



Bicycle Advisory Board Agenda

Regular Meeting

Tuesday, November 18, 2025

6:00 PM

Hybrid - Council Briefing Center / Microsoft Teams

808 W Spokane Falls Blvd, Spokane, WA 99201

Virtual Meeting Link - See Below for Information

TIMES GIVEN ARE AN ESTIMATE AND ARE SUBJECT TO CHANGE

Public Comment Period:

3 minutes each | Citizens are invited to address the Bicycle Advisory Board on any topic not on the agenda.

Board Briefing Session:

6:00 – 6:15	1. Roll Call	Planning Staff
	2. Approve 10/21/2025 meeting minutes	All
	3. Chair Report	Lauren Pangborn
	4. Staff Liaison Updates	Tyler Kimbrell
	5. Approval of current agenda	All

Workshops:

6:15 – 7:00	1. 27x27 Francis Crossing	Jackson Deese
7:00 – 7:30	2. 2025 Project Review and 2026 Outlook	Tyler Kimbrell, Lauren Pangborn, Colin Quinn-Hurst
7:30 – 8:00	3. Bikeway Design Guide Scope Review	Tyler Kimbrell

Adjournment: The next regularly scheduled BAB meeting will be held Tuesday, December 16, 2025.

* Items denoted with an asterisk may include final action taken by the Board. Written public comments will be accepted at bicycleadvisoryboard@spokanecity.org on these items up to two hours prior to the start of the meeting. Verbal testimony may also be accepted during the meeting.

AMERICANS WITH DISABILITIES ACT (ADA) INFORMATION: The City of Spokane is committed to providing equal access to its facilities, programs and services for persons with disabilities. The Council Briefing Center in the lower level of Spokane City Hall, 808 W. Spokane Falls Blvd., is wheelchair accessible and also is equipped with an infrared assistive listening system for persons with hearing loss. Headsets may be checked out (upon presentation of picture I.D.) through the meeting organizer. Individuals requesting reasonable accommodations or further information may call, write, or email Human Resources at 509.625.6373, 808 W. Spokane Falls Blvd., Spokane, WA, 99201; or ddecorde@spokanecity.org. Persons who are deaf or hard of hearing may contact Human Resources through the Washington Relay Service at 7-1-1. Please contact us forty-eight (48) hours before the meeting date.

Bicycle Advisory Board Meeting Information

Tuesday, November 18, 2025

Bicycle Advisory Board will be held in a hybrid in-person / virtual format. Members of the public are welcome to attend in person at City Hall or online using the following information.

Microsoft Teams

Join on your computer, mobile app or room device

[Join the meeting now](#)

Meeting ID: 227 451 660 092

Passcode: 46Lo3aR3

[Download Teams](#) | [Join on the web](#)

Join with a video conferencing device

cityofspokane@m.webex.com

Video Conference ID: 119 267 657 3

[Alternate VTC instructions](#)

Or call in (audio only)

[+1 323-618-1887](tel:+13236181887), 294668213# United States, Los Angeles

Phone Conference ID: 294 668 213#

[Find a local number](#) | [Reset dial-in PIN](#)

Meeting ID:
227 451 660 092

Passcode:
46Lo3aR3

Please note that public comments will be taken during the meeting, but the public is encouraged to continue to submit their comments or questions in writing to: bicycleadvisoryboard@spokanecity.org. Written public comments will be accepted up to one hour prior to the start of the meeting.

The audio proceedings of the Bicycle Advisory Board meetings will be recorded and are available online.

Bicycle Advisory Board - Draft Minutes



Tuesday, October 21, 2025

Hybrid Meeting in the Council Briefing Center and Microsoft Teams Teleconference

Meeting Minutes: Bicycle Advisory Board meeting was called to order at 6:00 pm by Chair Lauren Pangborn.

Public Comment: Citizens are invited to address the Bicycle Advisory Board on any topic not on the agenda. 3 Minutes each.

- *Charles Otto Greenwood*

Attendance:

- Board Members Present: Lauren Pangborn, Brian Falteisek, Christina Ramirez, Claudine Zender, Daniel Powell, Jered Sweeney-Demezas, Cole Swensen, Scott Gordon, Santiago Cruz, Olga Lucia Herrera
- Board Members Not Present: Satish Shrestha
- *Quorum Present:* Yes
- Staff Members Present: Tyler Kimbrell, Colin Quinn-Hurst

Minutes: Minutes from Tuesday, August 19, 2025 and Tuesday, September 16, 2025 approved unanimously.

Briefing Session:

- **Chair Report - Lauren Pangborn**
 - Lauren first welcomed the new Bicycle Advisory Board member, Olga Lucia Herrera.
 - Lauren also mentioned that the SRTC Transportation Improvement Plan ready for public comment. Lauren encouraged board members to comment on the plan.
- **Staff Liaison Update - Tyler Kimbrell**
 - Tyler provided construction updates on a few projects:
 - The Belt project between Wellesley and Garland is complete.
 - We're currently working on the route at Elm and Maxwell.
 - The project at Lincoln and Post will start paving in the next couple of weeks. It should be open by the end of the year.
 - 2026 grind and overlay and construction bids will go out soon.
 - Rockwood Boulevard is also complete.
 - Tyler introduced Gonzaga students who will be attending some BAB meetings as part of their senior project. The students gave a brief overview of what their project will entail.

Current Agenda: The current agenda was approved.

Informational, Discussion and/or Action Items:

- Spokane Falls Blvd Update
 - Presentation provided by: Kevin Picanco
 - Questions asked and answered.
 - Discussion ensued.

- Comprehensive Plan Periodic Update – Transportation Element
 - Presentation provided by: Colin Quinn-Hurst
 - Questions asked and answered.
 - Discussion ensued.

Meeting Adjourned at 7:06 PM.

Next regularly scheduled Bicycle Advisory Board Meeting is on Tuesday, November 18, 2025.

DRAFT

**Agenda Sheet for City Council:****Committee:** Urban Experience **Date:** 10/20/2025**Committee Agenda type:** Consent**Date Rec'd**

10/6/2025

Clerk's File #

OPR 2025-0739

Cross Ref #**Project #****Council Meeting Date:** 11/10/2025**Submitting Dept**

COMMUNITY AND ECONOMIC

Bid #

RFQU 6342-25

Contact Name/Phone

TYLER X6733

Requisition #

BT

Contact E-Mail

TKIMBRELL@SPOKANECITY.ORG

Agenda Item Type

Contract Item

Council Sponsor(s)

JBINGLE

Sponsoring at Administrators Request

NO

Lease? NO**Grant Related?** YES**Public Works?** NO**Agenda Item Name**

SAFE STREETS FOR SPOKANE SUPPLEMENTAL PLANNING - KITTELSON &

Agenda Wording

Contract request for Safe Streets for Spokane Supplemental Planning

Summary (Background)

The Safe Streets for Spokane Supplemental Planning will amend Chapter 3 Street Design Standards to include up to date best practices for choosing and implementing bicycle facilities on various roadway typologies. Included in this package will be a quick-build design guide for mobilizing budget and time friendly bicycle and pedestrian safety projects. Additionally, the project will update the City's Vision Zero Action Plan with the latest road safety data and any required updates to fulfill grant state and federal grant requirements.

What impacts would the proposal have on historically excluded communities?

The updated bikeway design standards, quick-build guide, and Vision Zero Safety Action Plan will ensure consistent design standards for all parts of the city that aim to protect vulnerable road users and create more mobility choice.

How will data be collected, analyzed, and reported concerning the effect of the program/policy by racial, ethnic, gender identity, national origin, income level, disability, sexual orientation, or other existing disparities?

The Vision Zero Action Plan will incorporate up to date traffic safety data categorized by vulnerable user types.

How will data be collected regarding the effectiveness of this program, policy, or product to ensure it is the right solution?

The State collects annual traffic safety data.

Describe how this proposal aligns with current City Policies, including the Comprehensive Plan, Sustainability Action Plan, Capital Improvement Program, Neighborhood Master Plans, Council Resolutions, and others?

This project supports the Transportation Element and Bicycle Master Plan of the Comprehensive Plan.

Council Subcommittee Review

Fiscal Impact			
Approved in Current Year Budget? N/A			
Total Cost		\$ 345,666 + \$34,566 Administrative Reserve	
Current Year Cost		\$	
Subsequent Year(s) Cost		\$	
<u>Narrative</u>			
The Safe Streets and Roads for All supplemental grant funding was applied for and awarded in 2023. The grant was awarded to amend bikeway design standards and update the City's Vision Zero Action Plan with up-to-date data to assist in future grant applica			
Amount		Budget Account	
Expense	\$ 345,666 + \$34,566	#	3200-95170-42300-54201-86160
Select	\$	#	
Select	\$	#	
Select	\$	#	
Select	\$	#	
Select	\$	#	
Funding Source		One-Time	
Funding Source Type		Grant	
Is this funding source sustainable for future years, months, etc?			
Expense Occurrence			
Other budget impacts (revenue generating, match requirements, etc.)			
Approvals		Additional Approvals	
<u>Dept Head</u>	MACDONALD, STEVEN	<u>ACCOUNTING -</u>	BROWN, SKYLER
<u>Division Director</u>	MACDONALD, STEVEN	<u>PURCHASING</u>	NECHANICKY, JASON
<u>Accounting Manager</u>	ZOLLINGER, NICHOLAS		
<u>Legal</u>	HARRINGTON,		
<u>For the Mayor</u>	PICCOLO, MIKE		
Distribution List			
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eking@spokanecity.org		publicworksaccounting@spokanecity.org	



City of Spokane

CONSULTANT AGREEMENT

**Title: SAFE STREETS FOR SPOKANE
SUPPLEMENTAL PLANNING**

This Consultant Agreement is made and entered into by and between the **CITY OF SPOKANE** as ("City"), a Washington municipal corporation, and **KITTELSON & ASSOCIATES, INC.**, whose address is 202 East Spokane Falls Boulevard, Suite 303, Spokane, Washington 99202 as ("Consultant"), as ("Consultant"), individually hereafter referenced as a "Party", and together as the "Parties".

*WHEREAS, the purpose of this Agreement is to provide **Safe Streets for Spokane Supplemental Planning Services**; and*

WHEREAS, the Consultant was selected from RFQu 6342-25, issued by the City.

NOW, THEREFORE, in consideration of the terms, conditions, covenants and performance of the Scope of Work contained herein, the City and Consultant mutually agree as follows:

1. TERM OF AGREEMENT.

The term of this Agreement begins on October 20, 2025, and ends on December 31, 2026, unless amended by written agreement or terminated earlier under the provisions. This Agreement may be renewed by written agreement of the parties.

2. TIME OF BEGINNING AND COMPLETION.

The Consultant shall begin the work outlined in the "Scope of Work" ("Work") on the beginning date, above. The City will acknowledge in writing when the Work is complete. Time limits established under this Agreement shall not be extended because of delays for which the Consultant is responsible, but may be extended by the City, in writing, for the City's convenience or conditions beyond the Consultant's control.

3. SCOPE OF WORK.

The General Scope of Work for this Agreement is described in Consultant's Scope of Work/Response to RFQu which is attached as Exhibit B and made a part of this Agreement. In the event of a conflict or discrepancy in the contract documents, this City Agreement controls.

The Work is subject to City review and approval. The Consultant shall confer with the City periodically, and prepare and present information and materials (e.g. detailed outline of completed Work) requested by the City to determine the adequacy of the Work or Consultant's progress.

4. COMPENSATION.

Total compensation for Consultant's services under this Agreement shall not exceed **THREE HUNDRED FORTY-FIVE THOUSAND SIX HUNDRED SIXTY-SIX AND NO/100 DOLLARS (\$345,666.00)**, plus tax if applicable and in accordance with the Project Budget Form in Exhibit B. This is the maximum amount to be paid under this Agreement for the work described in Section 3 above, and shall not be exceeded without the prior written authorization of the City in the form of an executed amendment to this Agreement.

5. PAYMENT.

The Consultant shall submit its applications for payment to City of Spokane, Planning Services and Economic Development, Sixth Floor, 808 West Spokane Falls Boulevard, Spokane, Washington 99201. **Payment will be made via direct deposit/ACH** within thirty (30) days after receipt of the Consultant's application except as provided by state law. If the City objects to all or any portion of the invoice, it shall notify the Consultant and pay that portion of the invoice not in dispute. In that event, the parties shall immediately make every effort to settle the disputed amount.

6. REIMBURSABLES

The reimbursables under this Agreement are to be included, and considered part of the maximum amount not to exceed (above), and require the Consultant's submittal of appropriate documentation and actual itemized receipts, the following limitations apply.

- A. City will reimburse the Consultant at actual cost for expenditures that are pre-approved by the City in writing and are necessary and directly applicable to the work required by this Contract provided that similar direct project costs related to the contracts of other clients are consistently accounted for in a like manner. Such direct project costs may not be charged as part of overhead expenses or include a markup. Other direct charges may include, but are not limited to the following types of items: travel, printing, cell phone, supplies, materials, computer charges, and fees of subconsultants.
- B. The billing for third party direct expenses specifically identifiable with this project shall be an itemized listing of the charges supported by copies of the original bills, invoices, expense accounts, subconsultant paid invoices, and other supporting documents used by the Consultant to generate invoice(s) to the City. The original supporting documents shall be available to the City for inspection upon request. All charges must be necessary for the services provided under this Contract.
- C. The City will reimburse the actual cost for travel expenses incurred as evidenced by copies of receipts (excluding meals) supporting such travel expenses, and in accordance with the City of Spokane Travel Policy, details of which can be provided upon request.
- D. **Airfare:** Airfare will be reimbursed at the actual cost of the airline ticket. The City will reimburse for Economy or Coach Fare only. Receipts detailing each airfare are required.
- E. **Meals:** Meals will be reimbursed at the Federal Per Diem daily meal rate for the city in which the work is performed. *Receipts are not required as documentation.* The invoice shall state "the meals are being billed at the Federal Per Diem daily meal rate", and shall detail how many of each meal is being billed (e.g. the number of breakfasts, lunches, and dinners). The City will not reimburse for alcohol at any time.
- F. **Lodging:** Lodging will be reimbursed at actual cost incurred up to a maximum of the published General Services Administration (GSA) Index for the city in which the work is performed (*the current maximum allowed reimbursement amount can be provided upon*

request). Receipts detailing each day / night lodging are required. The City will not reimburse for ancillary expenses charged to the room (e.g. movies, laundry, mini bar, refreshment center, fitness center, sundry items, etc.)

- G. **Vehicle mileage:** Vehicle mileage will be reimbursed at the Federal Internal Revenue Service Standard Business Mileage Rate in affect at the time the mileage expense is incurred. Please note: payment for mileage for long distances traveled will not be more than an equivalent trip round-trip airfare of a common carrier for a coach or economy class ticket.
- H. **Rental Car:** Rental car expenses will be reimbursed at the actual cost of the rental. Rental car receipts are required for all rental car expenses. The City will reimburse for a standard car of a mid-size class or less. The City will not reimburse for ancillary expenses charged to the car rental (e.g. GPS unit).
- I. **Miscellaneous Travel** (e.g. parking, rental car gas, taxi, shuttle, toll fees, ferry fees, etc.): Miscellaneous travel expenses will be reimbursed at the actual cost incurred. Receipts are required for each expense of \$10.00 or more.
- J. **Miscellaneous other business expenses** (e.g. printing, photo development, binding): Other miscellaneous business expenses will be reimbursed at the actual cost incurred and may not include a markup. Receipts are required for all miscellaneous expenses that are billed.

Subconsultant: Subconsultant expenses will be reimbursed at the actual cost incurred and a four percent (4%) markup. Copies of all Subconsultant invoices that are rebilled to the City are required.

7. TAXES, FEES AND LICENSES.

- A. Consultant shall pay and maintain in current status, all necessary licenses, fees, assessments, permit charges, etc. necessary to conduct the work included under this Agreement. It is the Consultant's sole responsibility to monitor and determine changes or the enactment of any subsequent requirements for said fees, assessments, or changes and to immediately comply.
- B. Where required by state statute, ordinance or regulation, Consultant shall pay and maintain in current status all taxes necessary for performance. Consultant shall not charge the City for federal excise taxes. The City will furnish Consultant an exemption certificate where appropriate.
- C. The Director of Finance and Administrative Services may withhold payment pending satisfactory resolution of unpaid taxes and fees due the City.
- D. The cost of any permits, licenses, fees, etc. arising as a result of the projects included in this Agreement shall be included in the project budgets.

8. CITY OF SPOKANE BUSINESS LICENSE.

Section 8.01.070 of the Spokane Municipal Code states that no person may engage in business with the City without first having obtained a valid annual business registration. The Consultant shall be responsible for contacting the State of Washington Business License Services at www.dor.wa.gov or 360-705-6741 to obtain a business registration. If the Contractor does not believe it is required to obtain a business registration, it may contact the City's Taxes and Licenses Division at (509) 625-6070 to request an exemption status determination.

9. SOCIAL EQUITY REQUIREMENTS.

No individual shall be excluded from participation in, denied the benefit of, subjected to discrimination under, or denied employment in the administration of or in connection with this

Agreement because of age, sex, race, color, religion, creed, marital status, familial status, sexual orientation including gender expression or gender identity, national origin, honorably discharged veteran or military status, the presence of any sensory, mental or physical disability, or use of a service animal by a person with disabilities. Consultant agrees to comply with, and to require that all subcontractors comply with, Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act, as applicable to the Consultant. Consultant shall seek inclusion of woman and minority business for subcontracting. A woman or minority business is one that self-identifies to be at least 51% owned by a woman and/or minority. Such firms do not have to be certified by the State of Washington.

10. INDEMNIFICATION.

The Consultant shall indemnify, and hold the City and its officers and employees harmless from all claims, demands, or suits at law or equity asserted by third parties for bodily injury (including death) and/or property damage to the extent caused by the Consultant's negligence or willful misconduct under this Agreement, including attorneys' fees and litigation costs; provided that nothing herein shall require a Consultant to indemnify the City against and hold harmless the City from claims, demands or suits based solely upon the negligence of the City, its agents, officers, and employees. If a claim or suit is caused by or results from the concurrent negligence of the Consultant's agents or employees and the City, its agents, officers and employees, this indemnity provision shall be valid and enforceable to the extent of the negligence of the Consultant, its agents or employees. The Consultant specifically assumes liability and agrees to defend, indemnify, and hold the City harmless for actions brought by the Consultant's own employees against the City and, solely for the purpose of this indemnification and defense, the Consultant specifically waives any immunity under the Washington State industrial insurance law, or Title 51 RCW. The Consultant recognizes that this waiver was specifically entered into pursuant to the provisions of RCW 4.24.115 and was the subject of mutual negotiation. The indemnity and agreement to defend and hold the City harmless provided for in this section shall survive any termination or expiration of this agreement.

11. INSURANCE.

During the period of the Agreement, the Consultant shall maintain in force at its own expense, each insurance noted below with companies or through sources approved by the State Insurance Commissioner pursuant to RCW Title 48;

A. Worker's Compensation Insurance in compliance with RCW 51, which requires subject employers to provide workers' compensation coverage for all their subject workers and Employer's Liability Insurance in the amount of \$1,000,000.

B. General Liability on an occurrence basis, with a combined single limit of not less than \$1,000,000 each occurrence for bodily injury and property damage. It shall include contractual liability coverage for the indemnity provided under this Agreement. It shall provide that the City, its officers and employees are additional insureds but only with respect to the Consultant's services to be provided under this Agreement.

- i. Acceptable **supplementary Umbrella insurance** coverage combined with Consultant's General Liability insurance policy must be a minimum of \$2,000,000, in order to meet the insurance coverage limits required in this Agreement; and

C. Automobile Liability Insurance with a combined single limit, or the equivalent of not less than \$1,000,000 each accident for bodily injury and property damage, including coverage for owned, hired and non-owned vehicles.

D. Professional Liability Insurance with a combined single limit of not less than \$1,000,000 each claim, incident or occurrence. This is to cover damages caused by the error, omission, or negligent acts related to the professional services to be provided under this Agreement. The coverage must remain in effect for at least two (2) years after the Agreement is completed.

There shall be no cancellation, material change, reduction of limits or intent not to renew the insurance coverage(s) without thirty (30) days written notice from the Consultant or its insurer(s) to the City. As evidence of the insurance coverage(s) required by this Agreement, the Consultant shall furnish acceptable Certificates Of Insurance (COI) to the City at the time it returns this signed Agreement. The certificate shall specify the City of Spokane as "Additional Insured" under the Firm's Commercial General Liability and Automobile Liability Insurance specifically for Consultant's services under this Agreement, as well as all of the parties who are additional insureds, and include applicable policy endorsements, the thirty (30) day cancellation clause, and the deduction or retention level. The Consultant shall be financially responsible for all pertinent deductibles, self-insured retentions, and/or self-insurance.

12. DEBARMENT AND SUSPENSION.

The Consultant has provided its certification that it is in compliance with and shall not contract with individuals or organizations which are debarred, suspended, or otherwise excluded from or ineligible from participation in Federal Assistance Programs under Executive Order 12549 and "Debarment and Suspension", codified at 29 CFR part 98.

13. AUDIT.

Upon request, the Consultant shall permit the City and any other governmental agency ("Agency") involved in the funding of the Work to inspect and audit all pertinent books and records. This includes work of the Consultant, any subconsultant, or any other person or entity that performed connected or related Work. Such books and records shall be made available upon reasonable notice of a request by the City, including up to three (3) years after final payment or release of withheld amounts. Such inspection and audit shall occur in Spokane County, Washington, or other reasonable locations mutually agreed to by the parties. The Consultant shall permit the City to copy such books and records at its own expense. The Consultant shall ensure that inspection, audit and copying rights of the City is a condition of any subcontract, agreement or other arrangement under which any other persons or entity may perform Work under this Agreement.

14. INDEPENDENT CONSULTANT.

A. The Consultant is an independent Consultant. This Agreement does not intend the Consultant to act as a City employee. The City has neither direct nor immediate control over the Consultant nor the right to control the manner or means by which the Consultant works. Neither the Consultant nor any Consultant employee shall be an employee of the City. This Agreement prohibits the Consultant to act as an agent or legal representative of the City. The Consultant is not granted express or implied rights or authority to assume or create any obligation or responsibility for or in the name of the City, or to bind the City. The City is not liable for or obligated to pay sick leave, vacation pay, or any other benefit of employment, nor to pay social security or other tax that may arise from employment. The Consultant shall

pay all income and other taxes as due. The Consultant may perform work for other parties; the City is not the exclusive user of the services that the Consultant provides.

- B. If the City needs the Consultant to Work on City premises and/or with City equipment, the City may provide the necessary premises and equipment. Such premises and equipment are exclusively for the Work and not to be used for any other purpose.
- C. If the Consultant works on the City premises using City equipment, the Consultant remains an independent Consultant and not a City employee. The Consultant will notify the City Project Manager if s/he or any other Workers are within ninety (90) days of a consecutive 36-month placement on City property. If the City determines using City premises or equipment is unnecessary to complete the Work, the Consultant will be required to work from its own office space or in the field. The City may negotiate a reduction in Consultant fees or charge a rental fee based on the actual costs to the City, for City premises or equipment.

15. KEY PERSONS.

The Consultant shall not transfer or reassign any individual designated in this Agreement as essential to the Work, nor shall those key persons, or employees of Consultant identified as to be involved in the Project Work be replaced, removed or withdrawn from the Work without the express written consent of the City, which shall not be unreasonably withheld. If any such individual leaves the Consultant's employment, the Consultant shall present to the City one or more individuals with greater or equal qualifications as a replacement, subject to the City's approval, which shall not be unreasonably withheld. The City's approval does not release the Consultant from its obligations under this Agreement.

16. ASSIGNMENT AND SUBCONTRACTING.

The Consultant shall not assign or subcontract its obligations under this Agreement without the City's written consent, which may be granted or withheld in the City's sole discretion. Any subcontract made by the Consultant shall incorporate by reference this Agreement, except as otherwise provided. The Consultant shall require that all subconsultants comply with the obligations and requirements of the subcontract. The City's consent to any assignment or subcontract does not release the consultant from liability or any obligation within this Agreement, whether before or after City consent, assignment or subcontract.

