

**MOUNTAIN BROOK CITY COUNCIL
PRE-MEETING AGENDA**

**PRE-COUNCIL ROOM (A-106) CITY HALL
56 CHURCH STREET
MOUNTAIN BROOK, AL 35213**

JULY 28, 2014 – 6:00 P.M.

1. MAX update – Richard Goldstein.
2. Adoption of a standard form encroachment agreement. (See attached information. This item could be added to the formal agenda.)
3. APPLE grant consultant selection for city-wide traffic study-Michael Kaczorowski of the Regional Planning Commission of Greater Birmingham (See attached information. This item may be added to the formal agenda)
4. Proposed vacation of right-of-way adjoining 2235 Peacock Lane-Charlie Beavers (See attached information)

THIS INSTRUMENT PREPARED BY:

JEFFERSON COUNTY }
STATE OF ALABAMA }

RIGHT-OF-WAY ENCROACHMENT AGREEMENT

This **Right of Way Encroachment License Agreement** (the "Agreement") is entered this _____ day of _____ 201_, by and between the **City of Mountain Brook, Alabama**, a municipal corporation (hereinafter the "City" or "Licensor"), and _____ (*Owner(s) of Property requesting encroachment*) _____ (hereinafter individually or collectively referenced for purposes of this Agreement as the "Licensee").

WITNESSETH:

WHEREAS, the Licensee represents that it owns the following real property located at in the City of Mountain Brook, Jefferson County, Alabama:

Address: _____
Legal Description/Parcel ID #: _____

(the "Property");

WHEREAS, the Property abuts right(s) of way that is owned by the City and reserved for the use of the general public (the "City ROW");

WHEREAS, the Licensee desires to install and maintain Describe Permanent Improvement that will Encroach on City ROW _____ at the location depicted on the attached Exhibit "A" (collectively hereinafter the "Improvement"), and intend that the Improvement will be used by the occupants of the Property or their guests;

WHEREAS, part or all of the area in which the Improvement will be installed lies within and encroaches upon the City Right of Way (hereinafter, the "Encroachment area"); and

WHEREAS, subject to terms, conditions and understandings herein, the City agrees to grant the Licensee a non-exclusive, revocable license to install and use the encroaching Improvement within the City ROW.

NOW, THEREFORE, in consideration of the mutual covenants herein, and other good and valuable consideration, the receipt and sufficiency of which is acknowledged, the parties agree as follows:

1. The City grants the Licensee a non-exclusive, revocable license to utilize the City ROW for purposes reasonably related to the construction, installation, maintenance and use of above-described encroaching Improvement within the Encroachment area (the "License"). No other uses of the City ROW are authorized.

2. The Licensee agrees and acknowledges that this Agreement grants it (or them) only a license, not any interest, title, permanent right or estate. The grant made hereunder is personal to the Licensee and does not run with the land. Further, the Licensee agrees to not claim any permanent interest in the Encroachment area by entering into this Agreement or by its use of any contemplated encroaching Improvement.

3. The Licensee agrees to (a) keep the Encroachment area clean and free of debris, weeds or overgrown grass, (b) maintain the contemplated encroaching Improvement in good and sound condition, and (c) not use the Encroachment area or any encroaching Improvement in a manner that creates a hazard or causes damage to any third persons or adjacent properties.

4. The Licensee acknowledges that, in the event that the City, in the exercise of its sole discretion, determines that the Licensee's utilization of the Encroachment area or the Improvement conflicts with City's use of or plans to use that area, it may revoke the License effective upon providing the Licensee written notice from the Mayor, the City Manager or the City's other executive official. If the License is revoked, the City, in the exercise of its sole discretion, either (a) may request that the Licensee, at its (or their) expense, remove any encroaching Improvement and restore the City ROW to a condition that is reasonably satisfactory to the City within thirty (30) days after the receipt of notice of revocation, or (b) at the City's expense, may remove any encroaching Improvement placed by the Licensee in the Encroachment area. If the City revokes the License, the Licensee waives and releases the City from any and all claims for expenses incurred by the Licensee to construct or maintain any Improvement in the Encroachment area.

4. The Licensee may not assign or transfer this Agreement (or any benefit, right or obligation hereunder) to any third party without advance written consent by the City, which consent shall not be unreasonably withheld.

5. All plans, designs and work to construct any contemplated encroaching Improvement shall be subject to review and approval of the City's Building Inspection Department, or such other department as the City may designate. Further, the Licensee agrees that all operations related to the installation or maintenance of any such Improvement will comply with applicable federal, state and local laws, ordinances and regulations (including but not limited to, license and permit requirements) that relate to those operations.

6. The Licensee shall not permit any mechanic or materialman's lien to be filed against the City or concerning the Encroachment area by reason of any labor, services, materials or equipment supplied or claimed to have been supplied to construct or maintain any encroaching

Improvement (collectively, a "Lien"). If such a Lien is filed, then the Licensee, after notice of its filing, promptly shall either (a) cause the same to be discharged by depositing adequate funds in court or issuing a bond; or (b) indemnify the City against any loss from a Lien by posting security or taking other actions that are reasonably satisfactory to the City.

