

Committee-of-the-Whole Agenda

6:30 p.m.

Tuesday, March 10, 2015

Presentation

Fire Ops 101 - Citizens Fire Academy. (Kim Hankins, Public Safety Director)

Questions on the Agenda

Agenda Items

- 1. Professional Services Agreement** (Jeff Anderson, City Planner)
- 2. EMS Related Fee Recommendations** (Kathy Carr, Finance Director)
- 3. Other**
- 4. Public Comment**

Explanation

- 1. A Resolution Authorizing the Mayor and City Clerk to execute an Agreement for professional planning and transportation services and preparation of an update of the Riverfront Districts sub-area plan of the City of Moline's Comprehensive Plan between the City of Moline and Solomon Cordwell Buenz (SCB), at a cost not to exceed \$200,000.** (Jeff Anderson, City Planner)

Explanation: The Illinois Department of Transportation (IDOT) awarded the City of Moline \$160,000 for the purpose of updating certain transportation and development-related elements of the City's Comprehensive Plan. The \$160,000 IDOT grant will be matched by \$40,000 of local funds. This effort is being considered as Phase II of an overall effort to update the Moline Centre, Floreciente, and Edgewater plans. The planning effort will focus on the development of a multimodal transportation system to leverage investments made in the multimodal station and facilitate continued development within the study area. The project will also address parking and circulation, potential IL 92 enhancements, integration of the new I-74 bridge with the Moline Centre roadway and transportation system and the connection of primary activity centers along the riverfront. Renew Moline has partnered with the City on this project. The City of Moline and Renew Moline published a Request for Proposals for professional planning services to assist with the development of the above-mentioned plan elements. Upon review and evaluation of the proposals submitted to the City, three (3) firms were selected for an interview. Of these three firms, SCB was identified as the preferred consulting firm to assist with the project. Additional documentation attached.

Staff Recommendation: Approval

Fiscal Impact: \$160,000 of IDOT planning grant funds will be matched by \$40,000 of City-budgeted funds per account number 010-0715-463.02-22

Public Notice/Recording: N/A

Goals Impacted: Strong Local Economy
Upgrade City Infrastructure & Facilities
Great Place to Live

-
- 2. EMS Related Fee Recommendations** (Kathy Carr, Finance Director)

Explanation: Per City Council direction given on February 10, 2015, City Staff met to formulate recommendations on certain EMS Related Fees specified and prescribed by the City Council, to address the potential shortfall in ambulance revenues in 2015. Staff from the Fire, Law, and Finance Departments along with the City Administrator was involved in the discussions and information gathering resulting in these recommendations. Additional documentation attached regarding recommended fee implementation/increases to offset the potential shortfall in ambulance revenues.

Staff Recommendation: Approval

Fiscal Impact: TBD

Public Notice/Recording: Pamphlet Publication

Goals Impacted: Financially Strong City

THIS AGREEMENT made this ____ day of _____, 2015 by and between City of Moline, Illinois (“Client”) and Solomon Cordwell Buenz (“Consultant”).

WITNESSETH

WHEREAS, the Client desires to engage the Consultant to render certain agreed upon professional planning and transportation services and preparation of an update of the Riverfront Districts sub-area plan of the City of Moline’s Comprehensive Plan and the Consultant is willing to provide such services, all upon the terms set forth below.

NOW THEREFORE, in consideration of these premises, the parties hereto agree as follows:

1. **Scope of Services:** The Consultant, and its team described in Exhibit A: SCB Team, will undertake the services described in Exhibit B: Scope of Work and Exhibit C: Project Boundary Map.
2. **Time and Performance:** The Consultant’s services shall commence upon execution of this Agreement by both parties. Once approved by the Client, the Consultant shall complete the tasks described in the Scope of Services within 12 months from the date of execution of this Agreement, which may be administratively extended if the project is delayed by circumstances beyond Consultant’s control. The project schedule is described in Exhibit D: Project Schedule.

The Consultant will exercise reasonable skill, care and diligence in the performance of its services, and will carry out its responsibilities in accordance with the customarily accepted planning practices in the community where the project is located. The Client shall be responsible for the timely delivery of data and support information requested by the Consultant in a manner that will allow the Consultant the ability to perform its services within the time frame noted above.

3. **Compensation:** The Consultant shall be compensated with a fee not-to-exceed \$195,397.00, including reimbursable expenses and tasks that lack a definable work product. Consultant will bill on a monthly basis based upon percentage completion of the project phases identified in Exhibit E: Project Fees, up to the maximum fee stated above. For any tasks that lack a definable work product, Consultant will be compensated on an hourly fee basis according to the rates set forth in Exhibit F: Hourly Rates and the personnel responsible for the tasks. Reimbursable Expenses include expenses incurred by the Consultant directly related to the Scope of Work only.
4. **Payment:** The Client shall pay the amount due within 30 days after receipt of Consultant’s invoice. If the invoice is not paid within 30 days, the Consultant may suspend services upon written notice to the Client. If a portion of the Consultant’s statement is disputed, the Client shall pay the undisputed portion by the due date. If the invoice is not paid within 60 days, interests on undisputed amounts due and unpaid shall accrue at the rate of 1.5% per month from date due until paid. The Client shall advise the Consultant in writing of the basis for any disputed portions of the statement within 7 days of receipt of invoice. Undisputed portions of the invoice shall be timely paid by Client notwithstanding such disputed portions.
5. **Time and Expense Records:** The Consultant shall keep and maintain time and expense records relating to the scope of services described above, together with supporting receipts, vouchers, and appropriate documentation. As necessary, these records and other appropriate documentation may be required to support invoices submitted to the Client. The Client shall have the right to examine such records as it deems necessary upon reasonable notice to the Consultant.

