



CONSULTANT AGREEMENT

THIS AGREEMENT is made and entered into _____ by and between the **CITY OF BILLINGS, MONTANA**, a municipal corporation organized and existing under the laws of the State of Montana, P.O. Box 1178, Billings, Montana 59103, hereinafter referred to as "**CITY**," and Sanderson Stewart, of 1300 N Transtech Way, Billings, MT 59102, hereinafter referred to as "**CONSULTANT**."

WITNESSETH:

WHEREAS, the **CITY** proposes to obtain information regarding the development of a Safe Routes to School Plan, Phase 2 and desires to hire **CONSULTANT** as an independent contractor to perform the services as described in the Scope of Work attached hereto as Exhibit "A" and by this reference made a part hereof.

WHEREAS, the **CITY** has authority to contract for such services, and;

WHEREAS, the **CONSULTANT** represents that he/she is fully qualified to perform such services personally and is in compliance with the Montana Statutes relating to the provisions of such services.

NOW THEREFORE, in consideration of the mutual covenants and agreements herein contained, the receipt and sufficiency whereof being hereby acknowledged, the parties hereto agree as follows:

1. **PURPOSE:** **CITY** agrees to hire **CONSULTANT** as an independent contractor to perform the services as described in the Scope of Work attached hereto as Exhibit "A" and by this reference made a part hereof. In performing these services, the **CONSULTANT** shall at all times comply with all federal, state and local statutes, rules and ordinances applicable. These services and all duties incidental or necessary therefore, shall be performed diligently and completely and in accordance with professional standards of conduct and performance.

2. **TERM:** This **AGREEMENT** shall be for a period of 8 months, from the execution of this **AGREEMENT**. This **AGREEMENT** may be extended for three one month options by mutual agreement of both parties, in writing, thirty (30) days prior to termination of each term.



3. PAYMENT: In consideration of the services provided by the **CONSULTANT** under this **AGREEMENT**, the **CITY** agrees to pay **CONSULTANT** a price not to exceed \$118,900.

Except as otherwise specified herein, the **CONSULTANT** shall invoice the **CITY** monthly (or on such other basis as the Parties may mutually determine) for all services rendered pursuant to this **AGREEMENT**. Such invoices shall specify the services provided to the **CITY** during the preceding month and identify the applicable fees, and shall be accompanied by reasonable documentation or other reasonable explanations supporting such charges.

Except as otherwise specified herein, the **CITY** shall pay, net of applicable withholding tax, if any, the **CONSULTANT** for said invoice within thirty (30) days after receipt.

In the event scope of work issues arise, the **CONSULTANT** shall immediately discuss them with the Project Manager for the **CITY**. It is understood that the **CONSULTANT** will not perform any work that the **CITY** deems outside the scope prior to receiving written approval from the **CITY**, and at a rate agreed upon by both parties. Any payment for work not agreed upon by the **CITY** shall be denied.

The prices established in this **AGREEMENT** may be extended to other political subdivisions within the State of Montana solely at the **CONSULTANT'S** discretion.

4. INCORPORATION BY REFERENCE: All exhibits and addenda attached hereto, as well as any bid or proposal referenced, are hereby incorporated into this **AGREEMENT** and made a part hereof. If there is any conflict between such exhibits or addenda and the terms of this **AGREEMENT**, the terms of this **AGREEMENT** shall control.

5. INDEPENDENT CONTRACTOR STATUS: The parties agree that **CONSULTANT** is an independent contractor for purposes of this **AGREEMENT** and is not to be considered an employee of the **CITY** for any purpose. **CONSULTANT** is not subject to the terms and provisions of the **CITY's** personnel policies handbook and may not be considered a **CITY** employee for workers' compensation or any other purpose. **CONSULTANT** is not authorized to represent the **CITY** or otherwise bind the **CITY** in any dealings between **CONSULTANT** and any third parties.