7. The Licensee agrees to indemnify, defend and hold harmless the City, and its officers, employees, and representatives (collectively for purposes of this provision, the "City"), from and against any claim, liability, loss, expense (including, reasonable attorney fees and costs of court), demand or action asserted against the City by any third party claiming personal injury, property damage or any other loss of any kind (collectively, a "Claim") that arises from or is in any manner related to (a) the Licensee's use of the License granted herein or the Encroachment area, or (b) any encroaching Improvement placed in the City ROW. The scope of this indemnification obligation includes Claims that are caused or allegedly caused in whole or part by the negligence of the City; provided that the Licensee shall not be obligated hereunder to indemnify the City for Claims that are caused by the gross negligence or willful misconduct of the City.

8. If the Licensee removes or substantially modifies an encroaching Improvement after this Agreement is executed, it shall not replace or construct another or different Improvement or structure in the City ROW without advance approval from the City; provided that nothing herein shall prohibit the Licensee from maintaining, repairing or refurbishing any encroaching Improvement contemplated by this Agreement.

9. All notices that may be required to be given hereunder shall be deemed to have been properly given if in writing and (a) if personally delivered, or (b) sent either by registered or certified mail, postage prepaid, and addressed as follows, or by nationally recognized overnight courier to the following address:

To the City:
City of Mountain Brook, Alabama
Attention: City Manager
56 Church Street
Mountain Brook, AL 35213

To the Licensee:

_____, AL 3_____

Notices shall be deemed given upon receipt or refusal of delivery. The parties may designate an address for service of notice other than that shown above by providing written notice thereof.

10. Miscellaneous Provisions.

(a) This Agreement may not be amended or modified unless all parties execute a writing that is signed by their duly authorized representatives.

(b) The failure of the City to enforce any of the terms, conditions or provisions of this Agreement shall not be construed as a waiver of its right to subsequently compel enforcement of that or any other term, condition or provision herein. The rights, benefits and obligations under this Agreement may be waived only in a writing signed by the parties.

(c) This Agreement, and the conditions, terms and provisions herein, do not create, and are not intended to create or confer any benefit to any third party.

(c) This Agreement contains the complete agreement of the parties concerning the subject matter herein. Any prior negotiation, agreement or understanding, whether oral or written, concerning the matters addressed herein is superseded and of no effect unless expressed herein.

(d) This Agreement may be signed in one or more counterparts, each of which shall be deemed an original and all of which together shall constitute one and the same agreement. Signature pages may be transmitted by facsimile or other form of electronic transmission, and any signature so transmitted will be given the same force and effect as an original signature

(e) If requested by the City, the Licensee shall record a fully-executed form of this Agreement in the real property records of the Probate Court for Jefferson County.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed on the date hereinabove set forth.

ATTEST:

CITY OF MOUNTAIN BROOK, ALABAMA

City Clerk

By: _____
Mayor

LICENSEE (if individual)

LICENSEE (if individual)

LICENSEE (if entity)

By: _____
Name of Entity

Its: _____

STATE OF ALABAMA)
COUNTY OF JEFFERSON)

I, the undersigned authority, a Notary Public duly commissioned in and for the County and State aforesaid, hereby certify that _____ whose name is signed to the foregoing instrument, and who is known to me, acknowledged before me on this day that, being informed of the contents of the instrument, he/she executed same voluntarily.

Given under my hand and official seal this ____ day of _____, 20__.

NOTARY PUBLIC
My Commission expires:_____

STATE OF ALABAMA)
COUNTY OF JEFFERSON)

I, the undersigned authority, a Notary Public duly commissioned in and for the County and State aforesaid, hereby certify that _____ whose name is signed to the foregoing instrument, and who is known to me, acknowledged before me on this day that, being informed of the contents of the instrument, he/she executed same voluntarily.

Given under my hand and official seal this ____ day of _____, 20__.

NOTARY PUBLIC
My Commission expires:_____

STATE OF ALABAMA)
COUNTY OF JEFFERSON)

I, the undersigned authority, a Notary Public duly commissioned in and for the County and State aforesaid, hereby certify that _____ whose name as _____ of _____, is signed to the foregoing instrument, and who is known to me, acknowledged before me on this day that, being informed of the contents of the instrument, he/she as such officer and with full authority, executed same voluntarily for and as the act of said entity.

Given under my hand and official seal this ____ day of _____, 20__.

NOTARY PUBLIC
My Commission expires:_____

July 2014

EXHIBIT A – DEPICTION OF ENCROACHMENT

See attached.