- 6. Authorization of Changes:** Any changes or additional tasks required for the performance of this Agreement and any compensation due for the provision of additional services shall only be authorized by the Client in writing, and the Consultant shall first request such changes in writing. The Consultant shall be compensated for any additional tasks so approved and authorized, based upon a fee determined by the Consultant and Client for such additional professional services.
- 7. Liability:** To the extent permitted by law, the Client agrees to indemnify and hold harmless the Consultant, its staff and employees and affiliates from any and all losses of whatever kind to the extent caused by Client's negligent acts or failure to act in performance of this Agreement. The Consultant agrees to indemnify and hold harmless the Client, its employees, officials, and representatives, from any and all losses of whatever kind to the extent caused by Consultant's negligent acts or failure to act in performance of this Agreement.
- 8. Disputes/Termination:** Each party may terminate this Agreement with ten (10) days' written notice to the other party. In the event of such termination, provided the Consultant is not then in default under this Agreement, the Client shall pay the Consultant its compensation and expenses to and through the actual date of termination, upon documentation of those costs by written invoice to the Client.
- 9. Ownership of Documents:** Upon receipt of final payment by Consultant, all original final documents, studies or graphic materials, drawings, plans and digital files prepared by the Consultant shall be deemed property of the Client except as to confidential matters or trade secrets of the Consultant (if identified as such in writing by the Consultant), but only after the final payment by the Client for the same. The Consultant shall be permitted to retain copies, including reproducible copies, of the Consultant's drawings, specifications and other documents. The Client's right of ownership in all such documents shall not prohibit the Consultant from future utilization of design details or specification sections in the ordinary course of Consultant's business and the Client hereby grants the unrestricted permission to use all such data contained in the Consultant's drawings, specifications and other documents.

The Client shall prohibit future Client contractor's and subcontractors or suppliers from utilizing the Consultant's drawings, specifications or other documents on other projects not authorized by the Consultant. In the case of any future reuse of the documents by the Client without Consultant's direct professional involvement, the Consultant's and Consultant's consultants' names and seals shall be removed from all such documents and the Consultant shall not be liable to the Client in any manner whatsoever for their reuse. Due to the potential exposure to liability when reused, to the extent permitted by law, the Client agrees to indemnify and hold harmless the Consultant, Consultant's consultants, their agents, and employees, from and against any claims, damages, losses and expenses including, but not limited to, attorney's fees, arising out of or resulting from the Client's reuse of any such drawings, specifications or documents other than for use in this Project. The Client's obligations under this paragraph shall survive any termination of this Agreement and shall be binding upon the Client's successors and assigns.

- 10. Confidentiality of Findings:** Any reports, information, data or intellectual property whatsoever given or prepared as assembled by the Consultant under this Agreement shall not be made available to any individual or organization by the Consultant without the prior written approval of the Client.
- 11. Public Relations:** Consultant shall have the right to retain and utilize copies of all work it produces on the Project for citation and dissemination in the Consultant's resume, brochures and other generally recognized forms of professional public relations.

12. Extent of Agreement: This Agreement represents the entire and integrated agreement between the Client and Consultant and supersedes all prior negotiations, representations or agreement, either written or oral. This Agreement may be amended only by written instrument signed by both the Client and Consultant.

13. Severability: Should any of the provisions of this Agreement be determined to violate any state law or City ordinance, that shall not affect the validity of the other terms of this Agreement and there shall be added to this Agreement a legal, valid or enforceable term or provision as similar as possible to the stricken provision.

14. Applicable Law: Parties agree that Illinois law is controlling in interpreting this Agreement and that venue is proper in any court of competent jurisdiction in Rock Island County, Illinois.

15. Insurance: Consultant shall maintain, at its own expense, the following insurance with insurance companies reasonably acceptable to Client:

- (a) Professional Liability Insurance in the amount of Two Million Dollars (\$2,000,000.00) per claim and in the aggregate (including contractual liability coverage specifically including Consultant's indemnity obligations under this Agreement, with all coverage retroactive to the earlier of the date of this Agreement and the commencement of Consultant's services under this Agreement) covering personal injury, bodily injury and property damages, which coverage shall be maintained for a period of three (3) years after the date of final payment under this Agreement.
- (b) Commercial General Liability Insurance, occurrence form, (including completed operations and broad-form contractual liability specifically covering the Consultant's indemnity obligations under this Agreement) in the amount of One Million Dollars (\$1,000,000.00) per occurrence and Two Million Dollars (\$2,000,000.00) in the aggregate covering personal injury, bodily injury and property damage, which insurance shall name the Client as an additional insured.
- (c) Comprehensive Automobile Liability Insurance, including owned, hired and non-owned vehicles, if any, in the amount One Million Dollars (\$1,000,000.00) covering personal injury, bodily injury and property damage, which insurance shall name the Client as an additional insured.
- (d) Worker's Compensation Insurance, which shall fully comply with applicable law, and employer's liability insurance with limits of not less than one hundred thousand Dollars (\$100,000.00) per occurrence. Consultant shall provide a valid waiver executed by its workers compensation and employer's liability insurance carrier of any right of subrogation against Client or its employees for any injury to a covered employee working on Client's premises.

Upon execution of this Agreement, Consultant shall provide to Client Certificates of Insurance reflecting the required coverages. The certificates shall specify the date when such insurance expires. Each policy and each Certificates of Insurance shall provide that Client shall be given not less than thirty (30) days' written notice before cancellation, non-renewal or material modification of coverage of such insurance. A renewal certificate shall be furnished to Client prior to the expiration date of any coverage, and Consultant shall give Client written notice of any reduction or other material modification in such insurance no later than thirty (30) days prior to such change.

16. Assignment: Consultant shall not assign this Agreement or any part hereof, or the right to any payments to be received hereunder, without prior written consent of Client. However, Consultant may subcontract portions of the services to subconsultants without violating this provision.

17. Mediation: In the event that a dispute shall arise between the parties to this Agreement, then as a condition precedent to an arbitration or legal action by either party, the parties agree to participate in good faith in mediation in an effort to resolve the dispute. The parties agree to split the mediator's fees equally. The mediation shall be administered by a mutually agreeable service and shall be held in a mutually agreed upon location.

