

Regular Joint Information Meeting
TOWN COUNCIL & COUNTY COMMISSION

November 6, 2023

1:30 PM

Commission Chambers

Chair: Luther Propst

NOTICE: THE VIDEO AND AUDIO FOR THIS MEETING ARE STREAMED TO THE PUBLIC VIA THE INTERNET AND MOBILE DEVICES WITH VIEWS THAT ENCOMPASS ALL AREAS, PARTICIPANTS AND AUDIENCE MEMBERS. **PLEASE SILENCE ALL ELECTRONIC DEVICES DURING THE MEETING**

I. ZOOM LINK FOR PUBLIC PARTICIPATION

To join, click the link or copy to your browser: <https://us02web.zoom.us/j/84693519207>

If the link does not work, join at zoom.com with Webinar ID **846 9351 9207**

or join by phone **+1 669 900 6833** with Webinar ID **846 9351 9207**

II. CALL TO ORDER, ROLL CALL, AND ANNOUNCEMENTS

III. PUBLIC COMMENT

This section is reserved for comments on items that are not otherwise included in this agenda. Public comment is limited to 3 minutes. As a general practice, the Electeds will not hold discussion or debate these comments. Nor will they make any decisions presented during this time, but rather refer to staff for follow-up. If you would like to communicate with the Electeds during the meeting, please address them during this open public comment, when public comment is called for on a specific agenda item or send an email to council@jacksonwy.gov and commissioners@tetoncountyywy.gov.

IV. CONSENT CALENDAR

A. Meeting Minutes

1. October 2, 2023 Joint Information Meeting

B. Safe Streets and Roads for All (SS4A) Contract (Brian Schilling)

C. START Budget Amendment for Housing (Roxanne Robinson)

V. HUMAN SERVICE AGENCY UPDATES (1:30pm-2:15pm)

VI. DISCUSSION/ACTION ITEMS

A. BUILD Grant Update (Heather Overholser, 30 mins)

B. RFP for Affordable Workforce Housing Development at 90 Virginian Lane (April Norton, 120 mins)

VII. MATTERS FROM COUNCIL, COMMISSIONERS AND STAFF

VIII. PROPOSED ITEMS FOR FUTURE JOINT INFORMATION MEETINGS

12/23 - Regional Transportation Task Force Update

IX. ADJOURN

Please note that at any point during the meeting, the Chair or Mayor may change the order of items listed on this agenda. In order to ensure that you are present at the time your item of interest is discussed, please join the meeting at the beginning to hear any changes to the schedule or agenda.

**JOINT INFORMATION PROCEEDINGS
TOWN COUNCIL AND BOARD OF COUNTY COMMISSIONERS MEETING**

OCTOBER 2, 2023

JACKSON, WYOMING

The Jackson Town Council met in conjunction with the Teton County Commission in a joint information meeting (JIM) located in the County Commissioner's Chambers located at 200 S. Willow St. at 1:34 P.M.

I. ROLL CALL. Upon roll call the following were present:

COUNTY COMMISSIONERS: Luther Propst, Chair, Natalia Macker, Vice-Chair, Greg Epstein, and Mark Newcomb. Wes Gardner joined the meeting via Zoom at 2:30 P.M., and Chairwoman Macker left the meeting at 1:50 P.M. then rejoined the meeting at 2:42 P.M.

TOWN COUNCIL: Mayor Hailey Morton Levinson, Vice-Mayor Arne Jorgensen, Jim Rooks, Jonathan Schechter and Jessica Sell Chambers.

STAFF: Lea Colasuonno, Bruce Abel, Paul Anthony, Tyler Sinclair, Charlotte Frei, Keith Gingery, April Norton, and Chalice Weichman. Staff present via Zoom: Steve Ashworth, Floren Poliseo, and Cristi Byers.

II. PUBLIC COMMENT. None.

III. CONSENT CALENDAR.

A. Meeting Minutes. To approve the meeting minutes for the September 11, 2023 meetings as presented.

On behalf of the County, a motion was made by Commissioner Epstein and seconded by Commissioner Macker to approve the consent calendar for today's joint information meeting that includes the minutes for the September 11, 2023 JIM meeting. Chair Propst called for a vote. The vote showed all in favor and the motion carried for the County.

On behalf of the Town, a motion was made by Councilmember Rooks and seconded by Councilmember Sell Chambers to approve the consent calendar for today's joint information meeting that includes the minutes for the minutes for the September 11, 2023 JIM meeting. Mayor Morton Levinson called for a vote. The vote showed all in favor and the motion carried for the Town.

IV. MATTERS FOR DISCUSSION

A. Cow Pasture Ballfields Relocation

Steve Ashworth, Director of Parks & Recreation, (via Zoom) presented to the Boards a status update to Teton County School Districts change of use for Cow Pasture 1 and 2, and current planning strategies for future facility replacements.

Public comment was given by Orion Hatch, and Ross MacIntyre.

Vice-Chair Macker left the meeting at 1:50 P.M.

Additional public comment was given by Renee Seidler, and via zoom, public comment was given by Kevin Krasnow.

Due to technical difficulties, the Town and County decided to continue this item to a date uncertain, when public comment will also be taken.

B. START Budget Amendment - Airport Shuttle

Bruce Abel, Transit Director, presented to the Council and Commission for consideration of approval a request to of:

- i. The proposed service/operations plan for a pilot program for shuttle bus service between the Town of Jackson and the Jackson Hole Airport ("JAC Airport")
- ii. The proposed fare structure for the proposed Airport shuttle service pilot

- iii. The proposed amendment to the approved FY 24 START Budget in order to increase the budgeted expenses and projected revenues associated with the performance of the proposed Airport shuttle service pilot.

Commissioner Gardner joined the meeting via Zoom at 2:30 P.M.

Charlotte Frei, Regional Transportation Planning Administrator, and Jim Elwood, Airport Director, answered questions from the Boards.

Public comment was given by Margie Lynch.

Commissioner Macker rejoined the meeting at: 2:42 P.M.

On behalf of the County, a motion was made by Commissioner Macker and seconded by Commissioner Epstein to approve: 1) the proposed service/operations plan for a pilot program for shuttle bus service between the Town of Jackson and the Jackson Hole Airport as presented in Attachment 1 to this staff report; and 2) the proposed fare structure for the Airport shuttle service pilot as presented in Attachment 1 to this staff report; and 3) the proposed amendment to the approved FY 24 START Budget to increase both expenses and revenues by \$107,808. Chair Propst called for a vote. The vote showed all in favor and the motion carried 5-0 for the County.

On behalf of the Town, a motion was made by Councilmember Chambers and seconded by Councilmember Rooks to approve: 1) the proposed service/operations plan for a pilot program for shuttle bus service between the Town of Jackson and the Jackson Hole Airport as presented in Attachment 1 to this staff report; and 2) the proposed fare structure for the Airport shuttle service pilot as presented in Attachment 1 to this staff report; and 3) the proposed amendment to the approved FY 24 START Budget to increase both expenses and revenues by \$107,808. Mayor Morton Levinson called for a vote. The vote showed all in favor and the motion carried.

The meeting recessed at 2:53 P.M. and reconvened at 3:00 P.M.

C. RFP for Affordable workforce Housing Development at 90 Virginian Lane

April Norton, Housing Director, presented to the Council and Commission for consideration of approval the second draft of the Request for Proposals for Affordable Workforce Housing Development at 90 Virginian Lane ("RFP"). This is the third meeting the Council and Board have held to discuss the future RFP for this site.

On August 7, 2023, the Council and Commissioners provided staff with direction on 10 of 11 key questions presented. Since that time, staff have worked to draft an RFP for future affordable workforce housing development at the site and today seek feedback and direction from Board and Council on the draft and the remaining policy questions related to the development.

Public comment was given by Margie Lynch, and Laura Bonich.

Paul Anthony, Town Planning Director, answered questions from the Boards.

The Town and County made an informal vote on which of the following three sustainability measures to require:

1. Mandating certification through LEEDs
2. Requiring something comparable to LEEDs from the Applicant
3. Keep what is drafted in the RFP – not require certification

The Boards then discussed square footage, deed restriction vs market units, and partnerships.

Councilmember Chambers left the meeting at 5:00 P.M.

On behalf of the County, a motion was made by Commissioner Epstein and seconded by Commissioner Macker to direct staff to revise the Request for Proposals consistent with the direction provided in this meeting and to release it via Public Purchase in accordance with the schedule as presented. Chair Propst called for a vote. The vote showed 2 in favor

and the motion failed for the County with Commissioners Propst, Gardner, and Newcomb opposed.

On behalf of the County, a motion was made by Commissioner Gardner and seconded by Commissioner Newcomb to discuss at a later time. Chair Propst called for a vote. The vote showed four in favor and the motion carried 4-1 for the County with Commissioner Epstein opposed due to the lack of a date.

On behalf of the Town, a motion was made by Councilmember Jorgensen and seconded by Councilmember Rooks to hold a special Joint meeting to discuss at a later time. Mayor Morton Levinson called for a vote. The vote showed three in favor and the motion carried 3-1 with Councilmember Schechter opposed, and Councilmember Chambers absent. Mayor Morton Levinson called for a vote. The vote showed all in favor and the motion carried.

Adjourn. On behalf of the County, a motion was made by Commissioner Newcomb and seconded by Commissioner Epstein to adjourn. Chair Propst called for a vote. The vote showed all in favor and the motion carried 5-0 for the County.

On behalf of the Town, a motion was made by Councilmember Rooks and seconded by Councilmember Jorgensen to adjourn. Mayor Morton Levinson called for a vote. The vote showed all in favor and the motion carried for the Town.

The meeting adjourned at 5:07 P.M.

TETON COUNTY BOARD OF COUNTY COMMISSIONERS

Luther Propst, Chair

ATTEST:

Maureen E. Murphy, County Clerk

TOWN OF JACKSON

Hailey Morton Levinson, Mayor

ATTEST:

Town Clerk



BOARD OF COUNTY
COMMISSIONERS



TOWN
COUNCIL

JOINT INFORMATION MEETING

AGENDA DOCUMENTATION

SUBMITTING DEPARTMENT(S): Pathways and Regional Transportation Planning

PRESENTER(S): Brian Schilling and Charlotte Frei

MEETING DATE: November 6, 2023

SUBJECT: Notice of Award and Contract Approval for the Jackson/Teton County Safe Streets for All Comprehensive Safety Action Plan Professional Services Contract

STATEMENT/PURPOSE

To consider a Notice of Award and Professional Services Contract with Alta Planning and Design to prepare the Town of Jackson/Teton County Safe Streets for All Comprehensive Safety Action Plan and associated materials.

BACKGROUND/ALTERNATIVES

In January 2023, Teton County, with the Town of Jackson as a supporting partner, was awarded \$600,000 from the Federal Highway Administration (FHWA) through the Safe Streets and Roads for All (SS4A) funding program to prepare a Comprehensive Safety Action Plan (CSAP). The CSAP will identify a comprehensive set of projects and strategies to improve the safety of the community's transportation network, serve as an update to the 2007 Pathways Master Plan, and enable the Town and County to be eligible to apply for Implementation (Capital) grant funds through the SS4A program. The grant agreement was approved and signed by the Teton County Board of County Commissioners in August 2023.

In July 2023, staff (specifically the Regional Transportation Planning Administrator and the Pathways Coordinator) prepared the attached Request for Proposals (RFP) seeking a consultant to prepare the CSAP and associated materials. The RFP specifies the following tasks and deliverables:

- Phase I – Kick-off Phase
 - Staff and consultant coordination to prepare three internal working documents: Project Management Plan, Performance Measurement Plan, and Public Engagement/Stakeholder Plan.
 - Review of existing plans, Land Development Regulations, engineering standards, laws, policies, and data relevant to the CSAP and other project goals and deliverables.
 - Deliverables: Project Management Plan, Performance Measurement Plan, and Public Engagement/Stakeholder Plan.
- Phase II – Visioning Phase
 - Initiation of stakeholder/public engagement.
 - Establish project vision and goals.
 - Network and destination mapping for the Town of Jackson Mobility Overlay (the update to the Community Streets Plan).
 - Deliverables: Draft Mobility Overlay network map, Visioning and Goals memo.
- Phase III – Action Plan Development Phase
 - Safety analysis of existing transportation/mobility networks.
 - Development of policies and projects to address transportation network safety concerns.
 - Development of the Transportation Engineering Design Standards (TEDS) manual details and cross sections. Refinement of network mapping and policy recommendations from Phase II. ADA facilities evaluation.
 - Public review of draft materials.

- Deliverables: ADA facilities memo, draft Action Plan, draft TEDS Manual, draft Town Mobility Overlay.
- Phase IV – Action Plan Adoption Phase
 - Public review of final drafts of the Action Plan, TEDS Manual, and Mobility Overlay.
 - Adoption of the final documents by the Town Council and County Commission.

The RFP was published on July 28, 2023. Consultant teams led by Alta Planning + Design and Kimley-Horn submitted proposals by the due date of September 8, 2023. Following Town, County, and Federal procedures for qualifications-based consultant selection processes, a selection committee consisting of Brian Schilling (Pathways Coordinator), Charlotte Frei (Regional Transportation Planning Administrator), Floren Poliseo (TOJ Public Works Director), Susan Scarlata (TOJ Community Engagement Specialist), and Cristi Byers (Teton County Public Engagement Specialist) reviewed and scored the proposals. Interviews with the applicant teams were conducted on September 27 and 28. On September 29, the selection committee reached unanimous agreement to recommend the contract award to the Alta Planning + Design team.

Staff has worked with the Alta team to refine the final project scope, schedule, and cost proposal. The most significant change to the scope of services was the elimination of the ADA Facilities Evaluation (Task 3.2B) and memo. This item is not one of the required components of SS4A Safety Action Plans and including it in the final scope of services would have caused the proposed contract cost to exceed the available project funding. Additionally, staff and the consultant adjusted the overall project schedule and work plan to enable reduced costs and a shorter timeline. The revised timeline will allow the Town and County to adopt the Safety Action Plan in time to apply for implantation grants in the 2025 federal grant cycle.

COMPREHENSIVE PLAN ALIGNMENT

Many of the goals, strategies, and policies from the Jackson/Teton County Comprehensive Plan transportation section (Chapter 7) are reflected in the Safe Streets and Roads for All program. The SS4A program is almost tailor-made to support the Town and County’s transportation goals.

The following Comprehensive Plan principles and strategies are all specifically discussed in the SS4A program documentation or are identified as required components in a Safety Action Plan:

- Principle 7.1 - Meet future transportation demand with walk, bike, carpool, transit, and micromobility infrastructure.
- Policy 7.1.b: Create a transportation network based on “complete streets” and “context sensitive” solutions.
- Principle 7.3—Coordinate transportation planning regionally.
- Strategy 7.1.S.2: Consider adopting “complete streets” and/or “context-sensitive” policies and updated road design standards for all roadways. (Safety Action Plan required component).
- Strategy 7.1.S.4 Develop a local Transportation Improvement Program (TIP) for highways, streets (including pedestrian facilities), transit, and pathways. (Safety Action Plan required component).
- Strategy 7.2.S.1: Continue to fund the local match for federal transportation grants and the administration of alternative mode travel programs through the General Fund so additional money can be dedicated to infrastructure.
- Strategy 7.2.S.5: Consider specific provisions for current planning review to require walk, bike, carpool, and transit components in new development. (Safety Action Plan required component).
- Policy 10.1.c: Plan based on community engagement. (Safety Action Plan required component).

STAKEHOLDER ANALYSIS

Stakeholders that have been preliminarily identified as key to the Safety Action Plan development and adoption process include: the public, Town and County staff, transportation safety advocates, WYDOT, selected stakeholder groups and individuals, and elected officials. One of the first steps identified in the CSAP project will be to develop a Public Engagement/Stakeholder Plan. The Town and County Community/Public Engagement Specialists will lead the public engagement team and coordinate with the consultant to develop the Engagement

Plan. A key goal of the Safe Streets for All program is to engage historically marginalized communities in the planning and project prioritization process, and this will be a focus of the public engagement team.

FISCAL IMPACT

The proposed contract price of \$519,817.50 is entirely covered by the SS4A grant award of \$600,000. The grant requires a 20% local match of \$120,000, which is being funded by a donation from the Garaman Family Foundation, so there will be zero direct fiscal cost to the Town of Jackson or Teton County. Per the grant agreement with the Federal Highway Administration, the balance of \$80,182.50 (\$600,000 less the contract price of \$519,817.50) will be available for other project costs including direct labor (staff time), supplies, indirect costs, possible cost overruns, and miscellaneous items. Teton County has allocated \$600,000 in the FY24 budget for this project.

STAFF IMPACT

Prior Impacts

Prior impacts to Pathways staff and the Regional Transportation Planning Administrator (RTPA) related to the SS4A project and grant include preparation of the grant application (approximately 16 hours of staff time with the assistance of Sustainable Strategies), development and execution of the grant agreement (approximately 15 hours), preparation and posting of the CSAP Request for Proposals (approximately 25 hours), and general grant administration (approximately 5 hours). Proposal review and consultant selection required approximately 12 hours each for the Pathways Coordinator and RTPA, and 8 hours each for the Town Public Works Director and the Town and County Public Engagement Specialists. Contract negotiation and review required 4 hours each for the Pathways Coordinator and RTPA. Legal review of the consultant contract required 1 hour for the Deputy County Attorney.

Future Impacts

The CSAP development will be one of the primary areas of focus for the Pathways Coordinator and the RTPA over the next 18 months and is expected to require a significant amount of staff time and will also impact staff from other Town and County departments. The Pathways Coordinator will be the CSAP Project Lead and will be most impacted (at a rough estimate of 200 hours over the course of the next 18 months). The RTPA would also commit a significant amount of time to the planning process, estimated at approximately 75% that of the Pathways Coordinator. The Town and County Public/Community Engagement Specialists will be extensively engaged in developing and implementing the public engagement plan and will spend an estimated 75 hours on the project. Staff from Town and County Public Works and Planning will participate in the planning and public outreach process to a lesser degree.

The lead applicant (Teton County) is required to provide quarterly reports on program performance and financial status and must submit periodic reimbursement requests to the funding agency. This is the same as for most federal grants and will impact Finance Department staff and the Grant Project Lead (Pathways Coordinator). This is likely to require 5-10 hours each quarter for the duration of the Grant.

LEGAL REVIEW

Gingery

ATTACHMENTS

1. Contract, Scope of Services, and Cost Proposal
2. Request for Proposals

RECOMMENDATION

Staff recommends approval of the notice of award and the contract with Alta Planning and Design.

SUGGESTED MOTION

BCC: I move to issue a Notice of Award to Alta Planning and Design for the Jackson/Teton County Safe Streets for All Comprehensive Safety Action Plan and Associated Materials project, and to approve a contract in an amount not to exceed \$519,817.50.

Town Council: None

PROFESSIONAL SERVICES AGREEMENT

Jackson/Teton County Safe Streets for All Comprehensive Safety Action Plan and Associate Materials

PREAMBLE

This Agreement, effective as of **November 06, 2023**, is by and between **Alta Planning + Design, Inc.**, hereinafter called "**CONSULTANT**", and **Teton County**, hereinafter called "**CLIENT**".

The CLIENT has need for the services of a professional firm with the particular training, ability, knowledge, and experience possessed by the CONSULTANT; therefore, subject to the terms and conditions set forth below, the parties hereto mutually covenant and agree as follows:

1. SCOPE OF AGREEMENT

The CONSULTANT shall perform its duties and obligations under this Agreement ("**Services**") as outlined in the Agreement documents, consisting of the terms and conditions set forth herein, the attached Exhibits, and any Work Order(s) and/or amendments referencing this Agreement as may be executed by written agreement of the parties. In the event of any conflict between the Agreement documents, the relevant Work Order(s) and Exhibits attached thereto shall supersede. If CLIENT is bound to a Prime Agreement with a project OWNER in connection with any Services authorized hereunder, CONSULTANT shall be bound to the applicable portions thereof that prescribe CONSULTANT's obligations to CLIENT and OWNER.

This Agreement represents the entire understanding between the parties and shall supersede any prior representation or Agreement, written or oral. The parties hereby acknowledge and represent that they have not relied on any representation, assertion, guarantee, warranty, collateral contract or other assurance, except those set out in this Agreement, made by or on behalf of any other party or any other person or entity whatsoever, prior to the execution of this Agreement.

2. PAYMENT

Amount of Payment: CONSULTANT shall be compensated for all goods, materials, expenses, and services as set forth in all attached Work Order(s) and Exhibits. Any hourly rates listed are applicable to the current calendar year and may be updated annually.

Invoicing and Manner of Payment: The invoices shall describe the Services performed, as detailed in any attached Work Order(s) and/or Exhibits. CONSULTANT shall send invoices to CLIENT's Technical Representative, as identified in any relevant Work Order or Exhibit. CLIENT shall render payment upon any acceptable invoice within 15 days following receipt from CONSULTANT.

Teton County Pathways Coordinator (Brian Schilling) is designated as the CLIENT's Technical Representative.

3. STANDARD OF CARE

In providing services under this Agreement, the Consultant will endeavor to perform in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances in the same locale. Consultant shall not be held responsible for any defects or delays caused by events outside of Consultant's reasonable control. CLIENT acknowledges CONSULTANT has no obligation to commence work for the project(s) under this Agreement until this Agreement and any relevant Work Order(s) are fully executed and effective. CONSULTANT's completion shall not extinguish or prejudice CLIENT's right to enforce this Agreement with respect to any default or defect in CONSULTANT performance.

4. TERMINATION

A. **Parties' Right to Terminate for Convenience:** This Agreement may be terminated at any time by

mutual written consent of the parties.

- B. *CLIENT's Right to Terminate for Convenience:*** CLIENT may terminate this Agreement for any reason after 10 days' prior written notice to CONSULTANT.
- C. *CONSULTANT's Right to Terminate for Cause:*** CONSULTANT may terminate this Agreement after 10 days' prior written notice to CLIENT if CLIENT breaches this Agreement or fails to pay CONSULTANT pursuant to the terms of this Agreement and CLIENT fails to cure within 10 business days after receipt of CONSULTANT's notice, or such longer period of cure as CONSULTANT may specify in such notice.
- D. *Remedies:*** In the event of termination, CONSULTANT shall be entitled to full payment from CLIENT for Work completed through the date of termination. CLIENT shall have any remedy available to it in law or equity.

CONSULTANT's Tender Upon Termination: Upon receiving or issuing a notice of termination of this Agreement, CONSULTANT shall immediately cease all activities under this Agreement, unless otherwise agreed by the parties.

5. INSURANCE

The CONSULTANT shall obtain prior to the commencement of the Agreement, and shall maintain in full force and effect for the term of this Agreement, at the CONSULTANT 's expense, a commercial general liability policy and automobile liability insurance policy for the protection of the CONSULTANT, its officers, agents, and employees and the CLIENT. If the insurance policy is issued on a "claims made" basis, then the CONSULTANT shall continue to obtain and maintain coverage for not less than three years following the completion of the Agreement. The policy shall be issued by a company authorized to do business in the project area, protecting the CONSULTANT against liability for personal and bodily injury, contractual liability, death and property damage, and any other applicable losses or damages with limits not less than

(a) \$1,000,000 per occurrence and \$2,000,000 in the aggregate for commercial general liability insurance policies, and

(b) \$1,000,000 per occurrence, combined single-limit or \$1,000,000 bodily injury and \$1,000,000 property damage for automobile liability insurance policies.

The insurance company shall provide the CLIENT with a certificate of insurance and an endorsement thereto naming the CLIENT as an additional primary insured. The certificate of insurance shall ensure if any of the above described policies be cancelled before the expiration date thereof, notice will be delivered in accordance with the policy provisions.

6. PROFESSIONAL LIABILITY INSURANCE

The CONSULTANT shall provide the CLIENT evidence of professional liability coverage in an amount not less than \$1,000,000 per claim. The CONSULTANT shall keep in force the professional liability policy for at least one year after the expiration of the Agreement with the CLIENT.

7. INDEMNIFICATION

CLIENT and CONSULTANT each agree to indemnify and hold the other harmless, and their respective officers, employees, agents, and representatives, from and against liability for all claims, losses, damages, and expenses, including reasonable attorneys' fees, to the extent such claims, losses, damages, or expenses are caused by the indemnifying party's negligent acts, errors, or omissions. In the event claims, losses, damages, or expenses are caused by the joint or concurrent negligence of CLIENT and CONSULTANT, they shall be borne by each party in proportion to its negligence.

8. PUBLICATION RIGHTS/RIGHTS IN DATA

The final reports or products and all material contained in the reports (graphics, photos, etc.) shall remain the property of the CONSULTANT. Delivery of materials produced as a direct result of the specific Services performed under this Agreement shall constitute for CLIENT a perpetual, royalty-free license to use said materials for the purpose for which they were intended. Any unauthorized transfer, reproduction or re-use of products delivered by CONSULTANT in connection with Services performed under this Agreement shall be at CLIENT's sole risk. The CONSULTANT accepts no responsibility for the use of the product beyond the intended purpose of this Agreement.

All original written material and other documentation, including background data, documentation, and staff work that is preliminary to final reports, originated and prepared for the project pursuant to this Agreement, shall become exclusively the property of the CONSULTANT.

The ideas, concepts, know-how or techniques relating to data processing developed during the course of this Agreement by the CONSULTANT or CLIENT personnel, or jointly by the CONSULTANT and CLIENT personnel, can be used by either party in any way it may deem appropriate at their sole risk.

Material already in the CONSULTANT's possession, independently developed by the CONSULTANT outside the scope of this Agreement or rightfully obtained by the CONSULTANT from third parties, shall belong to the CONSULTANT.

9. CHANGES

This Agreement may be amended only by written instrument signed by both the CONSULTANT and the CLIENT.

10. LEGAL VENUE

The terms of this Agreement shall be interpreted and governed according to the laws of the state in which the majority of the project work is performed.

11. DISPUTES

Prior to filing any claims related to this Agreement in the court of law, the parties shall endeavor in good faith to resolve disputes arising in connection to this agreement by a panel consisting of authorized representatives with the authority to execute agreements between the parties.

12. EXHIBITS

- Exhibit A - Scope of Services dated October 19, 2023 (15 pages)
- Exhibit B - Cost Proposal and Work Hours (1 page)

IN WITNESS WHEREOF, the parties hereto have caused these presents to be executed by their proper officials, thereunto duly authorized as of the dates below indicated.

EXECUTED by Alta Planning + Design, Inc. this _____ day of _____, 2023.

Alta Planning + Design, Inc.

By: _____

Name:

Title: _____, as duly authorized

Business Address:

711 SE Grand Avenue

Portland, OR 97214

503-230-9862 phone

Employer ID #: 68-0465555

EXECUTED by Teton County this _____ day of _____, 2023.

Teton County Board of County Commissioners

Luther Propst, Chair

(Seal)

Attest:

Maureen E. Murphy, Teton County Clerk

Teton County

P.O. Box 3594

Jackson, WY 83001

307-733-8094

Scope of Services

Phase 1: Kick-off Phase

Task 1.1: Project Management

There will be continuous coordination between Alta's Project Manager and Teton County staff through email, phone, and in person communications to keep the project team up to date. In addition, CONSULTANT will conduct bi-weekly calls to discuss schedule, budget, and next steps. CONSULTANT will use the following communication and reporting approach:

- **Project Kickoff Meeting.** Alta will facilitate a virtual project kickoff meeting that will include:
 - Introductions
 - Review of project schedule to identify key tasks, milestones, critical path items, deliverables, and due dates
 - Review of data request and exchange
 - Discussion of project goals and stakeholder engagement
- **Ongoing Project Coordination Meetings.** Alta will host bi-weekly virtual coordination meetings (up to 36 meetings) to keep the project moving forward on schedule and within budget. Alta will provide agendas and summaries accompanying each meeting, and will also itemize follow-up tasks and the responsible party for each in a "Status of Open Items" format.
- **Monthly Progress Reports.** Alta will produce monthly progress reports that summarize completed tasks and progress on active tasks.
- **Project Management Plan and Schedule Tracker.** Alta will develop a detailed project management plan and schedule to maintain transparency on project progress, stakeholder coordination, public participation plan, communication processes, and lessons learned.

Task 1.2: Performance Measurement Plan

Establishing a formal Performance Measurement Plan will provide all parties with a transparent set of metrics that can document progress on both the Action Plan and Implementation Grant phases of the Teton County SS4A effort.

CONSULTANT will develop a Performance Measurement Plan in close coordination with Teton County staff that includes the following:

- **Intuitive, easy-to-update performance measures:**
 - **Core performance measures** that reflect required elements of the USDOT Grant Agreement: Equity, Costs, and Lessons Learned/Recommendations.
 - **Supplemental performance measures** that assist Teton County in measuring progress on project goals that emerge during the Comprehensive Safety Action Plan and the Updated Community Streets Plan, which could include measures such as: crash reductions, connectivity improvements, ADA facility gaps addressed, and trip reductions (for TDM goals).
- **Eligibility audits** using the SS4A Self-Certification Eligibility Worksheet to check that the project is addressing SS4A funding requirements.

- **Clear reporting guidance** that outlines (at minimum) the steps, requirements, and timelines for:
 - Periodic progress reports on performance measures to the public and stakeholders
 - Results identification and reporting
 - Approach evaluations
 - An update of the Comprehensive Safety Action Plan every five (5) years

Task 1.3: Stakeholder and Public Engagement

Public Engagement Plan

CONSULTANT will work with Client to develop and outline a detailed Public Engagement Plan (PEP) to serve as the blueprint for public and stakeholder participation. The PEP will set appropriate engagement levels and goals, identify strategies and activities to align with technical work, outline our community promise for how we intend to use public input, clarify staff and consultant responsibilities, and develop a detailed timeline. CONSULTANT will develop a draft PEP in collaboration Client staff, and then seek reviews from additional key stakeholders.

Engagement milestones will include:

- **Visioning Phase- *Listen and Learn***
 - CONSULTANT will cast a wide net to hear stories and input from as many community members about their mobility needs and safety experiences to inform the project vision and goals.
- **Safe Streets for All Action Plan Development Phase- *Reflect and Dive In***
 - CONSULTANT will reflect on how we incorporated input from the community from the Visioning Phase and provide opportunities to weigh in on the updated active transportation network, high crash locations, crash profiles, and proposed updated policies and safety projects. This will include more in-depth context about the planning process, research/evaluation themes, and recommendations/alternatives.
- **Action Plan Adoption Phase- *Refine***
 - CONSULTANT will share the complete draft plan and recommendation summaries with the public and make changes based on trends in public input.

CONSULTANT will prepare one draft Public Engagement Plan for review. One set of consolidated comments will be provided that will inform development of final Public Engagement Plan. CONSULTANT will adhere to the PEP as closely as possible throughout the project, but we also recognize the value of adjusting engagement approaches throughout the planning process to adapt to changing circumstances. CONSULTANT will update the PEP two times during the project to adjust our approach and activities as we learn and adapt.

