centerline using GPS and numbered sequentially

Prepare Environmental Document (Categorical Exclusion Level 1) – The consultant will prepare the draft NEPA document following the CE Level 1 checklist format developed by the KYTC. This task includes a synthesis of technical studies prepared in environmental previous tasks. The document will address two alternatives: the No Build and Build (preferred) alternative for transportation components of Zone 1 through Zone 4 of the Town Branch corridor as discussed in the *Town Branch Commons Corridor Project 2015 Tiger VII Discretionary Grant Application*.

The draft CE and its appendices will go through an internal QAQC review prior to submittal to the City's project manager. The CE will then be shared with DEA for their review and comments. Any comments received will be incorporated into the final version of the CE, which will be resubmitted as needed for final signatures.

Maintain Administrative Record – Throughout the environmental process, the consultant will maintain project records via the project SharePoint site.

Meetings and Coordination –

- Weekly Project Team Meetings - Two attendees from NEPA.
- Public Meeting(s) – assumes 2 Public Meetings specifically including NEPA elements.

- Coordination with DEA/D-7 – assumes up to 3 meetings with DEA, 2 attendees from NEPA Team

Permits – This scope does not include preparation or coordination of water quality permit applications. This can be added later by contract modification.

PRODUCTION-HOUR WORKSHEET - Work Order #3 - Environmental Documentation

Environmental Documentation Tasks						HOURS SPLIT				
Scope	Description	CREW	UNIT	AMOUNT	HRS/UNIT	HOURS	AECOM	Lochner	Third Rock	Abbie Jones
1	Develop Purpose & Need Statement	1	1	LS	8	8		8		
2	Coordinate with Resource Agencies	1	1	LS	24	24		24		
3	Socioeconomic Analysis	-	-	-	-	70				
	3.A Existing Conditions & Analysis	1	1	LS	16	16	16			
	3.B Right-of-Way Impacts	1	1	LS	16	16		16		
	3.C Economic Impacts	1	1	LS	10	10		10		
	3.D Local Comp Plans	1	1	LS	12	12		12		
	3.E Social Impacts	1	1	LS	16	16		16		
4	Historic Resources Evaluation	-	-	-	-	188				
	4.A Identify APE	1	1	LS	16	16	16			
	4.B Archival Research	1	1	LS	40	40	40			
	4.C Field Survey & Effects Analysis	1	1	LS	32	32	32			
	4.D Consulting Party Coordination	1	1	LS	20	20	20			
	4.E Prepare Historic Tech Report	1	1	LS	80	80	80			
5	Archaeological Resources Phase I Evaluation	-	-	-	-	64				
	5.A Archival Research	1	1	LS	40	40	40			
	5.B Phase I Survey Report	1	1	LS	24	24	24			
6	Section 4(f) Resources Analysis	1	1	LS	24	24		24		
7	Section 6(f) Resources Identification	1	1	LS	4	4		4		
8	Noise Impact Analysis	1	1	LS	2	2		2		
9	Air Quality Impacts	1	1	LS	2	2		2		
10	HazMat/UST	1	1	LS	124	124			124	
11	Ecological Studies	1	1	LS	20	20			20	
12	Prepare NEPA Document	1	1	LS	40	40		40		
13	Maintain Administrative Record	1	1	LS	40	40		40		
14	Meetings & Coordination	-	-	-	-	114				
	Weekly Environmental Team Meetings	1	38	Meetings	2	76		76		
	FHWA Coordination	2	2	Meetings	1.5	6		6		
	KYTC Division of Environmental Analysis Coordination	2	4	Meetings	2	16		16		
	KYTC District 7 Environmental Coordinator Meeting	2	4	Meetings	2	16		16		
							AECOM	Lochner	Third Rock	Abbie Jones
	TOTAL					724	268	312	144	0

Lexington Fayette Urban County Government

Division of Central Purchasing

PROGRAM MANAGEMENT AND RELATED SERVICES FEE PROPOSAL

PROJECT Town Branch Commons Program Management DATE 1/4/2016
 CONSULTANT AECOM

FEE CONSIDERATIONS	Man Hours	Average Rate	Estimated Cost
Work Order #3 - Environmental	268	\$156.50	\$ 41,942
TOTALS	268	\$	41,942

