



March 7, 2024

City of Powder Springs - City Hall
4484 Marietta Street
Powder Springs, Georgia 30127

Attention: Pam Conner, City Manager

**Subject: Proposal for Professional Engineering Services
Transportation Impact Study & Fee Assessment
City of Powder Springs, Georgia**

Dear Ms. Conner:

Croy Engineering, LLC is pleased to submit this Proposal and Agreement to the City of Powder Springs to provide professional engineering services to complete a Transportation Impact Study & Fee Assessment. Conducting this Transportation Impact Study will involve a systematic and thorough methodology to assess the impact of new developments on the city's transportation infrastructure and establish equitable impact fees. A more detailed project specific Scope of Services is attached and identified as Exhibit A.

Thank you for this opportunity to submit this proposal. If you have any questions, please feel free to contact me at [REDACTED] or [REDACTED].

Sincerely,

Croy Engineering, LLC

A handwritten signature in blue ink that reads "Aimee S. Turner".

Aimee S. Turner, P.E., PTOE
Traffic Engineering Department Manager

Exhibits

CC: Greg Teague, P.E., Croy Engineering
Wayne O. McGary, P.E., Croy Engineering
Roy Acree, Croy Engineering
Daniel B. Dobry, Jr., P.E., PTOE, AICP

EXHIBIT A

SCOPE OF WORK

TASK 1: PROJECT MANAGEMENT

1.A - Kick-off Meeting - The initiation of this study will begin with a kick-off meeting between City of Powder Springs and our consultant team to gain input into the study process. The purpose of this meeting is to review and define the study objectives, scope, and goals in consultation with relevant city departments.

1.B - Status Meetings - Following the project's kick-off, our team will also hold monthly virtual Project Management Team (PMT) meetings to discuss the progress through status updates; perform QA/QC on research and findings; as well as provide support and insight throughout the study process.

1.C - City Council Presentations - The formal adoption of the Transportation Impact Study & Fee Assessment by the Mayor and City Council is vital to completion of the study. Croy will prepare a presentation and present at up to two City Council meetings to aid with the approval of the study.

TASK 2: EXISTING CONDITIONS ANALYSIS & NEEDS ASSESSMENT

2.A - Relevant Plans, Studies, and Policies – Review relevant plans and studies impacting the City of Powder Springs' transportation infrastructure, including but not limited to, traffic impact studies for proposed development, Powder Springs Downtown Area Traffic Analysis, Cobb County's Comprehensive Transportation Plan, and T-SPLOST. Conduct a thorough review of local, state, and federal regulations governing transportation impact fees.

2.B - Land Use and Zoning Analysis - Analyze the current and future land use plans for the City of Powder Springs. Identify areas of potential development and assess the land use mix.

2.C - Crash History – Conduct a crash analysis and identify locations with high frequency and severity crash experience. To complete the analysis, the most recent five-year crash data will be obtained using GEARS and GDOT's Numetric database.

2.D - Traffic Operations Analysis – To quantify existing and projected traffic operations at key locations in the City of Powder Springs, a capacity analysis will be completed using traffic simulations software, which will output Levels of Service (LOS), delay, as well as other measures of effectiveness. For the study network, arterials and collectors within the city limits will be evaluated for potential improvements. Figure 1 shows study network, of roads to be assessed. Traffic counts will be collected at key intersections and road segments. For the analysis, up to 10 intersections and up to 15 road segments will be evaluated.

2.E – Multi-modal Analysis - Review the inventory of existing and planned active transportation infrastructure, including sidewalks, bicycle infrastructure, trails, and other bicycle or pedestrian facilities.

