



CITY OF CHARLESTON West Virginia



Council Member – 12th WARD

Joseph Jenkins
839 Gordon Drive
Charleston, West Virginia 25303
304-575-9202
joseph.jenkins@cityofcharleston.org

Finance Committee, Chair
Parking Committee, Chair
Ordinance and Rules Committee

AGENDA
FINANCE COMMITTEE MEETING
Monday, November 4, 2024
6:30 PM

AV ROOM #308, CITY HALL, CHARLESTON, WV

AVAILABLE TO VIEW VIA LIVESTREAM AT <https://charlestonwv.civicclerk.com/web/home.aspx>

I. DISCUSSION:

- a. Approval of Previous Minutes 10-21-2024

II. RESOLUTIONS:

- a. Resolution No. 24-038 – Authorizing “Citizen Appreciation Parking” for the listed dates in November and December 2024 to include the waiving of hourly parking fees at all metered on-street parking spaces.
- b. Resolution No. 24-039 - Authorizing the Mayor or City Manager to purchase a brush chipper for Public Grounds Department from Vermeer of Heartland.
- c. Resolution No. 24-040 - Authorizing the Mayor or City Manager to purchase 5 Jeep Grand Cherokees for the Charleson Police Department from Thornhill Motor Car, Inc.
- d. Resolution No. 24-041 – Authorizing approval of Amendment No. 1 of the American Rescue Plan Act Fund Budget.
- e. Resolution No. 24-042 - Authorizing approval of Amendment No. 3 of the FY 2024-2025 General Fund Budget.
- f. Resolution No. 24-043 - Authorizing the Mayor or City Manager to enter into a contract with HDR, Inc. to perform and prepare a comprehensive safety action plan associated with the Safe Streets and Roads for All grant program.

III. THE AGENDA WAS AMENDED ON 11-4-2024

***Meetings may be recorded and broadcast via internet <https://charlestonwv.civicclerk.com>**

MINUTES
FINANCE COMMITTEE MEETING
6:30 P.M., OCTOBER 21, 2024
AV ROOM #308, CITY HALL

Joseph Jenkins Chair, called the meeting of the Charleston City Council Committee on Finance to order at 6:30 p.m., October 21, 2024.

A silent roll was taken by the Clerk and a quorum was established. The following committee members were present:

Joseph Jenkins, Chair
Brent Burton, Vice Chair
Becky Ceperley
Mary Beth Hoover
Larry Moore (first vote for 24-032)
Chad Robinson
Shawn Taylor

Absent:

Other Councilmembers present:

Frank Annie
Chelsea Steelhammer
Joe Solomon
Beth Kerns
Emmett Pepper

I. DISCUSSION:

a. Approval of Previous Minutes - Councilmember Burton asked for unanimous consent to dispense with the reading of the minutes for the October 7, 2024 meeting and that they be approved as distributed. There were no objections, and the minutes were approved.

II. RESOLUTIONS:

- a. Resolution No. 24-029 – Authorizing the Mayor or City Manager to purchase various handheld and mobile radios with necessary accessories for the Charleston Police Department from Discount Communications in the amount of \$65,012.86 pursuant to a competitive bid process.

Be it Resolved by the Council of the City of Charleston, West Virginia:

That the Mayor or City Manager is authorized to purchase various handheld and mobile radios with necessary accessories for the Charleston Police Department from Discount Communications in the amount of \$65,012.86 pursuant to a competitive bid process.

City Manager Ben Mishoe added that the resolution is for the purchase of a variety of radio and related equipment for 17 vehicles for the Police Department.

Councilmember Burton moved to approve the Resolution. With members present recorded thereon as voting unanimously in the affirmative, Chairperson Jenkins declared Resolution No. 24-029 approved.

- b. Resolution No. 24-030 – Authorizing the Finance Director to establish special revenue fund 083, Other Federal Grant Fund, a fund that accounts for revenues received from various federal granting agencies for awards received from competitive grants, formula grants, and Congressionally Directed Spending requests where a specific grant fund is not already established.

Be it Resolved by the Council of the City of Charleston, West Virginia:

That the Finance Director is authorized to establish special revenue fund 083, Other Federal Grant Fund, a fund that accounts for revenues received from various federal granting agencies for awards received from competitive grants, formula grants, and Congressionally Directed Spending requests where a specific grant fund is not already established.

Mishoe added that the new fund will be for grant money that does not fall into the already designated categories (CARE, Homeland Security, Infrastructure, etc.) instead of having to create a new fund every time.

Councilmember Burton moved to approve the Resolution. With members present recorded thereon as voting unanimously in the affirmative, Chairperson Jenkins declared Resolution No. 24-030 approved.

- c. Resolution No. 24-031 - Authorizing the Mayor or City Manager to purchase twenty (20) sets of turnout gear for the Charleston Fire Department from Witmer Public Safety in the amount of \$63,800.00 pursuant to a competitively sourced contract. This gear will be used to outfit new recruits and replace expiring gear.

Be it Resolved by the Council of the City of Charleston, West Virginia:

That the Mayor or City Manager is authorized to purchase twenty (20) sets of turnout gear for the Charleston Fire Department from Witmer Public Safety in the amount of \$63,800.00 pursuant to a competitively sourced contract.

Mishoe added that the gear is for new recruits and to replace some expiring equipment.

Councilmember Burton moved to approve the Resolution. With members present recorded thereon as voting unanimously in the affirmative, Chairperson Jenkins declared Resolution No. 24-031 approved.

- d. Resolution No. 24-032 - Authorizing the Mayor or City Manager to purchase from Stryker Medical two Power Cots, one Lucas 3 chest compression device, and two Life Pak 35s monitor/defibrillator, with necessary accessories for all devices, for the Charleston Fire Department in the total amount of \$173,684.26 pursuant to a competitively sourced contract.

Be it Resolved by the Council of the City of Charleston, West Virginia:

That the Mayor or City Manager is authorized to purchase from Stryker Medical two Power Cots, one Lucas 3 chest compression device, and two Life Pak 35s monitor/defibrillator, with necessary accessories for all devices, for the Charleston Fire Department in the total amount of \$173,684.26 pursuant to a competitively sourced contract.

Mishoe added that the resolution is for the purchase of various lifesaving equipment for the Fire Department. Some funds will come from trading in older equipment that is being replaced.

Councilmember Burton moved to approve the Resolution. With members present recorded thereon as voting unanimously in the affirmative, Chairperson Jenkins declared Resolution No. 24-032 approved.

- e. Resolution No. 24-033 - Authorizing the Mayor or City Manager to enter into a contract with The Thrasher Group, Inc. in the amount of \$249,547.00 for phase two of the renovation project of the Charleston Fire Department's eight fire stations, with this phase developing bid-ready construction designs, construction documents, bidding and negotiation support, and construction oversight for renovations and improvements to support the current and future needs of the City of Charleston Fire Department.

Be it Resolved by the Council of the City of Charleston, West Virginia:

That the Mayor or City Manager is authorized to enter into a contract with The Thrasher Group, Inc. in the amount of \$249,547.00 for phase two of the renovation project of the Charleston Fire Department's eight fire stations, with this phase developing bid-ready construction designs, construction documents, bidding and negotiation support, and construction oversight for renovations and improvements to support the current and future needs of the City of Charleston Fire Department.