NOTICE OF NEED OF PROFESSIONAL SERVICES

Advance Planning Programming & Logical Engineering (APPLE)

Project: Traffic Operations Study

City of Mountain Brook, Alabama

Issue Date: June 18, 2014

Statement of Interest Due: July 9, 2014 - 5p.m. CST; email to: kaz@rpcgb.org

Notice of Intent to Contract: July 23, 2014

Questions/Inquiries Due: June 30, 2014; directed to: Mike Kaczorowski,
kaz@rpcgb.org, 205-264-8444

All responses to inquiries will be shared with the other consultants.

The Regional Planning Commission of Greater Birmingham (RPCGB) in conjunction with the City of Mountain Brook is requesting consultant services to assist the City in performing preliminary engineering for various intersections in the City of Mountain Brook. The following is an outline of the scope of work for the project:

The study will collect all relevant data and perform analyses to: 1) select intersections within the City for detailed study, and 2) determine what improvements are needed to address current deficiencies. The study is proposed to include the following:

- A city-wide screening process to include
 - Stakeholder involvement
 - Public involvement
 - Windshield surveys
- Data collection and analysis, to include
 - Field data collection
 - Traffic counts
 - Observations
 - Various analyses, including capacity, crash, sight distance, turn lane warrants, traffic control device warrants
 - Microsimulation
- Identification of constraints
- Development of concept drawings that illustrate recommended improvements
- Estimate of probable construction costs
- Determination of potential funding sources
- Construction phasing
- Additional stakeholder and public involvement meetings
- Preparation of a final report

A detailed scope of work will be developed in negotiations with the selected consultant. The tasks defined in the final scope will be adjusted to fit within the target project budget of \$45,000.

Interested firms should submit a one page statement of interest which may include a brief description of their knowledge and understanding of the work and their approach to the study.

Mountain Brook Traffic Study

Scorer: City of Mountain Brook

Score (1=lowest, 10=Highest)

Firm	Score	Comments
Atkins	# 4	
Gresham-Smith	# 2	Close 2nd
Sain	# 3	
SARCOR	# 5	
Skipper	# 1	Based on prior experience with City

Statement of Interest

Advance Planning Programming and Logical Engineering Traffic Operations Study City of Mountain Brook, Alabama

Understanding of the Proposed Project

Skipper Consulting is pleased to provide this response to your Notice of Need of Professional Services for the preparation of an Advanced Planning Programming and Logical Engineering (APPLE) study within the City of Mountain Brook. It is our understanding that the nature of the proposed project will be to conduct a screening process to identify a fixed number of sites within the City of Mountain Brook (as dictated by the project budget) where improvements can be made to increase capacity and improve safety using low-cost and easy-to-construct projects, similar to the TOPICS (Transportation Operational Program to Improve Capacity and Safety) studies which were done for many cities throughout Jefferson County in the 1970's. The City of Mountain Brook has recently undertaken a survey of its citizens. The citizens are concerned about the maintenance of streets and traffic congestion. Traffic is an issue on many of the City's major roadways because of limited right-of-way and topographical restrictions. A TOPICS-type study will help determine locations where the City can reasonable implement spot improvements to deal with traffic congestion issues and bottlenecks.

Approach to the Proposed Project

Our initial work on the project scope of work involves three primary tasks: Task 1) performing a City-wide screening process to determine locations for detailed studies. This would include stakeholder involvement, public involvements, and windshield surveys. Task 2) Performing intensive data collection and analysis for the sites selected during the initial screening. We estimate that approximately eight (8) sites can be studied in detail for the project budget. We envision some 16 separate tasks of data collection and analysis will be performed per site. Exact details of the tasks will be expanded in a detailed scope of work. The goal of the data collection and analyses will be to prepare graphic representations of recommended improvements, along with cost estimates, construction phasing, and funding source identification. Task 3) Preparation of a final report and presentation. We estimate that the scope of work can be accomplished in approximately ten (10) months.

only 8?

Recent Relevant Experience

Skipper Consulting has a rich history in performing traffic engineering operations studies for the City of Mountain Brook. We are currently working on our 18th assignment directly with the City. Among these 18 assignments are several detailed analyses of traffic operations for roadways and intersections within the City. This includes critical intersections such as Cahaba Road at Heathermoor Road, Cherokee Road at Old Leeds Road, Overbrook Road at Beechwood Road, Overton Road at Briar Oak Drive, and Pine Ridge Road, all since 2011. We propose to leverage our previous work into the proposed project in order to extend the work that can be performed under the budget constraint of the proposed project.

Project Staff

Skipper Consulting employees sufficient staff in our Birmingham office to undertake the entire proposed scope of work on this project. The project manager for Skipper Consulting, Inc. will be Richard L. Caudle, P.E. Mr. Caudle will be familiar to both the staff of the RPC and the City of Mountain Brook due to his long-term and detailed involvement with traffic engineering and transportation planning for both organizations. The combined staff of Skipper Consulting possess over 120 years of professional experience in traffic engineering and transportation planning. We look forward to the opportunity to work with the RPC and the City of Mountain Brook on this project.