17. CITY ETHICS CODE.

- A. Consultant shall promptly notify the City in writing of any person expected to be a Consultant Worker (including any Consultant employee, subconsultant, principal, or owner) and was a former City officer or employee within the past twelve (12) months.
- B. Consultant shall ensure compliance with the City Ethics Code by any Consultant Worker when the Work or matter related to the Work is performed by a Consultant Worker who has been a City officer or employee within the past two (2) years.
- C. Consultant shall not directly or indirectly offer anything of value (such as retainers, loans, entertainment, favors, gifts, tickets, trips, favors, bonuses, donations, special discounts, work or meals) to any City employee, volunteer or official that is intended, or may appear to a reasonable person to be intended, to obtain or give special consideration to the Consultant. Promotional items worth less than \$25 may be distributed by the Consultant to a City employee if the Consultant uses the items as routine and standard promotional materials. Any violation of this provision may cause termination of this Agreement. Nothing in this Agreement prohibits donations to campaigns for election to City office, so long as the

donation is disclosed as required by the election campaign disclosure laws of the City and of the State.

18. NO CONFLICT OF INTEREST.

Consultant confirms that the Consultant or workers have no business interest or a close family relationship with any City officer or employee who was or will be involved in the consultant selection, negotiation, drafting, signing, administration or evaluation of the Consultant's work. As used in this Section, the term Consultant includes any worker of the Consultant who was, is, or will be, involved in negotiation, drafting, signing, administration or performance of the Agreement. The term "close family relationship" refers to: spouse or domestic partner, any dependent parent, parent-in-law, child, son-in-law, daughter-in-law; or any parent, parent in-law, sibling, uncle, aunt, cousin, niece or nephew residing in the household of a City officer or employee described above.

19. ERRORS AND OMISSIONS, CORRECTIONS.

Consultant is responsible for professional quality, technical accuracy, and the coordination of all designs, drawings, specifications, and other services furnished by or on the behalf of the Consultant under this Agreement in the delivery of a final work product. The standard of care applicable to Consultant's services will be the degree of skill and diligence normally employed by professional engineers or Consultants performing the same or similar services at the time said services are performed. The Final Work Product is defined as a stamped, signed work product. Consultant, without additional compensation, shall correct or revise errors or mistakes in designs, drawings, specifications, and/or other consultant services immediately upon notification by the City. The obligation provided for in this Section regarding acts or omissions resulting from this Agreement survives Agreement termination or expiration.

20. INTELLECTUAL PROPERTY RIGHTS.

- A. Copyrights. The Consultant shall retain the copyright (including the right of reuse) to all materials and documents prepared by the Consultant for the Work, whether or not the Work is completed. The Consultant grants to the City a non-exclusive, irrevocable, unlimited, royalty-free license to use copy and distribute every document and all the materials prepared by the Consultant for the City under this Agreement. If requested by the City, a copy of all drawings, prints, plans, field notes, reports, documents, files, input materials, output materials, the media upon which they are located (including cards, tapes, discs, and other storage facilities), software program or packages (including source code or codes, object codes, upgrades, revisions, modifications, and any related materials) and/or any other related documents or materials developed solely for and paid for by the City to perform the Work, shall be promptly delivered to the City.
- B. Patents: The Consultant assigns to the City all rights in any invention, improvement, or discovery, with all related information, including but not limited to designs, specifications, data, patent rights and findings developed with the performance of the Agreement or any subcontract. Notwithstanding the above, the Consultant does not convey to the City, nor does the City obtain, any right to any document or material utilized by the Consultant created or produced separate from the Agreement or was pre-existing material (not already owned by the City), provided that the Consultant has identified in writing such material as pre-existing prior to commencement of the Work. If pre-existing materials are incorporated in the work, the Consultant grants the City an irrevocable, non-exclusive right and/or license to use, execute, reproduce, display and transfer the pre-existing material, but only as an inseparable part of the work.

- C. The City may make and retain copies of such documents for its information and reference with their use on the project. The Consultant does not represent or warrant that such documents are suitable for reuse by the City or others, on extensions of the project or on any other project, and the City releases the Consultant from liability for any unauthorized reuse of such documents.

21. CONFIDENTIALITY.

Notwithstanding anything to the contrary, City will maintain the confidentiality of Consultant's materials and information only to the extent that is legally allowed in the State of Washington. City is bound by the State Public Records Act, RCW Ch. 42.56. That law presumptively makes all records in the possession of the City public records which are freely available upon request by anyone. In the event that City gets a valid public records request for Consultant's materials or information and the City determines there are exemptions only the Consultant can assert, City will endeavor to give Consultant notice. Consultant will be required to go to Court to get an injunction preventing the release of the requested records. In the event that Consultant does not get a timely injunction preventing the release of the records, the City will comply with the Public Records Act and release the records.

22. DISPUTES.

Any dispute or misunderstanding that may arise under this Agreement, concerning the Consultant's performance, shall first be through negotiations, if possible, between the Consultant's Project Manager and the City's Project Manager. It shall be referred to the Director and the Consultant's senior executive(s). If such officials do not agree upon a decision within a reasonable period of time, either party may decline or discontinue such discussions and may then pursue the legal means to resolve such disputes, including but not limited to mediation, arbitration and/or alternative dispute resolution processes. Nothing in this dispute process shall mitigate the rights of the City to terminate the Agreement. Notwithstanding all of the above, if the City believes in good faith that some portion of the Work has not been completed satisfactorily, the City may require the Consultant to correct such work prior to the City payment. The City will provide to the Consultant an explanation of the concern and the remedy that the City expects. The City may withhold from any payment otherwise due, an amount that the City in good faith finds to be under dispute, or if the Consultant provides no sufficient remedy, the City may retain the amount equal to the cost to the City for otherwise correcting or remedying the work not properly completed. Waiver of any of these rights is not deemed a future waiver of any such right or remedy available at law, contract or equity.

23. TERMINATION.

- A. For Cause: The City or Consultant may terminate the Agreement if the other party is in material breach of this Agreement, and such breach has not been corrected to the other party's reasonable satisfaction in a timely manner. Notice of termination under this Section shall be given by the party terminating this Agreement to the other, not fewer than thirty (30) business days prior to the effective date of termination.
- B. For Reasons Beyond Control of Parties: Either party may terminate this Agreement without recourse by the other where performance is rendered impossible or impracticable for reasons beyond such party's reasonable control, such as, but not limited to, an act of nature, war or warlike operation, civil commotion, riot, labor dispute including strike, walkout or lockout, except labor disputes involving the Consultant's own employees, sabotage, or superior governmental regulation or control. Notice of termination under this Section shall be

given by the party terminating this Agreement to the other, not fewer than thirty (30) business days prior to the effective date of termination.

- C. For Convenience: Either party may terminate this Agreement without cause, upon thirty (30) days written notice to the other party.
- D. Actions upon Termination: if termination occurs not the fault of the Consultant, the Consultant shall be paid for the services properly performed prior to the actual termination date, with any reimbursable expenses then due, but such compensation shall not exceed the maximum compensation to be paid under the Agreement. The Consultant agrees this payment shall fully and adequately compensate the Consultant and all subconsultants for all profits, costs, expenses, losses, liabilities, damages, taxes and charges of any kind (whether foreseen or unforeseen) attributable to the termination of this Agreement.
- E. Upon termination, the Consultant shall provide the City with the most current design documents, contract documents, writings and other products the Consultant has produced to termination, along with copies of all project-related correspondence and similar items. The City shall have the same rights to use these materials as if termination had not occurred; provided however, that the City shall indemnify and hold the Consultant harmless from any claims, losses, or damages to the extent caused by modifications made by the City to the Consultant's work product.

24. EXPANSION FOR NEW WORK.

This Agreement scope may be expanded for new work. Any expansion for New Work (work not specified within the original Scope of Work Section of this Agreement, and/or not specified in the original RFP as intended work for the Agreement) must comply with all the following limitations and requirements: (a) the New Work is not reasonable to solicit separately; (b) the New Work is for reasonable purpose; (c) the New Work was not reasonably known either the City or Consultant at time of contract or else was mentioned as a possibility in the solicitation (such as future phases of work, or a change in law); (d) the New Work is not significant enough to be reasonably regarded as an independent body of work; (e) the New Work would not have attracted a different field of competition; and (f) the change does not vary the essential identified or main purposes of the Agreement. The City may make exceptions for immaterial changes, emergency or sole source conditions, or other situations required in City opinion. Certain changes are not New Work subject to these limitations, such as additional phases of Work anticipated at the time of solicitation, time extensions, Work Orders issued on an On-Call contract, and similar. New Work must be mutually agreed and issued by the City through written Addenda. New Work performed before an authorizing Amendment may not be eligible for payment.

25. MISCELLANEOUS PROVISIONS.

- A. Amendments: No modification of this Agreement shall be effective unless in writing and signed by an authorized representative of each of the parties hereto.
- B. Binding Agreement: This Agreement shall not be binding until signed by both parties. The provisions, covenants and conditions in this Agreement shall bind the parties, their legal heirs, representatives, successors and assigns.
- C. Americans with Disabilities Act (ADA): Specific attention by the designer is required in association with the Americans with Disabilities Act (ADA) 42 U.S.C. 12101-12213 and 47 U.S.C. 225 and 611, its requirements, regulations, standards and guidelines, which were updated in 2010 and are effective and mandatory for all State and local government facilities and places of public accommodation for construction projects including alteration of existing facilities, as of March 15, 2012. The City advises that the requirements for accessibility

under the ADA, may contain provisions that differ substantively from accessibility provisions in applicable State and City codes, and if the provisions of the ADA impose a greater or equal protection for the rights of individuals with disabilities or individuals associated with them than the adopted local codes, the ADA prevail unless approval for an exception is obtained by a formal documented process. Where local codes provide exceptions from accessibility requirements that differ from the ADA Standards; such exceptions may not be permitted for publicly owned facilities subject to Title II requirements unless the same exception exists in the Title II regulations. It is the responsibility of the designer to determine the code provisions.

- D. The Consultant, at no expense to the City, shall comply with all laws of the United States and Washington, the Charter and ordinances of the City of Spokane; and rules, regulations, orders and directives of their administrative agencies and officers. Without limiting the generality of this paragraph, the Consultant shall comply with the requirements of this Section.
- E. This Agreement shall be construed and interpreted under the laws of Washington. The venue of any action brought shall be in the Superior Court of Spokane County.
- F. Remedies Cumulative: Rights under this Agreement are cumulative and nonexclusive of any other remedy of law or in equity.
- G. Captions: The titles of sections or subsections are for convenience only and do not define or limit the contents.
- H. Severability: If any term or provision is determined by a court of competent jurisdiction to be invalid or unenforceable, the remainder of this Agreement shall not be affected, and each term and provision shall be valid and enforceable to the fullest extent permitted by law.
- I. Waiver: No covenant, term or condition or the breach shall be deemed waived, except by written consent of the party against whom the waiver is claimed, and any waiver of the breach of any covenant, term or condition shall not be deemed a waiver of any preceding or succeeding breach of the same or any other covenant, term of condition. Neither the acceptance by the City of any performance by the Consultant after the time the same shall have become due nor payment to the Consultant for any portion of the Work shall constitute a waiver by the City of the breach or default of any covenant, term or condition unless otherwise expressly agreed to by the City in writing.
- J. Additional Provisions: This Agreement may be modified by additional terms and conditions ("Special Conditions") which shall be attached to this Agreement as an Exhibit. The parties agree that the Special Conditions shall supplement the terms and conditions of the Agreement, and in the event of ambiguity or conflict with the terms and conditions of the Agreement, these Special Conditions shall govern.
- K. Entire Agreement: This document along with any exhibits and all attachments, and subsequently issued addenda, comprises the entire agreement between the City and the Consultant. If conflict occurs between contract documents and applicable laws, codes, ordinances or regulations, the most stringent or legally binding requirement shall govern and be considered a part of this contract to afford the City the maximum benefits.
- L. Negotiated Agreement: The parties acknowledge this is a negotiated agreement, that they have had this Agreement reviewed by their respective legal counsel, and that the terms and conditions of this Agreement are not to be construed against any party on the basis of such party's draftsmanship.
- M. No personal liability: No officer, agent or authorized employee of the City shall be personally responsible for any liability arising under this Agreement, whether expressed or implied, nor for any statement or representation made or in any connection with this Agreement.

IN WITNESS WHEREOF, in consideration of the terms, conditions and covenants contained, or attached and incorporated and made a part, the parties have executed this Agreement by having legally-binding representatives affix their signatures below.

KITTELSON & ASSOCIATES, INC.

CITY OF SPOKANE

By _____
Signature Date

By _____
Signature Date

Type or Print Name

Type or Print Name

Title

Title

Attest:

Approved as to form:

City Clerk

Assistant City Attorney

Attachments to this Contract:

Exhibit A – Certificate Regarding Debarment

Exhibit B – Consultant's Scope of Work/Response to RFQu

25-205a

EXHIBIT A

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION

1. The undersigned (i.e., signatory for the Subrecipient / Contractor / Consultant) certifies, to the best of its knowledge and belief, that it and its principals:
 - a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency;
 - b. Have not within a three-year period preceding this contract been convicted or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, receiving stolen property, making false claims, or obstruction of justice;
 - c. Are not presently indicted or otherwise criminally or civilly charged by a government entity (federal, state, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and,
 - d. Have not within a three-year period preceding this contract had one or more public transactions (federal, state, or local) terminated for cause or default.
2. The undersigned agrees by signing this contract that it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction.
3. The undersigned further agrees by signing this contract that it will include the following clause, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions:

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions

1. The lower tier contractor certified, by signing this contract that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.
 2. Where the lower tier contractor is unable to certify to any of the statements in this contract, such contractor shall attach an explanation to this contract.
4. I understand that a false statement of this certification may be grounds for termination of the contract.

Name of Subrecipient / Contractor / Consultant (Type or Print)	Program Title (Type or Print)
Name of Certifying Official (Type or Print)	Signature
Title of Certifying Official (Type or Print)	Date (Type or Print)

EXHIBIT B

Scope of Work

September 22, 2025

Project# 31924

Introduction

The City has recently adopted several active transportation initiatives to support people walking, biking, and rolling within the City including a Vision Zero resolution, Safety Action Plan, Bicycle Master Plan, Pedestrian Master Plan, and a Bicycle Priority Network. Kittelson and Associates, Inc. (Kittelson) will deliver to the City of Spokane (City) an update to the City's Chapter 3 Design Standards incorporating best management practices for Bicycle Facilities (Bikeway Update), updates to the City's Standard Plans, a Quick Build Guide, and an updated Comprehensive Safety Action Plan (Vision Zero Plan) to support these efforts in compliance with the Safe Streets 4 All Supplemental Planning grant from USDOT.

Subconsultants supporting Kittelson include:

- Coffman Engineers
- SPVV Landscape Architects

Key assumptions include:

- The City will provide electronic files of existing City documentation relevant to existing bike standards. This may include existing design standards, design memoranda, CAD files, draft Quick Build guidance, and other supportive materials.
- It is assumed meetings will be virtual and average 90 minutes in length, unless otherwise noted. Local Spokane staff will always be available to meet in person.
- The City will coordinate meeting locations for any in person meetings with the TAC or Focus Groups.
- Draft documents will be submitted two weeks prior to review meetings.
- The City will coordinate internal reviews and provide one set of consolidated, non-conflicting comments on draft deliverables.
- The City will lead public outreach efforts and the City Council adoption process. Kittelson will provide PowerPoint presentations and supporting graphics as noted in the tasks below.
- Six final deliverables will include:
 - Bikeway Update which will consist of an update to the Chapter 3.0 Streets, Alleys, Bikeways and Sidewalks Design Standards as a distinct section within the existing document. A separate Executive Summary will also be provided to summarize and describe changes and for use as an educational tool.
 - Quick Build Guide which will be a separate document.
 - Standard Plans for select bicycle facilities.
 - Memo summarizing recommended changes to other planning documents.
 - Vision Zero Plan with a Progress Reporting Template.
- All documents will be delivered electronically.

The table below provides an overview of the key deliverables for each project phase. The remaining sections outline the details of each project task.

Task	Key Deliverables
Task 1 Project Management	- Conduct Project Kick-off Meeting - Prepare for and participate in monthly check in calls with City Project Manager - Prepare for and participate in monthly check-in calls with Project Management Team - Develop and monitor project schedule - Prepare monthly invoices and progress reports
Task 2 Stakeholder Meetings	Technical Advisory Committee (7 Meetings) at the following project milestones: - Kick-off meeting - Table of contents for the Bikeway Update, Quick Build Guide, and Vision Zero Plan - Draft Crash/High Injury Memo - Preliminary Draft Bikeway Update and Quick Build Guide - Draft Bikeway Update and Quick Build Guide - Vision Zero Plan Project List, Countermeasures, and - Preliminary Draft Vision Zero Plan Community Partners Work Sessions (2 Meetings) at the following milestones: - Draft Crash/High Injury Network Memo - Draft Bikeway Update Standard Plans Team (3 Meetings) at the following milestones: - Review list of Standard Plans 60% draft plans 90% draft plans Transportation Commission and Bicycle Advisory Board Presentations - Attend 4 presentations - Provide supporting graphics in support of city led efforts Comment response log
Task 3 Research	- Data Needs Summary - Draft and Final Document/Code Review Gap Analysis - Draft Vision Zero Plan Crash Analysis/High Injury Network Memo - Draft Vision Zero Preliminary Countermeasures and Strategies Memo
Task 4 Develop Annotated Outlines	- Draft Table of Contents for Bikeway Update - Draft Table of Contents for Quick Build Guide - Draft Table of Contents for Vision Zero Plan - Draft and Final Annotated Outline Bikeway Update - Draft and Final Annotated Outline/Sample Chapter Quick Build Guide - Draft and Final Annotated Outline/Sample Chapter for Vision Zero Plan
Task 5 Bikeway Update and Quick Build Guide	- Preliminary Draft Quick Build Guide - Draft Quick Build Guide - Final Quick Build Guide
	- Preliminary Draft Bikeway Update and Executive Summary - Draft Bikeway Update and Executive Summary - Final Bikeway Update and Executive Summary
	Preliminary Draft, Draft and Final Memo: Plan Update Recommendations
Standard Drawing Review and Updates	60% draft standard plans 90% draft standard plans - Final standard plans
Task 6 Safety Action Plan Update	- Project List/Cost Estimates for top 10 priorities - Draft and Final Progress Reporting Summary Template - Preliminary Draft Vision Zero Plan - Draft Vision Zero Plan - Final Vision Zero Plan
Data Transfer	Provide the final files

Bikeway Update, Quick Build Guide, Standard Plan, and Vision Zero Plan

Bikeway Update

The Bikeway Update will include a comprehensive update to the City of Spokane Design Standards, Chapter 3.7-1 Bike Facilities, as well as appropriate sections and cross references within Chapter 3.0 Streets, Alleys, Bikeways, and Sidewalks. It will be developed to be inserted into the existing City Design Standards. A four-to-six-page Executive Summary will also be developed as part of this step that summarizes the City Design Standard updates, purpose, importance, and key recommendations. Anticipated updates include the following:

- Guidance on bicyclist operating speeds, minimum bicycle design vehicle (width and length), and bicyclist operating space.
- Adding references to WSDOT Level of Traffic Stress (LTS) methodology.
- Updating references to the most recent AASHTO and NACTO guides.
- Guidance on bikeway facility selection – buffered lanes, striped bike lane, PBLs, shared lanes, contra-flow, use of hardening, one-way vs. two-way, side paths, etc. to enhance existing Figure 23, FHWA Bikeway Guide Speed/Volume figure.
- Adding tables and exhibits with bikeway dimensions for various facility types and intersection treatments.
- Updating the bike facility types and dimension table.
- Expanding the greenway discussion and providing typical treatments, including guidance on intersection control of side streets and traffic calming along greenway.
- Guidance on the use of bike signals, including separated signal phasing for bicycles, diagonal crossings, and leading bicycle intervals.
- Guidance on bikeway signing and striping including when to use bike boxes, green markings, two-stage bicycle turn boxes, protected intersection layouts, diagonal crossings, and advanced bicycle stop bars, etc.
- Guidance on bikeways with bus stops (floating islands, raised bike lanes, shared, etc.) and required spacing for channelized bike lanes behind bus stop.
- Revisions to Section 3.6-1 Access Management to address the need to minimize access conflicts across bikeways.
- Variance process for changing bikeway standard.
- Guidance for temporary traffic control for bikeways during construction.
- Guidance on bikeway signage and wayfinding based on facility type.
- Guidance for shared-use streets.

A separate 5 to 10 page memo will be provided that outlines recommendations for future updates to relevant planning documents for alignment with the Bikeway Update.

Quick Build Guide

Guidance for Quick Build bicycle facilities will be included as a separate document using the City draft guidance as a starting point. It will include guidance for selecting facility type, quick build materials, and construction and maintenance of facilities.

Standard Plans

Based on the Bikeway Update, up to 20 standard plans will be developed and are expected to include the following:

- 1) Shared-use pathway section
- 2) Speed hump and speed cushion for local street - hump design, signs, markings (see Denver Bicycle Design Guide BDS 4-3 for example)
- 3) Speed table - concrete table design, signs, markings
- 4) Buffered bike lane with precast curb – typical spacing of curbs and delineators, curb placement within the buffer, and striping widths
- 5) Protected intersections for bicycles
- 6) Pedestrian Hybrid Beacons with bicycle-specific accommodations
- 7) Diagonal bicycle crossings at signalized intersections
- 8) Update to existing bike lane standard plans
- 9) Placement and dimensions of green bike box and bike lane markings at intersections, driveways
- 10) Diagonal Diverter
- 11) Update the traffic circle standard plan – how to specify size based on intersection footprint
- 12) PHB with the Tacoma style design
- 13) Transition ramp for bikes from street to curb level (with the new linear tactile strip being piloted on Fish Lake Trail at Sunset/Government Way)
- 14) Pushbutton placement for bike lanes with loop detection.
- 15) Placement of planters when used to buffer bike lanes.
- 16) Painted bump outs –how they should fit around crosswalks and required vertical delineation.
- 17) Bicycle wayfinding – sign design and placement
- 18) Neighborhood Greenway signage – show setup for a typical block

Vision Zero Plan

The Vision Zero Plan will update the 2023 existing plan and consolidate key safety elements from adopted City planning documents. In addition to an updated safety analysis and project list. It will also align with the Washington Department of Transportation (WSDOT) Highway Safety Improvement Program (HSIP) for eligibility with the City Safety Program funding. The Vision Zero Plan is anticipated to support the 2028 funding cycle. The crash analysis will use data from 2020 through 2025 (assuming it is available).

Tasks

Task 1: Project Management

The purpose of this task is to prepare for and attend project check-in/coordination meetings with City and conduct project management activities.

Upon approval of the Contract by the City, Kittelson will prepare for and hold an in person 2 hour kick-off meeting with the City Staff to:

- Define project success and key elements of the Bikeway Update, Quick Build Guide, and Vision Zero Plan
- Obtain available data and published materials.
- Establish communication protocols.
- Establish file sharing approach and file management structure
- Agree on project schedule with key milestones identified.
- Identify members for the Project Management Team (PMT) and Technical Advisory Committee (TAC)

Kittelson will lead monthly:

- 30-minute check-in calls with the City Project Manager to discuss progress, deadlines, questions, risks, and solutions to protect the schedule and budget.
- 60-minute hybrid meetings with PMT

Agendas and action item summaries will be distributed via email for the above meetings.

Kittelson will prepare a detailed project schedule showing project tasks, milestones, and review periods. The schedule will be revisited monthly for the duration of the contract and updated as needed.

Kittelson will prepare monthly invoices and progress reports to facilitate grant reporting.

Deliverables

- Kick Off Meeting agenda, attendance/facilitation, and summary
- Monthly check in meetings with City Project Manager (12)
- Agendas and summaries for monthly check ins with PMT (12)
- Project milestone schedule and updates
- Monthly invoices/progress report (12)

Task 2: Stakeholder Meetings

Kittelson will prepare draft and final agendas, presentations, and meeting summaries in support of the following meetings. Presentations will contain draft content for discussion. Kittelson will prepare and maintain comment/response logs to track changes throughout the development of the documents.

Technical Advisory Committee (8 meetings)

Potential members should include representatives from:

- Integrated Capital Management Department
- Street Department
- Engineering Services Department)

- Development Services Department
- Planning
- STA
- SRTC
- WSDOT
- Bicycle Advisory Board or Transportation Commission Representatives
- Spokane County
- Spokane Regional Health District
- Police and Fire Department

Meetings will occur at the following milestones.

