

FIRST AMENDMENT TO AGREEMENT

This First Amendment of the Agreement, entered into this 29th day of June, 2021 (the “**Effective Date**”), by and between the CITY OF ALAMEDA, a municipal corporation (hereinafter “**City**”) and KITTELSON & ASSOCIATES, INC., an Oregon corporation, whose address is 155 Grand Avenue, Suite 505, Oakland, CA 94612 (hereinafter “**Provider**”), is made with reference to the following:

RECITALS:

- A. On November 10, 2020, an agreement was entered into by and between City and Provider (hereinafter "Agreement") in an amount not to exceed \$37,850.
- B. City and Provider desire to further modify the Agreement to extend the term and contract amount on the terms and conditions set forth herein.

NOW, THEREFORE, it is mutually agreed by and between and undersigned parties as follows:

- 1. Section 2 (“Services to be Performed”) of the Agreement is modified to read as follows:

“Provider agrees to do all necessary work at its own cost and expense, to furnish all labor, tools, equipment, materials, except as otherwise specified, and to do all necessary work included in Exhibits A and A1 as requested. The Provider acknowledges that the work plan included in Exhibits A and A1 is tentative and does not commit the City to request Provider to perform all tasks included therein.”

- 2. Section 3 (“Compensation To Provider”), subsection b., of the Agreement is modified to read as follows:

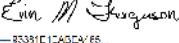
“b. The total compensation for the work under this First Amendment is not to exceed \$37,120. Total compensation for this Agreement is not to exceed \$74,970.”

- 3. Except as expressly modified herein, all other terms and covenants set forth in the Agreement shall remain the same and shall be in full force and effect.

Signatures on Next Page

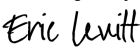
IN WITNESS WHEREOF, the parties hereto have caused this modification of Agreement to be executed on the day and year first above written.

KITTELSON & ASSOCIATES, INC.
An Oregon Corporation

DocuSigned by:

83391C1A020V65


Erin M. Ferguson
Principal Engineer

CITY OF ALAMEDA
A Municipal Corporation

DocuSigned by:

6/29/2021
E4D11F2008054AF


Eric J. Levitt
City Manager

RECOMMENDED FOR APPROVAL

DocuSigned by:

DDDE1815B92B4C5

Andrew Thomas
Planning, Building and Transportation
Director

APPROVED AS TO FORM:
City Attorney

DocuSigned by:

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Celena Chen
Chief Planning Counsel



155 GRAND AVENUE, SUITE 505
OAKLAND, CA 94612
P 510.839.1742 F 510.839.0871

May 28, 2021

Project #: 24846.01

Ms. Gail Payne
City of Alameda

RE: Citywide Roundabout Analysis – Contract Amendment #1

Kittelison & Associates, Inc. (Kittelison) has been under contract with the City of Alameda to provide transportation services related to conducting roundabout peer review for proposed roundabouts along Central Avenue; screening locations within the City to identify additional potential locations for roundabouts; preparing guidance for roundabout related policies; and providing guidance related to neighborhood traffic circles.

Our initial contract was for \$37,850, to be billed on a time-and-materials basis, based on the scope of work identified in our contract dated November 10, 2020.

Per our discussions with City staff based on other City needs that have arisen related to roundabout implementation, Kittelison is prepared to further assist the City with the following tasks:

- **ICE Review and Community Engagement** for a project at Island Drive / Mecartney Road;
- **Design Modification Analysis** at the approved Central Avenue / Sherman Street / Encinal Avenue roundabout; and
- **Grant writing** to help fund roundabout projects.

The following amendment (Amendment #1) is proposed to add these tasks to the existing scope of work. The budget for Amendment #1 is estimated at \$37,120 to be billed as time and materials. Payment and terms shall be consistent with the terms and conditions of the initial agreement (dated November 10, 2020). Please review the attached amendment to the professional services agreement. If the agreement is satisfactory, please return a signed copy. One executed original will be returned for your records.

We look forward to hearing from you.

Sincerely,
KITTELSON & ASSOCIATES, INC.

A handwritten signature in black ink, appearing to read 'Erin M. Ferguson'.

Erin M. Ferguson, PE, RSP
Principal Engineer

A handwritten signature in blue ink, appearing to read 'Mike Alston'.

