



## PROFESSIONAL SERVICES AGREEMENT

This Professional Services Agreement (“**Agreement**”) is effective as of the date of last signature below and is between the City of Everett, a Washington municipal corporation (*the “City”*), and the Service Provider identified in the Basic Provisions below (“**Service Provider**”). This Agreement is for the purpose of the Service Provider providing services to the City as set forth in the Agreement. This Agreement includes and incorporates the Basic Provisions, the attached General Provisions, the attached scope of work (Exhibit A), and the attached method of compensation (Exhibit B).

<b>BASIC PROVISIONS</b>	
<b>Service Provider</b>	Kimley-Horn and Associates, Inc.
	2828 Colby Ave Suite 200 Everett, WA 98201
	Brent.crowther@kimley-horn.com
<b>City Project Manager</b>	Corey Hert, City Traffic Engineer
	City of Everett – Public Works 3200 Cedar St Everett, WA 98201
	chert@everettwa.gov
<b>Brief Summary of Scope of Work</b>	Deliver a Safe Streets and Roads for All: City of Everett Safety Action Plan meeting requirements of the SS4A grant program
<b>Completion Date</b>	December 31, 2025
<b>Maximum Compensation Amount</b>	<b>\$985,451.97</b>

<b>BASIC PROVISIONS</b>	
<b>Service Provider Insurance Contact Information</b>	Jerry Noyola
	770-220-7699
	jerry.noyola@greyling.com or greylingcerts@greyling.com
<b>State Retirement Systems (must answer both questions)</b>	<p>Does Service Provider have 25 or more employees?</p> <p style="text-align: center;"><b>Answer: Yes</b></p> <p>If Service Provider has less than 25 employees, did any Service Provider Personnel who will work under this Professional Services Agreement retire under a DRS retirement system?</p> <p style="text-align: center;"><b>Answer: No</b></p> <p>“DRS retirement system” refers to any of the following Public Employers’ Retirement System (PERS), School Employees’ Retirement System (SERS), Teachers’ Retirement System (TRS), and Law Enforcement Officers and Fire Fighters plan (LEOFF).</p> <p>“Service Provider Personnel” includes Service Provider employees and owners (such as shareholders, partners or members). If Service Provider is a sole proprietor, then “Service Provider Personnel” refers to the sole proprietor.</p>
<b>Agreed Amendments to General Provisions</b>	<p>The attached General Provisions are amended as follows:</p> <p>The first sentence of <u>Section 10</u> is replaced with the following sentence: “To the extent of Service Provider’s negligence, breach of this Agreement, violation of law, or willful misconduct, and except as otherwise provided in this Section, Service Provider hereby agrees to defend and indemnify and save harmless the City from any and all Claims arising out of, in connection with, or incident to any acts, errors, omissions, or conduct by Service Provider (or its employees, agents, representatives or subcontractors/subconsultants) relating to this Agreement, whether such Claims sound in contract, tort, or any other legal theory.”</p>

**END OF BASIC PROVISIONS**

IN WITNESS WHEREOF, the City and Service Provider have executed this Agreement, which includes and incorporates the above Basic Provisions, the attached General Provisions, the attached scope of work (Exhibit A), and the attached method of compensation (Exhibit B).

**CITY OF EVERETT  
WASHINGTON**

**KIMLEY-HORN AND ASSOCIATES, INC.**



\_\_\_\_\_  
Cassie Franklin, Mayor

07/01/2024

\_\_\_\_\_  
Date

*Brent Crowther*

Signature: \_\_\_\_\_

Name of Signer: Brent Crowther

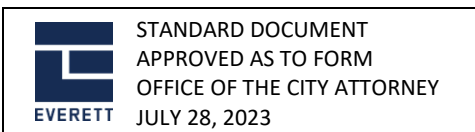
Signer's Email Address: brent.crowther@kimley-horn.com

Title of Signer: Project Manager

ATTEST



\_\_\_\_\_  
Office of the City Clerk



**ATTACHMENT**  
**PROFESSIONAL SERVICES AGREEMENT**  
**(GENERAL PROVISIONS v.071423.1)**

1. **Engagement of Service Provider.** The City hereby agrees to engage Service Provider, and Service Provider hereby agrees, to perform the work in a competent and professional manner and provide the services described in the Scope of Work attached as Exhibit A. The Scope of Work so identified is hereafter referred to as “Work”. Without a written directive of an authorized representative of the City, Service Provider shall not perform any services that are in addition to, or beyond the scope of, the Work. If Service Provider’s proposal or other document generated by Service Provider is incorporated or attached as an exhibit or part of any exhibit to this Agreement or in any amendment or task or work order pursuant to this Agreement, then such proposal or document is part of this Agreement solely to the extent that it describes the Work, the Work schedule, and the amounts or rates to be paid for such Work, and Service Provider expressly agrees that no terms or conditions from such proposal or document are incorporated or included into this Agreement. In the event of difference or conflict between parts of this Agreement, Service Provider shall be bound by whichever is more stringent on Service Provider. If, and to the extent, the Work includes the design of a public work or improvement, in whole or in part, Service Provider’s design shall be reasonably accurate, adequate and suitable for its intended purpose.
2. **Intellectual Property Rights.** Reports, drawings, plans, specifications and any other intangible property created in furtherance of the Work are property of the City for all purposes, whether the project for which they are made is executed or not, and may be used by the City for any purpose. Any reuse by the City of these reports, drawings, plans, specifications and intangible property for purposes other than in connection with the Work is at the sole risk of the City. To the extent the Work includes material subject to copyright, Service Provider agrees that the Work is done as a “Work For Hire” as that term is defined under U.S. copyright law, and that as a result, the City shall own all copyrights in the Work. To the extent that the Work includes material subject to proprietary right protection but does not qualify as a “Work For Hire” under applicable law, Service Provider hereby assigns to the City all right, title and interest in and to the Work, including all copyrights, patents, trade secrets, and other proprietary rights therein (including renewals thereof). To the maximum extent permitted by law, Service Provider waives all moral rights in the Work. Notwithstanding the foregoing, Service Provider retains any intellectual property rights in documents and intangible property created by Service Provider prior to engagement, or not created by Service Provider for its performance of this Agreement.
3. **Time of Beginning and Completion of Performance.** This Agreement shall commence as of the date of mutual execution of this Agreement and the Work shall be completed by Completion Date stated in the Basic Provisions.
4. **Compensation.**
  - A. The City shall pay Service Provider only for completed Work and for services actually rendered which are described herein. Such payment shall be full compensation for Work performed or services rendered, including, but not limited to, all labor, materials, supplies, equipment and incidentals necessary to complete the Work.
  - B. Service Provider shall be paid such amounts and in such manner as described in Exhibit B.
  - C. Service Provider may receive payment as reimbursement for Eligible Expenses actually incurred. “Eligible Expenses” means those expenses as set forth in an exhibit to this Agreement or such expenses as are approved for reimbursement by the City in writing prior to the expense being incurred. An expense shall not be reimbursed if: (1) the expense is not

- identified as an Eligible Expense; (2) the expense exceeds the per item or cumulative limits for such expense if it is identified as an Eligible Expense; or (3) the expense was not approved in writing by an authorized City representative prior to Service Provider incurring the expense. If, and to the extent, overnight lodging in western Washington is authorized, Service Provider is strongly encouraged to lodge within the corporate limits of City. When authorized, Service Provider will be reimbursed 100% of lodging expense, if lodged within the corporate limits of the City, but Service Provider will be reimbursed 50% of lodging expense when lodged outside the corporate limits of the City. If authorized, the City may (at its sole option) obtain or arrange air travel for Service Provider.
- D. Total compensation, including all services and expenses, shall not exceed the Maximum Compensation Amount in the Basic Provisions.
- E. If Service Provider fails or refuses to correct its work when so directed by the City, the City may withhold from any payment otherwise due an amount that the City in good faith believes is equal to the cost to the City of correcting, re-procuring, or remedying any damage caused by Service Provider's conduct.
5. **Method of Payment.**
- A. To obtain payment, Service Provider shall (a) file its request for payment, accompanied by evidence satisfactory to the City justifying the request for payment; (b) submit a report of Work accomplished and hours of all tasks completed; (c) to the extent reimbursement of Eligible Expenses is sought, submit itemization of such expenses and, if requested by the City, copies of receipts and invoices; and (d) comply with all applicable provisions of this Agreement. Service Provider shall be paid no more often than once every thirty days.
- B. All requests for payment should be sent to the City Project Manager Address in the Basic Provisions or to an address designated by the City Project Manager in writing.
6. **Submission of Reports and Other Documents.** Service Provider shall submit all reports and other documents as and when specified in the Scope of Work. This information shall be subject to review by the City, and if found to be unacceptable, Service Provider shall correct and deliver to the City any deficient Work at Service Provider's expense with all practical dispatch. Service Provider shall abide by the City's determinations concerning acceptability of Work.
7. **Termination of Contract.** City reserves the right to terminate this Agreement at any time by sending written notice of termination to Service Provider ("Notice"). The Notice shall specify a termination date ("Termination Date"). The Notice shall be effective ("Notice Date") upon the earlier of either actual receipt by Service Provider (whether by email, mail, delivery or other method reasonably calculated to be received by Service Provider in a reasonably prompt manner) or three calendar days after issuance of the Notice. Upon the Notice Date, Service Provider shall immediately commence to end the Work in a reasonable and orderly manner. Unless terminated for Service Provider's material breach, Service Provider shall be paid or reimbursed for: (a) all hours worked and Eligible Expenses incurred up to the Notice Date, less all payments previously made; and (b) those hours worked and Eligible Expenses incurred after the Notice Date, but prior to the Termination Date, that were reasonably necessary to terminate the Work in an orderly manner. The City does not by this Section waive, release or forego any legal remedy for any violation, breach or non-performance of any of the provision of this Agreement. At its sole option, and without limitation of or prejudice to any other available remedy or recourse, the City may deduct from the final payment due Service Provider (a) any damages, expenses or costs arising out of any such violations, breaches, or non-performance and (b) any other backcharges or credits.
8. **Changes.** The City may, from time to time, unilaterally change the scope of the services of Service Provider to be performed hereunder. Such changes, including any increase or decrease in the

scope of work (and resulting increase or decrease in compensation), shall: (a) be made only in writing and signed by an authorized City representative, (b) be explicitly identified as an amendment to this Agreement and (c) become a part of this Agreement.

