

Contract for Professional Services Between:City of Smithville, MO  
("Client") and Toole Design Group, LLC ("TDG")

2. Project Information:

TDG Budget: \$99,433.00

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1. Project Overview:

Project Name: Smithville, MO Transportation  
Master Plan

TDG Project Number: A0144

Client Project Number: 21-03

Client/Owner Name: City of Smithville, MO  
("Client")

Contract Effective Date: March 2, 2021

Term of Agreement: March 2, 2021-  
January 31, 2022

Project Location: Smithville, Missouri

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3. TDG Project Manager and Local Contact  
Information:

PM Name: Tammy Sufi

Email: [tsufi@tooledesign.com](mailto:tsufi@tooledesign.com)

Phone: (301) 927-1900 x164

4. Client Project Manager and Local Contact  
Information:

Client Organization: City of Smithville, MO  
("Client")

Client Project Manager: Charles Soules

Email: [csoules@smithvillemo.org](mailto:csoules@smithvillemo.org)

Phone: (816) 532-3897

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5. TDG Main Office Contact Information:

Admin/Finance Address:

8484 Georgia Ave, Suite 800,

Silver Spring, MD 20910

Phone: 301-927-1900

Contracts:

[Contracts@tooledesign.com](mailto:Contracts@tooledesign.com)

Invoices: Accounts Receivable

[accounts.receivable@tooledesign.com](mailto:accounts.receivable@tooledesign.com)

& CC TDG Project Manager

6. Terms and Conditions:

Except to the extent modified by Amendments  
(if applicable), Terms and Conditions attached  
incorporated here shall apply.

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Exhibits/Attachments:

- Terms and Conditions
- Scope of Work
- Detailed Budget and Fees

**AGREEMENT BETWEEN  
The City of Smithville, MO  
And  
TOOLE DESIGN GROUP, LLC  
TDG# A0144**

This Agreement is made as of \_\_\_\_\_ between Toole Design Group, LLC (“TDG”) having its principal office of business at 8484 Georgia Avenue, Suite 800, Silver Spring, MD 20910, and the City of Smithville, MO (“Client”), (collectively the “Parties”) having its principal office of business at 107 W Main Street, Smithville, MO 64089. TDG’s project number shall be as follows: A0144.

AGREEMENT

TDG and Client agree as follows:

1. This Agreement does not establish a joint-venture, partnership or principal-agent relationship between TDG and Client.
2. The scope of this Agreement (the “Project” or “Services”) and time period of performance are as follows:

*Per Attachment A*

3. Client shall compensate TDG by paying a lump sum fee with a budget amount of \$99,433.00. A more detailed description of the compensation for the Services may be found in *Attachment B*.
4. TDG shall submit invoices (no more frequently than once per month) billing the client based on percentage of work completed during that time period and the Client shall pay TDG within ten (10) business days after receipt of said invoices.
5. This Agreement shall automatically terminate on January 31, 2022\_. Before this official date of termination, the obligation to provide further services under this Agreement may be terminated by either party upon five (5) business days’ written notice in the event of substantial failure by the other party to perform in accordance with the terms hereof through no fault of the terminating party. Upon any termination, TDG will be paid for all services completed to the date of termination.
6. Client shall arrange for access to and make all provisions for TDG to enter upon public and private property as required for TDG to perform the Services.
7. Client shall give written notice to TDG whenever Client becomes aware of any development that affects the scope or timing of TDG’s Services.

8. Financial records of TDG pertinent to TDG's compensation and payments under this Agreement will be kept in accordance with generally accepted accounting practices.
9. TDG shall maintain all records (including electronic records) in regard to this Agreement readily available and in legible form. TDG shall maintain all books, papers, records, accounting records, files, accounts, reports, cost proposals with backup data, and all other material relating to direct costs charged to this Project, and shall make all such material available at any reasonable time during the term of work on the Project and for three (3) years from the date of final payment to TDG auditing, inspection, and copying upon Client's request.
10. Any official notice or other communication required hereunder shall be sent by certified mail (return receipt requested), and/or other methods as mutually agreed upon, and shall be deemed given on the date which such notice is received.