18. Notice: Any notice or demand of any kind required or desired to be given to the Client or to the Consultant hereunder shall be in writing and shall be deemed delivered forty-eight (48) hours after depositing the notice or demand in the United States mail, certified or registered, postage prepaid addressed to the Client or Consultant respectively at the following addresses:

Client
Jeff Anderson
City Planner
City of Moline
619 16th Street
Moline, IL 61265

Consultant
Christine Carlyle, AIA, AICP
Principal & Director of Planning
Solomon Cordwell Buenz
625 N. Michigan Ave.
Suite 800
Chicago, IL 60611

Copy to:
City Attorney
City of Moline
619 16th Street
Moline, IL 61265

19. Captions, Attachments, Defined Terms: The captions of this Agreement are for convenience only and shall not be deemed to be relevant in resolving any question of interpretation or construction of any section. Exhibits attached hereto, and addenda and schedules initiated by the parties, are deemed by attachment to constitute part of this Agreement and are incorporated herein.

20. Waiver of Consequential Damages: The Consultant and Client waive consequential damages for claims, disputes or other matters in question arising out of or relating to this Agreement. This mutual waiver is applicable, without limitation, to all consequential damages due to either party's termination of this Agreement. Consequential damages includes but is not limited to damages for loss of profits, loss of revenues, loss of business and of business opportunities, reduced rental or market values, increased insurance costs, increased energy, water and other operational costs, unrealized tax incentives, credits, deductions and/or rebates.

21. Limitation of Liability: To the fullest extent permitted by law, Client agrees to limit the total liability, in the aggregate, of Consultant and Consultant's officers, directors, employees, agents and independent professional associates and consultants, and any of them, to Client, anyone claiming by, through or under Client, for any and all injuries, claims, losses, expenses or damages whatsoever arising out of or in any way related to Consultant's services, the Project or this agreement from any cause or causes whatsoever, including but not limited to

the negligence, errors, omissions, strict liability or breach of contract of Consultant or Consultant's officers, directors, employees, agents or independent professional associates or consultants, or any of them. Such liability shall not exceed the amount of insurance proceeds then available from Consultant's professional liability (errors and omissions) policy payable with respect thereto on the date of any judgment is entered. The Client and Consultant agree that specific and adequate consideration has been given for this limitation of liability.

IN WITNESS WHEREOF, the Parties hereto have caused this Agreement to be executed as of the day and year first written above,

FOR:
CITY OF MOLINE, ILLINOIS

FOR:
SOLOMON CORDWELL BUENZ

Mayor

Attest: _____
City Clerk

Date: _____

Date: _____

Approved as to form:

City Attorney

CITY OF MOLINE

SOLOMON CORDWELL BUENZ

Christine Carlyle, AIA, AICP
Director of Planning, Principal

Teresa Oeffinger Fourcher
NCARB, LEED AP
Project Manager

Adam Flickinger, LEED AP
Project Planner

**Valerie S. Kretchmer
Associates, Inc.**

Valerie S. Kretchmer

**Sam Schwartz
Engineering**

Mark de la Vergne

Upland Design, Ltd.

Michelle Kelly





1.0 PROJECT MANAGEMENT

Our goal is to make the process seamless, with our work effort targeted towards the right tasks at the right time. As Prime, SCB will set the pace of the project, manage and coordinate the planning process to deliver the highest quality services, critical data and analysis of the critical issues facing the City of Moline. SCB will provide the following management services for the team:

- Coordination and maintenance of project memorandums, reports and deliverables
- Development and maintenance of a project FTP site
- Manage and organize progress meetings, community, and stakeholder meetings
- Preparation and printing of graphic materials

1.1 Advisory team kick off meeting

It is our understanding that a project Advisory Team will be created by the City of Moline to guide the activities of the consultant team throughout the planning process. At an initial project kick off meeting, we will work with the Advisory Team to establish planning parameters, develop public participation plan and identify key issues for the plan.

At the onset of the project, our team will coordinate a kick-off meeting with City staff and the selected Advisory Team to:

- Review overall project goals and objectives;
- Refine the work program and scope of services for the project;
- Establish a schedule and milestones for the project;
- Discuss key stakeholders to participate in the public engagement process;
- Identify data sources and their availability;
- Finalize key elements of the public engagement program.

1.2 Monthly project coordination meetings

Our team will organize a reoccurring monthly coordination meeting with the City staff to discuss project status, outline and review draft deliverables, prepare for elements of the public engagement campaign, and other as needed project management coordination topics.

1.3 Strategic project advisory team presentations (up to 3)

Strategically throughout the comprehensive planning process, the team will meet with the Advisory Team to provide a project update and receive comments. Our team will present the current project outcomes, draft documents and key findings to the Advisory Team for discussion and approval.

1.4 Identification of key project issues, themes and topics for the plan

At the onset of the project, our team will work directly with the Advisory Team, City staff and key stakeholders to identify the overall goal for the process and key issues in the target areas. These critical issues will become the focus for the planning approach and recommendations, in addition will be the basis to frame the discussion in the Public Engagement activities in Task 2.0. We recognize that many goals and project parameters were developed previous plans and our team will synthesize the appropriate information from those previous plans.

The Plan Vision, Goals and Objectives will include but not be limited to:

- A Vision statement establishing the desired goals, project parameters and outcomes
- Multimodal transportation and integration goals
- Public realm goals (roadways, rail, bike and pedestrian) and waterfront, parks and recreation
- Commercial development investment goals
- Residential / housing needs and development goals

Deliverables: Key Planning Themes Memorandum, Public Engagement Plan, Meeting Minutes / Agendas; Plan Vision, Goals and Objectives Statement

2.0 PUBLIC ENGAGEMENT

Public involvement is critical to developing a plan that reflects community goals and builds consensus among stakeholders. The public outreach program for the plan will be both effective and enjoyable by incorporating the input of local residents, community organizations, property owners and business owners in creative ways. Our team will shape an innovative community outreach program, advised by the City of Moline and the Advisory Team to ensure there is balanced representation from all key constituencies within the City and that represents the interests of all neighborhood areas. To ensure that public



meetings and activities are welcome to all the members of the community, the team will make available a native Spanish speaking planner to translate for bilingual meeting participants, as well as translate any meeting announcements or materials as needed.

