



Client Authorization

New Contract Date 8/5/03
 Amendment No. Project No. 09999

9/8
 (13)

Project Name **Traffic Study**
Pope Road/Strawberry Hill Road
Acton, MA

Vanasse Hangen Brustlin, Inc.

Transportation
 Land Development
 Environmental Services

To:	Mr. David Abbt, P.L.S. Engineering Administrator Town of Acton 472 Main Street Acton, MA 01720	Cost Estimate	
		<u>Amendment</u>	<u>Contract Total</u>
		Labor	\$6,000
		Expenses	\$1,000
As Requested By	David Abbt	<input checked="" type="checkbox"/> Fixed Fee	<input type="checkbox"/> Time & Expenses
		<input type="checkbox"/> Cost + Fixed Fee	<input type="checkbox"/> Other
Date	7/21/03	Estimated Date of Completion	11/1/03

SCOPE OF SERVICES

The Town of Acton is seeking Traffic Engineering Services from Vanasse Hangen Brustlin, Inc. (VHB) to conduct a traffic study for the intersection of Pope Road/Strawberry Hill Road to improve safety and operations. The major tasks of this scope are as follows:

1.0 Traffic Study

Data Collection/Review

- Gather the necessary traffic related data including:
 - Perform peak hour Turning Movement Counts (TMC).
 - Review Automatic Traffic Recorder (ATR) counts provided by the Town.
 - Using accident reports (latest 3 years) supplied by the Town, review frequency of accidents and accident patterns.

Site Visit

- Conduct a site visit to qualitatively measure sight distance constraints and gather information (i.e., observation of traffic flow, pedestrian activity) relative to the study.

Traffic Assessment

- Prepare a brief Technical Memorandum of Traffic Analysis for the project which includes:
 - A warrant analysis utilizing the techniques set forth in the *2000 Manual on Uniform Traffic Control Devices (MUTCD 2000)*
 - A Multiway Stop application utilizing the techniques set forth in the *MUTCD 2000*
 - Perform Capacity Analysis to determine level-of-service. These analyses will utilize peak hour TMCs and ATRs.
 - Perform a speed study along the mainline corridor.
 - A summary of findings and recommendation for intersection treatment.

Meeting

- Attend 1 meeting with the Town to discuss the project and the results obtained.
- Briefly address questions and concerns in a memo format.

2.0 Town-Furnished Information

In the performance of this scope of services, VHB will coordinate its efforts with the Town as required. VHB will rely on the available project-related data supplied by the Town as the basis for this Scope of Services. Town-furnished information shall include the following:

- 24-Hour Automatic two directional turning movement counts
- Accident data (3-year period)
- Plan of the study intersection

VHB will rely upon the accuracy, completeness, and timeliness of Town-furnished information in connection with the performance of work under this Scope of Services.

3.0 Assumptions

- No MHD review
- No design services

4.0 Schedule

Work to be completed within ninety (90) days of the notice to proceed, issued by the Town.

Prepared By: Dave Greenberg, P.E.

Department Approval: Don Cooke, P.E.

Please execute this Client Authorization for Vanasse Hangen Brustlin, Inc. to proceed with the above scope of services at the stated estimated costs. No services will be provided until it is signed and returned to VHB.

Subject to attached terms & conditions.

Subject to terms & conditions in our original agreement

Vanasse Hangen Brustlin, Inc. Authorization

Client Authorization *(Please sign original and return)*

By

By

Title

Title

Date

Date