To TDG at:                    TOOLE DESIGN GROUP, LLC  
8484 Georgia Avenue, Suite 800  
Silver Spring, MD 20910

To the City of Smithville, MO at:    Charles Soules  
Public Works Director  
City of Smithville  
107 W Main Street,  
Smithville, MO 64089

11. TDG has or shall procure and maintain insurance for protection from 1) claims under workers' compensation acts, 2) from claims for damages because of bodily injury including personal injury, sickness, disease or death of any and all employees or of any person other than such employees, and 3) from claims or damages resulting from damage to, loss of use of, and/or destruction of property.  
TDG shall also procure and maintain professional liability insurance for protection from claims arising out of performance of professional services caused by its negligent acts, errors, or omissions. TDG shall maintain this insurance at least until the completion of TDG's services.
12. TDG and its subrogees shall hold harmless and indemnify the Client, their directors, officers, employees, representatives and agents against any damage, injury, liability, and reasonable cost and expense, but only to the extent they arise out of any negligent acts or omissions, willful acts or omissions, and/or material breach of contract of TDG, its agents, servants, and employees or lower tiered contractors in the performance of this Agreement.
13. Client and its subrogees shall hold harmless and indemnify TDG, their directors, officers, employees, representatives and agents against any damage, injury, liability, and reasonable cost and expense, but only to the extent they arise out of any negligent

acts or omissions, willful acts or omissions, and/or material breach of contract of Client, its agents, servants, employees or lower tiered contractors in the performance of this Agreement.

14. All original design calculations, field notes, quantity calculations, logos, maps, photographs, written reports, necessary project specific provisions, and other material including drawings prepared under this agreement (“Data”), and without regard to the media in which the Data was developed, shall be the property of the Client and TDG. Client shall make available to TDG drawings, specifications, schedules and other information and data which are pertinent to TDG’s Services. These aforementioned non-public documents, information, and data shall remain the property of the Client and/or of another party if required.
15. Any dispute resolution process will be governed by the procedures outlined in this Agreement. Any disputes relating to this Agreement shall be submitted to a senior representative of each Party who shall have the authority to enter into an agreement to resolve the dispute (“Representative”). The Representatives shall not have been directly involved in the performance of the Services and shall negotiate in good faith. If the Representatives are unable to resolve the dispute within three weeks or within such longer time period as the representatives may agree, the dispute may be decided by alternative forms of dispute resolution (such as neutral mediation) as mutually agreed or either Party may then pursue its respective rights in law or equity. No written or verbal representation made by either Party in the course of any discussions between the Representatives or other settlement negotiations shall be deemed to be a party admission.
16. This Agreement shall be governed by and constructed and enforced in accordance with the laws of the State of Missouri.
17. If any legal proceedings should be instituted by either party to enforce the terms of this Agreement or to determine the rights of the parties hereto, each party shall pay for their own attorney’s fees, expert witness fees, and costs.
18. Force majeure shall be any acts of God or the public enemy; compliance with any order, rule, regulation, decree, or request of any governmental authority or agency or person purporting to act therefore; acts of war, public disorder, rebellion, terrorism, or sabotage; floods, hurricanes, or other storms; strikes or labor disputes; or any other cause, whether or not of the class or kind specifically named or referred to herein, not within the reasonable control of the Party affected. A delay in or failure of performance of either Party shall not constitute a default hereunder nor be the basis for, or give rise to, any claim for damages, if and to the extent such delay or failure is caused by force majeure.
19. Client and TDG shall not be liable to each other for indirect, incidental, special, economic consequential, or punitive damages of any kind (including, but not limited to lost profits and operation costs).

- 20. All representations, indemnifications, warranties and guarantees made in, required by or given in accordance with the Agreement, as well as all continuing obligations indicated in the Agreement, will survive final payment, termination or completion of the Project and/or Agreement.
- 21. In the event that any term or condition of this Agreement is held to be illegal, invalid, or unenforceable under the Law, such term or condition shall be deemed severed from this Agreement and the remaining terms and conditions shall remain unaffected and thereby continue in full force.
- 22. This Agreement represents the entire integrated agreement between TDG and Client and supersedes and replaces all of the terms and conditions of any prior agreements, arrangements, negotiations, or representations, written or oral, which have not been specifically incorporated by reference herein with respect to this Agreement. This Agreement may be changed, modified or altered only by written agreement of the parties.

