CHARLESTON CITY COUNCIL

Regular Meeting

November 4, 2024
at 7:00 PM

THIS MEETING WILL TAKE PLACE IN PERSON AND CAN BE VIEWED LIVE VIA
https://charlestonwv.civicclerk.com/web/home.aspx

Council Chambers, Third Floor
City Hall, 501 Virginia St. E.
Charleston, WV

AGENDA

CALL TO ORDER BY THE MAYOR

INVOCATION AND PLEDGE OF ALLEGIANCE

ROLL CALL

PUBLIC SPEAKERS AND CLAIMS

1. INTERESTED PUBLIC SPEAKERS MUST REGISTER AT THE CLERK'S HALLWAY TABLE IN PERSON NO EARLIER THAN 15 MINUTES BEFORE THE MEETING STARTS. FIVE (5) SPEAKERS WILL BE PERMITTED (RULE NO. 22 (B)).
2. Claims 11-4-2024

PROCLAMATIONS

1. 11-4-2024

COMMUNICATIONS

1. 11-4-2024

REPORTS OF STANDING COMMITTEES

ENVIRONMENT AND RECYCLING

1. Bill No. 8047 - A BILL to establish a Restricted Use Area in the Louden Heights area in the vicinity of the intersection of Bridge Road and Norwood Road for the purpose of prohibiting the drilling into, extraction of, or use of groundwater within the Restricted Use Area, except for groundwater monitoring and/or remediation.

FINANCE

1. 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.
2. Resolution No. 24-039 - Authorizing the Mayor or City Manager to purchase a brush chipper for Public Grounds Department from Vermeer of Heartland.
3. 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.
4. Resolution No. 24-041 – Authorizing approval of Amendment No. 1 of the American Rescue Plan Act Fund Budget.
5. Resolution No. 24-042 - Authorizing approval of Amendment No. 3 of the FY 2024-2025 General Fund Budget.
6. 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.

REPORTS OF OFFICERS

1. 11-4-2024

NEW BILLS

1. 11-4-2024

UNFINISHED BUSINESS AND/OR MISCELLANEOUS BUSINESS

REMARKS BY MEMBERS

ROLL CALL

ADJOURNMENT

THE NEXT REGULAR MEETING OF COUNCIL WILL BE NOVEMBER 18, 2024 AT 7:00 PM.

THE AGENDA WAS AMENDED ON 11-4-2024

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

Page | 2 of

Amy Shuler Goodwin
Office of the Mayor
City of Charleston

P.O. Box 2749
Charleston, WV 25330
(304) 348-8174 Office

TO:	**MILES CARY** **CITY CLERK**
FROM:	**AMY SHULER GOODWIN** **MAYOR**
RE:	**CHARLESTON LAND REUSE AGENCY**
DATE:	**NOVEMBER 4, 2024**

I recommend the following individual be appointed to the Charleston Land Reuse Agency:

Clifton Clark – term expiration date 10-1-26

I respectfully request City Council's approval of this recommendation.

ASG/mls

Amy Shuler Goodwin
Office of the Mayor
City of Charleston

P.O. Box 2749
Charleston, WV 25330
(304) 348-8174 Office

TO: **MILES CARY**
CITY CLERK

FROM: **AMY SHULER GOODWIN**
MAYOR

RE: **BOARD OF ZONING APPEALS**

DATE: **NOVEMBER 4, 2024**

I recommend the following individual be appointed to the Board of Zoning Appeals. She is filling a vacant seat.

Jill Watkins – term expiration date 1-1-28

I respectfully request City Council's approval of this recommendation.

ASG/mls

Bill No. 8047

Introduced in Council: **Adopted by Council:**

October 7, 2024 ______________________

Introduced by: **Referred to:**

John Gianola **Environment & Recycling**

Bill No. 8047 - A BILL to establish a Restricted Use Area in the Louden Heights area of the City of Charleston (the "City") in the vicinity of the intersection of Bridge Road and Norwood Road for the purpose of prohibiting the drilling into, extraction of, or use of groundwater within the Restricted Use Area, except for groundwater monitoring and/or remediation.

