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**Scope of Work**  
**City of Spokane's (COS) Impact Fee Baseline**

**Assumptions:**

- The consultant will have access to COS historic transportation data
- A Transportation System Baseline will be developed using Synchro 7 software
- A Transportation Baseline will model Level of Service (LOS) and volume-to-capacity (v/c) ratios
- A Transportation Baseline will be created using existing signal timings and roadway geometry
- The consultant will develop the baseline for all COS arterial roadways

**Scope:**

**Phase 1:**

Create an existing Synchro 7 computer model for the COS that can be used as a Transportation System Baseline for proposed land use development. This existing Synchro 7 baseline would have three components:

- Existing turning movement volumes at intersections
- Existing roadway geometry
- Existing traffic signal timings

Phase 1 will be primarily developed by the consultant at the direction and with the assistance of City staff.

**Phase 2:**

Once the baseline has been completed by the consultant and verified by city staff, the consultant would create a Transportation Management Plan. The Transportation Management Plan would use the Transportation Baseline developed in Phase 1 as the background, and add:

- The Six Year Capital Facilities Plan
- Any approved land use development information (added traffic volumes, traffic distribution, roadway geometric changes, traffic signal system upgrades, etc.)

Phase 2 will be implemented by the cooperative efforts of the consultant and City staff.

**Phase 3:**

The Transportation Management Plan would be updated as information becomes available to reflect the current transportation system. The goal would be that as a developer came to the City for a permit, City staff (possibly for a fee) would run the model incorporating the project specific land use and determine the project's transportation impacts. The impacts may be mitigated by projects identified in the

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Capital Facilities Plan; the developer could pay an impact fee to mitigate for impacts to the City's transportation system.

**City Needs:**

Consultant Manager (full time) to manage the consultant, the flow of data, and to verify the completed project. When the consultant work is complete this manager becomes the person responsible for the creating and maintaining the Transportation Management Plan.

Two Technicians to provide support to the Manager in keeping the Transportation Baseline and Transportation Management Plan current. This work includes Capital Program updates, tracking the approved developments, working with signal operations, updating the current signal timings, etc.

Larger, more up to date computer hardware to handle the software.

**RFP Estimate to Produce a Transportation Baseline and Transportation Management Plan (TMP)**

**Task 1: Project Initiation**

- Scope Refinement
- Identification of Key Components in Each Service Area
- Project Team Meetings (5)

**Task 2: Existing Conditions**

- Traffic Counts/Data Collection/SatFlows/Travel Times
- Obtain & Review Prior Reports
- GIS Mapping Acquisition and Refinements
- Existing Conditions (Field Review)

**Task 3: Baseline Model**

- Synchro 7 – Establish Baseline Model
- Model Disaggregation/Refinement
- Final Baseline/QC

**Task 4: Implementation**

- Database (File Structure)
- Pilot Program – Troubleshoot
- Documentation – Maintenance Manual
- Revise and Produce Final Baseline