IN WITNESS WHEREOF, the Parties hereto have made, executed and agreed to this Agreement as the day and year first above written:

TOOLE DESIGN GROUP, LLC

THE CITY OF SMITHVILLE, MO

By:  \_\_\_\_\_

By: \_\_\_\_\_

Name: RJ Eldridge

Name: \_\_\_\_\_

Title: Executive Vice President

Title: \_\_\_\_\_

# **Exhibit A – Scope of Services**

## **SMITHVILLE TRANSPORTATION MASTER PLAN**

### **SCOPE OF WORK**

**2-22-2021**

#### **TASK 0: KICKOFF AND PROJECT MANAGEMENT**

The Toole Design Team will prepare for, participate in, and document a kickoff meeting with the City's Project Manager and other identified City staff at the beginning of the project. The purpose of this meeting will be to review the project's scope and schedule, to clearly identify the project expectations, and to fine-tune the public engagement plan for the project. We will also establish a schedule for regular project check-in meetings.

#### **TASK 0 DELIVERABLES**

- Kickoff meeting agenda and summary notes
- Bi-weekly check-in calls/meetings and notes
- Monthly progress reports and invoicing

#### **TASK 1: COMMUNITY ENGAGEMENT**

Toole Design Team member, Future iQ led significant community engagement as part of the development of the Strategic Plan and the Comprehensive Plan and is continuing engagement as part of their work on the Parks and Recreation Master Plan. Our team will build on these efforts and will seamlessly transition previous online platforms and leverage Future iQ's prior community knowledge to efficiently engage the public in this effort. We will work closely with the City to develop a more detailed public engagement plan early in the project. For budget planning, our engagement approach assumes the following four key components:

- A small stakeholder working group comprised of City staff and other stakeholders. This group will meet three to four times throughout the course of the project to provide ongoing direction and feedback to our team.
- An online survey (approximately 10 questions) to identify transportation issues, concerns, ideas, and priorities. This will be available through a project web portal similar to that used for the Comprehensive Plan and will also include a brief, 5 min pre-recorded project overview presentation that community members can view at their leisure.
- Two "pop-up" engagement opportunities to reach a broader audience that may not typically attend public meetings. We will take the meeting to the people and set up a booth at Price Chopper on Highway 169 or somewhere along Main Street where we chat briefly with community members about the project and gathered their feedback. We will hold one pop-up at the beginning of the project and one later in the project to share draft recommendations.
- A project webpage modeled after the Comp Plan and Trails Plan webpages. We will update this page approximately four times over the course of the project and provide content for social media postings to the extent the budget allows.

Given COVID-19 safety precautions, our team has become very adept at conducting highly-interactive and well-attended virtual meetings through a variety of platforms including Zoom and Miro with whiteboard/post-it and other interactive functions. We also see an opportunity as part of this project to potentially take advantage of spring weather to hold a safe, outdoor “pop-up” event to reach a broader audience.

**TASK 1 DELIVERABLES**

- Public Engagement Plan (1-2 pages)
- Stakeholder Working Group Meetings (up to four)
- Online survey and online overview presentation (1)
- Public Meetings or Pop-ups (2)
- Website layout, 4 updates, social media postings
- Summary of Engagement

**TASK 2: BASE MAPPING AND TRAFFIC FORECASTING**

**TASK 2A: BASE MAPPING**

Building off of existing city maps and maps developed for the Comprehensive Plan or Parks and Recreation Master Plan, our team will develop a series of base maps for use throughout the project for our analysis of existing and future conditions and to show future recommendations and connectivity. Our budget assumes that any GIS data available for the city will be provided by Smithville or the Mid-America Regional Council.

**TASK 2B: TRAFFIC FORECASTING**

Wilson & Company will lead this task to provide near-, mid- and long-term traffic forecasts based on the projections of anticipated growth in the Comprehensive Plan. These traffic forecast scenarios will be provided in a series of maps and tables and will utilize MARC’s traffic data forecasts and growth scenarios from the comprehensive plan.

**TASK 2 DELIVERABLES**

- Base maps
- Traffic forecast tables and maps

**TASK 3: EXISTING CONDITIONS ASSESSMENT/COMPLETE STREETS POLICY**

During Task 3, we will conduct an assessment of existing conditions focusing on the subtask areas identified below.

