

Scope of Work Checklist

The Scope of Work is the official description of the work that is to be completed during the contract. **The Scope of Work must be consistent with the Project Timeline. Applications with missing components will be at a competitive disadvantage.** Please use this checklist to make sure your Scope of Work is complete.

The Scope of Work must:

- Use the Fiscal Year 2019-20 template provided and in Microsoft Word format
- List all tasks and sub-tasks using the same title as stated in the project timeline
- Include the activities discussed in the grant application
- Include task and sub-task numbers in accurate and proper sequencing; consistent with the project timeline
- List the responsible party for each task and subtask and ensure that it is consistent with the project timeline (i.e. applicant, sub-applicant, or consultant)
- Include a thorough Introduction to describe relevant background, related planning efforts, the project and project area demographics, including a description of the disadvantaged community involved with the project, if applicable
- Include a thorough and accurate narrative description of each task and sub-task
- Include a task for a kick-off meeting with Caltrans at the start of the grant
- Include a task for procurement of consultants, if consultants are needed
- Include a task for invoicing
- Include a task for quarterly reporting to Caltrans
- Include detailed public participation and services to diverse communities
- Include project implementation/next steps
- List the project deliverable for each task in a table following each task and ensure that it is consistent with the project timeline
- EXCLUDE environmental, complex design, engineering work, and other ineligible activities

SCOPE OF WORK: Hyde Street Safety Project

INTRODUCTION:

The Hyde Street Safety Project encompasses seven blocks of Hyde Street, from Grove to O'Farrell Streets. This project will promote neighborhood quality of life and public health through a community-driven collaborative transportation planning initiative. The specific vision for a complete street will be developed through robust and intensive community partnerships, re-envisioning the street as a safer and livable space for residents, service organizations, and businesses, all beyond the current function of a vehicle through-way in an at-risk community.

This planning project will identify critical pedestrian safety and complete street improvements – in collaboration with neighborhood community group – to transform an urban automobile arterial into a livable, neighborhood street for all users. Hyde Street is identified as a High Injury Corridor in San Francisco, one of 13% of streets that represent 75% of all citywide traffic injuries and deaths. In addition to critical traffic safety needs, Hyde Street also presents key opportunities for improving a community with many social service needs, many of which result in tragic traffic outcomes.

Immersive, conversational, and educational outreach strategies under the recently completed Caltrans Planning grant funded Safer Taylor Street Project have been successful in building mutual trust and respect with the Tenderloin community, resulting in a new coalition that has demanded more and faster street improvements in their neighborhood. SFMTA and project partners now have a foundation for outreach and design development, and the Hyde Street Safety Project builds on these strategies to implement safety and livability improvements that have strong community support.

Project Area: Hyde Street is more diverse and has higher residential density than any other part of San Francisco. The street hosts dozens of community facilities, including playgrounds, schools, recreation centers and religious institutions. It is also home to high concentrations of seniors, youth and other vulnerable populations directly on the corridor. Despite the location in the heart of San Francisco, adjacent to civic institutions like Civic Center Plaza and City Hall, the population is severely disadvantaged. With a median income at just 30% of the average City median, and twice the rate of violent crime, the street has social concerns that are unique to the Tenderloin neighborhood. More than half of households qualify as extremely low or very low-income. Citing the tremendous social issues present on the street, the New York Times recently named Hyde Street “the dirtiest block in America.”

The documented issues on Hyde Street extend to traffic outcomes, with some of the highest rates of pedestrian, cyclist and auto collisions in the City. From 2013 to 2017 Hyde Street had 128 reported injury collisions, with 40 percent (52) involving pedestrians. These seven blocks have the worst traffic safety outcomes in a neighborhood with the highest number of collisions and fatalities in the City. Far more collisions may occur than are reported. To better understand the full scope of collisions and health impacts this grant proposal has a task to partner with the Department of Public Health to collect victim data at City emergency rooms. The seven blocks of Hyde under consideration are

severely deficient both in terms of keeping all road users safe and making the City a place for all people to thrive.

As a part of the Tenderloin neighborhood, Hyde Street already has a collaborative group of community based organizations that are tackling the larger issues facing Hyde Street: homelessness, open air drug use, chronic unemployment, limited access to healthy foods, among others. The Tenderloin Health Improvement Partnership (TLHIP) brings the many service providers together to ensure that efforts can support and enhance the foundations already built within the community; TLHIP along with the Tenderloin Community Benefits District are key partners in the Hyde Street Safety Project.