9. **Subletting/Assignment of Contracts.** Service Provider shall not sublet or assign any of the Work without the express, prior written consent of the City.

10. **Indemnification.** Except as otherwise provided in this Section, Service Provider hereby agrees to defend and indemnify and save harmless the City from any and all Claims arising out of, in connection with, or incident to any negligent or intentional acts, errors, omissions, or conduct by Service Provider (or its employees, agents, representatives or subcontractors/subconsultants) relating to this Agreement, whether such Claims sound in contract, tort, or any other legal theory. Service Provider is obligated to defend and indemnify and save harmless the City pursuant to this Section whether a Claim is asserted directly against the City, or whether it is asserted indirectly against the City, e.g., a Claim is asserted against someone else who then seeks contribution or indemnity from the City. Service Provider's duty to defend and indemnify and save harmless pursuant to this Section is not in any way limited to, or by the extent of, insurance obtained by, obtainable by, or required of Service Provider. Service Provider's obligations under this Section shall not apply to Claims caused by the sole negligence of the City. If (1) RCW 4.24.115 applies to a particular Claim, and (2) such Claim is caused by or results from the concurrent negligence of (a) Service Provider, its employees, subcontractors/subconsultants or agents and (b) the City, then Service Provider's obligations under this Section shall be only to the extent of Service Provider's negligence. Solely and expressly for the purpose of its duties to indemnify and defend and save harmless the City, Service Provider specifically waives any immunity it may have under the State Industrial Insurance Law, Title 51 RCW. Service Provider recognizes that this waiver of immunity under Title 51 RCW was specifically entered into pursuant to the provisions of RCW 4.24.115 and was the subject of mutual negotiation. As used in this Section: (1) "City" includes the City, the City's officers, employees, agents, and representatives and (2) "Claims" include, but is not limited to, any and all losses, penalties, fines, claims, demands, expenses (including, but not limited to, attorney's fees and litigation expenses), suits, judgments, or damages, irrespective of the type of relief sought or demanded, such as money or injunctive relief, and irrespective of whether the damage alleged is bodily injury, damage to property, economic loss, general damages, special damages, or punitive damages or infringement or misappropriation of any patent, copyright, trade secret, or other proprietary right. If, and to the extent, Service Provider employs or engages subconsultants or subcontractors, then Service Provider shall ensure that each such subconsultant and subcontractor (and subsequent tiers of subconsultants and subcontractors) shall expressly agree to defend and indemnify and save harmless the City to the extent and on the same terms and conditions as Service Provider pursuant to this Section. The provisions of this Section shall survive the termination of this Agreement.

11. **Insurance.**

A. Service Provider shall comply with the following conditions and procure and keep in force during the term of this Agreement, at Service Provider's own cost and expense, the policies of insurance as set forth in this Section with companies authorized to do business in the State of Washington, which are rated at least "A-" or better and with a numerical rating of no less than seven (7), by A.M. Best Company and which are acceptable to the City.

1. Workers' Compensation Insurance as required by Washington law and Employer's Liability Insurance with limits not less than \$1,000,000 per occurrence. If the City authorizes sublet work, Service Provider shall require each subcontractor to provide Workers' Compensation Insurance for its employees, unless Service Provider covers such employees.

2. Commercial General Liability (CGL) Insurance on an occurrence basis in an amount not less than \$1,000,000 per occurrence and at least \$2,000,000 in the annual aggregate, including but not limited to: premises/operations (including off-site operations), blanket contractual liability and broad form property damage.
  3. Business Automobile Liability Insurance in an amount not less than \$1,000,000 per occurrence, extending to any automobile. A statement certifying that no vehicle will be used in accomplishing this Agreement may be substituted for this insurance requirement.
  4. Professional Errors and Omissions Insurance in an amount not less than \$2,000,000 per occurrence and \$2,000,000 in the annual aggregate. Such coverage may be written on a claims made basis.
- B. The above CGL and auto liability policies shall be primary as to the City and shall contain a provision that the policy shall not be canceled or materially changed without 30 days prior written notice to the City. No cancellation provision in any insurance policy shall be construed in derogation of the continuous duty of Service Provider to furnish the required insurance during the term of this Agreement.
  - C. Upon written request by the City, the insurer or its agent will furnish, prior to or during any Work being performed, a copy of any policy cited above, certified to be a true and complete copy of the original.
  - D. The Description of Operations on the Certificate of Insurance must substantially read as follows: "The above commercial general and auto liability policies are primary as to the City of Everett; have the City of Everett, its officers, employees, agents, and volunteers as additional insureds; and contain a provision that the policy shall not be canceled or materially changed without 30 days prior written notice to the City of Everett."
  - E. Prior to Service Provider performing any Work, Service Provider shall provide the City or the City's designee with a Certificate of Insurance acceptable to the City Attorney evidencing the required insurance. Service Provider shall provide the City or the City's designee with either (1) a true copy of an endorsement naming the City of Everett, its officers, employees, agents and volunteers as Additional Insureds on the Commercial General Liability Insurance policy and the Business Automobile Liability Insurance policy with respect to the operations performed and services provided under this Agreement and that such insurance shall apply as primary insurance on behalf of such Additional Insureds or (2) a true copy of the blanket additional insured clause from the policies. Receipt by the City or the City's designee of any certificate showing less coverage than required is not a waiver of Service Provider's obligations to fulfill the requirements.
  - F. If the Professional Errors and Omissions Insurance is on a claims made policy form, the retroactive date on the policy shall be the effective date of this Agreement or prior. The retroactive date of any subsequent renewal of such policy shall be the same as the original policy provided. The extended reporting or discovery period on a claims made policy form shall not be less than 36 months following expiration of the policy.
  - G. Service Provider certifies that it is aware of the provisions of Title 51 of the Revised Code of Washington that requires every employer to be insured against liability of Workers' Compensation, or to undertake self-insurance in accordance with the provisions of that Title. Service Provider shall comply with the provisions of Title 51 of the Revised Code of Washington before commencing the performance of the Work. Service Provider shall provide the City with evidence of Workers' Compensation Insurance (or evidence of qualified self-insurance) before any Work is commenced.

- H. In case of the breach of any provision of this Section, the City may, at its option and with no obligation to do so, provide and maintain at the expense of Service Provider, such types of insurance in the name of Service Provider, and with such insurers, as the City may deem proper, and may deduct the cost of providing and maintaining such insurance from any sums which may be found or become due to Service Provider under this Agreement or may demand Service Provider to promptly reimburse the City for such cost.
12. **Risk of Loss.** Service Provider shall be solely responsible for the safety of its employees, agents and subcontractors in the performance of the work hereunder and shall take all protections reasonably necessary for that purpose. All work shall be done at Service Provider's own risk, and Service Provider shall be solely responsible for any loss of or damage to Service Provider's materials, tools, or other articles used or held for use in connection with the work.
13. **Independent Contractor.**
- A. This Agreement neither constitutes nor creates an employer-employee relationship. Service Provider must provide services under this Agreement as an independent contractor. Service Provider must comply with all federal and state laws and regulations applicable to independent contractors including, but not limited to, the requirements listed in this Section. Service Provider agrees to indemnify and defend the City from and against any claims, valid or otherwise, made against the City because of these obligations.
- B. In addition to the other requirements of this Section, if Service Provider is a sole proprietor, Service Provider agrees that Service Provider is not an employee or worker of the City under Chapter 51 of the Revised Code of Washington, Industrial Insurance for the service performed in accordance with this Agreement, by certifying to the following:
- (1) Service Provider is free from control or direction over the performance of the service; and
  - (2) The service performed is outside the usual course of business for the City, or will not be performed at any place of business of the City, or Service Provider is responsible for the costs of the principal place of business from which the service is performed; and
  - (3) Service Provider is customarily engaged in an independently established business of the same nature as the service performed, or has a principal place of business for the service performed that is eligible for a business deduction for federal income tax purposes; and
  - (4) On the effective date of this Agreement, Service Provider is responsible for filing a schedule of expenses, for the next applicable filing period, with the internal revenue service for the type of service performed; and
  - (5) By the effective date of this Agreement or within a reasonable time thereafter, Service Provider has established an account with the department of revenue and other state agencies, where required, for the service performed for the payment of all state taxes normally paid by employers and businesses and has registered for and received a unified business identifier number from the state of Washington; and
  - (6) By the effective date of this Agreement, Service Provider is maintaining a separate set of records that reflect all items of income and expenses of the services performed.
- C. Any and all employees of Service Provider, while engaged in the performance of any Work, shall be considered employees of only Service Provider and not employees of the City. Service Provider shall be solely liable for any and all claims that may or might arise under the Worker's Compensation Act on behalf of such employees or Service Provider, while so



engaged and for any and all claims made by a third party as a consequence of any negligent act or omission on the part of Service Provider's employees, while so engaged on any of the Work.