**TASK 3A: FUNCTIONAL CLASS, CROSS-SECTIONS AND CONTEXT SENSITIVITY**

During this subtask, our team will begin to view streets through the traditional functional classification hierarchy that is relevant for regional funding designations through MARC and MoDOT. (Most Smithville streets would likely be designated as arterials, major collectors, or local streets under this hierarchy.) While the traditional functional classification hierarchy designations are useful for funding purposes, they often do not provide the necessary design flexibility to ensure that a

given roadway is designed appropriately for the adjacent land uses and multimodal needs which may vary along a corridor such as when an arterial shifts from a rural setting to a more commercial “town” setting. In our experience, we have found this need for context-sensitivity and flexibility can be best addressed by creating a “street type” overlay to the functional classification system. The street type overlays relate directly to the streets land use and desired development patterns and fit within a complete street context that considers the needs of all users as part of the street design.

**TASK 3B: COMPLETE STREETS POLICY DEVELOPMENT**

Complete Streets policies typically incorporate multiple elements, but at their most basic level Complete Streets are about balancing safety and convenience for all users of the transportation system. As part of this task, we will work with City staff and stakeholders to develop a complete streets policy statement that highlights Smithville’s commitment to the design and operation of streets that prioritize safety, comfort and access to destinations for users of all modes. This Complete Streets policy will address the key criteria set by the National Complete Streets Coalition.

This policy statement will additionally be supported by the creation of a street type overlay system as described above in Task 3A to guide future street design that responds to desired land uses and contributes to placemaking. These steps will help ensure that streets are not overbuilt (too wide in anticipation of future vehicular volumes) and instead are right-sized for the anticipated land use. This approach will place emphasis on the community values of walkability and multimodalism that have already been established in the recent planning efforts.

**TASK 3C: CONNECTIVITY ASSESSMENT**

Also under Task 3, our team will assess any gaps in connectivity for walking, driving, and bicycling based on existing and projected land use and development. This task will be closely coordinated with Future iQ’s work on the Parks and Recreation Master Plan and will emphasize connectivity to schools, neighborhoods, recreation facilities, and commercial areas.

**TASK 3 DELIVERABLES**

- Preliminary Functional Class Designations
- Preliminary Street Types
- Complete Street Policy
- Gap Analysis

**TASK 4: DRAFT RECOMMENDATIONS AND MAPS**

During this task we will develop recommendations and maps to address the findings of Task 3 to strengthen the Complete Streets Policy and to meet the needs and priorities identified in Task 1: Community Engagement.

**TASK 4A: FUNCTIONAL CLASSIFICATION DESIGNATION AND STREET TYPE OVERLAY**

Building on the preliminary functional classification assignments and street type overlays developed in Task 3, our team will develop maps that depict the functional classification and street type overlays for all Smithville roadways.

#### **TASK 4B: ROADWAY ALIGNMENT RECOMMENDATIONS**

Under this task, we will create maps of recommendations for any new or realigned roadways that accounts for floodplains, steep slopes, existing facilities, and reduces the impact of grade differences.

#### **TASK 4C: MULTIMODAL CONNECTIVITY**

Based on our assessment of existing conditions in Task 3, we will make recommendations for any new roadways, pedestrian facilities, or bike facilities to improve connections, safety, and connectivity. Our team's work will be closely coordinated with the work Futures iQ is leading as part of the Parks and Recreation Master Plan to make connections between trail and recreational facilities by providing on-street connections as needed.

#### **TASK 4D: SAFE ROUTES TO SCHOOL CORRIDORS**

Our team will identify the key corridors connecting schools and neighborhoods and will identify streets where sidewalks and bike facilities should be prioritized to provide better school access. In addition, we will explore opportunities to provide walking and bicycling access to schools that may not follow a roadway such as a short, paved connection from a neighborhood to the back of a school property where no roadway connections are present or needed. We will coordinate these efforts with the school district and the individual schools.

#### **TASK 4E: COMPLETE STREETS DESIGN GUIDELINES**

We recommend developing and adopting Complete Street Design Guidelines to further strengthen the ability of the city to implement the Complete Streets Policy and use the Street Type Overlay map to ensure street design that is flexible enough to respond to desired land uses and accommodates the needs of multimodal transportation users. These guidelines can provide design criteria for various street elements such as target speeds, number of lanes and lane widths for the newly designated street types; preferred width for sidewalk zone; intersection and crossing design, wayfinding and sign placement, etc. These guidelines will also provide the city with a place to catalog standard details for things such as roadway and sidewalk materials, base thickness, and other elements that relate to the longevity and future maintenance costs of the roadway. To be efficient with budget, these guidelines will utilize Toole Design's extensive graphics library and other resources that will allow us to develop such guidelines at a reasonable cost. This will be a stand-alone document with discussion of lane width, desired number of lanes, and design speed for 4-5 street types as part of street type overlay, It will also include guidance for up to 10 key design elements and pull in pavement details and other key resources from other existing sources provided by client.)

