

Exhibit A

Scope of Services

Client Name:	City of Lake Forest Park		
Project Name:	SR 522 and SR 410 Speed Limit Study		
Exhibit Dated:	January 11, 2024	TG:	1.23191.01

Background

Transpo Group USA, Inc. (Transpo) will provide traffic engineering services to the City of Lake Forest Park (City) to complete a speed study to evaluate the posted speed limits for both SR 522 and SR 104 within the City of Lake Forest Park. 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)), the City would like to conduct engineering analysis to determine the appropriate speed limits on the two state facilities within the Lake Forest Park city limits. This work would build upon the City's Safe Speed Study and previous data and studies conducted by WSDOT.

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. Two 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 the scope of work and discuss a range of potential strategies to consider before commencing work. The discussion will establish the framework for the evaluation and ensure alignment between the City and Transpo. The second coordination meeting will review findings and obtain feedback from staff before the draft report is prepared.

City Council Meetings

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

Task 2 – Review Existing Data, Previous Speed Studies, and Collect Traffic Data

Transpo will obtain and 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). 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 obtained and mapped on 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.

Task 3 – Develop Recommended Speed Limits for State Routes

The primary focus of Task 3 will be using all the data assembled in Task 2 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 and understand methodologies for speed limit setting, the data gathered by Transpo, and come to an agreement on a speed limit setting approach.

Based on the results of the WSDOT discussion, Transpo will prepare a summary memorandum, 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 mutually agreed upon speed setting methodology.

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 staff for review.

Consultant Deliverables

- *Draft and final study document summarizing the evaluation conducted and final recommendations (PDF electronic copy only)*
- *Presentation and attendance at one City Council meetings (in-person)*
- *One meeting with WSDOT and City staff*
- *Two check-in meetings with City staff (virtual)*

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, speed limit modification public requests, 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 6 to 8 weeks. The schedule is dependent on scheduling a meeting with WSDOT to discuss the scope of work. 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

Transpo proposes a budget not to exceed \$21,000.