Public Engagement: To improve outcomes for traffic safety, quality of life, and access to opportunities, the Hyde Street Safety Project will engage the residents in a community design process. The project is intensely focused on creating a community dialogue about what it would take to make Hyde a livable street that meets the diverse needs of the people who live and use the corridor. A number of tasks are focused on creating a safe space for communication, including presentations to local groups and a conversation at the Tenderloin People's Congress. To engage the high levels of seniors and youth on Hyde Street, a number of key tasks are directed at engaging, sharing and sustaining the unique perspectives of these vulnerable populations. The process will also use traditional and new engagement tools – community meetings and social media – to ensure participation and engagement for everyone in the City who lives, works or visits the community.

Further, the project team will work directly with the Community Based Organizations (CBOs) that have a 'boot-on-the-ground' understanding of the sensitive community needs. Included with this grant proposal are letters of recommendation from Tenderloin neighborhood service providers including Lower Hyde Street Association, Saint Francis Foundation, and Tenderloin Community Benefit District, which already engage and support the residents of Hyde Street.

Project Implementation: Upon completion of the planning process, the SFMTA fully commits to taking the preferred project and potential alternatives through environmental review, and into final design and construction. To support its Vision Zero goals, the City has earmarked over \$150 million in funding over the next 5 years dedicated to improve safety for people who walk, with a significant portion of funding coming from San Francisco's \$500 million Transportation General Obligation Bonds purposed to fund transportation improvements for all users.

Concurrent with this planning process, the SFMTA will incorporate the Hyde Street project in the City's 5-year Capital Plan and the SFMTA's Capital Improvement Program list, and will identify the best source of existing funding (local or competitive) to advance the project to next phases of implementation.

Further, this scope of work includes a number of innovative practices and pilot programs that if proven successful, will be expanded or re-used in other similar planning processes. These innovative techniques include the development of a pilot hospital injury reporting protocol, the Tenderloin People's Congress as an infrastructure planning process tool, and the development of community art to engage youth and students in the planning study. Testing new ideas through the Hyde Street project will be an opportunity for the

project to have lasting impacts on the work planners and public health practitioners perform.

For more detail about area demographics and citations, please see the Maps exhibit included with this grant application.

RESPONSIBLE PARTIES:

The SFMTA will perform this work with the assistance of San Francisco Department of Public Health (SFDPH) and a consulting firm with sub-consultants. The SFMTA will use standard procurement procedures to initiate a competitive request for proposal (RFP) process to select a consulting firm with expertise in complete streets transportation planning and innovative public participation. The contract will specify that consultants leverage critical partnerships with CBOs that will link to neighborhood residents and provide valuable input about effectively communicating with those they serve. The SFMTA will identify these CBO partners prior to kickoff: the Tenderloin Community Benefit District, the Tenderloin Neighborhood Development Corporation, and other organizations that were highly engaged in the preceding neighborhood streetscape planning project, the Safer Taylor Street project.

OVERALL PROJECT OBJECTIVES:

1. Project Initiation

Task 1, Project Initiation, will kick-off the project, develop a full project charter, complete a consultant contract, identify and oversee project team roles and responsibilities, and provide a public participation plan. The outcomes of this task will ensure that the project has a solid foundation and understanding of the scope of work, and the available resources to perform the work. SFMTA plans to complete Task 1 using local resources.

Task 1.1: Project Kickoff

SFMTA will hold a kickoff meeting with Caltrans to discuss grant procedures and project expectations including invoicing, quarterly reporting, and all other relevant project information. Meeting summary will be documented.

SFMTA will begin coordinating with partners, including team members from SFDPH and the lead CBO, through additional meetings. Attendees will review a draft Project Charter that summarizes deliverables, roles and responsibilities, and schedules. These will be finalized in Task 1.2. This will be an opportunity to introduce all project team members, discuss and confirm shared project commitment, and align expectations and schedules for the considerable effort ahead. Caltrans staff will be an optional attendee and the meeting summary will be documented.

- **Responsible Party: SFMTA**

Task 1.2 Project Charter

The draft Project Charter will be developed prior to Task 1.1 and will elaborate upon the scope within the Caltrans contract. After discussion and review with project partners in Task 1.1, SFMTA will finalize the project charter including the Project Scope of Work, the Responsibility Assignment Matrix for all project team members and deliverables, roles and responsibilities, and schedule.