6. INDEMNITY:

The **CONSULTANT** SHALL:



- A. Indemnify and hold **CITY**, its officers, agents and employees harmless from any and all losses, damage and liability to the extent caused by any intentional or negligent act on the part of **CONSULTANT** or its agents or employees.
- B. Not indemnify and hold the **CITY** harmless from claims, causes of action, lawsuits, damages, judgments, liabilities, and litigation costs and expenses or reasonable attorneys' fees and costs to the extent caused by the wrongful or negligent acts, error or omission of the **CITY** occurring during the course of or as a result of the performance of the **AGREEMENT**.
- C. Where claims, lawsuits or liability, including reasonable attorneys' fees and costs arise from any wrongful or negligent act of both the **CITY** and the **CONSULTANT**, the **CONSULTANT** shall indemnify and hold the **CITY** harmless from only that portion of claims, causes of action, lawsuits, damages, judgments, liabilities, and litigation costs and expenses including reasonable attorneys' fees and costs, to the extent caused by the **CONSULTANT'S** or any subcontractor's wrongful or negligent acts occurring as a result from the **CONSULTANT'S** performance pursuant to this **AGREEMENT**.

The **CITY** SHALL:

- D. Indemnify and hold **CONSULTANT**, its officers, agents and employees harmless from any and all losses, damage and liability to the extent caused by any intentional or negligent act on the part of **CITY** or its agents or employees.
- E. Not indemnify and hold the **CONSULTANT** harmless from claims, causes of action, lawsuits, damages, judgments, liabilities, and litigation costs and expenses or reasonable attorneys' fees and costs to the extent caused by the wrongful or negligent acts, error or omission of the **CONSULTANT** occurring during the course of or as a result of the performance of the **AGREEMENT**.
- F. Where claims, lawsuits or liability, including reasonable attorneys' fees and costs arise from any wrongful or negligent act of both the **CONSULTANT** and the **CITY**, the **CITY** shall indemnify and hold the **CONSULTANT** harmless from only that portion of claims, causes of action, lawsuits, damages, judgments, liabilities, and litigation costs and expenses including attorneys' fees and costs, to the extent caused by the **CITY'S** or any subcontractor's wrongful or negligent acts occurring as a result from the **CITY'S** performance pursuant to this **AGREEMENT**.

7. INSURANCE:



- A. The **CONSULTANT** shall maintain in good standing the insurance described in this Section. Before rendering any services under this **AGREEMENT**, the **CONSULTANT** shall furnish the **CITY** with proof of insurance in accordance with this Section.

The **CONSULTANT** shall provide the following insurance:

1. Workers' compensation and employer's liability coverage as required by Montana law.
2. Commercial general liability, including contractual liability assumed under an insured agreement and personal injury coverage's -- \$750,000 per claim and \$1,500,000 per occurrence.
3. Automobile liability -- \$1,500,000 per accident.
4. Professional liability in the amount of \$1,500,000 per claim.

Each policy of insurance required by this Section shall provide for no less than 30 days' advance written notice to the **CITY** prior to cancellation.

The **CITY** shall be listed as an additional insured on all policies except Professional Liability and Worker's Compensation Policies.

CONSULTANT shall comply with the applicable requirements of the Workers' Compensation Act, Title 39, Chapter 71, MCA, and the Occupational Disease Act of Montana, Title 39, Chapter 71, MCA.

CONSULTANT shall maintain workers' compensation insurance coverage for all members and employees of **CONSULTANT's** business, except for those members who are exempted as independent contractors under the provisions of §39-71-401, MCA.

CONSULTANT shall furnish **CITY** with copies showing one of the following: **(1)** proof of registration as a registered contractor under Title 39, Chapter 9, MCA; **(2)** a binder for workers' compensation coverage by an insurer licensed and authorized to provide workers' compensation insurance in the State of Montana; or **(3)** proof of exemption from workers' compensation granted by law for independent contractors.

8. AGREEMENTS OF CONSULTANT: As an inducement to the execution of this **AGREEMENT** by the **CITY** and in consideration of the agreements to be performed by the **CITY**, the **CONSULTANT** agrees that:

- A. Qualifications



The **CONSULTANT** is qualified to perform the services to be furnished under this **AGREEMENT** and is permitted by law to perform such services, and all personnel engaged in the work shall be qualified and so permitted to do the work they perform.

B. Solicitation of Agreement

The **CONSULTANT** has not employed any person to solicit this **AGREEMENT** and has not made, and will not make, any payment or any agreement for the payment of any commission, percentage, brokerage, contingent fee, or other compensation in connection with the procurement of this **AGREEMENT**.

C. Facilities and Personnel

The **CONSULTANT** has and will continue to have proper facilities and personnel to perform the services and work agreed to be performed.

D. Subcontracting

None of the work or services covered by this **AGREEMENT** shall be subcontracted without the prior approval of the **CITY**.