Key Stakeholder Engagement

A stakeholder advisory committee will be created to help guide the process. Potential Stakeholder Committee representatives and key organizations for inclusion include, but are not limited to:

Agency Partners

- WYDOT
- Teton Valley Trails and Pathways

- National Forest Service
- National Park Service
- START Bus
- Sheriff's Department
- Teton Conservation District
- Teton County Scenic Preserve Trust
- US Fish and Wildlife Service
- Wyoming Department of Environmental Quality
- Community Based Groups
 - Friends of Pathways
 - Shelter JH
 - Jackson Hole Community Housing Trust
 - One22 Resource Center
 - Latino Interagency Committee
 - Jackson Workforce Center
 - Visit Jackson Hole
 - Jackson Hole Conservation Alliance (recently completed Jackson Hole Transportation Study 2023 about options for Hwy 22)

Up to four (4) stakeholder advisory committee meetings will be conducted. It is anticipated that meetings will be a combination of in-person and virtual, depending on meeting topics and CONSULTANT travel. CONSULTANT will lead meetings and prepare agendas, meeting materials, and meeting summaries.

Development Review Meetings and Transportation Advisory Committee Meetings

CONSULTANT will attend up to four (4) meetings of the Development Review Team or the Transportation Advisory Committee throughout the duration of the project to convey important project information and gather feedback. City and County staff will lead the coordination with these groups.

Community Engagement Activities and Project Communication

CONSULTANT will work with the Town of Jackson and Teton County to implement the Public Engagement Plan consistent with identified budget identified in the Public Engagement Plan. All public engagement efforts will be coordinated with content on Town of Jackson and Teton County web platforms, including the Engage Teton County portal and the Jackson/Teton County Long Range Planning page. CONSULTANT will include and draw on the local expertise of groups such as the Town of Jackson Equity Task Force to ensure that the engagement process is as inclusive as possible. Town of Jackson and Teton County engagement leads will be “on the ground” support and will be integrated fully within the CONSULTANT engagement team. Roles and responsibilities for Town and County staff will be further defined in the Public Engagement Plan.

We will organize the engagement effort around the following touch points with the community:

- Public Meeting #1 (Introductions and Assumptions)
 - Held during Phase 2.
- Public Meeting #2 (Recommendations Review)
 - Held during Task 3.5.
- Public Meeting #3 (Draft Review)

- Held during Phase 4.

Potential engagement activities include:

Communication and Project Promotion

- Creating **brand recognition** and branding materials to tell the story of the project.
- **Fact sheets** describing the safety emphasis areas, countermeasures, and crash analysis with infographics.
- **FAQ handouts** that explains the goals of the project and provides clear avenues for residents to get involved in the process.
- **Direct mailers** to targeted neighborhoods and businesses.
- **Push alerts through text messages or phone calls** to promote the project and target specific demographics.

Web-based Engagement

- **An interactive StoryMap or data dashboard** to provide transparency relating to the crash data in easy-to-understand maps and graphics.
- **Interactive virtual open house** that generates buzz while providing background and educational information to a broad audience.
- **Interactive online surveys** hosted in coordination with Town of Jackson and County websites.

In-Person Connection

- **Interviews** with key stakeholders (listed above) to hear from relevant groups about the needs and issues facing their constituents.
- **High Injury Network (HIN) corridors intercepts** through pop-up events to engage residents in these high-risk areas.
- **Focus group meetings**, or listening sessions, targeting specific demographics identified in the PEP, likely including renters, the Latino community, and transit riders.
- **Coordinating outreach with community events** such as farmers markets, park events, or festivals to inform and gather feedback on safety in Teton County.
- **Meeting-in-a-box materials** that can be used by task force members, community champions, and community and advocacy groups to share information, encourage participation, and leverage resources, facilitated by community stipends to recognize and value people's time.

Evaluation and Reporting Results

In addition to consulting such resources for ideas and methods, a completed and annotated DEIA checklist will be attached to the Draft Action Plan to document the wide range of considerations that the project team will have taken into account through the engagement process to support SS4A implementation funding. We will also create a Public Engagement Summary to document the engagement process and how the input is used in the plan.

Task 1.4: Review Relevant Existing Plans and Data

CONSULTANT will review goals, objectives, recommendations, performance measures, and public engagement themes from relevant previously adopted planning documents in Teton County. The client-provided list and synthesis of relevant plans will organize the existing plans review.

While the findings in this step will directly inform the next steps of the process, priorities and issues can quickly evolve after a plan is adopted. Recognizing this, the Alta team will also assess what has changed since the adoption of these plans and the implications of those changes. The results of this assessment will be provided as part of a Baseline Memorandum that also includes work completed in Task 1.5.

A review of existing data sources will also be conducted. To that end, CONSULTANT will develop a data needs memo to simplify the data request process. Upon receiving the data, CONSULTANT will review the data in order to resolve any questions or outstanding issues.

Task 1.5: Review Land Development Regulations, Engineering Standards, and Traffic Laws

CONSULTANT will review relevant Teton County and Town of Jackson codes and standards to gain a comprehensive understanding, both through client-provided documents for review and direct coordination with the Attorney's Offices of the Town of Jackson and Teton County. This understanding will help the Comprehensive Safety Action Plan, the Updated Community Streets Plan, and the Transportation Engineering Design Standards Manual work together to improve safety and mobility. It may also help inform Transportation Demand Management (TDM) recommendations.

This task will culminate in a clear and annotated Regulatory Review Memorandum that outlines which codes, standards, policies, and regulations may affect or be affected by this project.

The codes and standards that CONSULTANT will review include, but are not limited to:

Town of Jackson:

- Engineering Department Utility Standards (construction standards): <https://www.jacksonwy.gov/DocumentCenter/View/82/Construction-Standards-PDF?bidId=>
- Town of Jackson Land Development Regulations (Town LDRs): <https://www.jacksonwy.gov/231/Land-Development-Regulations>
- Jackson Municipal Code, selected titles which may apply include Title 10: Vehicles and Traffic, Title 12: Streets and Other Public Places, Title 13: Utility Standards, Title 15: Building Code, Title 17: Subdivisions, and Title 18: Zoning
- Town of Jackson Design Guidelines: <https://www.jacksonwy.gov/DocumentCenter/View/4344/Town-Design-Guidelinesand-Appendix-2021>

Teton County:

- County Land Development Regulations (County LDRs): <http://jacksontetonplan.com/31/Land-Development-Regulations>
 - Engineering Standards: Division 7.6 Transportation Facility Standards in the County LDRs, primarily summarized in "Minimum Planning and Design Standards" table
- 2021 Fire Protection Resolution: <https://www.tetoncountwygov/DocumentCenter/View/24023/Fire-Protection-Resolution-for-New-Subdivisions-2021-Current>
- Jackson/Teton County Comprehensive Plan: <http://jacksontetonplan.com/270/Comprehensive-Plan>

- Wyoming Statutes §31-5-101 et seq. the Wyoming Uniform Act Regulating Traffic on Highways and the Wyoming adopted Manual on Uniform Traffic Control Devices for Streets and Highways
- Title 8 of the ‘Rules and Regulations of Teton County’ concerning Pathways:
<http://www.tetoncountywy.gov/1835/Rules-and-Regulations>
- Building Code: Teton County uses the 2021 I Codes available at www.iccsafe.org; Teton County’s locally adopted code available at <http://www.tetonwyo.org/613/Code-Resolutions>

Phase 1 Deliverables

- Schedule tracker (updated to remain current) (Task 1.1)
- Monthly progress reports and invoices (Task 1.1)
- Project kickoff meeting, agenda, and meeting summary (Task 1.1)
- Coordination meeting agendas, summaries, and actions (Task 1.1)
- Performance Measurement Plan (Task 1.2)
- Public Engagement Plan (draft and final + 2 periodic updates) (Task 1.3)
 - Including completed and annotated DEIA checklist
- Public Engagement Activities (Task 1.3)
- Data Needs Memorandum (Task 1.4)
- Plan Review Summary integrated into Regulatory Review Memorandum (Task 1.4)
- Regulatory Review Memorandum indicating which existing codes/standards may be impacted by SS4A policies, processes, strategies, and projects (Task 1.5)

Phase 2: Visioning Phase

Task 2.1: Visioning and Goals Workshop

CONSULTANT will begin the project with a vision and goals workshop for staff from Teton County and the Town of Jackson as well as key stakeholders and the community (Public Meeting #1: Introductions and Assumptions). In this workshop, CONSULTANT will guide participants through inspirational values-based exercises and discussions to help them develop and articulate their long-term vision for their community, in addition to goals and objectives to achieve this ultimate vision.

One (up to full-day) in-person visioning workshop will be also conducted by CONSULTANT. We will work with the client to create an invite list to ensure a broad representation of stakeholders, both internal and external, to participate. A document summarizing key themes, goals, and possible scenarios will be prepared.

Task 2.2: Key Destination and Place Mapping / Base Year Forecast

In order to properly assess traffic flow and develop multi-modal networks in a manner that is human-centered and specific to the local context, CONSULTANT WILL review the current and planned land uses in the downtown area to better understand key travel origins and destinations. CONSULTANT will determine existing and potential locations with a strong “place” value – locations that draw people in to spend time in the space as opposed to using the space as a means to an end. The workshop in Task 2.1 will also provide valuable information about the existing and future desired land use context.

CONSULTANT will also host an (up to full day) interactive place assessment workshop. During this workshop with local stakeholders and the general public, we will introduce our integrated place assessment tool (based on work by Project for Public Spaces) to identify locations where the place value is high. This allows us to get a detailed understanding of places that are of value to the local community.

Task 2.3: Traffic Assessment, Active Transportation, and Transit Network Mapping

Utilizing information collected in Task 2.2, in addition to data from the client, we will conduct an assessment of important vehicular and non-vehicular movements in Jackson. This task will also draw on the Good Street Approach by identifying strategic flow corridors for all travel modes. Separate strategic flow corridors will be identified for active transportation, transit, and cars. By overlaying these corridors, in addition to feedback from staff and stakeholders, we can determine pinch points that cause problems, whether it be safety concerns / Task 3.2 safety assessment outcomes, anticipated congestion or locations where the movement value is too high for the current environment. It is noted that these corridors will be based on existing policy documents and existing traffic operations in practice. We will create a current conditions network as well as a future desired network for each mode to highlight the challenges ahead. Of key consideration are streets that act as strategic flow corridors for multiple modes and that are limited in terms of right of way, or streets that have a very high place value. These will be highlighted in this task, and addressed from a design perspective in the next tasks.

CONSULTANT will utilize existing traffic model outputs, school travel plan documents, transit maps and ridership statistics, and a key destination map to ensure we encapsulate both car, transit, and active transportation modes appropriately.

Task 2.4: Roadway Classification Review

CONSULTANT will combine all information gathered and work completed in the previous tasks to develop a prioritized transportation network for the County. This network will include a review of the existing road classification system and a proposed new classification system to enable a better tailored palette of roadway typologies to suit the Town of Jackson and the County alike. This new classification will provide greater context and include strategies to address traffic circulation and supporting justification for facility decisions and roadway modifications.

This step is crucial in addressing specific locations in the town where place and flow value are both (very) high. As both staying and moving require physical space (public or private), locations that have high place and flow value (but limited right of way) might become the most challenging locations to design. This step includes a feedback loop where changes can be made to the strategic flow network from Task 2.3 to ensure the locations with a high place value can be accommodated.

Network Review Workshop

Upon review of the deliverables in Task 2.4 by the client and appropriate stakeholders, CONSULTANT will hold a second virtual workshop, or working session, to discuss and receive feedback. This workshop will be structured as a working session for participants to review and evaluate the proposed

networks alongside consultant team members, raising concerns and posing suggestions for refinement. A critical component of the workshop will be a discussion around the trade-offs required to achieve the proposed network. Placing a greater emphasis on a specific mode of travel, or prioritizing place value in a certain location will inevitably influence the other modes. Following the workshop, CONSULTANT will refine the network and roadway classification to reflect the feedback received.

Task 2.5: Develop Standard Cross-Section Updates

With an established vision, key place map and future network maps, CONSULTANT will develop recommendations for standard cross sections that suit the Teton County and Jackson context. CONSULTANT will convene a workshop to identify limitations, concerns and opportunities to deviate from the existing guidance. Using Remix and Streetsketch software, CONSULTANT will produce rapid prototyping of various streets in the Jackson context through which we can test whether a specific cross section matches the vision as established in task 2.1 and whether there are practical objections. We will work with existing guidelines and national best practices where possible, but deviate from them in instances where we consider safer alternatives possible.

Following the workshop with staff and stakeholders (like emergency services, transit operators and public works department), we will create a standard cross section for each of the new street typologies as mentioned in task 2.4, including variations based on available width and network typology. Each variation will be annotated with a specific trade-off. For example, a wider lane might benefit transit operation comfort levels but negatively affect operating speed. We will produce multiple case studies for roads or streets that have been subject to an integrated place assessment to identify how the design response handles the existing and future place and flow value. Two rounds of revisions based on consolidated sets of comments from the client are included in this scope.

Phase 2 Deliverables

- A memo outlining the key values and the vision and goals for the project.
- A map of current and potential future key destinations and areas with heightened place value. Integrated place assessments for key activity areas in the Town and County.
- Existing and future network maps for each of the different modes. Key corridor map where concerns are expected.
- An amended roadway classifications system and a prioritized place and flow network map.
- Workshop and refined network map.
- In-person street design workshop in Jackson (one of the three proposed workshops identified).
- Two virtual workshops (up to half-day and a second two-hour workshop).
- Memo outlining design rationale and detailing for each of the design concepts and highlighted updates/deviations from the 2015 Community Streets Plan.

Phase 3: Action Plan Development Phase

Task 3.1: Leadership Commitment

CONSULTANT will draft a leadership commitment document and accompanying staff report to present virtually at a Joint Information Meeting. The leadership commitment document will outline agreed-upon safety goals, objectives, and performance measures. CONSULTANT will also be prepared to revise

and refine the leadership commitment document after receiving feedback and direction from elected officials at the meeting.

In addition to being a required component of the SS4A funding process, confirming leadership commitment will help support the implementation of all project components: the Comprehensive Safety Action Plan, the Updated Community Streets Plan, and the Transportation Engineering Design Standards Manual.

Task 3.2: Safety Analysis and identification of high-risk/high-injury network

CONSULTANT will review and analyze existing crash data and compare the results of those analyses with other relevant datasets to identify patterns, trends, and safety gaps in Teton County. These findings will directly inform the Action Plan's recommendations. For each of the following assessments, a methods memo will be provided to the client for approval prior to commencement of work. Significant changes to approved methods after approval resulting in CONSULTANT re-work are considered out of scope.

High Injury Network (HIN)

CONSULTANT will develop a High Injury Network, or equivalent, to identify streets with the largest concentration of "KSI" crashes, or crashes where people are killed or seriously injured. Consultant will develop the countywide HIN utilizing available crash data and working in close coordination with client staff. Ultimately, the Alta team will map the HIN, summarize findings, and refer to the HIN in all relevant subsequent steps of the planning process.

Crash Profiles

In addition to identifying a HIN, pursuing safety improvements in accordance with the Safe System approach requires understanding the nature and distribution of risk factors leading to KSI crashes. CONSULTANT will develop up to five crash profiles that highlight applicable risk factors such as:

- Number of lanes
- Posted speeds
- "Free Flow" speeds (Replica Data)
- Land use context
- Nearby amenities
- Active transportation facilities
- Lighting
- Median widths
- Horizontal curvature
- Distance between crossing opportunities
- Intersection characteristics (e.g., traffic control types, signal phasing)

CONSULTANT will tailor this approach based on available data, which directly impacts the potential depth of crash profiles. CONSULTANT will compare the crash profiles to the HIN and pair with proven safety countermeasures that can address the root causes of the most prevalent crashes. The crash assessment will also inform systemic design changes, rather than spot treatments, through integration with network development and cross-section efforts discussed in Task 2 along with updates to Transportation Engineering and Design Standards discussed in Task 3.3. In addition to identifying

existing trends, the patterns that emerge will help predict the future risk of KSI crashes on corridors with similar crash factors.

Equity Scan

While USDOT datasets do not identify any Disadvantaged Communities or Areas of Persistent Poverty in Teton County, CONSULTANT will analyze USDOT datasets, in addition to relevant Census data, to determine and document equity needs. For example, lower income households may have an especially hard time obtaining secure housing in Teton County, leading to high transportation costs and long commutes. In addition, the Justice40 Climate and Economic Justice Screening Tool shows Census tracts in Teton County with relatively high projected climate change risks (e.g., projected wildfire and flood risks). These risks may unevenly impact some segments of the population and can negatively impact equity. CONSULTANT will also coordinate directly with the Stakeholder Committee, the Town of Jackson Equity Task Force, and Voices JH when assessing equity considerations.

Countermeasures & Comfort

CONSULTANT will draw on the results of all of the previous steps in this task to inform recommendations for improved safety and comfort. While safety is the primary focus of the SS4A process, improving travel comfort can have a significant impact on how people choose to get around - whether for commuting or recreation. Considering a toolkit of countermeasures and other roadway enhancements for both safety and comfort will be essential to make the recommendations relevant to all components of this planning process: the SS4A Comprehensive Safety Action Plan, the Updated Community Streets Plan, and the Transportation Engineering Design Standards Manual. A memorandum of countermeasures tied to crash patterns will be provided and will be utilized for both Task 2.5 cross-section updates and Tasks 3.3 and 3.4 guidelines and standards updates.

Segment & Intersection Safety Analysis

The Alta team will develop an even more detailed safety analysis for twelve (12) four-way intersections and ten (10) roadway segments. The approach to these deep dives on intersection- and corridor-level safety will draw on previous tasks and will include an engineering assessment of design factors contributing to identified safety issues along with corresponding countermeasures.

This analysis will coordinate with the HIN and the network developed in Task 2.3, and will include both locations in the Town of Jackson and outside the Town in unincorporated Teton County. Syncing this effort with the recommended network will allow the project to identify roadway and intersection issues that could lead to crashes along the new network before user volumes increase.

Task 3.3: Transportation Engineering Design Standards (TEDS)

CONSULTANT will create a standalone design guidance manual that is a blend of illustrations, real-life applications, key design considerations, and applicable contexts/typologies. A standalone manual will be more efficient to update, particularly with the rapid evolution of roadway design best practices, and can be adopted by reference within applicable codes and standards.

CONSULTANT will prepare a detailed outline based on the review of standards conducted in Task 1.5 along with the outcomes of Task 02 visioning efforts and Task 3.2 systemic safety analysis. A “mockup” of each feature will be depicted will also be provided for approval. A workshop will be conducted with the Design Review Team to provide an overview of both the structure and anticipated contents of the

manual. After approval of the outline and mockup, the Team will prepare the draft design guidance manual. Up to two rounds of revisions based on consolidated sets of comments from client are included. CONSULTANT will meet with staff, stakeholders, the Design Review Team, and Town and County leadership to provide an overview of the manual and how its contents relate to both procedural outcomes and transportation best practices. Feedback from these groups will be used to finalize the manual.

Task 3.4: Design Details Development

CONSULTANT will develop technical details to guide facility design and implementation. CONSULTANT team will prepare up to 12 standard details. Example details may include, but are not limited to, protected bike lanes, two-way cycle tracks, protected intersections, pedestrian facilities, shared use paths / pathways, driveways, and cross-sections that help implement the new mobility network developed in Task 02. Details may also include proven safety countermeasures deemed to have the highest crash reduction potential, tied to the outcomes of the safety analysis and segment and intersection analysis conducted in Task 3.2. Two rounds of revisions to draft details based on consolidated client comments are included in this scope.

Task 3.5: Refine network map and draft project, strategy, and policy list drafts

Proposed networks can change depending on design details. After further examining design standards and cross sections in Phase 3, CONSULTANT will revisit the network map developed in Task 2.3 and modify it as necessary so that the network map is consistent with the project's evolving design work. CONSULTANT will document these changes to maintain transparency when presenting the recommendations to the community and the Stakeholder Committee.

Task 3.6: SS4A Policy and Process Recommended Changes

Assessing existing policies and processes and recommending changes to bring about meaningful safety improvements is an important part of the SS4A program. Part of this task will involve referring to findings from Task 1.5 and working directly with Teton County, the Town of Jackson, WYDOT, and Stakeholder Committee members to understand existing safety-related policies and processes in place today and where they may be improved. This includes development review practices to how each organization prioritizes, funds, and implements safety improvements.

Examples of the types of questions the Alta team may pursue during this task include:

- How does the WYDOT High Risk Rural Roads Program (HRRRP) match up with SS4A program goals and objectives? Are there ways that the HRRRP or other components of the WYDOT Highway Safety Improvement Program (HSIP) can integrate with SS4A?
- Building on the understanding of the LDRs developed during Task 1.5, do the Sketch Plans and Development Plans required for some developments consider site- or corridor-level transportation safety improvements as appropriate? If not, is there an opportunity for these reviews to promote needed safety improvements that may be linked to development impacts?
- Are safety considerations incorporated into the WYDOT Context Sensitive Amenities (CSA) process? If not, is there an existing parallel Context Sensitive Solutions (CSS) policy in use for relevant projects, or is there potential for one to be developed?

CONSULTANT proposes including findings and recommendations in a single Projects, Policies, and Strategies Memorandum that will also incorporate the results of subsequent Task 3.7.

Task 3.7: SS4A Strategy and Project Recommendations

CONSULTANT will develop a comprehensive list of implementable projects to address the highest priority areas for safety improvements, as identified in the crash analysis and network development tasks. The list of projects will include projects and strategies that are shaped by the crash analyses, the Updated Community Streets Plan, and community and Stakeholder Committee input. It will also include a “top 10” (or similar) list of projects for immediate priority implementation through SS4A implementation grant funding. CONSULTANT will also check the list of projects against and combined with projects that are currently planned or funded through local, regional, and WYDOT priorities.

Developing these recommended strategies and projects will require a prioritization methodology to make it clear which should be pursued first. To this end, CONSULTANT will develop scoring criteria in close collaboration with Teton County staff. Criteria could include factors such as:

- **Location** on HIN network and/or Updated Community Streets Plan network.
- **Equity** considerations present on the corridor.
- **Crash factors** that are linked to higher proportions of KSIs.
- **ADA gaps** that improvements could help address.
- **Magnitude of costs** to balance safety improvements with an efficient use of resources.

Proposed projects and strategies will be consistent with the 2022 *Wyoming Strategic Highway Safety Plan* and all FHWA Strategic Highway Safety Plan requirements. CONSULTANT will also reference emerging best practices as well as established guidance such as FHWA *Proven Safety Countermeasures* and National Highway Traffic Safety Administration (NHTSA) *Countermeasures That Work* to pursue recommendations that have documented track records in improving safety outcomes. CONSULTANT will also recommend pairing proven strategies with projects where appropriate, such as including targeted enforcement and education with a roadway redesign project. When fully detailed in the Projects, Policies, and Strategies Memorandum along with the results of Task 3.6, the recommendations in this task will:

- **Tie to High Injury/High Discomfort networks developed in Phase 2 and Task 3.2** to focus projects and strategies in the areas with the most pressing safety / comfort needs and imminent network expansion.
- **Include short, medium, and long-term strategies** to provide projects and strategies that can be implemented at different times and yield benefits at each stage. For example, the identification of quick build projects that Teton County could implement first for short term safety improvements.
- **List specific projects and strategies including timeframes for implementation** as a way to document needed safety / comfort improvements and provide a clear roadmap for implementation.
- **Describe scoring criteria used for rating projects suitable for implementation** so that project priorities are transparent and maximize safety and comfort improvements.

- **Include solutions regarding infrastructure, traveler behavior, and/or operational safety** that emphasizes a comprehensive approach that does not focus on only one type of project or strategy.

CONSULTANT will summarize these recommendations with an understanding of existing and upcoming Teton Mobility Project pathway and bike network projects. The results will identify new infrastructure projects or programs, focus on strategies that address high risk networks revealed in Task 3.2, and emphasize recommendations that embed the Safe Systems approach. The Projects and Strategies Memorandum will also be incorporated into the Final Draft Action Plan.

Task 3.9: Draft Safety and Design Documents

CONSULTANT will prepare Draft Comprehensive Safety Action Plan, the Draft Updated Community Streets Plan, and the Draft Transportation Engineering Design Standards (TEDS) Manual. One consolidated round of edits towards a public-document are included in this scope.

This task will also include a Public Meeting (Recommendations Review) to kick off the public review period of at least 45 days. As described in Task 1.3, the Alta team anticipates that the PEP will define this second public meeting as more than a simple presentation of recommendations. It will build on previous engagement activities and serve as an interactive forum for the community to learn about the project's recommendations, the importance of those recommendations in relation to roadway safety, and how each project component (the Draft Comprehensive Safety Action Plan the Updated Community Streets Plan, and the Transportation Engineering Design Standards (TEDS) Manual) will work together to improve safety and comfort for all users. While an in-person public meeting, open house, or workshop is preferred for this event, CONSULTANT will incorporate virtual attendance options to improve access, either as part of the Public Meeting or as a complementary outreach effort.

CONSULTANT will also coordinate directly with the Stakeholder Committee and the Design Review Team (DRT) to discuss each of the drafts and how they work together to both meet SS4A program goals and objectives and improve mobility for all of Teton County.

Upon completion of Public Review period, and meetings with identified stakeholder, elected, and appointed bodies. CONSULTANT will conduct a workshop with the Client to summarize feedback and identify revisions to the draft document. CONSULTANT will perform one revision to the draft document based on this workshop and steering committee feedback. This will be the final draft for the Task 04 adoption phase.

Phase 3 Deliverables

- Leadership commitment document and staff report. (Task 3.1)
- Task 3.2 Systemic Safety Analysis that includes:
 - High Injury Network
 - Crash profiles (up to five)
 - Equity scan & map
 - Safety & comfort countermeasure memo
 - Segment & intersection safety assessments
- Draft and Final Transportation Engineering Design Standards (TEDS) Manual (Task 3.3)
 - Outline and mockup for client approval

- Up to twelve design details (Task 3.4)
- Final Draft updates to Community Streets Plan (including network maps) (Task 3.5)
- Task 3.6/3.7 SS4A Projects, Policies, and Strategies Memorandum (catalog of projects and strategies), including:
 - Review of Teton Mobility Project pathway and bike network projects.
 - Identifying new infrastructure projects or programs.
 - Identifying strategies that address high risk networks.
 - Identifying policies and processes that embed the Safe Systems approach.
 - Identification of priority projects (i.e., Top 10 list) to be leveraged for SS4A and other grant funding
- Draft and Final SS4A Compliant Safety Action Plan (Task 3.8)
- Engagement with the public, stakeholders, and the Design Review Team on draft documents.

Phase 4: Action Plan Adoption Phase

Task 4.1: Plan Adoption

After developing final drafts of the Comprehensive Safety Action Plan, the TEDS Manual, and the Updated Community Streets Plan, CONSULTANT will work closely with Teton County to bring each document through the full adoption process. This will also include final round of public and Steering Committee engagement to present each of the documents, explain how they work together, and outline how public and stakeholder involvement has influenced the results.

As outlined below, the adoption process for each document will be slightly different:

1. **Comprehensive Safety Action Plan:** This document must be adopted on a timeline that allows enough time for Teton County to submit an application for SS4A Implementation Grant funding. CONSULTANT will work on this document on a schedule that is accelerated as necessary to meet the adoption deadline of June 1st, 2025.
2. **Updated Community Streets Plan:** CONSULTANT will work with Teton County and the Town of Jackson to facilitate the adoption of the street typology, network map, and cross section design materials that are included primarily in Phase 2 of this project. The resulting document will serve as the update to the 2015 Town of Jackson Community Streets Plan.
3. **Transportation Engineering Design Standards (TEDS) Manual:** In close coordination with Teton County and the Town of Jackson, CONSULTANT will consolidate and document all recommended policy, process, and standards changes to form a comprehensive TEDS Manual. CONSULTANT will provide the final TEDS Manual, including reflecting any desired changes as a result of final approval. The client will then carry the recommendations forward and manage any resultant required revisions to codified Town or County policies, processes, or standards.

Phase 4 Deliverables

- Final Community Engagement Efforts for Final Draft documents, defined in the Public Engagement Plan
- Virtual attendance at up to five elected and appointed body meetings as part of final adoption efforts; in-person attendance will correspond with team travel related to public engagement.
- Final Safety Action Plan based on one round of consolidated edits from elected and appointed bodies, task force input, and public and stakeholder feedback.



**EXHIBIT A
SCOPE OF SERVICES
OCTOBER 19, 2023**

- Final Community Streets Plan serving as an update to the 2015 Community Streets Plan including one round of consolidated edits from elected and appointed bodies, task force input, and public and stakeholder feedback.
- Final Transportation Engineering Design Standards (TEDS) Manual, including one round of consolidated edits from elected and appointed bodies, task force input, and public and stakeholder feedback.