Mishoe added that several firms were interviewed to design renovation plans, assist in the bid process and oversee construction for the 8 fire stations. They are considering full replacement for stations 6 and 7. It is anticipated that the design for station 7 can also be used for station 6.

Councilmember Robinson asked what the time frame for the project was. Mishoe replied that the design work was anticipated to be completed in the next few months. Some stations will be completed faster than others as the needed repairs vary. Design costs are budgeted at \$249,000. The repairs are anticipated to cost \$2-2.5 million through ARPA funds.

Councilmember Jenkins confirmed with Mishoe that the budgets for stations 6 and 7 are not included.

From the audience, Councilmember Pepper confirmed with Mishoe that there will be considerations to reduce energy use by 25% where possible.

Councilmember Burton moved to approve the Resolution. With members present recorded thereon as voting unanimously in the affirmative, Chairperson Jenkins declared Resolution No. 24-033 approved.

- f. Resolution No. 24-034 - Authorizing the Mayor or City Manager to enter into an agreement with G & G Builders, Inc. for interior remodel and construction services of the Development Services office in the amount of \$208,688.00 pursuant to a competitive bid process.

Be it Resolved by the Council of the City of Charleston, West Virginia:

That the Mayor or City Manager is authorized to enter into an agreement with G & G Builders, Inc. for interior remodel and construction services of the Development Services office in the amount of \$208,688.00 pursuant to a competitive bid process.

Mishoe added that the resolution is to remodel offices of the Development Services Department to make the space more functional. The price was negotiated down after a competitive bid.

Councilmember Burton moved to approve the Resolution. With members present recorded thereon as voting unanimously in the affirmative, Chairperson Jenkins declared Resolution No. 24-034 approved.

- g. Resolution No. 24-035 - Authorizing the Mayor or City Manager to enter into a five-year lease agreement with Pitney Bowes for postage and mail inserter machines for Information Systems at a total of \$119,035.80 pursuant to a competitively sourced contract.

Be it Resolved by the Council of the City of Charleston, West Virginia:

That the Mayor or City Manager is authorized to enter into a five-year lease agreement with Pitney Bowes for postage and mail inserter machines for Information Systems at a total of \$119,035.80 pursuant to a competitively sourced contract.

Mishoe added that the resolution is to replace the postage and mail inserter machines for Information Systems.

Councilmember Burton moved to approve the Resolution. With members present recorded thereon as voting unanimously in the affirmative, Chairperson Jenkins declared Resolution No. 24-035 approved.

- h. Resolution No. 24-036 - Authorizing the Mayor or City Manager to renew its contract with InterVision Systems, LLC, for a three-year term in the annual amount of \$79,365.00 and the total amount of \$238,095.00, to continue providing the City's email security gateway, where the purchase was determined through a competitive bidding process.

Be it Resolved by the Council of the City of Charleston, West Virginia:

That the Mayor or City Manager is authorized to renew its contract with InterVision Systems, LLC, for a three-year term in the annual amount of \$79,365.00 and the total amount of \$238,095.00, to continue providing the City's email security gateway, where the purchase was determined through a competitive bidding process.

Mishoe added that the resolution is for a 3-year contract for email security software.

Councilmember Burton moved to approve the Resolution. With members present recorded thereon as voting unanimously in the affirmative, Chairperson Jenkins declared Resolution No. 24-036 approved.

- i. Resolution No. 24-037 - Authorizing settlement of a pending claim against the City by Keith George related to a September 12, 2024, incident where a City driven truck backed up and collided with the claimant's parked vehicle and the City driven vehicle was found to be at fault, as contained in Claim #024283, as recommended by the City Solicitor.

Now, therefore, be it Resolved by the Council of the City of Charleston, West Virginia:

That the City Council hereby authorizes and approves the settlement of a pending claim against the City by Keith George, as contained in Claim #024283, in an amount not to exceed the City's property insurance deductible of \$50,000.00, where the total final amount of the settlement will be determined by a third-party neutral appraiser, as recommended by the City Solicitor. The City Council authorizes the City Solicitor and City Manager to take all necessary steps to finalize resolution of the claim and directs the City Solicitor to notify City Council of the final settlement amount following resolution of the claim.

City Attorney Kevin Baker added that a City vehicle backed into a parked car. The exact amount of the settlement isn't finalized, but won't be more than \$50,000. The exact amount will later be communicated to Council.

Councilmember Ceperley confirmed with Baker that the damaged vehicle was a 2023 Rav4 hybrid. The City has also been paying for a rental car.

Councilmember Burton moved to approve the Resolution. With members present recorded thereon as voting unanimously in the affirmative, Chairperson Jenkins declared Resolution No. 24-037 approved.

III. BILLS:

- a. Bill No. 8045 - A Bill closing, abandoning and discontinuing as a public right of way, a 10 foot wide by 280 foot long public right of way located between Lots 11, 12, 13, 14, 15, 16, 17, 18, and 19, Block 13, J. Brisben Walker Addition, situated in Charleston West District, Kanawha County, West Virginia.

Be it Ordained by the Council of the City of Charleston, West Virginia:

1. The 10 foot wide by 280 foot long public right of way located between Lots 11, 12, 13, 14, 15, 16, 17, 18, and 19, Block 13, J. Brisben Walker Addition, situate in Charleston West District, Kanawha County, West Virginia, as shown on that certain map entitled "TOPOGRAPHIC DESIGN SURVEY SHOWING GOODWILL INDUSTRIES OF KANAWHA VALLEY, INC" prepared by Mark C. Shamblin, WV Professional Land Surveyor No. 827, dated February 19, 2024, revised July 31, 2024 and attached hereto as Exhibit A. The alley is more particular described as follows:

Beginning at a point at the intersection of the Westerly side of Virginia Street West and the Northerly side of a 10' wide alley, said point also being the Southeastern corner to Goodwill Industries of Kanawha Valley, Inc., (Deed Book 2616 at page 211), from which a 3/4" iron pipe found bent bears S89°52'38"W at 0.40' and another 3/4" iron pipe found on the Westerly side of Virginia Street West bears N29°30'00"W at 430.00', thence with the Westerly side of Virginia Street West for the following course: S29°30'00"E 10.00' to a point at the intersection of the Westerly side of said Virginia Street West and the Southerly side of the 10' wide alley, thence leaving said Virginia Street West and the Southerly side of the 10' wide alley for the following course: S60°30'00"W 280.00' to a point at the intersection of the Southerly side of said alley and the Easterly side of Monongalia Street, thence with the Easterly side of Monongalia Street for the following course: N29°30'00"W 10.00' to a point at the intersection of the Easterly side of said Monongalia Street and the Northerly side of the 10' wide alley, thence leaving said Monongalia Street and with the Northerly side of the 10' wide alley; N60°30'00"E 280.00' to the place of beginning, containing 2,800 square feet, more or less, more fully described on a plat prepared by Chapman Technical Group, hereto attached and made a part of this description.

2. The City of Charleston hereby reserves a 10 foot utility easement for the purpose of construction, maintenance, repair, and removal of the drop inlets, manholes, and storm line. No person shall construct improvements or take any other actions which would interfere, or alter the present surface profile or contour of the subject easement without written permission of the City Engineer.

3. The Mayor of the City of Charleston be, and is hereby authorized and directed to execute, acknowledge and deliver a proper deed conveying to Goodwill Industries of Kanawha Valley, Inc., and their successors in office, all rights, title and interest in and to said real property as described in Section 1 above, for the consideration of Thirteen Thousand dollars and no cents (\$13,000.00).