E. Affidavits of Compliance

The **CONSULTANT** will, if requested by the **CITY**, furnish the **CITY** affidavits certifying compliance with the provisions of this Section.

9. **AGREEMENTS OF CITY:**

- A. To furnish all labor, materials, equipment, supplies, and incidentals necessary to conduct and complete the **CITY'S** portion of the project as designated in the scope of work.
- B. Name a Project Manager who shall be the liaison between the **CONSULTANT** and the **CITY**. For this project, the Project Manager for **CONSULTANT** designated is Erin Claunch, PE, PTOE and the Project Manager for the **CITY** designated is Elyse Monat.

10. **NONDISCRIMINATION:**

- A. **CONSULTANT** shall, in performance of work under this **AGREEMENT**, fully comply with all applicable federal, state, or local laws, rules,



regulations, and executive orders including but not limited to, the Montana Human Rights Act, the Equal Pay Act of 1963, the Civil Rights Act of 1964, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990, and Section 504 of the Rehabilitation Act of 1973.

CONSULTANT is the employer for the purpose of providing healthcare benefits and paying any applicable penalties, fees and taxes under the Patient Protection and Affordable Care Act [P.L. 111-148, 124 Stat. 119].

Any subletting or subcontracting by **CONSULTANT** subjects subcontractors to the same provisions. In accordance with 49-3-207, MCA, and Executive Order No. 04-2016. **CONSULTANT** agrees that the hiring of persons to perform this Contract will be made on the basis of merit and qualifications and there will be no discrimination based on race, color, sex, pregnancy, childbirth or medical conditions related to pregnancy or childbirth, political or religious affiliation or ideas, culture, creed, social origin or condition, genetic information, sexual orientation, gender identity or expression, national origin, ancestry, age, disability, military service or veteran status, or marital status by the persons performing this **AGREEMENT**.

- B. The **CONSULTANT** shall state, in all solicitations or advertisements for employees to work on jobs, that all qualified applicants will receive equal consideration for employment without regard to race, color, religion, national origin, ancestry, age, sex or marital status, or mental or physical impairment/disability.

The **CONSULTANT** and subcontractor shall abide by the requirements of 41 CFR 60-300.5(a) and 41 CFR 60-741.5(a), which prohibit discrimination against qualified protected veterans and/or qualified individuals on the basis of disability, and requires affirmative action by covered prime contractors and subcontractors to employ and advance in employment qualified protected veterans and individuals with disabilities.

The **CONSULTANT** and any **SUBCONSULTANT** shall abide by the requirements of 41 CFR 60-1.4, which states employees or applicants may not be discharged or in any other manner discriminated against because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation



conducted by the employer, or (c) consistent with the **CONSULTANT'S** legal duty to furnish information.

- C. The **CONSULTANT** shall comply with any and all reporting requirements that may apply to it that the **CITY** may establish by regulation.
 - D. The **CONSULTANT** shall comply with all applicable federal, state, and city laws concerning the prohibition of discrimination.
 - E. The **CONSULTANT** shall include the provisions of Subsections A through D of this Section in every subcontract or purchase order under this **AGREEMENT**, so as to be binding upon every such subcontractor or vendor of the **CONSULTANT** under this **AGREEMENT**.
 - F. The **CONSULTANT** agrees to post, in conspicuous places available to employees and applicants for employment, notices setting forth the provisions of this non-discrimination clause.
11. **PERMITS, LAWS, AND TAXES:** The **CONSULTANT** shall acquire and maintain in good standing all permits, licenses and other entitlements necessary to its performance under this **AGREEMENT**. All actions taken by the **CONSULTANT** under this **AGREEMENT** shall comply with all applicable statutes, ordinances, rules and regulations. The **CONSULTANT** shall pay all taxes pertaining to its performance under this **AGREEMENT**.
12. **NONWAIVER:** The failure of either party at any time to enforce a provision of this **AGREEMENT** shall in no way constitute a waiver of the provision, nor in any way affect the validity of this **AGREEMENT** or any part hereof, or the right of such party thereafter to enforce each and every provision hereof.
13. **CONFLICT OF INTEREST:** **CONSULTANT** shall exercise reasonable care and diligence to prevent any actions or conditions which could result in a conflict with **CITY'S** interest. During the term of this **AGREEMENT**, **CONSULTANT** shall not accept any employment or engage in any consulting work which creates a conflict of interest with **CITY** or in any way compromises the services to be performed under this **AGREEMENT**. **CONSULTANT** shall immediately notify **CITY** of any and all violations of this Section upon becoming aware of such violation.
14. **SUCCESSORS AND ASSIGNS:** This **AGREEMENT** and all of the covenants hereof shall inure to the benefit of and be binding upon the **CITY** and the **CONSULTANT** respectively and his partners, successors, assigns, and legal representatives. Neither the **CITY** nor the



CONSULTANT shall have the right to assign, transfer, or sublet his interest or obligations hereunder without written consent of the other party.