G R E S H A M
S M I T H A N D
P A R T N E R S

**Statement of Interest for Regional Planning Commission of Greater Birmingham (RPCGB)
Advance Planning Programming & Logical Engineering (APPLE)
Traffic Operations Study for the City of Mountain Brook, AL
Submitted by Gresham, Smith and Partners**

Gresham, Smith and Partners (GS&P) understands that the City of Mountain Brook, in conjunction with the Regional Planning of Greater Birmingham's APPLE program, desires perform a traffic operations study at several intersections throughout the City of Mountain Brook. In 2013, GS&P completed a very similar APPLE project for the RPCGB and the City of Helena: the Helena High School Area Traffic Study Advanced Planning Report. In the Helena project, GS&P studied seven (7) intersections and the intersecting roadway segments near the new Helena High School and recommended several alternative intersection and roadway improvements that will be needed to handle the traffic growth in Helena from the new high school as well as other planned development. Implementation of improvements began shortly after completion of the study with one federally funded intersection improvement project, one privately funded intersection improvement project, and a city funded road and trail project. GS&P also recently completed a Roundabout Feasibility Study for ALDOT for three intersections in Central Alabama where we analyzed alternative intersections improvements, including roundabouts. The scope of those two projects was very similar to the proposed scope for the Mountain Brook study and included stakeholder and public involvement, data collection (traffic counts, crash analysis, site visits), traffic analysis of existing and future conditions, alternative improvements, conceptual layouts, preliminary project cost estimates, environmental screening, and other elements.

Building on our successful projects in Helena and for ALDOT, GS&P proposes the following approach to this project:

- **Stakeholder and Public Involvement** – GS&P proposes to meet with City officials, other stakeholders, and, if the City desires, the public, to determine the intersections that currently experience traffic operation and/or safety problems. These groups of drivers and pedestrians that regularly use the City's intersections (and experience the problems) can be the best source of information. This will likely include "windshield tours" and site visits to gain a better understanding of the problems being experienced. We understand that the focus will likely be to study intersections where relatively simple improvements can be identified and implemented quickly and at a lower cost in order to gain the City the best return on its investment, such as adding right or left turn lanes or simple traffic signal timing/phasing improvements.
- **Data Collection and Field Review** – Once the intersections for more detailed study have been determined, GS&P will obtain and review pertinent planning documents and other readily available planning information such as proposed development plans. GS&P will also obtain traffic (vehicle, pedestrian and bicycle) and crash data along with readily-available mapping and GIS data from the City, RPCGB and other sources. GS&P will collect data needed to assess intersection capacity, safety as well as overall quality of multimodal facilities at and adjacent to the study intersections. GS&P will also conduct field reviews to look at roadway and intersection geometry, traffic operations, adjacent land use, improvement opportunities and constraints, and obvious environmentally sensitive areas.
- **Traffic Analysis and Determination of Alternative Operational & Safety Improvements** – GS&P will then conduct a traffic operations study for the selected intersections. The study will evaluate the existing and future conditions including intersection and roadway geometry, sight distance, traffic operations, capacity analysis (operational delay and level of service), safety/crash study, and traffic signal warrants. The existing and future conditions analysis will be based on current traffic volumes as well as projected future traffic volumes, taking background traffic growth and any future development into account. Based on this analysis, GS&P will identify and evaluate improvement alternatives to enhance traffic operations and safety, considering all users of the roadway. GS&P will also estimate the potential crash reduction based on methodology in the Highway Safety Manual and develop conceptual layouts of the alternative intersection improvements. Based on the background traffic growth and possible future development, GS&P will also recommend when proposed alternative improvements should be implemented.
- **Environmental Screening, Cost Estimates, Benefit/Cost Calculations** - GS&P will conduct a preliminary environmental screening to identify the presence/location of any environmentally sensitive areas near the intersections such as wetlands, floodplains, streams/rivers, threatened and endangered species habitat, cultural and/or historic resources, recreational resources or socioeconomic impacts. Potential major utility conflicts and relocations that can add considerable cost and time to a project will be identified. We will also assess the availability of existing right of way and easements and estimate the locations and amounts of additional right of way and easements that may be needed for the various improvement alternatives. GS&P will also prepare preliminary project cost estimates (including environmental studies, design, construction and construction engineering and inspection) for both locally funded and federal-aid projects. GS&P can estimate the dollar benefits for reduction in congestion and crash reduction and, using the preliminary project cost estimates, develop benefit/cost ratios that can be used to quantitatively evaluate and compare different improvement alternatives.
- **Preparation of Final Report** – A final report documenting the study will be prepared containing an executive summary, introduction and background information on the study intersections, existing and future conditions assessment, improvement options for each intersection, concept layouts and preliminary project cost estimates of proposed improvement alternatives, environmental screening, and a discussion of potential funding sources.