Teton Co, WY Safety Action Plan
Project Budget: \$520,000

Alta Planning + Design
LABOR COSTS @ APPROVED FIXED HOURLY RATES (Rates include burden, overhead, and fee)

Tasks		WORKHOURS BY EXAMPLE EMPLOYEE CLASSIFICATION AND TASK																				Y2 Consultants										Total Cost by Task	Total Workhours by Task
		Alta Planning + Design										Mobycorp										Y2 Consultants											
		Principal-in-Charge	Project Manager	APM and Task Lead	Safety Countermeasures and Standards	Safety Advisor	Design Advisor	Design Guidelines	Senior Planner	Civic Analytics	Senior Engineer	Engineer/Concept Design	Public Engagement Planner	Planner/GIS	Project Coordinator	International Planning and Design Specialist	Resort Town Planning and Design Specialist	Communications and Engagement Advisor	Integrated Mobility Planner	Task Lead	Civil Engineer	WYDOT Coordination	Land and Development Regulations										
		David Foster	Brandon Gonzalez	Colin Hodges	Jeremy Chapman	Jennifer Baldwin	Joe Gilpin	Derek Abe	Mary Elbech	Kelly Dunn	Thomas Patrick	Chloe Ward	Kate Sehn	Alicia Seelye	Julie Lo	Lennart Hout	Zach Vanderhook	Melissa Brundlett	Eric Post	Skyler Heffrich	Adarsha Nuepane	Shelly Carlson	Brenda Youlin										
Phase 1: Kick-off Phase		14	86	232	0	0	0	200	112	20	0	0	0	0	28	112	20	54	0	28	36	34	16	12	8	\$134,460.68	874						
Task 1.1: Project Management		0	50	60	0	0	0	0	0	0	0	0	0	0	20	40	0	0	12	0	0	0	0	0	0	\$33,577.98	188						
Task 1.2: Performance Measurement Plan		0	0	8	0	0	0	4	0	0	0	0	0	0	4	0	0	0	0	0	0	0	0	0	0	\$4,542.12	28						
Task 1.3: Stakeholder and Public Engagement Plan		4	20	104	0	0	0	0	0	0	0	0	0	200	40	0	0	0	16	24	0	0	0	0	0	\$59,159.96	412						
Task 1.4: Review relevant existing plans and data		2	6	20	0	0	4	0	0	0	0	0	0	0	40	0	0	0	12	4	0	0	0	0	0	\$13,263.50	94						
Task 1.5: Review Land Development Regulations, Engineering Standards, and Traffic Laws		2	6	40	4	4	3	3	0	0	0	0	0	0	24	0	0	0	0	30	16	8	12	8	0	\$23,917.12	162						
Phase 2: Visioning Phase		8	36	48	2	2	8	7	13	0	0	0	0	0	28	0	118	132	72	126	0	0	0	0	0	\$111,640.04	900						
Task 2.1: Visioning and Goals Workshop		2	8	12	2	2	0	0	0	0	0	0	0	0	10	0	14	32	60	16	0	0	0	0	0	\$29,359.58	198						
Task 2.2: Key destination and place mapping for a base year and forecast year		2	8	12	0	0	0	0	0	0	0	0	0	0	10	0	16	12	12	6	0	0	0	0	0	\$13,447.22	74						
Task 2.3: Traffic Assessment, active transportation, and transit network mapping		2	8	8	0	0	3	2	5	0	0	0	0	0	8	0	40	0	0	0	0	0	0	0	0	\$29,993.72	160						
Task 2.4: Roadway Classification Review		1	8	8	0	0	0	0	0	0	0	0	0	0	0	0	24	0	0	32	0	0	0	0	0	\$18,912.39	101						
Task 2.5: Develop standard cross-section designs as an update to 2015 Community Streets Plan		0	1	0	0	0	5	5	8	0	0	0	0	0	0	0	24	8	16	0	32	0	0	0	0	\$19,927.13	107						
Phase 3: Action Plan Development Phase		24	68	193	53	42	25	10	130	80	56	244	378	0	24	20	24	20	24	36	40	20	4	0	0	\$144,127.99	1472						
Task 3.1: Leadership Commitment		2	2	4	0	1	0	0	0	0	0	0	0	0	8	0	0	0	0	0	0	0	0	0	0	\$2,380.81	17						
Task 3.2: Safety Analysis and identification of high-risk/high-injury network		2	16	24	3	8	0	0	16	80	0	0	0	0	40	0	0	8	0	8	0	0	0	0	0	\$31,806.07	209						
Task 3.3: Generate Transportation Engineering Design Standards (TEDS)		4	8	24	4	0	8	8	0	0	16	4	60	0	100	0	4	60	0	12	12	16	8	0	0	\$40,116.32	294						
Task 3.4: Engineering Design Details		4	4	3	4	0	8	0	0	0	0	40	0	160	0	0	0	8	0	4	20	12	0	4	0	\$55,771.28	373						
Task 3.5: Refine Network Map		2	2	8	0	0	2	0	4	0	0	0	0	0	16	0	4	0	0	4	0	0	0	0	0	\$6,417.58	42						
Task 3.6: SS4A Policy and Process Recommended Changes		4	12	50	4	8	2	2	0	0	0	0	0	0	0	0	4	8	0	0	0	0	0	0	0	\$16,947.96	104						
Task 3.7: SS4A Strategy and Project Recommendations		4	12	40	13	10	0	0	60	0	0	0	0	0	65	0	0	0	0	0	0	0	0	0	0	\$27,516.51	204						
Task 3.8: Final drafts for Planning Structure and Public review		4	12	40	25	15	5	0	50	0	0	0	24	0	60	0	0	0	0	4	0	0	0	0	0	\$33,172.46	239						
Phase 4: Action Plan Adoption Phase		8	24	24	5	4	8	4	4	8	8	24	0	100	0	4	4	0	0	0	0	0	0	0	0	\$32,467.79	229						
Task 4.1: USDOT-compliant Comprehensive Safety Action Plan, Town of Jackson street typology memo, & Transportation Engineering Design Standards I		8	24	24	5	4	8	4	4	8	8	24	0	100	0	4	4	0	0	0	0	0	0	0	0	\$32,467.79	229						
Total hours (a)		54	214	497	64	60	44	24	147	88	64	268	200	619	20	200	156	100	166	70	56	32	12			3175							
Fixed hourly rates (b)		\$201.03	\$190.06	\$148.26	\$80.19	\$208.67	\$252.78	\$192.92	\$148.28	\$160.14	\$188.97	\$150.08	\$137.55	\$99.34	\$97.16	\$48.00	\$200.00	\$200.00	\$145.00	\$190.00	\$130.00	\$165.00	\$225.00										
Labor cost (a * b)		\$10,855.62	\$40,801.24	\$73,685.22	\$5,132.16	\$12,580.20	\$11,122.32	\$4,630.08	\$21,797.16	\$14,092.32	\$12,094.08	\$40,221.44	\$27,510.00	\$61,491.48	\$1,943.20	\$240,000	\$31,200.00	\$20,000.00	\$26,970.00	\$13,300.00	\$7,260.00	\$5,280.00	\$2,700.00			\$492,686.50							
Labor																																	
Alta Planning + Design																																	
Mobycorp																																	
Y2 Consultants																																	
Labor Total																																	
Direct Cost																																	
Alta Planning + Design																																	
Y2 Consultants																																	
Mobycorp																																	
Direct Cost Total																																	
Total Project Cost																																	



Request for Proposals for Professional Services
Jackson/Teton County Safe Streets for All
Comprehensive Safety Action Plan and Associated Materials
for Teton County, Wyoming

According to Teton County Rules & Regulations, 2-2-2- Procurement of Goods and Services: Goods or Services that are included in the annual budget and valued over \$35,000 shall be purchased or contracted through a competitive formal bid or request for proposal. Notice for newspaper advertising of required services shall be published for a minimum of two weeks if the anticipated contract will exceed \$35,000.

Part I: Request for Proposals Description

Teton County, a duly organized County of the State of Wyoming, is issuing this Request for Proposals (“RFP”) in search of teams/firms with expertise and experience in Transportation and Mobility Planning, Equitable Public Engagement, and Complete Streets Design. Experienced persons and firms are invited to provide the information listed in this RFP via submittal on Public Purchase to **Brian Schilling, Pathways Coordinator** up to but not later than **4:00 pm MDT on September 8, 2023**.

Firms will be selected to complete the *Jackson/Teton County Safe Streets for All Comprehensive Safety Action Plan and associated materials*, or simply “*Action Plan*”. Each respondent shall submit a response according to the format in **Section E** below.

Project Description: Teton County, Wyoming within the unincorporated areas of the county, and the Town of Jackson, Wyoming within their municipal boundaries, have an extensive multi-use, shared pathway network and transit system (START Bus) that provide a range of mobility options for residents and visitor to the community. The proposed project will build upon existing pathways and Complete Streets initiatives to produce a USDOT-compliant Comprehensive Safety Action Plan and associated deliverables for the Town of Jackson and Teton County. The work products developed through this process will position the Town and County to (1) pursue capital grants to advance the build-out of the multimodal transportation network and (2) adopt standards, guidelines, and regulations to embed the Safe Systems and Complete Streets approach into all transportation planning, design, and delivery processes. The required draft and final Action Plan delivery and adoption dates are provided in **Section C** below.

A. Background

Teton County, as lead applicant with the Town of Jackson as joint applicant, was successfully awarded a Safe Streets for All (SS4A) Comprehensive Safety Action Plan (Action Plan) grant from the U.S. Department of Transportation. Our intent is to use this grant to advance two key objectives as follows:

- 1) Write and adopt an Action Plan compliant with USDOT standards to make Town of Jackson/Teton County capital projects eligible for SS4A capital grants.
- 2) Create associated materials to incorporate the safe systems approach and other best practices into our transportation planning, design, and delivery processes and policies.

The Jackson/Teton County Pathways Program has been operating under a Pathways Master Plan adopted in 2007 by the Jackson Town Council and Teton County Board of Commissioners. In 2020, as the list of priority projects identified in the 2007 Plan neared completion, the Pathways Coordinator initiated a plan update titled “Teton Mobility Project” (TMP). The TMP identified high-impact, high-feasibility corridors and projects to guide the next generation of pathways capital construction and maintenance. The TMP outreach and analysis have been completed and the draft report is written, but the plan and report have not yet been adopted by the Town Council or County Commission (See Attachment #1).

Teton County and the Town of Jackson have jointly adopted a Comprehensive Plan (adopted 2012, updated 2020) and Integrated Transportation Plan (ITP) (adopted 2015, technical update 2020). The Town of Jackson has adopted a Community Streets Plan (2015) to serve as a guide and toolkit of preferred right-of-way design solutions: <https://www.jacksonwy.gov/DocumentCenter/View/186/Community-Streets-Plan-PDF>. Since 2015, Town and County staff have developed several ‘one-off’ standard design details and land development regulation (LDR) amendments, most recently for bicycle parking. **Section B (Scope of Work)** describes a standardized set of deliverables, such as a Transportation Engineering Design Manual, that complement and reinforce one another to achieve the ambitious multimodal transportation mode shift envisioned in the Comprehensive Plan and ITP.

Special note: The Action Plan will be made publicly available and published on a publicly available website. Teton County has a public engagement and project portal at <https://engagetetoncountywy.com/>. **The Contractor must** demonstrate compliance with civil rights obligations and nondiscrimination laws, including Titles VI of the Civil Rights Act of 1964, the Americans with Disabilities Act (ADA), and Section 504 of the Rehabilitation Act, and accompanying regulations. Recipients of Federal transportation funding will also be required to comply fully with regulations and guidance for the ADA, Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and all other civil rights requirements.

B. Scope of Work

The following high-level narrative describes the tasks Teton County (henceforth “Client”) anticipates are needed from team/firm (henceforth “Contractor”) to complete the USDOT-compliant Action Plan and develop associated materials to embed the safe systems approach into our transportation planning, design, and delivery processes. The two key associated deliverables are an updated Community Streets Plan and a Transportation Engineering Design Standards (TEDS) Manual. The accompanying flowchart graphic is a *general* visual interpretation of the scope (Attachment #2); in instances where the flowchart deviates from this Scope of Work, the written scope should govern the proposer’s approach. If the proposer feels that additional tasks or subtasks should be included in the scope, those should be included in your response; however, the core deliverables including an SS4A Action Plan, TEDS Manual, and updated Community Streets Plan must be included in the approach.

The high-level Scope of Work below is divided into four (4) phases; the phases are structured to streamline staff review and public engagement on the broad scope and interrelated deliverables.

Phase 1: Kick-off Phase

Task 1.1: Project Management

The contractor will develop a Project Management Plan to (1) ensure compliance with USDOT-expected components of an Action Plan, (2) ensure other work products align with Client expectations, and (3) maintain client communications to effectively manage scope, schedule, and budget.

Task 1.2: Performance Measurement Plan

The contractor will draft Performance Measurement Plan, including methods to measure performance for the Action Plan phase and, ultimately, the Implementation Grant phase.

The Performance Management Plan will include a process to update the Action Plan and measure progress using the self-certification checklist in the SS4A Notice of Funding Opportunity (NOFO). The Performance Measurement Plan should include methods to report to the public and stakeholders, identify and report on outcome data, evaluate the approach, and update the Action Plan at least every five (5) years. Proposed metrics should be simple to update and readily available to staff. The task should include proposed project and strategy scoring criteria such as safety, equity, recreation, Americans with Disabilities Act (ADA) accommodations, and others.

Per the terms of the Grant Agreement with USDOT, the following performance measures must be documented with a baseline report date of 12/1/2023:

Measure	Category and Description	Measurement Frequency
Equity	Percent of Funds to Underserved Communities: Funding amount (of total project amount) benefitting underserved communities, as defined by USDOT	End of period of performance
Costs	Project Costs: Quantification of the cost of each eligible project carried out using the grant	End of period of performance
Lessons Learned and Recommendations	Lessons Learned and Recommendations: Description of lessons learned and any recommendations relating to future projects of strategies to prevent death and serious injury on roads and streets.	End of period of performance

Task 1.3: Stakeholder and Public Engagement Plan

Contractor will develop a public engagement plan consistent with USDOT Diversity, Equity, Inclusion, and Accessibility expectations that includes the milestones indicated in the flowchart (Attachment #2) with a five-pointed star. A DEIA Checklist and Town Community Engagement Toolkit are provided as Attachments #3 and #4 in Public Purchase as references to support the plan. Contractor should also reference USDOT “Promising Practices for Meaningful Public Involvement in Transportation Decision Making” when developing the Public Engagement Plan. As part of the Draft Action Plan milestone, completed DEIA checklists should be attached as an Appendix to the Draft Action Plan.

The Contractor’s Public Engagement Plan should define an inclusive, representative public outreach process to ensure that all sectors of the community are actively involved in the planning and goal-setting process for developing the Safety Action Plan. The process should coordinate with the Town of Jackson Equity Task Force and local community groups to maximize participation by low/moderate-income community members and historically marginalized community members during public input and on the

stakeholder committee. The intended outcome will be that the Safety Action Plan will analyze projects that benefit underserved populations and that those projects will be prioritized for implementation funding. Equity will be one of several scoring parameters.

The Public Engagement Plan should include project updates on the Town/County web platforms including the Engage Teton County portal (<https://engagetetoncountywy.com/>) and the Jackson/Teton County Long Range Planning page (<https://jacksontetonplan.com/>).

The SS4A program guidance suggests a Planning Structure is required to oversee development of the Action Plan. Client anticipates engagement will involve several groups as follows:

1. A **stakeholder committee** formed locally to discuss mobility needs, opportunities, and challenges.
2. Client will provide periodic updates to the Town staff working group **Development Review Team (DRT)** monthly meetings.
3. Client will provide periodic updates to the Town/County/WYDOT staff working group **Transportation Advisory Committee**.

Contractor may be asked to be present at four (4) of these staff-level updates (DRT and/or TAC) throughout the course of the project. The Stakeholder and Public Engagement Plan should engage WYDOT staff sufficiently to incorporate Safe Systems recommendations on State right of way into the Action Plan.

Task 1.4: Review relevant existing plans and data

Contractor will review relevant existing plans and data. Contractor will draft a data request memo to identify and streamline data requests of the Client.

Client will provide contractor with list of relevant plans that should be reviewed in this phase. The list of plans is likely to include a 20-30 page synthesis of all plans, plus the draft Teton Mobility Project plan (Attachment #1, 24 pages) and supporting data, and the existing Town Community Streets Plan (2015, 68 pages), for a total of approximately 120-130 pages.

Task 1.5: Review Land Development Regulations, Engineering Standards, and Traffic Laws

Contractor will review current Land Development Regulations (LDRs) and Engineering Department Utility Standards for information pertaining to the street cross-sectional design. The Contractor shall review existing Town and County documents to determine how the Action Plan and the Transportation Engineering Design Manual will integrate with and complement them. This task will include coordination with the Town of Jackson Attorney's office and the Teton County Attorney's office regarding local and state traffic laws.

Client will provide existing design details and standards for inclusion in this phase.

Review of Town codes and standards:

- Engineering Department Utility Standards (construction standards):
<https://www.jacksonwy.gov/DocumentCenter/View/82/Construction-Standards-PDF?bidId=>
- Town of Jackson Land Development Regulations (Town LDRs):
<https://www.jacksonwy.gov/231/Land-Development-Regulations>
- Other codes which may be informative include:

- Jackson Municipal Code selected titles which may apply include Title 10: Vehicles and Traffic, Title 12: Streets and Other Public Places, Title 13: Utility Standards, Title 15: Building Code, Title 17: Subdivisions, and Title 18: Zoning
- Town of Jackson Design Guidelines:
<https://www.jacksonwy.gov/DocumentCenter/View/4344/Town-Design-Guidelines-and-Appendix-2021>

Review of County codes and standards:

- County Land Development Regulations (County LDRs):
<http://jacksontetonplan.com/31/Land-Development-Regulations>
 - Engineering Standards: Division 7.6 Transportation Facility Standards in the County LDRs, primarily summarized in “Minimum Planning and Design Standards” table
- 2021 Fire Protection Resolution:
<https://www.tetoncountywy.gov/DocumentCenter/View/24023/Fire-Protection-Resolution-for-New-Subdivisions-2021-Current>
- Jackson/Teton County Comprehensive Plan: <http://jacksontetonplan.com/270/Comprehensive-Plan>
- Wyoming Statutes §31-5-101 et seq. the Wyoming Uniform Act Regulating Traffic on Highways and the Wyoming adopted Manual on Uniform Traffic Control Devices for Streets and Highways
- Title 8 of the ‘Rules and Regulations of Teton County’ concerning Pathways:
<http://www.tetoncountywy.gov/1835/Rules-and-Regulations>
- Building Code: Teton County uses the 2021 I Codes available at www.iccsafe.org; Teton County’s locally adopted code available at <http://www.tetonwyo.org/613/Code-Resolutions>

Phase 1 Suggested Interim Deliverables

- Project Management Plan (draft and final)
- Performance Measurement Plan (draft and final)
- Public Engagement Plan (draft and final)
- Initial Data Request Memorandum
- Annotated memorandum indicating which existing codes/standards may be impacted by SS4A policies, processes, strategies, and projects.

Phase 2: Visioning Phase

Task 2.1: Visioning and Goals Workshop

Contractor will plan and facilitate a visioning and goals workshop with elected officials and stakeholder committee.

Task 2.2: Key destination and place mapping for a base year and forecast year

Contractor will review the current and planned land uses in the downtown area to better understand key travel origins and destinations. Contractor will identify areas that have strong placemaking opportunities or other values that differentiate them from other typical corridors as unique areas.

Task 2.3: Traffic Assessment, active transportation, and transit network mapping

Contractor will assess important vehicular and non-vehicular movements in the Town of Jackson. Contractor will develop active transportation and transit networks with an aim to achieve the vision and goals developed in the visioning workshop while providing links to the key destinations in town, noting potential conflict points or pinch points when networks are overlaid. Walking, cycling, and transit networks will be developed separately based on the results of the traffic assessment and place mapping to ensure safe, efficient, and connected routes for all modes. The proposed networks will incorporate existing policies, plans, and infrastructure to contribute to a more efficient implementation process while identifying potential policy and infrastructure changes that could be pursued through the SS4A Action Plan (see Task 3.5)

Task 2.4: Roadway Classification Review

Contractor will review and, where appropriate, reevaluate the categories of roadways present in Town of Jackson based on their function as access, distributor, or through roads.

Roadway classifications will be presented in a draft network.

Task 2.5: Develop standard cross-section designs as an update to 2015 Community Streets Plan

Contractor will develop standard cross-sections using information from prior tasks as an update to the 2015 Community Streets Plan. Specific focus should be placed on:

- Reviewing and evaluating options for street classifications and posted speed limits, as appropriate, that reflect best practices and coordination with Town LDRs.
- Developing recommendations for new and existing street sections and establish criteria where they apply.

Phase 2 Suggested Interim Deliverables

- Visioning and Goals Memo
- Data request memorandum requesting available background materials for Phases 2 and 3
- Key Place Mapping – map of current and future key destinations and areas with heightened place value
- Preliminary updates to 2015 Community Streets Plan with two components:
 - Draft map layers for all mode networks (walking, cycling, and transit), i.e., the ‘network map.’
 - Annotated outline of proposed updates to the 2015 Community Streets Plan

Phase 3: Action Plan Development Phase

Task 3.1: Leadership Commitment

Contractor will draft a leadership commitment document for Jackson Town Council and Teton County Board of County Commissioners consideration. Client will prepare accompanying staff report and

present the document at a Joint Information Meeting. Contractor will attend the meeting virtually and revise the leadership commitment based on the direction from elected officials at the meeting.

Task 3.2A: Safety Analysis and identification of high-risk/high-injury network

Contractor shall evaluate available data to define a high-risk, high-injury, and/or high-discomfort network and identify proven countermeasures¹ targeted at specific designs, operations, or behaviors.

Safety analysis should collect recent data to understand network safety and may include speed studies, intersection trajectories, access/egress maneuvers, and other analyses. Analysis should include near miss events, road user type, interaction directionality (e.g., right hook, left hook, through movement), and speed. Safety analysis may include (1) proactive diagnostics on the high-risk network and appropriate countermeasures as well as (2) measures to enhance comfort for all road users.

It is anticipated that robust safety analysis will be needed at twelve (12) 4-way intersections and ten (10) roadway segments in the community; actual locations will be identified based on network mapping efforts from Phase 2 and will include locations in both unincorporated Teton County and the Town of Jackson.

Task 3.2B: ADA facilities evaluation

This task will consist of an ADA compliance review of design standards, buildings and associated parking lots/paths of travel, parks and associated parking lots/paths of travel, park sidewalk and associated curb ramps, unpaved pedestrian trails, pedestrian bridges, signalized intersections, public rights-of-way sidewalks and associated curb ramps, and transit stops. Possible solutions to bring any non-compliant elements that are not considered to be a de minimis barrier and are not “safe harbored” into compliance will be provided.

The Consultant will establish field teams that will conduct evaluations based on forms developed by the Consultant. Evaluation forms for the following facility types will be based on the federal ADA Standards for Accessible Design or PROWAG standards as appropriate and access-related state and local standards that were applicable at the time of construction:

- Buildings and parking lots
- Parks and parking lots
- Park unpaved trails
- Signalized intersections
- Sidewalk corridors
- Unsignalized intersections and driveways
- Transit stops

All field data will be compatible with the Client’s existing Geographic Information System (GIS). The Consultant will provide up to two (2) hours of in-field evaluation discussions with Client staff. In-field discussions will occur during the scheduled field evaluations. The review and recommendations will inform the three core deliverables (the TEDS Manual, Action Plan, and Community Streets Plan).

¹ <https://highways.dot.gov/safety/proven-safety-countermeasures>

Task 3.3: Generate Transportation Engineering Design Standards (TEDS) including standard cross-sections and design details for various roadway and pathway contexts

The Transportation Engineering Design Standards Manual may be a standalone manual or may be incorporated into the respective LDRs and/or utility/roadway design standards for the Town and County. (See Task 1.5).

In Task 3.3, the Contractor should:

- Prepare annotated outline of TEDS manual.
- Prepare the draft manual and present to staff and Design Review Team (DRT).
- Seek feedback from stakeholders and public and revise the manual as needed.
- Present findings to the Town and County Planning Commissions, Teton County Commission, and Town Council.

Task 3.3A: Develop draft design details consistent with plan goals and draft map layers

Contractor will generate a list of design details for Client concurrence including, but not limited to:

1. Protected bike lane cross-section and standard detail drawings, including delineation, allowed material types, etc.
2. Pathway cross-section and standard detail
3. Two-way cycletrack standard detail
4. Review town sidewalk detail for consistency with recommendations
5. Cross section for streets less than 60 feet wide
6. Cross section for streets greater than 60 feet wide (typically WYDOT ROW)
7. Review and refine existing intersection and driveway details for Town Streets and County Roads (4 details)

It is anticipated that 10-15 standard details will be developed for the Transportation Engineering Design Standards Manual, as informed by the visioning phase and earlier tasks.

Task 3.4: Refine network map and draft project, strategy, and policy list drafts

Based on prior tasks and data analysis, the Contractor will refine the ‘network map’ and preliminary Action Plan components from Phase 2 to prepare for public and stakeholder engagement.

Task 3.4A: SS4A Policy and Process Recommended Changes

Contractor will use feedback from prior phases to refine Policy and Process Recommended Changes. Contractor will analyze existing policies, identify opportunities for improvements, and incorporate implementation of revised or new policies into the Draft Action Plan. Contractor will identify components with the highest anticipated impact or probability of impact on safety.

Task 3.4B: SS4A Strategy and Project Recommendations

Contractor will use feedback from prior phases to refine Strategy and Project Recommendations. Strategies and projects should:

1. Tie to High Injury/High Discomfort networks developed in Phase 2 and Task 3.2.
2. Include short, medium, and long-term strategies.
3. List specific projects and strategies including timeframes for implementation.

4. Describe scoring criteria used for rating projects suitable for implementation.
5. Include solutions regarding infrastructure, traveler behavior, and/or operational safety.

Task 3.5: Final drafts for Planning Structure and Public review

Contractor will present drafts to public and to the established planning structures for comment and revision. The Draft Action Plan and updated Community Streets Plan should be available for public comment for at least 45 days.

Contractor will host effective meetings for DRT and public either in person or via Zoom to facilitate diverse, equitable options for participation. The Client will assist in reserving meeting space and distributing meeting information to local media and other organizations.

Phase 3 suggested interim deliverables

- Memorandum on ADA facilities audit (Task 3.2B), including photolog summaries, pay item descriptions, compliance statuses, and potential solutions.
- Catalog of projects and strategies, including:
 - Review of Teton Mobility Project pathway and bike network projects.
 - Identifying new infrastructure projects or programs.
 - Identifying strategies that address high risk networks.
 - Identifying policies and processes that embed the Safe Systems approach.
- Final Draft Action Plan.
- Final Draft Transportation Engineering Design Standards (TEDS) Manual.
- Final Draft updates to Community Streets Plan (including network maps).
- Public and stakeholder meeting materials.

Phase 4: Action Plan Adoption Phase

This phase will focus on finalizing and adopting deliverables that have been developed/drafted in prior phases. The deliverables to finalize in this task include:

1. A USDOT-compliant Comprehensive Safety Action Plan (i.e., the Action Plan) documenting Policy, Processes, Strategies, and Projects for a Safe Systems Approach. This plan will serve as the update to the 2007 Pathways Master Plan and will ensure that the Town of Jackson and Teton County are eligible to apply for SS4A Implementation Grants. The plan must be drafted, finalized, and delivered per the schedule in **Section C** or earlier. A draft shall be available for public comment prior to adoption by the Town Council and County Commissioners. The draft and final Action Plan should include a ‘Top 10’ list of the highest priority projects based on the analysis. Note: this deliverable can proceed on a timeline independent of the other deliverables as needed/appropriate.
2. A Town of Jackson street typology memo that documents recommended pedestrian and cycling facilities; vehicular, transit, walking, and biking networks (‘network map’); and representative cross-section concept drawings. A draft shall be made available for public comment prior to adoption by the Town Council. This will serve as the update to the 2015 Town Community Streets Plan.

3. Transportation Engineering Design Standards Manual, which consists of recommended design standards, design details, and recommended Land Development Regulations that are consistent with a 'Safe Systems' approach and informed by prior phases. Contractor will provide the comprehensive deliverable; Client will manage the adoption process to modify existing Utility Standards.
4. Optional deliverables. It is anticipated that this work will identify strategies and information which, while not directly called for in the SS4A Action Plan requirements, will be relevant for other policies and projects. These optional deliverables include:
 - a. Menu of TDM action and corresponding Land Development Regulations that are consistent with a 'Safe Systems' approach and informed by prior phases.
 - b. Initial ADA transition information for Town and County (including START Bus) facilities, recommending a phased plan for correcting ADA non-compliant facilities issues identified during the ADA facilities audit.

Client and contractor will work together to identify steps in plan adoption by the grant agreement deadlines, as appropriate.

C. Schedule

Milestone	Date
Post RFP on Public Purchase Website (www.publicpurchase.com , bid id#175920)	July 28, 2023
Advertise in <i>Jackson Hole News and Guide</i>	Wednesdays, Aug. 2, 9, & 16, 2023
Deadline for submitting questions via Public Purchase	Friday, Aug. 18, 2023, 5:00 pm MDT
Final responses to questions and RFP addenda posted	Wednesday, Aug. 23, 2023, 5:00 pm MDT
Proposals due (via Public Purchase)	Friday, Sept. 8, 2023, 4:00 pm MDT
Proposal review by selection committee	Through September 17, 2023
Proposer interviews (if necessary)	September 25-26, 2023
Recommendation of Notice of Award to Teton County, WY Board of County Commissioners	Tuesday, October 3, 2023
Contractor Scope of Work, Fee Proposal, and Contract Negotiation	October 3-24* 2023
Recommendation of Contract to Teton County, WY Board of County Commissioners	Tuesday, November 7, 2023
Draft Action Plan Complete	December 1, 2024
Final Action Plan Complete	March 1, 2025
Action Plan Adoption	June 1, 2025
SS4A Final Report to USDOT	October 1, 2025

*Staff report and final contract materials needed by October 24 to meet November 7 notice to proceed

D. Response Method

Public Purchase website: This RFP will be posted on the Public Purchase website, bid ID #175920: <https://www.publicpurchase.com/gems/login/login>). Respondents must register (free) on the website to access the RFP and respond to it. Questions regarding the RFP must be asked on the Public Purchase website by the deadline in **Section C** above. Answers will be posted to Public Purchase, and both questions and answers will be available to all respondents.

Responses will be opened via automatic release from Public Purchase immediately following the submittal deadline. The deadline to submit a response to this RFP is listed in **Section C** above.

E. RFP Response Format:

- **Cover Letter** – Letter must be signed by a person having the authority to commit the respondent to a contract to be accepted. Include a brief history of the firm or firms and summarize reputation(s) in the industry.
- **Project Approach and Schedule** – Provide your firm’s detailed approach and schedule to the phases and tasks in **Section B**. At the end of the approach section, provide a brief discussion of your current job commitments and how your company can complete the approach during the specified time frames in **Section C**.
- **Personnel Qualifications and Experience** – Identify lead and support personnel and include resumes of such with listings of relevant experience and areas of expertise, clearly indicating elements of the approach that key staff have completed in the past. Identify major projects completed within the last three years (including links or screenshots) and an organizational chart.
- **List of References** – Proposals must include references for clients for which the responding firm and key staff have provided similar professional services and work products (i.e., deliverables) within the last three years.
- **Required Documents** – Include any certifications, professional association memberships, or awards that would serve to establish your firm in the field of multimodal transportation planning, engineering, and design.
- **Suggestions or Improvements** – If the proposing firm feels that the scope of services, as described in this RFP and attached appendices, may be improved upon by additions, deletions, or changes, those changes should be clearly stated in the Project Approach as additional tasks or subtasks.
- **Conflicts of Interest** – List any potential conflicts of interest.
- **Fee Proposal (separate from sections above)** – Submit a fee proposal in Public Purchase as a **separate PDF file**. Attachment #5 provides an example template for guidance, but contractors may use their own template so long as it includes cost by phase and task, employee classification, hours by task, fully burdened rates, and anticipated Direct Costs.

Part II: Evaluation and Selection Process

- A.** Each person or firm will be evaluated based on the requirements outlined in the section below. Teton County reserves the right to reject any or all proposals.
- B.** Proposals will be reviewed and evaluated by a committee organized by the Teton County Pathways Coordinator.
- C. Scoring:** 10 – Excellent; 7.5 – Good; 5.0 – Satisfactory; 2.5 – Marginal; 0 – Unsatisfactory

	Criteria	Rating		Weight		Score
1	Experience of key individuals			35%		
2	Project Approach and Schedule			40%		
3	References' evaluation of capacity to deliver the project requirements on time and on budget			15%		
4	Past satisfactory work awarded by Teton County			10%		
				Subtotal		
	Presentation – Optional (TBD)			Re-score		
				TOTAL		

Fee Proposal: The fee proposal for the selected consultant will only be opened after all proposals have been scored according to the criteria above.

Presentations: As a result of the evaluation phase, presentations may be required. If required, these will tentatively occur via web conference per the schedule in **Section C** above. Teton County reserves the right to re-score the entire proposal of firms invited to interview to determine the top scorer.

Recommendation for Approval: Presentations will be evaluated and rated on a scale of 1 (low) to 10 (high). The Presentation score will be added to the Evaluation score to determine the firm to be recommended for approval by the Board of County Commissioners. The County reserves the right to withhold award of contracts.

Commencement of activities: Activities are to begin as soon as practically possible following signature of the Contract.

Part III: Standard Proposal Information

Changes: Teton County reserves the right to cancel this RFP process, modify the RFP as needed, or reject any or all proposals received.

Contract Term: The successful respondent must begin work within **30 Days** of Notice to Proceed. The contract term will be negotiated with the scope of work.