- 1) Kick-off meeting
- 2) Table of contents for the Bikeway Update, Quick Build Guide, and Vision Zero Plan
- 3) Draft Crash/High Injury Memo
- 4) Preliminary Draft Bikeway Update and Quick Build Guide
- 5) Draft Bikeway Update and Quick Build Guide)
- 6) Vision Zero Plan Project List, Countermeasures, and Strategies
- 7) Preliminary Draft Vision Zero Plan

Community Partners Work Sessions (2 meetings)

Community Partners will include practitioners who regularly apply design criteria, conduct safety reviews, or oversee road safety audits, as well as community members who use the facilities and advocate for safer streets and public health. These may be small group meetings or one-on-ones. Potential Partner meetings may be with:

- Avista
- Spokane Parks and Recreation
- Design professionals, developers, contractors in private industry
- Cascade and Spokane bicycle clubs
- Reimagine Spokane

Meetings will occur at the following milestones:

- 3) Draft Crash/High Injury Network Memo
- 4) Draft Bikeway Update

Standard Plans Team Work Sessions (3 meetings)

The standard plans team will be a highly technical group focused on the review of construction ready standard plans. Meetings occur to review list of plans to include and at 60%, and 90% draft plans.

- Integrated Capital Management Department
- Street Department
- Engineering Services Department - Design
- Engineering Services Department - Construction
- Wastewater Department
- Development Services Department
- Planning
- Fire Department

Transportation Commission and Bicycle Advisory Board Presentations (4 meetings)

Kittelson will attend four (4) presentations (2 to each group) in support of the planning efforts with the Transportation Commission and Bicycle Advisory Board. As part of this effort, Kittelson will prepare a PowerPoint presentation. Assumes attendance will be 2 hours per presentation.

Deliverables

- Draft and final TAC agendas and PowerPoint presentations (7)
- Attendance at TAC meetings (7)
- Draft and final TAC meeting summaries (7)
- Attendance at Community Partners Work Session (2)
- Attendance at Standard Plans Team Work Sessions (3)
- PowerPoint Presentation and attendance at the Transportation Commission and Bicycle Advisory Board (4)
- Comment/response logs

Task 3: Research

Kittelson proposes three parts to the research task.

Data/Document Gathering and Review. We will prepare a document/data needs summary identifying what data Kittelson currently has and what is needed from the City. Expected data and documents for review include:

- City of Spokane Municipal Code
- City of Spokane Zoning Code
- City of Spokane Comprehensive Plan Update
- City of Spokane Design Standards
- WSDOT Design Manual
- NACTO manuals
- AASHTO manuals
- FHWA manuals
- STA Design Standards
- Bicycle Master Plan
- Downtown Plan
- Street Maintenance and Operations Plans, including staffing and budgets
- City Comprehensive Safety Action Plan
- SRTC Regional Safety Action Plan (Kittelson already has the data and GIS layers)
- Spokane Regional Transportation Council's Horizon 2045 Metropolitan Transportation Plan
- WSDOT Strategic Highway Safety Plan
- Traffic Calming Studies
- 2024/2025 crash data
- Capital Improvement Plans/safety projects completed in 2024/2025

Once the data is compiled, we will review the existing data, plans, policies, standards, and design guidance and synthesis key findings into a summary matrix, one for the Bikeway Update and one for the Vision Zero Plan. The matrices will identify inconsistencies between documents, areas of alignment, existing gaps in information, and recommendations for changes such as new standards,

graphics, policies, and administration. Additionally for the Bikeway Update, we will note where references will need to be updated throughout the City of Spokane Design Standards and Zoning Code to reflect the new Bikeway Update.

Vision Zero Plan Analysis. As part of this task, Kittelson will analyze the previous five years of available fatal and serious injury crash data and identify crash factors present. This analysis will identify socio-economic, roadway, and human factor characteristics that correlate with fatal and serious injury crashes for each mode and look at both spot location and systemic crashes. The analysis will also include descriptive analysis identifying trends, location characteristics, and contributing factors that most commonly occur in the crash data. These findings will be summarized using charts, maps, and infographics. Using an agreed upon methodology with the PMT and TAC, a High Injury Network (HIN) will be developed (one for each mode) for spot location and systemic treatments.

Kittelson will also work with the TAC and PMT to identify initial countermeasures and strategies, to address crashes on the HIN. This effort will focus on the Safety System approach, proven countermeasures, including those identified by FHWA, WSDOT, NHTSA, as well as those that have been found to be effective in other research at addressing the types of crashes on the HIN. It will emphasize low-cost/high-impact countermeasures that can be deployed systemically throughout the region. It will also consider planned projects and existing programs and processes.

Two draft memos will be prepared, one for the crash analysis and one for the strategies. These memos will be finalized in Phase 2.

Deliverables

- Data Needs Summary
- Draft & Final Document/Code Review Gap Analysis
- Draft Vision Zero Draft Crash/High Injury Network Memo
- Draft Vision Zero Plan Preliminary Countermeasures/Strategy Memo

Task 4: Develop Annotated Outlines

Kittelson will prepare annotated outlines using a three step process to create a “roadmap” for how the Bikeway Update, Quick Build Guide, and Vision Zero Plan will be developed.

1. **Table of Contents:** An outline of the primary sections for the Bikeway Update within the City of Spokane Design Standards, highlighting new information to be integrated. Feedback on the Table of Contents will be incorporated into the Annotated Outline.
2. **Annotated Outline:** Based comments received on the table of contents, an annotated outline will be developed demonstrating the information to be addressed in each section and what will and will not be included.
 - For the Bikeway Update, key design elements will be identified such as: Protected Bike Lanes, Contra-Flow Bike Lanes, Intersection Designs, Bikeway-Transit Stop Integration, Neighborhood Greenway/Bicycle Boulevard Intersection Design and Mid-Block Treatments, Trail/Shared Use Path Crossings, and bicycle parking in public ROW. It will include sections on specifications and construction considerations.
 - A draft outline will also be prepared for the Quick Build Guide that identifies quick build treatments based on facility type, and operations and maintenance considerations.

- For the Vision Zero Plan, it will include chapter and section headings aligned with SS4A and HSIP guidelines including vision and goals, data analysis methodology, High Injury Networks, emphasis areas, countermeasures, prioritization, performance measures, and implementation.
- 3. **Sample Chapter:** A sample chapter will be developed with example layouts illustrating the format, text style, colors, exhibits (e.g., figures, tables), headers, footers, and margins for the Quick Build Guide and Vision Zero Plan (the Bikeway Guide and Standard Plans will match existing format). The sample chapter will be submitted with the Draft Annotated Outline.

Deliverables

- Draft Table of Contents for Bikeway Update
- Draft Table of Contents for Quick Build Guide
- Draft Table of Contents for Vision Zero Plan
- Draft & Final Bikeway Update Annotated Outline
- Draft and Final Quick Build Guide Annotated Outline/Sample Chapter
- Draft and Final Vision Zero Plan Annotated Outline/Sample Chapter

Task 5: Bikeway Update, Quick Build Guide, Standard Plans

The Bikeway Update, Quick Build Guide, and Plan Update Memo will be grouped into three phases for review: (Interim content will be developed and presented via PowerPoint to TAC, Community Partners, and Standard Plans Teams for review throughout the process).

1. **Preliminary Draft.** One round of revisions will be addressed and resubmitted for review.
2. **Draft.** Two rounds of revisions will be addressed before finalizing.
3. **Final.** We will address final comments and submit the final version in a Microsoft Word document and Adobe PDF, including a web version.

Standard Plan Updates. Kittelson will produce up to 20 combined standard plan updates, renderings, or similar graphics at 60%, 90%, and final plans. One set of revisions will be made at the 60% and 90% submittals.

Data Transfer: All supporting data, GIS, Excel, CAD, Word, and PDF files will be transferred to the City.

Deliverables

- Preliminary Draft Bikeway Update and Executive Summary
- Draft Bikeway Update, and Executive Summary
- Final Bikeway Update and Executive Summary
- Preliminary Draft Quick Build Guide
- Draft Quick Build Guide
- Final Quick Build Guide
- Draft and Final Memo: Recommendations for Plan Updates
- 30% standard plans
- 60% standard plans
- 90% standard plans
- Final standard plans

Task 6: Vision Zero Plan Update

Updates to the existing Vision Zero Plan will include:

- Addition of newly adopted plans, policies and guidelines since last plan.
- Updated crash analysis and High Injury Network.
- Project selection and prioritization methodology.
- Countermeasure selection using the FHWA Crash Modification Factors Clearinghouse and addition of new countermeasures informed by local feasibility and maintenance practices.
- Required components for SS4A grant compliance.
- Required components for WSDOT's Highway Safety Improvement Program compliance.
- Progress evaluation based on metrics in existing plan, and a format for a 1-2 page summary that City staff can update annually.
- Cost estimates for ten (10) highest priority projects.

Deliverables

- Draft Project List
- Cost estimates for 10 highest priority projects
- Draft and Final Progress Reporting Summary Template
- Preliminary Draft
- Draft Vision Zero Plan
- Final Vision Zero Plan
- Data Transfer

Project Budget Form

Project Name: City of Spokane
 Project Manager: Wende Wilber
 KAI Project Number: 31924
 Date: Sep 17, 2025

LABOR ESTIMATE - City of Spokane

Task	Notes	Staff	Steyn, Hermanus HJS	Wilber, Wende	Semler, Conor	Knudsen, Julia	Ulrich, Mike	Davies, Anthony	Bennett, Cameron	Scott, Wade	Rhyne, Steve	Marks, Jennifer	WORK TASK/ TASK HOURS	WORK TASK/ TASK COST
001	Project Management													
	Kick off Meeting with City PM - 1 hour			1		1	1	1	1	1			6	\$1,276
	Milestone Schedule with Updates			2			1						3	\$826
	Monthly Meetings with City PM (12 - 30 hour meetings)			6			6						12	\$3,073
	Monthly PMT Meetings (12 - 1 hour meetings)			12	6	6	12	6	4	4			50	\$11,756
	Meeting agendas, summaries (24)			6					12	12			30	\$5,428
	Monthly Invoicing (12)			6									6	\$1,884
	Reimbursable Expense													\$0
Task #001 - Subtotal			0	33	6	7	20	7	17	17	0	0	107	\$24,243
002	Stakeholder Meetings													
	Draft and Final TAC Agendas/Presentations (7)			7	4	4	4		16	16			51	\$9,877
	TAC Meetings (7)			7	4	4	7	4	4	4			34	\$7,719
	TAC Meeting summaries (7)						2		4	4			10	\$1,577
	Community Partner Work Session (2)			4			4			6			14	\$2,864
	Standard Plans Team Meetings (3)	2		6				12	12				32	\$6,802
	Draft and Final PowerPoint Presentation for City Outreach			1						2			3	\$586
	Presentation Support (Attend 4 - 2 hours each)			8				8					16	\$4,097
	Comment Response Logs			2					4	4			12	\$2,205
	Reimbursable Expense													\$0
Task #002 - Subtotal			2	35	8	8	19	24	40	36	0	0	172	\$35,722
003	Research													
	Data and Document Gathering								2	2			4	\$591
	Data Needs Summary								1	1			2	\$295
	Draft and Final Document/Code Review Gap Analysis			1			1			8			18	\$2,875
	Safety Analysis						8			32	24		64	\$10,704
	Draft Crash and High Injury Network Memo			2			6			30	12		50	\$8,278
	Draft Strategy Memo			2			8			16			26	\$4,386
	Reimbursable Expense													\$0
Task #003 - Subtotal			0	5	0	0	23	0	11	89	36	0	164	\$27,129
004	Outlines													
	Draft Bikeway Update Table of Contents			1	2	4			6				13	\$2,891
	Draft Quick Build Table of Contents			1	1	2			6				10	\$2,081
	Draft Vision Zero Table of Contents			1			2			3			6	\$1,118
	Draft Bikeway Update Annotated Outline	2		1	2	6		2	8				21	\$4,775
	Draft Quick Build Annotated Outline/Sample Chapter			1	2	6		1	8			4	22	\$4,597
	Draft Vision Zero Annotated Outline/Sample Chapter			1			4			8		4	17	\$2,842
	Final Bikeway Update Annotated Outline			1				1	4				8	\$1,690
	Final Quick Build Annotated Outline/Sample Chapter			1		2			4			2	9	\$1,816
	Final Vision Zero Annotated Outline/Sample Chapter			1			1			2		2	6	\$1,108
	Reimbursable Expense													\$0
	Task #004 - Subtotal			2	9	7	22	7	4	36	13	0	12	112
005	Bikeway Update and Quick Build Guide													
	Preliminary Draft Bikeway Update & Executive Summary		1	6	16	40		24	40		6	16	149	\$32,243
	Draft Bikeway Update & Executive Summary		2	4	12	32		12	32		6	8	108	\$23,738
	Final Bikeway Update & Executive Summary		1	1	4	16		4	24		6	6	62	\$12,815
	Preliminary Draft Quick Build Guide			6	12	24		8	40		2	8	100	\$21,265
	Draft Quick Build Guide			4	8	16		12	28		2	6	76	\$15,950
	Final Quick Build Guide			1	2	8		2	10		2	4	29	\$6,052
	60% Standard Plans (20)				2	16		36	80				138	\$26,003
	90% Standard Plans (20)			4	2	8		24	40				78	\$15,088
	Final Standard Plans (20)			2		8		12	20			16	58	\$10,949
	Preliminary Draft and Draft Plan Updates Recommendations Memo			4					16		4	4	28	\$5,251
	Final Plan Update Recommendations Memo			2					6		2	2	12	\$2,307
	Data Transfer								1		1		2	\$358
	Reimbursable Expense													\$0
Task #005 - Subtotal			14	28	58	168	0	134	337	0	31	70	840	\$172,020
006	Vision Zero Plan													
	Project List / Cost estimates			1			8	12		16	8		45	\$8,039
	Draft and Final Progress Reporting Template			1			8			8		4	21	\$3,634
	Preliminary Draft Vision Zero Plan			4			12	6		32	16	16	86	\$14,945
	Draft Vision Zero Plan			2			8	2		24	12	12	60	\$10,201
	Final Vision Zero Plan			2			4	1		8	4	6	25	\$4,474
	Data Transfer									1	1		2	\$335
	Reimbursable Expense													\$0
Task #006 - Subtotal			0	10	0	0	40	21	0	89	41	38	239	\$41,627
TOTAL HOURS			18	120	79	205	109	190	441	244	108	120		
LABOR RATE			\$314.07	\$314.07	\$270.11	\$270.11	\$198.05	\$198.05	\$159.44	\$135.87	\$198.81	\$162.16	TOTAL HOURS	TOTAL LABOR
LABOR COST			\$5,653	\$37,688	\$21,339	\$55,373	\$21,587	\$37,630	\$70,313	\$33,152	\$21,471	\$19,459	1,634	\$323,666

Rates shown above are for budgeting purposes only. Additional staff may be billed at the time services are performed.

TOTAL REIMBURSABLES
\$0
TOTAL KAI FEES
\$323,666
TOTAL SUB FEES
\$22,000
TOTAL PROJECT BUDGET
\$345,666



CITY OF SPOKANE - PURCHASING
& CONTRACTS
915 N. Nelson St.
Spokane, Washington 99202
(509) 625-6400

REQUEST FOR QUALIFICATIONS

<u>RFQu NUMBER:</u> 6342-25 <u>RFQu TITLE:</u> Safe Streets for Spokane Supplemental Planning <u>RFQu COORDINATOR:</u> Connie Wahl, City of Spokane Purchasing Department <u>PRE-PROPOSAL CONFERENCE:</u> N/A <u>QUESTION DEADLINE:</u> MONDAY, MAY 26, 2025 <u>TIME:</u> 1:00 P.M.	<u>PROPOSAL DUE DATE:</u> MONDAY, JUNE 2, 2025 <u>TIME:</u> 1:00 P.M. <u>PROPOSAL SUBMITTAL:</u> All Proposals shall be submitted electronically through the ProcureWare online procurement system portal: https://spokane.procureware.com by the due date and time.
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1. GENERAL INFORMATION

1.1 NO PRE-PROPOSAL CONFERENCE

A Pre-Proposal Conference is not anticipated for this RFQu.

1.2 COMMUNICATION

All communication between the Proposer and the City of Spokane (hereinafter “City”) shall be with the Request for Qualifications Coordinator and submitted through the ‘Clarifications’ tab in the City’s online procurement system portal: <https://spokane.procureware.com>. Any communication directed to other parties is prohibited.

1.3 BACKGROUND AND PURPOSE

The City, through its Planning and Economic Development Department is initiating this Request for Qualifications (hereinafter “RFQu”) to solicit Proposals from Firms to provide expertise in the development of a Best Management Practices and Design Standards manual for bicycle facilities. The City has recently adopted several significant active transportation initiatives to support people walking, biking, and rolling within the City including a Vision Zero resolution, Safety Action Plan, Bicycle Master Plan, Pedestrian Master Plan, and a Bicycle Priority Network. The Best Management Practices and Design Standards will support these planning efforts by providing strategies for implementation, design standards, standard plans, and development regulation and policy recommendations.

Funded by the Safe Streets 4 All supplemental grant program, the Best Management Practices and Design Standards’ outcome should be to assist in the goal of reducing fatal and serious injuries on Spokane’s roadways by planning for an all ages and abilities transportation network. It will utilize current national, state, and local standards as a starting point for developing bikeway design standards and plans that are customized to Spokane’s needs.

1.4 MINIMUM QUALIFICATIONS

The Proposer must have five (5) years of experience in transportation planning and engineering.

Note: In order to enter into a contract, the Proposer must be licensed to do business in the State of Washington.

1.5 CONTRACT PERIOD

Any contract resulting from this RFQu will be until December 31, 2026. A contract extension is not anticipated, but contract may be extended upon mutual agreement due to unforeseen circumstances.

1.6 ADDENDA

It is the responsibility of Proposers to check the City’s online procurement system <https://spokane.procureware.com> for Addenda or other additional information that may be posted regarding this Request for Qualifications.

1.7 TERMS AND CONDITIONS

Terms and Conditions applicable to this RFQu are included herein by reference and attached to this RFQu as Attachment 1.

1.8 ESTIMATED SCHEDULE OF PROCUREMENT ACTIVITIES

Question deadline	5/26/2025 – 1:00 p.m.
Proposals due	6/2/2025 – 1:00 p.m.
Evaluation, Negotiation, and Award	June-July, 2025
Begin contract work	Q3, 2025

The City reserves the right to revise the above schedule.

1.9 DEFINITIONS

Definitions for the purposes of this RFQu include:

City – The City of Spokane, a Washington State municipal corporation, the agency issuing this RFQu.

Firm – Consultant, Individual, Joint Venture, Team, or Company including Sub-consultants.

Proposal – A formal offer submitted in response to this solicitation.

Proposer - Firm submitting a Proposal in order to attain a contract with the City.

Request for Qualifications (RFQu) – Formal procurement document in which a service or need is identified but no specific method to achieve it has been chosen. The purpose of an RFQu is to permit Firms to submit qualifications and, if requested, project methodology and plan for evaluation.

2. SCOPE OF SERVICES

2.1 SCOPE OF SERVICES SUMMARY

The full scope of services is to be negotiated, and some responsibilities of the Proposer may be shifted in whole or in part to the City to address budget constraints, best utilize the Proposer's resources, and maintain overall project effectiveness. The final scope of work, including deliverables for each subsequent task will be developed in Task 1 following project kick-off meetings. Meetings may be attended virtually or in-person. The City is looking for a qualified Firm to develop *Active Transportation Best Management Practices and Design Standards* as part of the Safe Streets 4 All Supplemental Planning grant from USDOT. This includes developing a City specific Bikeways Design Manual, updating the City's Comprehensive Safety Action Plan, and creating a strategy and implementation plan for constructing bicycle infrastructure.

The *City of Spokane Bikeway Design Manual* will create design standards and standard plans for local adoption and use by City staff and contractors in the planning, design and construction of projects identified through the Six Year Comprehensive Street Program, Comprehensive Plan, Regional Transportation Plans, and other bicycle infrastructure design efforts. This document will include locally adopted standards for Protected Bike Lanes, Intersection Designs, Bikeway-Transit Stop Integration, Neighborhood Greenway/Bicycle Boulevard Intersection Design and Mid-Block Treatments, Trail/Shared Use Path Crossings, and more as necessary. Additionally, the bikeway design manual should include strategies for constructing and maintaining the recommended bicycle facility types.

The *Comprehensive Safety Action Plan Update* includes necessary updates to the comprehensive safety action plan such as additional safety analysis and expanded data collection and evaluation using integrated data, follow-up stakeholder engagement and collaboration, updating plan components required from an action plan, and consolidation of key safety and equity elements in various plans including the City of Spokane's Comprehensive Plan, Bike Master Plan, Downtown Plan, and regional

plans such as the Spokane Regional Transportation Council's Horizon 2045 Metropolitan Transportation Plan. The Comprehensive Safety Action Plan update should include a *Strategy and Implementation Plan* that will create process for prioritizing projects for future implementation based on targeted assessments of safety, connectivity, and health equity conditions.

The project will be broken into three phases including a scoping phase, a bikeway design manual development phase, and the comprehensive safety action plan update phase.

2.2 SCOPE OF SERVICES

Phases, Tasks, Deliverables	Description
Phase 1: Scoping	Q3 2025
Task 1: Project Management	• Define the scope • Host a virtual kickoff meeting and subsequent meetings with the project management team (PMT) • Provide meeting agendas and summaries • Monthly progress reports • Fulfill any federal requirements stemming from the Safe Streets 4 All USDOT grant including requirements for the Comprehensive Safety Action Plan
Task 1: Deliverables	• Finalized scope • Meeting agendas and materials • Monthly progress reports • Meeting Summaries
Task 2: Stakeholder meetings	• Host technical advisory committee (TAC) meetings to define goals and outcomes of the project • Attend and present to Transportation Commission
Task 2: Deliverables	• Meeting materials for technical advisory committee including an agenda, presentations, and summaries • Meeting materials for Transportation Commission meeting including presentations and summaries
Task 3: Research	• Review as necessary existing plans, policies, standards, development recommendations and design guidance • Meet with City staff and other stakeholders as necessary to confirm processes and identify City templates and standards for deliverables • Gather necessary data to update the comprehensive safety action plan
Task 3 Deliverables	• Document and summaries of review material including findings

Task 4: Develop framework	• Identify key design elements and goals for the Bikeways Design Manual ○ This should include consideration of construction and maintenance • Identify necessary updates to the comprehensive safety action plan to make future grant applications more competitive and to fulfill the USDOT requirements for a Comprehensive Safety Action plan ○ Including a process for project area phasing
Task 4 Deliverables	• Draft and final bicycle facility design elements and goals, including facility types • Annotated outline of the Spokane Bikeway Design Manual • Annotated outline of the Comprehensive Safety Action Plan including the Strategy and Implementation plan
Phase 2: Bikeway Design Manual Development	Q3/Q4 2025
Task 5: Phase 2 Project Management	• Project management team meetings • Monthly progress reports
Task 5 Deliverables	• Meeting materials including agendas and summaries • Monthly progress reports
Task 6: Stakeholder Meetings	• Host technical advisory committee meetings to review deliverables • Attend and present to Transportation Commission
Task 6 Deliverables	• Presentation materials • Meeting agendas and summaries
Task 7: Draft and Final Bikeway Design Manual	• Develop policy and procedural guidance for bikeway design • Develop standard plans and typical marking standards • Revision recommendations to other City of Spokane design standards, policies, regulations, and plans
Task 7 Deliverables	• Draft and final Bikeway Design Manual • Draft review and revisions with PMT, TAC and Transportation Commission • All original files associated with the deliverable including CAD, Word, Excel, PDF, GIS, etc.
Phase 3: Comprehensive Safety Action Plan Update	Q1/Q2 2026

Task 8: Phase 2 Project Management	• Project management team meetings • Monthly progress reports
Task 8 Deliverables	• Meeting materials including agendas and summaries • Monthly progress reports
Task 9: Stakeholder Meetings	• Host technical advisory committee meetings to review deliverables • Attend and present to Transportation Commission
Task 9 Deliverables	• Presentation materials • Meeting agendas and summaries
Task 10: Draft and Final Comprehensive Safety Action Plan	• Update any key metrics, formatting, and narrative • Ensure compliance with the USDOT's requirements for a Comprehensive Safety Action Plan • Include project area phasing and scoring for bikeway projects
Task 10 Deliverables	• Draft and final Comprehensive Safety Action Plan • Draft review and revisions with PMT, TAC and Transportation Commission • All original files associated with the deliverable including CAD, Word, Excel, PDF, GIS, etc.