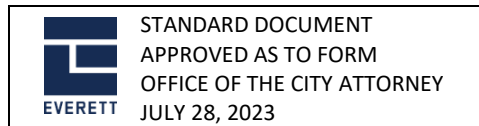
- D. Service Provider shall comply with all applicable provisions of the Fair Labor Standards Act and other legislation affecting its employees and the rules and regulations issued thereunder insofar as applicable to its employees and shall at all times save the City free, clear and harmless from all actions, claims, demands and expenses arising out of such act, and rules and regulations that are or may be promulgated in connection therewith.
  - E. Service Provider assumes full responsibility for the payment of all payroll taxes, use, sales, income, or other form of taxes (such as state and, city business and occupation taxes), fees, licenses, excises or payments required by any city, federal or state legislation which are now or may during the term of the Agreement be enacted as to all persons employed by Service Provider and as to all duties, activities and requirements by Service Provider in performance of the Work and Service Provider shall assume exclusive liability therefor, and meet all requirements thereunder pursuant to any rules or regulations that are now or may be promulgated in connection therewith.
14. **Employment/Conflict of Interest.** Service Provider warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for Service Provider, to solicit or secure this Agreement and that it has not paid or agreed to pay any company or person, other than a bona fide employee working solely for Service Provider, any fee, commission, percentage, brokerage fee, gifts, or any other consideration, contingent upon or resulting from the award or making of this Agreement. For breach or violation of this warranty, the City shall have the right to annul this 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. Further, it is recognized that Service Provider may or will be performing professional services during the term of this Agreement for other parties; however, such performance of other services shall not conflict with or interfere with Service Provider's ability to perform the Work. Service Provider agrees to resolve any such conflicts of interest in favor of the City.
15. **Audits and Inspections.** At any time during normal business hours and as often as the City may deem necessary, Service Provider shall make available to the City for the City's examination all of Service Provider's records and documents with respect to all matters covered by this Agreement and, furthermore, Service Provider will permit the City to audit, examine and make copies, excerpts or transcripts from such records, and to make audits of all contracts, invoices, materials, payrolls, records of personnel, conditions of employment and other data relating to all matters covered by this Agreement.
16. **City of Everett Business License.** Service Provider agrees to obtain a City of Everett business license prior to performing any work pursuant to this Agreement.
17. **State of Washington Requirements.** Service Provider agrees to register and obtain any State of Washington business licenses, Department of Revenue account and/or unified business identifier number as required by RCW 50.04.140 and 51.08.195 prior to performing any work pursuant to this Agreement.
18. **Compliance with Federal, State and Local Laws.** Service Provider shall comply with and obey all federal, state and local laws, regulations, and ordinances applicable to the operation of its business and to its performance of work hereunder.
19. **Compliance with the Washington State Public Records Act.** Service Provider acknowledges that the City is subject to the Public Records Act, chapter 42.56 RCW (the "Act"). All records owned, used or retained by the City are public records subject to disclosure unless exempt under the Act,

whether or not such records are in the possession or control of the City or Service Provider. Service Provider shall cooperate with the City so that the City may comply with all of its obligations under the Act. Within ten (10) days after receipt of notice from the City, Service Provider shall deliver to the City copies of all records relating to this Agreement or relating to the Work that the City determines qualify as the City's public records under the Act. If the City receives a public records request relating to this Agreement or relating to the Work, the City shall seek to provide notice to Service Provider at least ten (10) days before the City releases records pursuant to such public records request, but in no event will the City have any liability to Service Provider for any failure of the City to provide such notice. In addition to its other indemnification and defense obligations under this Agreement, Service Provider shall indemnify and defend the City from and against any and all losses, penalties, fines, claims, demands, expenses (including, but not limited to, attorney's fees and litigation expenses), suits, judgments, or damage arising from or relating to any failure of Service Provider to comply with this Section.

20. **Compliance with Grant/Loan Terms and Conditions.** Service Provider shall comply with any and all terms, conditions, terms and requirements of any federal, state or other agency grant or loan that wholly or partially funds Service Provider's work hereunder. If the grant or loan requires that the agency be a third party beneficiary to this Agreement, then the agency is a third party beneficiary to this Agreement.
21. **Equal Employment Opportunity.** Service Provider shall not discriminate against any employee, applicant for employment, or other person on the basis of race, color, religion, sex, age, disability, marital state, or national origin or other circumstance prohibited by applicable federal, state, or local law or ordinance. Service Provider shall comply with and shall not violate any applicable provisions of Chapter 49.60 RCW, Title VI of the Civil Rights Act of 1964, and all applicable federal, state, or local law or ordinance regarding non-discrimination.
22. **Waiver.** Any waiver by Service Provider or the City or the breach of any provision of this Agreement by the other party will not operate, or be construed, as a waiver of any subsequent breach by either party or prevent either party from thereafter enforcing any such provisions.
23. **Complete Agreement.** This Agreement contains the complete and integrated understanding and agreement between the parties and supersedes any understanding, agreement or negotiation whether oral or written not set forth herein.
24. **Modification of Agreement.** This Agreement may only be modified as provided in Section 8, or by a writing explicitly identified as a modification or amendment of this Agreement that is signed by authorized representatives of the City and Service Provider.
25. **Severability.** If any part of this Agreement is found to be in conflict with applicable laws, such part shall be inoperative, null and void, insofar as it is in conflict with said laws, and the remainder of the Agreement shall remain in full force and effect.
26. **Notices.**
  - A. Notices to the City shall be sent to the City Project Manager address in the Basic Provisions.
  - B. Notices to Service Provider shall be sent to its address in the Basic Provisions.
27. **Venue.** Venue for any lawsuit arising out of this Agreement shall be in the Superior Court of Snohomish County, Washington.
28. **Governing Law.** The laws of the State of Washington, without giving effect to principles of conflict of laws, govern all matters arising out of or relating to this Agreement.
29. **City Marks.** Service Provider will not use any trade name, trademark, service mark, or logo of the City (or any name, mark, or logo confusingly similar thereto) in any advertising, promotions, or otherwise, without the City's express prior written consent.

30. **No Personal Liability.** No officer, agent or employee of the City shall be personally responsible for any liability arising under this Agreement, whether expressed or implied, nor for any statement or representation made or in any connection with this Agreement.
31. **Federal Debarment.** Service Provider shall immediately notify the City of any suspension or debarment or other action that excludes Service Provider or any Service Provider subcontractor from participation in Federal contracting. Service Provider shall verify all subcontractors that are intended and/or used by Service Provider for performance of Work are in good standing and are not debarred, suspended or otherwise ineligible by the Federal Government. Debarment shall be verified at <https://www.epls.gov/epls/search.do>. Service Provider shall keep proof of such verification within Service Provider records.
32. **Signature/Counterparts.** This Agreement and any amendment thereto may be signed in counterparts, each of which shall be deemed an original, and all of which, taken together, shall be deemed one and the same document. AdobeSign signatures are fully binding. Any ink, electronic, faxed, scanned, photocopied, or similarly reproduced signature on this Agreement or any amendment hereto will be deemed an original signature and will be fully enforceable as an original signature.
33. **Standard Document.** This General Provisions document is a standard City form document. No changes by Service Provider are authorized to the General Provisions. Notwithstanding anything to the contrary in this Agreement, in the event that Service Provider makes unauthorized changes to the General Provisions, such changes are deemed to have never been made and the contract between the City and Service Provider is deemed to be the unchanged standard City form General Provisions in version stated below, regardless of whether the City signs this Agreement in a form that may contain the unauthorized changes.

**END OF GENERAL PROVISIONS  
(v.071423.1)**



**EXHIBIT A  
PROFESSIONAL SERVICES AGREEMENT  
(SCOPE OF WORK -- ATTACHED)**

## **SCOPE OF WORK**

See attached scope of work.

**City of Everett, WA**  
**SAFETY ACTION PLAN**  
**SCOPE OF WORK**  
**June 10, 2024**

Prepared by:  
Kimley-Horn and Associates, Inc.  
Contact: Brent Crowther  
[Brent.crowther@kimley-horn.com](mailto:Brent.crowther@kimley-horn.com)  
Direct: 385-420-0941  
Mobile: 520-429-6868

## **BACKGROUND**

City of Everett (CITY) is seeking to develop a Safe Streets and Roads for All: City of Everett Safety Action Plan (SAP). The purpose of the SAP is to develop a holistic, well-defined strategy to reduce roadway fatalities and serious injuries in the City of Everett. The SAP will analyze safety needs, identify high-risk locations and factors contributing to crashes, and prioritize strategies to address them. The SAP will be structured to identify and prioritize safety needs within the City of Everett.

The SAP will support future applications for Implementation Grants from the United States Department of Transportation (USDOT) Safe Streets and Roads for All (SS4A) program. Grant applications are not included as part of this scope of work.

## **PLANNING STRUCTURE**

The SAP will be prepared in collaboration with the following:

- *Project Management Team (PMT)*: comprised of the CITY Project Manager, Kimley-Horn Project Manager, Kimley-Horn Project Director, anticipated to meet bi-weekly.
- *Extended Project Team*: City Project Manager, Kimley-Horn Project Manager, Kimley-Horn Project Director, DKS Project Manager, PRR Project Manager.
- *Steering Team*: five to eight individuals, comprised of representatives from City staff, Transportation Advisory Committee, and law enforcement, emergency medical services, and administration, anticipated to meet monthly to report study progress, and present analysis approach, issues, and solutions. The Steering Team will lead and be responsible for SAP Implementation upon study conclusion.
- *Stakeholders*: City of Everett engineering and planning representatives, WSDOT, stakeholders representing 4-Es of Safety: engineering, enforcement, emergency services, and education. Stakeholders will convene four times during SAP development: Workshop #1 (Safety Launch), Workshop #2 (Safety Analysis), Workshop #3 (Strategy and Project Type Recommendations), and Workshop #4 (Draft SAP Report).

