



CITY OF NEWBURYPORT FY 2024

RECEIVED
CITY CLERK'S OFFICE
NEWBURYPORT, MA

TRANSFER/APPROPRIATION REQUEST

APR 29 10 33 35

Department: Department of Public Services

Submitted by: Wayne Amaral, Director

Date Submitted: 4/29/2024

Transfer From:

Account Name:	<u>RRFA - Development Impact Fees</u>	Balance:	<u>\$ 30,000</u>
Account Number:	<u>2762-59630</u>	Category:	<u>\$ -</u>
Amount:	<u>\$30,000.00</u>	Trans I/O:	<u>\$ -</u>

Why Funds Are Available:

This is a receipts reserved for appropriation (RRFA) fund used to account for development impact fees received from developers in relation to development agreements. Funds are used to mitigate the impacts of developments on the surrounding neighborhood and the city overall. The \$30,000 in this account represents the first of two payments made to the city for a development on Colby Farm Lane. A second payment of \$30,000 will be made this year and will be reserved for appropriation in this same account.

Transfer To:

Account Name:	<u>Intersection Improvements Study</u>	Balance:	<u>\$ -</u>
Account Number:	<u>New Account</u>	Category:	<u>\$ -</u>
Amount:	<u>\$30,000.00</u>	Trans I/O:	<u>\$ -</u>

Why Funds Are Needed:

Traffic consulting work will be conducted to study and recommend improvements at the intersection of Low Street, North Atkinson Street, and Colby Farm Lane. The scope of work will also include support in applying for grant opportunities, such as MassDOT Complete Streets, Shared Streets & Spaces, and/or Safe Routes to School funding programs.

Sean R. Reardon, Mayor:

Date: 4/23/2024

Ethan R. Manning, Auditor:

Date: 4/23/2024

City Council Action:



CLIENT AUTHORIZATION

New Contract

TEC Project No.: _____

Amendment No.:

Date: April 19, 2024

Project Name: Low Street / North Atkinson Street / Colby Farm Lane Study – Newburyport, MA

Client: City of Newburyport Department of Public Services Attn: Wayne S. Amaral, Director 16A Perry Way Newburyport, MA 01950	Fee Proposal	
	Task 1 [Study & Concept Plan]	\$22,000.00
	Task 2 [Funding Support]	\$8,000.00
	Estimated Expenses	<u>Included above</u>
	TOTAL	\$30,000.00

Requested by: Client

Lump Sum

Time & Expenses

Cost + Fixed Fee

Other

Estimated Date of Completion: Approx. 4 to 5 months following receipt of signed authorization

Scope of Services:

The City of Newburyport Department of Public Services (Client) has retained TEC, Inc. (TEC) to provide transportation planning and engineering services for a project located at the intersection of Low Street and North Atkinson Street / Colby Farm Lane in Newburyport, MA. This project will involve intersection analysis, a traffic safety review, conceptual design of intersection improvements, and grant funding application support. TEC will perform the services outlined in the task(s) below:

Task 1 – Intersection Study & Conceptual Improvements **LUMP SUM \$22,000.00**

Field Reconnaissance & Base Map Compilation

- Compile aerial images and mapping with approximate right of way and property lines from MassGIS, as available, to create a base plan suitable for a conceptual plan.
- Perform field reconnaissance to confirm existing intersection conditions, key features, lane widths, intersection geometrics, and roadway cross sectional dimensions.

Traffic Data Collection

- *Turning Movement Counts (TMCs)* – Perform 12-hour intersection TMCs (7:00 AM to 7:00 PM) at the following nine intersections:
 - Low Street at North Atkinson Street / Colby Farm Lane
- *Automatic Traffic Recorder (ATR) counts* – Collect roadway segment traffic data for a 48-hour mid-week period at one (1) location on Low Street in the project area and one (1) location along North Atkinson Street to document traffic volume, speed, and classification.

Warrant Analyses – TEC will perform left-turn lane, all-way stop control (AWSC), and/or traffic signal warrant analyses for the subject intersection.

Limited Traffic Capacity Analysis – Perform limited analysis to determine the existing roadway and intersection capacity conditions for a 10-year horizon to establish project need. This will consider the introduction of new traffic volumes from other known or permitted developments (City to provide copies of the Applicants' studies) and a reasonable regional growth rate based on discussions with MVPC.

Crash Data Compilation – Review the MassDOT crash database for the intersection for the most recent five-year period and assess the major crash trends at key intersections and along major roadway segments within the City limits. This does not include the preparation of detailed collision diagrams or formal Road Safety Audits (RSAs) at this time.

Conceptual Design Development – Provide recommended conceptual design options, if more than one is applicable, on a compiled aerial base map in AutoCAD Civil 3D that is consistent with the field reconnaissance, input from the City, traffic control alternatives, and cross-sectional needs that consider the latest MassDOT Complete Streets design standards where appropriate and feasible.

The intersection of Low Street / N. Atkinson Street / Colby Farm Lane has been identified as a key location that may benefit from State grant funding sources. This also includes approximately 1,100 feet of North Atkinson Street.

Cost Estimating: Prepare a planning-level construction cost estimate utilizing trending MassDOT average unit bid prices and their recently adopted SARPET construction pricing tool that is used for State funding applications.

Public Outreach Meetings - TEC will lead up to three (3) in-person public outreach meeting to review preliminary recommendations for the subject intersection and solicit public input. TEC will provide a summary of the comments received for the City's files.

Deliverables:

- Technical Memorandum – Initial Recommendations for the intersection of Low Street / N. Atkinson Street / Colby Farm Lane
- Color Concept Plan of intersection improvements; and
- Preliminary Construction Cost Estimate.

This assignment does not include the preparation of a survey, right-of-way research, or detailed intersection design documents, but will research the underlying roadway and intersection characteristics and the conceptual project needs to support certain MassDOT grant applications.

Task 2 – Grant Funding Application Support **ESTIMATED/HOURLY \$8,000.00**

- Prepare application narratives for grant applications such as MassDOT Complete Streets, Shared Streets & Spaces, and/or Safe Routes to School funding sources. The City does not currently anticipate pursuing a formal Transportation Improvement Program (TIP) application at this time.
- Prepare a conceptual improvement graphic for approximately 1,100 feet of North Atkinson Street as a potential Safe Routes to School application.
- Attend coordination meetings (mostly virtual) with City or agency representatives to review the scope of the application(s).

The fee for this task is highly dependent on the number of applications that the City wishes to pursue. Therefore, TEC will perform this work on a time-and-expenses (hourly) basis.

Additional services not listed above may be performed at the request of the Client and will be considered an amendment to this agreement.

Services will begin upon signed authorization of this agreement. TEC will invoice the Client monthly on a percent complete (Task 1) or time and expenses (Task 2) basis for the services performed based on the task descriptions listed above. TEC direct expenses and the actual subconsultant and vendor/contractor services will be marked-up by 10% for Task 2.

This proposal is valid for a period of 45 days.

Project Manager: S. Gregorio

Approver: K. Dandrade

Please execute this Client Authorization for TEC, Inc. to proceed with the above scope of services at the stated estimated costs. No services will be provided until it is signed and returned to TEC.

Subject to attached terms & conditions

Subject to terms & conditions in our original agreement dated _____

TEC, Inc. Authorization

Client Authorization *(Please sign original & return)*



By



By

Print Name Kevin R. Dandrade, P.E., PTOE

Print Name Sean R. Reardon

Title Principal

Title Mayor

Date April 19, 2024

Date 4/23/2024.