WHEREAS, a parcel of land located at 1400 Bridge Road (the "Site") has been the subject of an environmental assessment and risk-based remediation by Exxon Mobil Corporation ("ExxonMobil") as part of their Uniform Environmental Covenants Act – Leaking Underground Storage Tank (UECA-LUST) case 87-009, and by Jackie L Campbell LLC as part of their UECA-LUST case 03-030, which includes a Remedial Action Work Plan approved by the State of West Virginia Department of Environmental Protection ("DEP") and which is identified as Former Exxon Station #28841, WV ID No. 2-002332, LUST Leak No. 87-009, UECA No. 23004; and

WHEREAS, the environmental response project has indicated that contaminants of concern, namely benzene and methyl tertiary-butyl ether (MTBE), from previous businesses on the Site have migrated with the flow of groundwater from the Site to the surrounding groundwater; and

WHEREAS, ExxonMobil, in cooperation with the DEP, has notified the City of the migration, and has requested that the City take protective action to prevent exposure to the contaminants of concern in the groundwater; and

WHEREAS, the City has the duty and authority under W. Va. State Code § 8-12-5(22) to provide for the elimination of hazards to public health and safety; and

WHEREAS, the Kanawha Charleston Health Department is the governmental agency with authority to issue permits with respect to groundwater well drilling within Kanawha County, including within the City.

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

THAT there is hereby established within the City a Restricted Use Area in which the drilling into, extraction of, and use of groundwater, except for groundwater monitoring and/or remediation, is prohibited. The Restricted Use Area is shown on the attached Exhibit A, and is generally defined as 1400 Bridge Road, a portion of the public right of way adjacent to 1400 Bridge Road and its intersection with Norwood Road, as well as the properties commonly referred to as 1314, 1317, and 1319 Bridge Road (collectively, the “Property”).

The Property receiving the groundwater use restriction is more particularly described as follows:

1. 1400 Bridge Road on file in the Kanawha County Clerk’s Office as District 9, Map 24, Parcel 40, and owned by Colonial Exxon Inc., pursuant to that certain deed at Deed Book 3053, Page 499 on file in said Clerk’s Office.
2. 1314 Bridge Road on file in the Kanawha County Clerk’s Office as District 14, Map 9, Parcel 52, and owned by Saint Matthews Episcopal Church, pursuant to that certain deed at Deed Book 1075, Page 227 on file in said Clerk’s Office.
3. 1317 Bridge Road on file in the Kanawha County Clerk’s Office as District 14, Map 9, Parcel 49, and owned by Charles M & June E Showalter, pursuant to that certain deed at Deed Book 2236, Page 146 on file in said Clerk’s Office.
4. 1319 Bridge Road on file in the Kanawha County Clerk’s Office as District 14, Map 9, Parcel 50, and owned by Marcy Marble Carte, pursuant to that certain will at Will Book 605, Page 552-554 on file in said Clerk’s Office.
5. The public rights of way adjacent to these properties, as shown on the attached Exhibit A.

The Property represents the complete area of all parcels intersected by the maximum predicted extent of contamination migration.

Groundwater is defined as water occurring in the zone of saturation beneath the seasonal high water table, or any perched water zone.

The groundwater restriction is due to concentrations of benzene and methyl tertiary-butyl ether (MTBE) above the WVDEP Groundwater De Minimis Standards. This prohibition applies to any excavation or penetration in the ground, whether drilled, bored, cored, driven, or jetted that enters or passes through the groundwater for the purposes of using or extracting groundwater, including but not limited to a water supply, exploration for water, dewatering, or heat pump wells.