3. PROPOSAL CONTENT

3.1 PREPARATION OF PROPOSAL

Proposals shall be clear, concise, in sequential order and titled as: Letter of Submittal, Technical Proposal and Management Proposal. Proposals shall be **maximum of ten (10) single sided pages** including cover sheet and letter of submittal. Resumes and Certification Regarding Debarment and Lobbying Form are not included in page limit. Proposals shall be prepared with the most favorable terms that can be proposed. There is not a "best and final offer" procedure.

3.2 LETTER OF SUBMITTAL

The Letter of Submittal shall be signed and dated by a person authorized to legally bind the Firm to a contractual relationship. Include the following information about the Firm and any proposed sub-consultants:

A. Name, address, principal place of business, telephone number, and e-mail address of legal entity or individual with whom contract would be written.

B. Legal status of the Firm (sole proprietorship, partnership, corporation, etc.) and location of the facility from which the Firm would operate.

C. Identification of any current or former employees from the participating Agencies employed by or on the Firm's governing board as of the date of the Proposal or during the previous twelve (12) months.

- D. Confirmation that Firm meets minimum qualifications identified in Paragraph 1.4 “Minimum Qualifications”.
- E. Acknowledgement that the Firm will comply with all terms and conditions set forth in the RFQu, unless otherwise agreed by the City.

3.3 TECHNICAL PROPOSAL

Proposal content for this section shall include an understanding of the City’s requirements with a comprehensive proposed approach, methodology and work plan.

- A. Demonstrate a clear and concise understanding of the project requirements along with a proposed approach and methodology for management and successful completion of the scope of services. The Firm may also present any creative approaches that may be appropriate and may provide any pertinent supporting documentation.
- B. Provide a detailed description of the work plan with all proposed tasks, services, activities, and other items necessary to accomplish the scope of the project as described in the Scope of Services section. Include a project schedule with completion dates for elements of work and deliverables. If applicable, provide name and address of any sub-consultant and what services they may provide. Include any required involvement by City staff.

3.4 MANAGEMENT PROPOSAL

Proposal content for this section shall include experience, capabilities, qualifications and application of resources to convey the ability to perform the scope of services.

- A. Indicate the experience the Firm, staff and any sub-consultants have relevant to the scope of services. Explain and provide documentation of how Firm meets the minimum qualifications as identified in Paragraph 1.4 “Minimum Qualifications”. Provide name, title, brief description of duties, responsibilities, qualifications, and years of pertinent experience. Provide details describing project team, team assignments, allocation of resources, lines of authority, and responsibility. Identify person within the Firm that will have prime responsibility and authority for the work. Indicate availability for each staff member assigned to the project and include percentage of time each will be assigned to the project. Describe how Firm will respond proactively to issues and project scope changes. Resumes may be included limited to 2 pages per person. The Firm shall commit that staff identified in its Proposal will actually perform the assigned work. Any staff substitution must have the prior approval of the City.
- B. Include a list of contracts the Firm has had during the last three (3) years up to a maximum of ten (10) contracts that relate to the Firm’s ability to perform the services needed under this RFQu. Provide contract period, contact names, phone numbers and e-mail addresses. Identify three (3) specific references from this list and briefly describe the work accomplished. **Do not include City staff as references.** The Firm grants permission to the City to contact the list provided.
- C. If the Firm has had a contract terminated for default in the last five (5) years, describe the incident. Termination for default is defined as notice to stop performance due to the Firm’s non-performance or poor performance and if the issue of performance was either (a) not litigated due to inaction on the part of the Proposer, or (b) litigated and such litigation determined that the Proposer was in default. Provide other party’s name, address, phone number and email address. If no such termination for default has been experienced by the Firm in the past five (5) years, so indicate.

4. PROPOSAL SUBMISSION AND EVALUATION

4.1 SUBMISSION OF PROPOSALS

Proposals shall be submitted with most favorable terms that can be proposed. There will be no best and final offer procedure. Proposals shall be submitted electronically through the City's online procurement system portal: <https://spokane.procureware.com> by the due date and time. **Hard paper, e-mailed or faxed copies will not be accepted. Late Proposals shall not be accepted.** Proposers must register if they have not done so previously and follow the steps below to enter and submit the electronic Proposal:

1. Click on "Bids" located on the left hand column.
2. Find the applicable project and click the "Project Number".
3. Click on the "Response" tab.
4. In the "Questions" tab, **answer questions and** upload required documents into the bid portal by clicking on "Browse" for each item. Note that only one document can be uploaded per question line item so combine if necessary.
5. Once the Questions have been entered, the yellow "Question Response" information message will change from incomplete to complete. Then the "Submit" button will become available.
6. Skip "Pricing Form" tab since no pricing is requested or allowed on a RFQu.
7. Click the "Submit Bid" button and review the terms and conditions, pop-up window that appears. If you agree to the terms and conditions, click the "I Accept and Submit this Bid" button.
8. If you want to remove your Proposal, click the red "Withdraw Bid" button in the "Response" tab for the applicable Proposal.

4.2 EVALUATION PROCEDURE

Responsive Proposals will be evaluated in accordance with the requirements stated in this solicitation and any addenda issued. Proposals will be evaluated including overall completeness, quality of content, and ability to follow instructions demonstrating attention to detail as part of the Technical and Management categories. Point scores are preliminary for evaluation discussion to determine ranking. The City, at its sole discretion, may elect to select the top-scoring Firms as finalists for an oral presentation and evaluation. Commitments made by the Firm at the oral interview will be considered binding. The RFQu Coordinator may contact the Firm for clarification of any portion of the Firm's Proposal.

4.3 EVALUATION SCORING

The Proposal will be evaluated as follows:

TECHNICAL PROPOSAL – 50% Project Approach/Methodology/Understanding Work Plan/Schedule/Deliverables	50 Points (Maximum) 50 Points (Maximum)	100 points
MANAGEMENT PROPOSAL - 50% Firm and Staff Experience/Qualifications/Capabilities/ Project Team/Allocation of Resources	100 Points (Maximum)	100 points
GRAND TOTAL FOR WRITTEN PROPOSAL		200 POINTS

4.4 AWARD/REJECTION OF PROPOSAL/CONTRACT

This RFQu does not obligate the City to award a contract. **Any contract awarded as a result of this procurement is contingent upon the availability of funding.**

The City reserves the option of awarding this contract in any manner most advantageous for the City and without further discussion of submitted Proposal. Failure to comply with any part of the RFQu may result in rejection of Proposal as non-responsive. The City also reserves the right, at its sole discretion, to waive minor irregularities, reject any and all Proposals received without penalty and to not issue a contract from this RFQu. More than one contract may be awarded. Contract negotiations may incorporate some or all of the Proposal.

Award of contract, when and if made, will be to the Proposer whose Proposal is the most favorable to the City including, but not exclusively, consideration of the evaluation criteria. Interlocal agreements accessing other agency contracts where applicable may be considered as a Proposal. Contract is optional (non-exclusive) use.

5. GRANT REQUIREMENTS

This project may be funded by federal and state grant monies. Firms are warned to take into consideration applicable federal requirements in making their Proposal and performing the work.

6. RFQu ATTACHMENTS

Attached to this RFQu and incorporated herein by reference are the following background documents:

Attachment 1 – Terms and Conditions

Attachment 2 – Certification Regarding Debarment and Lobbying Form



1. Letter of Submittal

June 2, 2025

City of Spokane
Purchasing & Contracts
915 N. Nelson Street
Spokane, Washington 99202

RE: Safe Streets for Spokane Supplemental Planning

Dear Connie Wahl and Evaluation Committee:

Congratulations on becoming a silver-level Bicycle Friendly Community!

Kittelison & Associates, Inc. (Kittelison) been applying research to transform how practitioners plan, design, and operate transportation facilities for more than 40 years. We have over 400 professionals in 27 offices across the United States, including our Spokane office. We have teamed with Coffman Engineers, Inc. (Coffman) and SPVV Landscape Architects (SPVV) to bring a local perspective backed by national expertise for this City of Spokane (City) transformative initiative. We will deliver a state of the art Active Transportation Best Management Practices and Design Standards, Bikeway Design Manual, and Comprehensive Safety Plan Update.

1.A. Principal Place of Business. This project will be managed by Wende Wilber, PTP, Senior Principal Planner, from our Spokane office. Wende is an authorized representative with the authority to represent Kittelison in contractual matters.

Kittelison

202 East Spokane Falls Boulevard, Suite 303, Spokane WA 99202
Wende Wilber, PTP, Senior Principal Planner
E. wwilber@kittelison.com
P. 509-508-0939

Coffman

221 N. Wall Street, Suite 500, Spokane, WA, 99201
Carston Mortenson, PE, Principal
E. carston.mortenson@coffman.com
P. 509-328-2994

SPVV Landscape Architects

1908 W. Northwest Boulevard, Suite A, Spokane, WA 99205
Ken Van Voorhis, PLA, Principal in Charge
E. kvan@spvv.com
P. 509-325-0511

1.B. Legal Status & Location of Work. Kittelison, Coffman, and SPVV are legal corporations and will manage this work from our Spokane offices.

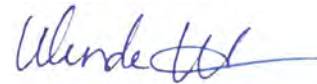
1.C. Previous City Employees. There are no current or former employees employed by Kittelison and our subconsultants, or any of the firm's governing boards as of the date of the Proposal or during the previous 12 months.

1.D. Minimum Qualifications. Kittelison and the proposed subconsultants are all licensed to do business in Washington and exceed the minimum qualifications for the services requested. Kittelison has provided transportation research, planning, and design services for 40 years, Coffman has been in business for 46 years, and SPVV for 30 years.

1.E. Acknowledge of Terms & Conditions. Kittelison has reviewed the Terms & Conditions and reserves the right to negotiate.

Our team is excited to adapt national best practices to our hometown's local context and provide you with practical, implementable design criteria guidance and solutions to improve safety for all users. Thank you for your time and consideration of our proposal.

Sincerely,
Kittelison & Associates, Inc.



Wende Wilber, PTP
Senior Principal Planner

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Attachments

Resumes
Addendum 1
Certification Regarding Debarment & Lobbying

2. Technical Proposal



Why Kittelson? Team Benefits

Commitment to our home town. Our core team all live, work, and play in Spokane and as professionals we implement the design criteria on a daily basis. You will have local accountability, expertise, and boots on the ground for enhanced responsive and availability for impromptu meetings.

Efficiencies. We have already analyzed crash data for the City (2023) and have a GIS framework built out. We can update the information and focus our time digging deeper into the crashes to identify implementable solutions.

National Expertise. Our local team is supported by a network of National Experts that are a Microsoft Teams message away for guidance. Kittelson has developed 100+ manuals and guidebooks, including the Manual on Uniform Traffic Control Devices, 11th Edition (MUTCD), NACTO Urban Bikeway Design, and 48 Safety Action Plans, including the Spokane Regional Transportation Council (SRTC) Regional Safety Action Plan.

Bike Nerds. Our staff field test our ideas! Cameron (Kittelson) has biked 80+ miles of Spokane's network and McKenna (Kittelson) used cycling as her primary transportation mode while studying at Gonzaga. They are working on the West Central Infrastructure and Division Street Transit-Oriented Development projects.

A truly multi-disciplinary team. We are more than just bicycle/pedestrian experts. We specialize in research, planning, and design for all modes and take a systemic approach to transportation improvements.

Tailored Manual Development

The Federal Highway Administration (FHWA), National Cooperative Highway Research Program (NCHRP), National Association of City Transportation Officials (NACTO) and other organizations at the forefront of transportation projects have several guidebooks and documents—but it can be a confusing world to navigate, especially when many of the guidebooks appear to cover very similar topics. **How do you know which one to pull off the shelf and adapt to your local conditions?**



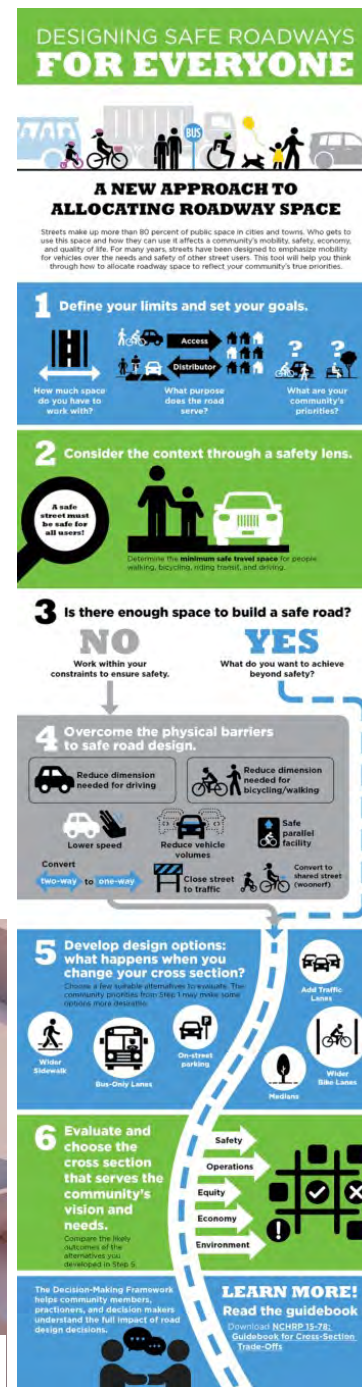
With visualizations and infographs, Kittelson can convey concepts and methods for all people to understand. (Left: Rendering of Cycle Track / Right: NCHRP 1036: Roadway Cross-Section Reallocation: A Guide excerpt.

The **Kittelson team** is at the forefront of helping agencies tailor research to practical solutions that work in each unique community. Kittelson is supported by:

- **Coffman (Spokane-based)** brings a strong background with the City's, Spokane Transit Authority's (STA), and Washington State DOT's (WSDOT) design standards, including stormwater and utility design.
- **SPVV (Spokane-based)** brings local knowledge in developing streetscape recommendations.

Together we will deliver a Best Management Practices and Design Standards Manual For Bicycle Facilities (Bikeway Manual) and an updated Comprehensive Safety Action Plan (Safety Action Plan) that translates proven strategies into tools Spokane can use to make measurable safety improvements. These documents will be grounded in local context, policies, and infrastructure realities. They will provide actionable guidance with a clear framework for design consistency, safety improvements, and project prioritization to support near- and long-term investments.

We transform technical information into stunning, readable deliverables including infographics, websites, mailers, and 3D visualizations to help educate community partners and agencies.



2.A Understanding, Approach & Methodology

This is an exciting time for the City to build on the momentum gained to improve safety and mobility for all users. Some exciting activities include:

- Receiving a \$9.6M Safe Streets and Roads for All (SS4A) implementation grant for bicycle and pedestrian safety improvements.
- Implementing Safe Streets infrastructure with Mayor Brown signing an executive order to establish pedestrian and bicycle safety as top priorities for transportation investments.
- Establishing a new Transportation Commission
- Passing the “Janet Mann – Safe Streets Now” resolution to improve traffic calming, implement Safe Streets infrastructure, improve bicycle and pedestrian infrastructure, and implement adaptive design projects.
- Completing the accelerated Mobility Playbook (September 2024) which recommends accelerating implementation of the Bicycle Priority Network, safety improvements, and streamlining project delivery.

Progress Made. The City set a goal to add 27 miles of new bike lanes by 2027, as part of an “Urban Mobility Network” plan. This plan aims to create a safe and connected system of bike routes, including low-stress pathways. Using adaptive design or “quick builds” the network is starting to be developed. This includes the Chestnut-Elm Greenway Phase 1, scheduled for 2025 construction (Kittelson is designing this project). The first contraflow bike lane improved connectivity of the Centennial Trail along Post Street and new bike racks were installed in response to community requests. The purchase of dedicated sweeper and snowplow equipment helps to keep bike lanes clear.

Work to do. Spokane continues facing serious safety challenges. In 2024, 36% of fatal crashes involved a vulnerable road user, highlighting the need to address systemic safety risks through infrastructure, design, and policy. This project is an opportunity to bring clarity, consistency, and coordination to the City’s active transportation network and reduce preventable tragedies. It allows the City to address emerging issues such as e-bike and micromobility design, new traffic control strategies like “No Turn on Red,” public education, and sustainable funding and maintenance. Education is essential to improving outcomes, and we see an opportunity to align with the Spokane Regional Transportation Council (SRTC) SS4A supplemental planning grant and support their region-wide transportation safety campaign.

Implementation Focused. We combine national expertise in bike facility design and safety planning with a deep understanding of Spokane’s infrastructure, policies, and community vision. Our team turns plans into practical, safety-focused design standards, offering clear, tailored guidance to bring Spokane’s vision to life with community support.

Approach/Methodology for Successful Project Management & Delivery

Our cost-effective approach to developing the Bikeway Design Manual and updating the Safety Action Plan will be an iterative process where the City, elected officials, stakeholders, and the community will be engaged to provide feedback, give input, and guide decisions.

Through our three-phased approach we will set a good foundation early with a table of contents, potential white papers to dive into more nuanced topics, and an annotated outline to verify we are on the same page before investing resources into chapter development. Our approach to chapter

reviews optimizes staff time and allows us to make course corrections early.

We understand virtual meetings are efficient, but also know that in-person meetings can be beneficial for strategic work sessions and problem solving. Our staff is always available to meet in person with technical experts attending virtually.

2.B Work Plan, Subconsultants & Schedule

Work Plan

We propose convening targeted groups for each phase, providing the flexibility to engage the right expertise at the right time. We will prepare agendas, presentations, and summaries with action items for all meetings. This work plan will consist of:

- **Project Management Team (PMT).** The City’s Project Manager will establish the PMT to help guide the overall project development and will meet throughout all phases.
- **Technical Advisory Committee (TAC).** The TAC will provide guidance and input on deliverables. Kittelson will provide materials for review one week in advance of the meetings to streamline discussions (all meetings will be virtual or hybrid, averaging 2 hours). Representatives from City Integrated Capital Management, Traffic Engineering, Public Works (Streets and Maintenance), Planning, STA, SRTC, Parks and Recreation, WSDOT, and Bicycle Advisory Committee may participate.
- **Partner Meetings.** We will convene focused discussions with agencies, technical staff, and community members. These will be one-on-ones or small group meetings as needed. This includes practitioners who regularly apply design criteria, conduct safety reviews, or oversee road safety audits, and community members who use the facilities and advocate for safer streets. We could meet with the Police and Fire Department, Spokane Regional Health District, Avista, Public Works (Stormwater), designers, developers, contractors, Cascade and Spokane bicycle clubs, and Reimagine Spokane.
- **City Commission/Committee Presentations.** Our team has experience working with elected and appointed leaders to communicate the benefits and impacts of design strategies. We will remain flexible to support City briefings with the Transportation Commission, Bicycle Advisory Group, Planning Commission, and the Comprehensive Plan Update team.



Building upon the guidance in the Oregon DOT Blueprint for Urban Design (led by Kittelson), Kittelson developed concepts for bicycle lanes along Main Street in Medford, OR

PHASE 1: SCOPING

Task 1: Project Management

Objective: Proactively communicate to collaborate, solve problems, minimize risk, and make your jobs easier.

Upon Notice to Proceed (NTP), Wende Wilber, PTP, will schedule a meeting with the City's project manager to discuss initial revisions to the scope/work plan. The initial meeting will identify participants for the TAC and Partner meetings and confirm outreach efforts.

We will develop a draft scope and work plan that reflects the revised approach and has a detailed schedule of deliverables, review periods, meetings, stakeholder outreach, and SS4A grant reporting requirements. During this meeting, we will identify task leads and have an estimated budget by task.

We will schedule a meeting with the PMT to review the scope/work plan and solicit feedback before finalizing. This meeting will find tune the approach based on project expectations and goals, potential challenges and opportunities, and coordination and communication flow. The final scope and fee proposal will be delivered to the City's project manager accompanied by an online interactive document (Smartsheet) that will be accessible to all team members including City staff and the PMT to help us all proactively track project commitments.

Along with as-needed virtual check-ins, we will lead monthly (on average) hybrid meetings with the PMT to discuss progress, deadlines, questions, risks, and solutions to protect the schedule and budget. Agendas and supporting material will be provided at least one week prior to each meeting. Action item summaries will be prepared and distributed within five working days of each meeting. We will include a project progress report that meets the SS4A grant reporting requirements with our monthly invoicing.

Deliverables:

- Draft & Final Scope/Work Plan
- Monthly Meeting Agendas, Presentations & Summaries for PMT Meetings
- Monthly Progress Reports

Task 2: Stakeholder Meetings

Objective: Engage with diverse stakeholders during scoping to understand the design, planning, and policy practices currently in place and how they need to evolve.

Proposed Meetings:

PMT

- Kick-off Scoping
- Monthly to Review Key Deliverables

TAC

- Project Introduction/Review Draft Best Practices
- Review Framework Plan Table of Contents for the Bikeway Design Manual & Safety Action Plan Update
- Draft Bikeway Design Manual Framework Plan
- Draft Safety Action Plan Framework Plan

PRESENTATIONS

- Introduce project and solicit feedback from the Transportation Commission and other entities to PMT

Task 3: Research

Objectives: Understand the state of best management practices, confirm processes and standards, and identify effective approaches that support goals for a safe bicycle network.

This step aims to identify what should be carried forward, existing gaps, data needs, and recommendations for the Bikeway Design Manual and Safety Action Plan. For the Bikeway Design Manual, this may include new criteria, recommendations to relocate or consolidate guidance from multiple locations, ideas for public friendly graphics, suggestions for policy and administrative changes, and updates to the overall design process. We will align the Safety Action Plan with SS4A grant requirements, changing federal guidance, and completed and planned projects. We will conduct a comprehensive review using a shared online document to "crosswalk" information (one for each document). Identifying how elements in one system relate to those in another, this "crosswalk" will inform the Framework task.

We will review existing plans, policies, standards, development recommendations and design guidance to include relevant sections of:

- City of Spokane Municipal Code
- City of Spokane Zoning Code
- City of Spokane Design Standards (with a focus on Chapter 3)
- WSDOT Design Manual
- STA Design Standards

For the research effort, we will identify national and peer city best practices that are most applicable to Spokane's context and recommend how they should be adopted, adapted, or integrated. This work will form the foundation of the best management practices included in the Bikeway Design Manual, ensuring it is not only comprehensive but also actionable and aligned with implementation needs.

We will also coordinate with the Comprehensive Plan Update team, to align with the Bikeway Design Manual and Safety Action Plan, in particular the Transportation Element. For the Safety Action Plan update, we have reviewed and summarized most of these documents for the SRTC Regional Safety Action Plan. We will do a quick tune up of our previous work to include:

- Bicycle Master Plan
- Street Maintenance and Operations Plans, including staffing and budgets
- Comprehensive Safety Action Plan
- SRTC Regional Safety Action Plan (Led by Kittelson)
- WSDOT Strategic Highway Safety Plan
- Traffic Calming Studies

Based on our research, we will prepare a data needs summary identifying what data we have and what is needed. It is expected that we will need 2024/2025 crash data (*we have it through 2023*) and GIS files that have been updated since 2024 for the Safety Action Plan. We will present the key findings to the PMT during our monthly meetings and the TAC.

Deliverables:

- Draft & Final "Crosswalk" Matrices
- Data Needs Summary
- Draft & Final Best Management Practices



Kittelson staff are active cyclists, several who are bicycle commuters. (Image: Cameron Bennett bicycling through Spokane.)

Task 4: Develop Framework

Objective: Define template, content, and standards to create a roadmap for delivery.

We propose the following steps to prepare frameworks for the Bikeway Design Manual and Safety Action Plan update:

Table of Contents: We will establish a framework to organize content based on the findings from the research task and PMT and TAC input. This will include an outline of primary sections/chapters, and highlight new information (e.g., emerging technologies) to be integrated.

Annotated Outline: Based on the table of contents, we will develop an annotated outline demonstrating the information to be addressed in each chapter and section and what will and will not be included. This creates a “roadmap” for how the Bikeway Design Manual and Safety Action Plan will be developed and allows the team to achieve consensus on information and make decisions prior to production.