#### **TASK 4 DELIVERABLES**

- Functional Classification Maps
- Street Types and Street Type Overlay Maps
- Roadway Alignments
- Connectivity Map showing additional roadways, walkways and bikeways
- Complete Street Design Guidelines

## TASK 5: ACCESS MANAGEMENT GUIDELINES

Access Management refers to several techniques used to limit and consolidate vehicle access points to a given street. These techniques have been shown to benefit bicyclists and pedestrians and improve roadway operations for all modes by improving traffic flow and redirecting drivers to intersections with appropriate traffic control devices. Access Management strategies include driveway consolidation and size restrictions, limiting turning movements, installation of medians, and increasing parcel connectivity with service roads or other internal connections. The Toole Design Team has extensive experience developing Access Management Guidelines and will tailor such guidelines to fit the needs of Smithville as part of this task.

### TASK 5 DELIVERABLES

- Access Management Guidelines Policy (or chapter to incorporate in the Complete Streets Design Guidelines)

## TASK 6: IMPACT STUDY REQUIREMENTS

Impact studies can serve as an important way to evaluate a new development's impact on the transportation system and to assess how a developer may need to offset these effects through impact fees or requirements to provide additional infrastructure. As part of this task, the Toole Design Team will work closely with the city to understand what if any impact study requirements currently exist and to update or create new requirements based on best practices. The recommended policy and requirements will consider the need to address impacts for all transportation modes, not just vehicular needs.

### TASK 6 DELIVERABLES

- Impact Study Policy

## TASK 7: IMPLEMENTATION PLAN (PRIORITIZED PROJECTS AND FUNDING OPTIONS)

This task will build on our understanding of city's priorities, vision, and goals; stakeholder and community input collected in Task 1 and the understanding of City resources we will develop in this task. We understand that the city will not be able to implement all recommendations at once. We will work with City staff and the stakeholder working group to develop prioritization criteria rooted in the values expressed by the project vision and goals. Criteria may include such items as providing connections to schools and commercial areas, improving safety, demand, cost, and other items established as important throughout the planning process. These will be used to rank projects.

This task will identify potential funding sources, including regional funding available through MARC and MoDOT and private funding opportunities.

### TASK 7 DELIVERABLES

- Technical memorandum summarizing:
  - Prioritization criteria and ranking
  - Potential funding sources

## TASK 8: EVALUATION, MONITORING, AND PLAN UPDATES

We will establish performance metrics so City staff can track progress over time. In order to be useful, metrics must use data that can be easily collected by staff. We will also provide a framework for data tracking so it is clear what and when data should be collected. Performance metrics may include both process- and outcome-oriented metrics (e.g., miles of roadway/walkway/bikeway constructed vs. increase in walking/biking).

### TASK 8 DELIVERABLES

- Technical memorandum identifying performance metrics and tools for City staff to track data

## TASK 9: DRAFT AND FINAL PLAN DOCUMENTS

For all prior tasks, memorandums will be written to be easily adapted into the final plan document. The final plan should be concise and compelling to the general public and detail the vision, goals, process, recommendations, maps, and other tools.

Toole Design will create a plan outline for the stakeholder working group to review and our team will revise it before drafting the plan. This process prevents unnecessary issues and rounds of revision.

The draft plan will be designed and written for the general public. We will track comments from staff and stakeholder working group and identify proposed responses for their review before making edits. This system is efficient for incorporating edits. We will conduct one round of edits to the draft document based on these comments.

We will present the revised plan to the Board of Alderman for final approval and adoption.