15. **CHANGES IN WORK:** Any change in the scope of **CONSULTANT'S** services as stated in this **AGREEMENT** for whatever reason, will be negotiated between the **CITY** and the **CONSULTANT** and an amendment to this **AGREEMENT** will be issued with the appropriate change of services and **AGREEMENT** fee noted.
16. **LEGAL RELATIONS:** The **CONSULTANT** shall comply with all Federal, State, and local laws and ordinances applicable to the work to be done.
17. **TERMINATION OF AGREEMENT:** The right is reserved by the **CITY** to terminate this **AGREEMENT** at any time upon not less than thirty (30) days written notice to the **CONSULTANT**.

In the event the **CITY** terminates this **AGREEMENT**, the **CONSULTANT** shall be paid for the amount of work performed or services rendered to date of termination per the **AGREEMENT** fee.
18. **ENDORSEMENTS:** The **CONSULTANT** shall furnish signatures, statements, or other suitable means to signify responsible endorsement of work on all reports furnished by him.
19. **OWNERSHIP OF DOCUMENTS:** All information relating to the project and prepared under the terms of this **AGREEMENT**, including reports, data, recommendations, exhibits, analyses, and plans shall be deemed the property of the **CITY**. Reproducibles of all notes, reports, and plans shall be made available at the **CITY'S** request.
20. **PUBLIC INFORMATION:** The **CONSULTANT** shall not issue any statements, releases, or information for public dissemination without prior written approval of the **CITY**. All materials related to this **AGREEMENT** and services provided are considered public records under Article II, Section 9 of the Montana Constitution and §§ 2-6-102 and 7-1-4144, MCA and may be distributed by written request pursuant to Montana's Constitutional Right to Know or Public Records Acts.
21. **PROPRIETARY RIGHTS:** If patentable discoveries or inventions should result from work required herein, all rights accruing from such discoveries or inventions shall be the property of the **CITY**.
22. **RECORDS:** The **CONSULTANT** shall maintain accounting records and other evidence pertaining to the cost incurred and to make the records available at all times during the **AGREEMENT** term and for three (3) years



from the date of final payment. Such accounting records and other evidence pertaining to the cost incurred will be made available for inspections authorized by the **CITY** and copies thereof shall be furnished if requested.

23. **ATTORNEY'S FEES AND COSTS:** That in the event it becomes necessary for either Party to this **AGREEMENT** to retain an attorney to enforce any of the terms or conditions of the **AGREEMENT** or to give any notice required herein, then the prevailing Party or the Party giving notice shall be entitled to reasonable attorney's fees and costs.
24. **LITIGATION LOCATION:** The parties agree that this **AGREEMENT** shall be governed in all respects by the laws of the state of Montana, and the parties expressly agree that venue shall be in the Montana Thirteenth Judicial District County for Yellowstone County and there shall be no other venue for resolution of disputes arising from the **AGREEMENT** or the performance of its terms.
25. **MODIFICATION AND AMENDMENTS:** That any amendment or modification of this **AGREEMENT** or any provisions herein shall be made in writing and executed in the same manner as this original document and shall after execution become a part of this **AGREEMENT**.



IN WITNESS WHEREOF, the parties hereto have executed this instrument the day and year first above written.

CITY OF BILLINGS, MONTANA

SANDERSON STEWART

**WILLIAM A. COLE,
MAYOR**

SIGNATURE

Michael Sanderson
PRINT NAME

APPROVED AS TO FORM:

President/CEO
PRINT TITLE

CITY ATTORNEY'S OFFICE

ATTEST:

DENISE BOHLMAN, CITY CLERK



EXHIBIT A-SCOPE OF WORK

SCOPE OF WORK FOR SAFE ROUTES TO SCHOOL PLAN – PHASE 2

PROJECT DESCRIPTION (FROM THE RFP)

This Plan will look at schools that have not been studied for SRTS before (with the exception of Lockwood Schools), including middle schools in Billings Public Schools (6), as well as Yellowstone County schools (5), and private schools (8) within the MPO Boundary. These schools are diverse in their needs and locations. Some are located within the urban core of Billings; others are located in the urban fringe. Some may have the majority of students traveling from relatively nearby and some may have students who live spread out across the Billings area.