2.1 Project Website

The team will work with the City of Moline to create an on-line interface for the project that will serve as the project’s website and will be used for disseminating information and collecting input throughout the course of the project. This site will incorporate the posting of meeting announcements, periodic project updates, and workshop meeting outcomes/results. This interface will include a method of receiving, compiling, summarizing and incorporating feedback in an electronic format which will inform the plan.

2.2 Online Survey

Our team will administer an electronic survey (via monkey survey) to reach out to residents and other stakeholders. The survey content will focus on the gathering of existing conditions and preferences of the community based on the themes and goals development in Task 1.4. This survey will consist of no more than 20 questions in an easy to answer format. SCB will utilize survey monkey to tabulate the survey results and then provide a summary of the results as part of the Draft Sub-Area Plan.

2.3 Stakeholder Interviews / Focus Groups

We will conduct up to 10 in-person interviews/focus groups with stakeholders, identified in coordination with the City of Moline. Interview participants may include both groups and individuals who have key insights that would help the project team gain a deeper understanding of the issues surrounding the plan and its future vision. The team will work with City staff and the advisory committee to develop a set of questions for these interview/ focus groups to ensure that the valuable time with key stakeholder group’s results in useful data for consideration when drafting the recommendations for the plan.

2.4 Intergovernmental / Agency Coordination Meeting

By hosting a collaborative meeting with surrounding communities, we will we will honor the relationships the City of Moline has established with its neighbors in the Quad Cities region to ensure that the plan recommendations are aligned

with broader planning goals. The meeting will be focused on the coordination in planning districts and corridors that extend across municipal lines and access to regional amenities, transportation and recreational spaces. Our team will coordinate with the City of Moline and variety of transportation agencies / stakeholders regarding key transportation initiatives to include:

- Quad Cities MPO Long Range Transportation Plan
- Bi-State Regional Commission Freight Commodity Efficiency Study / Plan
- Rock Island and East Moline Route 92 corridor (two way traffic conversion) evaluations
- IDOT – Designated Truck Routes
- Metrolink – Current transit routes and future BRT route options
- Western Illinois University – transportation needs

2.5 Public Meetings

Our team will organize and facilitate a series of community workshops and meetings throughout the duration of the comprehensive planning process, for the purpose of collectively identifying key issues, generating ideas and evaluating policy alternatives. Each workshop will be designed as an open forum for the discussion of ideas and plan recommendations. Special care will be taken to involve a broad group of stakeholders in the process to ensure that many voices are heard, and that community support and ownership of the plan results. Our team will facilitate up to three interactive workshops with the following proposed topics:

- **Visioning /Issues & Ideas Gathering Workshops:** To kick off the project initial ideas gathering workshop will be held in each of the focus neighborhoods (3 total) of Moline Centre, Floreciente Neighborhood and Edgewater Neighborhood. Participants in these workshops will receive initial information about the planning process, the project schedule, vision and goals. Break-out sessions will focus around the project themes and issues identified in Task 1.4.
- **Key Recommendations Review Open House:** This meeting will provide the opportunity for participants to view the draft plan recommendations and alternatives to provide comments. The meeting will be designed as an Open House format, with displays of the recommendations sorted by topics, representatives from the planning team to answer questions and record comments.



- **Draft Plan Presentation:** Following the draft plan creation, a presentation to the community will be organized to provide an opportunity for final comments on the plan before the plan approval process.

Deliverables: Public Meeting Materials, Project Website, Online Survey, Meeting Minutes / Summaries

3.0 TRANSPORTATION ASSESSMENT AND RECOMMENDATIONS (SSA)

3.1 Review of Previous Plans, Studies and Reports

The City of Moline has a number of adopted policies and plans that will provide the framework and strategic guidance for the development of the Land Use and Urban Design Updates. The City's policies and plans will be reviewed and assessed to understand important objectives, recommendations and policies that should be considered in the development of the new plan. Our team will review and become familiar with previous studies undertaken by the City of Moline including, but not limited to:

- Moline Comprehensive Plan Updates, Moline Centre, Florenciente, Edgewater (2014)
- 2001 Comprehensive Plan
- River to River Corridor Transportation Study (2007)
- River Drive Corridor Study (2009)
- North Rock River Corridor Plan (2004)
- I 92 Study
- Moline Centre Master Plan
- Moline Centre Design Guidelines
- Moline Bikeways Plan
- Moline Urban Tech Corridor Plan
- Moline Streetscape Master Plan
- Old Town Vision Enhancement Plan

3.2 Existing Transportation Assessment

Transportation infrastructure has a powerful impact on influencing the character of a place. In dense downtown districts where streets serve an important role as public space, strategies aimed at promoting regional accessibility such as abundant parking and one-way streets can conflict with maintaining a walkable bikeable and transit-oriented character in the city center.

The existing conditions assessment will provide a snapshot of existing transportation infrastructure, policies, and operations.

Our team will conduct observations of the transportation network as a pedestrian, a bicyclist, a transit rider, and a driver. All existing transportation data will be analyzed, including volumes, crashes, barriers/gaps, and connections to destinations. A focus will be placed on the following key areas:

- Moline Multimodal Station (the Q) and surrounding TOD district
- Current truck route corridors under consideration (River Road, Route 92, John Deer Road)
- Connectivity with neighborhood / regional destinations (downtown, E Moline, Rock Island, Quad cities International Airport & South Park Mall, Western Illinois University campus, parks and recreation locations)
- Proposed 1-74 re-alignment zone for new Mississippi River Bridge
- Current pedestrian, bicycle, auto and transit facilities
- Potential BRT alignments
- Existing parking inventory

3.3 Downtown Circulation Study

The future success of Moline will be supported by multi-modal transportation. Accessibility and urban character are both at the heart of the attractiveness and competitive advantage of downtown areas. Preserving and strengthening these qualities, while balancing potential tensions between the two, will be at the core of the Sam Schwartz Engineering approach to planning transportation for Moline.

