

Scope of Services
Winner Road Complete Streets
August 14, 2023

Project Understanding

The scope of services includes evaluation of improvement alternatives, surveying, roadway design, water line design, preparation of property acquisition documents, geotechnical investigations, traffic data collection, and utility coordination for complete street improvements to Winner Road from US 24 to the Englewood Arts District near Hedges Lane. Improvements will include the addition of ADA compliant sidewalks, bicycle accommodations, traffic and pedestrian signal improvements, transit stop improvements, new green infrastructure, new streetlighting, and traffic calming measures. Improvements will also include the replacement of the undersized galvanized steel water mains in the area. The first phase of this project will advance the plans through concept design with additional design to follow.

Phase 100 Project Management

Task 101 Administration and Project Management

Kimley-Horn (“Engineer”) will perform the following Administration and Project Management Tasks:

1. Organize and attend the project kick-off meeting.
2. Personnel planning, project scheduling, and budget control.
3. Plan and hold up to 8 City project bi-weekly coordination and up to 8 monthly progress meetings which may include representatives from other city departments or state agencies. Agendas and meeting summaries will be completed for the monthly progress meetings.
4. Prepare and submit up to 8 monthly progress report documents, along with the monthly invoices. The Monthly Progress Report will include the following:
 - a. Past Month’s Activities/Accomplishments
 - b. Budget Summary Status (showing % complete vs. % expended per task)
 - c. Schedule Summary Status (chart showing baseline schedule vs. actual schedule)
 - d. Next month’s Planned Activities/Goals
5. Prepare subconsultant contracts. Review and process subconsultant invoices.

Task 102 Quality Assurance and Quality Control

The Engineer will perform the following Quality Assurance and Quality Control Tasks:

- Develop a project Quality Control Plan (QCP) document,
- Perform independent Quality Assurance Reviews to verify that QCP is being followed on deliverables,
- Perform Quality Control reviews of the Conceptual Plan deliverables,
- Perform Opinion of Probable Construction Cost reviews,
- Review subconsultant QCPs, and
- Review deliverables from subconsultants:
 - Survey Design Files.

Phase 200 Data Collection

Task 201 Traffic Counts

The Engineer will collect daily traffic volume, speed and classification counts during 24-hour periods of a typical weekday, Saturday, and Sunday at the following locations on Winner Road:

- Between U.S. 24 and Arlington Street
- Between Franklin Avenue and 16th Street
- Between Ash Street and Hedges Avenue

Turning-movement counts will also be collected during the AM and PM peak hours at the locations listed below. Additional counts during the afternoon dismissal time of Van Horn High School will also be conducted for all but the Ash Avenue intersection. Turning-movement counts will include bicycle and pedestrian counts.

- Winner Road and U.S. 24
- Winner Road and Van Horn High School Driveways (three locations)
- Winner Road and Truman Road
- Winner Road and Ash Avenue

Engineer will review approved master plans, corridor studies, traffic studies, and historical traffic count data. provided by the City at the notice to proceed of the project.

Engineer will review crash data provided by the City for all crashes that occurred within the project area during the past five years as provided by City staff. Any patterns or tendencies observed from the crash data will be documented.

Task 202 Surveys

Engineer will subcontract with Powell CWM, Inc. to provide the following land surveying and mapping services:

A. Land Surveying and Mapping Services

Powell CWM, Inc. will provide all equipment, labor, supervision, and qualified personnel to complete a Pre-Design Survey from Northern Boulevard to Highway 24:

- Establish a horizontal and vertical control network based on State Plane Coordinates, Missouri Zone U.S. State Plane 1983 Coordinate System.
- Establish four primary control points and provide reference ties.
- Re-establish the existing horizontal alignment and right-of-way lines for Winner Road.
- Re-establish necessary section lines and provide ties to the project.
- Mapping and tin file of Winner Road is to extend to within 10-feet of the front of existing building where present or extend 25-feet beyond the existing right-of-way. Mapping and tin files on intersecting side streets will extend 100 feet from Winner Road right-of-way.
- Utilities will be located and shown per observed evidence, from plans provided by Client, and field markings by Missouri One-Call.
- Obtain manhole and box sizes on existing sanitary and storm sewer structures within the Project Area.
- Obtain rim and inverted elevations on existing sanitary and storm sewer structures within the Project Area.
- Develop a Base Map from field survey data showing contours at 1-foot intervals, existing property lines, owner information, existing utility information, location of existing buildings, sidewalks, fence lines, pavement material, location of changes in pavement material, pavement striping, street signs, visible irrigation systems, location and size of trees larger than eight inches (8"), drip lines will be shown on groups of ten (10) or more trees located within the project area.
- Utility staking will be performed to assist with necessary utility relocations. Utility staking will consist of the placement of a mag nail along the roadway centerline at 100-foot intervals on tangents and at 50-foot intervals along curves.
- Pickup geotechnical investigation borings taken within the project limits.
- Deliverables will include a DGN file, DTM file, Final Survey Report, two (2) paper copies of the survey, and PDF copy.