LIST OF OTHER DIRECT COSTS	AECOM DIRECT PAYROLL	\$ 41,942
<u>See attached Sheets</u> \$0	SUBCONSULTANTS	\$ 74,964
	MISC FEES	\$ -
	TOTAL DIRECT COSTS	\$ 116,906
Total \$0	OTHER DIRECT COSTS	\$ -
SUBCONSULTANTS	COST OF MONEY	\$ -
<u>LAS</u> \$ -	TOTAL PROPOSED FEE	\$ 116,906
<u>Lochner</u> \$ 52,428	SHOP PLANS	
<u>Third Rock</u> \$ 22,536		
<u>Vision</u> \$ -		
<u>Abbie Jones</u> \$ -		
<u>Bullhorn</u> \$ -		
\$ 74,964		

FIRM NAME AECOM SIGNATURE Gregory T. Groves, PE 
 DATE 12/21/2015 TITLE Vice President

Work Order #4 – Grant Management Services

47-2015

The scope of work is for grant management services and grant administration. The project has been awarded both a CMAQ and TAP grant through KYTC's Office of Local Programs. Utilizing these federal funds will require documentation and progress reporting to demonstrate the project is moving forward as required to maintain funding. There will be several components to the scope as shown below:

KYTC Coordination Meetings

Coordinating with the KYTC Central Office and District 7 Office personnel will be required during the grant administration period. Meeting to discuss scope, budget and schedule will be estimated on a monthly basis. Early consensus on the design standards (US25/US60/US421), maintenance, traffic analysis and permitting will be documented in a draft Design Executive Summary. The environmental document will be coordinated with the KYTC Office of Local Programs and the Division of Environmental Analysis.

Project Documentation

Record Keeping, Reporting, and Monitoring & Management will be critical to comply with the documentation requirements for the CMAQ and TAP grants. The schedule and meeting minutes prepared in Work Order #1 will be included with this documentation. Compliance with the KYTC/FHWA Local Public Agency Design Review Checklist will be used to guide the documentation and report writing to KYTC. The documentation will include geometric design criteria approval, traffic operations assessment and long term maintenance needs as included in the MOA. The Program Management Team will coordinate with the LFUCG Division of Grants and Special Programs to supplement their current process and avoid duplication.

MOA Coordination

Coordinate on the release, tracking, and execution of MOAs. This will include coordination with the grant agencies and providing documentation as needed for the application.

KYTC Encroachment Permit Application

Coordinate with KYTC District 7 and Central Office Permits Section, if needed, on the required Encroachment Permit for the project. We will prepare the technical documents and exhibits and submit for KYTC approval. We will track the permit through approval and will incorporate the binding elements or conditions included in the permit approval into the design plans.

Project Oversight

Provide technical oversight and review of the plan development by the project designers. Drive the development of necessary design requirements which satisfy the FHWA, KYTC and LFUCG and provide guidance and direction so that the design conforms to budget requirements.

Other responsibilities:

- Coordinate and conduct design reviews during the project phases of design – Conceptual, Phase I Design Development and Phase II Construction Documentation requirements.
- Monitor that the design adheres to the contracted requirements and that the designer and/or consultants make any necessary corrections.
- Conduct and coordinate constructability reviews if requested and adjust design to capture any efficiencies and remediation required. Additionally, plan for value engineering design exercises to be carried out and documented, and any savings or optimization opportunities identified.
- Deliver the design within the planned timeline, including a review with designers and specialist consultants of long lead items and their potential impact on meeting the project schedule.
- Coordinate and conduct budget/cost plan reviews throughout the design process to ensure the project budget remains within the approved parameters.
- Manage any necessary variations within the budget. Where business conditions necessitate, manage required scope changes, related additional funding requests, and assuring approved funding meets adjusted design.
- Provide monthly Project Cost Tracking.

Future Grant Assistance

The project was recently submitted but not selected for a TIGER grant. However, the City is interested in submitting applications for other grant opportunities including future TIGER grants as they come available. This task is a placeholder for hours if these services are requested to assist the City with grant applications.