Mike Alston, RSP
Engineering Associate

AMENDMENT #1 TO PROFESSIONAL SERVICES AGREEMENT

PROJECT #: 24846.01

PROJECT NAME: Alameda Citywide Roundabout Analysis

PROJECT BUDGET: As of May 28, 2021

Contract	Amount
Current Authorized Amount	\$37,850
Requested Amendment #1 Budget	\$37,120
Revised Authorized Amount	\$74,970

AUTHORIZATION:

The City of Alameda may opt to use their own Amendment terms, but if not then the following signature authorizes Kittelson to proceed.

This amendment amends that Professional Services Agreement dated November 10, 2020 (the "Agreement"), and any prior amendments, by (1) authorizing Kittelson & Associates, Inc. to perform services in addition to the services described in **Part "A"** of the Agreement (See attached Amendments to Part "A") and (2) increasing the **Current Authorized Amount** (shown above) to an amount not to exceed the **Total Authorized Amount** shown above. Except as otherwise stated in this amendment, the terms, conditions, and provisions of the Agreement remain unaltered by this amendment.

Accepted for:

CITY OF ALAMEDA

Approved for:

KITTELSON & ASSOCIATES, INC.

Signature

Signature

Print Name

Print Name

Title

Title

Date

Date

Project Manager: Erin Ferguson

AMENDMENTS TO PART “A” SCOPE OF WORK

The following sections present the additional work that is covered in this amendment. Additionally, the approved scope of work is included in Attachment A.

TASK 5: ICE REVIEW AND COMMUNITY ENGAGEMENT

Purpose: Engage community members and stakeholders regarding a proposed project at Island Drive / Mecartney Road intersection.

Kittelson understands that a potential project at Island Drive/Mecartney Road was studied and documented in a December 11, 2019, intersection control evaluation (ICE). The ICE included traffic operations analysis, which showed improved operations for a roundabout concept compared to existing all-way stop conditions or proposed traffic signal conditions. The ICE also provided preliminary concepts and cost estimates for both a roundabout and signal alternative. The City would like to engage community members and stakeholders regarding a project at this location.

Kittelson would help the City engage the community through the following tasks:

Task 5.1 Review ICE Documentation

Kittelson will review the existing ICE documentation to confirm findings and recommendations before engaging the community on a potential project. Kittelson will:

- Use the available data from the ICE to review and verify traffic operations analysis and findings.
- Review and provide comments on the proposed concept designs as they relate to lane configurations, horizontal alignments, size, and roundabout performance checks.
- Conduct a conference call with the City to review findings and discuss any modifications necessary before proceeding with outreach and engagement efforts.
- Document any relevant adjustments Kittelson recommends to the existing ICE analysis, findings, and recommendations (ICE review memorandum). Kittelson will respond to one set of City comments on a draft of this memorandum.

Deliverables:

- Draft and Final ICE Review Memorandum
- Conference Call with City Staff

5.2 Outreach and Engagement

Kittelson will assist the City in engaging members of the Bay Farm Island community on the proposed project and considerations. The City will plan, schedule, and advertise the community meetings. Kittelson will present at the community meetings.

This will include:

- Participation in up to four community meetings with homeowner's associations (HOAs) or other relevant stakeholder groups identified by the City. Kittelson will prepare and use the same presentation of project recommendations and roundabout educational information that may be revised slightly between presentations.
- Presentation of findings and recommendation to the Transportation Commission (TC) and to City Council (CC). The presentation to the City Council will be adapted from the HOA presentations to include a summary of outreach and engagement activities.

Assumptions:

- Each community meeting will be 2 hours long and will be conducted virtually (no travel time included).
- The TC and CC meetings are each expected to last four hours and will be conducted virtually (no travel time included).

Deliverables:

- Present at up to four virtual community meetings
- Present at one TC meeting and one CC meeting

TASK 6: DESIGN MODIFICATION ANALYSIS

Purpose: Analyze potential for roundabout design modifications at Central Avenue / Sherman Street / Encinal Avenue related to potential right-of-way acquisition.

