

City of La Crosse
Transportation Engineering and Planning Services

Planning and Design Support

Scope of Work

March 10, 2015

Introduction

The preparation of this Scope of Work and Fee Proposal was requested of Toole Design Group, LLC (TDG) by The City of La Crosse. This Scope of Work includes providing ongoing planning, engineering and peer review support as requested by the City.

The TDG Team consists of the following consultants:

- **Toole Design Group, LLC (TDG)** – Project management, streetscape and landscape design.

The following tasks describe the type of services that can be provided by TDG.

Project Management

This work would include participation in task kickoff meetings to identify project expectations, conducting on-going coordination with the City, and stakeholders; and preparing monthly invoices and progress reports describing task accomplishments, status of deliverables and expected upcoming activities.

Public Outreach

This work would include participation in, or management of public outreach efforts. Work typically includes developing public outreach programs; facilitating and participating in public meetings and workshops; developing presentations, handouts and graphic displays; developing on-line outreach tools; maintaining mailing lists, etc.

Data Collection and Site Visits

This work would include collecting available pertinent project data and base materials, and conducting site visits to verify the base information, existing infrastructure, and observe multi-modal transportation conditions.

Planning Review and Planning Services

This work would include performing reviews of existing and in-progress planning studies by others, as well as developing new planning studies that may include items such as:

- Traffic analyses
- Safety analyses
- Multi-modal level of service analyses
- Best practice reviews
- Policy review and recommendations
- Alternatives analysis
- Approval and implementation planning

Design Review and Design Services

This work would include performing reviews of transportation or site designs by others, and developing conceptual and/or final design drawings and documentations. Multi-modal improvement designs may include, but not be limited to the following features/considerations:

- Crosswalk locations
- Crosswalk striping and signing
- Potential crossing signalization
- Optimized pedestrian signal timing, accessible pedestrian signals, leading pedestrian intervals, rightturn-on-red restrictions
- Curb ramp location and ADA compliance
- Curb extensions, median refuge and tightening intersection geometry to improve sight distance, limit exposure and calm vehicular traffic
- Repairing damaged sidewalks or completing missing links
- Appropriate sidewalk widths
- Improving aesthetics and comfort (landscaping, hardscaping, lighting)
- Presence of buffers between sidewalks and streets
- Access management to limit exposure at entrances
- Traffic calming
- Bicycle facilities (shared-use path or on-road)
- Route and wayfinding signage
- Transitions between various types of bike facilities
- Bicycle Parking

Design work would typically include providing comments on designs by others, developing drawings, construction cost estimate, and a technical memoranda describing design considerations.

Schedule

Services will be performed on an “as needed” basis to the limit of the fee shown in the above resolution.