Exhibit A—Scope of Services, Fee & Schedule

Client Name:	City of Kirkland		
Project Name:	Lake Street South and Lake Washington Boulevard Northeast Multimodal Data Collection and Analysis		
Exhibit Dated:	6/29/2021	TG:	21184.PR

Scope of Services

The City of Kirkland is evaluating creation of a pedestrian walkway/promenade along Lake Street S/Lake Washington Boulevard between 2nd Ave S and NE 60th Street. This would require the elimination of existing on-street parking spaces along one side of the roadway. To better understand the impacts of this proposal, the City is seeking to:

- Evaluate the safety benefits and impacts,
- Evaluate vehicle parking impacts, and
- Evaluate changes in how people use the waterfront

To accomplish these goals, the City plans to collect parking and multimodal activity data along the Lake Street S/Lake Washington Boulevard corridor. This data will be collected through traditional means of in-person observations and using new technologies that allow for unique insights into origin-destination patterns for roadway users. These data will help evaluate the parking impacts and what changes might be expected in how people use and access the waterfront. Safety benefits and impacts will be discussed after a review of the multimodal data and through qualitative discussion.

The following scope is based on project information received by Transpo Group (Transpo) from the City of Kirkland (Client) and Transpo's experience collecting parking and traffic data. This project will collect and summarize data on and around Lake Washington Boulevard (from 2nd Ave to 60th Street) to better understand the behavior of those parking near and travelling on Lake Washington Boulevard.

Task 01—Project Management

The consultant team project manager will coordinate with the City's project manager on a bi-weekly basis throughout the duration of the project. The coordination will address project scope/status, technical and policy direction, budget, schedule, meetings. Coordination will be via telephone calls, and email, as appropriate.

The consultant team project manager will also coordinate with subconsultants on a regular basis regarding project scope/status, project direction, budget, and schedule.

Invoicing and Progress Reports

The consultant will prepare monthly progress reports and invoices.

City Responsibilities:

- Attendance at team meetings

Deliverables:

- *Monthly progress reports*
- *Meeting agendas*

Task 02—Manual Data Collection and Summary

Transpo will collect on-street parking data on the following roadways on one weekday and one Saturday during the summer of 2021. Data (vehicle license plates) will be collected at four (4) time periods during the day to understand vehicle **turnover and occupancy** changes throughout the day. A map of these data collection locations is attached.

- Lake Street / Lake WA Boulevard (all on-street spaces between 2nd Street and 60th Ave)
- Houghton Beach Park Off-Street Lot
- NE 58th Street (Lake WA Blvd to Lakeview Drive)
- NE 62nd Street (Lake WA Blvd to Lakeview Drive)
- NE 63rd Street (Lake WA Blvd to Lakeview Drive)
- NE 64th Street (Lake WA Blvd to Lakeview Drive)
- 10th Ave NE (Lake WA Blvd to Lakeview Drive)
- 7th Ave S (Lake WA Blvd to Lakeview Drive)
- 5th Ave S (Lake WA Blvd to Lakeview Drive)
- 2nd Ave S (Lake WA Blvd to Lakeview Drive)
- 2nd Street S (2nd Ave S to 5th Ave S)

Data will be collected at 9am, 12pm, 4 pm, and 7 pm on a weekday, and will be collected at 10am, 1pm, 4pm, and 7pm on Saturday. A comparison of counts at these times will be made to understand the number of vehicles who remain parked throughout the day at each location. This data will also be used to help understand which vehicles belong to Kirkland residents and how many belong to those living outside the city (visitors).

In addition, video counts will be collected at 3 locations along Lake Street / Lake Washington Boulevard for 12 hours (9am – 9pm) on the same weekday and Saturday as the parking data collection. These video counts will be used to understand multimodal activity both on and crossing Lake Street / Lake Washington Boulevard and to determine the hourly pedestrian, bicyclist, and vehicular volumes. Pneumatic tube counters will also be placed at these locations to collect vehicle speed data.

These data will be summarized in a series of charts, tables and graphics in a technical memorandum.

City Responsibilities:

- Provide data for City of Kirkland roadway and facilities.
    - Including on and off-street parking supplies
- Provide input on dates of collection to ensure no construction or festival activities will interfere with data collection.
- Review and comment on draft technical memorandum

Deliverables:

- Raw parking and video data collection data
- Summarized data in charts, tables and graphics
- Technical memorandum summarizing data collection methods, data summaries and discussion of results comparing parking rates throughout the day and comparing Saturday rates to weekday rates.

Task 03—StreetLight Data Origin-Destination Analysis

To better understand the roadway users who are parking along Lake Street / Lake Washington Boulevard, data will be purchased from *StreetLight Data*, a company that specializes in GPS and location-based services (LBS) data specific to the transportation sector. These data will be used to understand both origin and destinations (ODs) for vehicles that park along Lake Street / Lake Washington Boulevard and how parking activity fluctuates throughout the year. To do this, 10 ‘zones’ will be created for which ODs will be summarized for an average weekday, Saturday and Sunday. Additionally, relative zone activity will be measured for up to three different times during the year to understand the impact of seasonality on parking rates at each zone. The final zone configuration will be decided upon with City staff.

The results will be summarized in a series of figures, charts and tables within the technical memorandum.

City Responsibilities:

- Provide input on zone configuration, and 3 seasonal periods (to be determined, anytime between 2018 and 2021) of evaluation for the *StreetLight Data*
- Review and comment on draft technical memorandum

Deliverables:

- Raw *StreetLight Data* downloads
- Summarized OD results in charts, tables and graphics
- Technical memorandum summarizing *StreetLight Data* methodology and results.

Task 04—Video Based Safety Analytics Support

As part of the data collection in Task 02, video will be recorded to help measure bicycle, pedestrian and vehicle activity along Lake Washington Blvd / Lake St. Video from one location will be shared with *Transoft Solutions*, a company specializing in video-based analytics[1], to help perform near-miss and conflict analysis as a pilot project (free of charge for the City). Transpo will help liaison with *Transoft Solutions* to ensure the video collected is compatible with their analysis platform. Transpo will incorporate results from the video analytics into their technical memorandum.

Fee

Transpo will complete all of the tasks described above for a total fixed fee price of $49,000, as outlined in Table 1.

Fee by Task

Task	Description	Fee
01	Project Management	$5,000
02	Parking and Video Data Collection and Summary	$16,900
03	StreetLight Data and Analysis	$27,100 (with written authorization from the Client)
Total		**$49,000**

Transpo will work closely with the project team and Kirkland staff to assure all efforts are directed in a manner consistent with overall project objectives. Should the scope of services or project information change following contract execution, Transpo will notify the Client if these changes will affect the fee and require a contract amendment.

Schedule

Transpo anticipates completing Task 01 within 10 to 12 weeks following contract execution. This schedule is an estimate only and assumes a timely scoping process with City of Kirkland This schedule can be impacted by factors outside the control of Transpo. Should the scope of services or project information change following contract execution, Transpo will notify the Client if these changes will affect the schedule and require a contract amendment.

[1] https://safety.transoftsolutions.com/