

Attachment A – Amendment 1 Scope of Work

This Scope of Work describes additional services to be performed as Amendment 1 by Kimley-Horn and Associates, Inc. for the San Luis Port of Entry Impact Study. These services are to be performed in addition to the original contract Scope of Work, dated October 13, 2021.

TASK 1. PROJECT MANAGEMENT

- Conduct an in-person kick-off meeting with City staff in lieu of a virtual kick-off meeting.
- Present to the San Luis City Council at up to two key points during the study process in lieu of developing presentations for City staff to deliver.
- Present to the YMPO TAC in-person in lieu of a virtual presentation.
- Prepare for and provide updates on the San Luis Port of Entry Impact Study at up to eight (8) virtual meetings and two (2) in-person meetings of a Regional Technical Advisory Committee to be established.

Supplemental Deliverables:

- Presentation materials for Regional Technical Advisory Committee meetings and summary notes.

TASK 2. TRAFFIC DATA COLLECTION

- Collect four (4) volume and classification counts that duplicate YMPO count locations for which historical data is available, to compare data for a typical Friday, Saturday, and Monday at each location. Locations will be provided by YMPO.

Supplemental Deliverables:

- Raw count data sheets for YMPO duplicate segment classification counts.

TASK 4. VEHICULAR AND PEDESTRIAN INTERCEPT SURVEY

- Conduct the vehicular and pedestrian intercept survey for two additional days during the peak period (November through January) and over four days during the Spring off-peak period (April through May), noting mode of travel (vehicle, van/transit, pedestrian, bicycle). We will conduct the survey for up to eight (8) hours per day.

Supplemental Deliverables:

- Raw survey results for supplemental survey dates.
- Survey results summaries and graphics for supplemental survey dates.

TASK 6. PARKING ANALYSIS

Kimley-Horn will perform a parking study to identify potential actions the City can consider to manage parking in the downtown area. This task consists of three subtasks:

- **Establish Existing Demand.** Identify the number of vehicles that use publicly accessible on- and off-street parking spaces within the area bounded by San Luis Plaza Drive, Cesar Chavez Boulevard, 4th Avenue, and Urtuzuastegui Street; where they typically park; and at which times of day experience the highest parking demands.

- *Interviews.* The City will provide Kimley-Horn with contact information for up to five (5) major agricultural employers that run private shuttle operations in San Luis with whom we will engage. We will distribute an email inquiry to employers followed by telephone interviews, if necessary, to identify:
 - How many buses they run on a typical day to shuttle workers from downtown San Luis to agricultural fields.
 - Where they park their buses when they are not in use.
 - Where they currently pick up and drop off workers in downtown San Luis.
 - Where they believe workers are parking their private vehicles.
 - Responsiveness to potential circulation and parking recommendations, such as consolidated pick-up/drop-off areas for workers, remote parking locations, etc.
- *Drone Occupancy Data Collection.* We will collect and use drone footage to verify vehicle supply and occupancy throughout the study area. We will collect up to 12 hours of drone footage over the course of one day to capture the arrival of vehicles and then every 1.5 to two hours throughout the day. We will then use a counter tool to quantify changes in occupancy by time of day.
- **Parking Management Strategies.** Based on the data collected, our team will identify parking management strategies that will help mitigate parking demands and encourage compliance with parking regulations. These strategies may include, but are not limited to the following:
 - Centralized, shared parking opportunities and strategies for successful implementation.
 - Suggested optimal locations for centralized, shared parking.
 - Enforcement strategies.
 - Wayfinding and messaging.
 - Opportunities and challenges with investing in structured parking.
 - Financial implications/feasibility of the strategies will be evaluated.
- **Implementation.** Kimley-Horn will develop an implementation matrix that will help the City determine the appropriate implementation timing for each strategy. The matrix will include the strategy, implementation timeframe, responsible party(ies), and metrics for continued monitoring once the strategy has been implemented.

Supplemental Deliverables:

- Parking occupancy count data.
- Agricultural employer interview summaries.
- Draft and final parking management strategies.
- Parking implementation matrix.

TASK 7. FINAL REPORT

- Incorporate additional elements for Tasks 1-6 into the Final Report document.

FEE AND EXPENSES

Kimley-Horn will perform the additional services in Tasks 1 - 7 on a labor fee plus expense basis with the maximum labor fee shown below.

Task 1 Project Management	\$16,870
Task 2 Traffic Data Collection	\$2,580
Task 3 Origin/Destination Analysis	\$0
Task 4 Vehicular and Pedestrian Intercept Survey	\$13,490
Task 5 Circulation Analysis	\$0
Task 6 Parking Analysis	\$27,235
Task 7 Final Report	\$3,700
Maximum Amendment 1 Labor Fee	\$63,875
<u>Original Contract Amount Labor Fee</u>	<u>\$144,730</u>
<i>Maximum Total Labor Fee (Original + Amendment 1)</i>	<i>\$208,605</i>

Kimley-Horn will not exceed the total maximum labor fee shown without authorization from the Client. Individual task amounts are provided for budgeting purposes only. Kimley-Horn reserves the right to reallocate amounts among tasks as necessary.

Labor fee will be billed on an hourly basis according to our then-current rates. As to these tasks, direct reimbursable expenses such as express delivery services, fees, air travel, and other direct expenses will be billed at 1.15 times cost. A percentage of labor fee will be added to each invoice to cover certain other expenses as to these tasks such as telecommunications, in-house reproduction, postage, supplies, project related computer time, and local mileage. Administrative time related to the project may be billed hourly. All permitting, application, and similar project fees will be paid directly by the Client. Should the Client request Kimley-Horn to advance any such project fees on the Client's behalf, a separate invoice for such fees, with a fifteen percent (15%) markup, will be immediately issued to and paid by the Client.

Payment will be due within 25 days of your receipt of the invoice and should include the invoice number and Kimley-Horn project number.