4. All prior ordinances, or parts of ordinances, inconsistent with this ordinance are hereby repealed to the extent of such inconsistency.

Mishoe added that Goodwill owns all of the surrounding property on both sides of the alleyway.

Councilmember Burton moved to approve the Resolution. With members present recorded thereon as voting unanimously in the affirmative, Chairperson Jenkins declared Bill No. 8045 approved.

Councilmember Burton motioned to adjourn the meeting.
Meeting adjourned.

Resolution No. 24-038

Introduced in Council:

November 4, 2024

Adopted by Council:

Introduced by:

Mary Beth Hoover and Joseph Jenkins

Referred to:

Finance

Resolution No. 24-038 – Authorizing “Citizen Appreciation Parking” for November 23, November 30, December 7, December 14, December 21, and December 28, 2024. “Citizen Appreciation Parking” shall include the waiving of hourly parking fees at all metered on-street parking spaces. The parking revenue losses will amount to approximately \$2,300.00 per Saturday.

Be it Resolved by the Council of the City of Charleston, West Virginia:

That “Citizen Appreciation Parking” is authorized for November 23, November 30, December 7, December 14, December 21, and December 28, 2024. “Citizen Appreciation Parking” shall include the waiving of hourly parking fees at all metered on-street parking spaces. The parking revenue losses will amount to approximately \$2,300.00 per Saturday.

Resolution No. 24-039

Introduced in Council:

Adopted by Council:

November 4, 2024

Introduced by:

Referred to:

Joseph Jenkins

Finance

Resolution No. 24-039 – Authorizing the Mayor or City Manager to purchase a brush chipper for Public Grounds Department from Vermeer of Heartland, for the amount of \$53,747.86 pursuant to a competitively sourced contract.

Be it Resolved by the Council of the City of Charleston, West Virginia:

That the Mayor or City Manager to purchase to purchase a brush chipper for Public Grounds Department from Vermeer of Heartland, for the amount of \$53,747.86 pursuant to a competitively sourced contract.



INSTRUCTIONS: This form must be submitted to the City Manager's Office for any purchase of materials or supplies costing **\$2,500 or more**. A minimum of **3** quotes is required for this form.

CITY OF CHARLESTON

Purchase Request

Replacing Public Grounds

Chippe 567/CH8

FY 2024 - 2025 Budget

Date: 10-3-2024

To: CITY MANAGER,

I request permission to purchase the following materials and/or supplies: A new

BC1000XL Brush chippers off Sourcingwell through
Vermur Heartland

Purchase justification: This is on it replacement schedule
for Budget year 2024-2025 FY

If approved, the total purchase price will be: \$53,747.86

(Check One)

☐ The price is less than the \$25,000 permitted for purchases without advertising for bids and needing approval from City Council. I have not purposefully split the purchase request to keep the purchase under the \$25,000 threshold and have not favored a particular vendor. I have not shared competitive information with any vendor(s).

☐ The proposed vendor is a sole source provider for the materials/supplies requested. (Skip to **ITEM A** on page 2.)

I have contacted the following responsible vendors and have attached their written quotes for the requested item(s): (Minimum of 3 Quotes Required)

1.	Vermeer Heartland	Price Quote: \$ 53,747.86
2.		Price Quote: \$
3.		Price Quote: \$
4.		Price Quote: \$
5.		Price Quote: \$

The apparent low-bid vendor *meeting specifications* is:

AND

☐ The low-bid vendor is not delinquent on any financial obligations owed to the City of Charleston according to the City Collector's records, and I recommend authorizing the purchase through the low-bid vendor.

OR

☐ I recommend not contracting with the lowest bidder meeting specifications and instead recommend contracting with Vermeer Heartland because:

This is getting Purchase of Sourcewell contract.

Additionally, the recommended vendor is not delinquent on any financial obligations owed to the City of Charleston according to the City Collector's records.

ITEM A (For Sole Source Procurements ONLY)

Explain what is unique about this vendor/brand and why your department must purchase this product:

Identify at least 1 independent third party who has verified the vendor is a sole source for the item(s) requested to be purchased, and submit his/her written opinion regarding the vendor's sole source status:

(Name & Phone Number)

REQUESTOR'S DECLARATION

I declare that I have fully complied with the letter and intent of the City Code as it pertains to procurement and have exercised reasonable precaution to procure the item(s) requested above at the lowest price, consistent with good service and quality.

I also declare that I have no personal or business relationship with the listed vendor(s) that would be considered a conflict of interest, except as follows:

(List Actual, Potential, or Perceived Conflicts of Interest) _____

Request Submitted By: Herby Department: Equipment Maintenance

Is this purchase being paid with grant funds? ☐ Yes ☒ No

Funds Approval: Chad Wad Date: 10/23/2024
Authorized Financial Officer

Account Number: 001-975-00-567-4-459 (Council approval needed)

City Manager Approval: _____ Date: _____



2574 US HWY 22 NW
Washington CH, OH 43160
740-335-8571 Office

424 S. Mulberry St
Elizabethtown, KY 42701
270-737-1721 Office

5900 MacCorkle Ave
Saint Albans, WV 25177
304-768-5965 Office

LaVergne
1600 Hell Quaker Blvd
La Vergne, TN 37086
615-535-0222 Office

Knoxville
9724 Parkside Dr
Knoxville, TN 37922
865-524-9174 Office

Cincinnati
6455 Gano Road
West Chester, OH 45069
513-587-6907 Office

Ship To: IN STORE PICKUP

Invoice To: CITY OF CHARLESTON
EQUIPMENT MAINTENANCE DEPT.
1100 B PENNSYLVANIA AVE
CHARLESTON WV 25302

Branch 30 - ST. ALBANS, WV		
Date 10/03/2024	Time 10:39:07 (O)	Page 1
Account No CHARL060	Phone No 3043486456	Est No 02 Q00226
Ship Via	Purchase Order NO PO	
Tax ID No		
JONATHAN ABSHIRE		Salesperson 279

EQUIPMENT ESTIMATE - NOT AN INVOICE

Description ** Q U O T E ** EXPIRY DATE: 11/22/2024 Amount

BC1000XL 74HP DEUTZ TIER 4 FINAL 12" capacity drum style 60193.00
brush chipper includes 74 HP Deutz TD2.9L diesel engine;
isolated engine and cutter housing; 12" x 17" feed opening;
high coolant temperature and low oil pressure automatic
shutdown; LED trailer lighting; live hydraulics; horizontal
feed roller; SmartFeed; ECO Idle; 25 Gallon fuel tank;
lockable steel engine shields; jack and infeed table with
lower feed stop bar.
CP PREM 12 MOS, UNLIMITED HRS - 500 HRS MAINT

Miscellaneous Charges/Credits

EQUIPMENT FREIGHT/PREP Qty: 1 Price: 1569.00 1569.00

Subtotal: 61762.00

Authorization: _____ Sourcewell Discount -8014.14

Grand Total 53747.86

If above equipment is New: The Vermeer limited warranty is the only warranty applicable to this new equipment and is expressly in lieu of all other warranties by the seller/dealer, either expressed or implied, including any implied warranty of merchantability or fitness for a particular purpose. Nothing in this language shall modify or change the obligations set forth in the existing manufacturer's written warranty.