The plan for downtown circulation will be designed from a multi-modal perspective. On-street parking, one-way to two-way conversions, traffic signals, stop-sign and crosswalk locations will be examined with an eye to improving conditions for pedestrians, bicycles and transit, while also accommodating automobile traffic with strategies that are sensitive to enhancing downtown's vitality as a walkable center. We will also consider the impact of future transportation options, such as bike sharing and bus rapid transit, and how to accommodate and integrate their possible implementation. We will consider the role of streets not only as a place for people, bikes, busses and cars to move, but also work closely with our urban planning and economic development partners to identify opportunities for economic development within the right-of-way such as sidewalk cafes.



The Downtown Circulation Study will focus on the following subjects:

- Final recommendations of converting IL 92 into two-way or leaving it as one-way pairs
- Street network hierarchy that includes detailed truck routing plans
- Strategies to reduce the barrier effect of large infrastructure, including I-74
- Urban interchange design for I-74 to reduce impacts on non-motorized users
- Downtown bicycle network
- Cross-sections for Downtown streets
- On-street parking
- Pedestrian safety toolbox
- Downtown transit network
- Public space recommendations
- Multi-modal connections between Downtown and Western Illinois

Building a culture of respect for all users on Downtown streets will require more than infrastructure. It will involve a multi-faceted set of solutions that includes policies for pedestrians and bicyclists, programs that will educate motorists, pedestrians, and bicyclists, strategies to encourage people to walk and bike more, and policies to enforce certain user behavior. These will all be included in the transportation plan.

3.4 Downtown Parking Assessment

Our team will conduct a parking assessment for the Downtown area, exploring key factors that affect the parking perceptions, supply/demand models, impacts on businesses, parking locations, types of parking facilities, and potential Downtown parking management alternatives. An inventory of all public and private off-street and on-street parking will be collected and categorized based on location, type, rates, and restrictions. It will include information on:

- Amount of on- or off-street parking
- Ownership of parking
- Use restrictions and hours of operation
- Users of the facilities
- Loading zones
- ADA accessible spaces
- Bicycle parking locations
- Parking rates
- Payment options

Parking occupancy data will be analyzed to determine the availability of spaces in the study area. The project team will estimate future parking rates by characterizing parking by land use and needs, by block or zone, and projecting short term, long term, and any residential needs for both day and night. The future parking demand will be calculated for the potential development scenarios using the rates calculated above and factoring changes in parking operations and traffic patterns and future parking facilities.

3.5 Transportation Recommendations

As a basis for the Draft Sub-Area Plan for the focus neighborhoods (Moline Centre, Floreciente Neighborhood and Edgewater Neighborhoods), Sam Schwartz Engineering will develop a detailed transportation recommendations that synthesize the various current and future transportation initiatives. These strategies will provide focused transportation recommendations for key areas, coordination with transportation system maps, primary circulation routes, proposed updates to transit systems, roadway classification modifications and multi-modal linkages.

Deliverables: Transportation Assessment Chapter, Draft Transportation Recommendations

4.0 MARKET ANALYSIS (VSKA)

Valerie S. Kretchmer Associates, Inc. will conduct a supplemental market feasibility assessment for new infill development sites adjacent to and complementary to the multi-modal transportation system, especially in the vicinity of the 3 sites under consideration - the new multi-modal station and transit oriented development (TOD) zone, I-74 re-alignment zone and Quad Cities Western Illinois University zone. This will supplement the market analysis conducted for the Comprehensive Plan. Elements will include an assessment of market supply and demand, competitive properties and locations, achievable rents and price points for commercial and residential uses, and recommendations of the locations with the greatest likelihood of success for future development. This will also incorporate regional trends and local information gathered using visual assessment, interviews with local real estate and property owners, and project meetings with community residents.



Deliverables: Market Assessment and Economic Development recommendations for the 3 specific redevelopment zones

5.0 UPDATE TO LAND USE AND URBAN DESIGN STRATEGIES

Building on the planning and urban design work completed in the April 2014 Plans for Moline Centre, Floreciente and Edgewater Neighborhoods as well as the recommendations development through the Transportation Analysis in Task 3.0 and Market Analysis in Task 4.0, SCB will identify urban design and land use strategy plan elements that need to be re-evaluated. The urban design strategies will focus on providing multi-modal connectivity in the focus neighborhoods by leveraging new transportation opportunities, creating high quality walkable streets and supplying the necessary density and mix of uses to support a vibrant downtown.

Today's transportation investment policies to be successful require a balanced approach with land use and overall urban design. We will evaluate the existing context of neighborhood structure in conjunction with the new transportation infrastructure and circulation patterns. In core urban areas, we will create a district design from the perspective of the pedestrian as well from a perspective of transportation efficiency and level of service.

We will use our urban design expertise to develop place making concepts for land development adjacent or impacted by these transportation recommendations. In developing these concepts we will review existing conditions, proposed infrastructure improvements, appropriate land uses, potential footprints and building massing for consideration. Our goal is to create a compelling district vision that addresses critical issues such as vehicular, pedestrian and transit access; building form, entrance locations, façade characteristics, setbacks, heights, design guidelines and signage.

5.1 Future Land Use Plan

Our team will analyze the relevant existing land use data, previous plans, upcoming projects and downtown redevelopment goals for the three focus neighborhoods and then will synthesize our findings into an updated land use plan for the district that illustrates proposed land uses and densities. The proposed uses will be based closely on strategies presented in the Moline Centre, Floreciente and Edgewater Neighborhood



Plans as well as coordinated with the new transportation and market analysis strategies created as part of this planning process. Land uses will be mapped using GIS format for flexible future use by the City.

5.2 Updates to District Urban Design Strategies

Our team will create updates for the district planning strategies presented in the April 2014 plan as needed to address changes in transportation framework. Utilizing a strong conceptual approach with a high level of design expertise, the various development scenarios will be transformed into urban design strategies including recommendations for; infill buildings, transportation improvements, urban design concepts; roadway circulation and access with alternative transportation mobility strategies; approach towards sustainability; land assembly and parcelization strategies; proposed land uses and densities.