GS&P will be available throughout the project to the City's elected officials and staff to answer questions and provide information about the study and its findings.



July 3, 2014

Mr. Mike Kaczorowski, P.E.
Birmingham Regional Planning Commission
Two 20th Street North, Suite 1200
Birmingham, AL 35203

Subject: Statement of Interest to Provide Professional Services for
Traffic Operations Studies for various intersections in the
City of Mountain Brook, Alabama (SA# 14-0158)

Dear Mike:

Please accept this letter as indication of Sain Associates' interest in providing professional engineering and transportation planning services for the above-referenced project. Sain Associates' staff is very familiar with the transportation network in the City of Mountain Brook having provided traffic engineering and design services to the City for approximately fifteen years. Sain has staff with the expertise and availability to perform all project functions necessary to conduct a thorough Traffic Operations Study.

Based upon our discussion with Mr. Sam Gaston, we understand the City's goal for the project is to address traffic congestion and safety issues on intersections that are key points for traffic flow through the City. In order to be efficient with the available funds it will be important for us to work with the City to quickly identify the intersections to be studied in detail. Sain Associates' experience in conducting public involvement meetings and knowledge of interactive GIS applications will help us efficiently and effectively gather public and stakeholder input. After the intersections to be studied are identified, they should be prioritized for detailed analysis. We understand the City's desire is to assess as many intersections as possible within the \$45,000 project cap.

Detailed analysis of intersections will include the following steps:

- Collect traffic volume data and perform peak hour observations
- Identify constraints through traffic engineering analysis
- Develop improvement recommendations with concept drawings as appropriate
- Estimate probable costs and funding sources for design and construction
- Prepare documentation and present recommendations to stakeholders

I would appreciate your consideration of Sain Associates for this assignment and look forward to the possibility of working with the RPCGB and the City of Mountain Brook.

Sincerely,

A handwritten signature in black ink that reads "Becky White". The signature is written in a cursive, flowing style.

Becky White, PTP
Vice President / Organization Development

"2013 Birmingham Business Alliance Small Business of the Year"

Two Perimeter Park South, Suite 500 East - Birmingham, Alabama 35243
p (205) 940-6420 - f (205) 940-6433
www.sain.com

Statement of Interest

Traffic Operations Study

City of Mountain Brook, Alabama

July 9, 2014



Dear Mr. Kaczorowski PE,

Atkins is excited to propose as the consultant that will assist the RPCGB and the City of Mountain Brook in performing the Traffic Operations Study in the City of Mountain Brook as part of the Advanced Planning Programming and Logical Engineering (APPLE) program.

Atkins team

The proposed project team for Atkins will be Scott Rumble, PE (Project Manager and Stakeholder/Public Involvement), James Thomas, PE (Traffic, Concept and Stakeholder/Public Involvement), Luke Clarke, PE and Mark McAdams, PE (Intersection Concept, Design, and Cost). Each of these team members has extensive experience in planning and preliminary engineering work in Alabama and has worked on projects very similar to the Traffic Operations Study. Also, Mr. Rumble, Mr. Thomas, Mr. Clarke and Mr. McAdams all work out of the Atkins Vestavia Hills office, located less than a mile from the City of Mountain Brook city limits.

Atkins has been performing engineering and planning studies in Alabama for 29 years. We understand the vital importance of being local and having deep roots in the communities in which we live and work. Also, our understanding of the project development process in Alabama allows us to be your true partners.

Project understanding and approach

Atkins will collect all relevant data and perform analyses to select intersections within the City for detailed study and determine what improvements are needed to address current deficiencies. The study is proposed to include the following elements:

- A city-wide screening process, to include:
 - Stakeholder involvement
 - Public involvement
 - Windshield surveys
- Data collection and analysis, to include:
 - Field data collection
 - Traffic counts
 - Observations
 - Microsimulation

- Various analyses, including capacity, crash, sight distance, turn lane warrants, traffic control device warrants
- Identification of constraints
- Development of concept drawings that illustrate recommended improvements
- Estimate of probable construction costs
- Determination of potential funding sources
- Construction phasing
- Additional stakeholder and public involvement meetings
- Preparation of a final report

Reasons to choose Atkins

In your review of this statement of interest, please note the characteristics that we believe make Atkins especially qualified to assist the RPCGB and the City of Mountain Brook with the Traffic Operations Study:

- The Atkins staff members proposed for this project are very knowledgeable of the ALDOT project development process and have worked on many intersection projects with planning and engineering issues similar to this Traffic Operations Study.
- All services for this APPLE project will be performed by in-house Atkins staff, all of which are located in the Vestavia Hills office, which will result in a responsive, seamless, and efficient process.
- The local Atkins staff is very enthusiastic about this opportunity to partner with the RPCGB and the City of Mountain Brook and wants to be selected to work on the Traffic Operations Study.

We look forward to serving the RPCGB and the City of Mountain Brook and will strive to meet and exceed your expectations.