If above equipment is Used: Any used equipment sold to the purchaser by the dealer under this written agreement is sold at the time of delivery by seller/dealer without any guarantee or warranty of merchantability or fitness for a particular purpose, as to its condition or the condition of any part thereof except as may be otherwise specifically provided in writing on the face of this purchase order or in a separate writing furnished to the purchaser by the dealer at the time of sale.

A FINANCE CHARGE of 11/2% per month shall be charged to accounts on the 11th day of each month on the amount of the previous balance remaining unpaid. This FINANCE CHARGE is equivalent to an ANNUAL PERCENTAGE RATE OF 18%.

CUSTOMER IS RESPONSIBLE FOR ANY AND ALL TAXES NOT COLLECTED BY VERMEER HEARTLAND, INC.

Thank You For Your Business!

Resolution No. 24-040

Introduced in Council:

Adopted by Council:

November 4, 2024

Introduced by:

Referred to:

Joseph Jenkins

Finance

1 Resolution No. 24-040 – Authorizing the Mayor or City Manager to purchase five 2025 Jeep
2 Grand Cherokees for the Charleson Police Department from Thornhill Motor Car, Inc, for the
3 amount of \$189,620.00 pursuant to a competitively sourced state contract, and authorizing an
4 additional \$2,975.00 for custom color packages not included in the state contract, for a total
5 purchase price of \$192,595.00.

6
7 Be it Resolved by the Council of the City of Charleston, West Virginia:

8
9 That the Mayor or City Manager is authorized to purchase five 2025 Jeep Grand Cherokees for
10 the Charleson Police Department from Thornhill Motor Car, Inc, for the amount of \$189,620.00
11 pursuant to a competitively sourced state contract, and authorizing an additional \$2,975.00 for
12 custom color packages not included in the state contract, for a total purchase price of
13 \$192,595.00.

Date:	10/18/2024	Purchase Order #:	
Vendor:	Thornhill Chrysler Dodge Jeep Ram	Phone #:	304-855-1289
Contact:	Charles Ellis	Fax:	304-855-1451
Address:	500 Ford Fairlane Chapmanville, WV 25508		
	(Street, City, State, Zip)		

<u>Quantity</u>	<u>Description</u>	<u>Unit Price</u>	<u>Total Price</u>
5	2025 Jeep Grand Cherokee Laredo	37,924.00	189,620.00
5	Color packages for color	595.00	2,975.00
	Colors: 2- Baltic Grey		
	1- Diamond Black		
	1- Velvet Red		
	1- Silver Zynith		
		TOTAL	192,595.00

Requested By: Lt. R. Henderson **Date:** 10/18/2024

Purpose of Request: New vehicles to replace older CID vehicles in the fleet. Annual budget items.
State contract pricing.

State Contract

Division Commander:

☐ Denied ☒ Approved

LT. R. Henderson

Date: 10-18-24

Bureau Commander:

☐ Denied ☒ Approved

Date:

Chief of Police:

☐ Denied ☒ Approved

Date:

Budget Officer:

☐ Denied ☐ Approved

Date:

Council Action Date: _____ **Account:** _____

Resolution No. 24-041

Introduced in Council:

Adopted by Council:

November 5, 2024

Introduced by:

Referred to:

Joseph Jenkins

Finance

- 1 Resolution No. 24-041 - Authorizing approval of Amendment No. 1 of the American Rescue Plan
- 2 Act Fund Budget as indicated on the attached list of accounts.
- 3
- 4 Be it Resolved by the Council of the City of Charleston, West Virginia:
- 5
- 6 That Amendment No. 1 of the American Rescue Plan Act Fund Budget as indicated on the
- 7 attached list of accounts.

American Rescue Plan Act Fund - Budget Amendment No. 1 - November 4, 2024

Revenues and Fund Balances

Account No.	Expenditure Category	Account Description	Current Amount	Increase/ (Decrease)	Amended Amount
073 022 06 001 5 566	Revenue Replacement	Personal Protective Equipment	100,000	(71,098)	28,902
073 022 06 001 5 566	Revenue Replacement	COVID-19 Vaccination Incentive	464,165	(57)	464,108
073 022 06 001 5 566	Revenue Replacement	Payroll Costs for Response to COVID-19	250,000	(250,000)	-
073 022 06 001 5 566	Revenue Replacement	Charleston Land Reuse Agency	1,500,000		1,500,000
073 022 02 035 5 568	Aid to Tourism	Charleston Regatta Commission	500,000		500,000
073 022 06 001 2 223	Revenue Replacement	Public Safety Center Study	1,000,000		1,000,000
073 022 06 001 4 458	Revenue Replacement	Athletic Field Turfing and Upgrades	6,000,000		6,000,000
073 022 06 001 5 566	Revenue Replacement	Sidewalk Improvement Program Fund	500,000	(500,000)	-
073 022 06 001 5 566	Revenue Replacement	Youth Job Opportunities	250,000	(70,924)	179,076
073 022 06 001 4 458	Revenue Replacement	Infrastructure and Broadband Upgrades	7,445,278	7,338,721	14,783,999
073 022 06 001 5 566	Revenue Replacement	Grant Matching	1,250,000		1,250,000
073 022 06 001 6 699	Revenue Replacement	Future Identified Projects	5,000,000	(5,000,000)	-
073 022 07 001 5 566	Administrative Expenses	Implementation Services	1,000,000	(542,400)	457,600
073 022 06 001 5 568	Revenue Replacement	Subrecipient - HOPE Community			
		Development Corporation	500,000	(170,000)	330,000
073 022 06 001 5 568	Revenue Replacement	Subrecipient - The Library Foundation of Kanawha County	49,040	(375)	48,665
073 022 02 035 5 568	Aid to Tourism	Subrecipient - WV Music Hall of Fame	32,000	(27)	31,973
073	Various	Remaining Subrecipient Awards	10,227,035		10,227,035
Total			36,067,518	733,840	36,801,358

Description:

To realign the ARPA budget to recategorize all un-obligated balances as Revenue Replacement for the purpose of reimbursing the General Fund for City-funded asphalt and concrete paving cycles in FY 2022, 2023, and 2024. - **REVISED 11/1/2024**

Resolution No. 24-042

Introduced in Council:

Adopted by Council:

November 5, 2024

Introduced by:

Referred to:

Joseph Jenkins

Finance

- 1 Resolution No. 24-042 - Authorizing approval of Amendment No. 3 of the FY 2024-2025 General
- 2 Fund Budget as indicated on the attached list of accounts.
- 3
- 4 Be it Resolved by the Council of the City of Charleston, West Virginia:
- 5
- 6 That Amendment No. 3 of the FY 2024-2025 General Fund Budget as indicated on the attached
- 7 list of accounts is approved.

