

Scope of Services for Peer Review of Traffic and Parking
Eaton Lakeview 40B
April 24, 2018

TASK A – REVIEW OF TRAFFIC-IMPACT AND ACCESS STUDY (TIAS) AND SITE PLANS

Task A will include a review of the Traffic-Impact and Access Study (TIAS), prepared by TEPP LLC, dated January 2, 2018, and the accompanying site plans, for compliance with the following:

- a) Institute of Transportation Engineers (ITE) Trip Generation Manual (TGM) 10th Edition
- b) MassDOT Transportation Impact Assessment (TIA) Guidelines
- c) Town of Reading Zoning Bylaw and General Bylaw
 - Specifically parking, ADA requirements, handicap access and emergency access.
- d) Town of Reading Complete Streets Policy
 - Pedestrian safety will be an important component of this review.
 - Likewise, the consultant shall evaluate impacts of the proposed project on street crossings and movement along existing sidewalks in the vicinity of the project.
- e) Town of Reading Driveway Design Standards
- f) Town of Reading Subdivision Regulations
 - Specifically the requirements for bringing a road up to Town standards and the adequacy of a road for adoption by the Town.

Task A will involve at least one visit to the project site to assist in evaluating existing conditions. In addition, the site visit will help assess sight distances at each proposed driveway. The consultant shall also review the:

- adequacy and appropriateness of the study area;
- existing transportation infrastructure;
- intersection capacity analyses;
- impact of the development and projections for traffic on existing neighborhood roadways and intersections, including a complete intersection capacity analyses of all intersections in the neighborhood bounded by John Street, Lakeview Avenue, Eaton Street, Green Street, and Salem Street (see Task A(1) below);
- baseline traffic data (see Task A(2) below);
- future traffic volume projections;
- design of the site access drives;
- sight distance evaluations; and
- any recommendations included in the TIAS

In addition, Task A shall include a review of and response to concerns outlined in the Neighborhood Response to Eaton-Lakeview Apartments Chapter 40B Comprehensive Permit Application, dated February 28, 2018.

The consultant will confer with Town staff to gain an understanding of any specific concerns that the Town may have. The consultant will draft an initial memorandum of findings summarizing the comments and, if needed, recommendations to address issues.

→ All findings, reports and recommendations shall include a comprehensive review of the additional intersections and best available data noted in Tasks A(1) and A(2) below.

TASK A(1) – EXPANSION OF STUDY AREA

The TIAS includes a study of the following intersections:

- Walkers Brook Drive / John Street
- Walkers Brook Drive / Lakeview Avenue
- Eaton Street / Pleasant Street
- Lakeview Avenue / Eaton Street / Site Driveways (to be built)

Task A(1) will involve an expansion of the study area, to include the following additional intersections and stretches of road:

- Walkers Brook Drive / General Way
 - In context of proximity to Lakeview Avenue / Walkers Brook Drive Intersection
- Walkers Brook Drive (adjacent to abovementioned intersection)*
*on MassDOT 2013-2015 Highway Safety Improvement Program list
- Green Street / Eaton Street
- Beech Street / Lakeview Avenue
- Green Street / Beech Street
- Green Street / John Street
- Eaton Street / Salem Street
- John Street / Lakeview Avenue

TASK A(2) – ANALYSIS & RECOMMENDATIONS BASED ON BEST AVAILABLE DATA

Task A(2) requires a review of and where necessary, an update to, the data utilized in the TIAS, to ensure that the best available data is studied.

Task A(2) shall also include an analysis of and recommendations for the following:

- Crash data, volume increases and safety concerns on Walkers Brook Drive;
- Unintended alternative routes due to poor LOS at existing intersections; and
- Proposed improvements to Lakeview Avenue (will need to be provided by the Applicant).

In addition, Task A(2) shall specifically address Comments 1-12 on pages 8-9 of 21 of the Neighborhood Response to Eaton-Lakeview Apartments Chapter 40B Comprehensive Permit Application, dated February 28, 2018.

TASK B – REVIEW OF SUPPLEMENTAL/REVISED DOCUMENTS FOR TASK A

The initial memo developed under Task A will be provided to Town staff, the Applicant, and the Zoning Board of Appeals (ZBA) for initial comment and discussion. Subsequent to this, an additional review will be required to evaluate new information submitted by the Applicant in response to the initial peer review memorandum. The consultant will coordinate with the Applicant and/or Town officials during the course of the technical review of the supplemental/revise documents and will prepare a final memorandum of findings, a summary of consultant comments and, if appropriate, recommendations to address issues.

TASK C – MEETINGS

The consultant will attend a minimum of two (2) ZBA public hearings to present findings and recommendations. Services for meetings include coordination, preparation, travel, attendance and participation.

COMPENSATION

Task	Task Description	Fee
A	Review of Traffic-Impact and Access Study (TIAS) and Site Plans	
A(1)	Expansion of Study Area	
A(2)	Analysis & Recommendations Based on Best Available Data	
B	Review of Supplemental/Revised Documents for Task A	
C	Meetings	
	Reimbursable Expenses	Included in fee price above

The total lump sum fee for this peer review is included in the table above including all reimbursable expenses (e.g., travel, printing, and other misc. expenses).

This Scope of Services excludes any other technical review that is not related to transportation and parking. For example, stormwater management, lighting design, delineated resource areas, etc.

ADDITIONAL SERVICES

Services beyond those outlined in this Scope of Services can be provided as an additional service when needed and as required. In Summary, this Scope of Services includes (A) an *initial review* of the submitted materials; (A(1)) an *expansion of the study area*; (A(2)) an *analysis and recommendations based on best available data*; (B) a *supplemental review* of revised materials; and (C) *attendance at two (2) ZBA public hearings for this project*. If additional reviews are needed in response to the Applicant submitting new information following the *supplemental review* then it shall be provided as an additional service. If attendance at *more than two (2) meetings* is needed to present findings to the Board, then it shall be provided as an additional service. Additional services shall be furnished on request of the Town of Reading and require Town authorization.

2018 Hourly Billing Rates	Hourly Rate
Program Manager (incl. Department Head and Principal)	
Project Manager	
Senior Engineer/Project Engineer	
Staff Engineer	
Technician	

SCHEDULE

Initial Review/Coordination with Town of Reading: a draft of the written initial review shall be completed and provided electronically to the Town of Reading within two weeks of the Notice to Proceed. A conference call shall be scheduled with Town staff within three days of submittal of the initial review to discuss the review and answer any questions or address any comments from Town staff. Any revisions needed as a result of the conference call shall be completed and the initial review shall be finalized within three weeks of the Notice to Proceed. Subsequent and supplemental reviews shall be completed in a timely manner suitable to the ZBA meeting schedule.