Sincerely,
Atkins

Scott Rumble, PE
Project Manager

SARCOR, LLC



Sustainable Engineering for the Future

Mailing Address
1116 20TH Street South, #322
Birmingham, AL 35205
205.434.1555

July 9, 2014

To: The Regional Planning Commission of Greater Birmingham (RPCGB)

Attn: Mike Kaczorowski
Two North Twentieth, Suite 1200
Birmingham, Alabama 35203

RE: Notice of Need of Professional Services, Advance Planning Programming & Logical Engineering (APPLE)
Project: Traffic Operations Study, City of Mountain Brook, Alabama

Dear Mr. Kaczorowski,

Please accept this letter of interest on behalf of SARCOR, LLC (SARCOR) to provide Traffic Operations Study services in support of the RPCGB's APPLE Program... On behalf of the company, I would like to confirm that we are submitting the response without collusion with any other person or entity submitting a response pursuant to this solicitation. SARCOR is woman owned small business and ALDOT DBE Certified Company in good standing. The Board of Licensure for Professional Engineers and Land Surveyors has given authorization to SARCOR to provide engineering services in the State of Alabama. SARCOR was assigned Certificate No. CA-4223-E.

SARCOR's experienced professionals possess the technical and management expertise to provide innovative solutions to challenging projects. Our project size ranges from \$13,000 - \$165,000 and the range of our activities include sidewalk design, right of way documents, roadway design, corridor analysis, advanced planning, transportation planning, technical writing, CE&I, transit studies, traffic studies, and program management.

It is our understanding that this project will involve heavy emphasis on stakeholder and public input through various assessment and surveying procedures. Data collected from these procedures will be analyzed in order to perform various traffic flow assessments. Upon gathering this data and conveying its findings to the stakeholders, SARCOR will proceed with developing recommendations, cost estimates, and a proposed construction phasing plan. A final report will be delivered to the RPCGB. Mrs. Selena Rodgers is Principal at SARCOR and she will serve as the Principal in Charge for this project. SARCOR will utilize the services of Engineering Design Technologies, Inc., our approved sub-consultant for the APPLE Program, for this project.

SARCOR is ready, willing, and able to perform and provide on-call planning assistance services, serving as an extension of the RPCGB staff in support of the APPLE Program. Thank you for presenting us with the opportunity to express our interest and we look forward to diligently working with the RPCGB.

Regards,
SARCOR, LLC

Selena A. Rodgers, MBA, LEED GA
Principal



**City of Mountain Brook
Traffic Operations Study**

Project Summary

The Mountain Brook Traffic Operations study will conduct traffic and safety operational evaluations of selected intersections throughout the City of Mountain Brook. The study will perform a screening assessment of the existing roadway network to determine eight (8) project locations. For each project location, the study process will collect all relevant data and undertake the analysis necessary to determine low-cost improvements to correct current deficiencies in intersection capacity and safety. The study will develop conceptual drawings that illustrate recommended improvements, develop an estimate of probable construction costs, provide a recommended phasing of projects, and identify potential funding sources for improvements.

Scope of Work

Task 1. City-wide Screening

Subtask 1.1 Stakeholder Involvement

Stakeholders for the project are defined as the elected officials and senior administrative staff of the City of Mountain Brook and representatives of the Regional Planning Commission of Greater Birmingham. Senior administrative staff of the City will include, but not be limited to:

- The City Manager
- The Police Chief
- The Fire Chief
- The City Planner
- The City Public Works Director
- The City Building Official

Stakeholder involvement shall include soliciting input on intersections within the City of Mountain Brook which currently experience traffic congestion and/or traffic safety problems. The Consultant shall prepare base mapping and forms required to gather Stakeholder involvement. It is intended that Stakeholder involvement will occur during a special-called work session of the Mountain Brook City Council, with all members of the Stakeholder committee providing input to the Consultant on potential study intersections. Required notices for the meeting and meeting facilities shall be provided by the City of Mountain Brook without charge to the project. The Consultant shall summarize input received from the Stakeholders. This shall include a map showing proposed project locations and an accompanying document providing descriptions of the traffic issues and potential solutions.

Subtask 1.2 Public Involvement

The Consultant shall conduct a public involvement meeting to solicit general public input on intersections within the City of Mountain Brook which currently experience traffic congestion and/or traffic safety problems. The Consultant shall prepare base mapping and forms required to gather public input. It is intended that public involvement will occur during a special-called work session of the

Exhibit A – Scope of Work

Mountain Brook City Council. Required notices for the meeting and meeting facilities shall be provided by the City of Mountain Brook without charge to the project. The Consultant shall summarize input received from the public. This shall include a map showing proposed project locations and an accompanying document providing descriptions of the traffic issues and potential solutions.

Subtask 1.3 Windshield Survey

Using the recommended project locations and traffic concerns acquired during the Stakeholder involvement and public involvement, the Consultant shall perform a windshield survey of all potential project locations during peak hours of traffic flow. The Consultant shall note with a photograph log and field notes the actual traffic and safety concerns of each potential study location.