- **Responsible Party: SFMTA**

Task 1.3 Public Participation Plan

This task ensures that there is agreement of the level of public outreach and the techniques to receive that input. This will align expectations among agencies and stakeholders at the beginning of the project. It is anticipated that the plan will rely on existing stakeholder groups and online methods for outreach. The public participation plan will:

- Finalize scope and timeline
- Identify key stakeholders and project champions
- Identify level of public participation (Inform, Consult, Involve, Collaborate, Empower) for all stakeholders and potential participants
- Identify public participation objectives
- Identify appropriate public participation techniques

This effort will result in a document outlining the level of public participation for each task and the public participation technique best suited to receive the right level of public input on that task. Up to two rounds of review will be included for this document. This will directly inform all subsequent tasks related to public participation.

- **Responsible Party: SFMTA**

Task 1.4 Consultant Contract

The project team will finalize a contractor scope of work. SFMTA intends to directly contract with a consultant for outreach and transportation technical assistance. The contract will be completed in full accordance with City and County of San Francisco contracting rules in addition to any Caltrans contracting compliance. The goal of the contract will be to provide strategic support for public participation activities, data collection and technical analysis of transportation data. The work will be a subset of tasks outline in the finalized Project Charter scope of work (Task 1.2).

- **Responsible Party: SFMTA**

Task	Deliverable
1.1	<i>Kick-off meeting & meeting notes</i>
1.2	<i>Project Charter</i>
1.3	<i>Public Participation Plan</i>
1.4	<i>Consultant Contract</i>

2. Needs & Opportunities Assessment

Task 2 will define the framework for long-term roadway user safety investments on Hyde St., including data collection, qualitative evaluation of past interventions and planning efforts, key stakeholder interviews and synthesized data analysis to inform work performed in Tasks 3 and 4. Further, the team will use a public life study to best understand the ways the street is currently being used to inform design decisions developed in Task 3. The outcomes of this effort will provide the background for decision-making in Tasks 3 and 4.

Task 2.1 Data Collection

SFMTA will summarily collect and review existing infrastructure data, and SFDPH will repeat this process with existing public health data. These data sets will be provided to the consultant for secondary review.

Infrastructure data that exists or needs to be collected, may include, but is not limited to:

- Existing signal timing
- Existing street striping
- Speed limits and speed surveys
- Historical traffic collision data
- Synchro models
- Traffic signals, including accessible pedestrian signals and pedestrian countdown signals
- Transit uses, including perpendicular Muni routes, non-revenue service, and OCS systems
- Accessible uses, including curb ramps, blue zones, and paratransit routes
- Curb uses, including driveways, colored curbs, and meters
- Parking, including behavior, occupancy, turnover, commercial loading, and time limits
- Existing traffic movements and volumes at intersections for vehicles, pedestrians, and cyclists
- Estimated future movements and volumes, based on pedestrian generators and destinations, reliance on walking over other modes, transit ridership, person density, and incoming development.
- Street lighting, including locations, conditions, and illumination of fixtures
- Street trees and special aesthetic features
- Grade levels and drainage features

Utilities, including locations of sub-sidewalk basements, fire hydrants, valves, manholes, vaults, and others, which may limit or impact construction of new infrastructure in the public right of way

Public health and space data that exists or needs to be collected, may include, but is not limited to health indicators in neighborhoods as they relate to pedestrian activity.

SFDPH will then lead collection of any additional public health data, and integrate new data collected into the comprehensive TransBASE database as appropriate. The consultant will lead collection of any additional quantitative or qualitative transportation data, and will provide new data collected to SFMTA in conventional formats that include, but are not limited to, CAD files, GIS shapefiles, Synchro files, Excel spreadsheets, illustrative maps, and other informational graphics.

This data set will help the project team to understand the existing patterns of use, movement, and any apparent collision trends on the street; collect existing conditions of the built environment; organize information that may point to specific solutions; and provide data that helps to make the case for project need and establishes the base map for further outreach and inquiry (Task 3) and conceptual design tasks (Task 4).