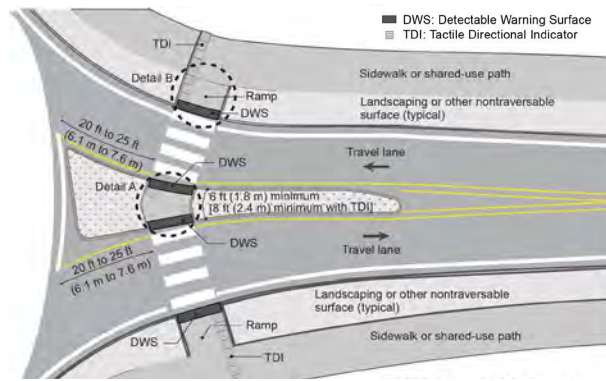
For the Bikeway Design Manual, we will identify key design elements such as: Protected Bike Lanes, Contra-Flow Bike Lanes, Intersection Designs, Bikeway-Transit Stop Integration, Neighborhood Greenway/Bicycle Boulevard Intersection Design and Mid-Block Treatments, Trail/Shared Use Path Crossings, and bicycle parking. It will include sections on specifications, construction considerations, and operations and maintenance. Also, it will be important to also address quick build versus permanent installations.

For the Safety Action Plan update, the annotated outline will include chapter and section headings aligned with SS4A guidelines. This will cover the plan’s vision and goals, data analysis methodology, High Injury Networks, emphasis areas, and equity considerations. It will also outline the framework for strategy development, prioritization, performance measures, and implementation planning.

Developing Sample Chapter: We understand the documents should be user friendly and easy to implement. For the Annotated Outline, we will set up a sample chapter with sample layouts illustrating the format, text style, colors, exhibits (e.g., figures, tables), headers, footers, and margins.

Deliverables:

- Draft Outline for Bikeway Design Manual & Safety Action Plan
- Draft & Final Bikeway Design Manual Framework Plan
- Safety Action Plan Draft & Final Framework Plan



Intersection crosswalk figure from NCHRP Research Report 1043: Guide for Roundabouts (Led by Kittelson)

PHASE 2: BIKEWAY DESIGN MANUAL

Our manual and guidebook development project success stems from:

- Testing the delivery of recommended concepts, case studies, and graphics early in the draft development process.
- Integrating work from several researchers into a singular and consistent whole.
- Developing and confirming logistical procedures (e.g., formatting, schedule, comment integration, document delivery, and version control) early.
- Developing the guidebook for print and digital.

Task 5: Project Management

Objective: Getting the project to the finish line on schedule and on budget.

We will carry forward project management tasks from Phase 1 including monthly PMT meetings and invoicing. Using the annotated outline as the framework, we will work with the PMT to group chapters and supporting materials into bundles to provide smaller, more reasonable deliverables (volume/size) for review. The objective is to accept each chapter as a final draft deliverable, with only minor modifications when the chapters are combined into the final draft manual.

We will implement a two step QA/QC protocol for delivering the Bikeway Design Manual.

1. **Quality Control Reviews:** The Technical Advisors will conduct independent quality control reviews of draft chapters.
2. **Editorial Review:** As chapters are finalized, we include an editorial review to verify consistency with naming, text, tone, grammar, and other elements before submitting to the City. *We want*

reviewers to focus on content, not typos. Finally, we will develop a document comment and response log to track all input on the Bikeway Design Manual.

Deliverables:

- Monthly Meeting Agendas, Presentations, and Summaries for PMT Meetings
- Monthly Progress Reports
- Comment/Response Logs

Task 6: Stakeholder Meetings

Proposed Meetings:

PMT

- Monthly to Review Key Deliverables

TAC

- 2 to Review Draft Chapters
- Draft Bikeway Design Manual Review

PARTNERS

- 3 Meetings to Provide Technical Input on Draft Chapters

PRESENTATIONS

- Draft Bikeway Design Manual to Transportation Commission and Other Entities Coordinated with PMT



Kittelson engaged people while completing the SRTC Regional Safety Action Plan to empower people to shape their communities.

Task 7: Draft and Final Bikeway Design Manual

Objective: Prepare the final manual for submittal and publication by the City.

Draft Chapters: We will develop a draft chapter bundles and provide them for review and comment by City Project Manager, PMT, and TAC. The review period will typically be two to four weeks for these draft chapter bundles, so coordinating these items within an overall schedule is important to meeting the schedule.

Collaborative Work Session: After the City’s and PMT’s review, we will facilitate work sessions with the PMT, TAC, and Partners to review the comments and make changes within each Draft Chapter.

Revised Draft Chapters: We will address the comments, track in a comment log, and submit updated draft bundles to the City Project Manager and PMT for review and comment. In some cases, they will be need recirculating to the ITAC and/or Partner members.

Draft Manual: All of the chapters will be consolidated into a draft manual and redistributed for review.

Final Manual: We will address final comments and submit the final version of the Bikeway Design Manual in a Microsoft Word document and Adobe PDF, including a web version.

Deliverables:

- Draft Chapters
- Revised Draft Chapters
- Draft/Final Bikeway Design Manual
- All Supporting Data, GIS, Excel, CAD, Word, and PDF files will be transferred to the City

PHASE 3: COMPREHENSIVE SAFETY ACTION PLAN UPDATE

Task 8: Project Management

We will carry forward project management tasks from Phase 1 including monthly PMT meetings and invoicing. We will maintain a separate comment/response log for the Safety Action Plan.

Deliverables:

- Monthly Meeting Agendas, Presentations, and Summaries for PMT Meetings
- Monthly Progress Reports
- Comment/Response Logs

Task 9: Stakeholder Meetings

Proposed Meetings:

PMT	• Monthly to review key deliverables
TAC	• Review Draft Crash Analysis Memo, Confirm High Injury Network Methodology • Review Draft High Injury Network Memo and Confirm Prioritization Methodology • Review Draft Strategy and Implementation Plan Memo • Review Draft Safety Action Plan
PARTNERS	• 3 Meetings to Understand Health impacts/Findings
PRESENTATIONS	• Draft Safety Action Plan to Transportation Commission and Other Entities Coordinated with PMT

Task 10: Comprehensive Safety Action Plan - Draft & Final

Our team will build on the 2023 Vision Zero Action Plan and SRTC Regional Safety Action Plan to continue compliance with SS4A grant requirements, including any changes as part of the new federal administration directives. Because we have such a head start, we can dig deeper into crash location and focus on newly adopted strategies to address safety, connectivity, and health equity outcomes across the multimodal transportation network. The update will follow a three-step process:

1. Data Analysis. We will review and expand on the City's existing crash analysis by incorporating the most recent available WSDOT crash data and additional sources (i.e., emergency response records, near-miss data (if available), STA boarding data, and public health indicators). This analysis will help to refine the High Injury Network and better align safety planning with the most pressing systemic risk factors, particularly for vulnerable users.

2. Safety Action Plan Update. Updates to the existing Safety Action Plan will include:

- A consolidated risk-based framework for evaluating crash types, contributing factors, and priority locations, including under-represented corridors.
- Integration of equity using the Washington State Environmental Health Disparities Map. This resource allows us to identify overburdened communities based on cumulative impacts, emphasizing the needs of disadvantaged census tracts where over 78% of vulnerable user fatalities and injuries occur.
- Cross-referencing of countermeasure effectiveness using the FHWA Crash Modification Factors Clearinghouse and addition of new countermeasures informed by local feasibility and maintenance practices.
- Updated High Injury Network with refreshed crash analysis and systemic analysis outputs.
- Develop a Strategy and Implementation Plan that outlines a transparent, replicable scoring framework to rank projects across the Spokane's multimodal network, guiding phased implementation and resource allocation.

3. Plan Components and Integration with Existing Policies. The Draft and Final Comprehensive Safety Action Plan will include:

- All required components for SS4A: leadership commitment, safety analysis, engagement

strategy, equity considerations, policy alignment, projects list, implementation plan, and plan for progress tracking.

- An updated project scoring and prioritization methodology that supports future SS4A grant applications and other potential funding sources such as Highway Safety Improvement Program or future WSDOT funding.
- Coordination of recommendations with the Comprehensive Plan, Bike Master Plan, Downtown Plan, and SRTC Regional Safety Action Plan to unify policy direction and reduce redundancy across planning documents.

Deliverables:

- Draft/Final Crash Data Analysis Technical Memo
- Draft/ Final High Injury Network Methodology Technical Memo
- Draft/Final Strategy and Implementation Technical Memo
- Draft/Final Comprehensive Safety Action Plan
- Data, GIS, Excel, CAD, Word, and PDF files

Subconsultants

Coffman

21 N Wall Street Suite, 500
Spokane, WA 99205

Services: Civil engineering focused on best practices and design standards manual for bicycle facilities and liaison to STA.

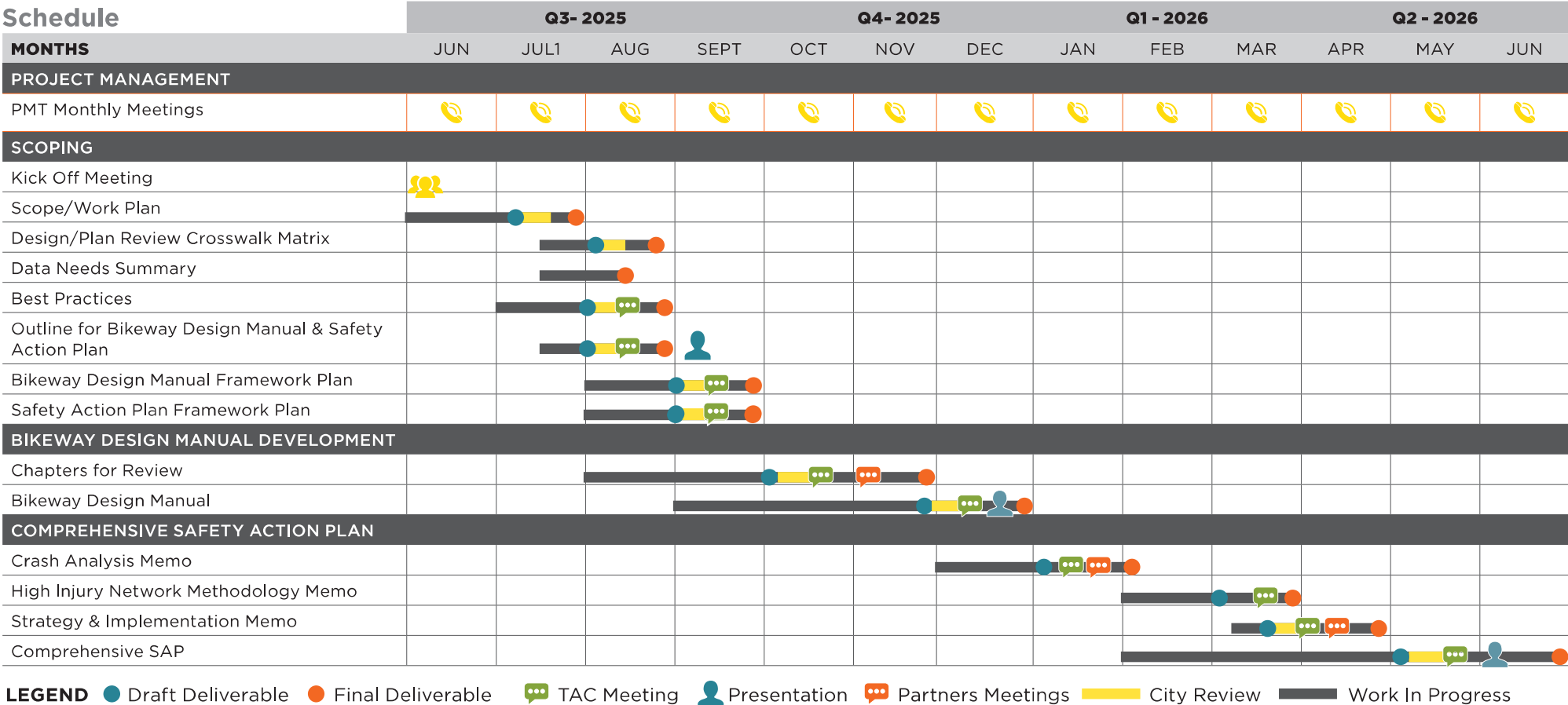
Coffman is a Spokane-based consulting firm with experience supporting the City and STA. Their team has developed transit, pedestrian, and bicycle infrastructure standards, managed utilities, and enhanced transit access. Coffman's expertise includes integrating City, WSDOT, and STA standards, and delivering projects such as Wall Street and Riverside Avenue realignments to improve transit and pedestrian facilities.

SPVV

1908 W Northwest Boulevard, Suite A
Spokane, WA 99205

Services: Landscape architecture guidance and direction for design standards.

SPVV is based in Spokane, has valuable experience providing comprehensive services from site analysis and planning to design, implementation, and post-construction evaluation, having been involved in 200+ City projects, to support pedestrian and bicycle safety.



3. Management Proposal

3.A Firm Experience

For 40 years, Kittelson has transformed roads into complete streets that prioritize safety and mobility. As daily riders and walkers ourselves, we bring real-world insight to every project

Leaders in Guidance Development. Transportation practitioners throughout the world have benefited from the leading guidebooks and manuals produced by Kittelson-led teams. These have transformed how transportation professionals address safety, multimodal design, operations, and accessibility in all kinds of projects.

Safety Specialists. Kittelson is routinely involved with transportation safety action plans, systemic safety analyses, road safety audits, corridor and intersection

studies, recognizing and diagnosing crash trends and patterns, and designing safety improvements. We also regularly work with communities to develop projects that fit their project goals, creating transportation systems that function well and are safe for all.

The following projects demonstrate our ability to apply the guidance we develop to local projects.

WEST CENTRAL INFRASTRUCTURE PROJECT & QUICK BUILDS. Collaborative planning initiative to enhance multimodal safety and connectivity to trails, transit, downtown, and schools in a low-income, transportation-disadvantaged community. Kittelson applied national design guidance, led focused outreach, and delivered practical solutions. Clear accessible materials enabled meaningful community input. Kittelson is preparing 90% designs for the top 10 projects to prepare for implementation grants.

WEST CENTRAL TRAFFIC CALMING
BROADWAY AVE BIKE LANE CONCEPT

 Click Here

Kittelson can test designs and visualize outcomes. See protected bike lanes and snow removal operations on Broadway Avenue in Spokane, WA.

BURKE-GILMAN TRAIL MISSING LINK. Kittelson advised Seattle DOT on the Burke-Gilman Trail missing link. To test the design, Kittelson led a field test of a two-way separated bike lane through an industrial corridor, using paint, cones, and signage to simulate conditions. The test included truck turning checks, confirmed key design elements, and identified refinements like LED sign placement, tapering, detection, and pavement markings.



Visualization of Burke-Gilman Trail Connection

PULLMAN CITYWIDE INTERSECTION IMPROVEMENTS.

To improve intersection safety and achieve the Washington Target Zero goals, the City of Pullman implemented a citywide intersection and pedestrian crossing improvements plan. Kittelson provided design services that brought traffic signals to MUTCD standards. Other design work has involved illuminated street name signs, rectangular rapid flashing beacons coupled with pedestrian ramp reconstruction. These improvements will provide safer and more accessible crossings for pedestrians.

KENNEWICK PATHWAYS & TRAILS MASTER PLAN

The Kennewick Pathways & Trails Master Plan outlines a 50-mile trail system, Wigeon Way Trail System, which leverages the existing irrigation canal service roads. This plan includes typical cross sections for trail types, which is based on use and an operations and maintenance needs assessment. The plan has cost estimates and funding strategies.

"Wanted to express appreciation, one of the better presentation and plans I have seen as my tenure of council. Really appreciate Appendix E, which details funding sources. ... It's more than here is a nice thing, it's a nice thing and here is how we can pay for it."
--Mayor Pro-Tem of Kennewick:

Kittelson Team Personnel

* Full resumes included in Appendix

LEGEND:

Percentage (%) of Overall Availability

Percentage (%) of Time Dedicated to this Project

Project Management Team



Wende Wilber, PTP, Project Manager (Kittelson). 45%, 25%

Wende has the ideal mix of Vision Zero leadership, active transportation expertise, and local knowledge to effectively manage this multifaceted effort. She developed and implemented multimodal design criteria for the public sector as the City of Anchorage (AK) Urban Design Commission Chair. Over her 30-year career, she has written code amendments; developed context-sensitive design guidance; and managed complete street designs, safety action plans, trail plans, bicycle lane concepts, and roadway and intersection improvements. She leads our in-house grant technical assistance group, supporting agencies in receiving millions in grants. Her experience developing guidebooks includes working on NCHRP 20-24(146): Guide to Supporting and Sustaining Transportation Grant Programs for Local Governments and Tribes; San Francisco Municipal Transportation Agency – Driverless Ridehail Policy, and the SRTC Comprehensive Plan Certification Manual Update.



Hermanus Steyn, PE, Principal Engineer (Kittelson). 30%, 10%

Hermanus is a national leader in transportation design and safety. His work on NCHRP Research Report 1036: Roadway Cross-Section Reallocation: A Guide, and Oregon DOT Blueprint for Urban Design has shaped how professionals plan and operate multimodal networks. As a TRB Design Section Chair, he champions context-sensitive design that enhances safety for all.



Mike Ulrich, AICP, Deputy Project Manager/Safety Action Plan Lead (Kittelson). 50%, 35%

Mike is a transportation planner and project manager who uses data analytics and modeling to enhance safety, guide investments, and support multimodal travel. He's led major regional plans, like the SRTC Regional Safety Plan, where he applied the Safe System Approach and developed tools to centralize and analyze transportation data across the Pacific Northwest.

Project Leads



Julia Knudsen, PE, Guidebook Lead (Kittelson). 35%, 20%

Julia helps state DOTs and local agencies nationwide create safer, multimodal transportation systems by leading design standard updates and guidance development. She helped develop NCHRP Report 613: Guidelines for Selection of Speed Reduction Treatments at High-Speed Intersections, and NCHRP Report 785: Performance-Based Analysis of Geometric Design of Highways and Streets.



Anthony Davies, PE, Project Engineer (Kittelson). 40%, 30%

Anthony is a public works expert with construction and public sector experience, giving him insight into design, standards, and constructability. He applies context-sensitive, sustainable solutions to improve safety and mobility. He worked the West Central Infrastructure Project and SRTC Regional Safety Plan.

Technical Support



Carston Mortenson, PE, DBIA, Civil Engineer (Coffman). 30%, 15%

Carston leads infrastructure projects that enhance transit access, mobility, and safety. He develops constructable PS&E documents and has delivered 100+ STA projects, including transit standards and pedestrian/bikeway infrastructure.



Ken Van Voorhis, PLA, Landscape Architect (SPVV). 45%, 10%

Ken has enhanced public spaces in Spokane through completing 200+ urban revitalization and public space design projects. He's well-versed in City standards and WSDOT safety requirements.



Cameron Bennett, EIT, Planner (Kittelson). 40%, 30%

Cameron plans and designs safe and mindful transportation environments. He's skilled in data analysis, PS&E preparation, bikeway design, GIS, micromobility policy, and research.



McKenna Stramler, EIT, Planner (Kittelson). 40%, 30%

McKenna plans and designs projects to improve safety, access, and operations. She has worked on complete streets, pedestrian safety, and cross-section reallocation, including the West Central Infrastructure Project in Spokane.



Conor Semler, Technical Advisor - Active Transportation (Kittelson).

30%, 5% Conor is a daily bike commuter and national expert in multimodal planning. He's shaped policies, authored guides, and led NCHRP Report 1036, creating a framework for reallocating road space to boost safety, livability, and equity. He conducted research to develop the FHWA Separates Bike Lane Planning and Design Guide. His work draws on best practices from across the U.S. and abroad.



Gene Hawkins, PE, PhD, Technical Advisor - Traffic Control Devices (Kittelson).

45%, 5% Gene is a national expert on traffic control devices, shaping MUTCD content through his research, leadership as National Committee on Uniform Traffic Control Devices Chair, and work at Texas A&M. He created mutcd.kittelson.com and has served as an expert witness, offering practical insight into device effectiveness.



Steve Rhyne, Visualization Expert (Kittelson).

50%, 20% Steve is a visual communication specialist who supports planning and engineering projects. He specializes in geospatial data analysis, 3D visualization, and infographic creation to develop compelling visualizations in still and animation formats.



Jennifer Marks, PhD, Technical Editor (Kittelson).

45%, 25% Jennifer works alongside planners and engineers to write clear and compelling narratives. She develops publications and visualizations.

City Involvement

We view our role as an extension of your staff. To successfully execute this project and minimize your workload, we envision the role of the City as follows:

- Establishing the PMT.
- Sending out the first invite to stakeholder groups. We will prepare the email and agenda. Once the groups have attended the first invite, we can take over.
- Conducting reviews in a timely manner and consolidate comments.
- Communicating schedules, deadlines, and vacations so we can plan around them.
- Giving constructive feedback.

Allocation of Resources

While unexpected challenges can arise, Kittelson stays on track using InfoSys—our internal scheduling system that monitors staff availability and workload in real time. This allows us to quickly reallocate resources across our nationwide team, keeping projects on schedule and within budget. Because we operate as one-firm, without geographic barriers, we have the full resources of Kittelson to pull from.

Lines of Authority & Responsibilities

Wende Wilber, PTP, will lead the project, overseeing all tasks and deliverables. As an authorized representative, she can make binding decisions and allocate resources as needed. She'll be supported by Hermanus Steyn, PE, as principal engineer, who will carry out our quality assurance/control processes to make sure we provide high-quality, technical sound deliverables. Mike Ulrich, AICP, will serve as deputy project manager and secondary City contact. He will support Wende with daily activities.

3.B Firm Contracts/Experience

We've partnered with agencies nationwide to define context classifications, refine design criteria, and integrate multimodal, context-sensitive approaches into their design standards.

NCHRP RESEARCH REPORT 1036: ROADWAY CROSS-SECTION REALLOCATION

Contract Period: Mar 2020 to Mar 2025

Contact: Patrick Zelinski, Senior Program Officer, NCHRP, 202-334-1889

The guidance elevates roadway user safety by recommending minimum sectional dimensions for each street component, based on best practice in street design. This decision-making framework uses a performance-based design approach and includes performance measures to support decisions throughout project development. Safe System Approach principles infuse the guidance

and the framework considers outcomes related to transportation, livability, economic and environmental health, equity, and other concerns.



NCHRP Research Report 1036 presents a six-step framework for determining trade-offs, emphasizing the importance of context and community priorities when deciding which trade-offs are acceptable.

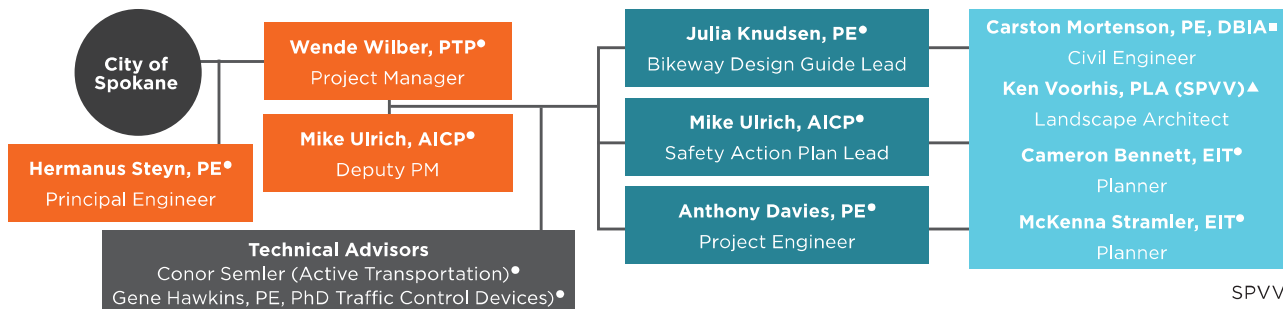
ORLANDO QUICK-BUILD GUIDE & DEMONSTRATION PROJECT

Contract Period: April 2022 to July 2024

Contact: Laura Hardwicke, Safety Mobility Manager, City of Orlando, 407-246-3229, laura.hardwick@cityoforlando.net

Kittelson developed a quick-build guide for the City of Orlando, which provides detailed information on the process, materials, and applicable context for implementing quick-build projects. While developing the guide, the team implemented the Corrie Drive Quick-build Demonstration Project, a bike lane constructed with delineators, reflective tape, and spray paint to repurpose under used on-street parking. The team monitored vehicle mobility and parking availability. Based on the data, Orlando extended the one-day demonstration project to one year and made it a permanent bike lane.

Team Organization



SPVV

OREGON CITY DESIGN STANDARDS

Contract Period: Aug 2021 to Aug 2022

Contact: Josh Wheeler, Assistant City Engineer, Oregon City, 503-657-0891, jwheeler@orgcity.org

Kittelson integrated performance-based design principles based on context into updated street design standards. Working alongside Oregon City staff, Kittelson carried out the following three-step approach to efficiently update the standards.