PRODUCTION-HOUR WORKSHEET - Work Order #4 - Grant Management Services														
Grant Management Services Tasks							Hours Split							
No.	ITEM	CREW	UNIT	AMOUNT	HRS/UNIT	Total Hours	AECOM	LAS	Lochner	Third Rock	Vision	Abbie Jones	Bullhorn	
KYTC COORDINATION														
1	Meetings with KYTC Office of Local Programs	2	No.	12	1	24	16	8						
2	Coordinate TAP/CMAQ documentation w/ LFUCG Grants	1	LS	1	8	8	8							
3	Comply with LPA Design Checklist	1	LS	1	24	24	24							
4	Organize, create, track MOAs with KYTC	1	LS	1	24	24	16	8						
PROJECT PERMITTING														
5	Prepare D-7 Encroachment Permit	1	No.	1	16	16	16							
6	Meeting with KYTC staff	2	No.	2	2	8	8							
7	Supporting Documentation (Plans, traffic study, etc.)	1	No.	1	40	40	40							
PROJECT OVERSIGHT														
8	Contract Plan Reviews (Phase I Design - Oversight thru 10/1/16)	4	Months	5	12	240	120	120						
9	Constructability Review Planning (Review in Phase II Design)	1	LS	1	8	8	8							
10	Determine Adherence to Cost Budget and Schedule	1	LS	1	16	16	16							
11	Review Monthly Invoicing	1	Months	5	2	10	10							
12	Project Coorespondence / Admin	1	Months	5	4	20	20							
GRANT ASSISTANCE														
13	Grant Application Meetings	3	No.	2	8	48	32	16						
14	Prepare Draft Grant Applications	1	No.	1	40	40	40							
15	Finalize Grant Applications	1	No.	1	40	40	40							
16			No.			0								
PRODUCTION-HOUR SUMMARY														
							AECOM	LAS	Lochner	Third Rock	Vision	Abbie Jones	Bullhorn	
GRAND TOTAL							566	414	152	0	0	0	0	0

Lexington Fayette Urban County Government

Division of Central Purchasing

PROGRAM MANAGEMENT AND RELATED SERVICES FEE PROPOSAL

PROJECT Town Branch Commons Program Management DATE 1/4/2016
 CONSULTANT AECOM

FEE CONSIDERATIONS	Man Hours	Average Rate	Estimated Cost
Work Order #4 - Grant Management	414	\$154.25	\$ 63,860
TOTALS	414	\$	63,860

LIST OF OTHER DIRECT COSTS
See attached Sheets \$0

 Total \$0


SUBCONSULTANTS
LAS \$ 23,446
Lochner \$ -
Third Rock \$ -
Vision \$ -
Abbie Jones \$ -
Bullhorn \$ -

 \$ 23,446

AECOM DIRECT PAYROLL \$ 63,860
 SUBCONSULTANTS \$ 23,446
 MISC FEES \$ -
 TOTAL DIRECT COSTS \$ 87,306
 OTHER DIRECT COSTS \$ -
 COST OF MONEY \$ -

 TOTAL PROPOSED FEE \$ 87,306
 SHOP PLANS _____

FIRM NAME AECOM

SIGNATURE Gregory T. Groves, PE 

DATE 12/21/2015

TITLE Vice President

Work Order #5 – Utility Coordination

47-2015

This scope of work will initiate the utility coordination phase of the project. Early identification of major utility conflict / impacts will be included on the Risk Register for mitigation discussion. The scope includes identification of existing utilities and preliminary utility coordination within the project area as defined below. The general limits of the utility identification and coordination will occur within the construction limits of the following streets:

- Midland Avenue from East 3rd Street/Winchester Road to East Main Street, including each leg of the East 3rd Street/Winchester Road intersection. An approximate distance of 2800'.
- Vine Street from its intersection with East Main Street to the intersection with West Main Street. An approximate distance of 4800'.
- West Main Street from east of Vine Street to Jefferson Street. An approximate distance of 1300'.
- Shropshire Avenue from Midland Avenue to East 3rd Street. An approximate distance of 800'.
- Rose Street from south of Vine Street to Short Street. An approximate distance of 900'.
- Short Street from Rose Street to Midland Avenue. An approximate distance of 1400'.
- Water Street from Rose Street to Quality Street. An approximate distance of 500'.
- Quality Street from Vine Street to Water Street (north). An approximate distance 250'.
- Water Street from Quality Street to Hernando Ally and the open parking lot between Water Street, Vine Street, Quality Street, and Hernando Ally. An approximate distance of 1000'.
- Main Street from Vine Street to Rose Street. An approximate distance of 800'.
- Eastern Avenue from Main Street to Short Street. An approximate distance of 400'.
- Midland Avenue Off-Alignment for sewer work from Midland Avenue to east of Walton Street. An approximate distance of 1500'.

Identification of the Existing Utilities

The identification of existing utilities will be initiated by the following method:

- Identify potential utilities within the proposed project limits and develop a contact lists for each of these utilities.
- Send a written request to the identified potential utilities requesting plans of their existing facilities. We will request that each contacted utility that has no facilities within the proposed project limits provide written confirmation.

