

August 5, 2003

David Bonk
Town of Chapel Hill
306 North Columbia Street
Chapel Hill, NC 27516

Subject: Mobility Report Card Update Scope of Services

Dear Mr. Bonk:

On behalf of LSA Associates, I am pleased to submit this letter proposal to assist the Town of Chapel Hill in the preparation of the Chapel Hill Mobility Report Card 2003 Update. This 2003 update would address all elements of the initial 2001 Chapel Hill Mobility Report Card prepared by LSA and Associates and present a mobility comparison between the two data bases. This update will address the following areas:

1. Vehicle Activity and Arterial Level of Service
2. Peak Hour Intersection Operations
3. Vehicular Travel Time
4. Pedestrian Facilities
5. Pedestrian Activity
6. Bicycle Facilities
7. Bicycle Activity
8. Transit Service
9. Transit Ridership
10. Office Parking

The collection of the 2001 Mobility Report Card data established the benchmark. The 2003 Mobility Report Update will become the basis for comparisons and determination of trends and changes in mobility.

The scope of work is represented below. The scope of services will cover three tasks; procedures refinement, data collection, and data reporting/comparison. These tasks are discussed in detail as follows:

Task 1 Procedures Refinement - Data Collection and Recording

LSA in cooperation with Town Traffic and Transportation staff will review the comprehensive data collection procedures and reporting technique developed for the Town of Chapel Hill 2001 Mobility Report Card. This review will determine changes in locations, number and locations of counts. This effort will also establish schedule, interface with UNC data collection and reporting technique.

Task 2: Data Collection

LSA will collect and/or manage the collection of all data. The following data will be collected as part of the work effort. It is proposed that this data be collected in late September through mid October to include the return of students and faculty at UNC.



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- Daily traffic counts along key arterials: Twenty-four hour two-way vehicle classification counts at fifteen-minute increments. Counts will be taken at approximately 60 locations. Additional counts will be provided by University of North Carolina and will be incorporated in the Mobility Report Card.
- AM, Noon and PM Peak hour intersection turn movements counts, at 60 signalized intersections, each with two-hour morning, noon and afternoon counts. Additional counts will be provided by the University of North Carolina and will be incorporated in the Mobility Report Card.
- Levels of service analysis: Utilizing the peak hour morning and evening intersection turn movement counts, level of service analysis will be conducted for each intersection. This will be based on updating the Synchro database prepared for the 2001 Mobility Report Card and will include any changes in signalization phasing as provided by the Town.
- AM and PM peak and off-peak travel time and delay runs: Travel time and delay runs will be conducted for ten corridors within the town. Readings will be taken during both the peak hour and off-peak hours.
- Obtain from the Town of Chapel Hill GIS updates of the Town's inventory of sidewalks within the Town.
- Obtain from Town of Chapel Hill GIS update of inventory of miles of bicycle lanes.
- Bicycle and pedestrian counts at 85 key locations: LSA will conduct 12 hour bicycle and pedestrian counts (7am to 7pm) at agreed upon locations throughout the Town.
- Collection of parked car to employee ratios at 4 key employers or employment centers. These counts will be conducted for a mid-day morning and mid-day afternoon period.
- Summary of transit ridership by route and stop. Mapping and data to be provided by the Town of Chapel Hill.

Task 3: Data Reporting

The above information will be analyzed and summarized in a report format with appropriate graphics and tabular display of the baseline conditions as established in the original Mobility Report Card. This report will provide both a reporting of the updated counts and conditions as well as a comparative analysis of trends and changes to the mobility indicators. All information will be provided in electronic format compatible with Town programs, in addition to the printed products

Cost Estimates

The cost for LSA to conduct the work effort is a function of LSA staff time to organize the work effort, manage the survey teams, analyze the data including comparison with original 2001 data sets, and report preparation. This effort also includes expenses for summary report. Both the Town and LSA staff will work together to identify appropriate persons to conduct the counts.

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The following is an estimate of the costs to conduct the above work effort. This proposed cost estimate includes two trips to Chapel Hill for Data Collection and Coordination and a final trip for presentation to the Town Council.

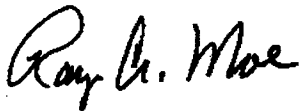
Table 1: Cost Estimate

	SUPPORT LABOR	#	TOTAL
Project Management			\$5,000
Scope Refinement			\$1,000
Daily Traffic Counts	\$105 x 60 = \$6,300	60	\$6,300
Peak Hour Turn Movement			
- 1 Man Count Locations	\$210 x 30 = \$6,300	30	\$6,300
- 2 Man Count Locations	\$290 x 30 = \$8,700	30	\$8,700
Level of Service Analysis		73	\$7,300
Travel Time and Delay Runs	2 way, 2 per, a.m., mid-day and p.m. = \$125	10	\$1,125
Sidewalk Inventory (Mapping)			\$1,125
Bicycle Inventory (Mapping)			\$1,125
Bicycle and Pedestrian Counts	\$16 x 12 x 85 = \$16,320	85	\$16,320
Transit Summary and Mapping			\$1,250
Employer Parking Analysis			\$1,000
Analysis and Report Preparation			\$12,000
Expenses - travel, per diem			\$4,000

**Count data to be provided by sub-consultant.*

Sincerely,

LSA Associates, Inc.



Ray A. Moe
 Managing Principal