## SS4A REQUIREMENTS

The SAP will be prepared to meet requirements for an Action Plan Grant Application. CONSULTANT and CITY both assume that the 2025 SS4A Self-Certification Eligibility Worksheet will remain unchanged from the 2024 Worksheet (<https://www.transportation.gov/grants/ss4a/self-certification-worksheet>). The Action Plan must be able to satisfy in the affirmative, items 3, 7, and 9 below. In addition, the Action Plan must be able to satisfy in the affirmative at least four of the items 1, 2, 4, 5, 6, and 8 below. This scope of work includes activities related to each of the required elements, and each of the four optional elements.

### **SS4A Self-Certification Eligibility Worksheet**

<p><i>(1) Are both of the following true?</i></p>	<ul style="list-style-type: none"> <li>● <i>Did a high-ranking official and/or governing body in the jurisdiction publicly commit to an eventual goal of zero roadway fatalities and serious injuries?</i></li> <li>● <i>Did the commitment include either setting a target date to reach zero, OR setting one or more targets to achieve significant declines in roadway fatalities and serious injuries by a specific date?</i></li> </ul>
<p><i>(2) To develop the Action Plan, was a committee, task force, implementation group, or similar body established and charged with the plan’s development, implementation, and monitoring?</i></p>	
<p><b>REQUIRED</b></p> <p><i>(3) Does the Action Plan include all of the following:</i></p>	<ul style="list-style-type: none"> <li>● <i>Analysis of existing conditions and historical trends to baseline the level of crashes involving fatalities and serious injuries across a jurisdiction, locality, Tribe, or region</i></li> <li>● <i>Analysis of the location where there are crashes, the severity, as well as contributing factors and crash types</i></li> <li>● <i>Analysis of systemic and specific safety needs is also performed, as needed (e.g., high risk road features, specific safety needs of relevant road users)</i></li> <li>● <i>A geospatial identification (geographic or locational data using maps) of higher risk locations.</i></li> </ul>
<p><i>(4) Did the Action Plan development include all of the following activities?</i></p>	<ul style="list-style-type: none"> <li>● <i>Engagement with the public and relevant stakeholders, including the private sector and community groups</i></li> <li>● <i>Incorporation of information received from the engagement and collaboration into the plan</i></li> <li>● <i>Coordination that included inter- and intra-governmental cooperation and collaboration, as appropriate.</i></li> </ul>
<p><i>(5) Did the Action Plan development include all of the following?</i></p>	<ul style="list-style-type: none"> <li>● <i>Considerations of equity using inclusive and representative processes</i></li> </ul>

	<ul style="list-style-type: none"> <li>• <i>The identification of underserved communities through data</i></li> <li>• <i>Equity analysis, in collaboration with appropriate partners, focused on initial equity impact assessments of the proposed projects and strategies, and population characteristics.</i></li> </ul>
(6) Are both of the following true?	<ul style="list-style-type: none"> <li>• <i>The plan development included an assessment of current policies, plans, guidelines, and/or standards to identify opportunities to improve how processes prioritize safety; and</i></li> <li>• <i>The plan discusses implementation through the adoption of revised or new policies, guidelines, and/or standards.</i></li> </ul>
<p>REQUIRED</p> <p>(7) Does the plan identify a comprehensive set of projects and strategies to address the safety problems in the Action Plan, time ranges when projects and strategies will be deployed, and explain project prioritization criteria?</p>	
(8) Does the plan include all of the following?	<ul style="list-style-type: none"> <li>• <i>A description of how progress will be measured over time that includes, at a minimum, outcome data.</i></li> <li>• <i>The plan is posted publicly online.</i></li> </ul>
<p>REQUIRED</p> <p>(9) Was the plan finalized and/or last updated between 2017 and 2022?</p>	<p>NOTE: This requirement is anticipated to be changed to 2018 to 2025.</p>

## STUDY AREA

The SAP study area includes City of Everett, WA incorporated boundaries. Study area includes arterials, collectors, and local roads.

## SCOPE OF WORK

CONSULTANT will complete the following tasks leading to a SAP.

### Task 1: Project Management

**Purpose:** *Monitor scope, schedule, and budget to complete the SAP within schedule, communicate with the City Project Manager regarding project status, discuss action items.*

CONSULTANT will conduct project management activities throughout the project:

1. Regular communication with the City project manager (assume 2-hrs/week)
2. Bi-Weekly Extended PMT meetings (virtually, 38 PMT meetings)
3. Review progress to date against the project budget and schedule
4. Manage subconsultant progress, schedule, and invoicing
5. Prepare monthly invoices (submitted monthly, 18 invoices)



**Deliverables:** *Meetings, agendas, and summaries as applicable; monthly invoice; progress report; schedule updates.*

## **Task 2: Planning Structure**

**Purpose:** *Plan and conduct SAP Steering Team meetings and Planning Team Workshops.*

CONSULTANT will plan and conduct the following meetings:

1. Steering Team meetings (monthly, 18 virtual meetings)
2. SAP Workshops:
  - SAP Workshop #1 – Safety Launch: See Task 3.1.
  - SAP Workshop #2 – Safety Analysis: See Task 4.4
  - SAP Workshop #3 – Strategy and Project Type Recommendations. See Task 8.2
  - SAP Workshop #4 – SAP Report/Implementation/Moving Forward. See Task 9.2

## **Task 3: Leadership and Goal Setting**

**Purpose:** *Engage stakeholders to establish a Safety Commitment Resolution.*

### **3.1 SAP WORKSHOP #1 (SAFETY LAUNCH)**

CONSULTANT will plan for and conduct SAP Workshop #1 (Safety Launch). The workshop is intended to lay the foundation to build a Vision Zero culture at all levels of City leadership, and policymakers. The 2-hour workshop will introduce the project and its desired outcomes to local government elected officials, staff, and safety stakeholders. Information for a Safety Commitment Resolution will also be provided for the Launch. Stakeholders will be asked to provide comments and input to inform the Safety Commitment Resolution. The meeting is anticipated to be held in-person at City of Everett.

CONSULTANT will identify stakeholders to attend SAP Workshop #1 with input from the PMT.

CONSULTANT will prepare a stakeholder invitation list for review by City and Steering Team.

Stakeholder attendees are anticipated to consist of the following:

- City of Everett Staff:
  - Emergency Medical/Fire Department
  - Engineering
  - Planning
  - Police Department
- City of Everett Leadership
  - Executive Leadership
  - Elected officials
- Snohomish County
  - Public Works
  - Sheriff's Office
  - Health Department
- School Districts
  - Mukilteo School District

- Everett School District
- State of Washington
  - Washington State Department of Transportation (Traffic/Safety)
  - Washington State Patrol
- Transit:
  - Community Transit
  - Sound Transit
  - Everett Transit
- Others to be identified
  - Community-based organizations
  - Advocacy organizations

CONSULTANT will distribute meeting invitations to the stakeholder list. CONSULTANT will provide meeting invitations to CITY for distribution through other available City channels.

CONSULTANT will prepare for, attend, and conduct the Safety Launch meeting. CONSULTANT will prepare meeting materials anticipated to include a PowerPoint presentation, Menti-based survey, and table-top roll plots .

CONSULTANT will document input received at the meeting.

CITY will provide facilities to conduct the workshop at no charge to the CONSULTANT.

### *3.2 SAFETY COMMITMENT RESOLUTION*

CONSULTANT will prepare a Safety Commitment Resolution. The Safety Commitment Resolution will establish a goal for reducing fatalities and serious injuries. The goal will include a timeline for reducing or eliminating roadway fatalities and serious injuries. The goal is proposed to support the Zero Fatalities goal established by Washington State Strategic Highway Safety Plan.

CONSULTANT will present the Safety Commitment Resolution to the Steering Team for comment and approval.

CONSULTANT will address one round of consolidated written comments from Steering Team on the Safety Commitment Resolution.

CONSULTANT will assist CITY to present the Safety Commitment Resolution to City Council at a City Council Meeting/Work Session (see Task 3.4).

### *3.3 COUNCIL/COMMITTEE PRESENTATIONS*

CONSULTANT will brief the City Council and Transportation Committee about the SAP development at the following milestones.

- City Council
  - Safety Commitment Resolution
  - Final Report presentation
- Transportation Committee
  - Safety Commitment Resolution
  - Final Report presentation

**Deliverables:** *SAP Workshop #1/Safety Launch, invitations, agendas, meeting summary, presentation to Council/Committees (up to 4).*

#### **Task 4: Safety Analysis**

**Purpose:** *Analyze existing data and trends on all paved public arterial, collector, or local streets to identify jurisdiction-specific emphasis areas that represent a substantial proportion of fatalities and serious injuries; identify contributing factors, risk factors, high-risk locations with associated risk factors, and potential systemic improvements.*

##### **4.1 DATA COLLECTION**

CONSULTANT will acquire crash data from the most recent five-years available (anticipated 2019-2023), from the Washington State Department of Transportation database. It is assumed that crash data will be provided in an electronic format with latitude and longitude information, along with all attributes from the crash form associated with the crash. If crash data is not provided in an electronic format with latitude and longitude information, along with associated crash attributes, additional services will be required.

CONSULTANT will obtain additional available data in geographic information systems (GIS) format for the roadway network: roadway functional classification, speed limits, and Average Daily Traffic (ADT) volumes.

CONSULTANT will obtain Annual Average Daily Traffic (AADT) output from Replica under license to the CONSULTANT.

