

# Exhibit A

## Scope of Services

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Client Name:	City of Lake Forest Park		
Project Name:	Speed & Safety Studies		
Exhibit Dated:	September 9, 2024	TG:	1.23191.01

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### Background

Transpo Group USA, Inc. (Transpo) will provide traffic engineering services to the City of Lake Forest Park (City) to complete multiple speed and safety studies.

One task will evaluate the posted speed limits for both the SR 522 and SR 104 facilities. While the City does not maintain, operate or set the speed limits on these two state routes (that is the responsibility of the Washington State Department of Transportation (WSDOT)), an engineering analysis will be conducted to determine the appropriate speed limits on the two state facilities within the Lake Forest Park city limits.

Another task will conduct speed and safety analysis to evaluate locations for additional automated speed monitoring and red-light cameras. The analysis will address requirements of RCW 46.63.170 when locating automated enforcement cameras.

A final task will evaluate and document potential new designated and marked crosswalks with RRFB pedestrian activated lights. The crossing locations to be reviewed are at 19115 Ballinger Way NE (SR 104), and NE 178th Street at 40th Avenue NE.

The work conducted as part of this scope would build upon the City's Safe Speed Study, previous analysis conducted by Transpo as part of the City's Traffic Calming Program, and data and studies conducted by WSDOT.

### State Law Requirements

New State law expands the authority for local agencies to install automated traffic safety cameras to detect speed violations along state highways classified as City streets and stoplight violations at intersections of two or more arterials controlled by a traffic signal.

The local legislative authority must prepare an analysis of the locations within the jurisdiction where automated traffic safety cameras are proposed to be located. The analysis must show a demonstrated need for traffic cameras based on one or more of the following in the vicinity of the proposed camera location: Travel by vulnerable road users, evidence of vehicles speeding, rates of collision, reports showing near collisions, and anticipated or actual ineffectiveness or infeasibility of other mitigation measures.

### Scope of Work

#### ***Task 1 – Project Management / Meetings***

Transpo will manage the overall study effort. It is assumed Transpo and City staff will regularly coordinate throughout the study to manage scope, budget, schedule, and review key study outcomes.

#### **Progress Reports / Invoicing**

Detailed progress reports and invoices will be prepared on a monthly basis and provided to the City. The invoices and progress report will identify the work that has been completed, and compare the overall budget expended.

### **Project Coordination Meetings**

Virtual coordination meetings will be held as-needed to review key assumptions and deliverables. Three coordination meetings are assumed as part of the scope of work. Additional meetings may require revisiting the proposed fee and schedule. The first meeting will be a kick-off meeting with City staff to review and discuss the scope of work and approach to completing the effort. The second coordination meeting will review initial findings and obtain feedback from staff before the draft report is prepared. The third meeting will review comments on the draft report and discuss the release of the findings to the general public and City Council.

### **City Council Meetings**

Transpo will attend and present at two City Council meetings to present results and final recommendations. It is assumed that attendance at the Council meetings will be in-person.

#### Consultant Task 1 Deliverables

- *Monthly progress reports (3)*
- *Three check-in meetings with City staff (virtual)*
- *Presentation and attendance at two City Council meetings (in-person)*

### **Task 2 – Evaluate Speed Limits for State Routes**

#### **Review Existing Data, Previous Speed Studies, and Collect Traffic Data**

Transpo will review the available inventory of previous traffic data and previous speed studies on both SR 522 and SR 104. The data will be compiled and used as a baseline for supplemental data collection. It is anticipated that Transpo will collect traffic data at two locations along both SR 522 and SR 104 (4 locations total) under the on-call traffic services contract. This data will be collected via pneumatic tube counter and will capture both speed, volume and vehicle classification data for a one-week period.

The information will be used to highlight traffic volumes, and 50th and 85th percentile speeds. The latest collision data will be summarized for both state routes. The information would be evaluated to identify any correlation or inconsistencies between the data which could be used as a starting point for the evaluation.

#### **Develop Recommended Speed Limits for State Routes**

The data will be assembled and used to establish recommended speed limits for SR 522 and SR 104 within Lake Forest Park. Transpo will assemble the traffic and safety data and be prepared to discuss speed setting methodologies with WSDOT and the City, seeking consistency with WSDOT's preferred approaches and those applied to state routes in neighboring cities such as Shoreline, Kenmore and Bothell. Applying a consistent speed setting methodology across jurisdictions is viewed by Transpo and the City as a key to encourage compliance with posted speed limits.