5.3 Waterfront Public Access, Recreation and Parks

Our team will review the issues associated with public access to the Mississippi Riverfront and explore concepts and strategies to take advantage of this incredible resource for recreational uses in combination with transportation, energy generation and other community and economic development goals that enhance the overall quality of life. Upland Design will bring their riverfront park, recreation and landscape design experience to assist in the creation of engaging spaces and innovative design that invite a sense of exploration, encourage recreation and promote fun for everyone in the community!

5.4 Redevelopment Illustrations / Renderings

Visualization of a project is extremely important for communicating the vision for planning projects especially when working in existing infill sites. Visualization graphics can be used to promote redevelopment projects for public funding or private development. SCB has in-house graphic capabilities and can produce high quality project renderings to support the recommendations and proposals of the plan. Renderings aid in bringing the plan to life and generate interest for its implementation.



5.3 Sustainability Strategies

Our project approach incorporates sustainable strategies that will be developed in concert with the priorities of the overall district plan. We offer sustainable solutions and policies that balance social, economic and physical goals and objectives. We will provide guidance and expertise to the City for decision making on the inclusion of sustainable strategies including LEED ND principles, New Urbanist strategies and Traditional Neighborhood Design solutions throughout the planning process. All recommendations in the Plan will consider sustainable principles and best practice strategies for environmentally responsible architecture and planning. We will coordinate with those initiatives currently in place from the City of Moline's community-wide sustainability initiatives. Integrating sustainable technologies and techniques in the Plan demonstrates a future-focused and holistic approach.

Deliverables: Urban Design, Land Use, Sustainability, Waterfront and Recreation Strategies, Recommendations, Illustrations and Renderings

6.0 FINAL PLAN AND APPROVAL

6.1 Draft Sub-Area Plan

At the completion of Tasks 1 through 5, the team will deliver a Draft Plan to the City of Moline for review. The Draft Plan will incorporate feedback received from the City, Advisory Team, stakeholders and community members during the public engagement process. The Plan will compile the transportation, market analysis, land use and urban design recommendations into a high quality document including text and supporting graphics to illustrate the plan recommendations to a wide audience. The final table of contents of the Draft Plan will be agreed upon during discussions with the client but at a minimum will include an introduction, overview of the planning process, a vision statement and goals, existing conditions analysis and key recommendations. A summary of the draft plan will be presented at a public presentation, and uploaded to the City's website for public review.

6.2 Implementation Strategy

Specific recommendations and actions will be developed to implement the plan and address the key issues. These will be organized into an action plan with priorities clearly identified and a schedule for implementation. Recommendations will be

prioritized for implementation into immediate, near and long-term timeframes. We will shape an implementation plan that identifies priorities for projects, actions, programs and strategies for the City. We will assist in the identification of specific steps to advance catalyst projects that will be key for establishing excitement and momentum for redevelopment and ensuring district vitality. A comprehensive implementation plan with a Performance Measurement Matrix will be developed that addresses a wide variety of programs and funding sources to include but not limited to:

- Identification of projects, funding sources, project advocates and roles and responsibilities.
- Partner agencies and funding opportunities
- Identify land acquisition, clearance or consolidation of parcels
- Roadway vacations or new alignments
- Investigations of infrastructure relocations or service requirements
- Key cost evaluations and any development proformas required
- Project incentives (TIF, Quad Cities Enterprise Zones, Tax Abatement, Gap Financing Programs, FTA, IDOT and ITEP Transportation Funding, Historic and Low Income Tax Credits, Façade Improvement Programs, CBDG for local capacity building, BID's and SSA's, IEPA programs, OSLAD, LWCF, PARC funds, DCEO Loan Program and Illinois State Funding)
- Potential development partners
- Identification of any historic resources
- Business recruitment goals
- Regulatory issues, zoning amendment and code revisions

Performance Measurement Matrix

After the completion of the sub-area plan, it is important to have a framework for the City to monitor progress in achieving the adopted goals and policies for each redevelopment zone. Evaluations will be accomplished by developing a Performance Measurement Matrix that will function to evaluate and monitor yearly implementation efforts. By monitoring changes in chosen Key Performance Indicators (KPI's), the City will get a clear understanding of the current status of implementation efforts, next steps and funding alternatives. A well-designed Performance Measurement Matrix can help the City Staff, Planning Commission, City Council and the public understand both progress and setbacks in achieving the Plan's objectives.



More importantly, the matrix can direct staff and decision makers towards revisions for more effective strategies and stakeholder accountability. A Performance Measurement Matrix measures progress, but also engages community members in a dialogue about the future, identifies areas that need attention and provides an avenue to alter community outcomes. A Key Performance Indicator (KPI) is a measurement that can be used as a reference or as a standard for comparison. The matrix should initially focus on Key Performance Indicators and expand over time. The program should include appropriate indicators from each of the main Plan topic areas and provide clear action items with accountable stakeholders.

6.3 Final Sub-Area Plan

After review and feedback of the Draft Plan the team will make revisions to the plan as required. We will complete up to two (2) rounds of revisions of the Draft Plan. These revisions will incorporate comments received during the public engagement process and the approval meetings. After incorporation of these comments, we will submit a Final Plan to the City of Moline for approval and adoption.