Phase 300 - Public Engagement / Coordination

Task 301 Project Website

Engineer will develop and host a project website, to be active through the construction. Engineer will provide status updates on the website through the construction contractor's notice to proceed. Once construction begins, Engineer will update no more than monthly any progress updates, including photos, provided by the City.

Task 302 Stakeholder Meeting

Engineer will conduct a meeting with representatives from the Independence School District to discuss their current operations at the intersection of Winner Road and Truman Road, planned changes to their school and site, and potential impacts of construction. Two meetings are assumed with the school district – one with the development of Conceptual Plans and the second prior to the Design Public Meeting.

Task 303 Concept Meeting

Engineer will conduct one concept meeting to present options for improvements on the project. Up to three options, developed based on input from the kick-off meeting and technical analyses, will be presented for input. This meeting will be an in-person meeting to be held at a City facility (to be determined). Information and documents provided at the meeting will be available online along with the option to send in comments. This webpage will be hosted by Engineer, with access via the public website, and will include Engineer's online project mapping and public engagement tool ProjectCoordinate.

Phase 400 Conceptual Design

Task 401 Traffic Operation Analysis

Engineer will review the data, plans, and studies to generate future year daily, AM, and PM peak hour traffic volumes for the project. Future volumes will be for year 2048.

Capacity analysis will be performed for the existing and proposed configurations. The analysis is limited to:

- Bicycle Level of Traffic Stress analysis
- Shared-use path Level of Service analysis
- Intersection Level of Service analysis using Synchro software

Engineer will perform up to four field observations of existing delay within the study area to validate base models.

Task 402 Roadway Alternative Development and Analysis

The Conceptual roadway design phase will include development of up to three different typical sections for Winner Road.

Project plan sheets for the project limits will be developed based on each typical section to identify the limits of potential impact to existing right-of-way. Concept

level opinions of probable construction cost will be developed for each set of plan sheets.

For the evaluation, Engineer will prepare a memorandum evaluating advantages and disadvantages of each typical section, based on the following:

- Traffic Operations,
- Multi-modal Impacts,
- Utility Impacts,
- R/W Impacts, and
- Probable Construction Cost.

Results of the evaluation will be summarized and documented in tabular format in the memorandum. Conceptual roadway plan sheets and the evaluation criteria will be presented to the public for review and comment at the Concept Meeting.

Engineer will summarize conceptual findings in one meeting with City staff. The Engineer, with City staff, will select the preferred design to be advanced to Preliminary Design, which will include a typical section, pedestrian accommodations, bicycle accommodations, and turn lane needs/storage lengths.

Task 403 Conceptual Streetscape Enhancement Plan

The Engineer will develop up to three Streetscape Enhancement Plans, for each typical section developed in the Conceptual Plans, that will illustrate the general scope, scale, theme, and relationship of potential streetscape design elements.

Each concept will include the following:

- Streetscape enhancements anticipated to be landscape planting improvements.
- Hardscape enhancements, anticipated to be the addition of street trees.

Task 404 Concept Study Report

Engineer will prepare one draft Concept Study Report to document the data collected, study methodology, analysis results, evaluation of alternatives, summary of the public meeting, and recommendations. After receiving comments from City, Engineer will log and resolve each comment and prepare a final Report incorporating changes identified in the comment log. Report format will be electronic (PDF).

Task 405 Design Memorandum

Based on the Concept Study Report, Engineer will prepare a design memorandum outlining the design standards to be used in Preliminary and Final Engineering. The City will review and approve the Design Memorandum.

Winner Road Fee Summary

8/14/2023

Basic Services		
Phase	Summary	Total
100	Project Management & QA/QC	\$57,840
200	Data Collection	\$4,340
	Sub - Traffic Counts	\$4,800
	Sub - Survey	\$128,885
	Sub - Geotech	\$0
	Sub-Total	\$138,025
300	Public Engagement / Coordination	\$35,040
400	Concept Design	\$65,960
500	Environmental Services	\$0
	Sub - Arch History Survey	\$0
	Sub - Arch Survey	\$0
	Sub-Total	\$0
600	Preliminary Design (50%)	\$0
700	Right-of-Way Plans	\$0
800	Final Design (PS&E Submittal)	\$0
900	Bidding Phase Services	\$0
Summary		
	KH Basic Services	\$163,180
	Subconsultants	\$133,685
	Reimbursable Expenses	\$3,000
	Sub-Total	\$299,865

Optional Services		
Phase	Summary	Total
203	Winner Road Bridge Geotech	\$0
	Sub - Geotech Bridge	\$0
	Sub-Total	\$0
204	Subsurface Utility Engineer	\$0
	Sub - Geotech SUE	\$0
	Sub-Total	\$0
1000	Winner Road Bridge over KCS	\$0
Summary		
	KH Optional Services	\$0
	Optional Subconsultants	\$0
	Sub-Total	\$0

Total	\$299,865
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