



July 7, 2022

Mr. Danny Powers
Public Works Director
Town of Whitestown
6210 Veterans Drive, Room 600
Whitestown, Indiana 46075

Re: Fee Proposal for Downtown Whitestown Traffic Calming Study

Dear Danny:

Thank you for giving American Structurepoint, Inc., the opportunity to provide a proposal for developing traffic calming options through downtown Whitestown, Indiana. Our proposed scope of services on this project will be performed per the fees and schedule defined in this proposal.

PROJECT UNDERSTANDING

The project limits are Pierce Street from 575 East to 700 East and Main Street from Seabiscuit Road to south of Prairie Chase Drive, as depicted in the figure below. Main Street is a 2-lane undivided roadway, currently posted at 25 MPH. Pierce Street is a 2-lane undivided roadway currently posted at 20MPH within the project limits. There is a mix of commercial and residential uses within the Downtown core with off-street parking, multiple driveways, and parking lots. Radar speed feedback signs have recently been installed along with increased police presence; however, complaints of speeding persist. The goal of this study is to identify traffic calming measures and the optimal locations for said measures that will decrease vehicle speeds, and in turn increase safety for pedestrians and bicyclists.



Study Area

SERVICES PROVIDED

The following services will be provided as part of the Downtown Whitestown Traffic Calming Study:

- A. Kick-Off meeting with Town
- B. Perform a site visit to observe traffic speeds and traffic patterns
- C. Review Traffic Studies (to be provided by the Town) to determine future traffic volumes
- D. Traffic Data Collection
 - 1. Turning Movement Count (One)
 - i. Main Street & Pierce Street – 12 hour
 - 2. Approach Tube Counts with Speed Data (up to four two-way locations)
 - i. Main Street & Pierce Street – 24 hour
 - ii. Specific Locations TBD
- E. Analyze collected traffic data and future traffic projections
- F. Identify ideal locations for traffic calming measures
- G. Evaluate potential traffic calming measures for each identified location
- H. Develop recommendations for locations and types of traffic calming measures
- I. Preparation of a summary memorandum documenting all study efforts, findings, and recommendations
- J. Attend up to one (1) additional coordination meeting involving the Town to discuss findings and recommendations, including phased implementation
- K. Roadway conceptual design and planning level cost estimates, as needed.

PROJECT DELIVERABLES & SCHEDULE

The draft report for the traffic calming study will be delivered to the Town within 90 days of Notice to Proceed being issued by the Town. The final report will be issued within 14 days of receiving all comments from the Town.

COMPENSATION

Compensation for services rendered will be as indicated below and invoiced monthly on a percent-complete basis.

Data Collection (Lump Sum).....	\$5,000
Traffic Calming Study (Lump Sum).....	\$23,500
Roadway Coordination and Review (Hourly NTE).....	\$5,000
Design and Construction Inspection Services.....	TBD

Full payment of invoices is due within 30 days from invoice date. If payment is not made within 30 days of the date when the payment is due, we may, at our option, and effective upon the delivery of written notice of our intention to do so, terminate the contract or suspend further performance of our services under the contract, and we shall have no liability for delay or damage that results from the termination of the contract or suspension of services.

If the assumptions made in the scope of services relative to extent of work are found to change, you will be notified in writing and a new (extra or reduced) fee will be presented. However, we recognize that it may not always be possible to provide written changes, as the City may need to request immediate change or additional services, and the administrative delays could be detrimental and costly to the project. In such case, requests for additional services will be invoiced on a time and materials basis.

SUPPLEMENTAL SERVICES

The fees listed above represent the total scope of services as we understand it at this time. We do not anticipate the need for the following services, but we are available to provide them for a supplemental fee if such a need should arise:

- A. Expanded Project Study Limits
- B. Collection of additional traffic counts
- C. Analysis of years other than that of the horizon year
- D. Traffic simulations and simulation videos
- E. Spot speed study
- F. Roundabout Analysis or Feasibility Study

REIMBURSABLE EXPENSES

The following expenses will be considered reimbursable and will be invoiced at 1.1 times their direct cost on the monthly invoices.

- A. Expenses of permit application fees or permit fees
- B. Courier service fees, overnight postage fees, and certified mailing fees
- C. Reproduction services for plans and specifications other than for normal interdisciplinary coordination
- D. Expense of renderings or models
- E. Mileage at current federal rate

The services listed above represent the total scope of services as we understand them at this time. If the terms and conditions of this proposal meet with your approval, please provide us with your standard agreement.

We greatly appreciate this opportunity and look forward to working with you on this project. If you have any questions, please feel free to contact us at (317) 547-5580.

Very truly yours,
American Structurepoint, Inc.



Patrick M. O'Connor, PE, PTOE
Traffic Services Director

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