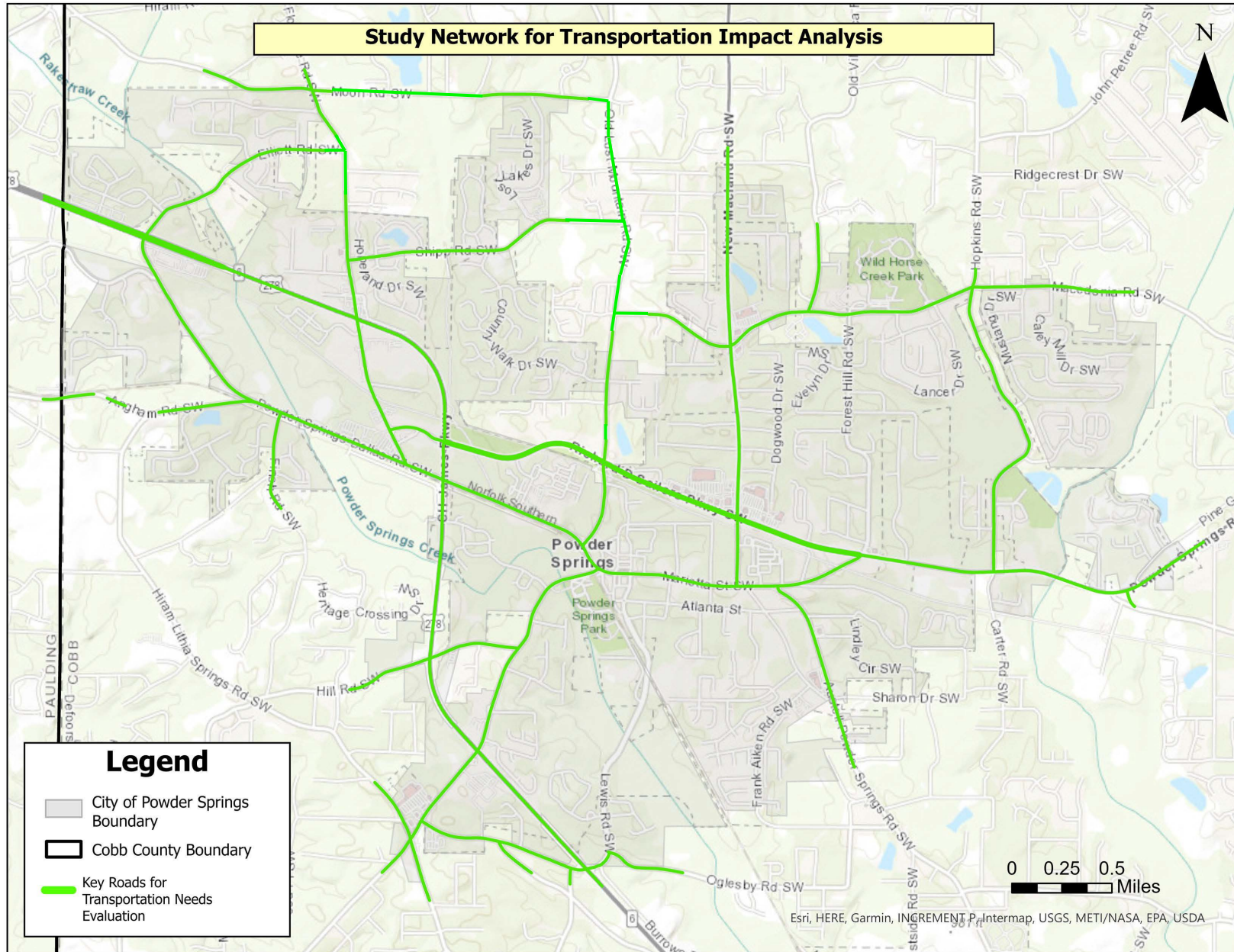


Figure 1: Transportation Impact Study Network

TASK 3: TRANSPORTATION PROJECTS LIST DEVELOPMENT

Once the existing conditions analysis is complete, a master transportation projects list will be developed for the City of Powder Springs. This list will be used to identify which projects are eligible and ineligible for inclusion in calculating transportation impact fees.

MASTER LIST OF TRANSPORTATION PROJECTS

3.A - Programmed Transportation Projects

Projects already programmed within the city limits will be included in the master list. These projects will be identified in coordination with the PMT and review of relevant plans such as the Powder Springs Downtown Area Traffic Analysis, Cobb County's Comprehensive Transportation Plan, and the T-SPLOST.

3.B - New Project Recommendation

Based on the findings from the existing conditions analysis in Task 3, a list of new projects will be evaluated for inclusion in the master list of transportation projects for the City of Powder Springs. Projects to be evaluated will include roadway improvements, intersection improvements, and multimodal improvements. Following the review and approval of the PMT, planning-level cost estimates will be prepared for those new projects to be added to the master list of transportation projects for the City of Powder Springs.

PROJECT ELIGIBILITY ASSESSMENT

Not all programmed transportation projects will be eligible for transportation impact fees. The master list of transportation projects will be divided into the following categories to define the qualifying improvements that will be used to calculate the transportation impact fees. These criteria are based on a peer review of other municipal transportation impact fee methodologies.

3.C – Ineligible Projects

4.C.A – Project Improvements

Project improvements are transportation improvements necessary for a specific development that do not provide significant system benefits. They may provide connections to other developments, but not for the purpose of system capacity.

