



**AGREEMENT FOR PROFESSIONAL SERVICES
BETWEEN
VANASSE HANGEN BRUSTLIN, INC.
AND
TOWN OF SOUTHBOROUGH

SOUTHBOROUGH TRUCK CIRCULATION STUDY

VHB AGREEMENT NO. 15295.00

SEPTEMBER 2, 2021**

Vanasse Hangen Brustlin, Inc. (VHB) will provide additional consulting services for the Town of Southborough. Upon execution, this Amendment shall become part of the original Agreement dated May 4, 2021. As such, this Amendment is subject to all terms and conditions and provisions therein.

PART I

PROJECT DESCRIPTION

The Client is looking to evaluate truck traffic traveling through the Town to see how the existing heavy vehicle restrictions are impacting the routes trucks take through the Town.

SCOPE OF SERVICES

VHB has prepared this document to outline the overall scope of services. A detailed summary of each task of the scope is presented below.

1.0 DATA COLLECTION

1.1 Traffic Counts

VHB will coordinate collection of traffic count data through our vendor with the intent of estimating the existing volumes of trucks traveling through the Town. The traffic counts will be located in a manner so the data can be compared to determine preferred truck routes. This will be completed using a series of automatic traffic recorder (ATR) counts conducted for a period of 48-hours (obtaining vehicle classification, speeds and volumes) and intersection turning movement counts (TMC's) will also be collected and trucks will be recorded by movement. Based on a review of the existing roadways, the following count locations are proposed:



Automatic Traffic Recorder (ATR) Counts

1. Southville Road at the Ashland Town Line
2. Southville Road at the Westborough Town Line
3. Cordaville Road (Route 85) at the Hopkinton Town Line
4. Cordaville Road (Route 85) north of Route 9
5. Marlboro Road (Route 85) north of Framingham Road
6. Central Street south of Boston Road
7. Boston Road east of Central Street
8. Pine Hill Road south of Parmenter Road
9. Northboro Road at the Marlboro City Line
10. Main Street at the Northborough Town Line
11. Boston Road west of Newton Street

Turning Movement Counts (TMC)

1. Main Street at Johnson Road
2. Main Street at Deerfoot Road
3. Main Street at Parkerville Road
4. Main Street at Cordaville Road
5. Boston Road at Framingham Road
6. Marlboro Road at Acre Bridge Road
7. Marlboro Road at Framingham Road
8. Southville Road at Parkerville Road
9. Southville Road at Cordaville Road

1.2 Field Observations

Two (2) VHB staff will spend one day in the field making traffic/ truck observations and collecting roadway measurements to assist in identifying potential truck routes. Features to be identified will include roadway and shoulder width, presence of curb and/or guard rail, trucks or vehicles tracking over corners of intersections, and availability of pull-off/passing areas.

2.0 DATA REVIEW & SUMMARY

2.1 Data Breakdown

VHB will take the traffic counts collected under Task 1 and will breakdown the data based on daily volumes, peak hour volumes, directional distribution and heavy vehicle percentage.

2.2 Data Presentation

VHB will prepare a GIS base plan using readily available online information. Daily volumes and heavy vehicle percentages calculated under Task 2.1 will be plotted on this plan for the Town's review.



3.0 TRUCK ROUTE MAPPING

VHB will use the previously collected data to provide a summary of the existing roadways issues and opportunities and determine potential truck routes through the Town. Options for truck routes will be identified on a map. Notes and other symbols will be used along with color-coding of routes to graphically illustrate our findings. This will be provided to the Town for review.

4.0 MEETINGS/ COORDINATION

VHB will attend project meetings at the request of the Client. VHB's scope and fee includes the following:

- One meeting with DPW staff
- One meeting with the Board of Selectmen to discuss the outcome of the study and next steps

Meeting time includes coordination, preparation of meeting materials and supporting graphics (when requested), travel, attendance, and documentation in the form of meeting notes when requested in advance by the Client. VHB staff time associated with meetings will be billed against this task. Should the budget for the established allowance be exhausted, VHB will work with the Client to determine the extent of its replenishment (by proposal amendment or other appropriate agreement) in order for additional meeting attendance to occur.

SCHEDULE

VHB will begin performance of this Scope of Services upon receipt of a fully executed Agreement. The Client understands that VHB's role is limited to the scope of services defined herein and may be subject to the schedule of the Town or our vendor's data collection efforts. The schedule is also subject to weather and is exclusive of Client and local review of deliverables.

VHB anticipates the following schedule for performance of the services outlined herein:

Task 1 – Schedule 4 to 6 weeks

Task 2 – Schedule 2 to 4 weeks

Task 3 – Schedule 2 to 4 weeks

COMPENSATION

VHB will perform the Scope of Services contained in this Agreement on a Lump Sum basis by Task as outlined below.



Task	Description	Estimated VHB Labor Fees
1.0	DATA COLLECTION	
1.1	TRAFFIC COUNTS	EXPENSE ALLOWANCE
1.2	FIELD OBSERVATIONS	\$2,000
2.0	DATA REVIEW AND SUMMARY	
2.1	DATA REVIEW	\$5,000
2.2	DATA SUMMARY	\$2,000
3.0	TRUCK MAPPING	\$5,000
4.0	MEETINGS/COORDINATION	\$1,000
TOTAL UPSET LIMIT FOR LABOR		\$15,000

In addition to the labor compensation, VHB shall be reimbursed for expenditures made specifically for the project such as: printing and copies; travel; postage, etc. These direct expenses will be billed at cost. VHB recommends that the Client include with this budget an allowance of **\$7,000** for traffic counts and general expenses.


SERVICES NOT INCLUDED

The Scope of Services for this Agreement is inclusive only of those tasks herein specified. Should any other work be required, VHB will prepare an appropriate proposal or amendment, at the Client's request, that contains the scope of services, fee, and schedule required to complete the additional work items.




VANASSE HANGEN BRUSTLIN, INC. AUTHORIZATION

VHB assumes that this scope of work will be subject to the attached terms and conditions. We reserve the right to modify the scope if revisions to the terms or alternate terms are proposed.

By: 
Print: Justin Dufresne
Title: Managing Director, Worcester
Date: 12/13/2021

CLIENT AUTHORIZATION

The Town of Southborough agrees with the Scope of Services, Compensation, and Schedule. Upon execution, this Amendment becomes part of our original Agreement dated May 4, 2021 and is subject to all terms and conditions and provisions therein.

By: 
Print: Karen Galligan
Title: DPW Superintendent
Date: 12/10/21