CONSULTANT will obtain available traffic data from previously completed data sets available from CITY. This data set will include traffic data available from the Everett Link Extension Project. CITY will identify any other available traffic data and provide to CONSULTANT.

CONSULTANT will obtain additional daily traffic data from the Regional Travel Demand Model (TDM).

CONSULTANT will approximate volumes for the remainder of the network based on roadway functional classification (e.g., local streets).

CITY will provide a GIS database of signalized intersections.

CONSULTANT will compile the information into a GIS database. CONSULTANT will summarize data received and sources.

CONSULTANT will obtain data from the following available FHWA data sources:

- SS4A Underserved Communities Census Tracts (Historically Disadvantaged Communities) (USDOT)
- EJScreen: Environmental Justice Screening and Mapping Tool (EPA)
- FHWA - HEPGIS Maps: Socioeconomics and Equity Analysis (FHWA)
- Social Vulnerability Index (CDC)

Other available resources may include Washington State ALPACA dataset, as available.

CONSULTANT will prepare Task 6 Equity Analysis and incorporate into Tech Memo #1: Safety Analysis.

## 4.2 SAFETY ANALYSIS

### 4.2.1 Crash Tree Diagrams

CONSULTANT will evaluate crash data to determine typical breakdown of crash types for the top three crash types (e.g., intersections, pedestrians, roadway departure). Crash Tree diagrams will reflect crash type, ownership, and top contributing factors.

CONSULTANT will compare and contrast crash types and contributing factors for State owned roads versus Local owned roads.

### 4.2.2 High-Injury Network/Highway Safety Manual (HSM) Analysis

CONSULTANT will use a statistical network screening tool that uses HSM crash prediction methods to identify a high-injury network. The HSM-based method identifies locations with higher-than-expected crash frequencies based on comparison with similar facilities.

CONSULTANT will establish and evaluate high-injury network through the following steps:

1. Develop critical crash rate statistical threshold for segments and intersections.
2. Develop average crash rate (5-year period) for intersections based on control type and for roadway segments based on functional classification.
3. Calculate the difference between the actual and critical crash rate for each location to estimate the relative risk faced by users for a given intersection or segment. Identify segments and intersections with high concentrations of a specific crash factor.
4. CONSULTANT will identify the number of crashes for each factor and the probability that any excess is not random for up to 100 locations (top-25 segments/corridors, top-25 signalized intersections, top-50 unsignalized intersections).

### 4.2.3 Active Transportation (Bicycle/Pedestrian) Focused Safety Analysis

CONSULTANT will request original law enforcement reports/narratives for all pedestrian or bicycle fatal and severe injury crashes over the 5-year analysis period (not to exceed 100 crash reports). CONSULTANT will analyze each crash using the FHWA Pedestrian-Bicycle Crash Analysis Tool (PBCAT 3).

### 4.2.4 PREPARE TECH MEMO #1: SAFETY ANALYSIS

CONSULTANT will prepare draft Tech Memo #1: Safety Analysis (v01, MS Word format). CONSULTANT will present draft Tech Memo #1 (v01) to CITY for review and comment. CONSULTANT will prepare a comment summary and response matrix. CONSULTANT will address one round of consolidated written comments from CITY.

CONSULTANT will prepare draft Tech Memo #1 (v02) for Steering Team review and comment. CONSULTANT will address one round of consolidated written comments from Steering Team. CONSULTANT will prepare a comment summary and response matrix.

CONSULTANT will prepare draft Tech Memo #1 (v03) and submit to Steering Team.

CONSULTANT will prepare final Tech Memo #1 (v04) based on input received at the SAP Workshop #1 (Task 4.3). CONSULTANT will prepare a comment summary and response matrix. CONSULTANT will submit Final Tech Memo #1 (v04) to CITY and Steering Team.

#### 4.3 SAP WORKSHOP #2: SAFETY ANALYSIS

CONSULTANT will plan for and conduct SAP Workshop #2 to present Tech Memo #1 crash analysis, focus crash types, and emphasis areas. SAP Workshop #2 will be conducted in-person and is anticipated to be 90-minutes in length.

CITY will provide facilities to conduct the workshop at no charge to the CONSULTANT.

**Deliverables:** *Tech Memo #1: Safety Analysis Summary (MS Word format), SAP Workshop #2; comment summary and response, invitations, agendas, and meeting summaries as applicable*

#### **Task 5: Engagement and Collaboration**

**Purpose:** *Engage stakeholders, including elected officials, staff, organizations, safety interest groups, underserved populations, and the public, to provide input to plan development.*

The SS4A Worksheet requires:

1. Engagement with the public and relevant stakeholders, including the private sector and community groups
2. Incorporation of information received from the engagement and collaboration into the plan
3. Coordination that included inter- and intra-governmental cooperation and collaboration, as appropriate.

To achieve these objectives, CONSULTANT will conduct the activities as described below.

#### 5.1 PROJECT WEBSITE

CONSULTANT will develop content for the existing project City of Everett webpage<sup>1</sup>. CITY will make updates to the website using content provided by CONSULTANT. Website will include project information and completed/approved Tech Memos. Website will include a feature to allow for public comments to be submitted beginning with the SAP Workshop #1 and culminating to inform preparation of draft SAP Final Report.

CONSULTANT will provide up to ten website updates to correspond to engagement and plan drafting milestones.

CONSULTANT will draft up six social media posts for each of the four major project milestones to encourage engagement with Public Coordinate. These will include image recommendations.

CONSULTANT will prepare an online comment form on the project website that can be distributed to stakeholders. CONSULTANT will prepare a summary of input received.

CONSULTANT will develop a Public Coordinate website (map-based interactive tool). Public Coordinate will allow the public to provide comments to share on a virtual map-based platform. Project website will incorporate or link to the Public Coordinate website. CONSULTANT will

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<sup>1</sup> <https://www.everettwa.gov/3169/Safe-Streets-for-All#:~:text=City%20of%20Everett%20Safety%20Action%20Plan&text=The%20City%20of%20Everett's%20plan,and%20systemic%20approach%20to%20safety>

provide an export of all of all comments and photos received by the project to the Project Team in an excel file.

**Deliverables:** *Content for project website; website updates; social media posts*

#### **5.2 COMMUNITY ENGAGEMENT PLAN**

CONSULTANT will prepare a Communications and Engagement Plan that builds upon tasks established within this scope of work. CONSULTANT will conduct up to three meetings with CITY to determine the direction for the community engagement plan, one focusing on engaging City officials and people involved in policy, one focusing on engaging community-based organizations, and one focusing on engaging the public. CONSULTANT will submit the Communications and Engagement Plan to CITY for review and comment. CONSULTANT will update the Communications and Engagement Plan based on one set of consolidated written comments from CITY.

#### **5.3 COMMUNITY ENAGEMENT ACTIVITIES**

Pending confirmation based on Community Engagement Plan, CONSULTANT will coordinate outreach to up to four Everett communities to be identified in the Community Engagement Plan. CONSULTANT will coordinate two rounds of outreach to each of the four communities at the following milestones:

- Task 4; Safety Analysis (Tech Memo: Safety Analysis)
- Task 8; Strategy and Project Types (Tech Memo: Potential Strategies and Countermeasures)

#### **5.4 COMMUNITY-BASED ORGANIZATION GROUP MEETINGS**

CONSULTANT will coordinate up to eight (8) group stakeholder discussions with Community-Based Organizations. Four discussions will be held early in the project, and four meeting will be held during strategy/project development. Representatives from public and private entities may include: SNOTRAC, Bikes Club of Snohomish County, Sharing Wheels, Compass Health, Connect Casino Road, and neighborhood associations. Each discussion is anticipated to be up to 60-minutes in duration and will be held virtually.

CONSULTANT will coordinate up to two meetings with tribal partners.

**Deliverables:** *Engagement Plan*

5.5 Safety Action Plan Workshops (4 Workshops):

CONSULTANT will conduct four Workshops as summarized below.

<b>Workshop</b>	<b>Purpose</b>	<b>Potential Invitees</b>
Workshop #1 – Safety Launch: See Task 3.1.	Establish a shared language, values, and approach to plan development considering Safe System Approach and intersectional equity.	Elected officials and executive leadership, community-based organizations, public safety
Workshop #2 – Safety Analysis: See Task 4.4.	Technical safety information (Tech Memo #1: Safety Analysis).	Safety practitioners (not anticipated to include elected officials and city leadership)
Workshop #3 – Strategy and Project Type Recommendations. See Task 8.2.	Potential safety strategies and projects (Tech Memo #2: Potential Strategies and Countermeasures).	Safety practitioners (not anticipated to include elected officials and city leadership)
Workshop #4 – Implementation / Moving Forward. See Task 9.2.	How the City and stakeholders will implement the SAP, outline commitment to keeping parties engaged, and for attendees to make commitments about how they will support implementation.	Elected officials and executive leadership, community-based organizations, public safety

**Deliverables:** Stakeholder Workshops (4)

**Task 6: Equity Considerations**

**Purpose:** *Develop an equity index using a combination of available USDOT tools; evaluate equity in both safety data analysis (Task 4) and in strategies recommendations (Task 7).*

CONSULTANT will prepare an equity analysis using a data that identifies concentrations of historically disadvantaged or vulnerable populations using public health and demographic indicators. CONSULTANT will use two methods to identify concentrations of disadvantaged populations, both of which have distinct advantages.

1. CONSULTANT will identify disadvantaged populations using the USDOT Equitable Transportation Community Explorer tool and the CEQ Climate and Environmental Justice Screening Tool. These are tools sanctioned by the SS4A program and use national thresholds to identify communities that have a higher-than-average concentration of disadvantaged people; accordingly, these tools will inform identifying project locations that may be eligible for future SS4A funding.