The project team proposes hosting a meeting with WSDOT and City of Lake Forest Park staff to discuss methodologies for speed limit setting, the data gathered by Transpo, and the approach to how the speed studies are being conducted.

A summary memorandum will be prepared, adding to previously completed studies by Transpo on behalf of the City of Lake Forest Park, to summarize the recommended speed limits based on the assembled traffic and safety data, and the speed setting methodology that was utilized.

The efforts will be consolidated into a document and presentation file, with proposed speed limit changes clearly identified. One round of review is assumed by the City staff before submission to WSDOT for review.

#### Consultant Task 2 Deliverables

- *Draft and final study document summarizing the evaluation conducted and final recommendations (PDF electronic copy only)*
- *One meeting with WSDOT and City staff*

### **Task 3 – Evaluate Traffic Safety Camera Locations**

A speed and safety analysis will be conducted to evaluate locations for additional speed monitoring and red-light cameras. The analysis will address requirements of RCW 46.63.170 when locating automated enforcement cameras.

#### **Speed and Safety Analysis for Additional Speed Cameras on the State Highways**

Transpo will obtain and review available speed, collision and traffic data for the SR 522 and SR 104 corridors through Lake Forest Park. The effort will build from the analysis and data conducted as part of the prior task. Both corridors are being considered for new automated speed enforcement cameras. The data will be used to assess the crash risk by summarizing the number of vehicles exceeding the speed limit and to what degree. The safety analysis will be both quantitative and qualitative. Based on the results of the analysis, Transpo will prepare a summary memorandum documenting the findings of the analysis to address the requirements of State RCW 46.63.170. The memo will include recommendations on potentially viable locations to locate new speed enforcement cameras.

#### **Safety Analysis for Additional Red Light Camera**

Transpo will obtain and review available speed, collision and traffic data at SR 104 and 35th Avenue NE corridor. The data will be used to assess the crash risk. The safety analysis will be both quantitative and qualitative. Based on the results of the analysis, Transpo will document the findings of the analysis in a memorandum to address the requirements of State RCW 46.63.170. One round of review is assumed by City staff.

#### **Speed Analysis for Additional Speed Camera on NE 178th Street**

Transpo will review recent speed and traffic data for the NE 178th Street corridor through Lake Forest Park. The effort will build from the analysis and data conducted as part of the prior task. The City is interested in understanding whether a speed enforcement camera should be re-installed in front of Brookside Elementary to address eastbound vehicle speeds. Data will be summarized for the period since the new cameras were installed. Based on the results of the analysis, Transpo will prepare a summary memorandum documenting the findings to address the requirements of State RCW 46.63.170. The memo will include a recommendation on whether this is a viable location.

#### Consultant Task 3 Deliverables

- *Draft and final memorandum summarizing the traffic safety analysis (PDF electronic copy only)*

### **Task 4 – Evaluate New Marked Crosswalk Locations**

Two new pedestrian crossing locations will be evaluated and documented. The crossing locations to be reviewed are at 19115 Ballinger Way NE (SR 104), and NE 178th Street at 40th Avenue NE. Factors such as observed vehicle speeds, sight distances, location of bus stops and pedestrian generators, lighting, and input from city staff will be used to evaluate the locations for a marked crosswalk. Each potential crossing location will be evaluated against best practices and national research including NCHRP Report 562: Improving Pedestrian Safety at Unsignalized Crossings and the NACTO Urban Street Design Guide. The evaluation will assess the best location and type of design feature for any new marked pedestrian crossing. Based on the results of the evaluation, Transpo will prepare a summary memorandum documenting the findings of the analysis and any recommended design treatments.

#### Consultant Task 4 Deliverables

- *Draft and final memorandum summarizing the crossing analysis for 2 locations (PDF electronic copy only)*

### **Assumptions and Agency Support**

Transpo is entitled to rely upon the completeness and accuracy of information and services furnished by the City of Lake Forest Park and WSDOT.

- All available speed and volume data, GIS data, and any relevant prior speed studies would be provided by the City and/or WSDOT.
- No formal public outreach activities or materials are assumed to be included in the scope of work, other than meetings with City staff and support at one council meeting.
- Response to WSDOT comments on the final document is not included in the scope and would be subject to a future amendment as it is difficult to determine the level of effort required without understanding their comments.

## **Schedule**

After contract execution, the completion of the draft report is anticipated to take approximately 8 to 10 weeks. Should the scope of services or project information change following contract execution, Transpo will notify the City if these changes will affect the schedule and require a contract amendment.

## **Fee Estimate**

A budget not to exceed \$41,800.