Proposer's Cost: The cost of developing a proposal is each respondent's responsibility and cannot be charged to Teton County.

Verbal: Any verbal communication from County employees concerning this RFP is not binding and shall not alter a specification, term, or condition of this RFP.

Withdrawal or Cancellation: The County reserves the right to cancel any contract awarded through this RFP process by providing 30 days' notice to the successful respondent. A respondent may, by letter to the County, withdraw or modify a submitted proposal prior to the RFP due date.

Teton County Property: All proposals and related material submitted in response to this invitation shall become the property of the County and are a public record.

Negotiations: After the successful respondent is selected, the County will negotiate a final scope of service and contract. The County will negotiate with the selected firm the time frame for delivery of projects and services and the terms and schedule for payment.

Subcontractors: All proposed subcontractors must be identified, and the work proposed to be performed by the subcontractors must be listed.



TOWN
COUNCIL

JOINT INFORMATION MEETING

AGENDA DOCUMENTATION

SUBMITTING DEPARTMENT: Town Administration

PRESENTER: Roxanne Robinson

MEETING DATE: November 6, 2023

SUBJECT: START Budget Amendment for Housing

STATEMENT/PURPOSE

This item is before the Town Council and County Commission as they approve the annual budget for START and any amendments to it.

BACKGROUND/ALTERNATIVES

The Town has secured housing for winter Transit Operators for the 23-24 START season and rather than accounting for the expense and revenue in the Town's employee housing fund, staff is recommending that the expense and offsetting revenue be recorded in the START fund.

To meet the needs of START seasonal employees, the Town has secured 13 units at the Antler Motel and 6 units at Snake River Cabins through primary leases, which we then sublease to employees for the winter season. The Antler is within walking distance to the START facility which some of our winter operators require when they reside here without a personal vehicle. The Snake River Cabins offer a different option with separate cabins with a loft, full kitchens and outdoor grills and are approximately 11 miles from the START facility.

Through the primary leases, the Town guarantees payment to the landlord starting November 1 and running through the end of the START 23-24 winter season. The first day of employment and orientation for all new Transit Operators is November 6. Rent is pro-rated for the driver upon arrival and staff is estimating that most drivers will stay through the end of the season (April 14, 2024) because the winter bonus is tied to completion of the season.

Staff is estimating total expenses for the primary leases for the winter season at approximately \$166,000. That number could fluctuate if there is high snowfall and additional snow removal expenses are needed at the Snake River Cabins. Based on arrival dates for employees, staff estimates the total offsetting revenue at \$158,000 leaving a subsidy of \$8000.

Although staff is confident in the estimate of offsetting revenue, it is not a guarantee, there could be unforeseen events that result in service reductions such as a significant power outage in Teton Village or a pandemic that requires cessation of bus service. The total expense for the START fund could be as low as \$8000 or it could be as high as \$166,000.

COMPREHENSIVE PLAN ALIGNMENT

START service is critical in meeting the goals of the Comprehensive Plan related to multimodal transportation. Common Value #3, Principle 7.1 Meet future transportation demand through the use of alternative modes specifically relates to START service.

STAKEHOLDER ANALYSIS

The stakeholders involved in this budget amendment are the Town and County, but the stakeholders involved with winter START service include all of the residents and guests utilizing the service for access to Teton Village

as well as the employees of Teton Village needing the service to get to work. And finally, running buses to the village vs. everyone driving a single occupancy vehicle is helpful for wildlife and the environment.

FISCAL IMPACT

Staff is estimating total expenses for the primary leases for the winter season at approximately \$166,000. That number could fluctuate if there is high snowfall and additional snow removal expenses are needed at the Snake River Cabins. Based on arrival dates for employees, staff estimates the total offsetting revenue at \$158,000 leaving a subsidy of \$8000. Any expenditures above the \$166,000 would be allocated from the START reserve.

The net expense for the START fund could be as low as \$8000 or it could be as high as \$166,000.

STAFF IMPACT

The staff impact of preparing the staff report and completing the budget amendment is minimal, approximately 5 hours. The staff impact of securing the housing, completing all lease documents with landlords and sublessees is approximately 60 hours of time.

LEGAL REVIEW

Colasuonno

ATTACHMENTS

None.

RECOMMENDATION

Staff recommends the Town Council and County Commission approve of the budget amendment for START adding \$166,000 in expenditures and \$158,000 in anticipated revenue.

SUGGESTED MOTION

County Motion: I move to approve an FY24 START budget amendment in an amount not-to-exceed \$166,000 and an increase in FY24 START budget revenue in an amount up to \$158,000 for START employee housing needs, appropriating funds from the General Fund fund balance as necessary to offset the County's share (54%) of any revenue shortfalls.

Town Motion: I move to approve an FY24 START budget amendment in an amount not-to-exceed \$166,000 and an increase in FY24 START budget revenue in an amount up to \$158,000 for START employee housing, appropriating funds from the Town Employee Housing fund as necessary to offset the Town's share (46%) of any revenue shortfalls.



JOINT INFORMATION MEETING

AGENDA DOCUMENTATION

SUBMITTING DEPARTMENT: Teton County Public Works

PRESENTER: Heather Overholser

MEETING DATE: November 6, 2023

SUBJECT: BUILD grant update

STATEMENT/PURPOSE

This item is before the Town Council and County Commission as a BUILD Grant update.

BACKGROUND/ALTERNATIVES

Teton County, Wyoming, serving as the applicant/recipient and representing five (5) entities, including the Town of Jackson, in western Wyoming and eastern Idaho, has been selected for a FY2020 BUILD Transportation Discretionary Grant in the amount of \$25,000,000 for the Teton Mobility Corridor Improvements (TMCI) project. The TMCI will implement a series of thirteen (13) multimodal improvements along the ID-33/WY-22 corridor between Driggs, ID and Jackson, WY, connecting residents and visitors to many of the region's economic generators, including Grand Targhee Resort, City of Driggs, City of Victor, Jackson Hole Mountain Resort, and the Town of Jackson. The project will include:

- the development of two transit centers;
- a park-and-ride facility;
- completion of 8.5 miles of missing links in the pathway network;
- optimization of signals for transit vehicles;
- purchase of four regional commuter buses and two electric local buses for the transit fleet; and,
- development of rural regional highway upgrades to improve safety and operations.

COMPREHENSIVE PLAN ALIGNMENT

Multimodal transportation is a Quality of Life Common Value (#3) in Chapter 7 of the Teton County/Jackson Comprehensive Plan. Specifically, START transit service, pathways, and pedestrian/cyclist safety are critical in meeting the goals of the Comprehensive Plan related to multimodal transportation.

STAKEHOLDER ANALYSIS

All grant partners, as well as the Jackson Hole Mountain Resort, the Federal Transit Administration, have been critical to the success thus far of project planning, design and implementation.

FISCAL IMPACT

Overall, the total estimate for the 13 project components, as agreed upon in the USDOT Paper Grant Agreement, is \$43,899,822. The grant funding is in the amount of \$25M and local funds will comprise of an estimated \$18,889,882. All project components are on varying schedules for planning, design and construction. Staff will report to the JIM and BCC on cost estimates of all Wyoming project components when the information is available. Thus far, two Wyoming projects have been bid and both were under budget as follows:

- Component #3 START Vehicle Procurement (4 commuter buses)
 - o Budget = \$3,027,581
 - o Bid price = \$2,880,155
 - o Federal share = \$2,573,444
 - o Local share = \$306,711

- Component #6 Wilson to Stilson Pathway
 - o Budget = \$3,650,184
 - o Bid price = \$3,129,462
 - o Federal share = \$1,484,417
 - o Local share = \$1,645,045

STAFF IMPACT

Grant and project management continue to take up a significant amount of both Town and County staff time, with a combined estimate of 30-40 hours per week.

LEGAL REVIEW

Colasuonno and Gingery

ATTACHMENTS

BUILD grant update PowerPoint

RECOMMENDATION

None at this time.

SUGGESTED MOTION

None at this time.



**TETON MOBILITY CORRIDOR IMPROVEMENTS BUILD GRANT
JOINT INFORMATION MEETING
NOVEMBER 6, 2023**



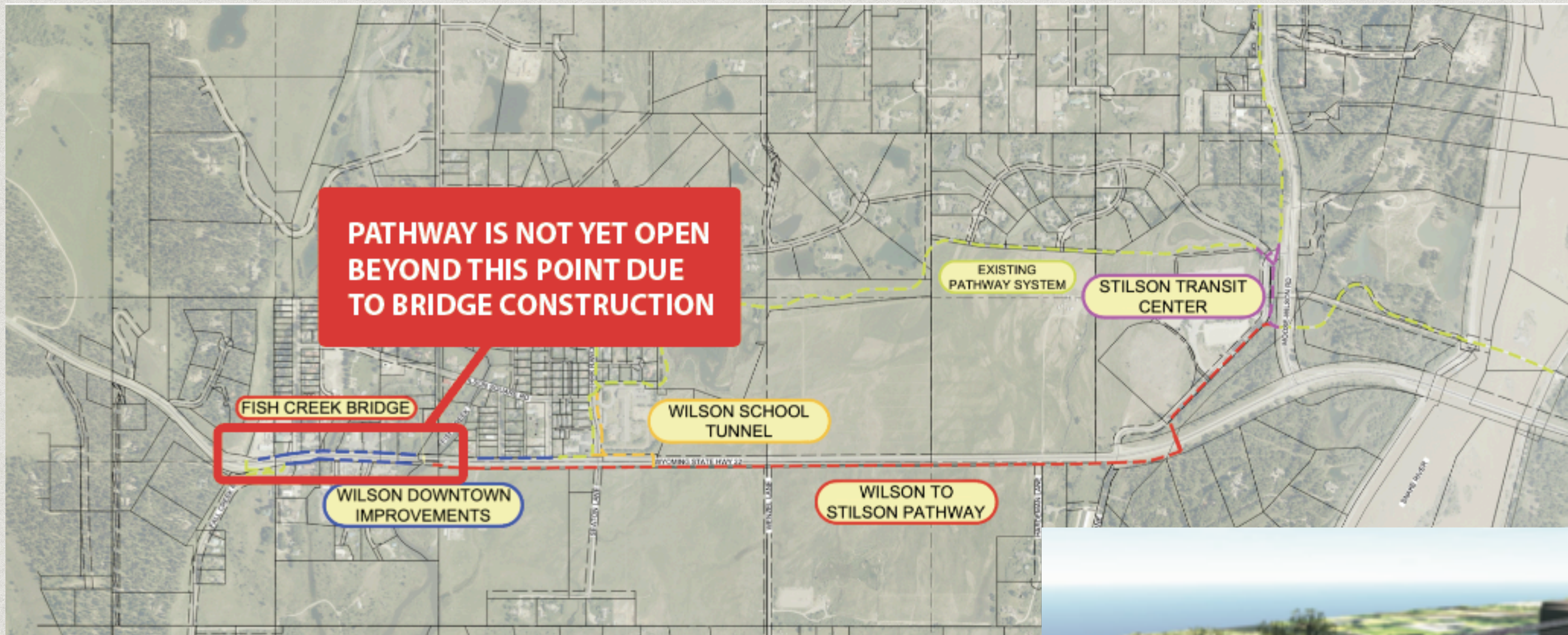
GROUNDBREAKING: JUNE 21

WILSON TO STILSON PATHWAY
WILSON SCHOOL UNDERPASS

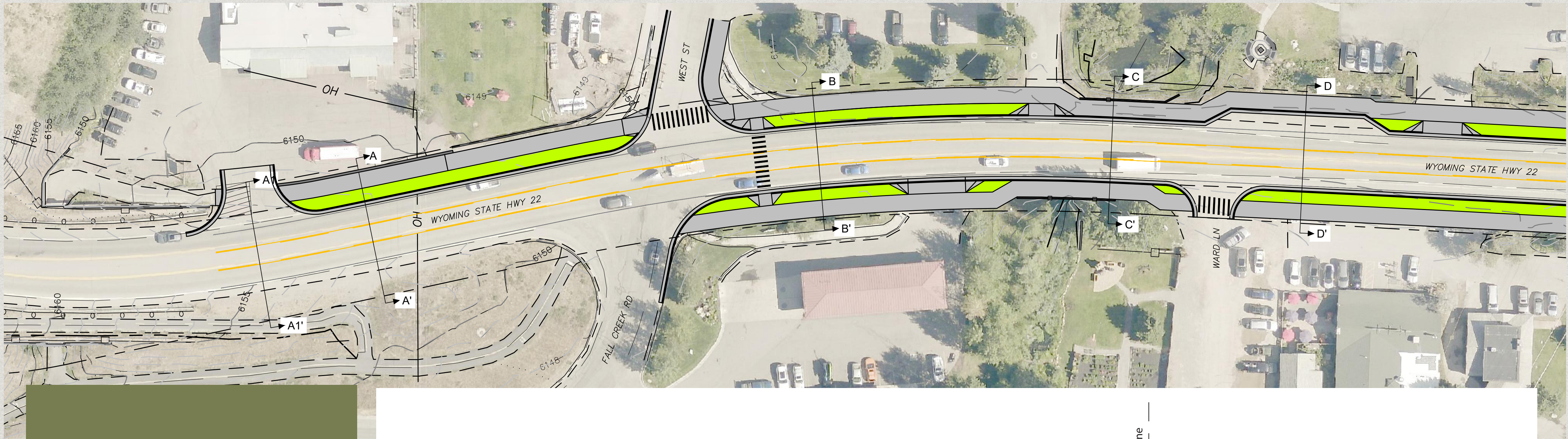




WILSON TO STILSON PATHWAY WILSON SCHOOL UNDERPASS



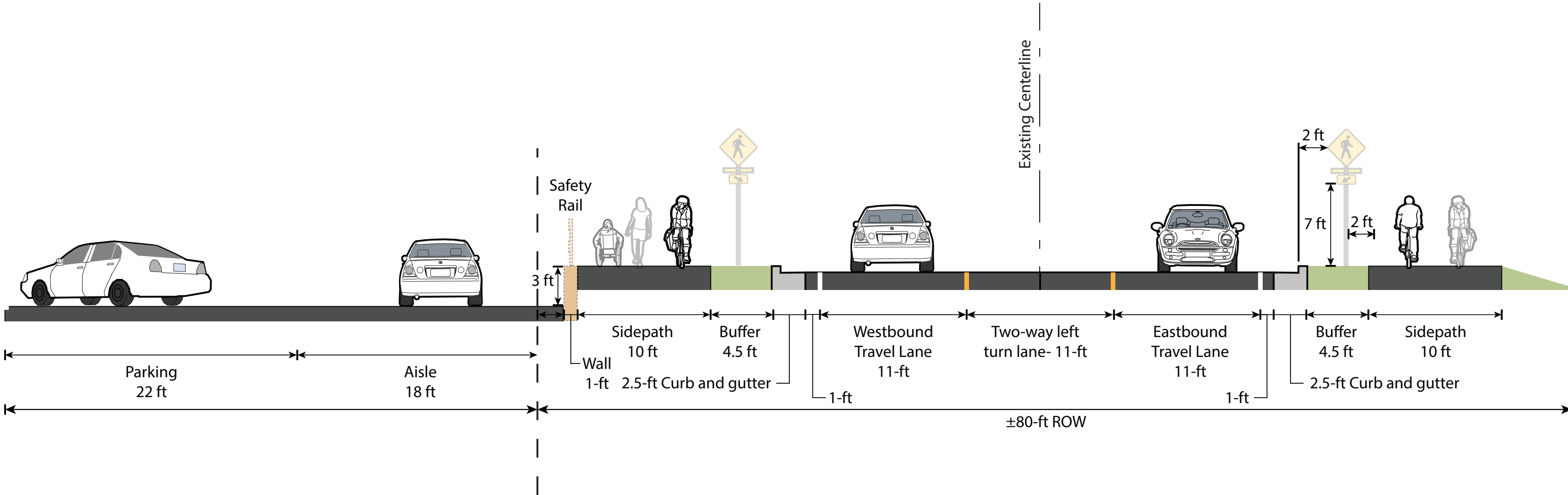
FISH CREEK BRIDGE CONSTRUCTION



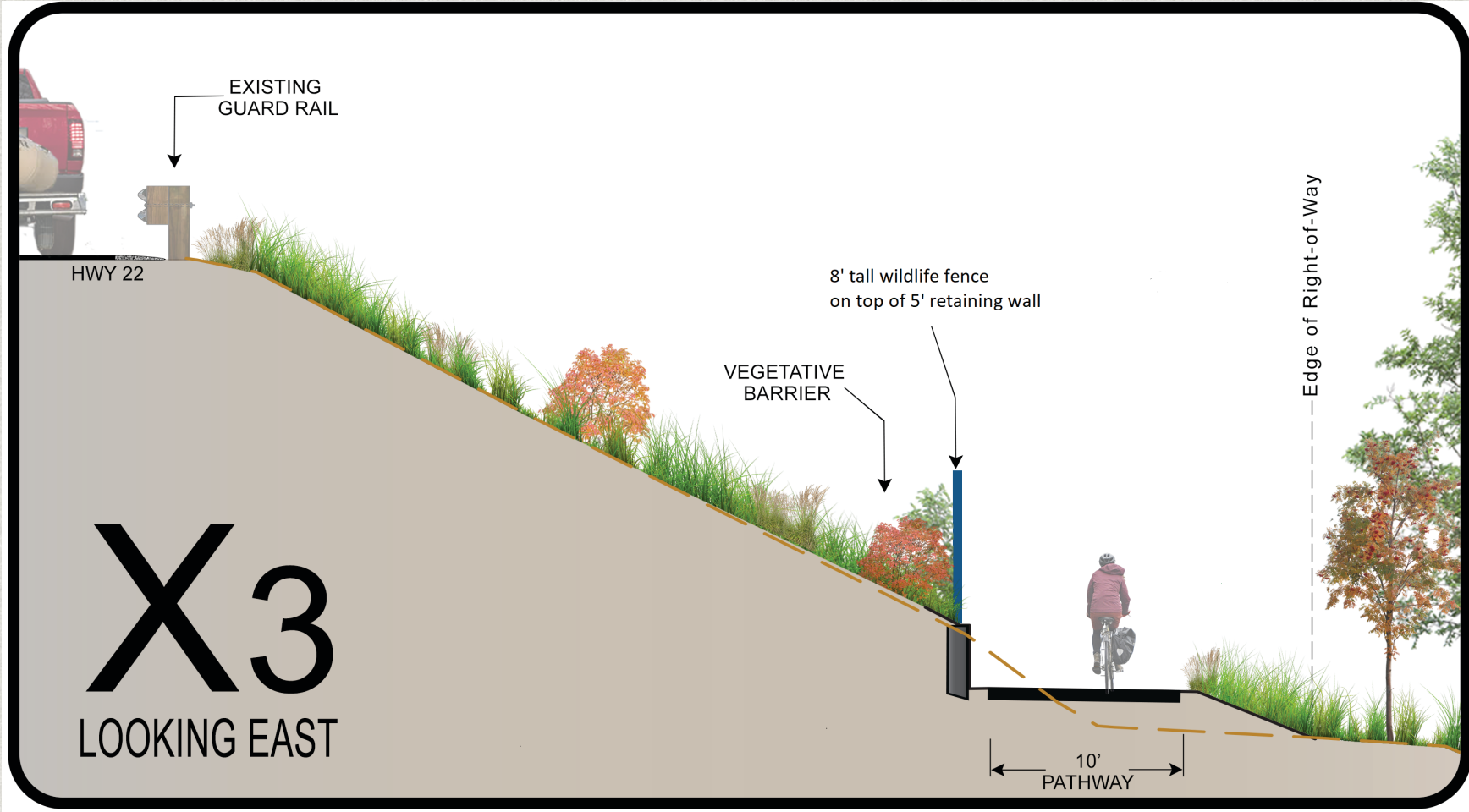
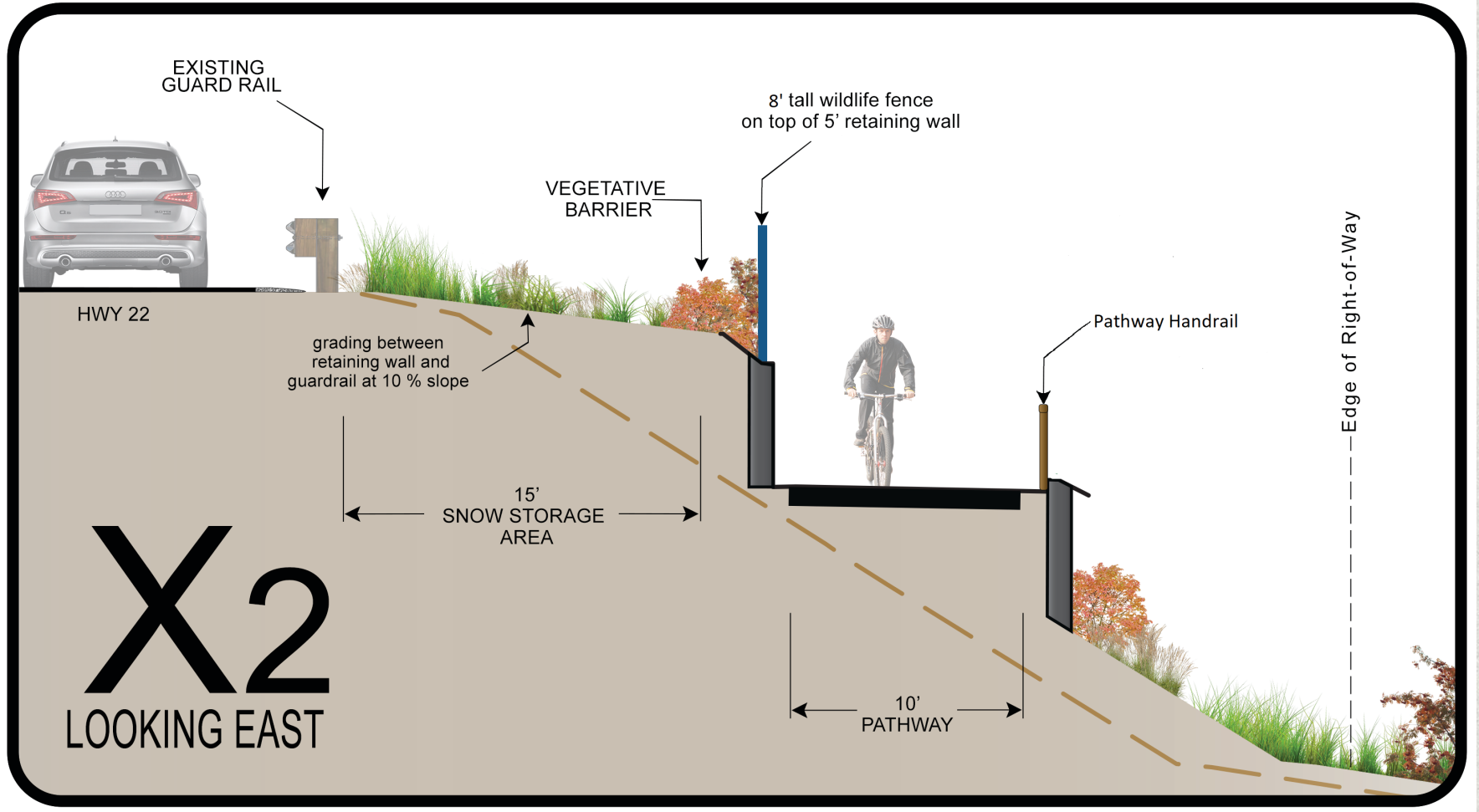
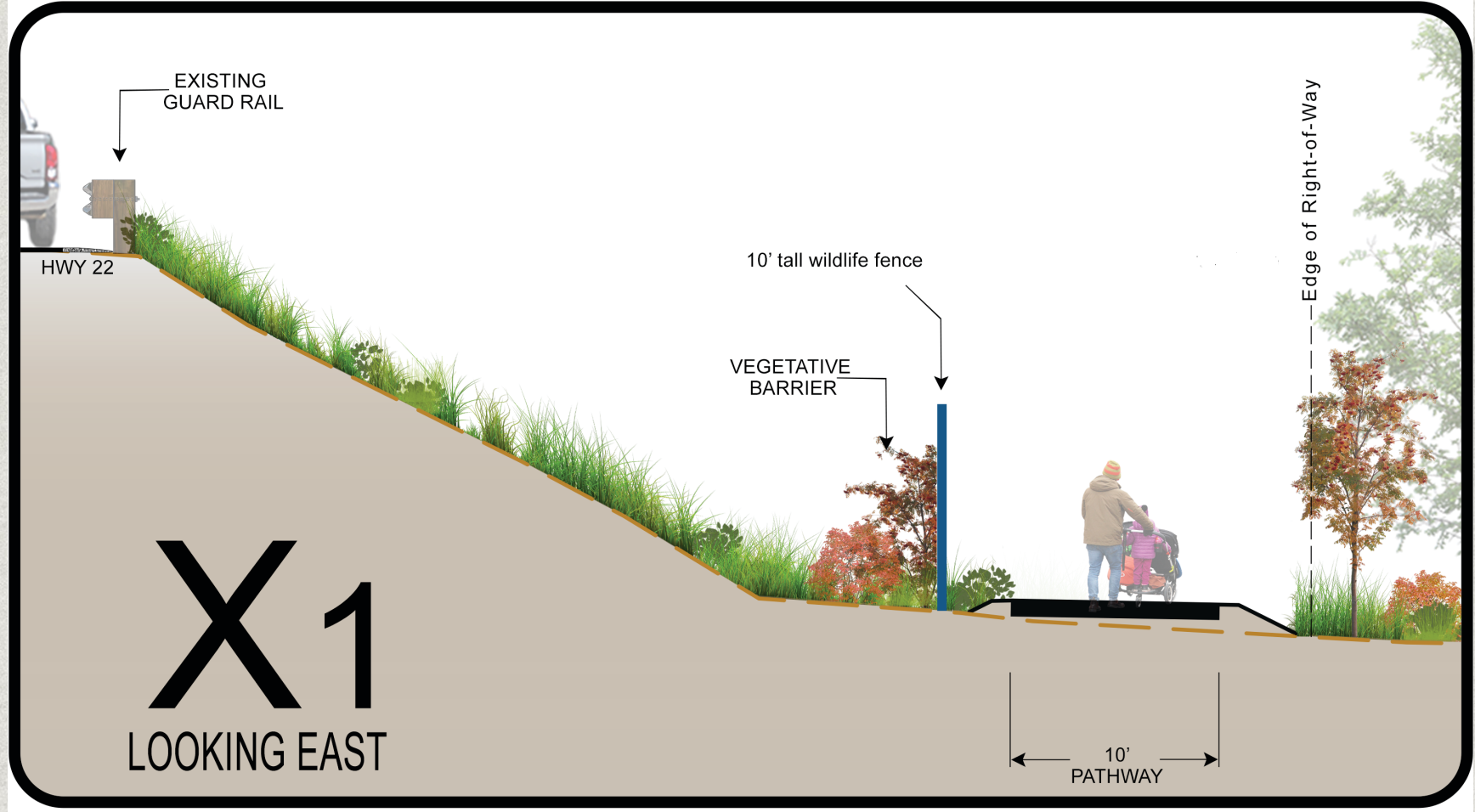
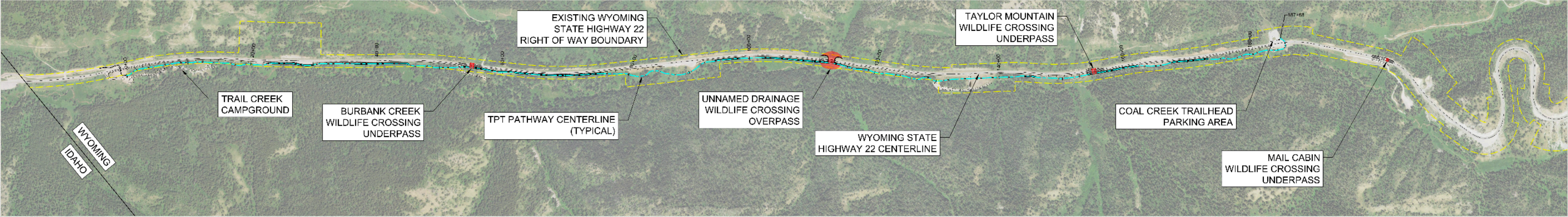
Project Description

Construct continuous active transportation facilities to link regional pathways along WY-22 through Wilson.

Additional improvements include business access consolidation and safety updates.



WILSON ACTIVE TRANSPORTATION IMPROVEMENTS



Project Description

This pathway is Segment Two of the overall Teton Pass Trail, which is a component of the Greater Yellowstone Trail. Segment One was recently completed and stretches from Mike Harris Campground east to the Trail Creek Campground along the Teton Pass Highway (ID 33/WY 22). Segment Two will begin at the Trail Creek Campground and run eastward alongside the south side of the highway to the Coal Creek trailhead, at which a pedestrian underpass will be located. This BUILD-funded project is being planned and designed along with the Teton Pass West wildlife crossing project.

TETON PASS TRAIL

Project Description

Construction of a 2,900 square-foot transit center, park 'n ride with EV car charging, pedestrian and bicycle interconnections, covered and electric bicycle parking, and transit priority signal at WY-390.

