



## City of Lafayette

### Generic Scope of Work for Traffic Impact Analysis

1. The study should be prepared by a licensed traffic engineer having at least five years of experience in traffic impact analyses.
2. The study should describe the proposed project including land uses. A proposed site plan should be attached.
3. The latest edition of the ITE Trip Generation Manual should be used to determine the number of trips generated by the project. Any proposed trip reduction (i.e. pass-by trips) shall be submitted to the City and approved prior to beginning the level of service analysis. The study should identify the average daily volumes added to the adjacent roadway links and study intersections.
4. The trip distribution shall be proposed by the traffic consultant and submitted to the City for approval prior to beginning the level of service analysis.
5. The existing and planned transportation system should be described. The transportation system includes the project driveways, area roadway, transit and pedestrian & bicycle facilities. This description should include, but is not limited to, number and type of lanes at intersections, the location of transit lines and stops, sidewalks, trails and bike lanes. This description should include identification of areas of congestion and any other deficiencies. Planned improvements should be described.
6. The number of study intersections is dependent on the size and the number of trips generated by the proposed project. Once a proposed project has been defined, the City will be able to comment on the study intersections to be included.
7. The study intersections should be evaluated during the AM, and the PM peak hours initially under existing condition and “existing plus project.” This evaluation includes a level of service analysis. Queuing and other operational analyses such as sight distance may be required (See #10 below).
8. Evaluation of mid-day traffic at intersections may be deemed necessary.
9. Analysis of build-out with and without project scenarios may be required. Traffic modeling shall be consistent with the Contra Costa Transportation Authority’s procedures and guidelines.
10. Figures should be provided to illustrate project driveway and intersection turning movements, and roadway link ADTs for existing condition versus various project scenarios.

11. If required, the study should evaluate all of the access points to the project based on the site plan. Evaluation should encompass all operational characteristics at the driveway intersections with frontage roadways, such as throat lengths, turn pocket lengths required to access the project, sight distance, collision history and recommendations for measures needed to maintain safe traffic flow and operations.
12. The study should review pedestrian and bicycle access points to the site and path(s) of travel through the site, including ADA compliance. Conflict points with vehicles should be noted and mitigated. The study should recommend the most direct bicycle and pedestrian paths that minimize vehicle/pedestrian conflicts and maximize pedestrian visibility.
13. Identify vehicle, bicycle and pedestrian impacts during construction and recommend mitigations such as temporary detours.
14. The study should document the number of parking spaces to be provided and compare it with the required minimum per the City's Zoning Ordinance. Special land uses may require a separate, specific parking generation study.
15. Each analysis should conclude document the degree of project impact on existing conditions for all modes of travel and parking, and recommend mitigations of those impacts when applicable. All analyses and impact conclusions, including mitigations, should be documented in an executive summary.
16. The Lamorinda Fee and Finance Authority calculates its Transportation Mitigation Fee based on land use type. The LFFA fee calculation shall be included in the study.
17. Three copies of a draft report shall be submitted to the City for review.
18. The final report shall incorporate comments on the draft report. Three copies of the final Report, plus one unbound copy, shall be submitted to the City.