- **Responsible Party: SFMTA, SF Department of Public Health, and Consultant**

Task 2.2 Key Stakeholder Interviews

To best understand the needs of the community, targeted stakeholders will be contacted and interviewed to understand the past process and efforts for the street, concerns that are well known and issues that may emerge. These interviews will lay the groundwork for a positive public participation plan, begin to develop a shared understanding of the transportation needs as part of a larger social need of the community, develop a common understanding of concerns, and reduce redundant, duplicative or potentially insensitive efforts.

Interviewees will be broad ranging to encompass the full breadth of communities along Hyde St., especially those that deliver religious, social or other community services that are impacted by transportation outcomes.

- **Responsible Party: SFMTA**

Task 2.3 Innovative Hospital Traffic Collision Reporting Protocol

Currently, the only available data for the SFMTA to understand the factors of an injury collision is the Police report. In past Department of Public Health studies, there is significant under-reporting of all traffic collisions in San Francisco, estimated between 30-60% of all collisions. Some of these under-reports are the result of a reluctance or fear from some communities to alert the Police.

In collaboration with the Department of Public Health, the City will pilot development of a reporting protocol for hospital practitioners to fill out for traffic collision victims. This will ask for details such as: location and the injured person’s report of the collision, in addition to the extent of the injury. This information will be cross-referenced against the collisions on Hyde St. to determine: number of collisions that are under-reported to the Police, and the difference between SFPD reporting of injury and public health outcomes.

This task will help to provide new data to the overall project and improve San Francisco’s understanding of factors and outcomes of traffic collisions.

- **Responsible Party: SF Department of Public Health**

Task 2.4 Data Analysis

The team will summarize findings from Tasks 2.1 through 2.3 into the Data Analysis memo. This memo will include relevant graphics, charts and information shared that represent the breadth of data collection and guidance as the project moves to conceptual design and more robust public participation.

- **Responsible Party: SFMTA, SF Department of Public Health**

Task	Deliverable
2.1	<i>Consolidated data collected for use in project development</i>
2.2	<i>Up to ten (10) completed interviews with notes</i>
2.3	<i>Pilot Collision Reporting protocol and outcomes memo</i>
2.4	<i>Data analysis memo(s)</i>

3. Public Participation

As planned in Task 1.3, a robust public participation will be designed that effectively incorporates community feedback at multiple stages of the planning and conceptual design process. Hyde St. is an intensely used street by many different types of residents, including students, long-time tenants and new families. The focus of the outreach will be use of new techniques to improve public communication and balancing street trade-offs that will result in a preferred design alternative.

Task 3.1 Community Events Presentations

The project team and a local community group, such as the Lower Hyde Neighborhood Association, will leverage existing community gatherings during convenient times for stakeholders to bring the project to the neighborhood. Presentation will focus on gathering feedback in support of a needs assessment or conceptual designs, explaining the planning process, and directing neighbors on how to continue engagement. Examples of types of community events may include gatherings at schools, senior centers, local street clean-ups, single-room occupancy tenant meetings, community support centers or parks and playgrounds.

For each briefing, information will be shared from Task 2, and emerging information from Task 4, Project Design. For each presentation, the project team, including the local community group will bring relevant language translation services and targeted information based on the community's specific needs that the project may address. After each presentation, the project team will continue to follow up with project updates and repeat visits if requested.

- **Responsible Party: SFMTA and Consultant (Community Group)**

Task 3.2 People's Congress Transportation Conversation

The Tenderloin People's Congress aims to provide an open and creative conversation on priority community issues to surface collective knowledge, share ideas and insights, and gain a deeper understanding of the subject and the issues involved with over twelve community organizations represented.

SFMTA will partner with the People's Congress community organizations to develop a workshop specifically focused on transportation needs faced by the community. This gives the diverse residents of Hyde Street a clear space to discuss the Hyde Street proposals and to hear from their neighbors on the same topic. The resulting outcome will be a clear set of priorities and needs for Hyde Street, including areas of disagreement or areas for further exploration. The workshop will have translators and ensure that the many different groups of the Tenderloin are represented..

The City will hold up to two People's Congresses with the community.

- **Responsible Party: SFMTA and Consultant (Community Group)**

Task 3.3 Seniors Street Theater Event

Sunday Streets is San Francisco's summer open street events, where temporary street closures transform neighborhood through-ways into open space that is programmed and activated. Since 2013, Sunday Streets has hosted an annual open street in the Tenderloin and on segments of Hyde. The Tenderloin Sunday Streets transforms a mile of streets in the heart of the Tenderloin into neighborhood streets and community space. There are many innovative and interactive events, with local groups highlighting the unique color and flavor of the community.