General Fund FY 2024-2025 Budget Amendment No. 3 - November 4, 2024

Revenues and Fund Balances

Account No.	Department	Account Description	Current Amount	Increase/ (Decrease)	Amended Amount
001 369 12 0000	Transfers from Other Funds	Transfer from ARPA Fund	200,000	11,645,280	11,845,280
Net Increase/(Decrease) to Revenues				11,645,280	

Expenditures

Account No.	Department	Account Description	Current Amount	Increase/ (Decrease)	Amended Amount
001 444 00 000 5 566	Transfers to Other Funds	General Maintenance Fund	535,000	657,000	1,192,000
001 444 07 000 5 566	Transfers to Other Funds	Facilities Maintenance Fund	610,000	10,488,280	11,098,280
001 444 17 000 5 566	Transfers to Other Funds	Sidewalk Improvement Fund	-	500,000	500,000
Net Increase/(Decrease) to Expenditures				11,645,280	

Description:

To recognize the repayment of prior expenses within the allowance for revenue replacement from ARPA and to allocate those funds: \$157,000 for the Chesterfield Avenue Stormwater grant match, \$500,000 for the Surface Transportation Block Grant match, \$10,488,280 to purchase land, design, and construct the Uniform Services Wellness Center and design and renovate of the City's current Fire Stations, and \$500,000 to the Sidewalk Improvement Fund. - REVISED 11/1/2024

Revenues and Fund Balances

Account No.	Department	Account Description	Current Amount	Increase/ (Decrease)	Amended Amount
001 369 12 0000	Transfers from Other Funds	Transfer from Uniform Pension Reserve	6,475,000	305,000	6,780,000
Net Increase/(Decrease) to Revenues				305,000	

Expenditures

Account No.	Department	Account Description	Current Amount	Increase/ (Decrease)	Amended Amount
001 700 00 003 1 107	Police - Uniform	Pre-2011 Pension Contribution - UPRF	3,040,000	280,000	3,320,000
001 706 00 003 1 107	Fire - Uniform	Pre-2011 Pension Contribution - UPRF	3,435,000	25,000	3,460,000
Net Increase/(Decrease) to Expenditures				305,000	

Description:

To recognize increased Sales Tax revenue from the Uniform Pension Reserve Fund and update the FY 2025 Uniform Pension Contributions based on the October 2024 Actuarial Reports.

Reportable: To maintain compliance with the budgetary guidelines of the State of West Virginia.

Resolution No. 24-043

Introduced in Council:

November 4, 2024

Adopted by Council:

Introduced by:

Joseph Jenkins

Referred to:

Finance

Resolution No. 24-043 – Authorizing the Mayor or City Manager to enter into a contact with HDR, Inc. in the amount of \$210,313.26 to perform and prepare a comprehensive safety action plan and to complete the requirements associated with the Safe Streets and Roads for All (“SS4A”) grant program, where 80% of the funds will be provided through the grant and 20% will be provided in matching funds.

Be it Resolved by the Council of the City of Charleston, West Virginia:

That the Mayor or City Manager is authorized to enter into a contact with HDR, Inc. in the amount of \$210,313.26 to perform and prepare a comprehensive safety action plan and to complete the requirements associated with the Safe Streets and Roads for All (“SS4A”) grant program, where 80% of the funds will be provided through the grant and 20% will be provided in matching funds.



November 1, 2024

Benjamin Mishoe
City Manager
City of Charleston
501 Virginia Street, East
Charleston, WV 25301
ben.mishoe@cityofcharleston.org

Re: Safe Streets Comprehensive Safety Action Plan
Negotiated Fee Proposal

Dear Mr. Mishoe,

Enclosed is our proposal, based on negotiations conducted on October 31, 2024.

We appreciate the opportunity to submit this proposal. If you have any questions on this proposal, please do not hesitate to contact us.

Sincerely,
HDR Engineering, Inc.

A handwritten signature in blue ink, appearing to read 'CD', with a stylized flourish at the end.

Chad Davis
Vice President/Area Manager

A handwritten signature in blue ink, appearing to read 'Amy Staud', with a stylized flourish at the end.

Amy Staud, PE, PTOE
Vice-President | Project Manager

cc: Jessica Wintz-Adams, City of Charleston



Safe Streets and Roads for All

Comprehensive Safety Action Plan

Charleston, WV

November 1, 2024

Exhibit A – Scope of Work

Exhibit B – Fee Proposal

Exhibit C – Indirect Cost Memo

HDR Engineering, Inc.
500 Virginia Street, East
Suite 1250
Charleston, WV 25301-2135



Exhibit A

Scope of Work



Introduction

The City of Charleston's Comprehensive Safety Action Plan (Plan) will lay the groundwork for future safety projects and complete the requirements associated with the Safe Streets and Roads for All (SS4A) grant program. The safety of varying modes of transportation, is paramount to the SS4A program and the Plan's success. This Scope of Work outlines HDR's approach to identify historical and systematic crash issues, create solutions, and develop a realistic implementable Plan. The process will uncover information, engage stakeholders, and outline a vision for improving safety.

To help guide the Plan development, an Oversight Committee (OC) will be established by the City and HDR. The OC will be engaged at key decision points to review findings and solicit input. Anticipated members of the Committee include the following:

- City of Charleston, City Manager (Ben Mishoe)
- City of Charleston, City Engineer (Chris Knox)
- City of Charleston, Director of Traffic and Transportation (Matt Hartline)
- City of Charleston, Director of Planning (Dan Vriendt)
- City of Charleston Police Department, Traffic Division Commander (Sgt. Redden)
- City Planning/Streets & Traffic Committee, Chairperson (Mary Beth Hoover)
- City Public Safety Committee, Chairperson (Shawn Taylor)
- West Virginia Department of Transportation (WVDOT), Traffic Safety Planning & Analysis Engineer (Marsha Mays)
- Federal Highway Administration, West Virginia Division (Yuvonne Smith)
- Federal Highway Administration, West Virginia Division (Derrick Johnson)
- Regional Intergovernmental Council (RIC)

1 Framework and Goal Setting

HDR will work with the City to identify the framework and agenda for the Plan development. As part of this initial task, HDR will review previously developed plans to identify regional initiatives and past goals, related to safety, including:

- WVDOT Strategic Highway Safety Plan
- WVDOT Vulnerable Road User Assessment
- RIC Comprehensive Safety Action Plan
- WVDOT Freight Plan
- Others, to be identified

In addition, HDR will coordinate with on-going and planned projects within the City to understand their influence on the development of the Plan. At this time, the following projects are identified:

- Capital Connector (Engineer: GAI)
- Sidewalk Improvement Program (Engineer: HDR)



- Bicycle Master Plan Update (Contact: TBD)
- Planned Grant Submission for Reconnecting Communities (Contact: Matt Ward)

A Framework Memo will be prepared that outlines the project goals, equity considerations of the 8 Neighborhoods, and how constituents within the City will be engaged. The memo will highlight strategic opportunities and potential challenges and risks, delivery schedule with key meetings, milestones, and deliverables.

To support the Public Engagement activities, the Framework Plan will include the approach and timing of the activities and the responsibility areas among HDR and City staff, a media contact list, a stakeholder list, and list of public involvement activities.

The Framework Plan will also include the development of Plan goals and objectives in collaboration with the City and OC. It is assumed this meeting will be held in person and two (2) HDR staff will attend and facilitate the discussions. The goals stemming from this meeting will directly guide the project identification and prioritization criteria to be developed later in the planning process. These goals may evolve throughout the planning process with the inclusion of data analyses and public engagement.

2 Data Collection

2.1 Data Collection

Data collection will start with the review of existing data and supplemented with public engagement through surveys, public meetings, etc. Details of crashes will be developed through a range of data-gathering opportunities, including review of existing data and GIS databases for the latest five-year period available. Safety data collection will come from various sources, including:

- Crash Data
 - WVDOT's AASHTOWare Safety data, note data is available for January 1, 2017 through December 31, 2021
 - City Police data, if not comprised within WVDOT's database
- Traffic data, including modeling files from RIC
- Bridge safety information
- FRA Rail at-grade crossing data (Source: <https://railroads.dot.gov/safety-data/fra-safety-data-reporting/crossing-inventory-data-search>)

2.2 Data Processing and Analysis

HDR will process the data received and combine into a comprehensive dataset. This includes the following tasks.