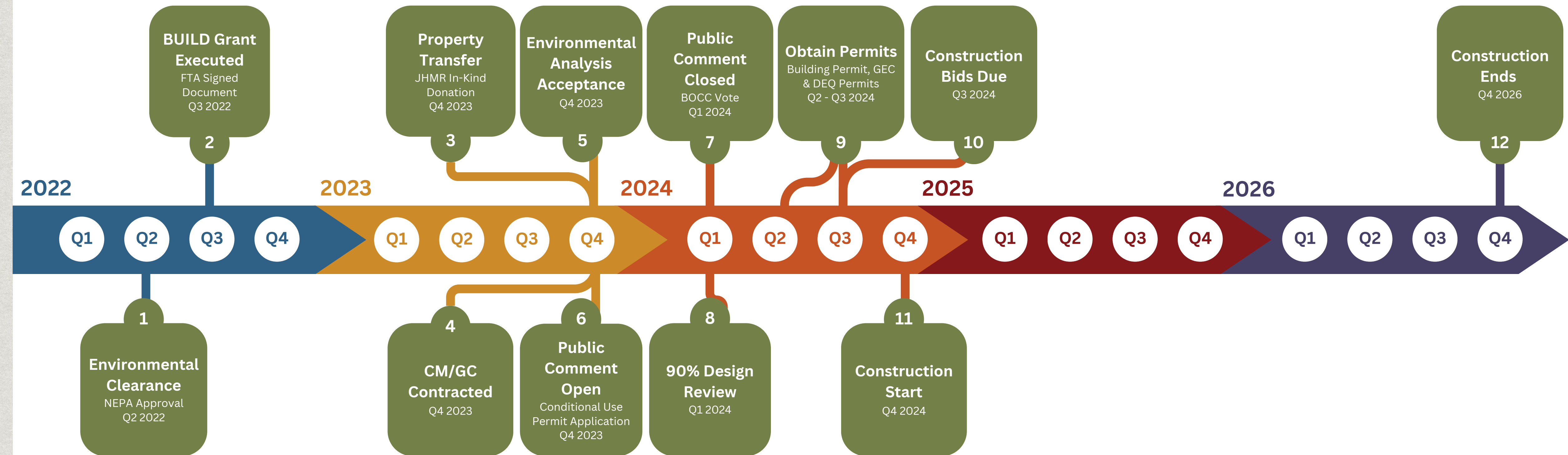


STILSON TRANSIT CENTER



STILSON TRANSIT CENTER

Stilson Transit Center Timeline

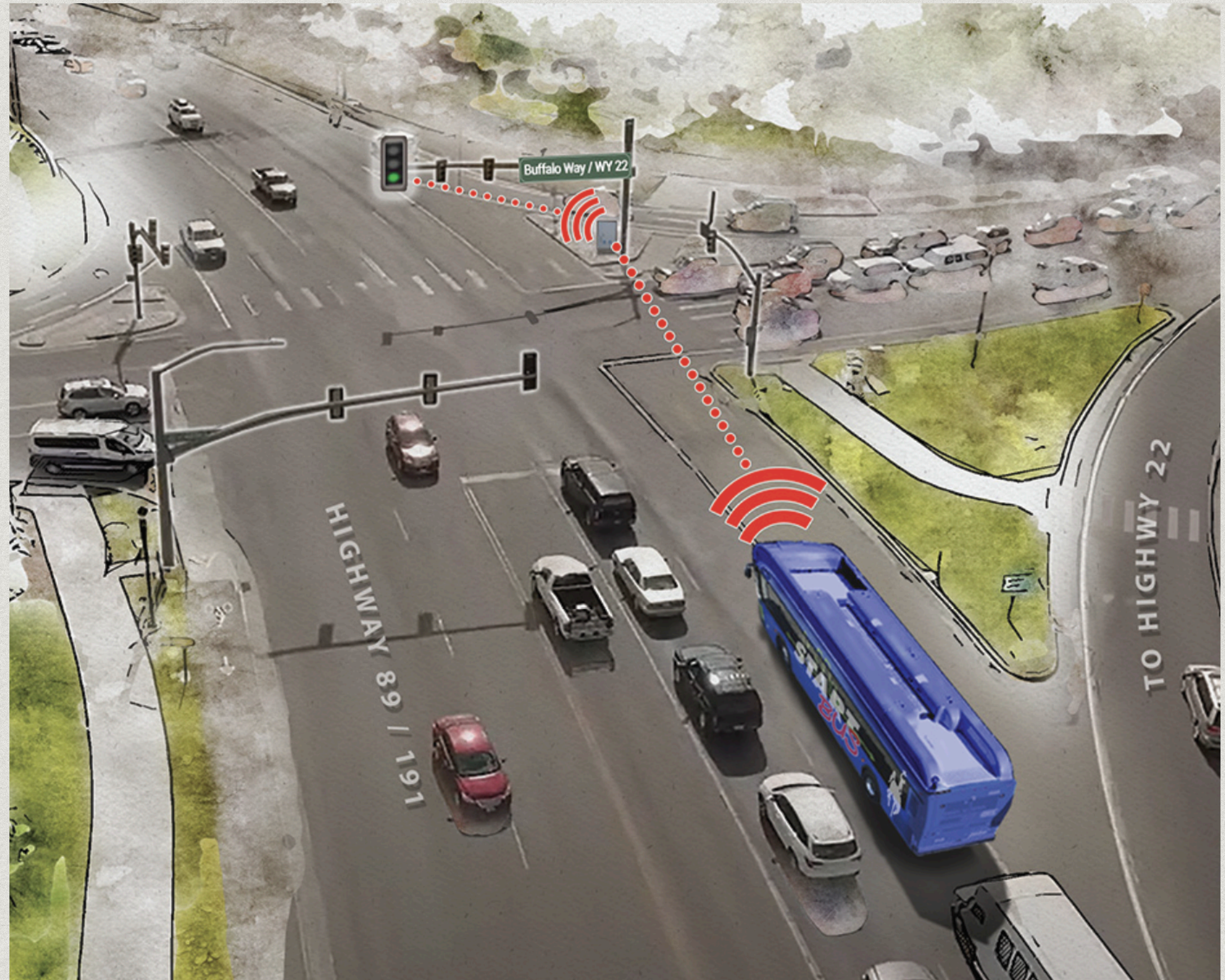


Funding Sources: BUILD Grant Federal Funding (Expires Sept. 2027); Specific Purpose Excise Tax (SPET); EMP Funds for Solar; Energy Efficiency Block Grant for Solar; DEQ 319 Fund for Stormwater Treatment; 5304 Trnasit Planning Funds; In-Kind Land Donation by Jackson Hole Mountain Resort

CM/GC = Construction Manager / General Contractor *Pending approval

Project Description

Install modules in 12 existing traffic signal cabinets that prioritizes giving a green light signal to on coming buses. Buses will also be outfitted with on-board units to communicate with the traffic signal modules.



TRANSIT SIGNAL PRIORITIZATION

Preliminary Project Schedule

DESCRIPTION	LEAD AGENCY	PARTNER AGENCY	2023				2024				2025				2026			
			Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Stilson Transit Center										Const.	Construction				Construction			
Transit Signal Prioritization (TSP) “Green Lights for Buses”								Const.										
START Commuter Bus (4)						Delivery												
START Electric Bus (2)												Delivery						
Wilson Active Transportation Improvements								Construction			Construction							
Wilson to Stilson Pathway			Construction				Construction											
Wilson School Pathway Underpass			Construction															
Teton Pass Trail											Construction			Construction				
Snake River Bridge and HWY 390/WY 22 Reconstruction	WYDOT			Green Lane Pedestrian Underpass			Construction				Construction							
Pre-NEPA Data Collection				NEPA Process				NEPA Process										

GREATER STILSON OPEN HOUSE
5:00 PM - 7:00 PM
NOVEMBER 6: PRESBYTERIAN
CHURCH OF JACKSON HOLE
NOVEMBER 7: WILSON ELEMENTARY



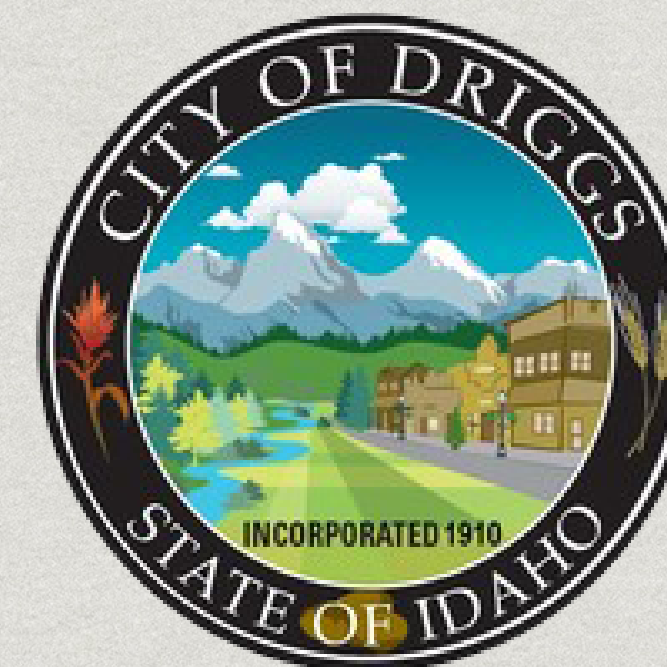
START BUS RIBBON CUTTING:
NOVEMBER 15
2:00 PM - 3:00 PM
START BUS MAINTENANCE FACILITY



DOWNTOWN WILSON IMPROVEMENTS
DECEMBER 6
5:00 PM - 6:30 PM
OLD WILSON SCHOOLHOUSE



UPCOMING MEETINGS



**JACKSON
HOLE**



TETON BUILD GRANT PARTNERS



JOINT INFORMATION MEETING

AGENDA DOCUMENTATION

SUBMITTING DEPARTMENT: Joint Housing

PRESENTER: April Norton, Housing Director

MEETING DATE: November 6, 2023

SUBJECT: 90 Virginian Lane Request for Proposals

STATEMENT/PURPOSE

Today, Town Council ("Council") and Board of County Commissioners ("Board") will review the third draft of the Request for Proposals for Affordable Workforce Housing Development at 90 Virginian Lane ("RFP"). This is the fourth meeting the Council and Board have held to discuss the future RFP for this site.

Council and Board should review the RFP in its entirety and come prepared with further questions, areas they would like to discuss, and proposed amendments for discussion at this meeting.

BACKGROUND/ALTERNATIVES

The Jackson/Teton County Comprehensive Plan directs the Town and County to maintain Town as the Heart of the Region; emphasize a variety of housing types; develop Transitional Subareas; house at least 65% of the workforce locally; focus housing subsidies on full-time, year-round workers; provide housing that is consistent with Character Districts; and create workforce housing to address shortages. The Housing Action Plan directs the Town and County to strategically provide land as public subsidy and use development partnerships to build more housing for our local community.

90 Virginian Lane is a 5.15-acre parcel of land located within the Town of Jackson. It is currently zoned Neighborhood High ("NH-1") and is one of the few large, mostly vacant parcels of land that is appropriately zoned for affordable workforce housing. The Jackson/Teton County Housing Authority ("JTCHA") purchased this property August 1, 2023 for future affordable workforce housing development.

On [August 7, 2023](#), Board and Council provided staff with direction on 10 of 11 key questions presented. On [September 11, 2023](#), Board and Council provided staff with further direction on key questions presented. On [October 2, 2023](#), Board and Council provided staff with additional direction on the draft RFP. Since that time, staff have revised the RFP based on the direction received and today seek any final direction from Board and Council. Staff are prepared to release the RFP once it is approved. To inform Board and Council's final review, staff have summarized direction received at the October meeting and provided some options for adjusting the scoring matrix.

October direction and revisions made to RFP:

1. Sustainable Design. Board and Council directed staff to require applicants to meet LEED Silver standards. The RFP has been updated as follows:
At a minimum, responses must meet LEED Silver requirements or a comparable accreditation. Proposals that exceed the LEED Silver or comparable requirements will receive additional scoring points.
2. Partnerships and Employer-Tied Units. Board and Council directed staff to increase the percentage of units that can be tied to a specific employer from 30% to 40% to increase engagement of community partners. The RFP has been updated as follows:
A minimum of 60% of the new homes created must be reserved for local workers and their families without any attachment to a particular employer and five rights of first purchase or first rental must be provided to Virginian RV Park LLC.

Board and Council agreed to discuss the scoring matrix at this month's meeting. Two primary areas were identified for further review and discussion: 1) the incorporation of sustainable design elements and scoring points associated with each; and 2) the financial scoring elements and the need to clearly define what is public investment or subsidy.

As presented, the scoring matrix has 13 scoring categories. Within each scoring category there are multiple scoring elements. Some scoring elements are baseline requirements and are required for the proposal to be considered. Other scoring elements have points associated with them.

The four scoring categories with the most possible points are Density (number of homes), Affordability (Affordable restriction income ranges), Unit Sizes (number of bedrooms), and Project Financing. As constructed, there is no maximum point amount because there is no maximum on the number of points a response can receive for the Density, Affordability, or Unit Size categories. Project Financing has a 150-point max.

1. Sustainable design elements and scoring associated with sustainable design. At the October meeting, Council and Board expressed a desire to consider increasing the points associated with sustainable design. In its current form, the matrix provides the following scoring for various elements of sustainable design. In the matrix "minimum requirements" means the requirements set forth in the RFP.

Sustainable Design Elements in Scoring Matrix	
Meets Minimum Bicycle Parking Requirements	Baseline requirement
Meets Minimum Electric Vehicle Requirements	Baseline requirement
Meets Minimum Multi-Modal Transportation Requirements	Baseline requirement
Quality of Overall Transportation & Parking Plan	25 points max
Meets Minimum Sewer & Water Requirements	Baseline requirement
Stormwater Management – exceeds min requirements	5 points max
Landscaping – exceeds min requirements	5 points max
Streetscape – exceeds min requirements with activated streetscape that emphasizes doors to the street, windows, balconies, etc.	5 points max
Functional Outdoor Common Space	5 points max
Refuse & Recycling	Baseline requirement
Quality of Overall Site Design	10 points max
Meets Building Code Requirements	Baseline requirement
Meets Livability Standards	Baseline requirement
Functional Indoor Common Space	5 points max
Quality of Overall Building Design	10 points max
Meets Minimum Sustainable Design Requirements	Baseline requirement
Energy Performance – use reduction and/or renewable sourcing	5 points max
Healthy Living	5 points max
Quality of Overall Sustainable Design	10 points max
Additional Points Available	90 points max

- a. Option A: Increase points allotted to all sustainable design elements in the RFP.
 - b. Option B: Increase points allotted to the Quality of Overall Site Design, Quality of Overall Building Design, and Quality of Overall Sustainable Design elements. If these were all increased to 25 points (matching Quality of Overall Transportation & Parking Plan element), the additional points available would increase from 90 points to 135 points.
 - c. Option C: Keep scoring matrix as presented.
 - d. Option D: Some other proposal agreed upon by Council and Board.
2. Project Financing Category and clearly defining what "public subsidy" means. Based on the discussion from the October meeting, staff have revised the matrix as follows to clarify that "no additional public subsidy" scoring

metric is for Town, County, or Housing Authority funding, not other public funding like state or federal grants, etc.:

<i>Amount of Town, County, or Housing Authority Subsidy Requested</i>	<i>50 points max. 50 = no additional Town, County, or Housing Authority subsidy.</i>
---	--

Next Steps: If the draft is approved today, staff are prepared to publicly release the RFP tomorrow, November 7, 2023 and proceed based on the timeline provided in the RFP. If the draft is not approved today, staff will bring a fifth draft back to the Board and Council for consideration at the December JIM and will adjust the RFP timeline as appropriate.

Once proposals are received, they will be reviewed for completeness – including whether they have met all baseline requirements – by the Town of Jackson Planning Director, Town of Jackson Public Works Director, Regional Transportation Planning Administrator, and Town of Jackson Ecosystem Stewardship Coordinator. Complete proposals will be sent to the Housing Supply Board for scoring.

The Housing Supply Board will then interview select respondents. These interviews will be conducted in a public setting and open to anyone who would like to observe. A second round of interviews may be necessary and will be conducted publicly. The Housing Supply Board will then provide a recommendation to the Housing Director.

The Housing Director will bring the Housing Supply Board recommendation and staff recommendation (these may be the same, they may be different) to Board and Council for consideration. Board and Council will direct staff to negotiate terms and conditions with one respondent for the development of the site. Once a Ground Lease has been negotiated, staff will bring it to Council and Board for consideration and approval.

COMPREHENSIVE PLAN ALIGNMENT

Quality of Life: Common Value

STAKEHOLDER ANALYSIS

Teton County community members and visitors.

FISCAL IMPACT

Final fiscal impact will vary based on RFP requirements and responses received.

STAFF IMPACT

Several departments across the County and Town will be impacted by this RFP, including: Housing, Town and County Legal, Town Public Works, Town Community Development, and Town Planning.

LEGAL REVIEW

K. Gingery & L. Colasuonno

ATTACHMENTS

- Draft Request for Proposals for Affordable Workforce Housing Development at 90 Virginian Lane

RECOMMENDATION

Overall, staff continue to be excited about the opportunity to create a new, vibrant, mixed-income neighborhood in Midtown and recommend releasing this RFP as soon as Board and Council are ready.

SUGGESTED MOTION

Option One:

I direct staff to revise the Request for Proposals consistent with the direction provided in this meeting and to release it via Public Purchase in accordance with the schedule as presented.

Option Two:

I direct staff to revise the Request for Proposals consistent with the direction provided in this meeting and to present the revised draft at the December 4, 2023 Joint Information Meeting.



JACKSON/TETON COUNTY HOUSING AUTHORITY
JACKSON/TETON COUNTY HOUSING DEPARTMENT

MULTIFAMILY HOUSING DEVELOPER
90 VIRGINIAN LANE
Request for Proposals

Release Date: November 7, 2023
Question Deadline: December 8, 2023
Submission Deadline: February 2, 2023

Contents

INTRODUCTION & SITE CONTEXT 3

DEVELOPMENT PROGRAM 5

FINANCING 10

SELECTION CRITERIA 11

PROPOSAL REQUIREMENTS 11

Appendices

- A. ALTA Survey
- B. Geotechnical Report
- C. Income Ranges & Maximum Pricing
- D. Existing Pathway Easement
- E. Pathway Standards
- F. Right of Way Standards
- G. Draft Scoring Template
- H. Ongoing Town of Jackson Land Development Regulation Amendments

Links to Additional Resources

- [Town of Jackson Land Development Regulations](#)
- [Town of Jackson Title 15 Buildings and Construction](#)
- [Jackson Teton County Comprehensive Plan](#)
- [Housing Department Rules & Regulations](#)
- [Town of Jackson Underground Parking Resolution](#)



INTRODUCTION & SITE CONTEXT

The Jackson/Teton County Housing Authority, through the Jackson/Teton County Housing Department (“Housing Department”), seeks a qualified partner to develop permanently deed restricted housing on Housing Authority-owned property located at 90 Virginian Lane in Jackson, WY.

The site is approximately 5.15-acres and is currently zoned [Neighborhood High Density 1 \(“NH-1”\)](#). Respondents should assume a long-term ground lease to the developer for a nominal annual fee unless otherwise noted in this RFP.

A competitive response to the RFP will propose a highly livable and inclusive new neighborhood for local workers and their families. The goals for this new neighborhood include a focus on creating as many homes for local workers and their families as possible; leaning into multimodal transportation by enhancing connectivity and encouraging alternative modes of transit; building a mixed-income neighborhood that provides both rental and ownership opportunities and creates community by providing spaces for people to come together; and leveraging professional development and financing expertise through a public-private partnership model.

Neighborhood Characteristics & Amenities

90 Virginian Lane is located in the Central Midtown Neighborhood (see: [Jackson/Teton County Comprehensive Plan](#)). The Comprehensive Plan states that:

“this Transitional Subarea in the core of the [Midtown] district will be critical in achieving the overall goal of transforming the area into a walkable mixed-use district. Opportunities should be taken to expand the currently limited street network to break up large blocks and increase connectivity for all transportation modes. Key to this transition will be the addition of increased residential intensity in a variety of types and forms to take advantage of the Complete Neighborhood amenities in the area. Mixed-use structures will be encouraged with non-residential uses located predominantly on the street level and residential units on upper levels. Multifamily structures in a variety of forms will also be desirable.”

In addition, Comprehensive Plan Policy 4.3.b: Develop Transitional Subareas states that:

“some subareas in Town are better suited for new development or re-development. In these Transitional Subareas the general public agrees that change is beneficial. Future development should provide a variety of housing types that create additional workforce housing, including multiple family owner occupied and rental housing. These subareas should include local convenience commercial generally within ¼ to ½ miles of residences. Public spaces will typically be provided in public parks. Complete streets, including all alternative transportation modes, will be provided throughout. Character will be defined less by the existing development pattern and more by the future Vision for the subarea. Developers are encouraged to utilize the allowances and incentives because these transitional subareas are the desired location of growth. Impactful investments in public infrastructure and housing will help to bolster these subareas and support efforts to promote quality of life.”

Furthermore, Comprehensive Plan Strategy 5.2.S.3 further states that we should:

“make impactful investments in infrastructure and catalyst investments in housing projects located in Transitional Subareas.”



(Illustration of future desired character of Central Midtown from the Comp Plan)

Today, the site serves as a seasonal RV Park for tourists and is zoned NH-1. It is [located](#): south of a 165-room hotel that is zoned Commercial Residential-3 (“CR-3”); west of the START facility and Lower Valley Energy substation that are zoned Public/Semi-Public (“P/SP”); north of Snow King Drive, Flat Creek, and two multifamily townhomes developments (810 West and Town Creek are zoned NM-2); and east of the Teton County Library zoned P/SP and Virginian Condominium development zoned NH-1.

Land Use & Zoning

As previously stated, the site is zoned NH-1. According to the Town Land Development Regulations (LDRs), the general intent of NH-1 zoning is to “provide for high density residential development and to promote workforce housing types using a broad range of attached residential types in a pedestrian-oriented environment.”

The NH-1 zone provides opportunities to build more housing through the density bonus tool known as the “2:1” Workforce Housing Floor Area Bonus which allows developers to “fill the box”, adding more floor area than is allowed by the base zoning in return for deed restricted housing. It is expected that respondents use this tool in proposals to create more affordable workforce homes.

A text amendment to the NH-1 zone is currently being processed and will allow buildings to be up to four stories in height (max 48’) and will allow for some opportunities to build accessory nonresidential units that are secondary to the principal residential use of the property. The intent is that the goods sold and services provided are of convenience nature to provide for the needs of year-round residents and employees in the surrounding high-density neighborhood. For example, markets or groceries, pharmacies, eateries, day care and dry cleaning/laundry, or banking services.

Parking is 1 spot per studio/1-bedroom housing unit less than 500 square-feet or 1.5 spots for larger housing units.

Transportation, Access, and Parking

The Jackson/Teton County Comprehensive Plan prioritizes the creation of a safe, efficient, interconnected, multi-modal transportation network. It states that future improvements to this district should include expanding the currently limited street network to break up large blocks and increase connectivity for all transportation modes. Parking areas should be predominantly located behind buildings or screened from view.

Transit

The site is located within 220 feet of two START bus stops. Jackson Hole Airport is approximately 10.5 miles away.

DEVELOPMENT PROGRAM

The Housing Authority, through the Housing Department, seeks proposals for this site that develop a new neighborhood in a way that meets or exceeds the residential criteria outlined in this RFP. Respondents are encouraged to provide proposal alternates where offered.

Project Scope & Phasing

Respondents may propose more than one phase of development for the site. Project completion must occur within five years from approval of the first building permit on the site and all units must be fully occupied within one year of receiving a certificate of occupancy for each building. A clear and reasonable timeline for all applications, approvals, and construction must be provided.

This new neighborhood will be required to go through a Development Option Plan, which is a site plan review process approved by staff, prior to submittal of applications for physical development. The requirements for this process can be found in the Town LDRs Section [8.5.3](#).

Required Project Milestones

1. Preapplication Conference. Developer must apply for a preapplication conference (for a Development Option Plan) within 15 days of ground lease and/or development agreement execution. This preapplication conference is required to be completed prior to submittal of a Development Option Plan.
2. Development Option Plan. Developer must submit a complete Development Option Plan application for proposed site-wide design and development within three months of ground lease and/or development agreement execution. Establish overall phasing plan for site-wide development.
3. Design Review Committee. Developer must present to the Design Review Committee within three months of ground lease and/or development agreement execution. Design Review Committee (DRC) review at a public meeting and recommendation is required prior to approval of the development option plan and any building permits. If the project is being phased, multiple trips to DRC to account for phasing may be necessary.
4. Building Permit #1. Developer must submit a complete building permit application within nine months of ground lease and/or development plan execution. Construction must start within two months of building permit approval.
5. Residential Occupancy. For each building, all residential units must be fully occupied within one year of receiving a certificate of occupancy.
6. Certificate of Occupancy - Entire Site. Project completion must occur within five years of building permit #1 approval.

Housing Program

The housing component of the project includes a combination of Affordable and Workforce Housing and must meet the minimum criteria set forth in this RFP. No short-term rental units are allowed. All units must have a [deed restriction](#) administered by the Jackson / Teton County Housing Department recorded on the property and must meet the Housing Department's Livability Standards. A minimum of 150 residential units must be built. No limit to the maximum number of units is set by this RFP.

Affordability

The base proposal for the development requires that all units created are permanently deed restricted utilizing a deed restriction administered by the Housing Department. Minimum requirements for affordability levels are provided below. Any additional units above 150 must be deed restricted either Affordable or Workforce at the discretion of the respondent. The respondent is responsible for identifying the restriction type for each unit proposed and how the provision of that affordability level meets the community's housing needs as outlined in the [2022 Teton Region Housing Needs Assessment](#) and with consideration for the future unit pipeline provided in the [2023 Housing Supply Plan](#).

Maximum rent rates based on income range and bedrooms and maximum sales prices based on income range and bedrooms are provided in Appendix C. These change annually based on new income limits provided by the U.S. Department of Housing and Urban Development. All Affordable Ownership homes will be sold by the Housing Department via the weighted drawing process. All Workforce homes will be sold by the Developer to households qualified by the Housing Department.

Affordability Requirements	
Minimum Affordable 0-80% MFI	30 units
Minimum Affordable 80-120% MFI	30 units
Minimum Affordable 120-160% MFI	30 units
Maximum Workforce	30 units

Respondents may also include proposal alternates that include:

- Maximum of 10% Market (no deed restriction) units. Market units may not be rented short-term. For every market unit provided, an additional Affordable unit must also be provided above the minimum requirements, OR
- 100% deed restricted development with any combination of Affordable and Workforce deed restrictions.

Unit Sizes

The base proposal for the development sets forth a minimum number of units by unit size (number of bedrooms). There are no minimum unit sizes by square foot or floor area; however, all units must meet [the Housing Department's Livability Standards](#). Four-bedroom units may be proposed but are not required.

Rental Unit Size Requirements	
Maximum # of Studio Units	10% of total
Minimum # of One-Bedroom Units	10% of total
Minimum # of Two-Bedroom Units	25% of total
Minimum # of Three-Bedroom Units	10% of total

Ownership Unit Size Requirements	
Maximum # of Studio Units	10% of total
Minimum # of One-Bedroom Units	10% of total
Minimum # of Two-Bedroom Units	25% of total
Minimum # of Three-Bedroom Units	10% of total

Unit Types

The base proposal for the development requires responses to include a mix of rental and ownership units. Minimum requirements are set forth below. If condominium development is proposed, the response must provide a plan for subdivision.

Unit Type Requirements	
Minimum Rental Units	30% of total
Minimum Ownership Units	30% of total

Accessibility

A variety of building types that can accommodate diverse households including singles, families of varying sizes, seniors, and adults living with disabilities are preferred. All responses must meet the Town of Jackson building code requirements. In addition to building code requirements, a minimum of 10% of all units must meet International Building Code Type B unit requirements (adaptable units). Inclusive and accessible features of the design process, exterior and interior building design, and site design should be specifically highlighted in the response narrative. These features should address multiple disability access needs (physical mobility, blind, deaf, autism, mental health disabilities, and cognitive disabilities). Respondents may want to reference the [Housing Design Standards for Accessibility and Inclusion](#), a free resource produced by The Kelsey, for guidance on accessibility-forward design.

Livability

All responses must meet the [Housing Department's Livability Requirements](#). Attention to solar orientation, shading, indoor air quality, natural ventilation and view are appreciated.

Nonresidential Program

There is no nonresidential development in the base proposal.

If nonresidential development is included with a proposal alternate, it must meet the following criteria:

- Compliant with NH-1 zone-specific and Accessory Local Convenience Commercial use standards (currently being developed via the NH-1 text amendment).
- Maximum individual unit size is 2,000 square feet.
- Use is limited to local convenience to provide for the needs of year-round residents and employees in the Midtown neighborhood.
- Total amount of nonresidential floor area may not exceed 15,000 square feet or 15% total floor area on site, whichever is less.

Transportation Program

Parking Requirements

In the NH-1 zone, parking requirements are based on use. The Planning Director may establish a lesser parking requirement through a discretionary Administrative Adjustment process based on information that demonstrates a lesser standard is workable due to reduced anticipated parking demand and alternative transportation services available. Opportunities for off-site parking are discussed below. [See Town LDR Div. 6.2.](#) and [8.8.2.](#)

Guest Parking Requirements

For all developments with 15 dwelling units or more, guest parking shall be provided at a rate of one space per 15 units. See Town LDR Div. [2.2.9.](#)

Parking Location

The base proposal requires that all parking requirements be met onsite. Parking shall be screened from street views.

Respondents may also include proposal alternates that provide at least one parking spot per unit on site. The balance of required parking spaces may be provided off-site at the library parking lot or secured by the respondent elsewhere. Off-site parking could include structured parking or nightly surface parking for guests. If proposing use of the library parking lot, the number of parking spots currently available to library patrons during library hours may not be reduced.

The respondent is solely responsible for constructing new proposed parking infrastructure. The respondent may also provide a proposal alternate with information that demonstrates a lesser standard is workable due to anticipated parking demand and proposed alternative transportation services.

Bicycle Parking Requirements

The Town of Jackson is in the process of approving new bicycle parking requirements that require 0.75 bike parking spaces per bedroom built; 25% of these bicycle parking spaces must accommodate larger and alternative bicycles. The Planning Director may approve alternative compliance to reduce or modify the number, type, or location of the required bicycle parking. See Town LDR Div [6.2.2.](#) and [8.8.2.](#)

Electric Vehicle Requirements

All new and expanded uses that generate off street parking shall provide infrastructure for electric vehicle supply equipment (“EVSE”). See Town LDR Div. [6.2.2.](#)

Multi-Modal Transportation

A minimum of three spaces for community carsharing plus one space for either car or bikeshare must be identified for use in a future community carshare program. Respondents are not responsible for administering the carshare program.

A 30’ pathway easement has been recorded and is centered on the north property line and is provided in Appendix D. Respondents are responsible for building the multimodal pathway on this site in accordance with pathway standards provided in Appendix E.

Sidewalk improvements along Virginian Lane and Snow King Avenue are required and must meet the standards set forth in the [Community Streets Plan](#) for this corridor based on a 60’ right of way. Cross-sections of conceptual streetscape improvements are also included as Appendix F. ROW improvements that extend beyond the defined ROW boundary for Snow King Avenue and Virginian Lane must be incorporated on the project site but may be located within the setbacks specified for the NH-1 zone. Setbacks along Virginian Lane and Snow King Avenue will be measured from the property line even if ROW improvements extend onto the property.

Transportation Management Plan

A transportation management plan must be provided for the base proposal and for all alternatives. Every unit must have at least one parking spot included as part of the rent or purchase price. Respondents may choose to monetize additional parking spaces by unit.

At the Development Option Plan step, the developer must prepare a Traffic Impact Study that includes potential intersection improvements and off-site improvements. The Town and County are in the process of developing Traffic Impact Standards, but the formal adoption date is unknown. Based on the findings of the Traffic Impact Study, the developer should propose a Travel Demand Management plan, based on broadly accepted empirical data, that strives to reduce external vehicle trips by 50% of new trips generated by the development (in excess of the existing trips generated by the existing RV park use).

Site Access

Vehicular access to the site must be taken from Virginian Lane. New curb cuts on Snow King Avenue are not allowed unless justified through the Traffic Impact Study. Respondents may also propose access to the site from Karns Meadow Drive. If this is proposed, the respondent must plan to work with the Town to ensure the access works with the future plans for the START site. Proposed access can be the primary site access or one-way access east towards Karns Meadow Drive. One-way access must meet the minimum requirements equivalent to one-way alley access. The intent of this access is not to attract non-neighborhood vehicular through trips.

Nonmotorized access to the site has been secured via a 30' pathway easement that is centered on the north property line. This pathway easement extends east to connect to Karns Meadow Drive. Respondents are responsible for building the multimodal pathway on this site. Respondents should plan to provide north-south public pedestrian and bike access easements on the property.

For the base proposal, all interior vehicle access to the development will be privately owned and maintained. A maintenance and management budget must be provided and shall include long-term maintenance reserves.

A proposal alternate can include interior roads that are publicly owned and maintained. Public roads must meet the street standards found in Town LDR Div [7.6](#).