Kittelson will review the design approved by the City Council at the April 20, 2021 meeting to determine whether design modifications would be possible with the acquisition of a portion of the Mobil station on the east side of the intersection. Kittelson will provide design markups and recommendations related to roundabout inscribed circle diameter size and location that relate to desired performance outcomes. Kittelson will also host a call with the City to present recommendations related to right-of-way acquisition and the ability to improve the proposed design.

Assumptions:

- The City will provide Kittelson with the current roundabout design graphic at scale overlaid over property lines.

Deliverables:

- Design markups indicating potential for design modifications
- Call with City to discuss findings and recommendations

TASK 7: GRANT WRITING

Purpose: Support the City in obtaining funding for proposed roundabout projects.

Kittelson will help the City of Alameda develop grant applications to fund proposed roundabout projects for implementation. Kittelson will work with the City to identify the appropriate grant opportunities and develop supportive materials, which may include:

- Planning-level cost estimates
- Summarized crash history and benefit-cost ratios applicable to, for example, the California Highway Safety Improvement Program (HSIP) or Active Transportation Program (ATP) grants

Kittelson will work with the City to identify the items needed for targeted grant applications and will provide up to \$5,000 of support on these tasks.

BUDGET

The total budget for the tasks described above is \$37,120. The breakdown by task, staff, and hours is shown below.

Task-Sub Task	Notes	Staff	Ray, Brian	Lewis, Laurence	Ferguson, Erin	Alston, Mike	Polikakhina, Polina	WORK TASK/ TASK HOURS	WORK TASK/ TASK COST
			BLR	LVL	EMF	MGA	POP		
005-1	Review ICE Documentation								
	Review ICE operations findings			1	2	6	8	17	\$2,830
	Review and comment on cost estimates		2		2	4		8	\$1,720
	Draft and final ICE review memo			1	2	6	7	16	\$2,690
	Conference call and preparation				2	2		4	\$820
	Reimbursable Expense								\$0
	Task #005-1 - Subtotal		2	2	8	18	15	45	\$8,060
5-2	Outreach and Engagement								
	Prepare for community meetings (presentation and coordination)				10	12	2	24	\$4,700
	Participate in Community Meetings				8	8		16	\$3,280
	Prepare for TC and CC (presentation and coordination)				4	4		8	\$1,640
	Participate in TC and CC meetings				8	8		16	\$3,280
	Coordination			2	2	4		8	\$1,640
	Reimbursable Expense								\$0
	Task #5-2 - Subtotal		0	2	32	36	2	72	\$14,540
6-1	Design Modification Analysis								
	Review and provide comments		6	2	8	16		32	\$6,800
	Conference call with City		2	2	4	4		12	\$2,720
	Reimbursable Expense								\$0
	Task #6-1 - Subtotal		8	4	12	20	0	44	\$9,520
7-1	Grant Writing								
	Tasks to be scoped				20			20	\$5,000
	Reimbursable Expense								\$0
	Task #7-1 - Subtotal		0	0	20	0	0	20	\$5,000
TOTAL HOURS			10	8	72	74	17	TOTAL HOURS	
LABOR RATE			\$290.00	\$250.00	\$250.00	\$160.00	\$140.00		TOTAL LABOR
LABOR COST								181	\$37,120

ATTACHMENT A: APPROVED SCOPE OF WORK



155 GRAND AVENUE, SUITE 505
OAKLAND, CA 94612
P 510.839.1742 F 510.839.0871

October 19, 2020

Project #: 24846.01

Ms. Gail Payne
Senior Transportation Coordinator
City of Alameda, CA

RE: Roundabout Review and Analysis

Dear Ms. Payne,

We are excited to bring our roundabout expertise to the City of Alameda to help the City advance its efforts to improve roadway safety for all road users.

Kittelison & Associates, Inc. (Kittelison) has authored the first and second editions of the national roundabout planning, operations and design guide, *Roundabouts: An Informational Guide*. We are also leading the update that guide to produce the third edition. We led and completed the most recent research on roundabout operations and safety performance in the U.S. (NCHRP Project 03-65, NCHRP Project 17-70). We also led and completed the most recent research on serving visually impaired pedestrians at roundabouts (NCHRP Project 03-78a and NCHRP Project 03-78b).

In addition to our strong history of research and guidance documents related to roundabouts, we also routinely apply that knowledge to projects helping local and state agencies assess the feasibility of roundabouts, designing roundabouts (from planning through final design), and establishing policies to objectively evaluate roundabouts vs. other intersection forms.