Data Processing

- Data Cleaning: The team will examine the data at a high-level to identify major

issues or concerns. Those will be addressed to the extent possible (such as major location issues, if any). Particular attention will be paid to the pedestrian-related crashes and fatal and serious injury crash data. This will be done in conjunction with geolocating the crashes and creating the crash data analysis tool.

- **Data Uploading:** The team will take the data and place it into a format that can be uploaded into the selected data analysis tool program(s).
- **Create Data Analysis Tool:** The team will create a central analysis framework within ArcGIS to perform analyses between the sets of safety parameters contained within the data.
- **Develop Dashboards, Visualizations, and Maps:** An ArcGIS (or PowerBI) dashboard will be customized to visualizations of the data. These dashboards could address topical issues across the City. Maps will be generated to support the Plan development and illustrate data trends.

Data Analysis

- **Historical/Reactive Analysis:** The team will conduct a data-driven historical analysis that identifies locations with high crash severities and serious fatal crashes. In addition, the team will provide both a system level crash analysis and a detailed crash analysis that examines specific intersections, segments, and corridors.
- **Systematic/Proactive Analysis:** The team will also conduct a systemic analysis that identifies the characteristics of locations associated with high crash severities. These will be used to identify risk factors and ultimately systemic emphasis areas for each study area. The team will assess region-wide crash data to identify correlations between elevated crash risk and specific systemic factors for intersections and segments using statistical and data analytics tools. Prioritization of the recommended locations and the selection of countermeasures will occur.
- **Equity Analysis:** The team will prepare a specific equity focused analysis. The analysis will look to reaffirm equity considerations specifically for the underserved and zero vehicle communities. This will include the identification of historically disadvantaged communities and populations, safety analysis focused on equity and those communities, and consideration to neighborhood representative recommendations.

2.3 Determination of Priority Focus Areas

Using the data, dashboards, and analyses from the previous task, HDR will identify priority areas. A Focus Area/Safety Needs Memo will be prepared to document the existing conditions and results for historic crash analysis focus areas and systemic safety analysis emphasis areas. The memo will feature the prioritized lists and maps listed below.

- **Prioritize Historic Crash Analysis Focus Areas:** The team will prioritize the corridors, segments and intersections for the City. Each will be scaled to the needs and context of that study area. The metrics will be used to yield prioritized lists of corridors, segments, and intersections.
- **Historic Crash Analysis Focus Area Maps:** The team will produce maps featuring the corridors, segments, and intersections selected as focus areas.
- **Prioritize Systemic Safety Analysis Emphasis Areas:** The team will prioritize risk factors and systemic emphasis areas. The prioritization of the emphasis areas will be based on the potential for cost effective safety improvements that would maximize the prevention of severe crashes. The team will produce a list of the systemic safety emphasis areas.
- **Systemic Crash Analysis Focus Area Figures or Maps:** The team will produce figures or maps featuring the types of facilities selected as focus areas.

2.4 Development of Treatments

HDR will synthesize the results of the data collection and OC input to develop potential recommendations to address identified deficiencies. Systematic improvements will be listed as a broad scope for the entire City and specific improvements will be identified by location.

Countermeasure Development

HDR will identify safety improvement concepts to address the identified historical safety needs. These safety projects will address the highest- ranking Corridors, segments, and intersections. The projects will be evaluated and prioritized. Summaries for each prioritized project will include:

- **Project Overview:** location, description of improvements, and estimated safety benefits.
- **Example of countermeasure** using, as-built images from similar locations, typical sections, or other supporting documentation.
- **Planning level cost estimates** will be determined using available data sources. The level of detail utilized in the preparation of these cost-estimates opinions will be dependent on data availability. This information will be summarized in an opinion of costs based on the major improvement elements and assumptions.

Once the countermeasures have been proposed and vetted by the OC, the team will prepare the Plan.

2.5 Prioritization

HDR will develop a customized prioritization matrix to aid the City in ranking projects by multiple factors from the overall goals and objectives. The inventory, public input, and needs assessment will be combined into the Plan that prioritizes segments providing guidance on implementation of the plan and allocation of funds. The prioritization matrix will score individual projects based on a variety of data-driven

performance measures. The prioritization performance measures will be developed based on the Goals and Objectives established in Task 1, federally required planning factors, and the input of the OC and public.

3 Public Engagement

It is anticipated this project will be very collaborative as the project progresses and regular meetings will be conducted to afford the opportunity for input into the development of the plan.

3.1 Develop Engagement Plan

The Engagement Plan will be incorporated into the Framework Memo, which is part of Task 1. No additional effort is required.

3.2 Oversight Committee Meetings

The OC will be engaged at key decision points to review findings and solicit input. It is anticipated each meeting will be held in a hybrid type format to allow for in-person and virtual attendance. For purposes of this proposal, the following meetings are anticipated:

- **Project Kick-Off Meeting:** A meeting will be held at project initiation to outline the planning process and develop the draft Goals and Objectives to support Task 1.
- **Pre-Project Prioritization:** After completion of the data collection, data analysis, and identification of the priority focus areas, HDR will meet with the OC to discuss the findings. A discussion regarding how to prioritize projects will also be held at this meeting.
- **Draft Plan Review:** This meeting will be held after submission of the Draft Plan and allow an opportunity for the OC to provide comments on the prioritization and Plan recommendations.

For each OC meeting, HDR will prepare a PowerPoint presentation to facilitate the discussions, along with sign-in sheet and handouts. Two (2) HDR team members will attend each meeting.

3.3 Public Meeting and Outreach Tools

Public Meeting

After completion of the Draft Plan, HDR will host a public meeting to present the process, prioritization, and recommendations. The meeting is expected to be conducted in an Open House style format in a central location, such as the Kanawha County Public Library. Two (2) HDR team members will attend the Public Meeting. and the following materials will be provided:

- Meeting flyer for distribution
- Sign-in sheet

- Display boards
- Handout
- Comment form (paper and online)

Pop-up Events

In order to reach members of disadvantaged communities within the City, HDR will work with the City to provide two additional meeting opportunities. It is assumed these will be conducted in a pop-up style format to provide an opportunity for target communities to communicate with the project team regarding barriers they have encountered to achieving consensus and/or solutions. It is assumed that materials from the Public Meeting will be used at the pop-up events.

City Council Coordination

HDR will coordinate with the City Council Ward and At-Large Members through targeted communications to share what the city is doing, letting them know HDR will be soliciting their feedback and asking for their participation over the next several months. Fact sheets, FAQ documents, flyers, etc. will be developed which they can use to communicate with their constituents.

Outreach Tools

Based on the planned approach the team will prepare outreach tools to gather input and feedback on the Plan. These will be lower cost approaches that could achieve higher impact results such as mobile device surveys, social media posts, and materials for use on the City's website and social media; distribution through standing Committees and Neighborhoods; and distribution through other means, such as posting flyers in key community locations, etc. In addition, HDR will work with City staff to use the tools, meetings, and committees to reach members of disadvantaged communities in the region.