2. CONSULTANT will develop baseline maps of the city incorporated area to identify high-concentration areas of disadvantaged people based on relevant factors.

The datasets will be overlaid to identify which areas are identified as equity priority areas. This overlay will be applied in two analytic tasks:

- During Task 4 (Safety Analysis): assess demographic characteristics communities, including race, ethnicity, and income to understand whether certain groups are disproportionately impacted by traffic safety. Analysis will be documented in Tech Memo #1: Safety Analysis.
- During Task 8 (Strategy and Project Selection): prioritize locations in equity priority areas for safety improvements. Analysis will be documented in the draft SAP Final Report.

**Deliverables:** *Equity analysis to inform Task 4 and 8, documented in Tech Memo: Safety Analysis and SAP Final Report, respectively.*

### **Task 7: Policy and Process Changes**

**Task Objective:** *Assess how current policies, plans, and guidelines prioritize safety and potential opportunities for improvement. The task will review agency policies, programs, and practices that may have an impact on traffic safety and identify opportunities to implement long-lasting institutional changes to reduce fatal and serious injury crashes.*

#### *7.1 Existing Policy Review and Documentation*

The CONSULTANT will review to the following documents to identify opportunities to improve how processes can prioritize safety. CONSULTANT will develop an Existing Policy Database of the following relevant documents:

- City of Everett Comprehensive Plan
- City of Everett Climate Action Plan
- City of Everett Transportation Improvement Plan
- City of Everett Complete Streets Ordinance
- City of Everett Bicycle Master Plan
- City of Everett Community Engagement and Inclusion Directive and Policy
- Up to five (5) City-selected additional Applicable Plans, Codes, Ordinances, Resolutions, Directives and Studies

The database will catalog the following:

- Name of document
- Brief description of the document
- Status (Date Completed, In Progress, Date Anticipated to be Completed or Should be Completed)
- How the document prioritizes safety

CONSULTANT will prepare *Tech Memo 3A: Policy Review* that will summarize the findings from the policy review and include noteworthy practice examples in the following areas:

- Marked Crosswalk Policy
- Automated Enforcement (Red Light Running; Speed Safety Cameras)



- Design and Construction Standards

CONSULTANT will present the draft Tech Memo 3A to the CITY for review and comment.  
CONSULTANT will address one round of consolidated written comments from Steering Team.  
CONSULTANT will prepare a comment summary and response matrix.

CONSULTANT will prepare draft Tech Memo 3A for Steering Team review and comment.  
CONSULTANT will address one round of consolidated written comments from Steering Team.  
CONSULTANT will prepare a comment summary and response matrix.

CONSULTANT will submit the final Tech Memo 3A to the CITY and Steering Team.

### *7.2 Policy Recommendations*

CONSULTANT will provide recommendations to inform policy development as specified below.

#### *7.2.A Neighborhood Traffic Calming Program*

CONSULTANT will assist with exploring methods and processes to inform policy development of a Neighborhood Traffic Calming Program at the City of Everett by reviewing state of the practice in nearby cities in the region. This will include:

- How to determine if traffic calming is needed
- How to initiate a traffic calming project for a corridor or neighborhood, potential traffic calming measures
- Typical application/context, effectiveness
- Process to identify which traffic calming features should be implemented

CONSULTANT will prepare Tech Memo 3B: Neighborhood Traffic Calming Program (v01) with an inventory of similar programs, and recommendations for developing and implementing the program.

CONSULTANT will present the draft Tech Memo 3B (v01) to the CITY for review and comment.  
CONSULTANT will address one round of consolidated written comments from CITY.  
CONSULTANT will prepare a comment summary and response matrix.

CONSULTANT will prepare draft Tech Memo 3B (v02) for Steering Team review and comment.  
CONSULTANT will address one round of consolidated written comments from Steering Team.  
CONSULTANT will prepare a comment summary and response matrix.

CONSULTANT will submit the final Tech Memo 3B to the CITY.

#### *7.2.B Posted Speed Limit Policy*

CONSULTANT will review the City's current rules, regulations, policies, and procedures related to setting regulatory speed limits.

Based on this review, the CONSULTANT will submit a recommended speed limit setting methodology and process to set speed limits on the CITY's major arterials, secondary arterials, and collectors. The recommendation will include the following elements:

- Current state of the practice in speed management and speed limit setting, including national guidance and tools (e.g., USLIMITS2, NCHRP Report 966, NACTO City Limits)

- Similar programs
- Engineering procedures (data collection, calculations, analysis, engineering judgment)
- Required data elements (crash history, prevailing speed, existing speed limit, roadway conditions)
- Tools to be consulted and considered (USLIMITS2, NCHRP 966, etc.)
- Minimum length of speed zones
- Special conditions (school zones, work zones)
- Speed limit sign placement (where, how frequently)

CONSULTANT will prepare *Tech Memo 3C: Posted Speed Limit Policy Recommendations*.

CONSULTANT will present the first draft (v01) Tech Memo 3C to CITY for review and comment.

CONSULTANT will prepare a comment summary and response matrix and submit the draft final *Tech Memo 3C (v02)* to CITY.

Upon completion of draft final, CONSULTANT will work with the CITY to identify two (2) case study corridors to implement the recommended methodology to determine real-world suggested posted speed limits.

Upon CITY review and comments on draft final Tech Memo (v02) and the case study, CONSULTANT will prepare Final Tech Memo.

CONSULTANT will provide example scope of work/activities to CITY to inform a SS4A Grant Application (Supplemental Planning) to develop and implement a Speed Management Plan. The Speed Management Plan, if funded by FHWA, would include development of a speed management plan, including speed limits and infrastructure needs to achieve the speed limit for an estimated forty (40) Major Arterials, Secondary Arterials, Conceptual Arterials, and Collectors in City of Everett. Grant application will be prepared by CITY.

#### *7.2.C Complete Streets Design Checklist Updates*

CITY will provide CONSULTANT with existing Complete Streets checklist.

CONSULTANT will review the CITY Complete Streets design checklist.

CONSULTANT will develop recommendations to modernize the existing City of Everett Complete Streets checklist.

CONSULTANT will prepare Tech Memo 3D: Complete Streets Checklist Updates. CONSULTANT will present the draft Tech Memo 3D (v01) to CITY for review and comment. CONSULTANT will prepare a comment summary and response matrix.

CONSULTANT will prepare draft Tech Memo 3D (v02) for Steering Team review and comment. CONSULTANT will address one round of consolidated written comments from Steering Team. CONSULTANT will prepare a comment summary and response matrix.

CONSULTANT will submit the final Tech Memo 3D to CITY.

### **Task 7.3 Steering Team Presentations**

The CONSULTANT will prepare and present at up to three (3) SAP Steering Team meetings (at regularly-scheduled monthly meetings) to share the findings and recommendations from Task 7 activities.

### **Task 7 Deliverables**

- 7.1 Policy Review Tech Memo (draft v01, v02, final; up to 6 pages; MS Word format); comment summary and response matrix (one final)
- 7.2 Neighborhood Traffic Calming Tech Memo (draft and final; up to 10 pages; MS Word format); comment summary and response matrix (one final)
- 7.2 Posted Speed Limit Policy Recommendations Tech Memo (draft v01, draft v02, and final; up to 15 pages, not including appendices; MS Word format); comment summary and response matrix (one final)
- 7.2 Complete Streets Updates Tech Memo (draft and final; up to 8 pages; MS Word format); comment summary and response matrix (one final)
- 7.3 PowerPoint Presentations (draft and final; up to 10 slides each); deliver the presentations to Steering Committee.

### **Task 8. Strategy and Project Type Recommendations**

**Purpose:** *Recommend and prioritize strategies and project types, considering equity in impacts and benefits, and drawing from FHWA Proven Safety Countermeasures, and NHTSA Countermeasures That Work.*

#### **8.1 RECOMMENDED STRATEGIES AND COUNTERMEASURES**

CONSULTANT will identify recommended strategies and countermeasures to reduce fatalities and serious injuries associated with crash types/conditions identified in the safety analysis. Strategies may draw from FHWA Proven Safety Countermeasures and will include low-cost improvements that could be implemented at multiple locations within the City.

##### **8.1.1 Top-10 “Typical” Project Sheets**

CONSULTANT will prepare up to 10 “typical” information sheets for the highest priority strategies to illustrate the potential strategies and project types.

##### **8.1.2 Project Information Sheets (20 locations)**

CONSULTANT will prepare Project Information Sheets for up to 20 locations (intersections or corridors) within City of Everett that represent potential high-priority safety improvement projects. Project Information sheets will include potential countermeasures, location exhibit (on aerial base depicting segment limits), risk factors, crash history, high-level planning cost, and potential crash reduction effectiveness.

CONSULTANT will collect the following traffic data to inform Project Information Sheets:

- Peak period (AM, MD, PM) intersection turning movement counts at up to 40 intersections (two intersections per Project Information Sheet)
- Daily traffic (24-hour count) to include speed, volume, and classification at up to 20 locations (1 location per Project Information Sheet)

### 8.2 SAP Workshop #3

CONSULTANT will plan for and conduct SAP Workshop #3. The purpose of SAP Workshop #3 is to discuss and solicit input on:

- Recommended Strategies and Countermeasures
- Policy and Process Changes

### 8.3 TECH MEMO: RECOMMENDED STRATEGIES AND COUNTERMEASURES

Based on input received at the SAP Workshop #3, CONSULTANT will document findings in *Tech Memo: Recommended Strategies and Countermeasures* (MS Word format).

CONSULTANT will present draft Tech Memo #2 (v01) to CITY for review and comment.

CONSULTANT will prepare a comment summary and response matrix.