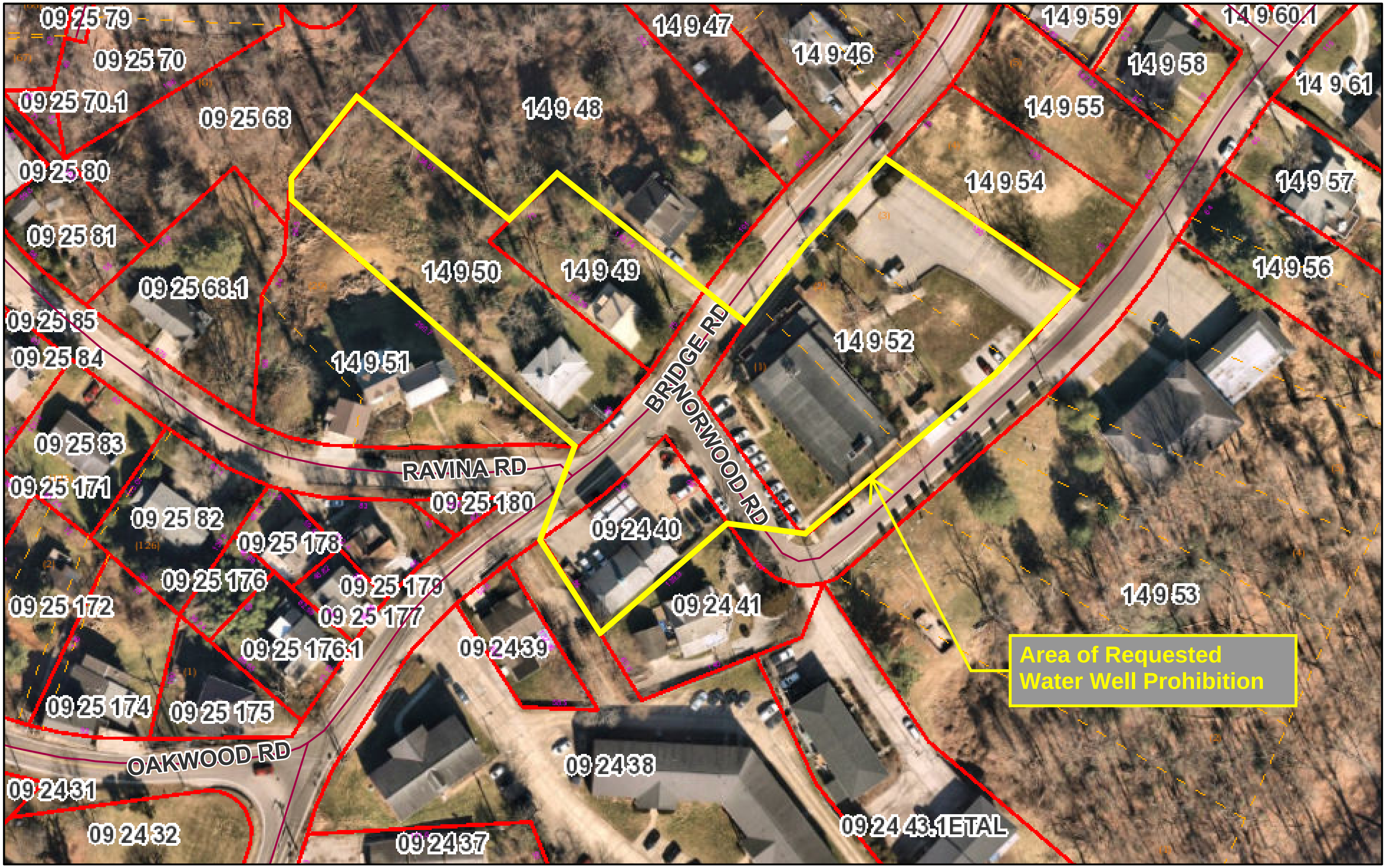
Nothing contained in this ordinance shall prohibit the extraction of groundwater from installation, modification, operation, repair or removal of monitoring and/or remediation wells when operated with the authorization of or at the direction of state or federal environmental officials or agencies. Nothing contained in this ordinance shall prevent groundwater monitoring and/or remediation of groundwater. Nothing contained in this ordinance shall prevent the use of groundwater in the Restricted Use Area if the groundwater has been treated to meet applicable state and federal standards appropriate for its intended use prior to any use.