- Research available roadway plans and other available plans that may provide utility location information.
- As part of the field survey we will locate above ground utilities and surface indications of underground utilities, including poles, valves, meters, manholes, vaults, hydrants and markings of underground utilities by Before you Dig (KY 811). If KY 811 is unable to provide this service then the consultant can seek other utility locating services for an additional fee.
- Use the City's available GIS data.
- Develop a preliminary manuscript with each of the identified utilities depicted. This preliminary manuscript will be developed using the provided utility facility maps and the field survey.

Coordination with Affected Utility Companies

The coordination of potentially affected utilities will be initiated during this phase. The approach will be as follows:

- Develop a potential impact matrix for the existing utilities.
- Schedule a utility coordination/verification kickoff meeting with the utility companies that have indicated that they have facilities within the project limits. At this meeting we will present the proposed project to the utility companies. We will evaluate the provided utility information and discuss potential impacts from the matrix. Project schedule and mitigation options will be discussed. We will also request information on existing utility easements.
- Meet with each utility company individually to discuss the project and to verify the utilities depicted on the manuscript and document the conditions of their existing facilities. These meetings may include an office visit, a field visit or both. Through this coordination, we will learn of planned maintenance, modifications, or improvements to their facilities within the project limits.
- Coordinate with the current LFUCG monthly utility meeting.

Deliverables

- Develop a final manuscript depicting the identified existing utilities within the apparent limits of construction.
- Provide a conflict matrix that depicts identified or potential utility conflicts that may occur due to the project.
- Provide a summary of any planned/proposed utility modifications or improvements that may occur within the project limits.

PRODUCTION-HOUR WORKSHEET - Work Order #5 - Utility Coordination										
Utility Coordination Tasks							Hours Split			
No.	ITEM	CREW	UNIT	AMOUNT	HRS/UNIT	Total Hours	AECOM	Vision	Abbie Jones	
RECONNAISSANCE										
1	Project Site Visit	3	LS	1	4	12	4	4	4	
2	Utilities - Field Investigate Existing	3	LS	1	4	12	4	4	4	
3							0			
IDENTIFICATION OF EXISTING UTILITIES										
4	Correspondence with Utility Companies	1	LS	1	32	32	12	4	16	
5	Archive / As-built Plan Reviews	1	No.	1	40	40	8	16	16	
6	Obtain and integrate LFUCG GIS Utility Data	1	No.	1	12	12	0	12	0	
7	Prepare existing utility basemap (DGN Format)	1	No.	1	48	48	48			
8	Develop and Maintain Utility Contact List	1	No.	1	8	8	8	0	0	
COORDINATION OF AFFECTED UTILITY COMPANIES										
10	Develop Conflict Matrix	2	No.	1	8	16	4	6	6	
11	Prepare / Attend Joint Utility Meetings	4	No.	4	4	64	24	20	20	
12	Prepare / Attend Individual Utility Meetings	4	No.	5	2	40	16	12	12	
PRODUCTION-HOUR SUMMARY										
							AECOM	Vision	Abbie Jones	
GRAND TOTAL							284	128	78	78

Work Order #6 – Community Engagement

47-2015

This scope of work includes the time and effort to develop and implement a community engagement plan. Key aspects of the plan include the follow:

Defined Communication Plan

DETERMINE / ESTABLISH EXTERNAL LINES OF COMMUNICATIONS

External lines of communication between the Project Team and the public are key for consensus-building and to ensure that the project remains transparent. Communication will happen on two fronts:

Internal communications – day-to-day, program-related, and technical discussions between the Project Team and key agencies. This is already outlined in WO#1.

External communications – open outlets for feedback on the project from stakeholders, user groups (both existing and potential), and the interested public.

STAKEHOLDER IDENTIFICATION

Given the breadth of the Town Branch project, the list of stakeholders will be extensive. Therefore, identifying stakeholders early, bringing them up to speed, and providing updates on a regular basis will be crucial in keeping open lines of communication and avoiding pitfalls.

Our Team will conduct periodic meetings with property owners, business interests, neighborhood residents, and other key stakeholders as work progresses. Discussions will focus on learning about core issues and opportunities within the study area and integration with the planning process.

In addition, we recommend the formation of a working group, known as a Community Advisory Group, to help review, comment, and guide the work of the Program Management Team throughout the process. The Community Advisory Group could also meet to review work and assist the team in shaping the message for the Quarterly Public Briefings described below.

QUARTERLY PUBLIC BRIEFING

The Program Management Team will host periodic Public Briefing to update the community on the status of the project, take a look at the progress relative to the overall schedule, and identify upcoming work. This will especially become important as the project progresses and construction impacts can be forecasted.