As a part of Sunday Streets, the Hyde Street Safety project will engage a community organization such as the Faithful Fools to develop a street theater or performance that will specifically engage seniors and older adults, and any other community members to engage in the project, traffic safety, and public realm activation. This performance will be filmed and shared more broadly through social media and on the project website through Task 3.6.

- **Responsible Party: SFMTA and Consultant (Community Group)**

Task 3.4 Youth Art and Media Project

Connecting with the many youth in the community will be instrumental to completing a robust neighborhood outreach. This task will partner with community groups that directly service youth and families, such as 826 Valencia Tenderloin, to develop an art and media project, such as a graphic novel, that will discuss youth community experience with traffic safety and the public realm. There will be hosted events at Turk/ Hyde Mini-Park in partnership with San Francisco Recreation and Parks, where youth can directly understand this project, contribute to the project development, and a facilitated event where all participants can contribute to the community art project.

The participants will be invited to present their findings and work at the Community Open Houses/ Design Workshops (Task 3.5) and be shared more broadly through social media and the SFMTA website (Task 3.6).

- **Responsible Party: SFMTA and Consultant (Community Group)**

Task 3.5 Community Open Houses/Design Workshops

Up to three community events will be held so that the community can directly weigh-in at formative stages of the conceptual design process. At the events, programming will directly engage attendees in review of analysis and design recommendations by:

- Comparing high-level conceptual alternatives to get a sense of community preference before more specific alternatives are developed for Hyde Street
- Using interactive “design games” to help demonstrate the constraints and trade-offs of the existing right-of-way for various uses such as traffic calming features, landscaping, wider sidewalks, and bicycle facilities
- Collecting feedback from participants to demonstrate that the project team will incorporate community preference into concepts

These events will be developed in coordination with the Community Working Group to get high number of participants and useful feedback.

- **Responsible Party: SFMTA and Consultant**

Task 3.6 Digital and Print Media and Interactive Web Mapping

A robust passive presence will be created on the internet, social media, and in person to support the participation process described above and to inform the public-at-large of the engagement process. In addition, content related to existing conditions and conceptual solutions will also be made available. This could include:

- Posters advertising engagement opportunities
- Twitter and Facebook updates
- Cross-promotion through community partner networks
- A living page on SFMTA’s website
- Web-based interactive mapping

The SF Department of Public Health will expand their user-friendly version of their award-winning TransBASE tool to give online users a shared perspective of the data, transportation and health needs of the corridor. The goal of this effort will be to keep the community informed and engaged through the life of the process even if they choose not to participate in person.

- **Responsible Party: SFMTA and Department of Public Health**

Task	Deliverable
3.1	<i>Eight project presentations at community events</i>
3.2	<i>Two (2) People’s Congress events</i>
3.3	<i>Two (2) coordinated open street event</i>
3.4	<i>Two (2) youth art and media project</i>
3.5	<i>Three (3) community open house/design workshops</i>
3.6	<i>Digital and print media, including posters, social media, webpage and interactive web maps</i>

4. Project Design

The work of Task 4 will iteratively develop as feedback is received through ongoing public participation efforts in Task 3. The alignment between Tasks 3 and 4 will be confirmed and memorialized in the Project Charter. Conceptual ideas for Hyde Street will range from low-cost, near term interventions, to long-term full scale streetscape improvements. Solutions may include sidewalk widening, lane reduction, conversion to two-way traffic flow, landscaping and lighting, public realm improvements, bicycle facilities or other pedestrian safety improvements.

Task 4.1 Preliminary Corridor Design Options

SFMTA and the consultant will lead development of an initial suite of two (2) to four (4) proposed alternative corridor designs for Hyde Street. The consultant will assemble these alternatives in the form of annotated, illustrative cross-sections and/or plan views. These may be used in presentations to the public. This task will not require a detailed schematic in CAD. These alternative designs will be differentiated by feedback and themes that emerge from the public engagement process in Task 3.