4.C.B – Maintenance Projects and Programs

Maintenance programs, general studies, and non-capital activities will not be eligible for impact fees. A component of ongoing pavement preservation could be eligible for impact fees if it is demonstrated that growth increases the magnitude of pavement reconstruction requirements.

3.D – Eligible Projects

Eligible transportation projects will be defined as those that are needed to serve anticipated travel demand growth for the next 20 years. The resulting expanded roadway capacity is accomplished by providing new or extended roadways, adding turn lanes to increase through lane capacity, adding signals for intersection capacity, and other improvements to increase the capacity of the roadway system for future travel demand for all modes of transportation.

3.E – Final Transportation Projects List

A matrix of transportation projects will be prepared that will include each project's name, description, cost, eligibility for transportation impact fees, and the percentage share between funding sources.

TASK 4: TRANSPORTATION IMPACT FEE ASSESSMENT

To establish equitable impact fees on new developments for eligible transportation infrastructure improvements, a growth share analysis will be completed.

4.A Growth Share Analysis

The growth share of transportation project costs will be calculated based on the proportional trip generation (the increase in traffic compared to current traffic) resulting from growth. The value will be based on the proportion of new vehicle trips (i.e. growth) on each facility in the 2050 PM peak hour relative to Base Year PM vehicle trips. This data will be extracted from the Atlanta Regional Commission's (ARC) Activity Base Model.

4.B Transportation Impact Fee Assessment

The transportation impact fee rate calculation will be based on total transportation project costs and proportional growth share. The impact fee rate will then be reviewed by the PMT and appropriate staff for approval. Additionally, the following assessments will be completed for the transportation impact fee:

- Transportation Impact Fee Comparison versus Other Municipalities
- Anticipated Annual Revenues from Impact Fees
- Anticipated Need for Other Public Funds
- Impact Fee Rate Table for Typical Land Uses

TASK 5: IMPLEMENTATION PLAN & FINAL REPORT

5.A Implementation Plan

Following the internal review and approval of impact fee rate table, an implementation plan will be developed, which will include, but not be limited to, the following:

- Recommendations for updating Municipal Code
- A phased implementation plan for collecting and utilizing transportation impact fees
- Procedures for periodic updates to the Transportation Impact Fee Study based on changes in development patterns, transportation needs, or other relevant factors
- Establish a framework for monitoring the effectiveness of impact fees over time.
- Recommendations on frequency of updating future impact fee table

5.B Final Report

- Prepare a draft Transportation Impact Study & Fee Assessment report with detailed findings, methodologies, and recommendations.
- Prepare the final report, addressing any comments or revisions from the review process.
- Submit the final report for approval by relevant city departments and governing bodies.

PROJECT COST

The lump sum fee breakdown for the scope of work detailed in this proposal is below.

Task Description	Cost
Task 1: Project Management	\$ 6,140.00
Task 2: Existing Conditions Analysis & Needs Assessment	\$ 33,770.00
Task 3: Transportation Projects List Development	\$ 22,270.00
Task 4: Transportation Impact Fee Assessment	\$ 10,220.00
Task 5: Implementation Plan & Final Report	\$ 13,910.00
GRAND TOTAL	\$ 86,310.00

PROJECT SCHEDULE

Upon the receipt of the Notice to Proceed (NTP), Croy's proposed schedule is detailed per task below.

	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9
	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24
Task 1: Project Management									
Kick-off Meeting & Status Meetings	★	●	●	●	●	●	●	●	●
City Council Presentation (2)							●	●	●
Task 2: Existing Conditions Analysis									
Relevant Plans, Studies, and Policies	■								
Land Use and Zoning Analysis	■	■							
Crash History	■	■							
Multi-modal Analysis	■	■							
Traffic Data Collection	■								
Traffic Operations Analysis	■	■	■	■					
Task 3: Transportation Projects List Development									
Programmed Transportation Projects	■								
New Project Recommendations & Cost Estimates		■	■	■					
Project Eligibility Assessment			■	■	■				
Final Transportation Projects List				■	■				
Task 4: Transportation Impact Fee Assessment									
Growth Share Analysis					■	■			
Transportation Impact Fee Assessment					■	■			
Task 5: Implementation Plan & Final Report									
Implementation Plan						■	■	■	
Final Report							■	■	■

NOTES

Croy Engineering can provide additional services, and add them to the Scope of Work, if requested. These services include, but are not limited to, additional analyses requested by the City of Powder Springs.

INVOICING

Invoicing will be progressive and will be submitted monthly for percentage work completed to date, less previous payments.