Deliverables: Implementation Plan with Performance Measurement Matrix, Draft and Final Sub-Area Plan

Updates to Elements of the City of Moline Comprehensive Plan

EXHIBIT D: CITY OF MOLINE

PLANNING & TRANSPORTATION COMP PLAN UPDATE

		2015																																																			
		MONTH 1				MONTH 2				MONTH 3				MONTH 4				MONTH 5				MONTH 6				MONTH 7				MONTH 8				MONTH 9				MONTH 10				MONTH 11											
		FEBRUARY				MARCH				APRIL				MAY				JUNE				JULY				AUGUST				SEPTEMBER				OCTOBER				NOVEMBER				DECEMBER											
Task	Task Description	WK 1	WK 2	WK 3	WK 4	WK 5	WK 6	WK 7	WK 8	WK 9	WK 10	WK 11	WK 12	WK 13	WK 14	WK 15	WK 16	WK 17	WK 18	WK 19	WK 20	WK 21	WK 22	WK 23	WK 24	WK 25	WK 26	WK 27	WK 28	WK 29	WK 30	WK 31	WK 32	WK 33	WK 34	WK 35	WK 36	WK 37	WK 38	WK 39	WK 40	WK 41	WK 42	WK 43	WK 44								
COMPREHENSIVE PLANNING TASKS																																																					
Task 1.0	Kick off Meeting / Project Start Up																																																				
Deliverables	<i>Key Planning Themes Memorandum, Public Engagement Plan, Meeting Minutes / Agendas; Plan Vision, Goals and Objectives Statement</i>																																																				
Task 2.0	Public Engagement (See Below)																																																				
Deliverables	<i>Public Meeting Materials, Online Survey, Project Website</i>																																																				
Task 3.0	Transportation Assessment and Recommendations																																																				
3.1	Review of Previous Plans and Studies																																																				
3.2	Existing Transportation Assessment																																																				
3.3	Downtown Circulation Study																																																				
3.4	Downtown Parking Assessment																																																				
3.5	Transportation Recommendations																																																				
Deliverables	<i>Transportation Assessment and Recommendations</i>																																																				
Task 4.0	Market Analysis																																																				
Deliverables	<i>Market Basement and Economic Development Strategies</i>																																																				
Task 5.0	Update to Land Use and Urban Design Strategies																																																				
5.1	Future Land Use Plan																																																				
5.2	Updates to District Urban Design Strategies																																																				
5.3	Landscape and Recreation Strategies																																																				
5.4	Redevelopment Illustrations																																																				
5.5	Sustainability Strategies																																																				
Deliverables	<i>Urban Design and Land Use Strategies and Recommendations</i>																																																				
Task 6.0	Plan Creation and Approval																																																				
6.1	Draft Sub Area Plan																																																				
6.2	Implementation Strategy																																																				
6.3	Final Sub Area Plan																																																				
Deliverables	<i>Draft and Final Sub-area Plan</i>																																																				
COMMUNITY AND STAKEHOLDER ENGAGEMENT																																																					
	Stakeholder Interviews / Focus Groups (up to 10)																																																				
	Intergovernmental / Agency Coordination Meeting																																																				
	Public Meetings (up to 5)																																																				
	Advisory Team Presentations (up to 3)																																																				
	Monthly Project Coordination Meetings																																																				
	Plan Approval Meeting / Public Hearing Presentation																																																				
Deliverables	<i>Public Meeting Materials, Online Survey, Project Website</i>																																																				

Revised 12.16.2014

LEGEND

- Coordination Meeting
- Task Duration
- Deliverable
- Kick-off Meeting
- Public Meeting
- Advisory Team Meeting