SFMTA and the consultant will compare these alternative designs using generalized metrics in a matrix-style scoring system to facilitate comparison between one another. This may include a rough order of magnitude cost comparison, but will not require a detailed engineering or construction estimate. This may also include Synchro analysis to be conducted by the consultant. These materials will provide community members and the project team an opportunity to examine and evaluate how each alternative design will help achieve Project Objectives.

- **Responsible Party: SFMTA and Consultant**

Task 4.2 Schematic Design

The team will refine and narrow the preliminary designs emerging from Tasks 4.2 into a single proposed Schematic Design for Hyde Street in this task. The refined single design will demonstrate a preliminary level of design, construction, and economic feasibility.

SFMTA will develop the detailed CAD design and materials for communication to the public. The team will develop supporting graphics that may include illustrative cross-section or plan views; develop a qualitative and quantitative assessment of the Schematic Design's impacts to multimodal safety, multimodal operations, and public health outcomes. It will include charts and diagrams as necessary to facilitate direct feedback from a variety of stakeholders and members of the public.

- **Responsible Party: SFMTA and Consultant**

Task 4.3 Staff Report

Based on public participation and conceptual designs, the SFMTA will prepare a staff report the different design concepts evaluated and the recommended preferred alternative, as well as a summary of public engagement and the different voices heard through the outreach process. The recommended alternative and other alternatives will all be at the level of refinement to be considered for environmental assessment of the project under both State and Federal environmental guidelines. Environmental assessment is not part of the scope of this work.

- **Responsible Party: SFMTA and Consultant**

Task 4.4 SFMTA Board Presentation

The draft Recommendations Report from Task 4.3 will be reviewed internally, which may include an informational presentation to the SFMTA Board of Directors. Any remaining critical issues will be resolved. Financial contributions of the development of these plans will be identified in the report along with the project's sponsors and the project team will finalize the report and forward it to Caltrans for review.

- **Responsible Party: SFMTA**

Task 4.5 Monitoring and Evaluation Plan

SFMTA will develop a monitoring and evaluation plan to assess the extent to which corridor redesign solutions achieve the stated Project Objectives. The plan will include a logic model mapping how project features are estimated to impact corridor and community level factors related to safety, health, equity, and other related outcomes. It will also include a plan and budget for data collection, analysis and reporting of pre- and post-data.

- **Responsible Party: SFMTA**

Task	Deliverable
4.1	<i>Conceptual design alternatives</i>
4.2	<i>Schematic design alternatives</i>
4.3	<i>Staff report, including preferred design and summary of community engagement</i>
4.4	<i>SFMTA Board Meeting Notes</i>
4.5	<i>Monitoring and Evaluation Plan</i>

5. Administration

Administration ensures that the project is moving on schedule, on budget and in compliance with all Caltrans invoicing and reporting requests. This is performed in

concert with agreement to team roles and responsibilities. Administration costs will be covered through local funding and through SFMTA's approved indirect cost rate, which is included within the project budget through other tasks.

Task 5.1 Project Controls

This task manages contractors and team members to ensure that all tasks remain within scope, and on schedule and budget. This task includes:

- Deliverable management, ensuring that all reviewers are turning around deliverables, consolidating comments and managing team disagreements in deliverables
- Team task tracking and action item reminders
- Administrative record keeping
- Review and approval of all grant documents by the SF City Attorney Office (CAO) before agreements are signed.
- **Responsible Party: SFMTA and City Attorney Office**

Task 5.2 Team Meetings

This task is for scheduling, agenda management, facilitating and note-taking for bi-weekly team meetings. In order to keep the project on schedule and budget, the full project team, including consultants, will attend a bi-weekly meeting. This meeting will address challenges, barriers, allow for coordination and provide full project updates to all team members. The team meeting will have meeting notes and action items completed within 72 hours of each meeting by the SFMTA project manager or delegate.

- **Responsible Party: SFMTA**

Task 5.3: Invoicing

Submit complete invoice packages to Caltrans District staff based on milestone completion – at least quarterly, but no more frequently than monthly.

- **Responsible Party: SFMTA**

Task 5.4: Quarterly Reports

Submit quarterly reports to Caltrans District staff providing a summary of project progress and grant/local match expenditures.

- **Responsible Party: SFMTA**

Task	Deliverable
5.1	<i>Administrative record of project</i>
5.2	<i>Meeting notes and action items for bi-weekly team meetings</i>
5.3	<i>Invoice Packages</i>
5.4	<i>Quarterly Reports</i>