Horizontal Infrastructure

Sewer & Water

Respondents must coordinate water and sewer infrastructure with the Town of Jackson Public Works Department. All existing utilities that may exist (sewer, water, power, gas, cable etc.) on site that serve the existing Virginian Hotel must be maintained. Utilities can be relocated as needed for the proposed development plan. Developer is responsible for all relocation coordination, easements etc. with the Virginian Motel. Developer must work with the Town to accommodate any additional infrastructure and capacity needs. See LDR Div. [7.7](#).

Stormwater Management

Responses must meet the runoff requirements found in the Town LDRs Section [5.7.4](#).

Landscaping

Responses must meet the landscape ratio requirements found in the NH-1 zone. Plants that produce berries or other fruit are not allowed. Responses that propose only native plants and/or plants that consume low water will receive bonus scoring points. Up to 20% of LSR may be met by any rooftop vegetation, including a green roof. Food production garden areas of any size from indoor window gardens to outdoor gardens, well integrated into the plan and fenced from wildlife access, will receive bonus scoring points. Areas of landscaping intended to meet snow storage requirements must be identified.

Setbacks & Street Frontages

All responses must meet the LDR standards for setbacks as set forth in the NH-1 zone. The primary street for this development is Virginian Lane; the secondary street is Snow King Avenue. Human-scale, activated streetscapes featuring doors to the street, porches, balconies, and considerate landscaping will receive bonus scoring points. The separation between public and private spaces should be softly blended and provide an attractive street frontage along Snow King Avenue and Virginian Lane.

Community Spaces

An important goal for this development is to create community by offering shared community spaces where residents and their friends and families can congregate. Responses should include outdoor spaces that can accommodate daily use and may include landscape features, seating, and other amenities that promote gathering and are accessible to all user groups. These are not intended to be publicly accessible or maintained.

Refuse and Recycling

Bear resistant trash and recycling receptacles must be used.

Vertical Design

Responses must include a variety of building heights, massing, and façade. The neighborhood should include multiple separate buildings of varying size with complimentary styles. Larger buildings should have the massing appearance of multiple buildings. Community spaces should be provided to promote community and accommodate passive daily use.

A variety of building types that can accommodate diverse households including singles, families, seniors, and adults living with disabilities are preferred. Must meet [Town of Jackson Design Guidelines](#) as applicable. The Design Guidelines apply equally to modular and non-modular construction.

Sustainable Design

Development programs should prioritize climate sustainability through water and energy conservation. This is addressed in the Jackson / Teton County Comprehensive Plan. Specific principles are outlined, including reducing consumption of non-renewable energy, reducing energy consumption through land use, reducing energy consumption through transportation, and conserving energy through waste management and water conservation and reuse.

At a minimum, responses must meet LEED Building Design and Construction Silver requirements or a comparable accreditation. Proposals that exceed the LEED Silver or comparable requirements will receive additional scoring points. Certification is not required.

FINANCING

It is the responsibility of the respondent(s) to obtain construction and permanent financing in amounts consistent with their proposal.

Waived Application Fees

The following fees are waived for affordable workforce housing developments. Respondents should assume no other fees are waived.

- Planning & Building – all applications (except third-party review fees)
- Public Works – Streets and Other Public Spaces – all fees are waived except utility excavation in a public street or alley, water, and sewer fees.

Affordable Housing Financing

Respondents' proposed financing may consider public subsidy and tax-exempt bond financing as potential funding sources. However, respondents are encouraged to minimize the use of any Town, County, or Jackson/Teton County Housing Authority subsidy while maximizing the affordable workforce housing developed and the range of affordability provided.

Partnerships

Respondents are encouraged to seek local community partnerships to fill funding gaps and create community benefit. This could be accomplished through the sale of rights of first purchase or rental to local employers, the sale of Affordable Rental or Workforce Rental units to local employers, or other partnerships with local employers seeking safe, stable, affordable housing for their employees.

A minimum of 60% of the new homes created must be reserved for local workers and their families without any attachment to a particular employer and five rights of first purchase or first rental must be provided to Virginian RV Park LLC.

SELECTION CRITERIA

Proposals will be evaluated using the criteria listed below. Responses that do not meet minimum development requirements as set forth in this Request for Proposals will not be considered.

- Adherence to RFP Instructions
- Respondent Team Information
- Density
- Project Timeline & Phasing
- Affordability
- Unit Sizes
- Unit Types
- Transportation Program
- Horizontal Infrastructure
- Building Design
- Sustainable Design
- Property Management
- Project Financing

A draft template scoring sheet is provided in Appendix G.

PROPOSAL REQUIREMENTS

The Housing Authority has approved the following timeline for this RFP, which is subject to change as needed:

RFP Release	November 7, 2023
Deadline to Submit Questions	December 8, 2023
Submission Deadline	February 2, 2023
Initial Review and Scoring	February 5-23, 2024
Round One Interviews	Week of March 4, 2024
<i>Round Two Interviews – if necessary</i>	<i>Week of March 18, 2024</i>
Consideration of RFP Award	May 6, 2024
Consideration of Ground Lease	July 1, 2024

By responding to this RFP, respondents are agreeing to meet all applicable local and state regulatory requirements.

Submissions are due February 2, 2024 by 4pm MST. Submissions received after 4pm will not be considered. Incomplete submissions will not be considered. Responses must be submitted through the Teton County www.PublicPurchase.com portal and may not exceed 30 pages. Site plans do not count against the page limit. An additional five (5) pages are allowed for each proposal alternate. Proformas, resumes, and site plans are not included in the page count for additional proposals.

All questions must be submitted on the Public Purchase site, no later than December 8, 2023. Answers will be provided on a rolling basis.

The Housing Authority and the Housing Department reserve the right to request additional materials from the respondent at any stage in the RFP process. Respondents must provide the following information, in this order.

1. Introductory Letter

Please include a letter of interest that clearly demonstrates the respondent's understanding of the project and interest in being considered for the project. The letter shall include the respondent's name, contact information, and primary contact name.

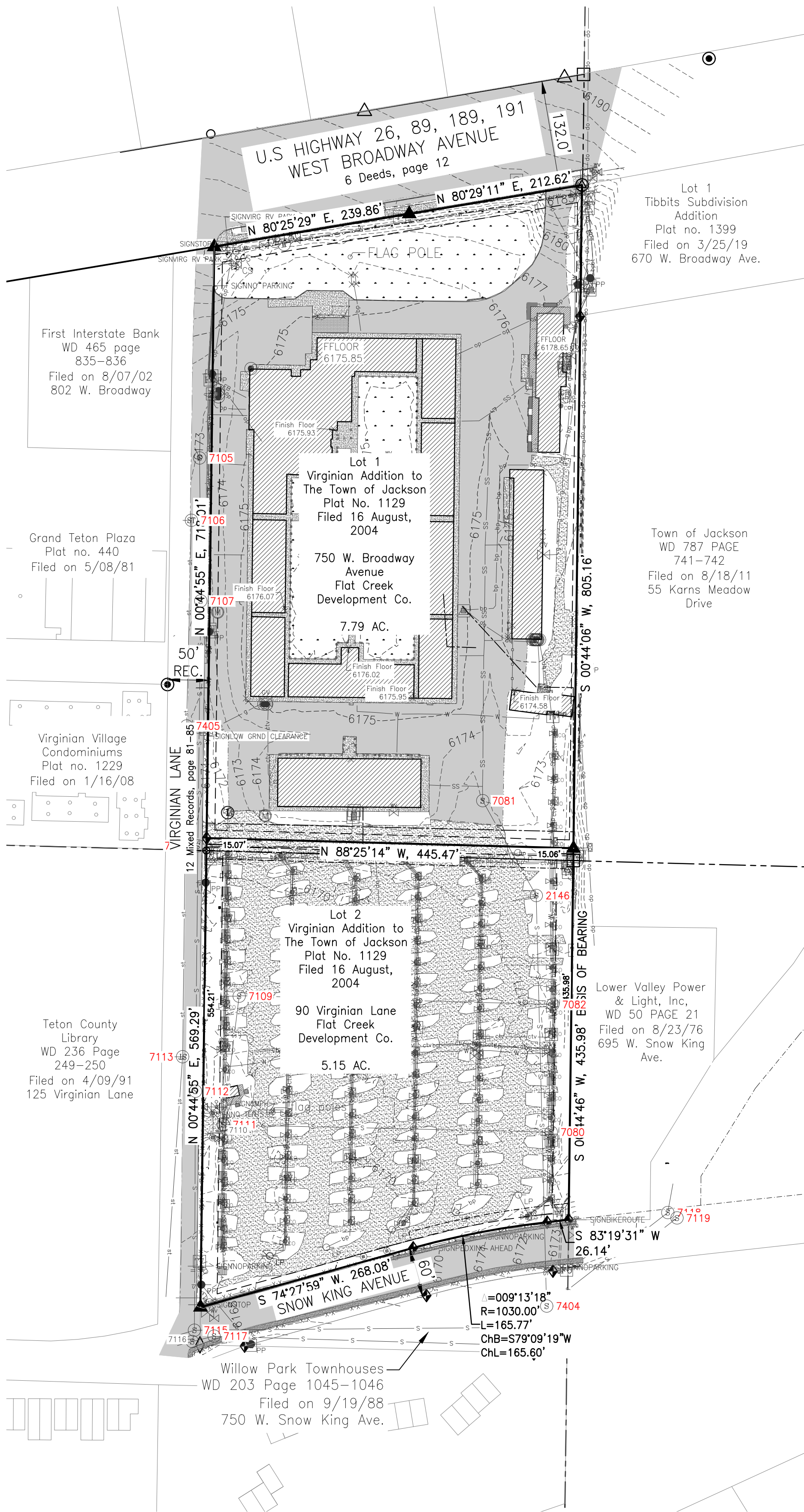
2. Qualifications

- a. Proposed Project Team. Please include an organizational chart and a description of each member of the Respondent's team, including: a resume, how the member will participate in the project, their relevant experience, and portfolios of any similar projects on which they have worked.
 - i. At a minimum, teams must include a developer, architect, general contractor, and engineer.
- b. References. Please provide three (3) references for whom your team has provided similar services. List the name, address, email address and telephone number for each reference along with a brief description of the relevant work experience for each reference. Indicate which team members worked on each project.

3. Project Description – provide for the base proposal + all proposal alternates

The project description must contain the following:

- a. A preliminary site plan that shows building footprints and heights, open space, parking, access, circulation, etc. Site plans must be at least 11" x 17" in size.
- b. A breakdown of all units including affordability, size, unit counts, bedrooms, shared storage, other common spaces, and amenities, and conceptual floor plans.
- c. A description of what types of architectural design will be used, including examples from other developments.
- d. A summary of the financial proposal that includes:
 - i. A summary narrative of the financing structure of the project that explains permanent and construction financing and sources for each;
 - ii. Supporting documentation for the financial proposal, including all assumptions made regarding construction costs, financing and soft costs, the use of public or private subsidy, rent rates, operating expenses, and any other relevant information; and
 - iii. A detailed proforma for each proposal submitted.
- e. An anticipated development schedule that includes a projected timeline for each major step associated with completion of the project, how the developer will be held accountable for the proposed dates, and what contingencies may apply.
- f. A description of the phasing plan if discrete phasing is proposed or state that the intent is to develop the site as essentially a single continuous construction project. At a minimum, the development schedule should indicate the anticipated order of completion of the individual buildings.
- g. A description of the long-term ownership and management of the proposed rental units including if a full-time management person would be located on site.
- h. Proposed HOA budget that includes maintenance reserves.
- i. For each proposal alternate, clearly define the primary differences from the base proposal in the alternate Development Program for housing, nonresidential, transportation/parking, and financial considerations. Highlight advantages or disadvantages compared to the base proposal.



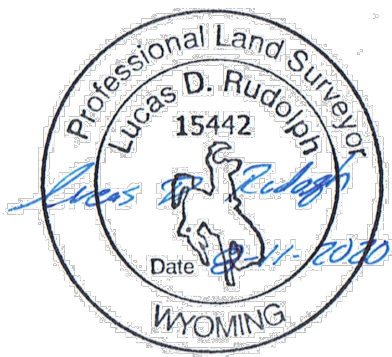
LEGAL DESCRIPTION

Lot 1 and Lot 2 of Virginian Addition to the Town of Jackson, Teton County, Wyoming, according to that plat recorded in the Office of the Teton County Clerk, on August 16, 2004 as Plat No. 1129.

CERTIFICATE OF SURVEYOR

TO: Westcor Land Title Insurance Company, Wyoming Title & Escrow Inc., New West Companies, LLC, a Wyoming limited liability company, Waterton Hospitality Acquisitions, LLC a Delaware limited liability company, Flat Creek Development Company, a Wyoming corporation, Virginian Lodge LLC a Wyoming limited liability company, Virginian RV Park LLC, a Wyoming limited liability company, and First Republic Bank.

This is to certify that this map or plat and the survey on which it is based were made in accordance with the 2016 Minimum Standard Detail Requirements for ALTA/NSPS Land Title Surveys, jointly established and adopted by ALTA and NSPS and includes Items 1, 3, 4, 5, 6(a)(b), 7(a), 8, 11, 19 and 20 of Table A thereof. The field work was from a survey on June 4, 5, 8, 9, 10, and 29, 2020.



Date of Map: August 11, 2020

Lucas D. Rudolph, Wyoming Professional Land Surveyor 15442

MH TYPE	POINT NO.	MANHOLE INVERTS		NORTH	SOUTH	WEST
		RIM	INV.			
SANITARY SEWER	7080	6171.01	6.82	5.85	5.75	
SANITARY SEWER	7081	6172.81		8.00	8.38	
SANITARY SEWER	7082	6170.89	6.8	5.35 TOP PIPE	4.80 TOP PIPE	
SANITARY SEWER	7105	6172.9	8.9			
STORM SEWER	7106	6172.74	5.15			
SANITARY SEWER	7107	6171.83	8.25			
SANITARY SEWER	7108	6169.87	9.1			
SANITARY SEWER	7109	6168.68	6.9			
SANITARY SEWER	7111	6168.98	8.85			
SANITARY SEWER	7112	6168.74		N-S 9.30	SE 8.80	
STORM SEWER	7113	6168.93	4.5			
SANITARY SEWER	7115	6167.46	12.25 TOP PIPE			
SANITARY SEWER	7116	6167.34	9.90 TOP PIPE			
SANITARY SEWER	7117	6167.64	10			
SANITARY SEWER	7118	6175.71	15.15			
SANITARY SEWER	7119	6176.11	15.25			
SANITARY SEWER	7404	6170.4		10.05		E-W 11.1
STORM SEWER	7405	6171.15	4.35 FROM CB			
SANITARY SEWER	2146	6172.03		N-S 7.65	SW 3.85 DRY	

Schedule B-II Exceptions from Coverage
Title Commitment Order Number: W-21434, dated 6 March, 2020

Exceptions shown on this survey are highlighted below.

1. Affects property, but not a matter of survey.
2. Affects property, but not a matter of survey.
3. Affects property, but not a matter of survey.
4. Affects property, but not a matter of survey.
5. Affects property, but not a matter of survey.
6. Affects property, but not a matter of survey.
7. Affects property, but not a matter of survey.
8. Affects property, but not a matter of survey.
9. Affects property, but not a matter of survey.
10. Affects property, but not a matter of survey.
11. Affects property, but not a matter of survey.
12. It is a blanket easement.
13. It is a blanket easement.
14. Affects property, and is depicted hereon, 10 foot wide easement to Lower Valley Power and Light, Inc., Book 31 of Photo, page 233, recorded on 3-20-1976.
15. Affects property, and is depicted hereon, 10 foot wide easement to Lower Valley Power and Light, Inc., Book 53 of Photo, page 86-87, recorded on 12-08-1976.
16. Affects property, and is depicted hereon, Parcel No. 2 Roadway easement to The Town of Jackson, Book 155 of Photo, page 731-733, recorded on 7-18-1984.
17. Affects property, and is depicted hereon, 10 foot wide easement to Lower Valley Power and Light, Inc., Book 186 of Photo, pages 504, recorded on 2-10-1987.
18. This easement is not on, and does not touch this surveyed property.
19. Affects property, and is depicted hereon, 10 foot wide easement to Lower Valley Power and Light, Inc., Book 223 of Photo, page 1013, recorded on 4-25-1990.
20. Affects property, but not a matter of survey.
21. Affects property, and is depicted hereon, 10 foot wide gas easement to Lower Valley Power & Light, Inc., Book 361, pages 1077-1080, recorded on 9-23-1998.
22. Affects property, and is depicted hereon, easements as shown on Plat No. 1129, filed 8-16-2004.
23. Affects property, and is depicted hereon, 10 foot wide telephone easement to Silver Star Telephone Company, Inc., Book 904, pages 544-545, recorded on 9-14-2015.
24. Affects property, but not a matter of survey.

NOTES:

The undersigned has received and examined copies of the Title Commitment Order No. W-21434, dated 6 March 2020 issued by Westcor Land Title Insurance Company with respect to the subject property, and of each instrument listed therein. The location of each easement, right-of-way, servitude, and other matter affecting title listed in said commitment, to the extent it can be located, has been shown hereon with appropriate recording references.

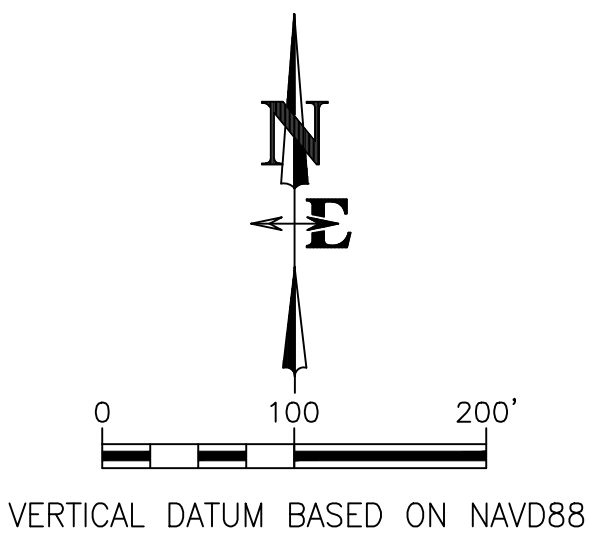
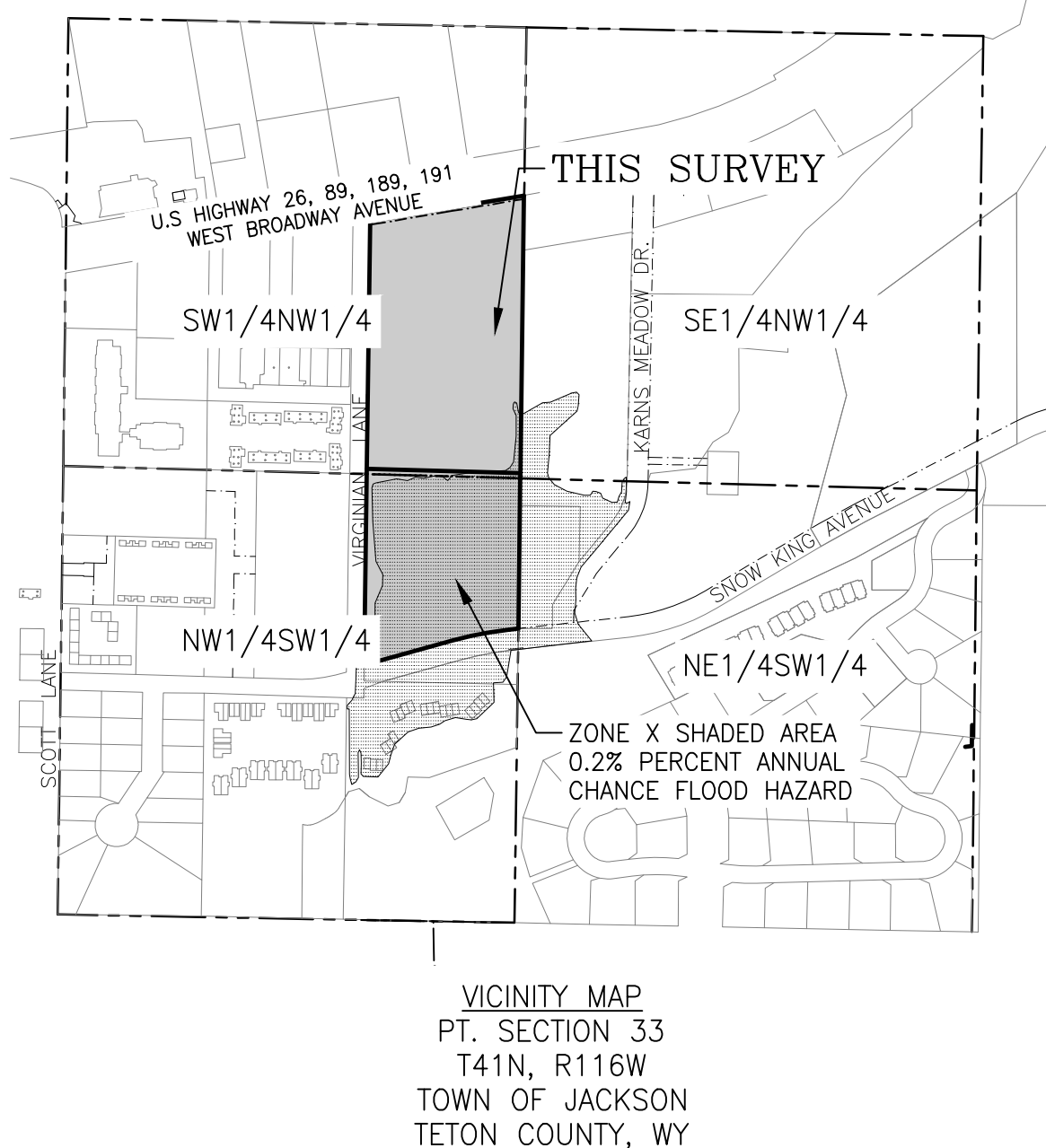
The property shown in this survey is the same as the properties described in Schedule A of the above-referenced Title Insurance Commitment.

The Property lies in Zone X, "areas determined to be outside the 500-year flood plain" and in Zone X shaded "areas of 0.2% annual chance flood; areas of 1% annual chance flood with average depths of less than 1 foot or with drainage areas less than 1 square mile; and areas protected by levees from 1% annual chance flood" as shown on the Flood Insurance Rate Map Panel 56039C2907D, prepared by the Federal Emergency Management Agency, effective September 16, 2015.

No Zoning Report Letter was supplied to the surveyor by the client, the setbacks shown are from the current zoning classification that the Town shows for the properties. Parking requirements are not listed.

Lot 1 has direct physical access to Highway 26, 89, 189, 191 and Virginian Lane and Lot 2 has direct physical access to Virginian Lane, both Public Roadways. There is an existing curb cut along Snow King Avenue, but no physical access to Lot 2 of Virginian Addition from Snow King Avenue.

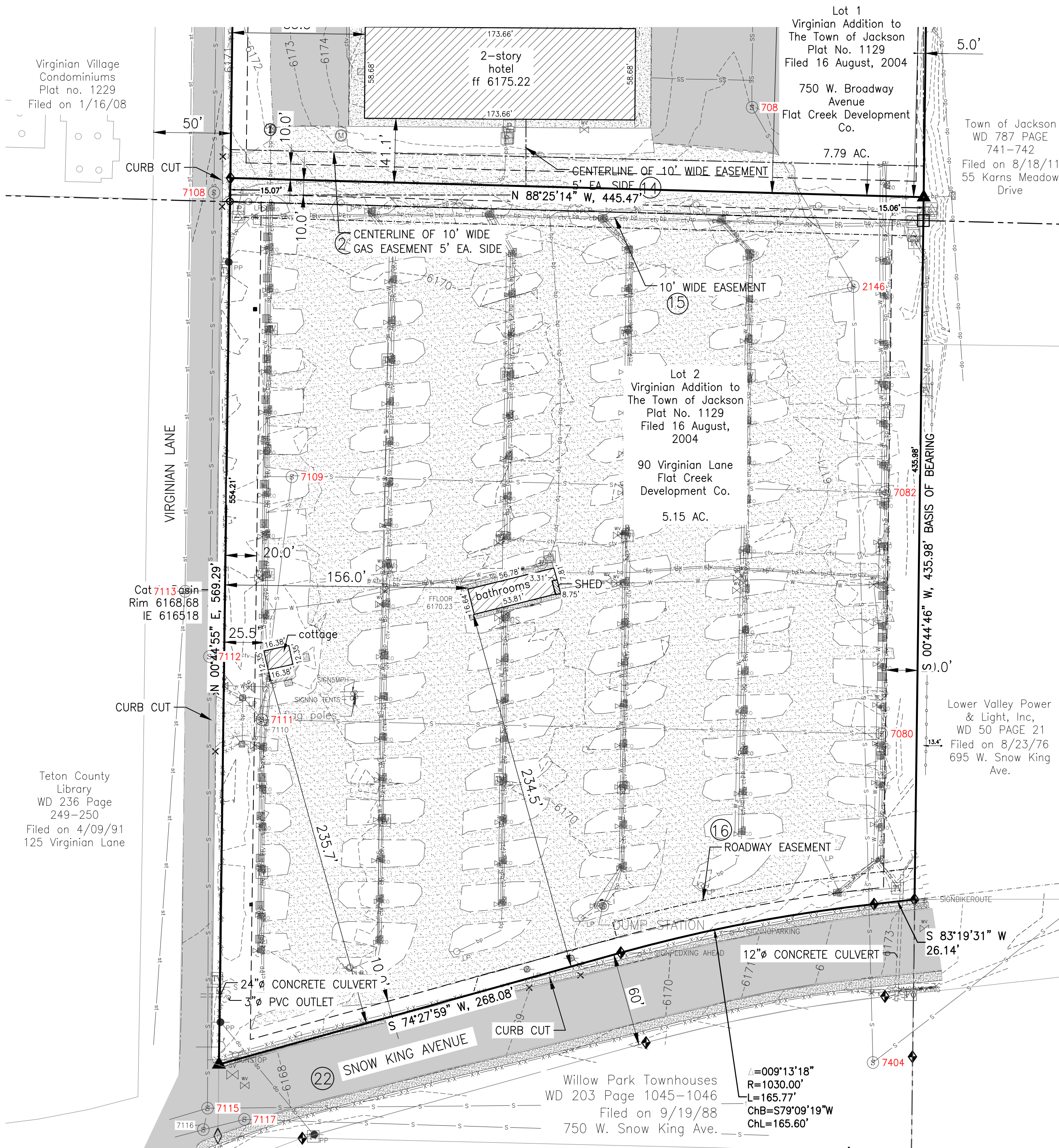
Underground utilities locates provided by private utility Locate company, Magic Valley Locates.



A.L.T.A./A.C.S.M. LAND TITLE SURVEY

Lot 1 and Lot 2
of the
Virginian Addition to the Town of Jackson
located within
SW1/4 NW1/4, NW1/4 SW1/4, Section 33
Township 41 North
Range 116 West, 6th P.M.
Town of Jackson
Teton County, Wyoming

DRAWING NO 1 OF 3		JOB TITLE A.L.T.A./N.S.P.S. LAND TITLE SURVEY NEW WEST COMPANIES LLC AND FLAT CREEK DEVELOPEMENT CO.	DRAWING TITLE SITE PLAN	NELSON ENGINEERING P.O. BOX 1599, JACKSON WYOMING (307) 733-2087					DATE 6/29/2020	REV. 7/13/20 8/7/20
JOB NO 20-102-2									SURVEYED WV/DS	
									ENGINEERED	
									DRAWN SK	
									CHECKED LR	
									APPROVED LR	



LOT 2 TOWN OF JACKSON ZONE NH-1
BUILDING SETBACKS

Primary Building Setbacks
Primary Street (min) - 20'
Secondary Street (min) - 10'
Side Interior (min) - 10'
Rear (min) - 20'

Accessory Structure Setbacks
Primary Street (min) - 30'
Secondary Street (min) - 10'
Side Interior/rear (min) - 5'
Rear Alley (min) - 10'

Landscaping
Landscape surface ratio (min) see regulation (9.4.6.D)
Apartments/Single-Family Attached 0.21 & 70% in front 1/3 of lot
all other allowed uses - 0.30

Driveway setbacks
Primary street* (min) - 20'
Secondary street (min) - 10'
Side Interior (min) - 1'
Rear (min) - 5'
Rear Alley (min) - 0'
*Excludes 20' max driveway allowed in primary/secondary street setback

Building Height
Height: roof pitch $\leq 3/12$ (max) 3 stories not to exceed 35'
Height: roof pitch $4/12$ (max) 3 stories not to exceed 37'
Height: roof pitch $\geq 6/12$ (max) 3 stories not to exceed 39'

Scale of Development
Floor Area ratio (FAR Max) - 0.40
Individual building (max gross floor area) 10,000 sf

NOTE: All camping spots include a water, sewer and power/cable tv hookup.

LEGEND	
	= PROPERTY LINE
	= SIDE OF EASEMENT LINE
	= CENTERLINE OF EASEMENT
	= SETBACK LINE
	= CURB AND GUTTER FLOWLINE
	= CABLE TV BURIED LINE
	= FENCE LINE - WOOD
	= FENCE LINE - RAIL
	= FENCE LINE - PRIVACY WOOD
	= FIBER OPTIC LINE
	= FLOW LINE DITCH
	= GAS LINE
	= GUARD RAIL
	= POWER BURIED
	= POWER OVERHEAD
	= RETAINING WALL
	= SANITARY SEWER LINE
	= SANITARY SEWER SERVICE LINE
	= STORM SEWER LINE
	= TELEPHONE LINE - BURIED
	= WATER LINE
	= AC UNIT
	= BOLLARD
	= CABLE TV PEDESTAL
	= CATCH BASIN
	= COMMUNICATION VAULT
	= CULVERT
	= CURB STOP
	= ELECTRIC METER
	= ELECTRIC PEDESTAL
	= ELECTRIC TRANSFORMER
	= ELECTRIC VAULT
	= FIRE HYDRANT
	= GAS VALVE
	= GREASE MANHOLE
	= GRILL
	= GUY WIRE
	= IRRIGATION VALVE
	= LIGHT POLE
	= MONITORING WELL
	= POWER POLE
	= SANITARY SEWER HOOKUP
	= SIGN
	= WATER METER
	= WATER MANHOLE
	= WATER SPIGOT
	= WOOD POST
	= BUILDING
	= CONCRETE
	= DECK
	= GRASS
	= GRAVEL
	= PLANTER
	= PAVERS
	= PAVEMENT

- = FOUND BRASS CAP, CORNER RECORD IN FILE IN THE OFFICE OF THE CLERK OF TETON COUNTY
- = FOUND REBAR WITH ALUMINUM CAP INSCRIBED "SURVEYOR SCHERBEL LTD BIG PINEY WY PLS 3889"
- = FOUND T-STAKE WITH METAL CAP INSCRIBED "SURVEY POINT DO NOT DISTURB RLS 164"
- = FOUND 6"x6" CONCRETE POST WITH STANDARD HIGHWAY BASE TABLET INSCRIBED APPROPRIATELY
- = FOUND REBAR WITH CAP INSCRIBED "PIERSON LAND SURVEYS PC PLS 3831"
- = FOUND CHISELED X IN CONCRETE SURFACE
- = FOUND REBAR WITH CAP "NELSON ENGR" PLS NO. NOT READABLE
- = SET 5/8"Ø REBAR WITH CAP INSCRIBED "NELSON ENGR. PLS 15442"

A.L.T.A./A.C.S.M. LAND TITLE SURVEY
Lot 1 and Lot 2
of the
Virginian Addition to the Town of Jackson
located within
SW1/4 NW1/4, NW1/4 SW1/4, Section 33
Township 41 North
Range 116 West, 6th P.M.
Teton County, Wyoming

DRAWING NO		JOB TITLE	DRAWING TITLE	REV.					
3 OF 3		A.L.T.A./N.S.P.S. LAND TITLE SURVEY	LOT 2	DATE	SURVEYED	WV/DS			
		NEW WEST COMPANIES LLC	SITE PLAN	ENGINEERED					
JOB NO				DRAWN		SK			
20-102-2		AND FLAT CREEK DEVELOPMENT CO.		CHECKED		LR			
				APPROVED		LR			



May 24, 2023

Kristi Malone
Jackson/Teton County Affordable Housing Department
PO Box 714
Jackson, WY 83001

**RE: GEOTECHNICAL-DATA REPORT, JACKSON/TETON COUNTY AFFORDABLE HOUSING, "VIRGINIAN RV PARK" - 90 VIRGINIAN LANE (LOT 2, VIRGINIAN ADDITION), JACKSON, WYOMING
PROJECT NO: 23408**

Hello, Kristi.