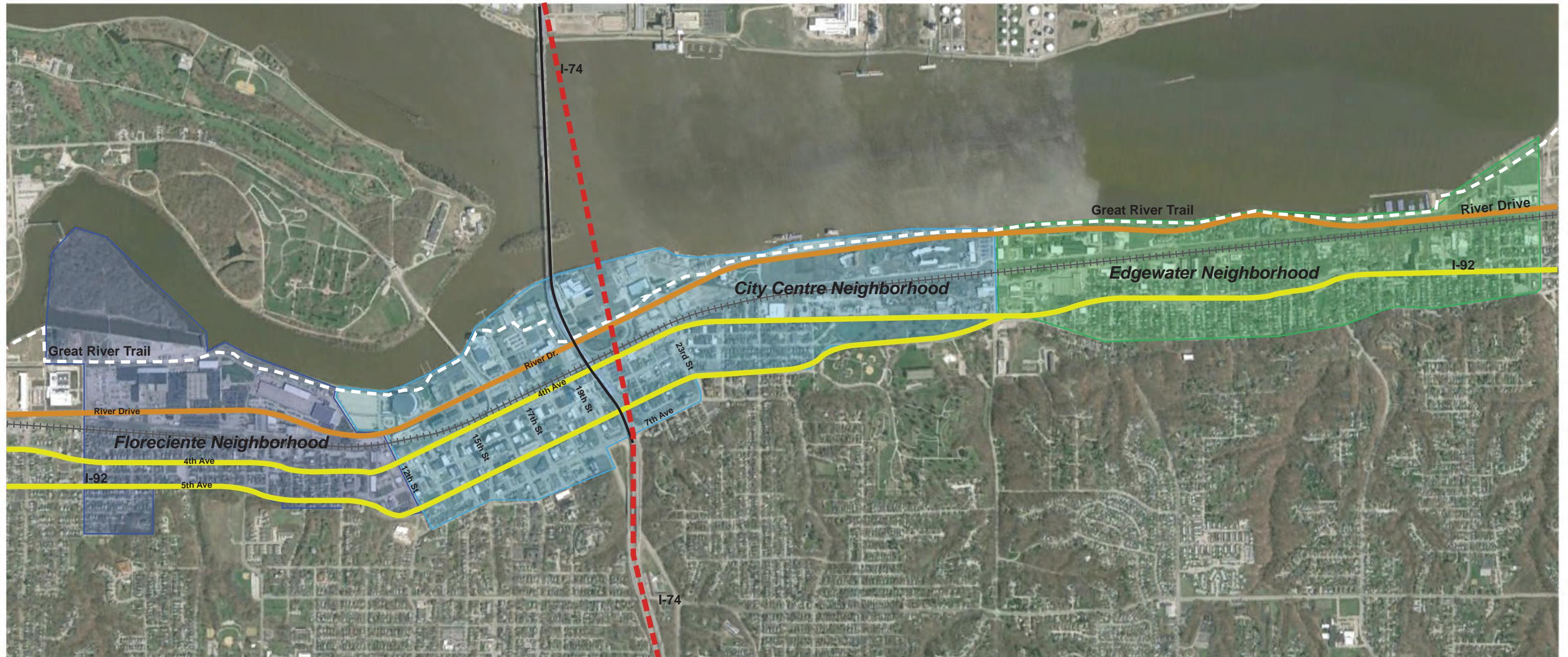


EXHIBIT C: PROJECT BOUNDARY MAP

Planning and Transportation Update to Moline Comprehensive Plan

EXHIBIT E

CITY OF MOLINE - PLANNING AND TRANSPORTATION COMPREHENSIVE PLAN UPDATE

TASK	WORK PLAN	Total Fees by Task
<i>STAFF HOURLY RATES</i>		
PHASE 1	Kick Off Meeting / Project Start Up	\$16,170
Task 1.1	Advisory Kick-Off Meeting	
Task 1.2	Monthly Project Coordination Meetings	
Task 1.3	Strategic Project Advisory Team Presentations (up to 3)	
Task 1.4	Identification of Key Project Issues, Themes, and Topics for the Plan	
	Deliverables <i>Key Planning Themes Memorandum Public Engagement Plan Meeting Minutes / Agendas Plan Vision, Goals, and Objectives Statement</i>	
PHASE 2	Public Engagement	\$27,188
Task 2.1	Project Website	
Task 2.2	Online Survey	
Task 2.3	Stakeholder Interviews / Focus Groups	
Task 2.4	Intergovernmental / Agency Coordination Meeting	
Task 2.5	Public Meetings	
	Deliverables <i>Public Meeting Materials Online Survey Project Website</i>	
PHASE 3	Transportation Assessment and Recommendations	\$77,222
Task 3.1	Review of Previous Plans and Studies	
Task 3.2	Existing transportation Assessment	
Task 3.3	Downtown Circulation Study	
Task 3.4	Downtown Parking Assessment	
Task 3.5	Transportation Recommendations	
	Deliverables <i>Transportation Assessment and Recommendations</i>	
PHASE 4	Market Analysis	\$14,900
Task 4.1		
	Deliverables <i>Market Assessment and Economic Development Strategies</i>	
PHASE 5	Update to Land Use and Urban Design Strategies	\$28,798
Task 5.1	Future Land Use Plan	
Task 5.2	Updates to District Urban Design Strategies	
Task 5.3	Landscape and Recreation Strategies	
Task 5.4	Redevelopment Illustrations	
Task 5.5	Sustainability Strategies	
	Deliverables <i>Urban Design and Land Use Strategies and Recommendations</i>	
PHASE 6	Plan Creation and Approval	\$19,020
Task 6.1	Draft Sub Area Plan	
Task 6.2	Implementation Strategy	
Task 6.3	Final Sub Area Plan	
	Deliverables <i>Draft and Final Sub-area Plan</i>	
		TOTAL PROJECT COST
		\$183,297
		\$12,100
		<i>Reimbursables</i>
Total Project Costs with Reimbursables		\$195,397

EXHIBIT F: HOURLY RATES

Planning and Transportation Update to Moline Comprehensive Plan

Solomon Cordwell Buenz (SCB)

2015 Hourly Rates

Principal / Director of Planning	\$250.00
Planner II Associate	\$125.00
Planner / Technical III	\$100.00
Planner / Technical II	\$ 95.00
Planner / Technical I	\$ 90.00
Student Intern	\$ 55.00
IT Specialist	\$170.00
Administrative Assistant	\$ 85.00

Sam Schwartz Engineers (SSE)

2015 Hourly Rates

Principal / Transportation Director	\$178.00
Director Active Transportation	\$153.00
Project Manager / Director Transit	\$141.00
Staff Planner	\$ 80.00

Valerie S. Kretchmer Associates, Inc. (VSKA)

2015 Hourly Rates

Principal in Charge	\$265.00
Senior Planner	\$140.00
Planner	\$100.00

Upland Design Ltd. (UD)

2015 Hourly Rates

Principal in Charge	\$134.00
Landscape Designer	\$108.00

Note: Hourly rates shown are valid for 2015 and are subject to increases at December 31st of each calendar year.

MEMORANDUM

To: Lew Steinbrecher, City Administrator

From: Kathleen A. Carr, Finance Director

Subject: Recommended Fees for EMS Related Services

Date: March 6, 2015

Per City Council direction given on February 10, 2015, City staff met to formulate recommendations on certain EMS related fees specified and prescribed by the City Council, to address the potential shortfall in ambulance revenues in 2015. Staff from the Fire, Law, and Finance Departments along the City Administrator, were involved in the discussions and information gathering resulting in the following recommendations.

1. **SUPPLIES**

We recommend implementing a \$20.00 flat fee for all ambulance rides requiring the restocking of supplies used.

ESTIMATED ANNUAL REVENUE: \$20,000.00.

2. **NON-RESIDENT AMBULANCE FEE**

We recommend an additional fee of \$250.00 for all non-resident ambulance service fees. It is estimated that 25% of billable ambulance runs are for non-residents and that 39% have private insurance.

ESTIMATED ANNUAL REVENUE: \$83,750.00.

3. **CITIZEN ASSIST FEE**

In 2014, there were 323 Citizen Assist calls. Approximately 25 of these were to health care facilities. We recommend a new fee of \$100 for residential assists and a new fee of \$150 for health care facility assists. This service is not covered by insurance and will be billed directly to the person/facility using the service.

ESTIMATED ANNUAL REVENUE: \$13,085.00



4. NON-RESIDENT MOTOR VEHICLE ACCIDENTS

In 2014, there were 1,730 traffic accidents reported with approximately 1,211 involving drivers who were not Moline residents. If a fire engine, ambulance and police squad responses, we recommend a new fee to be billed for a one hour minimum at the average cost per vehicle and related personnel as follows:

Ambulance \$127.00 per hour

Squad Car \$66.00 per hour

Fire Engine \$262.00 per hour

ESTIMATED ANNUAL REVENUE: \$194,967.00

GRAND TOTAL \$ 311,802

SUMMARY:

2015 Ambulance Revenue Budgeted	\$1,545,000
Current 2015 projected actual	<u>\$1,414,622</u>
Estimated 2015 Shortfall	\$ 130,378