IDENTIFY METHODS OF OUTREACH

Over the course of the project, the Team will need to reach out to the community-at-large to provide status updates, invitations to upcoming meetings or events, or for informational

purposes related to construction activities, such as temporary vehicular lane closures, sidewalk closures, potential impacts to transit or transit stop locations, mitigation of impacts to businesses, etc. Outreach will occur on several levels to reach the highest number of people.

- Electronic – many people today get their news online, so electronic outreach tools, such as email blasts, a project website, and a Facebook presence can reach the widest number of people in the shortest amount of time.
- Print – there is still a large percent of the population that prefers to get their news in a hardcopy form, therefore major announcements for upcoming public meetings or important project updates will appear in the *Lexington Herald Leader*, or as newsletters or flyers.
- Public relations – as an additional method of reaching members of the interested public, the Team will engage the community by attending local neighborhood association and community meetings. The Team will also work with these same neighborhoods associations, churches, and community groups to help pass along information about the project both face-to-face and through their list-serves. For those members of the public that do not live in the area but instead frequent it for business, shopping, or entertainment, the Team will ask local businesses adjacent to Town Branch if they can hang flyers or leave printed materials for their patrons. The Team may also participate in local community events to help advertise and discuss the project.

All of these outreach efforts will be led by the Blue Grass Community Foundation, as the established outreach arm for the Town Branch Commons Project. The Program Management Team will assist in crafting the message and providing project updates.

COORDINATE ON CREATION OF A PROJECT IDENTITY

Work with the Blue Grass Community Foundation, and through the efforts of LDDA consultants for previous phases of the project, to develop a brand identity for the Town Branch project. This will include an identifiable logo, color scheme, fonts, etc. for use in both print and online materials.

Private fundraising

Private fundraising also falls under the umbrella of the Blue Grass Community Foundation. The Team will work in coordination with the Foundation to provide updates and materials needed for their fundraising efforts.

Implementation plan and schedule

Implementation will begin in January of 2016 and will involve the following:

- Identification of key stakeholders
- Establishment and meeting of the Community Advisory Group (assume 3 meetings)
- One-on-one or group interviews of a selected number of stakeholders (assume 15 meetings).
- Electronic, print, and community engagement.
- Public relations events (assume 5).
- Branding and identity creation.
- Quarterly public briefings (assume 2 briefings).
- Coordination with ongoing private fundraising.

PRODUCTION-HOUR WORKSHEET - Work Order #6 - Community Engagement													
Community Engagement Tasks							Hours Split						
No.	ITEM	CREW	UNIT	AMOUNT	HRS/UNIT	Total Hours	AECOM	LAS	Lochner	Thirld Rook	Vielon	Abble Jones	Bullhorn
Plan Development and Implementation													
1	Develop Communications Plan	1	LS	1	8	8			4				4
2	Identification of key stakeholders	1	LS	1	4	4			4				
3	Establish/Meet with Community Advisory Group	3	No	3	4	36	18	18					
4	One-on-one or group Interviews of a selected number of stakeholders	3	LS	15	2	90	20	60					10
5	Electronic, print, and community engagement	1	LS	1	100	100	10	80					10
6	Public relations events	1	LS	5	16	80	20	40					20
7	Quarterly public briefings	1	LS	2	12	24	0	24					
8	Coordination with ongoing private fundraising	1	LS	1	48	48	8	40					
GRAND TOTAL							390	76	270	0	0	0	44

Lexington Fayette Urban County Government

Division of Central Purchasing

PROGRAM MANAGEMENT AND RELATED SERVICES FEE PROPOSAL

PROJECT Town Branch Commons Program Management DATE 1/4/2016
 CONSULTANT AECOM

FEE CONSIDERATIONS	Man Hours	Average Rate	Estimated Cost
Work Order #6 - Community Engagement	76	\$164.00	\$ 12,464
TOTALS	76	\$	12,464

LIST OF OTHER DIRECT COSTS
See attached Sheets \$0

 Total \$0

AECOM DIRECT PAYROLL \$ 12,464
 SUBCONSULTANTS \$ 51,496
 MISC FEES \$ -
 TOTAL DIRECT COSTS \$ 63,960
 OTHER DIRECT COSTS \$ -
 COST OF MONEY \$ -
 TOTAL PROPOSED FEE \$ 63,960
 SHOP PLANS _____

SUBCONSULTANTS
 LAS \$ 44,280
 Lochner \$ -
 Third Rock \$ -
 Bullhorn \$ 7,216

 \$ 51,496

FIRM NAME AECOM SIGNATURE Gregory T. Groves, PE
 DATE 12/21/2015 TITLE Vice President