At the request of the Jackson/Teton County Affordable Housing department, Jorgensen explored subsurface conditions by drilling four boreholes at the Virginian RV Park located at 90 Virginian Lane in Jackson, WY (Figure 1). We previously delivered a due-diligence report on May 18, 2023, in which we identified geotechnical-engineering concerns with respect to the development potential of the property. The purposes of the follow-up exploration were to verify assumptions about soil conditions made during our desk-top review and to install standpipe piezometers. Our scope of services include drilling and logging the four boreholes, collecting soil samples, installing standpipes, and preparing this geotechnical-data report.

Subsurface Exploration

On May 17 and May 18, 2023, Jorgensen staff directed the drilling of four boreholes to depths from 25 to 26-ft below the existing ground surface (bgs). A crew from Inberg-Miller Engineers operated the CME-85, a truck-mounted drill rig. The drill crew advanced the boreholes using a 4- $\frac{1}{4}$ " hollow-stem auger. The boreholes, JG-1 through JG-4, are generally located in the four corners of the Virginian RV Park. The attached Figure 2 shows the approximate borehole locations. We prepared the attached borehole logs, on which we represent subsurface data graphically.

We recorded *standard penetration tests* (SPT), and we collected samples from each borehole at 2.5 to 5-foot intervals. We adjusted blow counts from the Standard Penetration Test (field N-values) to a standard hammer efficiency of 92% and overburden pressure of one atmosphere, as suggested by Youd and Idriss (1997) and Fang (1991), to obtain the standard adjusted $(N_1)_{60}$ value in blows per foot (bpf). In the calculation, we estimated the soil unit weight to be 130 pcf.

A Jorgensen geologist observed and recorded soil type, thickness, consistency, and relative-moisture content. Each borehole log represents observations at a discrete location. Although soil conditions appear relatively consistent, you should be aware actual soil conditions may differ from those represented in the logs.

Groundwater was detected in all boreholes, ranging from depths of approximately 18-ft to 20-ft bgs. We installed standpipes in each borehole and completed the installation with a flush-mount vault. We will measure fluctuations in groundwater levels in these standpipes during the spring and summer of 2023.

Subsurface Conditions

We observed relatively consistent subsurface conditions in the four boreholes. We developed a model consisting of four layers: fill, alluvial clay, medium-dense sand and gravel, and dense to very-dense gravel and sand.

Layer	Layer Name	Description
1	Fill	We observed fills in each borehole with a thickness of approximately 2.5-ft beginning from the ground surface. We generally logged the fill as well-graded sand with gravel. We observed it to be loose to medium dense and to comprise approximately 60% sand, 30% gravel, and 10% fines.
2	Alluvial Clay	We encountered a layer of medium stiff clay in the southern portion of the exploration area (JG-1 and JG-2). We observed the clay to extend to approximately 6-ft bgs in JG-1 and 5.5-ft bgs in JG-2. We generally logged the layer in the field as 90% clayey fines with 10% sand, medium stiff, and homogenous. The material exhibited medium plasticity under field testing. We recorded $(N_1)_{60}$ values of 8 and 11 bpf.
3	Medium-Dense Sands and Gravels	In the south end of the project (JG-1 and JG-2), we observed medium-dense sands and gravels to a depth of approximately 15-ft bgs. We recorded $(N_1)_{60}$ values ranging from 16 to 49 bpf, which indicate medium-dense conditions. In the northern portion of the site (JG-3 and JG-4), we observed medium-dense conditions to a depth of approximately 10-ft bgs. We recorded $(N_1)_{60}$ values ranging from 15 to 60 bpf. In general, we estimate the composition of this layer to be 40-60% sand, 20-30% gravel, and 15-25% clayey fines by mass. We estimate cobble-size clasts make up approximately 10-20% of the soil's volume.
4	Dense to Very-Dense Gravels and Sands	Below the medium-dense material, we encountered dense to very-dense alluvium. We generally recorded $(N_1)_{60}$ values greater than 75 bpf. We estimate the composition of this layer to generally comprise 60-70% sand, 15-20% gravel, and 15% clayey fines by mass. We observed an increase in clast size with depth and estimated the cobbles make up approximately 30 to 50% of the volume of the soil.

Conclusions/Recommendations

In general, the soil conditions we observed during the subsurface exploration are favorable for construction. We estimate the bearing capacity of the medium-dense to very-dense, granular soils to be high. You can expect the fill generated from the excavation to be good quality. One downside to the granular soils is the potential need to temporarily shore deep excavations.

We recommend planning to remove alluvial clays – such as the layer encountered in JG-1 and JG-2 – from below spread footings and replacing it with structural fill. However, if basements are incorporated in the design, we expect the depth of foundation elements to be below the observed depth of the clay.

We predict groundwater may affect the intended use of the project; i.e., basements may not be viable everywhere on the property. We encountered groundwater levels at approximately 18 to 19-ft bgs in the southern portion of the exploration area and 19.5 to 20.5-ft bgs in the northern portion of the exploration area. Based on what we researched during the desk study, we expect groundwater levels to rise 8-10 feet from current levels.

Limitations

This report has been prepared based on a very limited amount of data. Actual site conditions may vary. These services have been performed in a manner consistent with the level of care and skill ordinarily exercised by members of the profession currently practicing in this area under similar conditions. No other warranty is made or implied.

If you have any questions about this report, or if we may provide other services to you, please contact us.

Respectfully submitted,

JORGENSEN GEOTECHNICAL, LLC



Colter H. Lane, P.E.

Geotechnical Engineering Manager | Project Manager

Attached: Figure 1: Site-Location and Geologic Map
 Figure 2: Borehole Location Map
 Borehole Logs

References

Case, J.C., 1997, Earthquakes and Active Faults in Wyoming; Wyoming State Geological Survey, Preliminary Hazards Report 97-2.

Fang, H.Y., 1991, Foundation Engineering Handbook, 2nd Ed.: Chapman & Hall, New York.

Jorgensen Geotechnical, LLC, 2020, Geotechnical Investigation Report 2020 Update, Core Services Vehicle Maintenance Facility, prepared for Jeff Bates, Jorgensen Associates

Love, J.D., Reed Jr., J.C., and Christiansen, A.C., 1992, Geologic Map of Grand Teton National Park, Teton County, Wyoming: Geologic Investigation Series Map I-2031, Scale 1:62,500.

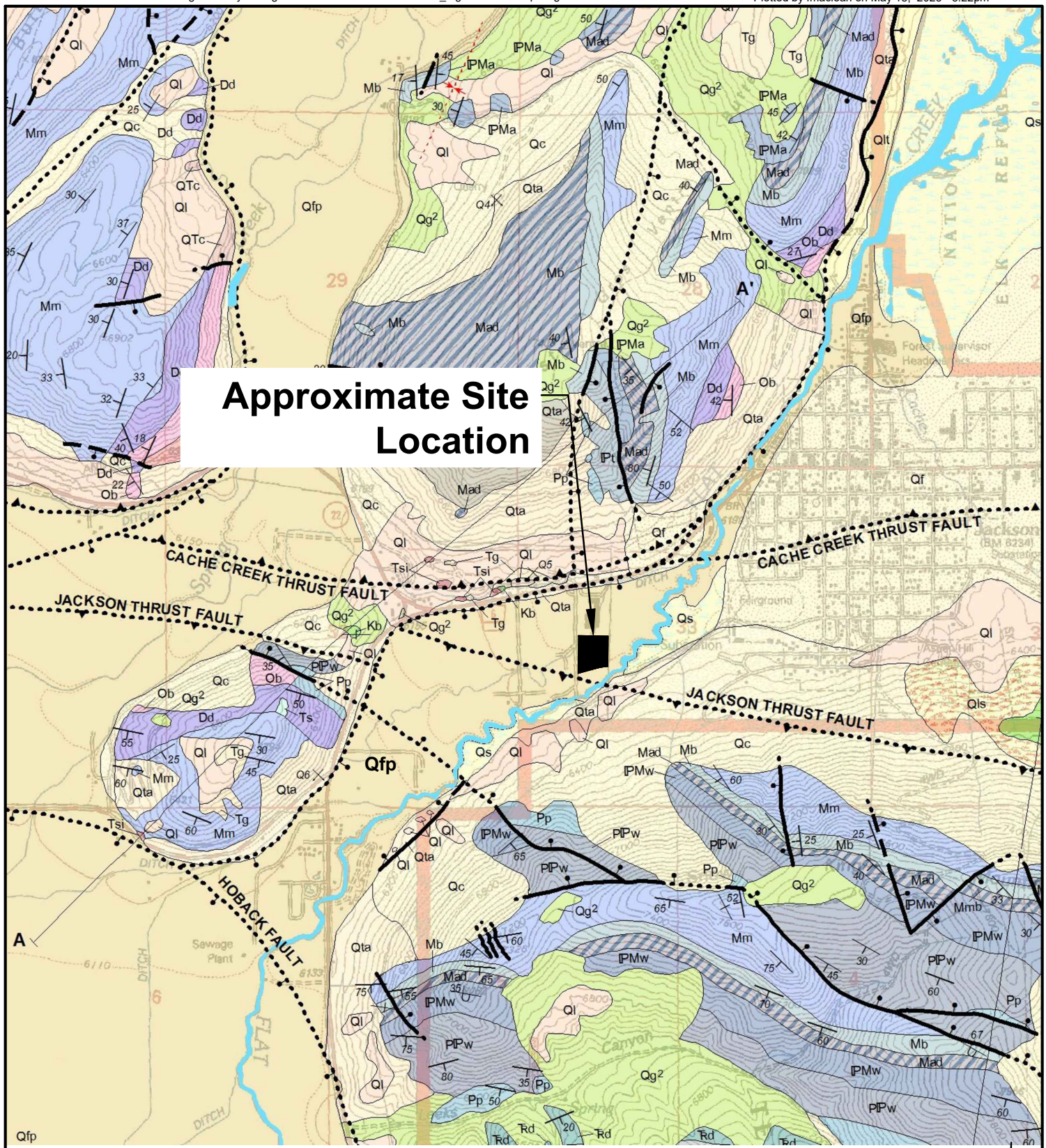
Partner Engineering and Science, Inc., 2020, Phase I Environmental Site Assessment Report, prepared for Orion Companies

Smith, R.B. and Arabasz, W.J., 1991, Seismicity of the Intermountain Seismic Belt, in Slemmons, D.B., Engdahl, E.R., Zoback, M.L., and Blackwell, D.D., editors, Neotectonics of North America: Geological Society of America, Decade Map Volume 1, p. 185-228.

Smith, R.B., Byrd, J.O.D., and Susong, D.D., 1993, The Teton fault, Wyoming: Seismotectonics, Quaternary History, and Earthquake Hazards, in Snoke, Q.W., Steidtmann, J.R., and Roberts, S.M., editors, Geology of Wyoming; Geological Survey of Wyoming Memoir No. 5, p. 628-667.

Womack & Associates, Inc., 2007, Revised Geotechnical Investigation Report for the Jack May Development at 250 Scott Lane, Jackson, Wyoming, prepared for Thomas Kirsten, Jorgensen Associates

Youd, T.L., and I.M. Idriss, 1997, Proceedings of the NCEER Workshop on Evaluation of Liquefaction Resistance of Soils: Technical Report NCEER-97-0022



SCALE: 1 INCH = 2000 FEET

THIS SCALE VALID ONLY FOR 8.5x11 PRINTS

From Love and Albee, 2004, Geologic Map of the Jackson Quadrangle, Teton County, Wyoming

Map symbols: Qfp - Flood-plain deposits - Sand, silt, clay and minor lenses of gravel

DRAFTED BY: FRM
REVIEWED BY: CHL
PROJECT NUMBER
23408

SHEET TITLE:
Figure 1
Site Location and
Geologic Map

PROJECT TITLE:
Geotechnical Due Diligence Report
TC Affordable Housing
Jackson, Wyoming



JORGENSEN
Geotechnical, LLC
307-733-5150 www.jorgeng.com



Legend Key

✦ Borehole

Drafted by:	MS	Sheet Title:	Project Title:	 JORGENSEN GEOTECHNICAL, LLC
Reviewed by:	CHL	Figure 2	Geotechnical-Data Report	
Project Number:		Borehole Location	90 Virginian Lane	
23408		Map	Jackson, Wyoming	



JORGENSEN
GEOTECHNICAL, LLC

1315 HWY 89 S., Suite 201 - Jackson, WY 83002

Telephone: 307.733.5150

Borehole ID: JG-1

Sheet 1 of 1

Client: Jackson/Teton County Housing Department

Project Number: 23408

Date Started: May 17 2023 **Completed:** May 17 2023

Drilling Contractor: Inberg Miller Engineers

Drilling Method: 4-1/4" Hollow stem auger

Equipment: CME 85

Hammer Type: Automatic hammer

☒ At time of drilling 19.00 on May 17 2023

Project Name: Housing Department/90 Virginian

Project Location: Jackson, WY

Total Depth: 26.5 ft

Logged By: MS

Checked By: CHL

Latitude: 43.471247

Longitude: -110.778804

Elevation: 6170.00

Notes: -Backfilled with spoils

-Installed standpipe, capped with a flush mount

Depth	Graphic	Sampler Type	Number	Recovery %	SPT Blow Count (N1)60	Pocket Pen. (tsf)	Material Description	▲ SPT N1(60) 20 40 60 80 ● MC (%) — PL & LL (%) 20 40 60 80 □ Fines Content (%) 20 40 60 80	Well
1							Well-Graded SAND with Gravel (SW): slightly moist to dry, light tan, loose, 30 % gravel, 60 % sand, 10 % fines, subrounded, [FILL].		
2									
3		D1A			1-2-3		LEAN CLAY with Sand (CL): slightly moist, dark brown, stiff, homogeneous, 10 % sand, 90 % fines, medium plasticity, [ALLUVIUM].	▲	
4		D1B		87	8				
5									
6		D2A			1-13-18			▲	
7		D2B		53	36		Well-Graded GRAVEL with Clay and Sand (GW-GC): slightly moist, tannish gray, dense, 15 % gravel, 60 % sand, 25 % fines, subangular, Rock stuck in shoe [ALLUVIUM].		
8									
9		D3		80	7-11-11			▲	
10									
11		D4		53	6-22-21			▲	
12									
13									
14									
15					15-40-50/				
16		D5		64	3" 100		Well-Graded SAND with Gravel (SW): very moist, orangish brown, medium dense, 20 % gravel, 65 % sand, 15 % fines, subrounded, [ALLUVIUM].		▲
17									
18									
19									
20									
21		D6		100	16-34-46				▲
22					96				
23									
24									
25									
26		D7		133	17-38-45		Well-Graded SAND (SW): yellowish tan, medium dense, homogeneous, 10 % gravel, 80 % sand, 10 % fines, subrounded, [ALLUVIUM].		▲
27					91		Well-Graded SAND with Gravel (SW): wet, orangish brown, dense, 20 % gravel, 60 % sand, 20 % fines, subangular, [ALLUVIUM].		



JORGENSEN
GEOTECHNICAL, LLC

1315 HWY 89 S., Suite 201 - Jackson, WY 83002
Telephone: 307.733.5150

Borehole ID: JG-2

Sheet 1 of 1

Client: Jackson/Teton County Housing Department

Project Number: 23408

Date Started: May 17 2023 **Completed:** May 17 2023

Drilling Contractor: Inberg Miller Engineers

Drilling Method: 4-1/4" Hollow stem auger

Equipment: CME 85

Hammer Type: Automatic hammer

☒ At time of drilling 18.00 on May 17 2023

Project Name: Housing Department/90 Virginian

Project Location: Jackson, WY

Total Depth: 26.5 ft

Logged By: MS

Checked By: CHL

Latitude: 43.471399

Longitude: -110.777785

Elevation: 6170.00

Notes: -Backfilled with spoils

-Installed standpipe, capped with a flush mount

Depth	Graphic	Sampler Type	Number	Recovery %	SPT Blow Count (N1)60	Pocket Pen. (tsf)	Material Description	▲ SPT N1(60) 20 40 60 80 ● MC (%) ┌─ PL & LL (%) 20 40 60 80 ☐ Fines Content (%) 20 40 60 80	Well
1							Well-Graded SAND with Gravel (SW): slightly moist to dry, light tan, loose, 30 % gravel, 60 % sand, 10 % fines, subrounded, [FILL].		
2									
3		D1A		47	2-3-4		LEAN CLAY with Sand (CL): slightly moist, dark brown, stiff, homogeneous, 10 % sand, 90 % fines, medium plasticity, [ALLUVIUM].	▲	
4		D1B			11				
5		D2A		60	5-7-10				
6		D2B			24		CLAYEY SAND with Gravel (SC): moist to very moist, tannish gray mottled orange, medium dense, 20 % gravel, 50 % sand, 30 % fines, subangular, Turns to orangish brown with depth [ALLUVIUM].	▲	
7									
8		D3		60	5-6-7			▲	
9					16				
10									
11		D4		73	4-11-11			▲	
12					26				
13									
14									
15		D5A		73	10-13-17				
16		D5B			35			▲	
17							Well-Graded SAND with Gravel (SW): wet, orangish brown, medium dense, 15 % gravel, 70 % sand, 15 % fines, subrounded, [ALLUVIUM].		
18									
19									
20		D6A		107	11-43-43				
21		D6B			100		CLAYEY SAND with Gravel (SC): wet, orangish brown mottled tan, very dense, 30 % gravel, 50 % sand, 20 % fines, subangular, [ALLUVIUM].		▲
22									
23									
24							Well-Graded SAND with Gravel (SW): wet, orangish brown, medium dense, 15 % gravel, 70 % sand, 15 % fines, subrounded, [ALLUVIUM].		
25									
26		D7		133	18-31-50				▲
27					89		CLAYEY SAND with Gravel (SC): wet, orangish brown mottled tan, very dense, 30 % gravel, 50 % sand, 20 % fines, subangular, [ALLUVIUM].		

At time of drilling 20.30 on May 18 2023

Depth	Graphic	Sampler Type	Number	Recovery %	SPT Blow Count (N1)60	Pocket Pen. (tsf)	Material Description	▲ SPT N1(60) 20 40 60 80				Well	
								● MC (%)					
								┐ PL & LL (%) 20 40 60 80					
								□ Fines Content (%) 20 40 60 80					
1							Well-Graded SAND with Gravel (SW): dry, light tan, loose, 30 % gravel, 60 % sand, 10 % fines, subrounded, [FILL].						
2													
3		▼	D1A	87	9-16-34		LEAN CLAY with Gravel (CL): slightly moist to dry, brownish gray, hard, 10 % gravel, 30 % sand, 60 % fines, medium plasticity, [ALLUVIUM].					▲	
4		▼	D1B		77		Well-Graded GRAVEL with Clay and Sand (GW-GC): slightly moist, tannish gray, medium dense, 20 % gravel, 60 % sand, 20 % fines, angular, [ALLUVIUM].						
5		▼											
6		▼	D2	40	19-18-11				▲				
7		▼			31								
8		▼	D3A		3-5-7		Well-Graded SAND with Gravel (SW): moist, orangish brown, medium dense, 15 % gravel, 60 % sand, 15 % fines, subrounded, [ALLUVIUM].	▲					
9		▼	D3B	50	15		Well-Graded GRAVEL with Clay and Sand (GW-GC): dry, grayish tan, medium dense, 20 % gravel, 65 % sand, 15 % fines, angular, [ALLUVIUM].						
10		▼											
11		▼	D4	93	15-29-38		Poorly Graded GRAVEL with Clay and Sand (GP-GC): wet, orangish brown, very dense, 20 % gravel, 65 % sand, 15 % fines, angular, Moisture increasing with depth. Fully saturated at 20 ft bgs [ALLUVIUM].					▲	
12		▼			79								
13		▼											
14		▼											
15		▼											
16		▼	D5	108	19-50/4"								▲
17		▼			100								
18		▼											
19		▼											
20		✂	D6	120	50/3"								▲
21		✂			100								
22		✂											
23		✂											
24		✂											
25		✂	D7	455	50/4"								▲
26		✂			100								
27		✂											



JORGENSEN
GEOTECHNICAL, LLC

1315 HWY 89 S., Suite 201 - Jackson, WY 83002
Telephone: 307.733.5150

Borehole ID: JG-4

Sheet 1 of 1

Client: Jackson/Teton County Housing Department

Project Number: 23408

Date Started: May 18 2023 **Completed:** May 18 2023

Drilling Contractor: Inberg Miller Engineers

Drilling Method: 4-1/4" Hollow stem auger

Equipment: CME 85

Hammer Type: Automatic hammer

☒ At time of drilling 19.50 on May 18 2023

Project Name: Housing Department/90 Virginian

Project Location: Jackson, WY

Total Depth: 26.5 ft

Logged By: MS

Checked By: CHL

Latitude: 43.472567

Longitude: -110.778944

Elevation: 6170.00

Notes: -Backfilled with spoils

-Installed standpipe, capped with a flush mount

Depth	Graphic	Sampler Type	Number	Recovery %	SPT Blow Count (N1)60	Pocket Pen. (tsf)	Material Description	▲ SPT N1(60) 20 40 60 80 ● MC (%) ┌─ PL & LL (%) 20 40 60 80 ☐ Fines Content (%) 20 40 60 80	Well
1							Well-Graded SAND with Gravel (SW): dry, light tan, loose, 30 % gravel, 60 % sand, 10 % fines, subrounded, [FILL].		
2									
3		D1A		73	13-15-24		SANDY LEAN CLAY with Gravel (CL): moist, dark brown, medium stiff, 30 % gravel, 30 % sand, 40 % fines, [ALLUVIUM].		
4		D1B			60		Well-Graded GRAVEL with Clay and Sand (GW-GC): slightly moist, orangish tan, dense, 20 % gravel, 60 % sand, 20 % fines, angular, [ALLUVIUM].		
5		D2A		40	16-21-14				
6		D2B			39				
7									
8		D3		87	18-23-35				
9					58				
10		D4		111	28-50/5"		Well-Graded SAND with Gravel (SW): moist, orangish brown, medium dense, 15 % gravel, 60 % sand, 15 % fines, subrounded, [ALLUVIUM].		
11					100				
12									
13									
14									
15		D5A		93	20-32-24		Well-Graded GRAVEL with Clay and Sand (GW-GC): dry, grayish tan, very dense, 20 % gravel, 65 % sand, 15 % fines, angular, Rock in shoe [ALLUVIUM].		
16		D5B			57				
17									
18									
19									
20		D6		163	50/5"				
21					100				
22									
23									
24									
25							Well-Graded SAND with Gravel (SW): wet, orangish brown, very dense, 15 % gravel, 70 % sand, 15 % fines, subrounded, [ALLUVIUM].		
26		D7		113	12-45-48		Well-Graded GRAVEL with Clay and Sand (GW-GC): moist, orangish brown, medium dense, 15 % gravel, 60 % sand, 15 % fines, subrounded, [ALLUVIUM].		
27					100				



Legend Key

✚ Borehole

Drafted by:	MS	Sheet Title:	Project Title:	 JORGENSEN GEOTECHNICAL, LLC
Reviewed by:	CHL	Figure 2	Geotechnical-Data Report	
Project Number:		Borehole Location	90 Virginian Lane	
23408		Map	Jackson, Wyoming	



May 18, 2023

Kristi Malone
Jackson/Teton County Affordable Housing Department
PO Box 714
Jackson, WY 83001

**RE: GEOTECHNICAL ENGINEERING DUE DILIGENCE REPORT, JACKSON/TETON COUNTY AFFORDABLE HOUSING, "VIRGINIAN RV PARK" - 90 VIRGINIAN LANE (LOT 2, VIRGINIAN ADDITION), JACKSON, WYOMING
PROJECT NO: 23408**

Hello, Kristi.

We have identified potential geotechnical-engineering concerns with respect to the development of Lot 2, Virginian Addition, Teton County, Wyoming, in this due-diligence report. We understand the Housing Department may purchase the property for the purpose of constructing affordable housing. The scope and scale of the proposed development is unknown. However, we understand that the Housing Department is considering several multi-story, multi-unit structures. We have been asked to review soil and groundwater conditions considering potential below-grade facilities.

Location and Geologic Setting

The project site is located within the town of Jackson, south of Highway 89, and approximately 300-ft north of Flat Creek. The geologic map of Grand Teton National Park, which is adapted as an attached site-location map (Figure 1, Love and Albee, 2004), includes the property. This map shows the locations of surficial deposits, bedrock units, and geologic structures (i.e., faults and folds). The town of Jackson west of Flat Creek, including the project site, is generally mapped as Quaternary-aged, alluvial, floodplain deposits (Qfp) consisting of gravel, sand, and fine-grained deposits. We have performed subsurface explorations in the vicinity and have observed soil conditions to agree with the mapped geological units.

Numerous Quaternary-aged (i.e., relatively young and potentially active) faults have been mapped in the Teton County area (Case, 1997; Machette, et al, 2001). The Teton Fault at the base of the Teton Range is potentially the most active, the southern-most extent of which has been mapped approximately 7 miles northwest of the site. The inferred (buried) traces of the Cache Creek and Jackson thrust faults are located near the site, crossing the town of Jackson on a generally east-west trend. The USGS considers these two thrust faults relatively old and inactive, and do not affect the project.

Jackson Hole is located within the Intermountain Seismic Belt, a zone of seismicity that extends from southern Utah through eastern Idaho, western Montana, and western Wyoming (Smith and Arabasz, 1991). The Teton Fault is considered an important structural element of the Intermountain Seismic Belt. Predicted recurrence intervals for maximum credible earthquakes have passed for most of the fault systems capable of generating magnitude 7.5 events in western Wyoming (Case, 1997), implying the risk of major earthquakes is relatively high.

Document Review

Jorgensen staff reviewed documents provided by the Jackson/Teton County Affordable Housing Department, which include the *Phase I Environmental Site Assessment Report* (Ph I ESA), dated June 15, 2020, by Partner

Engineering and Science, Inc., and the *Geotechnical Investigation Report 2020 Update, Core Services Vehicle Maintenance Facility* (Core Services Report), dated March 10, 2020, by Jorgensen Geotechnical, LLC. The Core Services Report addresses a project site bordering the subject property to the east. We also reviewed the *Revised Geotechnical Investigation Report for the Jack May Development at 250 Scott Lane, Jackson, Wyoming*, dated July 25, 2007, by Womack & Associates, Inc., and a private report for a project north of the subject property. We also reviewed publicly available maps and resources, specifically from the US and WY State Geological Surveys, as part of this scope of work.

Soils described in the aforementioned documents are generally consistent. The sites are underlain at depth by stony alluvium consisting of stratified, subangular to subrounded, loose to dense gravels in a matrix of medium to coarse sand and few clayey fines. Field personnel observed clasts up to 12-inches in diameter in exploratory test-pits. Cobbles appeared to increase in size with depth. Field personnel observed undocumented fills at each site. The fill at the Jack May development was approximately 3-ft thick. The fill at the Core Services site was approximately 5.5-ft thick. The fill at the private project north of the subject property was observed to be approximately 2-ft thick.

We reviewed the aerial imagery included in the Phase I ESA report. Based on our observations, we understand that the subject property has historically been lightly developed: Originally undeveloped grassland, the site is now an RV park with three small structures.

According to the authors of the reports we reviewed, you should be prepared for groundwater conditions to rise to within 10 to 11-ft of the existing ground surface. Groundwater rose to within 5 to 7-ft of the ground surface in the southeast corner of the Core Services property, nearest to Flat Creek, in June 2010. We expect groundwater levels to generally become deeper from south to north. Currently, we are unaware of any groundwater-monitoring piezometers on the property. One water well exists, located along the eastern property boundary, but no water-level-measurement records were available.

Geotechnical-Engineering Due Diligence Considerations

The following geotechnical-related items should be considered prior to purchase and development at Lot 2 Virginian Addition:

- Native soils are anticipated to be medium dense to dense. The bearing capacity of the alluvial deposits predicted to underlie the site is anticipated to be high. We expect standard, spread footings supporting concrete stem-walls to be a viable foundation system.
- The project site is in an area of moderate seismic activity. If movement occurs along nearby faults, we predict strong ground-shaking and ground cracking. Soil conditions on nearby project sites appear too dense and stony to liquefy in a seismic event.
- We predict groundwater to be as high as 10-ft below the ground surface during the spring run-off. We typically observe peak levels in the Town of Jackson in mid-June. We recommend measuring groundwater levels during the 2023 run-off season to better predict site-specific conditions.
- High groundwater may pose issues with construction. Constructors will have difficulty preparing the foundation subgrade if soils are too wet. In addition, high groundwater may require underground facilities to be waterproofed.

Summary and Conclusions

The site appears to be suitable for the proposed development. Site soils are anticipated to be dense, strong, and free draining. However, groundwater levels may reduce the ability to have below-grade facilities. We recommend collecting site-specific groundwater data during the 2023 spring run-off season.

Limitations

This report has been prepared based on a very limited amount of data. Actual site conditions may vary. These services have been performed in a manner consistent with the level of care and skill ordinarily exercised by members of the profession currently practicing in this area under similar conditions. No other warranty is made or implied.

Should you purchase the property, we recommend preparing a geotechnical-engineering report stamped by a Wyoming-registered Professional Engineer. This report will provide additional analyses and recommendations to support the design and construction of foundation and drainage elements.

If you have any questions about this report, or if we may provide other services to you, please contact us.

Respectfully submitted,

JORGENSEN GEOTECHNICAL, LLC



Colter H. Lane, P.E.
Geotechnical Engineering Manager | Project Manager

Attached: Figure 1: Site-Location and Geologic Map

References

Case, J.C., 1997, Earthquakes and Active Faults in Wyoming; Wyoming State Geological Survey, Preliminary Hazards Report 97-2.