Goals of the Plan:

- Evaluate current walking and biking conditions for students in the region
- Identify barriers or issues that might discourage students from walking or biking
- Recommend policy or programmatic changes that would encourage more students to walk or bike to school
- Develop a list of projects that can be built to improve walking and biking conditions for students and evaluate their impact
- Create walking route maps for all schools in the plan. Given the unique challenges of some of these schools, creative solutions like identifying remote drop off locations may be required.

The Schools identified are:

- Billings Public Schools Middle Schools:
 - Ben Steele
 - Castle Rock
 - Lewis & Clark
 - Medicine Crow
 - Riverside
 - Will James
- Yellowstone County Schools within the MPO Boundary
 - Blue Creek
 - Elysian
 - Independent
 - Lockwood (elementary and middle schools co-located on same campus)
 - Pioneer
- Private Schools
 - Billings Christian School



- Trailhead Christian School
- St. Francis Catholic School
- Trinity Lutheran School
- Mount Olive Lutheran
- Grace Montessori Academy
- New Day, Inc.
- Sunrise Montessori

If one or more of the above schools choose not to participate, they may be replaced by schools from this list:

- High schools
 - Career Center
 - Senior High
 - Skyview High
 - West High
- Pre-schools
 - Rimrock Learning Center
 - Shiloh Christian Academy

Professional services for this project are more specifically described below and on the following pages.

Phase I: Project Management and Coordination

- Task 1. General project management, including internal meetings and administrative tasks.
- Task 2. Meetings and correspondence with City of Billings staff on project-related items.
- Task 3. Weekly project status update e-mails will be sent to the City of Billings Project Manager (Elyse Monat) and any other recipients as directed by the City.
- Task 4. Attend six (6) Advisory Committee meetings, to be scheduled monthly. Prepare agendas and minutes.
- Task 5. Prepare engagement strategy plan that will guide the public engagement throughout the project. This document will be reviewed with the MPO staff and then finalized.
- Task 6. Public Engagement activities will be conducted throughout the project. Final activities will be determined in the engagement strategy plan and at a minimum will include:
- a. Online Survey and Map. Sanderson Stewart will provide an online map for the public to provide input on areas of concerns and recommendations. Additionally, a survey for each school population will be prepared.
 - b. Conduct one open house event per school to solicit input or feedback on the draft plan.
- Task 7. Coordinate with MPO staff to present a project update, approximately midway through the project, to the City of Billings City Council and the Yellowstone County Board of County



Commissioners.

- Task 8. Monthly project invoicing.
- Task 9. Internal project kickoff meeting.
- Task 10. QA/QC (all draft and final deliverables)

Phase I Deliverables:

- Weekly project status update e-mails; monthly project invoices
- Six (6) Advisory Committee meeting agendas and minutes
- Final Engagement Strategy

Phase 2: Preliminary Assessment

- Task 1. Contact each school to determine interest in participating in the plan.
- Task 2. Review relevant studies and previous planning efforts.
- Task 3. Conduct initial interviews with school staff at each school.
- Task 4. Conduct walking audit of each school. Walking audits will include the project team, school representatives, and MPO staff (as available). If deemed to be more appropriate for a particular school, drone footage will be collected instead of conducting a walking audit.
- Task 5. Check in meeting with City of Billings and Yellowstone County Engineering staff to discuss any issues or concerns known from previous interaction with schools and public.
- Task 6. Prepare baseline conditions report and summary of existing planning documents.

Phase 2 Deliverables:

- Baseline conditions report, identifying current conditions around each school, known issues and opportunities.

Phase 3: Data Collection

- Task 1. Develop maps for each site with relevant GIS information, such as, crosswalks, sidewalks, and traffic control elements.
- Task 2. Review and observe traffic patterns for pick up/drop off locations, as they pertain to bike and pedestrian traffic.
- Task 3. Coordinate with MPO to determine needs for traffic volumes and speeds. It is assumed that any traffic data collection will be performed by the MPO.