Subtask 1.4 Project Location Selection

In conjunction with the Stakeholders, the Consultant shall select eight (8) locations for detailed analysis. The Consultant shall prepare a memorandum documenting the Consultant's recommendations for eight (8) study locations and a list of up to eight (8) additional alternate locations. This memorandum shall be distributed to the Stakeholders for review and comments. Based on comments received, the Consultant shall finalize a list of eight (8) project locations. The Consultant shall prepare a document which includes mapping of the eight (8) project locations and a summary of the current traffic and safety deficiencies of the each location and a proposed initial project scope to address these deficiencies.

Task 1 Deliverables

Product	Description
Stakeholder Involvement Summary	Document which has a map and text describing potential project locations recommended by the Stakeholders
Public Involvement Summary	Document which has a map and text describing potential project locations recommended by the
Windshield Survey Summary	Document which has a map, photograph log, and field notes of observations conducted by the Consultant
Project Location Selection Memorandum	Memorandum documenting eight (8) project locations, description of the deficiency, and identification of a preliminary scope of work
Meetings	<ul style="list-style-type: none">• Stakeholder Involvement Meeting• Public Involvement Meeting

Task 2. Data Collection and Analysis

Subtask 2.1 Roadway Geometrics and Traffic Control

The Consultant shall collect all pertinent transportation features for each project location. This will include, but not be limited to:

- lane geometrics
- driveways and access points
- speed limits, warning and advisory speeds

Exhibit A – Scope of Work

- traffic control devices
- signal timing and phasing
- intersection sight distance
- parking
- pedestrian provisions
- bicycle provisions
- transit provisions

Subtask 2.2 Traffic Counts

The nature of traffic counts conducted at each project location will vary based on the proposed scope of work at the intersection. In general, a.m. and p.m. peak hour intersection turning movement traffic counts will be performed at each intersection. Additionally, if traffic signalization or multi-way stop operation is a potential improvement, then 24 hour machine approach traffic counts will be performed.

Subtask 2.3 Observations

The Consultant shall perform observations at each project location. Observations will include, but not be limited to:

- vehicle flows
- pedestrian activity
- bicycle activity
- transit activity
- parking activity
- queues
- delays
- speeds
- gaps
- vehicle conflicts
- vehicle-pedestrian conflicts.

Subtask 2.4 Crash Data

The Consultant shall provide a data needs list to the City of Mountain Brook for crash records at each project location. In general, this will include three (3) years of crash history. The City shall provide crash records to the Consultant without cost to the project.

Subtask 2.5 Capacity Analysis

Using techniques as established in the 2010 *Highway Capacity Manual*, published by the Transportation Research Board, the Consultant shall perform capacity analyses for each project location to ascertain the current quality of traffic operations. Required improvements to result in acceptable traffic operations will be determined based on capacity analyses.

Exhibit A – Scope of Work

Subtask 2.6 Sight Distance Analysis

The Consultant shall compare existing sight distance measurements to requirements as established in the publication *A Policy on Geometric Design of Highways and Streets* (2011) published by the American Association of State Highway and Transportation Officials. Where sight distance deficiencies are noted, the cause and possible mitigation of these deficiencies will be determined.

Subtask 2.7 Crash Analysis

The Consultant shall perform a crash analysis for each project location. The analysis shall include preparation of a standard collision diagram according to the methods outlined in the *Manual of Traffic Engineering Studies* (2nd Edition), published by the Institute of Transportation Engineers. Crash rates per million entering vehicles will be compared to statewide averages, and high-accident rate intersections will be identified. The crash diagrams will be used to determine any prevalent crash patterns. The Consultant will examine crash patterns and ascertain any contributing circumstances and possible mitigation measures will be determined.

Subtask 2.8 Turn Lane Warrant Analysis

The Consultant will compare peak hour traffic counts to minimum traffic volumes required to warrant left and right turn lanes according to the methodology outlined in *Evaluating Intersection Improvements: An Engineering Study Guide*, National Cooperative Highway Research Program Report 457.

Subtask 2.9 Traffic Control Device Warrants

For locations where traffic signalization or multi-way stop traffic control may be a possible solution, the Consultant shall perform the appropriate warrant study for the project location according to the methodologies included in the *Manual on Uniform Traffic Control Devices* (2009), published by the Federal Highway Administration.

Subtask 2.10 Microsimulation Analysis

At project locations where the analysis techniques performed in the previous subtasks do not clearly define a definitive scope of work for improvements, the Consultant may perform additional analyses using a microsimulation model such as VISSIM, CORSIM, or SimTraffic in order to develop and test potential improvements.

