



Ref.: 22002

January 27, 2022

Ms. Jennifer Hager, Planning Director
Town of Sutton
4 Uxbridge Road
Sutton, MA 01590

Reg.: Intersection Improvements Scope of Services
Burbank Road and Sibley Road, Sutton, MA

Dear Jen:

Ron Müller & Associates (the ENGINEER) has prepared this recommended Scope of Services and estimated fee range for traffic engineering and consulting services for proposed improvements to the Burbank Road and Sibley Road intersection in Sutton, Massachusetts. Both Burbank and Sibley Roads are narrow streets under local jurisdiction and their intersection has caused problems in the past particularly with larger trucks not being able to make certain turns. The Scope of Services will investigate improvement alternatives to the intersection including geometric modifications, traffic control improvements, one-way travel changes, street closures, and truck exclusions.

Intersection Improvements Study

Specific tasks in the preparation of an Intersection Improvements Study would include the following:

1. Identify and review previous studies and plans of the area, including studies by other consultants, the state, regional planning agencies, and the local community, as well as any past efforts by the ENGINEER.
2. Visit the intersection and surrounding streets to update available information and observe factors that can affect improvements to the intersection.
3. Gather physical and operating information for area roadways and intersections including:

- Traffic volumes
 - Roadway geometrics
 - Traffic operating parameters
4. Utilize Automatic Traffic Recorder (ATR) counts conducted by the regional planning agency on behalf of the town.
 5. Conduct manual turning movement and vehicle classification counts during the weekday AM peak period (7:00 to 9:00 AM) and the weekday PM peak period (4:00 to 6:00 PM) at the following locations:
 - Burbank Road at Sibley Road
 - Burbank Road at Boston Road and Armsby Road
 - Sibley Road at Boston Road
 6. Review historical traffic data for any seasonal adjustments to be made to the traffic count data to develop existing annual average-month traffic conditions.
 7. Perform sight distance analyses at the Sibley Road intersection with Burbank Road to determine any constraints to available sight lines.
 8. Research and analyze accident history for the most recent three-year period at the Burbank Road and Sibley Road intersection from the files of MassDOT.
 9. The ENGINEER will evaluate various improvement alternatives to the intersection including, but not limited to, geometric and traffic control improvements, street closures, one-way street options, and truck exclusions. At this time, the ENGINEER will rely upon aerial imagery and available plans to be provided by the CLIENT to prepare sketch plans as outlined below and any potential impacts to abutting properties will be identified. However, topographic survey would be required to verify accuracy and specific areas of taking. Survey is not included in this Agreement at this time.
 10. Prepare a draft Technical Memorandum summarizing the results of the evaluation and improvement alternatives for CLIENT review and comment.
 11. Prepare a final memorandum, upon review and approval by the CLIENT, which incorporates pertinent comments for use in presenting the alternatives to the public and stakeholders.

Meetings and Follow-On Services

Meetings with the town and stakeholders as well as public hearing attendance and assistance in technical or procedural aspects of the project may be required as the project proceeds. Services for meetings typically include coordination, preparation, travel, attendance, supporting graphics (when required), and documentation in the form of meeting notes (when requested). Such services will be provided at the request of the CLIENT and will be billed in accordance with the hourly rates in effect at the time the work is performed.

Estimated Fees

The following table provides a range in expected fees associated with the intersection improvements evaluation, depending on the number of alternatives and sketch plans developed. Also shown are estimated fees associated with traffic data collection and reimbursable expenses.

Tasks	Labor Fee Range
Intersection Improvements Study	\$18,000 - \$25,000
Meetings and Follow-On Services	As Incurred

Reimbursable Expenses	Estimated Fee
Traffic Data Collection	\$1,700
Other Expenses	\$1,200

Thank you for the opportunity to work with the Town of Sutton on this project. Once the scope has been finalized, we will be able to send you a contract specific to the desired services.

Sincerely,

Ron Müller & Associates



Ronald Müller, P.E.
Principal