1. The team created a table of contents capturing a desired flow of the document.
2. Developed an annotated outline specifying what information will be included in standards and what sources will be used.
3. Produced the Street Design Standards based on the annotated outline.

This process resulted in developing the first standalone Street Design Standards reflecting best practices and providing clear project requirements for practitioners within Oregon City.

TENNESSEE DOT SCOPING DOCUMENT

Contract Period: Jul 2023 to Jul 2025

Contact: Ali Hangul, MSCE, PE, Tennessee DOT, 615-741-0840, Ali.Hangul@tn.gov

Kittelson is leading two projects with the Tennessee DOT to integrate context-based decision making into their roadway design guidance and improve pedestrian and bicyclist safety at intersections.

The *Tennessee DOT Design Flexibility Bridging Document* has established design performance criteria and guidance based on roadway context classification to support flexible design decision making. The team prepared a white paper providing guidance on appropriate target speeds for Tennessee roadways and associated speed-management strategies in various contexts.

The Tennessee DOT **Pedestrian and Bicyclist Intersection Safety** project will create guidance for assessment methods that Tennessee DOT staff can use to evaluate intersections for safety and provide pilot applications and training materials

to illustrate use of the method. It is anticipated that local agencies (counties and cities) will also use the guidance from these projects to integrate into local projects throughout Tennessee.

SARASOTA ENGINEERING DESIGN CRITERIA MANUAL

Contract Period: Jul 2020 to Dec 2024

Contact: Alvimarie Corales, City of Sarasota, 941-263-6358, Alvimarie.Corales@SarasotaFL.gov

Kittelson is leading a comprehensive update of the Sarasota Engineering Design Criteria Manual to align with changes in urban design, bicycle & pedestrian infrastructure, and technology.

To prepare the update, Kittelson engaged agency staff, designers, developers and the public to gain their insights from existing design guidance. The initial drafting process began with an outline based on this input and reviewing national guidance. Kittelson then collaborated with Sarasota staff to create an annotated outline and draft chapters.

SRTC SAFETY ACTION PLAN

Contract Period: Oct 2023 to Aug 2024

Contact: David Fletcher, AICP, Principal Planner, 509-343-6398, dfletcher@srtc.org

SRTC Regional Safety Action Plan combined robust public and stakeholder engagement with in-depth technical analysis to address transportation safety across the region. The plan identifies key risk and causal factors—like human behavior—and prioritizes proven countermeasures using the Safe System Approach. It positions SRTC and its partners for future funding opportunities.

The plan prioritizes innovative, proven strategies and countermeasures to prevent roadway fatalities and serious injuries based on the FHWA Safe System Approach. It focuses on regional safety and includes chapters specific to each member of the 14-jurisdiction agency within Spokane County, including Spokane. The plan had an aggressive schedule—The draft plan had to be published for public review within 6 months of Notice to Proceed. It was delivered on time and under budget.

CLARK COUNTY SS4A SAFETY ACTION PLAN

Contract Period: Nov 2023 to In Progress

Contact Name: Jennifer Campos, Principal Planner, RTC, 564-397-5213, jennifer.campos@rtc.wa.gov

This planning process has involved developing visions and goals, reviewing policies, completing an existing conditions analysis, developing safety strategies, and preparing an implementation plan.

- **Collaborative Approach.** Kittelson has engaged multiple jurisdictions, including Clark County, City of Vancouver, and smaller cities in the region to keep to keep them informed and provide opportunities for collaboration through working groups and one-on-one meetings.
- **Diverse Context.** The team identified programmatic and engineering strategies for rural, suburban, and urban context. The safety countermeasures and strategies will help reduce fatal and serious injury crashes.

Klickitat County Road Safety Plan

Contract Period: Feb 2025 to Feb 2026

Contact Name: Kevin Leis, Designer II, Klickitat County, 509-773-2436, kevinl@klickitatcounty.org

Based on the outreach and analysis outcomes, Kittelson, along with Klickitat County, will develop a prioritized list of implementable projects, with cost estimates and funding strategies to position Klickitat County for Highway Safety Improvement Program and other funding opportunities.

References

1) SRTC Regional Safety Action Plan

David Fletcher, Principal Planner, 509-343-6398, dfletcher@srtc.org

Led planning process to complete SS4A funded transportation safety plan.

2) Oregon City Design Standards

Josh Wheeler, Assistant City Engineer, Oregon City, 503-657-0891, jwheeler@orgcity.org

Updated design standards to reflect city context and to incorporate performance-based design approach.

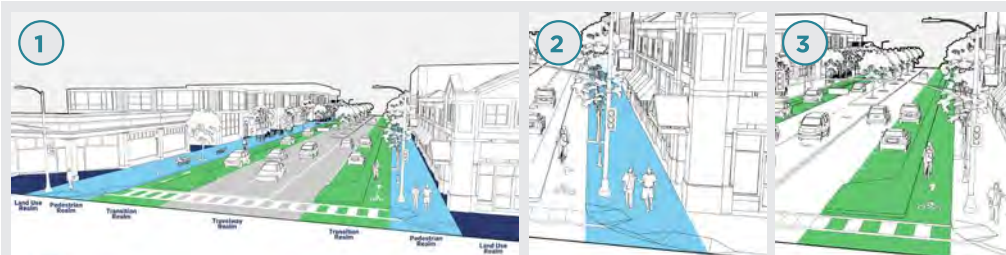
3) Clark County SS4A Safety Action Plan

Jennifer Campos, Principal Planner, RTC, 564-397-5213, jennifer.campos@rtc.wa.gov

Prepared SS4A compliant safety action plan to position the agency for implementation grants.

3.C Contract Termination

Kittelson has not had any contracts terminated for default in the past 5 years.



Illustrations from
Tennessee DOT
Scoping Document

1. Cross Section Realm
2. Pedestrian Realm
3. Transition Realm

PROJECT MANAGEMENT TEAM

33
YEARS



Wende Wilber, PTP *Project Manager*

Wende works with engineering, architectural, and construction teams to deliver multimodal transportation projects that improve safety and enhance public health outcomes. Her background includes serving as the Urban Design Commission Chair in Anchorage, AK. As Chair, Wende developed and implemented design criteria from the public side for multimodal projects.

She brings a strong land use and entitlements background with experience writing code amendments, developing context-sensitive design guidance, and serving on committees to review design guidelines for implementation. Wende has led complete street designs, safety and trails plans, bicycle concepts, and roadway and intersection improvement projects. At Kittelson, Wende leads our in-house grant technical assistance group and helps staff and clients navigate grant requirements.

SELECT PROJECTS

Guidebook & Policy Experience

Wende has recently contributed to the following guidebooks and policy updates:

- NCHRP 20-24 (146) Guide to Supporting and Sustaining Transportation Grant Programs for Local Governments and Tribes
- Guidance for Sustainable Integration of Automated Transportation Technologies Automated Transportation Technology Pooled Fund Study
- San Francisco Municipal Transportation Agency – Driverless Ridehail Policy
- Spokane Regional Transportation Council Comprehensive Plan Certification Manual Update

West Central Infrastructure Project; Spokane WA; Project Manager. Wende led a community-guided co-design process to improve multimodal safety and connections in a transportation disadvantaged community. A **robust engagement effort was based on “going to the people”** to meet them at existing community events and gathering spaces.

The outcome of this study was community supported neighborhood traffic calming study with concept level designs for priority projects. Two **quick-build** projects have funding and Wende is managing the design phase, with construction planned for 2025 for one project and three other projects which will be ready for construction when funding is obtained.

Spokane Street Transit-Oriented Development Plan; Spokane, WA; Planner. As part of a multidisciplinary team, Wende is managing the analysis and recommendations for multimodal connections to transit nodes along the transit-oriented development corridor to support bus rapid transit routes. The corridor passes through seven neighborhoods and the recommendations include broader connections outside of the priority nodes to establish a network of low-stress walking and biking facilities. These facilities will support access to transit stations and encourage mode shifts to transit.

University Drive Reallocation Study; Boise ID; Project Manager. Wende managed the evaluation of concepts to reallocate roadway space to provide one travel lane for vehicles in each direction and use the remaining space to provide **enhanced pedestrian and bicycle facilities**. The concepts included two-way cycle tracks, multi-modal pathway buffered bike lanes, floating transit islands, and enhanced crossings. The team **used 3D visual simulations** to convey the concepts to the public, University staff, and transit provider.

Spokane Regional Transportation Council Regional Safety Action Plan; Spokane County, WA; Project Manager. The Spokane Regional Transportation Council (SRTC) Regional Safety Action Plan was developed with funding from a Safe Streets and Roads for All (**SS4A**) planning grant. Wende led the collaborative planning process which engaged a steering committee, agency partners, the Spokane community, and historically underserved communities to understand barriers to safety. The plan prioritizes innovative, proven strategies and countermeasures to prevent roadway fatalities and serious injuries based on the **Safe System Approach**. It focuses on regional safety and includes chapters specific to each member of the 14-jurisdiction agencies within Spokane County, including the City of Spokane.

Key Personnel Resume

Kennewick Pathways & Trails Master Plan; Kennewick, WA; Project Manager. As Project Manager, Wende led development of the City of Kennewick's first trails plan to identify and prioritize a trail network for Kennewick. **Completing the plan involved developing a trail classification system and design standards based on context**, as well as an analysis of the new trail system on maintenance and operational needs. The plan focused on activation and improvement projects designed to maximize the value of the existing pathway and trail assets, including agreements with irrigation districts to formalize approximately 40 miles of unpaved irrigation district service roads. A robust community and stakeholder engagement effort contributed to identifying needs and developing priorities.

SRTC General Planning Services; Spokane, WA; Contract Manager. As an extension of SRTC staff and working closely with a multidisciplinary Stakeholder Advisory Group, Wende is managing the on-call contract and multiple task orders. These have included:

- Needs Assessment to support the long-range transportation plan update
- Smart Mobility Plan which includes updating the Electric Vehicle Readiness Plan, Resiliency Plan, Vehicle Miles Traveled Reduction Framework Plan, and Comprehensive Plan Certification Manual
- Regional Modeling Support.

The plans provide guidance for SRTC and its member agencies on how to best invest in the transportation system to make it more resilient, safe, and efficient.

Vision Zero Safety Action Plans. Wende has led Vision Zero Action Plans using the Safe Systems Approach. Each plan involved analyzing fatal and serious injury crashes by mode in the context of the multimodal transportation network, land use, demographics, human factors and community input. **High Injury Networks** and intersections were identified to prioritize projects and investments. Using proven countermeasures, national best practices, input from Steering and Advisory Committees and community outreach, a range of measurable actions were identified to address localized trends related to speed management, street design, vulnerable users, equity, enforcement, and education/messaging.

Plans also include guidance for ongoing evaluation. The following are some of these plans and their unique elements:

- **Tampa Vision Zero Action Plan; Tampa, FL.** Priorities focused on quick build projects on the High Injury Network.
- **Space Coast Transportation Planning Organization Vision Zero Action Plan; Brevard County, FL.** Action Plan Toolkits were developed for each municipality to help with developing their own action plans. The planning process resulted in Vision Zero resolutions being adopted by each municipality, Brevard County, and Brevard County Public Schools.
- **Anchorage Vision Zero Action Plan & Implementation; Anchorage, AK.** The plan included a countermeasure toolbox that identifies appropriate pedestrian and bicycle safety improvements based on a location's characteristics and documented crash patterns. A pedestrian intercept survey, demonstration project (mini-roundabout), bicycle and pedestrian counts, and behavioral surveys were conducted along High Injury Networks (many in disadvantaged areas) to identify solutions to improve vulnerable user safety. **Working with the State Health Department, funding for implementation was obtained through a five-year public health grant.**

FHWA Reconnecting Communities Institute. Wende is assisting grant recipients with all stages of the Reconnecting Communities grants. This includes project readiness, scoping, planning, implementing, and complying with reporting measures. She has provided one-on-one technical support to communities across the nation.



Hermanus Steyn, PE

Project Principal

Hermanus takes transportation concepts he has researched into the planning, design, and construction phases. Nationally, he is recognized for his expertise in safety, context- and performance-based design, bicycle and pedestrian facilities, and geometric design. Through several NCHRP and FHWA projects, he has created methodologies and approaches to make roadways and streets safer for all users, which includes incorporating performance-based design standards based on context.

He has managed hundreds of projects and knows that the context of the project and working with the community are essential to a successful project. Hermanus understands the interaction between design, operations, and safety for all users and capably synchronizes all facets of a project to achieve regulatory compliance and facilitate construction.

SELECT PROJECTS

Oregon City Design Standards; Oregon City, OR; Project Manager. Kittelson led a team of design engineers to develop content for each specific topic, including geometric design, multimodal design, utilities, street lighting, stormwater, pavement, and more. Hermanus participated in work sessions with Oregon City staff and executive leaders and presented at a City Commission meeting to outline the standards approach and outcomes. Kittelson is collaborating with Oregon City through the publication stages to support them with having a standalone Street Design Standards. These standards will reflect best practices and provide clear requirements for practitioners to plan and design projects within Oregon City.

Beaverton Active Transportation Plan; Beaverton, OR; Senior Advisor/Quality Manager. Kittelson led the development of the Beaverton Active Transportation Plan, with goals to improve walking and bicycling conditions for people of all ages and abilities, increase opportunities to access key destinations, and to develop fundable and practical strategies for implementation. The plan was developed through an analysis of the

existing gaps and deficiencies in the pedestrian and bicycle system; **identifying design solutions** to improve connectivity, safety, and comfort; and the prioritization of near-, medium-, and long-term investments. Hermanus served as Senior Advisor and Quality Manager.

Metro (Portland) Designing Livable Streets and Trails Guide; Portland, OR; Project Manager.

Hermanus guided efforts to update Metro's street design guides to reflect current best practices and provide guidance on a performance-based design approach for regional streets and trails. The new Designing Livable Streets and Trails Guide provides the linkage between the Greater Portland region's policies and vision for implementing streets based on land uses by defining project outcomes, the functions of the streets to support the communities and the intended outcomes, establishing design principles and elements to support the functions, and providing a performance-based design decision-making framework that gives practitioners the flexibility to develop community-based solutions.

Vancouver Bicycle Design Guidelines;

Vancouver, WA; Project Principal. Kittelson developed the internal Bicycle Planning and Design Guide that has a summary of design guidance and research related to bicycle facility selection and design. The guide also discussed research on vehicular lane widths and their impacts on safety, operations, and various user types. The guide is divided into three parts:

- Guidance for bicycle facilities and network needs
- Identifying appropriate vehicle lane widths based on context
- Applying principles in the design process in Vancouver.

This guidance is intended to assist City of Vancouver planners and engineers internally with selecting appropriate street designs and embracing their Complete Streets policy.

Washington County Bicycle Design Toolkit; Washington County, OR; Project Principal.

Hermanus provided guidance and direction to develop the first Pedestrian and Bicycle Design Toolkit for Washington County. Initially, Washington County's road standards did not accommodate best practices at the time.

Key Personnel Resume

33
YEARS

Licenses

- Professional Engineer, WA #43046

Education

BEng, Civil Engineering, University of Stellenbosch

Affiliations

- Transportation Research Board
 - Performance Effects of Geometric Design (AKD10) Committee; Past Chair
 - Design (AKD00) Section, Chair
- Institute of Transportation Engineers, Member
- Women's Transportation Seminar, Member

The toolkit defines roadway conditions to support new pedestrian and bicycle treatments for various users. Kittelson's work included a decision matrix for treatment selection, typical cross sections with off-street paths, stakeholder engagement, and staff training. Hermanus co-authored a white paper summarizing literature on lane width trade-offs and supporting flexible design decisions that balance mobility, safety, and user needs.

Marion County Engineering Standards; Marion County, OR; Principal Engineer. Kittelson is leading a multidisciplinary team to update engineering standards and standard detail drawings for Marion County, Oregon. The standards will guide project implementation for each context within the county and include technical chapters for the following topics:

- Geometric Design
- Traffic Engineering
- Stormwater
- Pavement Design
- Utility Coordination
- Right-of-Way Development
- Environmental Guidance

The new standards will provide guidance and criteria for private development and capital improvements, and create consistent approaches with flexibility for implementing projects throughout the county. As project principal, Hermanus is overseeing the team's work and conducting quality review of the entire manual.

Tennessee DOT Scoping Document; Project Principal. For the Tennessee DOT, Kittelson led two projects to integrate performance- and context-based decision-making into their roadway design guidance and **improve pedestrian and bicyclist safety at intersections**. The published Project Scoping Guide provides guidance and criteria for context classifications. The draft 20-Flag Intersection Evaluation Guide assists with assessment methods to evaluate intersections for safety and provide pilot applications/training materials to illustrate using the method. It is anticipated that local agencies (counties and cities) will use this guidance for local projects throughout Tennessee. Hermanus is overseeing the team's work as the project principal and conducting quality reviews of all deliverables.

Burke-Gilman Missing Link; Seattle, WA; Kittelson Project Manager. The Seattle DOT hired Hermanus to be on the Design Advisory Committee to provide national best practices insights to the design which will complete a missing link in the popular Burke-Gilman Trail. He led a field test to test the corridor visibility and accessibility of the separated bike lane in the design documents. The test included various perspectives at the schematic design milestone.

Project staff simulated a driveway crossing of the Missing Link design with paint, traffic cones and barrels, and trail signs at a test driveway. A large tractor-trailer truck was driven across simulation to test turning motions and verify that driveway design specifications can accommodate these truck movements. The field test verified design parameters and identified design components for the final driveway design. This included modifying LED warning signs locations, adjusting tapers, implementing vehicle detection to trigger flashing LED lights, and extending pavement markings.

Montana DOT Design Manuals; Project Manager. Kittelson collaborated with the Montana DOT to develop and update the Montana Road Design Manual to reflect current national research and Montana DOT design practice. Hermanus led the team and was an author for the new manual. He and the Kittelson team:

- Developed a table of contents;
- Prepared white papers on key road design topics for consideration;
- Created an annotated outline; and
- Wrote a sample draft chapter.

The firm then led workshops with Montana DOT staff to gather input and work collaboratively to generate design material that reflects current design research, updated project development processes, and best practices for road design.

One key component of the update involved incorporating a **performance-based road design approach** into the road design project development process, which enables designers to make informed decisions about performance tradeoffs. Key new and updated chapters in the manual include Road Design Policies and Procedures (i.e., Performance Based Design), Multimodal Design Considerations, and Urban

Design Considerations. The completed project was awarded the ACEC Montana Transportation Category Award in 2016.

11
YEARS



Education

- Masters in Public Administration, University of Colorado
- BA, Political Science, Virginia Commonwealth University

Certifications

- American Institute of Certified Planners, #31224
- Data Visualization Certificate, University of Washington



Mike Ulrich, AICP *Deputy Project Manager*

Mike has a background in applying traffic data analysis to transportation planning. He uses data analytics to improve safety, inform investment decisions, alleviate congestion, and support multimodal mobility. He has expertise with 4-step gravity models and is knowledgeable in best practices for applying them effectively. His work includes developing an online data hub to centralize transportation datasets which improved utility for planners, engineers, and policy makers. He is skilled in public engagement and is adept at understanding various perspectives and identifying ways to reconcile them.

SELECT PROJECTS

Spokane Regional Transportation Council Planner; Spokane, WA.

While working at the Spokane Regional Transportation Council (SRTC), Mike updated the regional transportation model, developed methodologies for data analysis, and led regional transportation planning activities. His experience while at SRTC includes:

- **Metropolitan Transportation Plan Update.** Mike managed integrating multimodal transportation needs with land use and economic development strategies. This involved applying travel demand modeling to evaluate growth scenarios, engaging stakeholders, and prioritizing transportation investments. By refining data analysis methodologies and identifying emerging trends, Mike informed policy development, making sure the transportation systems met current and future demands for all travelers.
- **Traffic Count Data Review & Analysis.** While with SRTC, Mike reviewed and analyzed regional traffic count data to assess travel patterns and inform transportation planning decisions. He also led updating the regional travel demand model, which integrated insights from a household survey and passive data source to enhance forecasting accuracy. He managed the traffic count collection effort and verified data consistency and reliability across jurisdictions.
- **SRTC Regional Safety Action Plan.** Mike led the planning process to complete a Safe Streets and Roads for All (SS4A) Regional Safety Action Plan. This involved completing a safety analysis,

identifying high-risk locations, applying Safe System Approach principles, engaging the public, developing a prioritization framework, and aligning recommendations with available funding sources. The plan was prepared to make future projects eligible for SS4A Implementation grants and other grants. .

Klickitat County Road Safety Plan; Klickitat, WA; Project Manager. Klickitat County has unsafe driving conditions along its rural roadways. Mike is leading the planning process, which is applying the Safe System Approach and involves combining data-driven analysis with input received through public engagement activities. The team is developing a prioritized list of implementable projects with cost estimates to position Klickitat County for Highway Safety Improvement Program grants and other grant opportunities.

TECHNICAL LEADS



Licenses

- Professional Engineer, OR #74268

Education

BA, Civil Engineering, University of Portland

Affiliations

- Transportation Research Board
- American Public Works Associations

Julia Knudsen, PE Guidance Lead

Julia is specialized in developing planning and design guidance and standards for national, state, and local agencies. She has collaborated with multiple agencies to develop design manuals and standards that integrate current research and design practices. She has worked on several research projects focused on performance-based design and developing context classifications, including preparing content for the future *Green Book, 8th Edition*. Through her research and design experience, she has become a recognized expert on multimodal design, context classification, performance-based design, and operational effects of geometric design.

SELECT PROJECTS

Oregon DOT Blueprint for Urban Design; Deputy Project Manager. Julia helped to establish consistent guidance and standards for urban multimodal projects that achieve a project's intended outcomes. The team established six urban context categories, recommended urban design elements based on these contexts, and developed a multimodal performance based decision-making framework that is applicable throughout Oregon.

The Blueprint for Urban Design emphasizes using **target speed** (desired operating speed) and has strategies to achieve the desired speed for urban projects. While the goal is for the target speed to match design speed, in situations when the target speed is below the current design or operating speed, the Blueprint summarizes speed management treatments that the Oregon DOT recommends using to achieve the target speed.

Oregon City Design Standards; Oregon City, OR; Deputy Project Manager. Julia worked on developing standards specific to Oregon City's communities. She developed content for geometric design, multimodal design, utilities, street lighting, stormwater, and pavement. She facilitated work sessions with Oregon City staff and executive leaders, and presented at a City Commission meeting to outline the standards approach and outcomes. Julia has continued supporting Oregon City with a standalone street design standards that reflect best practices and has clear requirements.

Marion County Engineering Standards; Marion County, OR; Project Manager. Julia is working on updating engineering and detail drawing for Marion County, OR. The standards will guide project implementation for each context within the county and include technical chapters for geometric design, traffic engineering, stormwater, pavement design, utility coordination, right-of-way development, and environmental guidance. It will also have guidance and criteria for private development and capital improvements, which will establish consistent approaches with flexibility for implementing projects.

Tennessee DOT Scoping Document; Project Manager. Julia is leading two projects to integrate context-based decision-making into Tennessee DOT's roadway design guidance and **improve pedestrian and bicyclist safety at intersections**. The Tennessee DOT Pedestrian and Bicyclist Intersection Safety project will create guidance for evaluating intersections safety and provide pilot applications/training materials to illustrate using the method. It is anticipated that local agencies will integrate the guidance into local projects throughout Tennessee.

Montana DOT Safety Engineering Manual; Deputy Project Manager. Kittelson worked with the Montana DOT to write the Montana DOT Safety Engineering Manual. While preparing the manual, Julia engaged the Montana DOT Traffic Safety Engineering Section to understand their safety analysis tools and procedures. The completed manual provides guidance for conducting road safety audits and selecting appropriate pedestrian crossing treatments. **The Montana DOT has adopted the pedestrian crossing guidance as a design practice and is using it throughout the organization.**

NCHRP Research Report 1043: Guide for Roundabouts; National: Project Manager & Co-Author. Julia managed the development of NCHRP Research Report 1043: Guidebook for Roundabouts that provides guidance in planning, designing, and implementing roundabouts based project contexts and user needs. Julia managed research activities, facilitated work sessions, and developed 15 new chapters for the guide. The guide incorporates research conducted on designing for trucks at multilane roundabouts and **designing for bicyclists in a variety of on-street, separated, and shared facilities.**



License

- Professional Engineer, WA #23009143

Education

- MEng, Civil Engineering, Oregon State University
- BA, Civil Engineering, Oregon State University (Cum Laude)

Affiliations

- American Public Works Associations, Washington Chapter, Member

Anthony Davies, PE *Project Engineer*

Anthony is a public works professional with public and private sector experience and a background in construction. His background in construction, design, and project administration allows him to balance public needs with agency constraints, while meeting the project goals. He has led various transportation projects, including intersection geometric improvements, roadway corridor widenings, bicycle and pedestrian facility improvements, and ADA pedestrian ramp retrofits. Anthony's prior experience in the public sector included serving on the agency's ADA advisory committee and helping steer the agency's ADA transition plan and design standards.