CONSULTANT will address one round of consolidated written comments from City of Everett.

CONSULTANT will present draft Tech Memo #2 (v02) to Steering Team for review and comment.

CONSULTANT will address one round of consolidated written comments from Steering Team.

CONSULTANT will prepare a comment summary and response matrix.

CONSULTANT will submit draft Tech Memo #2 (v03) to Steering Team.

CONSULTANT will update Tech Memo #2 based on input received at the SAP Workshop #3 (Task 8.2).

CONSULTANT will prepare a comment summary and response matrix.

CONSULTANT will submit a Final Tech Memo #2 (v04) to City of Everett and Steering Team.

**Deliverables:** *Tech Memo #2: Recommended Strategies and Countermeasures (MS Word format). SAP Workshop #3; comment summary and response, invitations, agendas, and meeting summaries as applicable*

## Task 9. Draft and Final SAP Report, Safety Resolution, Safety Workshop

### 9.1 DRAFT SAP REPORT

CONSULTANT will prepare a draft SAP summarizing previous analysis and findings, countermeasures and proposed projects, and prioritization. Draft Report will include chapters summarizing analysis and recommendations.

CONSULTANT will submit the draft SAP Report (v01), MS Word Format) to CITY for review and comment.

CITY will provide one set of consolidated written comments.

CONSULTANT will prepare the draft Report (v02, Adobe InDesign format) reflecting CITY comments.

CONSULTANT will submit the draft SAP Report to the Steering Team for review and comment. Steering Team will provide written comments.

CONSULTANT will prepare a comment summary and response matrix.

CONSULTANT will prepare draft Report (v03, Adobe InDesign format) based on Steering Team comments.

#### *9.2 SAP WORKSHOP #4*

CONSULTANT will plan for and conduct SAP Workshop #4. The purpose of the Workshop #4 will be to:

1. Present the draft SAP Final Report, for review and comment
2. Present Safety Commitment Resolution Matrix
3. Discuss SAP implementation next steps

CONSULTANT will prepare and distribute an invitation to all stakeholders who attended the Safety Launch.

CONSULTANT will prepare a meeting plan outlining date, time, agenda, and meeting materials. The workshop will be a morning or afternoon workshop (3-hours) that begins with a general session with all attendees. Potential workshop agenda includes:

- Hour 1: General session to present draft SAP Report including safety analysis, goals and targets, systemic recommendations; draft Safety Commitment Resolution that documents the City's intent to commit to setting a date to reach zero fatalities and serious injuries or setting one or more targets to achieve significant declines in roadway fatalities and serious injuries by a specific date.
- Hour 2: Breakout groups to discuss implementation next steps, responsibilities, challenges, issues, and opportunities.
- Hour 3: General session to report back on key aspects of break out discussion groups.

CONSULTANT will prepare meeting materials and collateral (presentation, handouts, boards as applicable).

CONSULTANT will allocate a budget for a refreshment allowance and meeting materials and collateral (presentation, handouts, boards as applicable).

CITY will provide facilities to conduct the workshop at no charge to the CONSULTANT.

CONSULTANT may use interactive tools such as Poll Anywhere to gather participant input.

CONSULTANT will provide staff to lead break-out groups.

CONSULTANT will summarize input received at the SAP Working #4 including discussion from break-out groups.

#### *9.3 SAFETY ACTION PLAN FINAL REPORT*

CONSULTANT will submit the updated draft SAP Report (v04, Adobe InDesign format) to the Steering Team for final review and comment.

Steering Team will provide written comments.

CONSULTANT will prepare a comment summary and response matrix.

CONSULTANT will submit the Final SAP to CITY for public posting.

#### 9.4 COUNCIL/COMMITTEE PRESENTATIONS

CONSULTANT will present the final SAP Report to one City Council Meeting/Transportation Committee Meeting

**Deliverables:** *Safety Action Plan Report (v01, v02, v03, Final), SAP Workshop #4, Council/Committee presentations.*

#### **Task 10. Progress and Transparency**

**Purpose:** *Prepare performance measures to report long-term progress.*

CONSULTANT will prepare a reporting plan for the CITY to document and report progress toward SAP implementation. The reporting plan will outline methods and format to report progress towards SAP implementation. The reporting plan will include implementation responsibility, frequency of reporting (e.g., annually by CITY), and will outline performance metrics such as status of SAP recommendations (not-funded, in-progress, implemented).

Performance Reporting Framework will be included in the SAP Final Report.

#### **Additional Services**

Management Reserve: CONSULTANT will provide work directed by the City under the existing scope of work. A not to exceed budget allocation for Management Reserve has been provided in Exhibit B.

### **FINAL MEMOS AND REPORTS DELIVERABLES SUMMARY**

- Tech Memo: Safety Analysis
- Tech Memo: Community Engagement Summary
- Tech Memo: Policy Review Tech Memo
- Tech Memo: Neighborhood Traffic Calming Tech Memo
- Tech Memo: Complete Streets Checklist Updates
- Tech Memo: Posted Speed Limit Policy Recommendations Tech Memo
- Tech Memo: Recommended Strategies and Countermeasures
- Final Report: City of Everett Safety Action Plan

### **SCHEDULE**

An initial schedule is attached. Schedule will be updated upon receipt of Notice to Proceed.

**EXHIBIT B  
PROFESSIONAL SERVICES AGREEMENT**

**SELECT ONE OF THE FOLLOWING METHODS OF COMPENSATION, EACH OF WHICH IS SUBJECT TO THE MAXIMUM COMPENSATION AMOUNT**

**HOURLY RATE.** The City shall pay Service Provider a sum equal to the amount of hours actually worked multiplied by the rate identified below for staff performing the Work.

Name	Title	Rate
enter name	See attached method of compensation consultant budget	enter rate
enter name	enter title	enter rate
enter name	enter title	enter rate
enter name	enter title	enter rate
enter name	enter title	enter rate
enter name	enter title	enter rate
enter name	enter title	enter rate

If there are more staff than rows in the table above, then those staff names, titles, and rates shall be provided in the Scope of Work.

**PROGRESS PAYMENTS.** The City shall pay Service Provider the following amounts upon the completion of the following tasks.

Task	Amount Paid on Task Completion
enter task	enter amount
enter task	enter amount
enter task	enter amount
enter task	enter amount
enter task	enter amount
enter task	enter amount
enter task	enter amount

If there are more tasks than rows in the table above, then those tasks and payment amounts shall be provided in the Scope of Work.

**LUMP SUM.** The City shall pay Service Provider \$ enter amount upon the completion of the Work.

**METHOD CONTAINED IN SCOPE OF WORK.** The City shall pay Service Provider as set forth in the Scope of Work.

**METHOD CONTAINED IN ATTACHED PAGE(S).** The City shall pay Service Provider as set forth in the spreadsheets or other documents attached to this Exhibit B.

City of Everett  
Safety Action Plan

Consultant PM: B. Crowther  
Consultant: Kimley-Horn and Associates, Inc.

**LABOR**

	Position	Hours	Rate	Total
KH	Project Manager	540	\$ 340.00	\$ 183,600.00
	Project Director	168	\$ 370.00	\$ 62,160.00
	QA/QC	44	\$ 340.00	\$ 14,960.00
	Sr. Engineer/Traffic	18	\$ 310.00	\$ 5,580.00
	Sr. Engineer/Safety Analysis	82	\$ 270.00	\$ 22,140.00
	Engineer/Implementation	80	\$ 250.00	\$ 20,000.00
	Engineer/Safety Analysis	113	\$ 220.00	\$ 24,860.00
	Analyst/Safety	825	\$ 160.00	\$ 132,000.00
	Analyst/Safety	420	\$ 130.00	\$ 54,600.00
	Graphics Design	116	\$ 160.00	\$ 18,560.00
	Analyst/Technical Editing	40	\$ 160.00	\$ 6,400.00
	Accounting / Admin	52	\$ 160.00	\$ 8,320.00

**SUBCONSULTANTS**

DKS	Project Manager	182	\$ 225.00	\$ 40,950.00
	Safety Subject Matter Expert	162	\$ 315.00	\$ 51,030.00
	Trans. Planner/Engineer III	132	\$ 235.00	\$ 31,020.00
	Trans. Planner/Engineer I	180	\$ 160.00	\$ 28,800.00
	Transportation Engineer II	286	\$ 200.00	\$ 57,200.00
	Project Controller / Admin	34	\$ 160.00	\$ 5,440.00
PRR	Senior Director	31	\$ 340.49	\$ 10,555.19
	Director	194	\$ 286.47	\$ 55,575.18
	Associate Director	26	\$ 230.54	\$ 5,994.04
	Senior Consultant	174	\$ 212.80	\$ 37,027.20
	Consultant 2	194	\$ 147.08	\$ 28,533.52
	Consultant 1	44	\$ 128.61	\$ 5,658.84

*Kimley-Horn Subtotal* 4137 \$ 553,180.00  
*Management Reserve* \$ 50,000.00

**REIMBURSABLE EXPENSES**

Miscellaneous	Supplies	\$	-
Community Engagement	Boards, Post Cards	\$	2,900.00
Travel	Mileage, Auto	\$	11,588.00
Reproduction	Copies, Printing, Plots	\$	-
Total Reimbursable Expenses		\$	14,488.00

**SUBCONTRACTORS**

TDG	\$	10,000.00
DKS	\$	214,440.00
PRR	\$	143,343.97
Total Subconsultants	\$	367,783.97