### TASK 9 DELIVERABLES

- Plan outline
- Draft plan document
- Comment tracking spreadsheet
- Revised plan document
- Presentation materials for and attendance at Board Alderman meeting

## **Exhibit B – Fee Schedule**

Toole Design  
 Budget 02\_12\_2021 Smithville  
 Transportation Master Plan

	Toole					Wilson				Future iQ		Total	Assumptions
	Staff	Ciara Schlichting	Tammy Sufi	Shaun Murphy Lopez	Planner1/ GIS/Data Analyst	Jim Townsend	Drew Pearson	Rebeca Quiroz	Amy Moran	David Buerle	Heather Branigin		
<b>Rate</b>	\$ 227	\$ 142	\$ 128	\$ 176	\$ 95	\$ 230	\$ 90	\$ 70	\$ 210	\$ 150	\$ 80		
<b>Task 0 Project Management</b>													
0a Ongoing Mgmt/Bi-weekly Check-ins	2	48				4				8	8	70	bi weekly check-ins ongoing PM
<b>Total Hours</b>	<b>2</b>	<b>48</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>8</b>	<b>8</b>	<b>70</b>	
<b>Total Fee</b>	<b>\$ 454</b>	<b>\$ 6,816</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 920</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,200</b>	<b>\$ 640</b>	<b>\$ 10,030</b>	
<b>Task 1 Community Engagement</b>													
1a Staff Updates (3-4)	1	10		4	6	2	3	3		2	2	33	
1b Board Meetings (2-3)		6			6	2	3			2	2	21	
1c Online Overview Presentation / Online Survey		2			8	1	1			20	15	47	Approx 5 min pre-recorded pres overview, approx 10 ques survey
1d Pop-Ups (2)		15			6		8					29	2 half-day pop-ups and planning
1e Website/Social Media Postings		4			2					20	15	41	website layout, 4 updates, media postings
<b>Total Hours</b>	<b>1</b>	<b>37</b>	<b>0</b>	<b>4</b>	<b>28</b>	<b>5</b>	<b>15</b>	<b>3</b>	<b>0</b>	<b>44</b>	<b>34</b>	<b>171</b>	
<b>Total Fee</b>	<b>\$ 227</b>	<b>\$ 5,254</b>	<b>\$ -</b>	<b>\$ 704</b>	<b>\$ 2,660</b>	<b>\$ 1,150</b>	<b>\$ 1,350</b>	<b>\$ 210</b>	<b>\$ -</b>	<b>\$ 6,600</b>	<b>\$ 2,720</b>	<b>\$ 20,875</b>	
<b>Task 2 Base Mapping and Traffic Forecasting</b>													
2a Base Mapping					15							15	creating/formatting basemaps based on MARC forecasts and growth scenarios
2b Traffic Forecasting		2		2	4	1	16		8	1		34	
<b>Total Hours</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>2</b>	<b>19</b>	<b>1</b>	<b>16</b>	<b>0</b>	<b>8</b>	<b>1</b>	<b>0</b>	<b>49</b>	
<b>Total Fee</b>	<b>\$ -</b>	<b>\$ 284</b>	<b>\$ -</b>	<b>\$ 352</b>	<b>\$ 1,805</b>	<b>\$ 230</b>	<b>\$ 1,440</b>	<b>\$ -</b>	<b>\$ 1,680</b>	<b>\$ 150</b>	<b>\$ -</b>	<b>\$ 5,941</b>	
<b>Task 3 Existing Conditions/Complete Streets Policy</b>													
3a Functional Class Assessment/Street Types	1	4	6	2	6	1	12	8				40	review and adjust FC as needed, develop street types, integrated with mapping in Task 4.
3b Complete Streets Policy		2			4							6	draft/final written policy
3c Connectivity Assessment/Gap Analysis		2			20	1	8			2	2	35	
<b>Total Hours</b>	<b>1</b>	<b>8</b>	<b>6</b>	<b>2</b>	<b>30</b>	<b>2</b>	<b>20</b>	<b>8</b>	<b>0</b>	<b>2</b>	<b>2</b>	<b>81</b>	
<b>Total Fee</b>	<b>\$ 227</b>	<b>\$ 1,136</b>	<b>\$ 768</b>	<b>\$ 352</b>	<b>\$ 2,850</b>	<b>\$ 460</b>	<b>\$ 1,800</b>	<b>\$ 560</b>	<b>\$ -</b>	<b>\$ 300</b>	<b>\$ 160</b>	<b>\$ 8,613</b>	
<b>Task 4 Draft Recommendations and Maps</b>													
4a Functional Class/Street Type Maps		2		1	20	1	12	16		2	2	56	updated FC/Street Type Maps
4b Roadway Alignment Recommendations		2		6	10	1	4	8		2	2	35	
4c Multimodal Connectivity Maps (New Facility Recs)		6	12		30	1	6	6		2	2	65	
4d Safe Routes Corridor Maps		2			10							12	

