

# Memo

To: Kristiann Choy and Kevin Chan, City of Menlo Park  
From: David Parisi, PE, TE and Penelope Amuyunzu, EIT  
Date: March 23, 2018  
Subject: **Belle Haven Neighborhood Traffic Management Plan – Scope for Additional Services**

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Parisi Transportation Consulting (Parisi) has prepared the following scope of work for additional services to be provided as part of the Belle Haven Neighborhood Traffic Management Plan. The tasks detailed below represent items not originally scoped to be surveyed or collected during the initial data collection efforts conducted for the project, or for the “after” study, as well as additional items requested by the City of Menlo Park.

## **TASK 1: DATA COLLECTION**

Parisi will conduct average daily traffic counts along Ivy Drive between Willow Road and Carlton Avenue. The counts will be conducted over a seven-day period and would include both traffic volumes and vehicular speeds.

Parisi will supplement existing intersection turning movement counts with additional counts at two intersections: Willow Road / Ivy Drive and Willow Road / Newbridge Street. The counts will be collected from 7:00 AM to 9:00 AM on a mid-week day. Parisi will compare the new intersection counts to those collected in November 2017 to estimate average vehicular volumes along Willow Avenue during the weekday morning peak hour.

To better assess traffic speeds along neighborhood streets, Parisi will conduct a field visit to the neighborhood. The visit will include evaluation of driver behavior along Terminal Drive (within the vicinity of Del Norte Avenue). The field visit would be conducted on a mid-week day during the morning and evening peak hours.

The above tasks will also be included in the “after” study to be conducted upon implementation of traffic calming measures along neighborhood streets.

## **TASK 2: UPDATE BEFORE STUDY**

The data to be collected above will be used in tandem with previous data collection efforts to establish the roadway and intersection volumes and traffic patterns within the Belle Haven neighborhood.

The study will also be updated in response to discussions with the City of Menlo Park. Updates will include a graphical depiction of cut-through versus non-cut through traffic within the neighborhood and a summary of total vehicle volumes versus cut through traffic within the neighborhood.

### **TASK 3: STOP SIGN WARRANT ANALYSIS**

Per conversations with the City of Menlo Park, Parisi will conduct a stop sign warrant analysis at the intersection of Ringwood and Van Buren. The analysis will use traffic volume counts collected and documented as part of the “before” study. The analysis will be used to assess if traffic conditions at the intersection warrant the installation of a stop sign control. The analysis will be based on methodology established in the *California Manual of Uniform Traffic Control Devices (MUTCD)*.

### **TASK 4: DOCUMENTATION**

Parisi will update the “before” study report to incorporate the data collected as part of Task 1 and Task 2 above. The report will also be updated to include graphics depicting the share of cut-through versus non-cut-through traffic driving through the Belle Haven Neighborhood. Parisi will provide the City of Menlo Park with one draft for review and will respond to (and as necessary incorporation into the report) one set of non-conflicting comments.

### **TASK 5: PROJECT MANAGEMENT AND MEETINGS**

The Parisi team will communicate regularly with the City of Menlo Park, including email communication, phone and/or in-person meetings as necessary. The team will prepare progress reports and invoices monthly. The progress reports will include a description of work completed, potential issues and resolutions, budget status, and schedule status.

### **TASK 6: SUPPLEMENTAL CUT-THROUGH TRAFFIC DATA COLLECTION**

As part of the initial data collection efforts, a license plate survey was conducted to help identify and document neighborhood travel patterns for vehicles coming into and out of the Belle Haven Neighborhood. This identifies the number of vehicles making “cut-through” trips through the neighborhood. The scope of the license plate survey data collection and processing exceeded the initial budget for the “before” study. This scope of work includes a “before” study supplement fee which recoups the data collection and processing costs that were over and above those included in the initial scope of work. The fee also assumes the same additional data collection and processing as part of the post-traffic calming “after” study.

Belle Haven Neighborhood Traffic Management Plan –  
Scope of Work for Additional Services

Parisi Transportation Consulting (Parisi) proposes the following task-specific budget to complete the tasks outlined above.

TASK	Principal	Senior Consultant	Associate Consultant	Tech	Counts Expenses	Total
	\$250	\$165	\$130	\$110		
1. Data Collection	4	8	24	2	\$1,500	\$7,160
2. Update Before Study	2	16	24	0	\$250	\$6,510
3. Stop Warrant Analysis	0	4	8	0	\$125	\$1,825
4. Documentation	2	16	24	2	\$500	\$6,980
5. Project Management & Meetings	4	2	0	4	\$225	\$1,995
6. Supplemental Data Collection	0	0	0	0	\$12,000	\$12,000
<b>Total (Labor and Expenses)</b>	<b>12</b>	<b>46</b>	<b>80</b>	<b>8</b>	<b>\$14,600</b>	<b>\$36,470</b>

**SCHEDULE**

Parisi proposes the following updated timeline to complete the Neighborhood Traffic Management Plan.

TASK	MONTH OF THE YEAR															
	2018								2019							
	March	April	May	June	July	August	September	October	November	December	January	February	March	April	May	June
Before Study	■	■														
Draft Neighborhood Traffic Management Plan		■	■													
Community Involvement / Public Meetings			■	■	■											
Trial NTMP Installation					■	■	■	■	■							
Community Survey								■	■	■						
After Study											■	■				
Final Neighborhood Traffic Management Plan												■	■			
Community Survey													■	■	■	
Permanent NTMP Installation															■	■