Subtask 2.11 Constraint Analysis

For each project location and proposed improvement, the Consultant shall perform a constraint analysis. The purpose of this analysis is to determine if there are any pre-existing factors which will limit the constructability or efficiency of the proposed improvements. The constraints to be analyzed will include, but not be limited to:

- topographical constraints (such as slopes, drainage, etc.)
- right-of-way constraints
- environmental constraints

Exhibit A – Scope of Work

Subtask 2.12 Recommended Improvements

Using the results of the data collection and analyses, the Consultant shall prepare a conceptual design for improvements at each project location. The conceptual design shall be prepared in a graphical format, as an overlay on aerial photography. The conceptual designs will address all aspects of the proposed improvements, and may include the following:

- vehicle flow improvements
 - travel lanes
 - turn lanes
 - traffic control devices
 - striping and traffic control markings
 - signing
- pedestrian flow improvements
- bicycle flow improvements
- transit activity improvements

The improvements should generally be spot improvements, low cost, minimal impact, simple to construct, and quick to construct.

Subtask 2.13 Cost Estimates

The Consultant shall prepare a probable estimate to construct the improvements at each project location. For project locations with multiple discrete recommendations (such as a turn lane and a traffic signal), the cost estimate shall be line-item based. In general, the cost estimate shall include the following aspects of the project cost:

- construction
- right-of-way acquisition
- utility relocation
- preliminary engineering
- construction engineering and inspection

Subtask 2.14 Funding Sources

The Consultant shall consult with the project stakeholders to determine probable funding sources for each project location. In general, the selection of funding category will be based on the scope of work, estimated cost of the work, and location of the work. Funding categories may include, but not be limited to:

- municipal funds
- municipal funds shared with adjoining jurisdictions
- public/private partnership
- state and or federal aid, including funding categories such as:
 - STP
 - CMAQ
 - TAP

Exhibit A – Scope of Work

Subtask 2.15 Construction Phasing/Prioritization

The Consultant shall examine the potential benefit of each project, the cost of each project, and the funding source of each project and develop a priority list for implementation of the projects in the overall plan.

Subtask 2.16 Stakeholder Meeting

Following completion of the schematic design of recommended improvements, the Consultant will assemble a working paper which includes the schematic designs, data collection, analysis, and supporting information including cost estimates, funding sources, and phasing. This information will be presented to the Stakeholders in a work session. . It is intended that Stakeholder involvement will occur during a special-called work session of the Mountain Brook City Council, with all members of the Stakeholder committee providing input to the Consultant on the recommended improvements. Required notices for the meeting and meeting facilities shall be provided by the City of Mountain Brook without charge to the project. The purpose of this meeting will be to familiarize the Stakeholders with the proposed improvement projects and solicit input.

Task 2 Deliverables

Product	Description
Recommended Improvements Plan Working Paper	<ul style="list-style-type: none">• Schematic designs• Data collected• Analysis results• Cost estimates• Funding sources• Phasing priority
Meetings	Stakeholder Involvement Meeting

Task 3. Documentation and Presentation

Subtask 3.1 Draft Final Report

The Consultant shall assemble the work products from Task 1 and Task 2, modified according to comments as received from the Stakeholders, into a draft final report. This report shall be distributed to the Stakeholders in an electronic format (.pdf) for review and comments.

Subtask 3.2 Public Involvement

The Consultant shall conduct a public involvement meeting to present the results of the study to the public. The Consultant shall prepare display materials and handouts as required for the meeting. It is intended that public involvement will occur during a special-called work session of the Mountain Brook City Council. Required notices for the meeting and meeting facilities shall be provided by the City of Mountain Brook without charge to the project.

Exhibit A – Scope of Work

Subtask 3.3 Final Report

The Consultant shall respond to and incorporate comments received from the Stakeholders and the Public in a final report. This report shall be distributed to the Stakeholders in an electronic (.pdf) format. In addition, the Consultant shall prepare up to twenty (20) bound copies of the final report, to be distributed as determined by the Regional Planning Commission of Greater Birmingham and the City of Mountain Brook.

Task 3 Deliverables

Product	Description
Draft Final Report	Full text documenting Task 1 and Task 2
Final Report	Full text documenting Task 1 and Task 2
Meetings	Public Involvement Meeting

Project Schedule

It is intended that the study will progress according to the schedule as shown in the figure below.

Project Schedule

Task	Months									
	1	2	3	4	5	6	7	8	9	10
1. City-wide Screening	■	■								
2. Data Collection and Analysis			■	■	■	■	■	■		
3. Documentation and Presentation									■	■

Sam Gaston

From: Dana Hazen
Sent: Thursday, July 24, 2014 10:12 AM
To: Gaston, Sam
Subject: pre-meeting agenda
Attachments: 2235 Peacock Lane.pdf

Please put Charlie Beavers on the pre-meeting agenda to discuss possible right-of-way vacation adjoining 2235 Peacock Lane. I have attached a map showing the existing driveway taking access from Lane Circle across an unimproved alley to the south of the subject property.

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Dana O. Hazen, MPA, AICP
City Planner

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