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TheEngineeringCorp.com

CLIENT AUTHORIZATION

☐ New Contract

Project No.: T0737.11

☒ Task No.: 11

Date: November 19, 2018

Project Name: Site Access & Transportation Engineering Peer Review
Loker Field Development, Wayland

Client: Mr. Sarkis Sarkisian
Director of Planning
Town of Wayland
41 Cochituate Road
Wayland, MA 01778

Fee Proposal

Task 1	\$2,800.00
Task 2 (If required)	\$1,000.00
Meetings	Included
TOTAL	\$3,800.00

Requested by: Client

☒ Lump Sum

☐ Time & Expenses

☐ Cost + Fixed Fee

☐ Other

Estimated Date of Completion: Two weeks upon Notice to Proceed
for initial review

Scope of Services:

The Town of Wayland Planning Board (Client) is retaining TEC, Inc. to perform transportation engineering services associated with the peer review of an application for the development of a recreation field at the Loker Recreation Area along Commonwealth Road in Wayland. TEC will conduct a review of the traffic study and site plan submitted with the development application and prepare a letter summarizing the findings of a peer review for submission to the Planning Board. The following provides a summary of the scope of services associated with this effort:

Task 1 – Traffic Engineering Peer Review

- Perform a site visit to review and confirm the current traffic operations and physical geometry of the roadways and intersections surrounding the site, reasonableness of sight distance throughout the area and at potential driveway locations, and identify potential areas of concern.
- Conduct a review of the traffic report, which will focus on the following items:
 - Adequacy of study area presented within the report
 - Adequacy of traffic volume count data collected and submitted within the report
 - Applicability of adjustment factors, background growth factors, modeling assumptions, and study methodology
 - Comparison of methodologies used for traffic generation and trip distribution to Massachusetts Department of Transportation (MassDOT), Town of Wayland, and industry (ITE, AASHTO) standards
 - Perform a general safety review, including sight distances and roadway geometry
 - Relative accuracy of the traffic volume calculations
 - Confirm input assumptions and accuracy of the level of service and queueing calculations
 - Assess the projected traffic impacts of the proposed development on the immediately adjacent intersections
 - Assess the adequacy of proposed mitigation measures and provide recommendations for any off-site improvements to mitigate the project-related traffic impacts
- Conduct a review of the submitted site plans, which will focus on the following items:
 - Adequacy of pedestrian, bicycle, and vehicle accommodations throughout the site
 - Adequacy of access/egress for public safety and emergency vehicles, specifically circulation throughout the site for a Town of Wayland Fire Department preferred design vehicle

- General safety characteristics of proposed access/egress in terms of sight distance, turning radii, configuration, appropriate signage, lane markings, and traffic control
- Review of the site plan for pedestrian and vehicular circulation considerations and identify potential areas of conflict or concern
- Adequacy of proposed parking supply in relation to Town of Wayland requirements, industry standards, local sources and other similar developments
- Prepare one (1) technical letter documenting the results of TEC's review.
- Attend two public hearings with the Planning Board to present the results of the traffic peer review.

Task 2 – Response to Comments Review (if required)

The project's site engineer and/or traffic engineer may prepare a Response to Comments document to respond to the peer review report discussed above. TEC has assumed that the Applicant will issue one (1) Response to Comments document, for which TEC will potentially provide additional peer review services. Following review of the Response to Comments documents, TEC will prepare a final peer review report. The peer review report will be delivered to the Wayland Planning Board within approximately two (2) weeks of receipt of the Response to Comments document.

TEC will not exceed a total fee of \$3,800.00 for the labor and expenses noted above, unless approved by the Client.

Note:

Should the project's consultants prepare additional comment responses or supplemental analysis documents, TEC will be available to review these documents at a commensurate increase in the labor fee. TEC will secure written approval from the Client prior to completing any out-of-scope services. Email authorizations are acceptable as a Notice to Proceed on subsequent tasks.

Time associated with the scope of services for the tasks listed above will be billed on a lump sum basis. Any supplemental services will be billed in accordance with the Engineer's standard billing rate and fee schedule on a time-and-expenses basis.

Prepared by: EMO

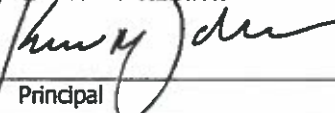
Project CM: KRD

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.

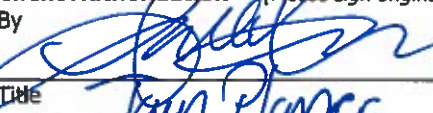
☐ Subject to attached terms & conditions

☒ Subject to terms & conditions in our original agreement
(Town on-call MSA contract 18-2003)

TEC, Inc. Authorization

By 

Client Authorization (Please sign original & return)

By 

Title Principal

Title *Town Planner*

Date November 19, 2018

Date *11-28-2018*