

RESOLUTION 2021-CC

**A RESOLUTION OF THE TOWN OF EATONVILLE, WASHINGTON
AUTHORIZING THE MAYOR TO EXECUTE AN AGREEMENT
WITH KPG FOR ADAMS AVENUE S TRANSPORTATION ANALYSIS**

WHEREAS, safety concerns regarding the traffic model of Adams Ave South have been brought forward; and

WHEREAS, the Public Safety Committee has held several discussions regarding Adams Ave South and the surrounding streets and recommended a traffic study; and

WHEREAS, the Town wishes to hire a consulting service to perform a transportation analysis in order to get an engineer's recommendation on keeping the current traffic model or making changes; and

WHEREAS, the Town has received a cost estimate and a scope of work for completion of the transportation analysis from KPG, P.S. and wishes to execute a consulting agreement; and

WHEREAS, the Public Safety Committee has met and discussed the need for a transportation analysis and recommends approval of a consulting agreement; now, therefore

**THE TOWN COUNCIL OF THE TOWN OF EATONVILLE, WASHINGTON,
HEREBY RESOLVES AS FOLLOWS:**

THAT: The Town Council approves and the Mayor is authorized to execute on behalf of the Town a consulting agreement with KPG, P.S. as outlined in the Draft Scope of Work, as attached hereto as exhibit A-1 and Cost Computations as attached hereto as exhibit B, not to exceed the estimate amount of \$7,979.00.

PASSED by the Council of the Town of Eatonville at a regular meeting this 26th day of July, 2021.

Mike Schaub, Mayor

ATTEST:

Miranda Doll, Town Clerk

Town of Eatonville
Adams Avenue S Transportation Analysis
Draft Scope of Work

KPG, P.S.
June 2021

A. PROJECT DESCRIPTION/BACKGROUND:

This scope of work describes the tasks KPG will perform to assist the Town of Eatonville with a transportation analysis of Adams Avenue S. Adams Avenue S is a narrow local street between Center Street E and Oak Street E with approximately 20' of right of way. It provides access to approximately 15 homes and businesses at the north end where it connects to Center Street E. There are plans to redevelop the property located at the southwest quadrant of the Adams Avenue S/Center Street E intersection.

KPG will evaluate transportation operations and safety along Adams Avenue S for existing and future conditions with the planned development project. The analysis will evaluate alternatives for Adams Avenue S including roadway and intersection improvements and changing traffic from two-way operations to one-way operations.

B. ASSUMPTIONS

The following assumptions were made to establish a scope and budget for this project:

- The Town of Eatonville will provide site drawings and land use data for the planned development along Adams Avenue S.
- Survey, design, cost estimates, graphics, traffic counts, traffic modeling are not part of this Scope of Work.

C. SCOPE OF WORK

TASK 1 – MANAGEMENT / COORDINATION / ADMINISTRATION

- 1.1 Prepare monthly invoices and progress reports. The progress reports will identify work completed in the previous month, work in progress, upcoming work elements, and reporting of any delays, problems, or additional information needs.
- 1.2 Attend up to (2) two on-line coordination meetings with the City and key stakeholders such as property owners to share information, report findings, and seek input on the work effort as it progresses.

Task 1 Deliverables:

- Monthly invoices with progress reports (estimate 1 month)

TASK 2 – TRANSPORTATION ANALYSIS

- 2.1 Review City code and standards for new development. Review proposed development plans, site drawings, and land use data.

Exhibit A-1

- 2.2 Document the existing conditions for Adams Avenue S including roadway characteristics, property access and circulation. This will be done using publicly available data and includes a field visit to verify information.
- 2.3 Review and analyze historical crash data for the last five (5) years along Adams Avenue S and at the Adams Avenue S/Center Street E intersection. KPG will document the frequency, types, and location of collisions.
- 2.4 Analyze transportation operations and safety improvement alternatives. KPG will estimate daily traffic volumes for existing conditions and future volumes with the development, using Institute of Transportation Engineers (ITE) Trip Generation data. KPG will describe the expected benefits and impacts for each alternative including the change to one-way traffic. KPG will identify any improvements that are needed for Adams Avenue S.

Task 2 Deliverable:

- Crash data analysis
- Description of expected impacts and benefits of alternatives.
- Adams Avenue S improvement recommendations

TASK 3 – TECHNICAL MEMORANDUM

- 3.1 Document the analysis findings and recommendations in a short draft technical memorandum. Once comments are received from the City, KPG will update the document and submit a final memorandum to the City.

Task 3 Deliverables:

- Draft and Final Technical Memorandum

EXHIBIT B**KPG COST COMPUTATIONS**

Client: Town of Eatonville

Project: Adams Avenue S Transportation Evaluation

Date: 6/24/2021

Task No.	Task Description	Labor Hour Estimate						Total Hours and Labor Fee Estimate by Task	
		Project Manager	Sr. Project Engineer	Design Engineer	Senior Transportation Planner	Transportation Planner	Senior Admin		
		159	171	121	159	104	107	Hours	Fee
Task 1 - Project Management									
1.1	Management and Administration (est. 1 month)	2					1	3	\$ 425.00
1.2	Coordination Meetings (2)	2						2	\$ 318.00
Task Total		4	0	0	0	0	1	5	\$ 743.00
Task 2 - Transportation Analysis									
2.1	Review of Background Documents	1				4		5	\$ 575.00
2.2	Existing Conditions				2	4		6	\$ 734.00
2.3	Historic Crash Data	1				4		5	\$ 575.00
2.4	Transportation Analysis and Recommendations	4			10	4		18	\$ 2,642.00
Task Total		6	0	0	12	16	0	34	\$ 4,526.00
Task 3 - Technical Memorandum									
3.1	Draft Memorandum	2			6	6		14	\$ 1,896.00
3.2	Final Memorandum	2				4		6	\$ 734.00
Task Total		4	0	0	6	10	0	20	\$ 2,630.00
Reimbursable Direct Non-Salary Costs									
Mileage at current IRS rate								\$	80.00
Total Reimbursable Expense								\$	80.00
Total Estimated Budget								\$	7,979.00