The staff leading this work for you are the same staff that have been involved in the research and previous efforts to evaluate, design and help implement roundabouts where they will provide benefits. I will be the project manager for this task order and also led NCHRP Project 17-70 which evaluated roundabout safety performance in the U.S. Brian Ray will be a technical advisor for this work. He has designed numerous roundabouts across the United States and is currently leading the update to the *Roundabout: An Informational Guide*.

The following presents a proposed scope of work and fee. We look forward to hearing from you.

Sincerely,
KITTELSON & ASSOCIATES, INC.

A handwritten signature in black ink, appearing to read 'Erin M. Ferguson'.

Erin M. Ferguson, PE, RSP
Principal Engineer

SCOPE OF WORK

TASK 1: PEER REVIEW

Purpose: Review and provide comments on the roundabout concept designs included in the Central Avenue Complete Streets project.

Task 1.1 Obtain Available Information

Kittelton will request and obtain the available information from the City regarding the draft roundabout concepts designs and proposed complete streets design for Central Avenue. Ideally this information will include the horizontal geometry proposed for the roundabouts and the cross-sections proposed for Central Avenue. We assume these files can be provided to-scale and in a CAD or similar file format. We will also request any supporting analysis or design checks already completed for the roundabouts such as traffic operations analysis, truck turning templates, and speed checks.

Task 1.2 Conduct Review and Provide Comments

Kittelton will review the information obtained in Task 1.1 and provide comments on the roundabout concept designs as it relates to the lane configurations, horizontal alignment, size of the roundabout, roundabout design features (e.g., length and width of splitter islands), ability to accommodate trucks, and ability to manage vehicle speeds. We will document in our comments in a brief memorandum with supporting mark-ups of the roundabout designs as needed to support the comments. We will conduct a conference call with the City to discuss the comments.

Deliverables:

- Brief memorandum documenting comments on the roundabouts
- Conference call with the City to discuss comments

TASK 2: CITYWIDE SCREENING OF POTENTIAL ROUNDABOUT LOCATIONS

Purpose: Identify locations where roundabouts would help reduce the likelihood of crashes and are likely to be feasible to construct

Task 2.1 Identify Screening Criteria and Obtain Data

Kittelton will propose screening criteria for use to identify potential locations for roundabouts across the City. The screening criteria are likely to include the high-injury-network (HIN), bus routes (as a surrogate for social equity), City's Social Vulnerability Index, school routes, designated bikeways (existing and planned), and geographic equity. Kittelton will provide a memo to the City documenting the screening criteria and its proposed application for identify potential locations for roundabouts. We will conduct a conference call with the City to discuss the proposed criteria and approach.

Kittelson will work with the City to obtain the data and information needed to conduct the screening. We assume that the criteria will use data and information already available and will not require new data collection.

Task 2.2 Conduct Screening

Using the information obtained in Task 2.1 and agreed upon approach with the City, Kittelson will screen the street network to identify potential locations for roundabouts to identify the top ten most likely locations. We will then review those locations using Google Earth aerial imagery to do a high-level assessment of feasibility to construct a roundabout based on surrounding land use and potential footprint of a roundabout at that location. We will document our findings in a memorandum for the City including supporting maps of the locations identified. We will conduct a conference call with the City to discuss the findings.

The following locations have already been identified by City staff as potential locations for roundabouts:

- City staff plan to study a roundabout as part of the Clement Avenue Extension project at Tilden Way/Blanding Avenue/Fernside Blvd.
- City staff are proposing roundabouts as part of the Central Avenue Safety Improvement Project at 1) Main Street/Pacific Avenue; 2) Third Street/Taylor Avenue; 3) Sherman Street/Encinal Avenue; 4) Fourth Street (potential).
- The City Council voted on a roundabout as the long-term solution at Otis Drive/Grand Street.
- City staff are proposing a roundabout at Mecartney Road/Island Drive.