Nothing contained in this ordinance shall prevent any construction activity within the Restricted Use Area which is not for the purpose of drilling into, extracting of, or use of groundwater and does not contemplate the disruption of groundwater during construction. Additionally, nothing in this ordinance shall prohibit any construction activity within the Restricted Use Area which is not for the purpose of drilling into, extracting of, or use of groundwater but that may result in incidental disturbance of groundwater, provided all state laws and regulations applicable to construction under such conditions, including, but not limited to, all laws and regulations enforced and promulgated by the DEP, are verifiably met. If incidental disturbance of groundwater occurs, the contractor shall provide notice of the disturbance to the Department of Environmental Protection, and reference Former Exxon Station #28841, WV ID No. 2-002332, LUST Leak Nos. 87-009 and 03-030, UECA No. 23004.

Upon passage, the Clerk shall submit a certified copy of this ordinance to the Kanawha Charleston Health Department for their use when evaluating applications for groundwater drilling within the City of Charleston. Furthermore, a certified copy of this ordinance shall be recorded with the Kanawha County Clerk.

Upon passage, a copy of this Ordinance shall also be provided to the City of Charleston Development Services Department and the City of Charleston Engineering Department.

Kanawha County Tax map



2/9/2023, 2:36:34 PM

Road_Centerlines
tax_Parcels_nov_2022
Int_lines_Nov_2022
Land_Hook
Lot_Line

1:1,619

0 0.01 0.02 0.04 mi

0 0.01 0.03 0.06 km

ArcGIS Web AppBuilder
See web site for license constraints.

Resolution No. 24-038

Introduced in Council: Adopted by Council:

November 4, 2024 ______________

Introduced by: Referred to:

Mary Beth Hoover and Joseph Jenkins 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: November 4, 2024

Adopted by Council:

Introduced by: Joseph Jenkins

Referred to: 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 chipper off Sourcewell through Vermeer 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 Purchased off 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.

<u>ITEM A</u> (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: Ken Ozley Department: Equipment Maintenance

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

****

Funds Approval: Cy Ward Date: 10/23/2024

Authorized Financial Officer

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

City Manager Approval: ______________________ Date: ________________

3

Vermeer Heartland

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 PENSYLVANIA 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 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. — 60193.00

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
Sourcewell Discount	-8014.14
Grand Total	53747.86

Authorization: ______________________

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: November 4, 2024

Adopted by Council:

Introduced by: Joseph Jenkins

Referred to: Finance

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

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

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

CITY OF CHARLESTON
Police Department
Purchase Request Form

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)

Quantity	Description	Unit Price	Total Price
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:** 10/29/2024

Budget Officer:
☐ Denied ☐ Approved **Date:**

Council Action Date: **Account:**

Form CPDPR Revised 05/20/05

Resolution No. 24-041

Introduced in Council: November 5, 2024

Adopted by Council:

Introduced by: Joseph Jenkins

Referred to: Finance

Resolution No. 24-041 - Authorizing approval of Amendment No. 1 of the American Rescue Plan Act Fund Budget as indicated on the attached list of accounts.

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

That Amendment No. 1 of the American Rescue Plan Act Fund Budget as indicated on the 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

Resolution No. 24-042 - Authorizing approval of Amendment No. 3 of the FY 2024-2025 General Fund Budget as indicated on the attached list of accounts.

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

That Amendment No. 3 of the FY 2024-2025 General Fund Budget as indicated on the attached 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.

Chad Davis
Vice President/Area Manager

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

cc: Jessica Wintz-Adams, City of Charleston

hdrinc.com

500 Virginia Street East, Suite 1250, Charleston, WV 25301-2135
(681) 341-6100

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 Charleson, 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.

<u>Data Processing</u>

- 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.

<u>Countermeasure Development</u>

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

<u>Public Meeting</u>

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 incudes s 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 a 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						
Data Processing						
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
Data Analysis						
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
Histrorical 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: Priorization						
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						
Public Meeting						
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
Pop-Up Events (2 total)						
Attendance (2 folks @ 2 hours each)		4	4			8
Summarize Comments/Responses		1		2		3
City Council Coordination						
Prepare Notification/Summary Info		2	8	2	1	13
Distribution to City Council		2				2
Outreach Tools						
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	PROPOSAL 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

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

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

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

Douglas Wilson, Assistant Director External Audit

E.E.O./AFFIRMATIVE ACTION EMPLOYER