Jorgensen Geotechnical, LLC, 2020, Geotechnical Investigation Report 2020 Update, Core Services Vehicle Maintenance Facility, prepared for Jeff Bates, Jorgensen Associates

Love, J.D., Reed Jr., J.C., and Christiansen, A.C., 1992, Geologic Map of Grand Teton National Park, Teton County, Wyoming: Geologic Investigation Series Map I-2031, Scale 1:62,500.

Partner Engineering and Science, Inc., 2020, Phase I Environmental Site Assessment Report, prepared for Orion Companies

Smith, R.B. and Arabasz, W.J., 1991, Seismicity of the Intermountain Seismic Belt, in Slemmons, D.B., Engdahl, E.R., Zoback, M.L., and Blackwell, D.D., editors, Neotectonics of North America: Geological Society of America, Decade Map Volume 1, p. 185-228.

Smith, R.B., Byrd, J.O.D., and Susong, D.D., 1993, The Teton fault, Wyoming: Seismotectonics, Quaternary History, and Earthquake Hazards, in Snoke, Q.W., Steidtmann, J.R., and Roberts, S.M., editors, Geology of Wyoming; Geological Survey of Wyoming Memoir No. 5, p. 628-667.

Womack & Associates, Inc., 2007, Revised Geotechnical Investigation Report for the Jack May Development at 250 Scott Lane, Jackson, Wyoming, prepared for Thomas Kirsten, Jorgensen Associates

Appendix C: 2023 Income Ranges, Max Sales Prices, Max Rent Rates

Income Range by Household Size

This chart shows the income ranges and asset limits for restricted homes. These numbers change annually based on information from the Department of Housing and Urban Development (HUD).

Maximum Incomes by Income Range & Household Size				
Household Size	<80% MFI	80-120% MFI	120-160% MFI	Workforce
1 person	\$71,512	\$107,268	\$143,024	Must earn 75% of household income locally
2 people	\$81,728	\$122,592	\$163,456	
3 people	\$91,944	\$137,916	\$183,888	
4 people	\$102,160	\$153,240	\$204,320	
5 people	\$110,333	\$165,499	\$220,665	No maximum income amount
6 people	\$118,506	\$177,758	\$237,011	
7 people	\$126,678	\$190,018	\$253,356	No asset limit
8 people	\$134,851	\$202,277	\$269,702	
Net asset limits	\$204,320	\$306,480	\$408,640	

Maximum Sales Prices by Unit Size and Income Range

Maximum sales prices of the homes are based on the following assumptions:

- 5% down payment and 5.37% mortgage interest (20 year average rate for 30 year mortgage)
- 30% of a household's income towards housing costs
- Based on the midrange of the income range with the exception of 0-80% income range which is based on 60% of the income range
- One person per bedroom

Maximum Sales Prices by Income Range & Unit Size				
Unit Size	<80% MFI	80-120% MFI	120-160% MFI	Workforce
Studio	\$165,168	\$275,400	\$385,362	No Maximum Sales Price
One Bedroom	\$194,316	\$324,000	\$453,368	
Two Bedroom	\$222,105	\$370,211	\$518,315	
Three Bedroom	\$249,895	\$416,526	\$583,053	

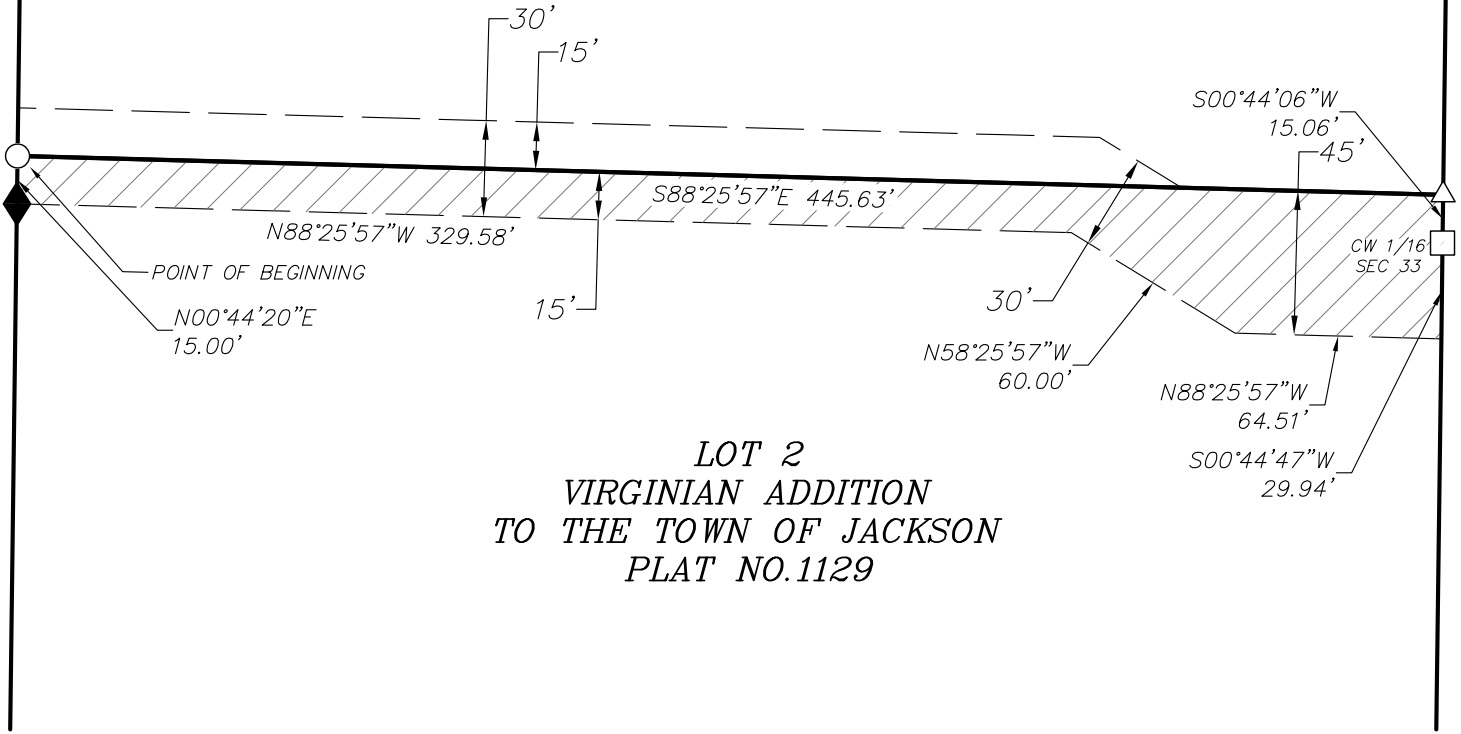
Maximum Rent Rates by Unit Size and Income Range

Maximum monthly rental rates are calculated by taking 30% of the low end of the income range and dividing by 12. The low end of the 0-80% income range is 50% median income.

Maximum Rent Rates by Income Range & Unit Size				
Unit Size	<80% MFI	80-120% MFI	120-160% MFI	Workforce
Studio	\$949	\$1,520	\$2,450	No Maximum Rent Rate
One Bedroom	\$1,117	\$1,788	\$2,882	
Two Bedroom	\$1,277	\$2,043	\$3,065	
Three Bedroom	\$1,437	\$2,299	\$3,430	

Appendix D: Pathway Easement

LOT 1
 VIRGINIAN ADDITION
 TO THE TOWN OF JACKSON
 PLAT NO.1129



LOT 2
 VIRGINIAN ADDITION
 TO THE TOWN OF JACKSON
 PLAT NO.1129

LEGEND

-  iron pipe with brass cap inscribed "BUR OF LAND MANAGEMENT" with other appropriate markings
-  reinforcing steel bar with aluminum cap, inscription illegible
-  T-stake with chromed cap inscribed "RLS 164"
-  reinforcing steel bar with aluminum cap inscribed "PLS 15442"

-  boundary, subject properties
-  boundary, pathway easement
-  easement area

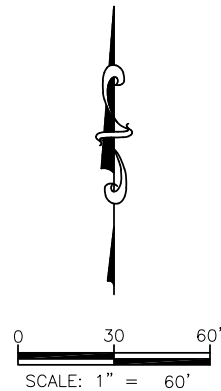
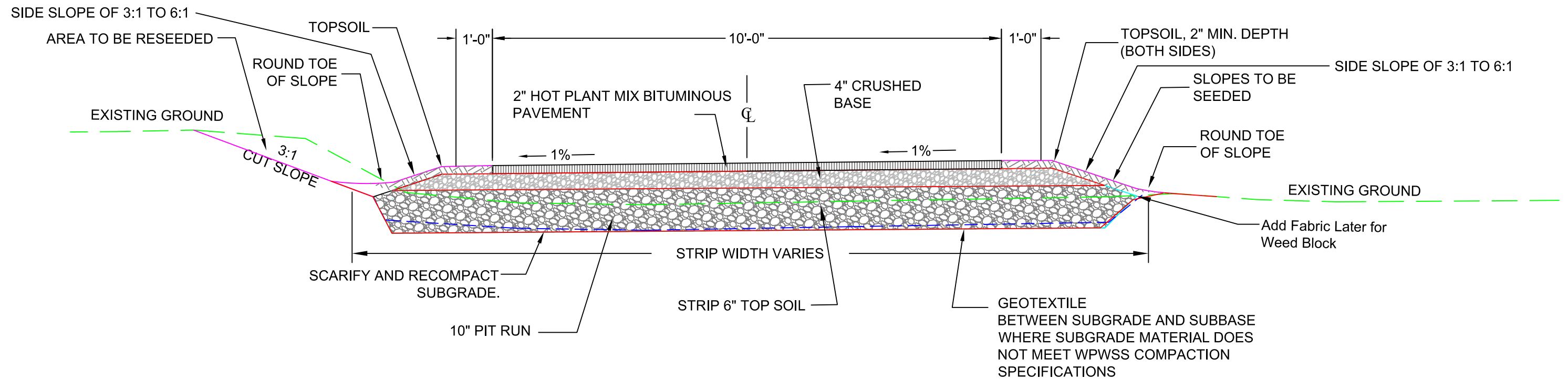


EXHIBIT 2
 Map of
 Pathway Easement
 over Lot 2
 Virginian Addition

LOCATED WITHIN
 NW1/4SW1/4 & SW1/4NW1/4 of Section 33
 T.41N., R.116W., 6th P.M.
 Teton County, Wyoming



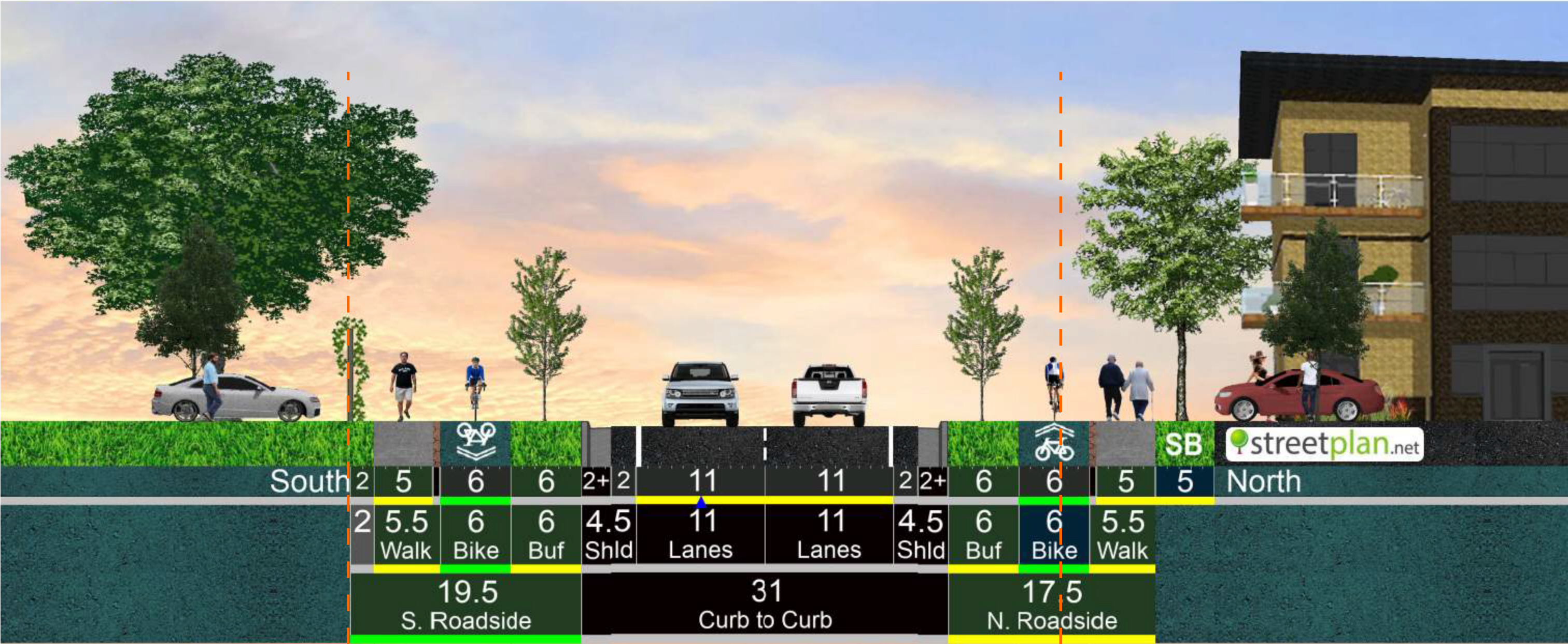
TYPICAL ASPHALT TRAIL CROSS SECTION

Not to Scale

DESCRIPTION: PROPOSED TYPICAL TRAIL CROSS-SECTION		REVISIONS					NOTES		JACKSON HOLE COMMUNITY PATHWAYS TOWN OF JACKSON & TETON COUNTY, WYOMING PO Box 1687, 320 S. King Street, Jackson, Wyoming (307) 732-8573
		NO.	DATE	DESCRIPTION	BY	CK'D			
LOCATION:	N/A								
PROJECT #:	N/A								
PIDN #:	N/A								
S/D:	N/A								
DRAWN BY:	DEG								
CHECKED BY:	JC								
PATH:	proposed2004.dwg								
ALIQUOT PART:	N/A								
PERMIT NO:	N/A								
LOT #:	N/A								
DATE:	AUGUST 1, 2003								
DATE:	MARCH 31, 2004								
SHEET NUMBER:	1 OF 1								

Cross Section:
Snow King Avenue, looking west, 200' east of the Snow King Avenue/Virginian Lane intersection.
ROW = 60'

SK@ Virginian Cycle Tracks Detached CT - with shoulder Right-of-Way: 68' of 68'

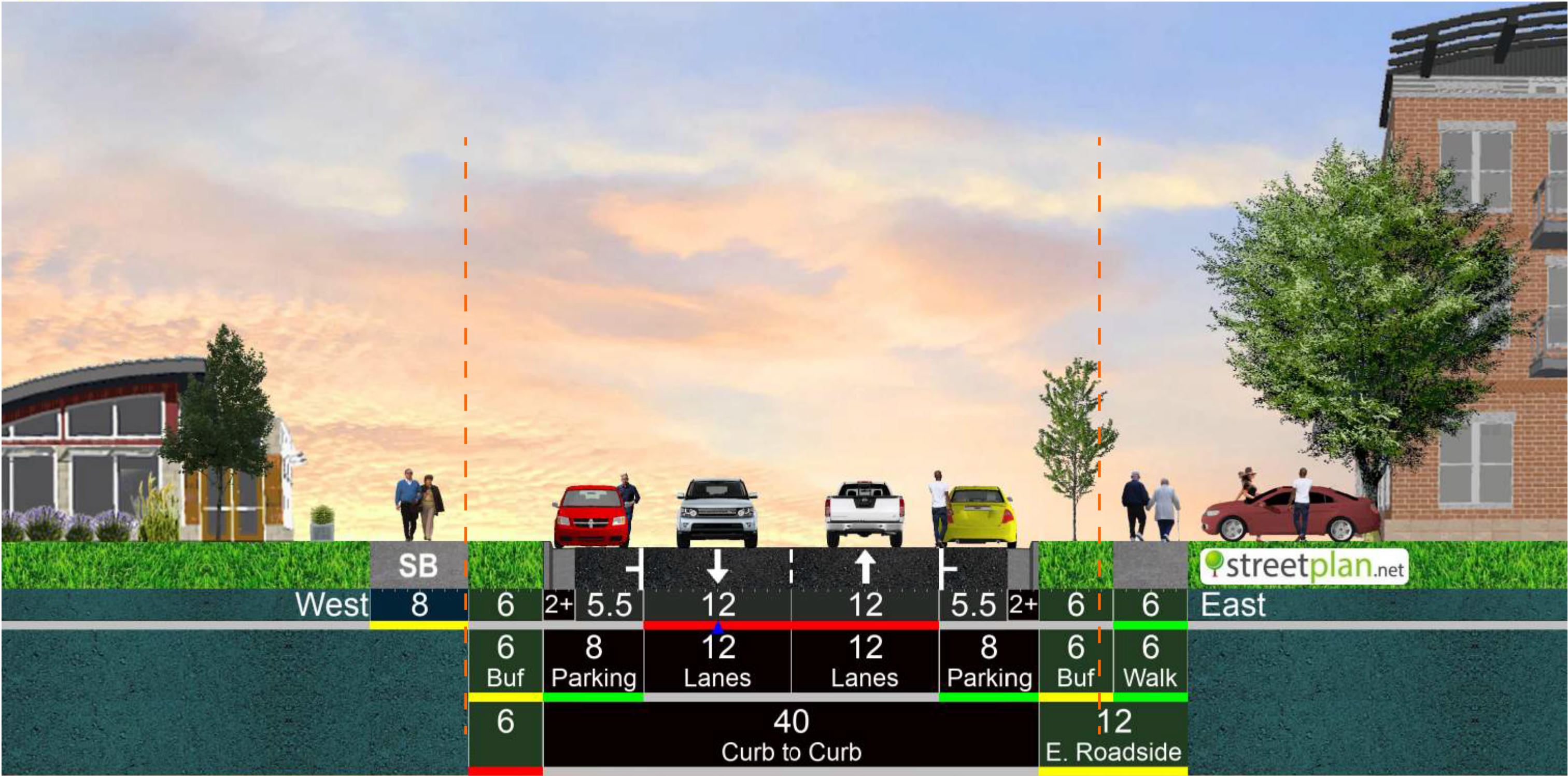


Approx. 8' Encroachment into Virginian parcel

- - - - - Right of Way/Easement Lines shown are from the 2019 Aerial Photography.
Actual location of ROW lines may be different.

Cross Section:
 Virginian Lane, looking north, just north of the Snow King Avenue/Virginian Lane intersection, south end of the Teton County Library building.

Virginian Lane TC Housing Project Detached Sidewalk Right-of-Way: 58' of 58'



- - - - - Right of Way/Easement Lines shown are from the 2019 Aerial Photography. Actual location of ROW lines may be different.

Approx. 7' Encroachment into Virginian parcel

DRAFT SCORING TEMPLATE				
Adherence to RFP Instructions	Response 1	R 2	R 3	Basis for Score
Timeliness				Baseline requirement
Completeness				Baseline requirement
Overall Quality & Level of Professionalism				5 points max
Overall Response				5 points max
Respondent Team Information	Response 1	R 2	R 3	Basis for Score
Financial Viability				5 points max
Organizational Structure				5 points max
Relevant Experience				5 points max
References				5 points max
Partnerships				5 points max
Density	Response 1	R 2	R 3	Basis for Score
Meets Minimum Density Requirements				Baseline requirement
Units Provided Over Min				1 point for every 5 units over minimum.
Project Timeline & Phasing	Response 1	R 2	R 3	Basis for Score
Timeline Meets Minimum Standards				Baseline requirement
Phasing Plan Meets Minimum Standards				Baseline requirement
Quality of Overall Timeline & Phasing				10 points max
Affordability	Response 1	R 2	R 3	Basis for Score
Meets Minimum Affordability Requirements				Baseline requirement
Affordable 0-80 Units Provided Over Min				4 points for every 5 units provided over the minimum requirement.
Affordable 80-120 Units Provided Over Min				3 points for every 5 units provided over the minimum requirement.
Affordable 120-160 Units Provided Over Min				2 points for every 5 units provided over the minimum requirement.
Workforce Units Provided Over Min				1 point for every 5 units provided over the minimum requirement.
Unit Sizes	Response 1	R 2	R 3	Basis for Score
Meets Minimum Requirements				Baseline requirement
Bedrooms Provided Over Min				1 point for every bedroom provided over the minimum.
Unit Type	Response 1	R 2	R 3	Basis for Score
Meets Minimum Unit Type Requirements				Baseline requirement
Transportation Program				
Meets Minimum Parking Requirements				Baseline requirement
Meets Minimum Bicycle Parking Requirements				Baseline requirement
Meets Minimum Electric Vehicle Requirements				Baseline requirement
Meets Minimum Multi-Modal Transportation Requirements				Baseline requirement
Parking Management Plan				5 points max

Quality of Overall Transportation & Parking Plan				25 points max
Horizontal Infrastructure	Response 1	R 2	R 3	Basis for Score
Meets Minimum Sewer & Water Requirements				Baseline requirement
Stormwater Management - exceeds min requirements				5 points max
Landscaping - exceeds min requirements				5 points max
Meets Minimum Setback Requirements				Baseline requirement
Streetscape - provides an activated streetscape with doors to the street, windows, balconies				5 points max.
Functional outdoor common space				5 points max
Refuse & Recycling				Baseline requirement
Vehicular Access				5 points max
Quality of Overall Site Design				10 points max
Building Design	Response 1	R 2	R 3	Basis for Score
Meets Building Code Requirements				Baseline requirement
Meets Livability Standards				Baseline requirement
Meets Adaptable Unit Requirements				Baseline requirement
Functional indoor common space				5 points max
Storage - exceeds Livability Standards				5 points max
Multigenerational Flexibility				5 points max
Accessibiliy				5 points max
Quality of Overall Building Design				10 points max
Sustainable Design	Response 1	R 2	R 3	Basis for Score
Meets Minimum Requirements				Baseline requirement
Energy performance				5 points max
Healthy living				5 points max
Quality of Overall Sustainable Design				10 points max
Property Management	Response 1	R 2	R 3	Basis for Score
Rental Property Management Plan				5 points max
HOA Budget & Management Plan				5 points max
Project Financing	Response 1	R 2	R 3	Basis for Score
Proforma				Baseline requirement
Amount of Town, County, or Housing Authority Subsidy Requested.				50 points max. 50 = no additional Town, County, or Housing Authority subsidy.
Financial Viability				50 points max
Quality of Overall Proposed Project Financing				50 points max

Appendix H: Ongoing Town LDR Amendments - Table of Important Changes

LDR Section	Description of Change	Proposed Text										
2.2.9.B.3	In the NH-1 where the “fill-the-box” tool applies and there are no configuration limits the individual building limit should not apply.	<table><tr><th colspan="2">Scale of Development</th></tr><tr><td>Individual building (max floor area)</td><td>10,000 sf</td></tr></table>	Scale of Development		Individual building (max floor area)	10,000 sf						
Scale of Development												
Individual building (max floor area)	10,000 sf											
2.2.9.B	Rear Setback: This change corrects an oversight where the current rear setback in the NH-1 zone is 20’ which is more restrictive than the 10’ rear setback in lower-density zones such as NM-1, NL-5 and OR. Intent is to make rear setback the same for these zones at 10 feet.	<table><tr><th colspan="2">Primary Building Setbacks</th></tr><tr><td>Primary Street (min)</td><td>20’</td></tr><tr><td>Secondary Street (min)</td><td>10’</td></tr><tr><td>Side Interior (min)</td><td>10’</td></tr><tr><td>Rear (min)</td><td>20’ 10’</td></tr></table>	Primary Building Setbacks		Primary Street (min)	20’	Secondary Street (min)	10’	Side Interior (min)	10’	Rear (min)	20’ 10’
Primary Building Setbacks												
Primary Street (min)	20’											
Secondary Street (min)	10’											
Side Interior (min)	10’											
Rear (min)	20’ 10’											
5.5.4.A 9.5.L 9.5.S	Landscape surface area definition: This change fixes an inconsistency and modifies use of alternative landscape features as part of landscape area. The existing LDR inconsistency is that the definition of “landscape area” states that anything that is “site development” cannot be landscape area, but Sec. 5.5.3.E.4 allows site development features such as bike racks, public art, and benches to count as plant units (and as landscape area as a default). Also, a strict use of the no “site development” rule would prohibit locating landscape area above an underground garage, which is something the Town has done already in the past to good effect. So, if we want to encourage underground parking as a public benefit compared to surface parking, then staff finds the reference to “site development” in the definition of landscape area must be deleted. Similarly, the reference to “landscape area” in the site development definition must be deleted for the same reason. Another proposed change is to allow greater flexibility and clarity to partially substitute certain amenity features, such as bike racks, planters, and	5.5.4.A. Vegetation Landscape Area Required. All landscaped areas <u>shall meet the definition of landscape surface area provided in Section 9.5 and the requirements below: proposed for vegetation shall be planted with lawn, pasture, or native groundcover unless such vegetation is already fully established.</u> 1. Once landscaped, landscape areas shall be maintained to support plant life. <u>2. In lower density residential zones (NL-1 to NL-5, NM-1) up to 10% of landscape surface area may include planters and vegetated roofs;</u> <u>3. In higher density residential zones (NM-2 and NH-1) up to 20% of required landscape area may include public amenities, (e.g., bike racks, public art, benches) planters, and vegetated roof areas, except that 100% of planters and vegetated areas over underground parking shall be considered landscape area.</u> Landscape Surface Area. Landscape surface area is the area of a site that is covered by natural vegetation, trees, or landscaped areas such as turf grass, planted trees and shrubs, mulch, or xeriscape, <u>but may include some structural elements, such as raised planters and other amenities, provided it complies with the intent of the zone district and the standards in Section 5.5.4.A. Any area of a site meeting the definition of site development is not landscape surface area.</u> Site Development. Site development is the area of the site that is physically developed; it is generally the inverse of landscape surface area. Site										

	vegetated roof areas, for landscape area. This change will result in more creative and appropriate site designs while still providing necessary greenspace.	development generally includes the area of the site that is covered by buildings, structures, impervious surfaces, porches, decks, terraces, patios, driveways, walkways, parking areas, and regularly disturbed areas such as corrals, outdoor storage, and stockpiles. Site development does not include cultivation of the soil for agricultural use.
5.7.4.B.1	Stormwater design capacity: This change clarifies an existing engineering practice and adds new requirement consistent with the 2001 Surface Water Master Plan that recommends that the 10-year storm event be stored on-site.	Storage Capacity. All stormwater storage facilities shall be designed with sufficient capacity to maintain a post-development runoff rate that is equal to or lower than the pre-development runoff rate. <u>The release control structure shall be designed to control the 25, 50, and 100-year storm events.</u> The stormwater storage facilities shall be designed <u>to retain the 10-year storm event on site. Greater than 10-year storm event flows may be allowed to be released off-site to an approved downstream public facility. If no such public facility exists or is inadequate, then storage facilities shall be designed to retain the 100-year storm event on site for the range of storms from the 1-year through 100-year storm events. Residential development shall comply with the International Residential Code as adopted.</u>
2.2.9.C.2 & E	Guest parking: This change adds a new parking standard and comes from conversations with the Planning Commission. Prior to 2015, the LDRs required guest parking for multi-family projects but this was eliminated, in part, to incentivize workforce housing. The Planning Commission has recently expressed some concern that recent large housing projects may lack adequate guest parking, impacting surrounding properties. This proposed change intends to address this issue. The proposal is to add a requirement in the NH-1, OR, CR and DC zones that would require guest parking or an alternative shared parking or parking management plan. The subsection will vary by zone. Note that the NH-1 parking standard for residential units is currently worded slightly differently than other zones and should be made consistent as part of this cleanup.	<u>E.#. Guest Parking. For projects with 15 units or more, guest parking shall be provided at a rate of 1 space per 15 units. The Planning Director may establish a lesser standard pursuant to the procedure of Sec. 8.8.1. based on information from reliable sources that demonstrates a lesser standard is workable due to anticipated parking demand, available alternative transportation services, or nearby on-street, public, or semi-public parking.</u>
6.2.2.C.2	ADA Parking: This change modifies ADA	Counts Toward <u>Applicability to</u> Required Parking.

	parking standards based on concerns from recent developments. The concern, mostly relevant to residential projects, is that the current practice of counting ADA spaces as required parking can mean that certain residential units may only have an ADA space dedicated to that unit, resulting in a parking space they may not be able to use if they do not qualify for ADA parking. The proposed change is to not count ADA parking spaces toward the provision of required parking for residential uses but to count it for commercial uses. This proposed change would not conflict with building code requirements for ADA parking.	Those parking spaces required for the disabled by this Subsection shall count toward fulfilling the total parking requirement of this Division. <u>a. Nonresidential. For parking lots serving nonresidential uses, including lodging, the disability parking spaces required by this Subsection shall count toward fulfilling the total parking requirement for the site.</u> <u>b. Residential. For parking lots serving residential uses, the disability parking spaces required by this Subsection shall be in addition to total parking requirement for the site.</u>
6.2.5.C.2.a	Snow Storage: This change addresses a current deficiency in LDRs. The current snow storage standard of 2.5% does not provide adequate areas for snow storage. Staff research indicates peer communities require 10%-50. The proposed cleanup is a step toward what other communities are doing, if more space remains needed, the standard can be updated again.	A minimum site area representing 10% <u>2-5%</u> of the total required off-street parking and loading area, inclusive of aisles and access drives, shall be provided as the snow storage area.
9.4.8.J.1	Residential architectural projections: This change clarifies existing practices. The LDR section allowing projections into residential setbacks needs a series for clarification. The first is to clarify that the projections should be functional and not purely decorative. The second section is to clarify that the 6' encroachment in the front setback and 4' encroachment in the side setback only applies to structures that meet the primary structure setback and does not apply with a structure that is already taking advantage of a reduced accessory structure setback. The third is to define a bay window for the purposes of this section. Finally, this cleanup would allow for extensions into the side and rear yard that are above grade but less than 4 feet in height.	a. Front Setback. Cornices, canopies, eaves, decks (covered and uncovered), porches, balconies, bay windows, chimneys and similar architectural features <u>that are not decorative</u> may encroach into a front yard by not more than 6 feet. b. Side and Rear Setback. Cornices, canopies, eaves, decks (covered and uncovered), porches, balconies, bay windows, chimneys, <u>exterior stairs, attached utilities (e.g. air conditioner),</u> and similar architectural features <u>that are not decorative</u> may encroach into a side/rear yard by not more than 4 feet. Patios, <u>planters, retaining walls, and similar features under four feet in height which are at grade</u> may extend to any portion of a side or rear yard but not closer than 1 foot from a property line. The allowances in this subsection b. apply only to <u>structures that meet the primary structure setback</u> and do not apply to <u>structures ARUs or utilizing the accessory structure setback.</u> <u>c. For the purpose of this exemption a bay window shall be a minimum of 20" above the floor, a minimum of 12" below the ceiling, and cannot be</u>

		<u>wider than 10 feet.</u>
--	--	----------------------------

(relevant standards above excerpted from 5/15/23 [Town Council staff report](#) that includes full list of amendments for reference)