SELECT PROJECTS

Spokane Regional Transportation Council Regional Safety Action Plan; Spokane, WA; Project Engineer. Anthony supported developing the Spokane Regional Transportation Council Safety Action Plan that aligns with regional goals to achieve zero serious and fatal crashes. This effort has involved in-depth analysis at the regional level and jurisdictional level for 14 towns and cities. Anthony provided quality control reviews for deliverables and engineering design guidance.

West Central Infrastructure Project & Quick-build Projects; Spokane, WA; Project Engineer. The City of Spokane carried out a community-guided "co-design" process to improve street infrastructure for incentivizing economic development and redevelopment. Anthony worked on identifying design solutions for improving safety and connectivity. He developed concept designs and prepared planning level cost estimates. The study resulted in implementing quick-build projects. Anthony designed a quick-build bicycle greenway that has construction funding and five other priority projects for future funding opportunities.

Pullman Citywide Intersection Improvements; Pullman, WA; Project Engineer. To improve intersection safety and achieve the Washington Target Zero goals, the City of Pullman implemented a citywide intersection and pedestrian crossing improvements project. Anthony is leading a design team that is designing rectangular rapid flashing beacons and replacing

pedestrian ramps to meet current ADA standards. These improvements will provide safer and more equitable crossings throughout Pullman.

Thain Road Corridor & Access Study; Lewiston, ID; Project Engineer. The Lewis & Clark Valley Metropolitan Planning Organization initiated the Thain Road Corridor Study to identify alternatives that create a unified corridor and accommodate all roadway users. Anthony provided analysis and design expertise for creating a safer and more unified corridor through thoughtful concept planning and support from area stakeholders, the public, and involved agencies.

Marion County Engineering Standards; Marion County, OR; Project Engineer. As a former public works employee for Washington County, OR, Anthony brought his knowledge about public infrastructure to update engineering standards and detail drawings for Marion County. The standards will guide project implementation based on context. Anthony supported the development of chapters on structural design, geometric design, traffic engineering, and stormwater design. The new document will create consistent approaches with enough flexibility for implementing private development and capital improvements.

TECHNICAL SUPPORT

STAFF & CREDENTIALS

CAPABILITIES

EXPERIENCE



Cameron Bennett, EIT, Planner

- MS, Civil Engineering, Portland State University
 - BS, Civil Engineering, Oregon State University
 - Engineer-in-Training, OR
 - 1 Year of Experience
- Corridor Studies
 - Safety Analysis
 - Existing & Future Conditions Analyses
 - Bicycle & Pedestrian Planning and Design
 - PS&E Document Preparation
 - Public Outreach
- Texas DOT Manual on Uniform Traffic Control Devices; Researcher
 - Montana DOT Traffic Design Manuals; Researcher
 - Kuna Neighborhood Bicycle & Pedestrian Plan; Kuna, ID; Analyst
 - Kennewick Pathways and Trails Master Plan; Kennewick, WA; Planner
 - West Central Infrastructure Projects; Spokane, WA; Analyst



McKenna Stramler, EIT, Planner

- MS, Civil Engineering, Oregon State University
 - BS, Civil Engineering, Gonzaga University
 - Engineer-in-Training, WA
 - 3 Years of Experience
- Traffic Design
 - Intersection Analysis & Design
 - State DOTs
 - Programmatic Support
 - PS&E Document Preparation
 - Public Outreach
- Texas DOT Manual on Uniform Traffic Control Devices; Researcher
 - West Central Infrastructure Projects; Spokane, WA; Analyst
 - Montana DOT Traffic Design Manuals; Research
 - Marion County Engineering Standards; Marion County, WA; Researcher
- McKenna rode a bicycle as her primary mode of transportation while attending Gonzaga University.*



Carston Mortenson, PE, DBIA, Civil Engineer

- BS, Civil Engineering, North Dakota State University
 - Professional Engineer, WA #42312
 - Designated Design-Build Professional, Design Build Institute of America
 - 25 Years of Experience
- Transportation Planning & Design
 - Transit Guidance Development
 - Transit Facilities Design
 - PS&E Document Preparation
 - Public Outreach
- Spokane Transit Authority On-Call A/E Services (2012, 2017, and 2022); Spokane, WA
 - Spokane Transit Authority Division Street Stop Improvements - Design 28 Transit Stops across 16 Intersections; Spokane, WA; Project Manager/Civil Engineer
 - Spokane Transit Authority Riverside City Line Extension; Spokane, WA; Project Manager



Ken Van Voorhis, PLA, Landscape Architect

- BS, Landscape Architecture, Washington State University
 - Professional Landscape Architect, WA #647
 - 38 Years of Experience
- Complete Street Enhancements
 - Streetscape Design
 - Park Master Planning & Design
 - Pedestrian Safety Design
 - Visualizations
- Kennewick Bicycle Master Plan; Kennewick, WA
 - Martin Luther King Jr. Way Phase 1 & 2; Spokane, WA
 - University District Gateway Bridge; Spokane, WA
 - Apple Boulevard Stormwater & Landscape Improvements; Spokane, WA
 - Division Street Gateway Project; Spokane, WA

STAFF & CREDENTIALS

CAPABILITIES

EXPERIENCE



Conor Semler, Technical Advisor - Active Transportation

- MS, City & Regional Planning, Cornell University
- BA, Government, Colby College
- 17 Years of Experience

- Transportation Research
- Bicycle & Pedestrian Planning, Design Guidance, and Concept Design
- Public Engagement
- Visualizations

- NCHRP Research Report 1036: Roadway Cross-Section Reallocation: A Guide; Principal Investigator
- NCHRP Report 926: Guidance to Improve Pedestrian and Bicycle Safety at Intersections; Researcher
- FHWA Separated Bike Lane Planning and Design Guide; Lead Researcher/Co-author
- NACTO Urban Bikeway Design Guide; Team Member
- Florida DOT Complete Streets & Context Classification System; Advisor



Gene Hawkins, PE, PhD, Technical Advisor - Traffic Control Devices

- PhD, Civil Engineering, Texas A&M University
- MS, Civil Engineering, Texas A&M University
- BS, Civil Engineering, Texas A&M University
- Professional Engineer, TX
- 40 Years of Experience

- Transportation Research
- Traffic Control Devices Expert
- Construction Zone Expert
- Traffic Engineering
- Transportation Guidance

- Texas DOT Manual of Uniform Traffic Control Devices; Technical Advisor
- National Committee on Uniform Traffic Control Devices Chair
- NCHRP Research Report 1043: Guide for Roundabouts
- Research Team Panelist
 - NCHRP Project 05-18: Color Effectiveness of Yellow Pavement Marking Materials
 - NCHRP Program Synthesis 31-07: Temporary and Long-Term Pavement Markings
 - TCRP Panel A-9: Signs and Symbols in Transit Facilities



Steve Rhyne, GIS/Visualization Specialist

38 Years of Experience

- GIS Analysis
- Visualizations
- Animations

- Spokane Regional Transportation Council Regional Safety Action Plan - Visualizations; Spokane, WA
- West Central Infrastructure Project; Visualizations; Spokane, WA
- University Drive Reallocation Visualizations; Boise, ID
- 8th, 10th, and 11th Bikeway Visualization; Boise, ID



Jennifer Marks, PhD, Technical Editor

- PhD, History, University of Iowa
- MA, History, University of Iowa
- BA, History & English, Truman State University

- Technical Editing
- Storytelling
- Visualizations
- Document Publishing

- West Central Infrastructure Project; Spokane, WA; Technical Editor/Production Coordinator
- Texas DOT Manual of Uniform Traffic Control Devices; Technical Editor
- Sarasota Engineering Design Criteria Manual; Sarasota FL; Technical Editor/Production Coordinator
- Kennewick Pathways & Trails Master Plan; Kennewick, WA; Technical Editor



CITY OF SPOKANE - PURCHASING
& CONTRACTS
915 N. Nelson St.
Spokane, Washington 99202
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May 27, 2025

ADDENDUM NO. 1

REQUEST FOR QUALIFICATIONS #6342-25 - Safe Streets for Spokane Supplemental Planning

This Addendum 1 to the above identified Request for Qualifications is being issued to provide answers to questions received. Questions are identified with "Q". Answers are identified with "A" and red text.

1. **Q:** Can you confirm what the program title is for Attachment 2?

A: The current grant is from the United States Department of Transportation's (the "**USDOT**") Federal Highway Administration (the "**FHWA**"). The agreement reflects the selection of the Recipient (City of Spokane) to receive a Safe Streets and Roads for All ("**SS4A**") Grant for Safe Streets for Spokane.

2. **Q:** Are there three deliverables, an Active Transportation Best Management Practices and Design Standards, Spokane Bikeway Design Manual, and Comprehensive Safety Action Plan Update?

A: There are three primary deliverables as stated above. The project may also include deliverables related to the management of the project including, but not limited to, memos, agendas, minutes, etc.

3. **Q:** Could you clarify whether you're looking for a bicycle-focused effort or a combined bicycle and pedestrian-focused effort?

A: This is a bicycle focused effort, the standards, practices, and/or policies may include tangential benefits to the pedestrian realm.

4. **Q:** Proposer can only list the City as an additional insured under its Commercial General Liability and Automobile Liability Insurance; Section 18 of Attachment A is not clear in this regard. Can the City please make the following clarification to the requirement "under the Firm's Commercial General Liability and Automobile Liability Insurance" 18. INSURANCE COVERAGE There shall be no cancellation, material change, reduction of limits or intent not to renew the insurance coverage(s) without thirty (30) days written notice from the Firm or its insurer(s) to the City. As evidence of the insurance coverage(s) required by this Agreement, the Firm shall furnish acceptable Certificates of Insurance (COI) upon request by the City. The certificate shall specify the City of Spokane as "Additional Insured" under the Firm's Commercial General Liability and Automobile Liability Insurance specifically for Firm's services under this Agreement, as well as all of the parties who are additional insureds, and include applicable policy endorsements, the thirty (30) day cancellation clause, and the deduction or retention level. The Firm shall be financially responsible for all pertinent deductibles, self-insured retentions, and/or self-insurance.

A: Follow the instructions for requesting exceptions to the City Terms and Conditions provided in the ProcureWare Bid Form Tab, line number 5 where the City asks the Proposers questions for their answer/confirmation.

It is not clear how much of the current language is being requested for replacement, so it is recommended to include all of the current insurance language in Paragraph 18 and then use cross out to identify what is requested for removal with the new requested language identified in underline.

For references, line number 5 in the ProcureWare Bid Form tab states:

Proposer agrees and acknowledges compliance with Terms and Conditions in Request for Qualifications document(s). If answer is " AGREED WITH EXCEPTION IDENTIFIED", include requested exception in proposal submittal on separate page and title as "Exception to Terms and Conditions". The City will consider and determine if exception will be accepted.



Connie Wahl, C.P.M., CPPB
Senior Procurement Specialist,
Purchasing & Contracts
Department

PLEASE NOTE: A SIGNED COPY OF THIS ADDENDUM MUST BE SUBMITTED WITH YOUR PROPOSAL, OR THE PROPOSAL MAY BE CONSIDERED NON-RESPONSIVE.

The undersigned acknowledges receipt of this Addendum.

Kittelson & Associates, Inc.

Company



Authorized Signature

ATTACHMENT 2
CERTIFICATION REGARDING LOBBYING, DEBARMENT, SUSPENSION,
INELIGIBILITY AND VOLUNTARY EXCLUSION

1. The undersigned (i.e., signatory for the Subrecipient / Contractor / Consultant) certifies, to the best of its knowledge and belief, that it and its principals:
 - a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency;
 - b. Have not within a three-year period preceding this contract been convicted or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, receiving stolen property, making false claims, or obstruction of justice;
 - c. Are not presently indicted or otherwise criminally or civilly charged by a government entity (federal, state, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and,
 - d. Have not within a three-year period preceding this contract had one or more public transactions (federal, state, or local) terminated for cause or default.
2. The undersigned agrees by signing this contract that it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction.
3. The undersigned further agrees by signing this contract that it will include the following clause, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions:

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions

4. The lower tier contractor certified, by signing this contract that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.
5. Where the lower tier contractor is unable to certify to any of the statements in this contract, such contractor shall attach an explanation to this contract.
6. I understand that a false statement of this certification may be grounds for termination of the contract.

Kittelson & Associates, Inc.	Safe Streets and Roads for All Program
Name of Subrecipient / Contractor / Consultant (Type or Print)	Program Title (Type or Print)
Wende Wilber, PTP	
Name of Certifying Official (Type or Print)	Signature
Senior Principal Planner	June 2, 2025
Title of Certifying Official (Type or Print)	Date (Type or Print)

NOTE: Signature also required on next page "Certification Regarding Lobbying".

CERTIFICATION REGARDING LOBBYING

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents of all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub- recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, United States Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Kittelson & Associates, Inc.

Organization:

202 East Spokane Falls Boulevard, Suite 303

Street address:

Spokane, WA 99202

City, State, Zip:

Wende Wilber, PTP

CERTIFIED BY: (type or print)

Senior Principal Planner

TITLE:



June 2, 2025

(signature)

(date)

Bid Response Summary

Bid Number RFQu 6342-25
Bid Title Safe Streets for Spokane Supplemental Planning
Due Date Monday, June 2, 2025 1:00:00 PM [(UTC-08:00) Pacific Time (US & Canada)]
Bid Status Closed to Bidding
Company Kittelson & Associates, Inc.
Submitted By pdxleads@kittelson.com pdxleads@kittelson.com - Monday, June 2, 2025 11:30:37 AM [(UTC-08:00) Pacific Time (US & Canada)]
Comments

Question Responses

Group	Reference Number	Question	Response
Proposer Acknowledgements			
	1	Proposer Acknowledges receipt of Addenda by entering quantity of Addenda here (enter 0 if none have been issued):	1
	2	Proposer agrees and acknowledges that Request for Qualifications document(s) and all related information has been read and understood.	AGREED AND ACKNOWLEDGED
	3	Proposer confirms meeting the minimum qualifications as identified in Paragraph 1.4 "Minimum Qualifications".	AGREED AND ACKNOWLEDGED
	4	Proposer acknowledges and agrees with Paragraph 4.4 Award/Rejection of Proposal/Contract.	AGREED AND ACKNOWLEDGED
	5	Proposer agrees and acknowledges compliance with Terms and Conditions in Request for Qualifications document(s). If answer is " AGREED WITH EXCEPTION IDENTIFIED", include requested exception in proposal submittal on separate page and title as "Exception to Terms and Conditions". The City will consider and determine if exception will be accepted.	AGREED WITH EXCEPTION IDENTIFIED

6	Proposer agrees and acknowledges that proprietary information must be included in Proposal submittal on separate page(s) and clearly identified as "Proprietary". See "Proprietary Information/Public Disclosure" Paragraph for public record requirements.	AGREED AND ACKNOWLEDGED
7	Section 18.09.050 of the Spokane Municipal Code states that the recipient of a City contract, award or purchase order shall certify that it is not knowingly or intentionally a nuclear weapons producer. The Proposer certifies that his/her Firm is not a nuclear weapons producer.	YES
8	Proposer has included Letter of Submittal with Proposal combined into one document per Section 3 "Proposal Content" instructions.	YES
9	Proposer has signed and included Attachment 2 Certification Regarding Debarment and Lobbying Form with Proposal as instructed in Attachment 1 Terms and Conditions.	AGREED AND ACKNOWLEDGED
10	Provide the name, phone number and email address for point of contact person regarding this Proposal.	Wende Wilber, PTP, Principal Planner wwilber@kittelson.com 509-508-0939
11	Provide the name, phone number, and email address for the person in your Firm that would potentially sign a contract through the DocuSign process used by the City.	Wende Wilber, PTP, Principal Planner wwilber@kittelson.com 509-508-0939
DOCUMENTS TO UPLOAD		
1	Upload Request for Qualifications Proposal Response (Proposal). Combine documents as needed prior to upload. Only one document can be uploaded in this line item.	Safe Streets for Spokane Supplemental Planning_Kittelson Proposal.pdf
2	Upload Addenda documents if applicable and if not combined with uploaded Proposal response. Combine documents as needed prior to upload. Only one document can be uploaded in this line item.	

3	Upload signed Attachment 2 Certification Regarding Debarment and Lobbying Form if not combined with uploaded Proposal response. Combine documents as needed. Only one document can be uploaded in this line item.
4	Upload any other documents required or desired. Combine documents as needed prior to uploading. Only one document can be uploaded in this line item.
5	Upload any other documents required or desired. Combine documents as needed prior to uploading. Only one document can be uploaded in this line item.



STATE OF
WASHINGTON

BUSINESS LICENSE

Profit Corporation

KITTELSON & ASSOCIATES, INC.
STE 303
202 E SPOKANE FALLS BLVD
SPOKANE WA 99202-1612

UNEMPLOYMENT INSURANCE - ACTIVE
TAX REGISTRATION - ACTIVE

INDUSTRIAL INSURANCE - ACTIVE

CITY/COUNTY ENDORSEMENTS:

SPOKANE GENERAL BUSINESS - ACTIVE

LICENSING RESTRICTIONS:

Not licensed to hire minors without a Minor Work Permit.

Issue Date: Mar 28, 2025

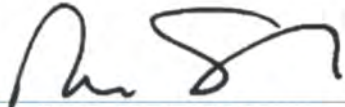
Unified Business ID #: 602304272

Business ID #: 001

Location: 0002

Expires: May 31, 2026

This document lists the registrations, endorsements, and licenses authorized for the business named above. By accepting this document, the licensee certifies the information on the application was complete, true, and accurate to the best of his or her knowledge, and that business will be conducted in compliance with all applicable Washington state, county, and city regulations.


Director, Department of Revenue

UBI: 602304272 001 0002

KITTELSON & ASSOCIATES, INC.
STE 303
202 E SPOKANE FALLS BLVD
SPOKANE WA 99202-1612

UNEMPLOYMENT INSURANCE -
ACTIVE
INDUSTRIAL INSURANCE - ACTIVE
TAX REGISTRATION - ACTIVE
SPOKANE GENERAL BUSINESS -
ACTIVE

Expires: May 31, 2026


Director, Department of Revenue

AGENDA

IMPORTANT!

PLEASE READ THE FOLLOWING INFORMATION CAREFULLY BEFORE POSTING THIS LICENSE

General Information

Post this Business License in a visible location at your place of business.

If you were issued a Business License previously, **destroy the old one and post this one in its place.**

Login to My DOR at dor.wa.gov if you need to make changes to your business name, location, mailing address, telephone number, or business ownership.

Telephone: 360-705-6741

Endorsements

All endorsements should be renewed by the expiration date that appears on the front of this license to avoid any late fees.

If there is no expiration date, the endorsements remain active as long as you continue required reporting. Tax Registration, Unemployment Insurance, and Industrial Insurance endorsements require you to submit periodic reports. Each agency will send you the necessary reporting forms and instructions.

For assistance or to request this document in an alternate format, visit <http://business.wa.gov/BLS> or call (360) 705-6741. Teletype (TTY) users may use the Washington Relay Service by calling 711.

BLS-700-107 (07/27/20)



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

1/8/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Edgewood Partners Insurance Agency 3780 Mansell Rd. Suite 370 Alpharetta GA 30022	CONTACT NAME: Greyling COI Specialist PHONE (A/C, No. Ext): 770.552.4225 E-MAIL ADDRESS: greylingcerts@greyling.com	FAX (A/C, No):
INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A: The Hanover Insurance Company		22292
INSURER B: Allmerica Financial Benefit Ins Co		41840
INSURER C: XL Specialty Insurance Company		37885
INSURER D: The Hanover American Insurance Company		36064
INSURER E:		
INSURER F:		

COVERAGES**CERTIFICATE NUMBER:** 691329768**REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
D	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR ☒ WA Stop Gap GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☒ PRO-JECT ☐ LOC OTHER:			ZZ2D78128006	1/1/2025	1/1/2026	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 WA Stop Gap \$ 1,000,000
B	☒ AUTOMOBILE LIABILITY ☒ ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☒ HIRED AUTOS ONLY ☒ NON-OWNED AUTOS ONLY			AW2D78128707	1/1/2025	1/1/2026	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	☒ UMBRELLA LIAB ☒ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE DED ☒ RETENTION \$ 0			UH2D78128107	1/1/2025	1/1/2026	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N ☒ N	N/A	WM2D78128906	1/1/2025	1/1/2026	☒ PER STATUTE ☐ OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
C	Professional Liability Incl. Pollution			DPR5038158	1/1/2025	1/1/2026	Per Claim \$5,000,000 Aggregate \$5,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Proof of Insurance.

CERTIFICATE HOLDER**CANCELLATION**

For Informational Purposes Only

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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POLICY NUMBER: ZZ2D781280

COMMERCIAL GENERAL LIABILITY
CG 20 12 04 13**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.****ADDITIONAL INSURED – STATE OR GOVERNMENTAL
AGENCY OR SUBDIVISION OR POLITICAL
SUBDIVISION – PERMITS OR AUTHORIZATIONS**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE**State Or Governmental Agency Or Subdivision Or Political Subdivision:**

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

A. Section II – Who Is An Insured is amended to include as an additional insured any state or governmental agency or subdivision or political subdivision shown in the Schedule, subject to the following provisions:

1. This insurance applies only with respect to operations performed by you or on your behalf for which the state or governmental agency or subdivision or political subdivision has issued a permit or authorization.

However:

- a. The insurance afforded to such additional insured only applies to the extent permitted by law; and
- b. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

2. This insurance does not apply to:

- a. "Bodily injury", "property damage" or "personal and advertising injury" arising out of operations performed for the federal government, state or municipality; or
- b. "Bodily injury" or "property damage" included within the "products-completed operations hazard".

- B. With respect to the insurance afforded to these additional insureds, the following is added to Section III – Limits Of Insurance:**

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement; or
2. Available under the applicable Limits of Insurance shown in the Declarations;

whichever is less.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

COMMERCIAL GENERAL LIABILITY BROADENING ENDORSEMENT

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SUMMARY OF COVERAGES

1.	Additional Insured by Contract, Agreement or Permit	Included
2.	Additional Insured – Primary and Non-Contributory	Included
3.	Blanket Waiver of Subrogation	Included
4.	Bodily Injury Redefined	Included
5.	Broad Form Property Damage – Borrowed Equipment, Customers Goods & Use of Elevators	Included
6.	Knowledge of Occurrence	Included
7.	Liberalization Clause	Included
8.	Medical Payments – Extended Reporting Period	Included
9.	Newly Acquired or Formed Organizations - Covered until end of policy period	Included
10.	Non-owned Watercraft	51 ft.
11.	Supplementary Payments Increased Limits	
	- Bail Bonds	\$2,500
	- Loss of Earnings	\$1000
12.	Unintentional Failure to Disclose Hazards	Included
13.	Unintentional Failure to Notify	Included

This endorsement amends coverages provided under the Commercial General Liability Coverage Part through new coverages, higher limits and broader coverage grants.

1. Additional Insured by Contract, Agreement or Permit

The following is added to **SECTION II – WHO IS AN INSURED**:

Additional Insured by Contract, Agreement or Permit

- a. Any person or organization with whom you agreed in a written contract, written agreement or permit that such person or organization to add an additional insured on your policy is an additional insured only with respect to liability for “bodily injury”, “property damage”, or “personal and advertising injury” caused, in whole or in part, by your acts or omissions, or the acts or omissions of those acting on your behalf, but only with respect to:

- (1) "Your work" for the additional insured(s) designated in the contract, agreement or permit;

- (2) Premises you own, rent, lease or occupy; or

- (3) Your maintenance, operation or use of equipment leased to you.

- b. The insurance afforded to such additional insured described above:

- (1) Only applies to the extent permitted by law; and

- (2) Will not be broader than the insurance which you are required by the contract, agreement or permit to provide for such additional insured.