Deliverables:

- Screening Criteria and Approach Memorandum
- Conference Call with City to Discuss Screening Criteria and Approach
- Findings Memorandum
- Conference Call with the City to Discuss Findings
- Up to Two Presentations to the Transportation Commission and City Council to Discuss Findings, Roundabout Benefits (Including Pedestrian and Bicycle Considerations), and Cost

TASK 3: POLICIES RELATED TO ROUNDABOUTS AND TRAFFIC CIRCLES

Purpose: Identify potential policies the City could incorporate into its General Plan that speak to roundabouts as intersection form and useful countermeasure for improving roadway safety.

Task 3.1 Review Existing Policies

Kittelson will review the existing General Plan policies as they relate to understand to what extent roadway safety and engineering facilities or traffic control devices are discussed. This will inform where and how additional policies related to roundabouts and traffic circles may fit within the existing ones. Kittelson will also share with the City example roundabout policies from other places across the U.S., such as Bend, OR where roundabouts are a more commonly used intersection form.

Task 3.2 Suggested New Policies

Based on the review in Task 3.1 and best practices in the U.S., Kittelson will prepare and provide to the City suggested policies that could be integrated into the City's General Plan. We will conduct a conference call with the City to discuss the suggested policies.

Deliverables:

- Memorandum with Suggested New Policies

TASK 4: NEIGHBORHOOD TRAFFIC CIRCLES

Purpose: Define neighborhood traffic circles as a intersection control form distinct from roundabouts. Analyze the temporary traffic circles and provide input on best practices for their use.

Task 4.1 Define Neighborhood Traffic Circles

Kittelson will define what a neighborhood traffic circle is relative to a roundabout. We will identify and synthesize resources for best practices related to considering, designing, and implementing neighborhood traffic circles. We will provide this information to the City for their future use in the form a memorandum.

Task 4.2 Assess Slow Streets Neighborhood Traffic Circles

We will evaluate the City's designated slow streets to identify intersections where temporary traffic circles may be appropriate to implement. We will use the best practices summarized as part of Task 4.1 as part of this task. The purpose will be to demonstrate the use of that material and also arrive at an initial assessment of where neighborhood traffic circles could be beneficial. Given aerial imagery of neighborhood streets is often difficult to discern due to trees and shadows across the smaller intersections, we assume a day of field work for this subtask. We will document our findings in a memorandum and conduct a conference call with the City regarding the findings.

Deliverables:

- Definition and Best Practices Memorandum
- Findings Memorandum
- Conference Call with the City to Discuss Findings

BUDGET

The total budget for the tasks described above is \$37,850. The breakdown by task, staff, and hours is shown below.

Notes	Ray, Brian	Ferguson, Erin	Lewis, Laurence	Alston, Mike	WORK TASK/ TASK HOURS	WORK TASK/ TASK COST
	BLR	EMF	LVL	MGA		
Task 1 Peer Review						
1.1 Obtain Available Information	1	2		4	7	\$1,430
1.2 Conduct Review and Provide Memorandum	2	6	2	12	22	\$4,500
Reimbursable Expense						\$0
Task #001 - Subtotal	3	8	2	16	29	\$5,930
Task 2						
2.1 Identify Screening Criteria and Obtain Data		8		12	20	\$3,920
2.2 Conduct Screening and Provide Memorandum	6	24	6	40	76	\$15,640
Reimbursable Expense						\$0
Task #002 - Subtotal	6	32	6	52	96	\$19,560
Task 3						
3.1 Review Existing Policies	1	2		4	7	\$1,430
3.2 Suggested Policies Memorandum	1	2	2	6	11	\$2,250
Reimbursable Expense						\$0
Task #003 - Subtotal	2	4	2	10	18	\$3,680
Task 4						
4.1 Define Neighborhood Traffic Circles	2	2		6	10	\$2,040
4.2 Assess Slow Streets for Neighborhood Traffic Circles	2	12	2	16	32	\$6,640
Reimbursable Expense						\$0
Task # - Subtotal	4	14	2	22	42	\$8,680
TOTAL HOURS	15	58	12	100	TOTAL HOURS	TOTAL LABOR
LABOR RATE	\$290.00	\$250.00	\$250.00	\$160.00		
LABOR COST	\$4,350	\$14,500	\$3,000	\$16,000	185	\$37,850

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

TOTAL REIMBURSABLES	\$0
TOTAL KAI FEES	\$37,850
TOTAL SUB FEES	\$0
TOTAL PROJECT BUDGET	\$37,850