

**Service Agreement
City of Lynden
On-Call Transportation Services**

Task Order #02

Date	September 19, 2023
Purpose	The City of Lynden is seeking assistance in updating the Pepin Subarea roadway network plan that is generally consistent with the Pepin Creek Subarea Plan but updated to reflect the latest available information on projects and developments in the area. The following identifies our proposed scope of services, schedule, and budget for assisting the City.
Scope of Service	<p>Task 1 – Update Pepin Subarea Roadway Network and Access Map</p> <p>Transpo will update the future network map that is found in the Pepin Creek Subarea Plan (Berk, July 2021; see Exhibit 5 “Circulation in the Pepin Creek Subarea”) to show updated roadway alignments, roadway classifications, major intersections, and anticipated access point for parcels within the subarea. The City has already provided a mark-up version of this map for reference.</p> <p>Transpo will work with the city to document if any street cross-section assumptions or other elements shown in the 2021 Subarea Plan need to be updated in accordance with the map update.</p> <p>Task 2 – Confirm Traffic Forecasts and Intersection Control</p> <p>Transpo will update traffic forecasts for subarea roadways as well as major intersections. Transpo will then confirm anticipated intersection traffic controls at these intersections. The intersection of Main Street/Double Ditch Road is anticipated to be studied in finer detail as part of this task. Other than intersection controls, the main purpose of this task is to confirm that the overall functional classification of new roadways is appropriate given anticipated volumes.</p> <p>Consultant Deliverables</p> <ul style="list-style-type: none"> • <i>Technical Memorandum that presents maps and supporting text explaining changes to the Pepin Creek Subarea Plan.</i> <p>Assumptions</p> <ul style="list-style-type: none"> • <i>Deliverables will later be incorporated into City’s Comprehensive Plan update.</i> • <i>Assumptions and findings will attempt to be compatible with likely future planning efforts.</i> • <i>May need to coordinate with R&E (City’s civil engineering consultant) on any design-related questions.</i>
Budget Estimate	Up to \$15,000
Schedule	<ul style="list-style-type: none"> • Mid-November: First draft of technical memorandum. • Mid-January: Final draft of technical memorandum

Agency Signature: 

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