- (3) Applies on a primary basis if that is required by the written contract, written agreement or permit.
 - (4) Will not be broader than coverage provided to any other insured.
 - (5) Does not apply if the "bodily injury", "property damage" or "personal and advertising injury" is otherwise excluded from coverage under this Coverage Part, including any endorsements thereto.
- c. This provision does not apply:
- (1) Unless the written contract or written agreement was executed or permit was issued prior to the "bodily injury", "property damage", or "personal injury and advertising injury".
 - (2) To any person or organization included as an insured by another endorsement issued by us and made part of this Coverage Part.
 - (3) To any lessor of equipment:
 - (a) After the equipment lease expires; or
 - (b) If the "bodily injury", "property damage", "personal and advertising injury" arises out of sole negligence of the lessor
 - (4) To any:
 - (a) Owners or other interests from, whom land has been leased which takes place after the lease for the land expires; or
 - (b) Managers or lessors of premises if:
 - (i) The occurrence takes place after you cease to be a tenant in that premises; or
 - (ii) The "bodily injury", "property damage", "personal injury" or "advertising injury" arises out of structural alterations, new construction or demolition operations performed by or on behalf of the manager or lessor.
 - (5) To "bodily injury", "property damage" or "personal and advertising injury" arising out of the rendering of or the failure to render any professional services.
- This exclusion applies even if the claims against any insured allege negligence or other wrongdoing in the supervision, hiring, employment, training or monitoring of others by that insured, if the "occurrence" which caused the "bodily injury" or "property damage" or the offense which caused the "personal and

advertising injury" involved the rendering of or failure to render any professional services by or for you.

- d. With respect to the insurance afforded to these additional insureds, the following is added to **SECTION III – LIMITS OF INSURANCE**:

The most we will pay on behalf of the additional insured for a covered claim is the lesser of the amount of insurance:

- 1. Required by the contract, agreement or permit described in Paragraph a.; or
- 2. Available under the applicable Limits of Insurance shown in the Declarations.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.

2. Additional Insured – Primary and Non-Contributory

The following is added to **SECTION IV – COMMERCIAL GENERAL LIABILITY CONDITIONS**, Paragraph 4. Other insurance:

Additional Insured – Primary and Non-Contributory

If you agree in a written contract, written agreement or permit that the insurance provided to any person or organization included as an Additional Insured under **SECTION II – WHO IS AN INSURED**, is primary and non-contributory, the following applies:

If other valid and collectible insurance is available to the Additional Insured for a loss covered under Coverages **A** or **B** of this Coverage Part, our obligations are limited as follows:

a. Primary Insurance

This insurance is primary to other insurance that is available to the Additional Insured which covers the

Additional Insured as a Named Insured. We will not seek contribution from any other insurance available to the Additional Insured except:

- (1) For the sole negligence of the Additional Insured;
- (2) When the Additional Insured is an Additional Insured under another primary liability policy; or
- (3) when b. below applies.

If this insurance is primary, our obligations are not affected unless any of the other insurance is also primary. Then, we will share with all that other insurance by the method described in c. below.

b. Excess Insurance

(1) This insurance is excess over any of the other insurance, whether primary, excess, contingent or on any other basis:

(a) That is Fire, Extended Coverage, Builder's Risk, Installation Risk or similar coverage for "your work";

(b) That is Fire insurance for premises rented to the Additional Insured or temporarily occupied by the Additional Insured with permission of the owner;

(c) That is insurance purchased by the Additional Insured to cover the Additional Insured's liability as a tenant for "property damage" to premises rented to the Additional Insured or temporarily occupied by the Additional Insured with permission of the owner; or

(d) If the loss arises out of the maintenance or use of aircraft, "autos" or watercraft to the extent not subject to Exclusion g. of **SECTION I – COVERAGE A – BODILY INJURY AND PROPERTY DAMAGE LIABILITY**.

(2) When this insurance is excess, we will have no duty under Coverages **A** or **B** to defend the insured against any "suit" if any other insurer has a duty to defend the insured against that "suit". If no other insurer defends, we will undertake to do so, but we will be entitled to the insured's rights against all those other insurers.

(3) When this insurance is excess over other Insurance, we will pay only our share of the amount of the loss, if any, that exceeds the sum of:

(a) The total amount that all such other insurance would pay for the loss in the absence of this insurance; and

(b) The total of all deductible and self insured amounts under all that other insurance.

We will share the remaining loss, if any, with any other insurance that is not described in this Excess Insurance provision and was not bought specifically to apply in excess of the Limits of Insurance shown in the Declarations of this Coverage Part.

c. Method Of Sharing

If all of the other insurance permits contribution by equal shares, we will follow this method also. Under this approach each

insurer contributes equal amounts until it has paid its applicable limit of insurance or none of the loss remains, whichever comes first. If any of the other insurance does not permit contribution by equal shares, we will contribute by limits. Under this method, each insurer's share is based on the ratio of its applicable limit of insurance to the total applicable limits of insurance of all insurers

3. Blanket Waiver of Subrogation

The following is added to **SECTION IV – COMMERCIAL GENERAL LIABILITY CONDITIONS**, Paragraph 8. **Transfer Of Rights Of Recovery Against Others To Us:**

We waive any right of recovery we may have against any person or organization with whom you have a written contract that requires such waiver because of payments we make for damage under this coverage form. The damage must arise out of your activities under a written contract with that person or organization. This waiver applies only to the extent that subrogation is waived under a written contract executed prior to the "occurrence" or offense giving rise to such payments.

4. Bodily Injury Redefined

SECTION V – DEFINITIONS, Definition 3. "bodily injury" is replaced by the following:

3. "Bodily injury" means bodily injury, sickness or disease sustained by a person including death resulting from any of these at any time. "Bodily injury" includes mental anguish or other mental injury resulting from "bodily injury".

5. Broad Form Property Damage – Borrowed Equipment, Customers Goods, Use of Elevators

a. **SECTION I – COVERAGES, COVERAGE A – BODILY INJURY AND PROPERTY DAMAGE LIABILITY**, Paragraph 2. **Exclusions** subparagraph j. is amended as follows:

Paragraph (4) does not apply to "property damage" to borrowed equipment while at a jobsite and not being used to perform operations.

Paragraphs (3), (4) and (6) do not apply to "property damage" to "customers goods" while on your premises nor do they apply to the use of elevators at premises you own, rent, lease or occupy.

b. The following is added to **SECTION V – DEFINITIONS:**

24. "Customers goods" means property of your customer on your premises for the purpose of being:

- a. worked on; or
- b. used in your manufacturing process.
- c. The insurance afforded under this provision is excess over any other valid and collectible property insurance (including deductible) available to the insured whether primary, excess, contingent

6. Knowledge of Occurrence

The following is added to **SECTION IV – COMMERCIAL GENERAL LIABILITY CONDITIONS**, Paragraph 2. **Duties in the Event of Occurrence, Offense, Claim or Suit:**

- e. Notice of an "occurrence", offense, claim or "suit" will be considered knowledge of the insured if reported to an individual named insured, partner, executive officer or an "employee" designated by you to give us such a notice.

7. Liberalization Clause

The following is added to **SECTION IV – COMMERCIAL GENERAL LIABILITY CONDITIONS:**

Liberalization Clause

If we adopt any revision that would broaden the coverage under this Coverage Form without additional premium, within 45 days prior to or during the policy period, the broadened coverage will immediately apply to this Coverage Part.

8. Medical Payments – Extended Reporting Period

- a. **SECTION I – COVERAGES, COVERAGE C – MEDICAL PAYMENTS**, Paragraph 1. **Insuring Agreement**, subparagraph a.(3)(b) is replaced by the following:

- (b) The expenses are incurred and reported to us within three years of the date of the accident; and

- b. This coverage does not apply if **COVERAGE C – MEDICAL PAYMENTS** is excluded either by the provisions of the Coverage Part or by endorsement.

9. Newly Acquired Or Formed Organizations

SECTION II – WHO IS AN INSURED, Paragraph 3.a. is replaced by the following:

- a. Coverage under this provision is afforded until the end of the policy period.

10. Non-Owned Watercraft

SECTION I – COVERAGES, COVERAGE A BODILY INJURY AND PROPERTY DAMAGE LIABILITY, Paragraph 2. **Exclusions**, subparagraph g.(2) is replaced by the following:

g. Aircraft, Auto Or Watercraft

- (2) A watercraft you do not own that is:

- (a) Less than 51 feet long; and
- (b) Not being used to carry persons or property for a charge;

This provision applies to any person who, with your consent, either uses or is responsible for the use of a watercraft.

11. Supplementary Payments Increased Limits

SECTION I – SUPPLEMENTARY PAYMENTS COVERAGES A AND B, Paragraphs 1.b. and 1.d. are replaced by the following:

- 1.b. Up to \$2,500 for cost of bail bonds required because of accidents or traffic law violations arising out of the use of any vehicle to which the Bodily Injury Liability Coverage applies. We do not have to furnish these bonds.

- 1.d. All reasonable expenses incurred by the insured at our request to assist us in the investigation or defense of the claim or "suit", including actual loss of earnings up to \$1000 a day because of time off from work.

12. Unintentional Failure to Disclose Hazards

The following is added to **SECTION IV – COMMERCIAL GENERAL LIABILITY CONDITIONS**, Paragraph 6. **Representations:**

We will not disclaim coverage under this Coverage Part if you fail to disclose all hazards existing as of the inception date of the policy provided such failure is not intentional.

13. Unintentional Failure to Notify

The following is added to **SECTION IV – COMMERCIAL GENERAL LIABILITY CONDITIONS**, Paragraph 2. **Duties in the Event of Occurrence, Offense, Claim or Suit:**

Your rights afforded under this policy shall not be prejudiced if you fail to give us notice of an "occurrence", offense, claim or "suit", solely due to your reasonable and documented belief that the "bodily injury" or "property damage" is not covered under this policy.

ALL OTHER TERMS, CONDITIONS, AND EXCLUSIONS REMAIN UNCHANGED.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

BLANKET ADDITIONAL INSURED - PRIMARY AND NON-CONTRIBUTORY

This endorsement modifies insurance provided under the following:

BUSINESS AUTO COVERAGE PART

- A. The following is added to **SECTION II - LIABILITY COVERAGE**, Paragraph **A.1. Who Is An Insured**:

Additional Insured if Required by Contract

If you agree in a written contract, written agreement or written permit that a person or organization be added as an additional "insured" under this Coverage Part, such person or organization is an "insured"; but only to the extent that such person or organization qualifies as an "insured" under paragraph **A.1.c.** of this Section.

If you agree in a written contract, written agreement or written permit that a person or organization be added as an additional "insured" under this Coverage Part, the most we will pay on behalf of such additional "insured" is the lesser of:

- (1) The Limits of Insurance for liability coverage specified in the written contract, written agreement or written permit; or
- (2) The Limits of Insurance for Liability Coverage shown in the Declarations applicable to this Coverage Part.

Such amount shall be part of and not in addition to the Limits of Insurance shown in the Declarations applicable to this Coverage Part. Regardless of the number of covered "autos", "insureds", premiums paid, claims made or vehicles involved in the "accident", the most we will pay for the total of all damages and "covered pollution cost or expense" combined resulting from any one "accident" is the Limit of Insurance for Liability Coverage shown in the Declarations.

- B. The following is added to **SECTION IV - BUSINESS AUTO CONDITIONS**, Paragraph **B. General Conditions**, subparagraph **5. Other Insurance**:

Primary and Non-Contributory

If you agree in a written contract, written agreement or written permit that the insurance provided to a person or organization who qualifies as an additional "insured" under **SECTION II - LIABILITY COVERAGE**, Paragraph **A.1. Who Is An Insured**, subparagraph **Additional Insured if Required by Contract** is primary and non-contributory, the following applies:

The liability coverage provided by this Coverage Part is primary to any other insurance available to the additional "insured" as a Named Insured. We will not seek contribution from any other insurance available to the additional "insured" except:

- (1) For the sole negligence of the additional "insured"; or
 - (2) For negligence arising out of the ownership, maintenance or use of any "auto" not owned by the additional "insured" or by you, unless that "auto" is a "trailer" connected to an "auto" owned by the additional "insured" or by you; or
 - (3) When the additional "insured" is also an additional "insured" under another liability policy.
- C. This endorsement will apply only if the "accident" occurs:
1. During the policy period;
 2. Subsequent to the execution of the written contract or written agreement or the issuance of the written permit; and
 3. Prior to the expiration of the period of time that the written contract, written agreement or written permit requires such insurance to be provided to the additional "insured".
- D. Coverage provided to an additional "insured" will not be broader than coverage provided to any other "insured" under this Coverage Part.

ALL OTHER TERMS, CONDITIONS, AND EXCLUSIONS REMAIN UNCHANGED.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

DESIGNATED INSURED

This endorsement modifies insurance provided under the following:

BUSINESS AUTO COVERAGE FORM
GARAGE COVERAGE FORM
MOTOR CARRIER COVERAGE FORM
TRUCKERS COVERAGE FORM

With respect to coverage provided by this endorsement, the provisions of the Coverage Form apply unless modified by this endorsement.

This endorsement identifies person(s) or organization(s) who are "insureds" under the Who Is An Insured Provision of the Coverage Form. This endorsement does not alter coverage provided in the Coverage Form.

This endorsement changes the policy effective on the inception date of the policy unless another date is indicated below.

Endorsement Effective:	Countersigned By: (Authorized Representative)
Named Insured:	

SCHEDULE

Name of Person(s) or Organization(s): BLANKET ADDITIONAL INSURED PER WRITTEN AGREEMENT, CONTRACT OR PERMIT
--

(If no entry appears above, information required to complete this endorsement will be shown in the Declarations as applicable to the endorsement.)

Each person or organization shown in the Schedule is an "insured" for Liability Coverage, but only to the extent that person or organization qualifies as an "insured" under the Who Is An Insured Provision contained in **Section II** of the Coverage Form.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

BLANKET ADDITIONAL INSURED BY CONTRACT OR AGREEMENT – WITH PRODUCTS-COMPLETED OPERATIONS COVERAGE

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

A. The following is added to SECTION II – WHO IS AN INSURED:

Additional Insured – Written Contract, Agreement or Permit

- a. Any person or organization as required by a written contract, agreement or permit to add as an additional insured on your policy is an additional insured but only with respect to liability for “bodily injury”, “property damage”, or “personal and advertising injury” caused, in whole or in part, by your acts or omissions, or the acts or omissions of those acting on your behalf, and only with respect to:

- (1) “Your work” for the additional insured(s) designated in the contract, agreement or permit;
- (2) Premises you own, rent, lease or occupy;
- (3) Your maintenance, operation or use of equipment leased to you; or
- (4) “Your work” for the additional insured(s) designated in the contract, agreement or permit including “bodily injury” or “property damage” included in the “products-completed operations hazard” provided that:
 - (a) This Coverage Part provides such coverage; and
 - (b) The written contract, agreement or permit requires such coverage for the additional insured.

- b. If the written contract or agreement specifically requires you to add an additional insured to your policy via endorsement CG 20 10 11 85, CG 20 10 10 93, CG 20 10 03 97, CG 20 10 10 01 or endorsement CG 20 37 10 01, then the words “caused in whole or in part by” in paragraph a. above are replaced by the words “arising out of”.

- c. The insurance afforded to such additional insured described above:

- (1) Only applies to the extent permitted by law.

- (2) Will not be broader than the insurance which you are required by the contract, agreement or permit to provide for such additional insured.

- (3) Is primary to and will not seek contribution from any other insurance available to such additional insured provided that:

- (a) The additional insured is a Named Insured under such other insurance; and
- (b) You have agreed in writing in a contract or agreement that this insurance would be primary and would not seek contribution from any other insurance available to the additional insured.

- (4) Will not be broader than coverage provided to any other insured.

- (5) Does not apply if the “bodily injury”, “property damage” or “personal and advertising injury” is otherwise excluded from coverage under this Coverage Part, including any endorsements thereto.

- d. This provision does not apply:

- (1) Unless the written contract or agreement was executed or permit was issued prior to the “bodily injury”, “property damage”, or “personal and advertising injury”.

- (2) To any person or organization included as an insured by another endorsement issued by us and made part of this Coverage Part.

- (3) If the “bodily injury”, “property damage”, or “personal and advertising injury” arises out of sole negligence of the additional insured.

- (4) To any lessor of equipment:

- (a) After the equipment lease expires; or
- (b) If the “bodily injury”, “property damage”, or “personal and advertising injury” arises out of sole negligence of the lessor

(5) To any:

(a) Owners or other interests from whom land has been leased if the "occurrence" takes place or the offense is committed after the lease for the land expires; or

(b) Managers or lessors of premises if:

(i) The occurrence takes place after you cease to be a tenant in that premises; or

(ii) The "bodily injury", "property damage", "personal and advertising injury" arises out of structural alterations, new construction or demolition operations performed by or on behalf of the manager or lessor.

(6) To "bodily injury", "property damage" or "personal and advertising injury" arising out of the rendering of or the failure to render any professional services.

This exclusion applies even if the claims against any insured allege negligence or

other wrongdoing in the supervision, hiring, employment, training or monitoring of others by that insured, if the "occurrence" which caused the "bodily injury" or "property damage" or the offense which caused the "personal and advertising injury" involved the rendering of or failure to render any professional services by or for you.

B. With respect to the insurance afforded to these additional insureds, the following is added to **SECTION III – LIMITS OF INSURANCE:**

The most we will pay on behalf of the additional insured for a covered claim is the lesser of the amount of insurance:

1. Required by the written contract, agreement or permit described in paragraph **A.a.**; or
2. Available under the applicable Limits of Insurance shown in the Declarations or any endorsement to this policy.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.

ALL OTHER TERMS, CONDITIONS, AND EXCLUSIONS REMAIN UNCHANGED.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – PRIMARY AND NON-CONTRIBUTORY

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

The following is added to **SECTION IV – COMMERCIAL GENERAL LIABILITY CONDITIONS**, Paragraph 4. **Other Insurance**:

Additional Insured – Primary and Non-Contributory

If you agree in a written contract, written agreement or permit that the insurance provided to any person or organization included as an Additional Insured under **SECTION II – WHO IS AN INSURED**, is primary and non-contributory, the following applies:

If other valid and collectible insurance is available to the Additional Insured for a loss we cover under Coverages **A** or **B** of this Coverage Part, our obligations are limited as follows:

(1) Primary Insurance

This insurance is primary to other insurance that is available to the Additional Insured which covers the

Additional Insured as a Named Insured. We will not seek contribution from any other insurance available to the Additional Insured except:

- (a) For the sole negligence of the Additional Insured;
- (b) When the Additional Insured is an Additional Insured under another primary liability policy; or
- (c) When (2) below applies.

If this insurance is primary, our obligations are not affected unless any of the other insurance is also primary. Then, we will share with all that other insurance by the method described in (3) below.

(2) Excess Insurance

- (a) This insurance is excess over any of the other insurance, whether primary, excess, contingent or on any other basis:
 - (i) That is Fire, Extended Coverage, Builder's Risk, Installation Risk or similar coverage for "your work";
 - (ii) That is Fire insurance for premises rented to the Additional Insured or temporarily occupied by the Additional Insured with permission of the owner;
 - (iii) That is insurance purchased by the Additional Insured to cover the Additional Insured's liability as a tenant for "property

damage" to premises rented to the Additional Insured or temporarily occupied by the Additional with permission of the owner; or

- (iv) If the loss arises out of the maintenance or use of aircraft, "autos" or watercraft to the extent not subject to Exclusion **g.** of **SECTION I – COVERAGE A – BODILY INJURY AND PROPERTY DAMAGE LIABILITY**.

- (b) When this insurance is excess, we will have no duty under Coverages **A** or **B** to defend the insured against any "suit" if any other insurer has a duty to defend the insured against that "suit". If no other insurer defends, we will undertake to do so, but we will be entitled to the insured's rights against all those other insurers.
- (c) When this insurance is excess over other Insurance, we will pay only our share of the amount of the loss, if any, that exceeds the sum of:
 - (i) The total amount that all such other insurance would pay for the loss in the absence of this insurance; and
 - (ii) The total of all deductible and self insured amounts under all that other insurance.

We will share the remaining loss, if any, with any other insurance that is not described in this Excess Insurance provision and was not bought specifically to apply in excess of the Limits of Insurance shown in the Declarations of this Coverage Part.

(3) Method Of Sharing

- (a) If all of the other insurance permits contribution by equal shares, we will follow this method also. Under this approach each insurer contributes equal amounts until it has paid its applicable limit of insurance or none of the loss remains, whichever comes first.
- (b) If any of the other insurance does not permit contribution by equal shares, we will contribute by limits. Under this method, each insurer's share is based on the ratio of its applicable limit of insurance to the total applicable limits of insurance of all insurers.

ALL OTHER TERMS, CONDITIONS, AND EXCLUSIONS REMAIN UNCHANGED.

WORKERS' COMPENSATION AND EMPLOYERS' LIABILITY INSURANCE POLICY

WC 00 03 13

WAIVER OF OUR RIGHT TO RECOVER FROM OTHERS ENDORSEMENT

This endorsement changes the policy to which it is attached effective on the inception date of the policy unless a different date is indicated below.

(The following "attaching clause" need be completed only when this endorsement is issued subsequent to preparation of the policy.)

This endorsement, effective on _____ at 12:01 A.M. standard time, forms a part of
(DATE)

Policy No. WM2 D781289 _____ of the _____
(NAME OF INSURANCE COMPANY)

issued to

Premium (if any) \$ _____

Authorized Representative

We have the right to recover our payments from anyone liable for an injury covered by this policy. We will not enforce our right against the person or organization named in the Schedule. This agreement applies only to the extent that you perform work under a written contract that requires you to obtain this agreement from us.*

This agreement shall not operate directly or indirectly to benefit anyone not named in the Schedule.

Schedule

AZ, DE, DC, FL, GA, ID, IL, IN, KS, MD, MA, MO, NY, NC, OR,

PA, TN, VA, WI

THIS ENDORSEMENT APPLIES AS A BLANKET WAIVER

OF SUBROGATION FOR THOSE PARTIES HAVING A WRITTEN

CONTRACT WITH THE POLICYHOLDER REQUIRING A WAIVER

OF SUBROGATION FOR WORKERS COMPENSATION COVERAGE OF THE

POLICYHOLDERS EMPLOYEES.

WAIVER OF OUR RIGHT TO RECOVER FROM OTHERS ENDORSEMENT-CALIFORNIA

We have the right to recover our payments from anyone liable for an injury covered by this policy. We will not enforce our right against the person or organization named in the Schedule. (This agreement applies only to the extent that you perform work under a written contract that requires you to obtain this agreement from us.)

You must maintain payroll records accurately segregating the remuneration of your employees while engaged in the work described in the Schedule.

The additional premium for this endorsement shall be 2% of the California workers' compensation premium otherwise due on such remuneration.

Schedule

Person or Organization

APPLIES AS BLANKET WAIVER
FOR THOSE HAVING A WRITTEN
CONTRACT WITH THE POLICY-
HOLDER REQUIRING WOS FOR
WC POLICYHOLDER EMPLOYEES.

Job Description

This endorsement changes the policy to which it is attached and is effective on the date issued unless otherwise stated.
(The information below is required only when this endorsement is issued subsequent to preparation of the policy.)

Endorsement Effective
Insured

Policy No. WM2 D781289
Insurance Company

Endorsement No.

Countersigned By _____

TEXAS WAIVER OF OUR RIGHT TO RECOVER FROM OTHERS ENDORSEMENT

This endorsement applies only to the insurance provided by the policy because Texas is shown in Item 3.A. of the Information Page.

We have the right to recover our payments from anyone liable for an injury covered by this policy. We will not enforce our right against the person or organization named in the Schedule, but this waiver applies only with respect to bodily injury arising out of the operations described in the Schedule where you are required by a written contract to obtain this waiver from us.

This endorsement shall not operate directly or indirectly to benefit anyone not named in the Schedule.

The premium for this endorsement is shown in the Schedule.

Schedule

1. ☐ Specific Waiver

Name of person or organization

☐ Blanket Waiver

Any person or organization for whom the Named Insured has agreed by written contract to furnish this waiver.

2. Operations: ALL TEXAS OPERATIONS

3. Premium:

The premium charge for this endorsement shall be 2 percent of the premium developed on payroll in connection with work performed for the above person(s) or organization(s) arising out of the operations described.

4. Advance Premium:

This endorsement changes the policy to which it is attached and is effective on the date issued unless otherwise stated.

(The information below is required only when this endorsement is issued subsequent to preparation of the policy.)

Endorsement Effective
Insured

Policy No. WM2 D781289

Endorsement No.
Premium

Insurance Company

Countersigned by _____