3.4 Plan Adoption Meetings

Additional Public Engagement will be conducted through presentation of the Final Plan at the City's Council and Committee meetings. A PowerPoint presentation and handout will be prepared to summarize the Plan recommendations. HDR's Project Manager will present at the following meetings:

- Presentation to Planning/Streets & Traffic Committee
- Presentation to Public Safety Committee
- Presentation to City Council, prior to adoption of the Plan

3.5 Public Participation Memo

HDR will combine the public input received during the Plan development process into a single Public Participation Memo that will be a referenced appendix to the Plan document.

4 Plan Development

4.1 Draft Plan

HDR will prepare the Draft Plan, including an Executive Summary and full documentation of the elements described in prior tasks. The Plan will include all eight SS4A required sections, as described in the table below. Note, several Tasks directly feed the required sections; however, several are noted do not correspond with a previous task. Effort for these items will be included in Task 4.

Required Component	Task Reference	Section Description
Leadership Commitment and Goal Setting	-	Working closely with the City Manager, HDR will draft the official public commitments to meet the requirements of a zero fatalities and serious injuries goal.
Planning Structure	-	This section will document the OC involvement in the development of the Plan and future plans for implementation and monitoring.
Safety Analysis	2	This section includes a summary of the crash analysis, including historical trends and systematic analysis.
Engagement and Collaboration	3	This section will summarize how the engagement process was approached including the OC involvement and public comment opportunities.
Equity	2 and 3	The Plan will be developed in a collaborative and inclusive manner. This section will summarize how this was achieved and analysis/recommendations specific to underserved communities.
Policy and Process Changes	-	HDR will identify opportunities to improve current policy and process documents to prioritize transportation safety. HDR will document the findings and identify areas where changes can be implemented to prioritize safety and reduce crashes.
Strategy and Project Selections	2	This section will document the data-driven approach to prioritization and selection of projects.
Progress and Transparency	-	HDR will identify and document performance metrics which can be used to measure the progress of the goals identified. HDR will propose methods for publicly reporting annual progress.

HDR will prepare the Draft SS4A compliant Comprehensive Safety Action Plan. This will include text, maps, tables, figures, and other graphics as necessary. The plan will also address topics such as: next steps, programming and funding, implementation responsibilities, and downstream grant opportunities. In addition, HDR will create a self-certification worksheet for the City by including a table with the elements of the SS4A and then referencing pages and sections as to how they were met.

The Draft Plan will be provided to the City and OC in a pdf format.

4.2 Final Plan

After comments on the Draft Plan are received, HDR will meet with City and the OC to identify final changes to the Plan, resulting in one consolidated set of comments.



The document will be finalized based on the decisions of the OC, and a Final Plan will be prepared, in pdf format, and presented for adoption by the City Council Committees and City Council.

5 Project Meetings and Administration

5.1 Meetings

The City and HDR will have a brief progress meeting monthly to provide an opportunity for updates and resolve questions in a timely manner. It is assumed this meeting will be held virtually and attended by HDR's Project Manager.

5.2 Administration

HDR has assigned Amy Staud, PE, PTOE, as Project Manager. She will serve as the point-of-contact for the City and liaison for the HDR Team. This task includes project administration and invoicing tasks by the Project Manager, Principal, and accounting team. These activities are expected to extend from October 2024 through June 2025 for a total of nine (9 months).

Exclusions

This Technical Scope has been developed based on HDR's understanding of the scope of work. Based on this understanding, the following are excluded from our scope.

- Project website.
- Preparation of USDOT Safe Streets for All program grants.
- Preparation of SS4A quarterly reporting for submission to FHWA-WV.
- Public Meeting legal ads.

Should additional services be required, a supplemental scope of work will be prepared.



Exhibit B

Fee Proposal

SUMMARY BY CLASSIFICATION AND TASK

TOTAL MANHOURS	Technical Advisor	Project Manager	Sr. Planner/ Engineer	Jr. Planner/ Engineer	Clerical	TOTAL
Task 1: Framework and Goal Setting	2	6	12	6	2	28
Task 2: Data Collection and Analysis	34	92	312	208	2	648
Task 3: Public Engagement	18	51	88	20	12	189
Task 4: Plan Development	16	46	124	32	10	228
Task 5: Project Meetings and Administration	0	31	0	0	27	58
TOTAL MANHOURS	70	226	536	266	53	1151

HOURLY SALARY RATE	\$109.61	\$101.98	\$59.18	\$33.92	\$36.37	
PAYROLL COST	\$7,672.70	\$23,047.48	\$31,720.48	\$9,022.72	\$1,927.61	\$73,390.99
				TOTAL LABOR COSTS		\$73,390.99

OVERHEAD AT 157.94%	\$115,913.73
PROFIT AT 10%	\$18,930.47
CAPITAL COST OF MONEY AT 0.4525%	\$332.09
TOTAL LABOR	\$208,567.28

DIRECT COSTS	\$1,587.25
PROFIT @ 10%	\$158.73
TOTAL DIRECT COSTS	\$1,745.98

MAXIMUM AMOUNT PAYABLE \$210,313.26

Task 1: Framework and Goal Setting	Technical Advisor	Project Manager	Sr. Planner/ Engineer	Jr. Planner/ Engineer	Clerical	TOTAL
Review Previously-Prepared Plans		2	4			6
Coordinate with On-Going/Planned Projects		2		2		4
Prepare Framework Memo		2	8	4	2	16
QC Framework Memo	2					2
Task Sub-Total	2	6	12	6	2	28
Total Task 1	2	6	12	6	2	28

Task 2: Data Collection and Analysis	Technical Advisor	Project Manager	Sr. Planner/ Engineer	Jr. Planner/ Engineer	Clerical	TOTAL
Task 2.1: Data Collection						
Obtain crash data (AASHTOWare and City)		2	4	12		18
Request/review modeling files from RIC			2			2
Request Bridge safety data from WVDOT			2			2
Download FRA Railroad Data				4		4
Task Sub-Total	0	2	8	16	0	26
Task 2.2: Data Processing and Analysis						
<u>Data Processing</u>						
Data Review and Cleaning		4	8	16		28
Data Uploading		2	4	2		8
Create Data Analysis Tool	4	8	16	2		30
Develop Dashboard, Map Templates	2	8	24	8		42
<u>Data Analysis</u>						
Historical/Reactive Analysis	2	4	4	16		26
Systematic/Proactive Analysis	4	8	40	12		64
Equity Analysis	4	8	24	4		40
Task Sub-Total	16	42	120	60	0	238
Task 2.3: Determination of Priority Focus Areas						
Prepare Focus Area/Needs Memo		4	20	8	2	34
Historical Crash Focus Area Maps		4	4	16		24
Systematic Crash Focus Area Maps		4	8	24		36
Prioritization	4	16	40	8		68
QC Focus Area/Needs Memo	6					6
Task Sub-Total	10	28	72	56	2	168
Task 2.4: Develop Treatments						
Develop listing of recommendations	2	8	56	8		74
Project Summaries	2	4	40	64		110
Task Sub-Total	4	12	96	72	0	184
Task 2.5: Prioritization						
Prioritization Matrix	4	8	16	4		32
Task Sub-Total	4	8	16	4	0	32
Total Task 2	34	92	312	208	2	648