Phase 3 Deliverables:

- Prepare maps of each school site showing existing bike and pedestrian facilities, known barriers and



other information that will be used to assess biking and walking routes.

Phase 4: Planning Analysis

- Task 1. Develop a set of potential improvements and tools available to assist with the implementation of the Safe Routes to School Plan. These common solutions will be known as an “infrastructure toolbox”.
- Task 2. Identify areas of concern within one mile of each school and the type of concern (i.e. long crossing, speeding motor vehicles, etc.).
- Task 3. Identify potential solutions to improve pedestrian and bicycle traffic flow near all 19 schools, including specific interventions at each location and incorporating low-cost enhancements that can be implemented utilizing existing resources whenever possible.
- Task 4. Identify in-depth interventions, such as missing accessible curb ramps, sidewalks, etc., that should be provided for all streets immediately adjacent to schools.
- Task 5. Identify areas of public safety concern or perception along the school access routes. Evaluation will be completed using Crime Prevention Through Environmental Design (CPTED) principles, as well as public input via the survey and walking audits. Issues to be reviewed include lighting, neighborhood visibility of the SRTS corridors, landscape maintenance, boulevard trees for walkability, and other elements.

Phase 4 Deliverables:

- Infrastructure Toolbox draft for review with MPO staff and Advisory Committee List of proposed improvements for each school

Phase 5: SRTS Maps

- Task 1. Develop maps for each school showing recommended improvements and walking/biking routes within the 1-mile radius. The maps will include recommended routes to each school, recommended improvements and other important elements specific for each school.

Phase 5 Deliverables:

- SRTS Map for each school

Phase 6: Engineering Solutions

- Task 1. Refine list from Phase 4 of specific infrastructure improvements recommended for each school. This list will include items, such as, sidewalk improvements, crosswalks, traffic control improvements, and traffic calming improvements.
- Task 2. Develop planning-level cost estimates for improvements.
- Task 3. Complete a quality review by a licensed engineer to ensure that projects meet regulatory standards.
- Task 4. Check in meeting with City of Billings and Yellowstone County Engineering staff to review list of identified improvements. If necessary, a second review project list review will be conducted via email.



Phase 6 Deliverables:

- Planning-level cost estimates
- List of proposed engineering solutions for each school

Phase 7: Draft and Final Plan

Task 1. Create a draft Safe Routes to School Plan that includes the information collected throughout the process. The Plan will include a summary of each school. The summary will outline key findings from the walking audit, public engagement, and recommended improvements. Planning level cost estimates and engineering recommendations will also be provided. The draft Plan will also include recommendations related to the other 5 E's of Safe Routes to School: Engagement, Equity, Encouragement, Education and Evaluation.

Task 2. The first draft of the plan will be submitted to the MPO staff. Sanderson Stewart will incorporate any changes or edits and submit a revised plan.

Task 3. The Draft Plan and maps will be revised based on feedback from the MPO staff and Advisory Committee and a Final Draft will be issued for public review.

Phase 7 Deliverables:

- Draft Plan
- Revised Draft Plan
- Final Draft Plan

Phase 8: Final Approval

Task 1. Sanderson Stewart will prepare for and attend the following meetings during the plan adoption process:

- Technical Advisory Committee
- Yellowstone County Board of Planning
- Billings City Council
- Board of County Commissioners
- Policy Coordinating Committee

Task 2. Upon completion of the adoption process, an approved Plan will be prepared, and ten (10) copies delivered to the MPO. The submittal will include an electronic submittal of the document and an executive summary that can be easily adapted to a web-based version.

Phase 8 Deliverables:

- Presentation for each meeting
- Final Adopted Plan
- Final Plan – Ten (10) Full Color copies; Electronic submittal; Executive Summary



EXHIBIT B-PROJECT BUDGET

Project Budget

Sanderson Stewart proposes the following budget:

Project Tasks	Estimated Fees
1. Project Management & Coordination	\$16,150.00
2. Preliminary Assessment	\$20,750.00
3. Data Collection	\$5,850.00
4. Planning Analysis	\$13,250.00
5. SRTS Maps	\$17,150.00
6. Engineering Solutions	\$17,900.00
7. Presentation of Results	\$20,100.00
8. Final Approval	\$7,750.00
Total:	\$118,900