Toole Design  
 Budget 02\_12\_2021 Smithville  
 Transportation Master Plan

	Toole					Wilson				Future iQ		Total	Assumptions
	Staff	Ciara Schlichting	Tammy Sufi	Shaun Murphy Lopez	KC Atkins	Planner1/ GIS/Data Analyst	Jim Townsend	Drew Pearson	Rebeca Quiroz	Amy Moran	David Buerle		
Rate	\$ 227	\$ 142	\$ 128	\$ 176	\$ 95	\$ 230	\$ 90	\$ 70	\$ 210	\$ 150	\$ 80		
4e Complete Streets Design Guidelines	1	18	20	10	40	1	1					91	Stand alone doc w/discussion of lane width, # lanes, design speed for 4-5 street types on part of street type overlay, guidance for up to 10 key design elements, pull in pavement details etc from other existing sources provided by client)
Total Hours	1	30	32	17	110	4	23	30	0	6	6	259	
Total Fee	\$ 227	\$ 4,260	\$ 4,096	\$ 2,992	\$ 10,450	\$ 920	\$ 2,070	\$ 2,100	\$ -	\$ 900	\$ 480	\$ 28,495	
<b>Task 5 Access Management Guidelines</b>													
5a Access Mgmt Memo		2		4		2	28					36	
Total Hours	0	2	0	4	0	2	28	0	0	0	0	36	
Total Fee	\$ -	\$ 284	\$ -	\$ 704	\$ -	\$ 460	\$ 2,520	\$ -	\$ -	\$ -	\$ -	\$ 3,968	
<b>Task 6 Impact Study Requirements</b>													
6a Impact Study Memo		2		2		1	8		1			14	
Total Hours	0	2	0	2	0	1	8	0	1	0	0	14	
Total Fee	\$ -	\$ 284	\$ -	\$ 352	\$ -	\$ 230	\$ 720	\$ -	\$ 210	\$ -	\$ -	\$ 1,796	
<b>Task 7 Implementation Plan</b>													
7a Prioritization Criteria and Ranking	2	6		2	16					2	2	30	
7b Funding		2	12	2	2	4						22	
Total Hours	2	8	12	4	18	4	0	0	0	2	2	52	
Total Fee	\$ 454	\$ 1,136	\$ 1,536	\$ 704	\$ 1,710	\$ 920	\$ -	\$ -	\$ -	\$ 300	\$ 160	\$ 6,920	
<b>Task 8 Evaluation/Monitoring/Updates</b>													
8a Performance Metrics Memo	1	2	8									11	
Total Hours	1	2	8	0	0	0	0	0	0	0	0	11	
Total Fee	\$ 227	\$ 284	\$ 1,024	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,535	
<b>Task 9 Draft/Final Plan</b>													
9a Plan Outline		2			2							4	
9b Draft Plan	2	8		2	20		6			6	3	47	
9c Revised Plan		4			20		1					25	Assumes 1 round of revisions based on compiled comments
9d Final presentation to Board of Alderman	0	2		2	6	1	1			1	1	14	
Total Hours	2	16	0	4	48	1	8	0	0	7	4	90	
Total Fee	\$ 454	\$ 2,272	\$ -	\$ 704	\$ 4,560	\$ 230	\$ 720	\$ -	\$ -	\$ 1,050	\$ 320	\$ 10,310	
Total Hours	10	155	58	39	253	24	118	41	9	70	56	833	
Total Labor	\$ 2,270	\$ 22,010	\$ 7,424	\$ 6,864	\$ 24,035	\$ 5,520	\$ 10,620	\$ 2,870	\$ 1,890	\$ 10,500	\$ 4,480	\$ 98,483.00	
Expenses					\$700				\$250		\$0	\$ 950.00	
Total Fee					\$ 63,303		Wilson	\$ 21,150		FiQ	\$ 14,980	\$ 99,433	\$ 99,433



# A0144\_Smithville\_TMP\_Contract with Scope\_Fee 02\_24\_2021

Final Audit Report

2021-02-25

Created:	2021-02-25
By:	Miranda Hingston (mhingston@tooledesign.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAevvmPq51bFg5tLCR4lwPohpisCMc5Qnt

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