**TOTAL** \$ **985,451.97**



**CLIENT:** City of Everett  
**Project Name:** Safety Action Plan

<b>Cost by Task</b>			
<b>Task No.</b>	<b>Task Description</b>	<b>Hours Per Task</b>	<b>Total Loaded Labor Cost Per Task</b>
1	PROJECT MANAGEMENT/MEETINGS	501	\$ 140,653.30
2	PLANNING STRUCTURE	120	\$ 29,966.46
3	LEADERSHIP COMMITMENT AND GOAL SETTING	234	\$ 56,088.27
4	SAFETY ANALYSIS	730	\$ 137,735.50
5	ENGAGEMENT AND COLLABORATION	387	\$ 77,217.66
6	EQUITY CONSIDERATIONS	100	\$ 20,895.88
7	POLICY AND PROCESS CHANGES	798	\$ 174,335.88
8	STRATEGY AND PROJECT TYPES	669	\$ 142,975.50
9	CSAP FINAL REPORT, RESOLUTION, SUMMIT	556	\$ 119,795.52
10	PROCESS AND TRANSPARENCY	42	\$ 11,300.00
	<b>SUBTOTAL:</b>	<b>4137</b>	<b>910,963.97</b>
<b>MANAGEMENT RESERVE</b>			\$ 50,000.00
<b>DIRECT EXPENSES</b>			
	Public meeting materials, travel, printing	-	\$ 14,488.00
	Traffic Data Collection (TDG)		\$ 10,000.00
	<b>SUBTOTAL:</b>		<b>24,488.00</b>
	<b>TOTAL</b>		<b>985,451.97</b>

Estimate of Person Hours

TASK NO	TASK DESCRIPTION		Project Manager	Project Director	QA/QC	Sr. Engineer/Traffic	Sr. Engineer/Safety Analysis	Engineer/Implementation	Engineer/Safety Analysis	Analyst/Safety	Analyst/Safety	Graphics Design	Analyst/Technical Editing	Accounting / Admin	Project Manager	Safety Subject Matter Expert	Trans. Planner/Engineer III	Trans. Planner/Engineer I	Transportation Engineer II	Project Controller /Admin	Senior Director	Director	Associate Director	Senior Consultant	Consultant 2	Consultant 1	TASK HOURS		
<b>1</b>	<b>PROJECT MANAGEMENT/MEETINGS</b>		173	68	0	0	12	12	0	30	12	0	0	52	56	10	0	0	10	8	2	56	0	0	0	0	501		
1.1	Regular Communication with City Project Manager (1 hrs/week)	KH	78																										
1.2	Bi-weekly PMT Meetings (38 meetings)	KH	38	38											19	5			5		2	19							
1.3	Review/Update Project Schedule	KH	9																										
1.4	Manage Subconsultants, Schedule, and Invoicing	KH	18				12	12						52	18							18							
1.5	Bi-Weekly Internal Team Meeting (PMT off-week)	KH	30	30						30	12				19	5						19							
<b>2</b>	<b>PLANNING STRUCTURE</b>		36	0	0	0	0	0	36	0	6	0	0	0	6	6	6	0	6	0	0	18	0	0	0	0	120		
2.1	Steering Team Meetings (monthly, assume 18 meetings)	KH	36						36		6				6	6	6		6			18							
2.2	SAP Workshops (Hours allocated in Tasks 3.1, 4.4, 8.2, 9.2)	KH																											
<b>3</b>	<b>LEADERSHIP COMMITMENT AND GOAL SETTING</b>		52	6	0	0	0	0	0	56	0	2	0	0	8	8	0	0	0	0	13	24	4	24	27	10	234		
3.1	SAP Workshop #1/Safety Launch	KH	24	6						24		2			4	4					9	18	4	24	27	10			
3.2	Safety Commitment Resolution	KH	4							8												2							
3.3	City Council/Committee Presentations (4 presentations)	KH	24							24					4	4					4	4							
<b>4</b>	<b>SAFETY ANALYSIS</b>		66	14	8	4	24	0	36	272	224	4	6	0	4	16	24	0	8	0	0	10	0	0	10	0	730		
4.1	Data Collection	KH																											
	Vehicle, pedestrian, and bicycle counts	TDG	2							12																			
	Crash Data	KH	2							12						4	8												
	GIS Data / Traffic Volume	KH	2							12																			
	Data Collection Summary	KH	2							8																			
4.2	Safety Analysis	KH																											
4.2.1	Crash Tree Diagrams	KH	2							4	40																		
4.2.2	High-Risk Network/Risk-Based Analysis	KH	2							40	40																		
4.2.3	High-Injury Network (HSM Screening)	KH	10	8	4					12	40	40																	
4.2.4	PBCAT Analysis	KH	10	2			12			12	80	80																	
4.2.5	Tech Memo #1: Safety Analysis	KH	10						12	40	24	4	6		4	12	16		8										
4.3	SAP Workshop #2	KH	24	4	4	4				24											10				10				
<b>5</b>	<b>ENGAGEMENT AND COLLABORATION</b>		22	0	0	0	0	0	0	0	40	0	0	0	0	0	0	0	0	0	4	54	18	110	123	16	387		
5.1a	Prepare Project Website Content	PRR	2																			12				30			
5.1b	Public Coordinate Website	PRR	2								40											2				3			
5.2	Community Engagement Plan	PRR	2																		4	24	6	18	30				
5.3a	Community Engagement, Round 1 (Safety Analysis), 4 Groups	PRR	4																			4	2	40	24	4			
5.3b	Community Engagement, Round 2 (Strategies/Projects), 4 Groups	PRR	4																			4	2	20	12	4			
5.4a	Stakeholder Group Meetings, Round 1 (4 meetings)	PRR	4																			4	4	16	12	4			
5.4b	Stakeholder Group Meetings, Round 2 (4 meetings)	PRR	4																			4	4	16	12	4			
5.5	SAP Workshops (Hours allocated in Tasks 3.1, 4.4, 8.2, 9.2)	PRR																				4	4	16	12	4			
<b>6</b>	<b>EQUITY CONSIDERATIONS</b>		8	4	0	0	16	0	0	48	16	0	0	0	0	0	0	0	0	0	6	2	0	0	0	0	100		
	Prepare Equity Analysis (To inform Task 4)	KH	4	2			8			24	8										6	2							
	Prepare Equity Analysis (To inform Task 8)	KH	4	2			8			24	8																		
<b>7</b>	<b>POLICY AND PROCESS CHANGES</b>		18	12	4	0	0	0	0	0	0	0	0	0	104	94	98	180	254	26	6	2	0	0	0	0	798		
7.1	Existing Policy Review and Documentation	DKS	2	2											20	8	16	40	20	10	6	2							
7.2.A	Neighborhood Traffic Calming Program	DKS	4	4											20	16	20	40	80										
7.2.B	Posted Speed Limit Policy	DKS	4	4											52	52	40	80	130	10									
7.2.C	Complete Streets Policy Updates	DKS	8	2	4										6	6	10	20	24										
7.3	Steering Team Presentations (3)	DKS													6	12	12			6									
<b>8</b>	<b>STRATEGY AND PROJECT TYPES</b>		77	26	20	10	14	64	69	223	116	4	6	0	4	12	4	0	0	0	0	10	0	0	10	0	669		
8.1	Recommended Strategies and Countermeasures	KH								12	24	24																	
8.1.1	Top-10 "Typical" Strategy Sheets	KH	20	10	8		6	8		20	60	24																	
8.1.2	Project Information Sheets (up to 25)	KH	25	4	8	10	4	40	25	75	50																		
8.2	Tech Memo: Potential Strategies and Countermeasures	KH	8	4	4		4	8		12	40	18	4	6	4	12	4												
8.3	SAP Workshop #3	KH	24	8				8		24												10			10				
<b>9</b>	<b>CSAP FINAL REPORT, RESOLUTION, SUMMIT</b>		76	32	8	4	12	4	8	144	12	100	28	0	0	16	0	0	8	0	0	18	4	40	24	18	556		
9.1	Draft Safety Action Plan Final Report	KH	40	24	8	4	12	4	8	80	12	80	20			8			8										
9.2	SAP Workshop #4	KH	24	4						24						4						18	4	40	24	18			
9.3	Final CSAP Final Report	KH	12	4						40		20	8																
9.4	Council/Committee Presentations (Hours allocated in Task 3.3)	KH													4														
<b>10</b>	<b>PROCESS AND TRANSPARENCY</b>		12	6	4	0	4	0	0	16	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	42		
	Performance Reporting Framework	KH	12	6	4		4			16																			
	<b>Direct Labor Total Hours</b>		540	168	44	18	82	80	113	825	420	116	40	52	0	182	162	132	180	286	34	0	31	194	26	174	194	44	4137

CLIENT: City of Everett  
 Project Name: Safety Action Plan

Reimbursable Expenses					
	Quantity	Unit	Unit Cost	Total	
<b>PUBLIC INVOLVEMENT</b>					
Presentation Boards/Printed Materials	12	each	100.00	1,200.00	
Meeting Space	0	each	-		
Project information postcard (printed and mailed)	0	each		-	
Refreshments	1	each	500.00	500.00	
Miscellaneous	1,200	each	1.00	1,200.00	
<b>Subtotal</b>					<b>\$2,900.00</b>
<b>TRAVEL</b>					
Mileage (rate effective August 4, 2021)	800	Miles	0.625	500.00	
Airfare	8	each	400.00	3,200.00	
Car Rental	24	each	70.00	1,680.00	
Gas	8	each	50.00	400.00	
Lodging	24	each	200.00	4,800.00	
Meals (travel day)	24	day	42.00	1,008.00	
<b>Subtotal</b>					<b>\$11,588.00</b>
<b>Total Reimbursable Expenses</b>					<b>\$14,488.00</b>












# Kimley-Horn-Safety Street 4 all-PSA-CH-SD


Final Audit Report

2024-07-01

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