Task 3: Public Engagement	Technical Advisor	Project Manager	Sr. Planner/ Engineer	Jr. Planner/ Engineer	Clerical	TOTAL
Task 3.1: Develop Engagement Plan						
Effort included in Task 1	-	-	-	-	-	0
Task Sub-Total	0	0	0	0	0	0
Task 3.2: Oversight Committee Meetings						
Project Kick-Off						
Preparation		2	8		1	11
Attendance (2 folks @ 2 hours each)	2	2				4
Pre-Project Prioritization						
Preparation		2	8		1	11
Attendance (2 folks @ 2 hours each)	2	2				4
Draft Plan Review						
Preparation		2	8		1	11
Attendance (2 folks @ 2 hours each)	2	2				4
Task Sub-Total	6	12	24	0	3	45
Task 3.3: Public Meeting and Outreach Tools						
<u>Public Meeting</u>						
Meeting Materials	2	4	24	4	4	38
Set-up Online Comment Form		2		4		6
Attendance (2 folks @ 4 hours each)	4	4				8
<u>Pop-Up Events (2 total)</u>						
Attendance (2 folks @ 2 hours each)		4	4			8
Summarize Comments/Responses		1		2		3
<u>City Council Coordination</u>						
Prepare Notification/Summary Info		2	8	2	1	13
Distribution to City Council		2				2
<u>Outreach Tools</u>						
Prepare content for City's social media and website		4	12	4	1	21
Prepare flyers, notifications		4	12	4	1	21
Task Sub-Total	6	27	60	20	7	120
Task 3.4: Plan Adoption Meetings						
Prepare presentation for plan adoption	2	4				6
Attend Planning/Streets & Traffic Committee Meeting		2				2
Attend Public Safety Committee Meeting		2				2
Attend City Council Meeting		2				2
Task Sub-Total	2	10	0	0	0	12
Task 3.5: Public Participation Memo						
Prepare Public Participation Memo		2	4		2	8
QC Framework Memo	4					4
Task Sub-Total	4	2	4	0	2	12
Total Task 3	18	51	88	20	12	189

Task 4: Plan Development	Technical Advisor	Project Manager	Sr. Planner/ Engineer	Jr. Planner/ Engineer	Clerical	TOTAL
Task 4.1: Draft Plan						
Executive Summary		2	4			6
Leadership Commitment and Goal Settings	4	8	20			32
Planning Structure		4	16	4		24
Safety Analysis		4	16	4		24
Engagement and Collaboration		4	16	4		24
Equity	2	4	16	4		26
Policy and Process Change	4	8	16			28
Strategy and Project Selections		4	16	4		24
Progress and Transparency	4	8	40	4		56
Next Steps		4	16	4		24
Appendices		4	16	8		28
Self-certification Checklist		4	8			12
Draft Plan Preparation/Formatting		8	16	8	4	36
QC Draft Plan	8					8
Task Sub-Total	12	28	96	24	4	164
Task 4.2: Final Plan						
Prepare Comment and Response Letter		2	4		2	8
Revise Plan		16	24	8	4	52
QC Final Plan	4					4
Task Sub-Total	4	18	28	8	6	64
Total Task 4	16	46	124	32	10	228

Task 5: Project Meetings and Administration	Technical Advisor	Project Manager	Sr. Planner/ Engineer	Jr. Planner/ Engineer	Clerical	TOTAL
Task 5.1: Meetings						
Monthly progress meeting (1 person @ 9 months)		9				9
Task Sub-Total	0	9	0	0	0	9
Task 5.2: Administration						
Administration (9 months)		18			9	27
Invoicing (9 months)		4			18	22
Task Sub-Total	0	22	0	0	27	49
Total Task 5	0	31	0	0	27	58

DIRECT COSTS

A. Travel

Task 1.2: Site Visit	50 Miles @	\$0.625 Per Mile	=	\$31.25
Task 3: Public Engagement				
To/from Columbus (3 trips @ 320 miles)	960 Miles @	\$0.625 Per Mile	=	\$600.00
Meals	3 Days	\$48.000 Per Day	=	\$144.00
Hotel (\$113+14% tax)	3 Night	\$129.000 Per Night	=	\$387.00
		Subtotal - Item A		\$1,162.25

B. Prints, Film, and Reproductions

Task 2: Public Meetings				
Handout (8.5x11)	500 Copies @	\$0.10 Each	=	\$50.00
Mounted Boards (24x36)	5 Copies @	\$75.00 Each	=	\$375.00
		Subtotal - Item B		\$425.00

Total Direct Costs **\$1,587.25**

CLASSIFICATION	ID	CURRENT RATE/HOUR	2025 RATE/HOUR	PROPOSED RATE/HOUR ¹
Technical Advisor	244	\$111.31		
	293	\$101.28		
		\$106.30	\$110.55	\$109.61
Project Manager	019	\$98.90		
		\$98.90	\$102.86	\$101.98
Sr. Planner/Engineer	397	\$66.77		
	821	\$48.00		
		\$57.39	\$59.69	\$59.18
Jr. Planner/Engineer	817	\$31.16		
	851	\$34.61		
		\$32.89	\$34.21	\$33.92
Clerical	581	\$35.27		
		\$35.27	\$36.68	\$36.37

I hereby certify the above hourly labor rates to be accurate as of the date of this proposal.



Amy Balmer Staud, P.E.,
PTOE

Notes:

1 - Proposal rate based on a 4% salary increase on January 1, 2025. Project duration is 9 months with 2 months in 2024 and 7 months in 2025.



Exhibit C

Indirect Cost Memo



WEST VIRGINIA DEPARTMENT OF TRANSPORTATION
Division of Highways

Alanna J. Keller, P.E.
Deputy Secretary of Transportation
Deputy Commissioner of Highways

1900 Kanawha Boulevard East • Building Five • Room 110
Charleston, West Virginia 25305-0430 • (304) 558-3505

Jimmy Wriston, P. E.
Secretary of Transportation
Commissioner of Highways

Indirect Cost Evaluation Memo

Consultant HDR Engineering, Inc.
Overhead Calculation schedule for FYE 12/30/23
Approval Date 04/23/24
Rate can be used for contracts executed prior to ... 06/30/25
CPA Audited Cherry Bekaert, LLP
Cognizant Review Nebraska Department of Transportation

The West Virginia Department of Transportation (WVDOT) Auditing Division has accepted the overhead rates set forth in the Cognizant Letter issued by Nebraska Department of Transportation as stated below. A copy of this memo must be included with all new project proposals and on any requests for modifications to existing contracts.

WVDOT hereby approves the following rates as submitted:

Company-Wide Overhead	157.94%
Facility Capital Cost of Money	0.4525%

Application and Updates:

The approved rates should be used for cost proposals on contracts funded by State of WV and/or Federal sources, including projects for WVDOT and WV Local Public Agencies. The above rates are based on the most recent overhead calculation schedule the Consultant submitted to WVDOT. As more current cost information becomes available, it must be submitted to WVDOT within six months after the close of the Consultant's fiscal year.

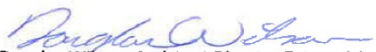
Evaluation Procedures:

A desk review was not performed. We accept the cognizant review performed by Nebraska Department of Transportation. WVDOT reserves the right to conduct an audit at a later date, if warranted.

The point of contact:

Robert Stewart, CIA, CFE, CGFM
WVDOT Auditing Division
Building 5, Room 317
1900 Kanawha Boulevard East
Charleston WV 25305
304.558-3101
Email: dotauditoverheads@wv.gov

Approved by:


Douglas Wilson, Assistant Director External Audit

E.E.O./AFFIRMATIVE ACTION EMPLOYER