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Edwin K. Mattern, Jr. (1949-1982)  
Gene R. Cress (1935-2014)  
Sam H. McGhee, III (1940-2018)  
Stewart W. Hubbell (Retired)  
J. Wayne Craig (Retired)  
Michael S. Agee (Retired)  
Steven A. Campbell (Retired)  
Randy L. Dodson (Retired)

June 26, 2023

Mr. Tim Begley  
Director of Engineering  
City of Crossville  
392 N. Main Street  
Crossville, TN 38555  
931-456-6172  
tim.begley@crossvilletn.org

Re: Engineering Services for Traffic Study and Truck  
Restriction Report  
Crossville, TN

Dear Tim,

Mattern & Craig is please to provide you with a Scope of Services and Fee Proposal for this project, as detailed in the following pages.

Should you have any questions or comments regarding this proposal, please do not hesitate to contact me for clarification. We appreciate the opportunity to work with you on this project and look forward to starting work.

Sincerely,  
MATTERN & CRAIG

Nick VanEss, P.E., PTOE  
Project Manager

Approved:  
MATTERN & CRAIG

Jason Carder, P.E., PTOE, RSP  
Principal

JAC/nrv  
Attachments (2)

## Project Understanding

Based on the information provided, Mattern & Craig (ENGINEER) proposes the following general Scope of Services, Schedule, and Fee for Engineering Services to complete a Traffic Study and Truck Route Restriction Report, in the City of Crossville, TN (OWNER).

The OWNER wishes to restrict truck traffic on US-127 (SR-28) through the downtown area of Crossville, and route truck traffic along SR-392 (Miller Avenue), to the west of downtown. This portion of US-127 is included in the National Network, and as such, both TDOT and FHWA have jurisdiction over any restrictions to truck traffic along the route. TDOT has published a document to provide guidance to communities who wish to implement such restrictions (“TDOT Truck Route Restrictions Guidelines 2019”). The ENGINEER will provide services, detailed below, to assist the OWNER in implementing these restrictions.

The ENGINEER will perform these services for the OWNER with the following understandings:

- The OWNER will pay any applicable permit application fees directly to the appropriate agencies.
- The OWNER will provide any available data pertaining to the study (i.e., previous studies, traffic data, mapping, crash reports, etc.).
- The ENGINEER has made initial contact with both TDOT and FHWA to define the exact requirements of the study, but to date, these requirements are still subject to change. As such, we expect that the tasks listed below are the *minimum* required by both TDOT and FHWA and could change based on their review.

## Task 1 – Traffic Study and Truck Route Restriction Report

### *Task 1.1 – Kick-off Meeting*

ENGINEER will schedule and attend a kick-off meeting with the OWNER to discuss project specifics and requirements, such as the type of trucks desired to be restricted, route details, and limits. This meeting is assumed to be in-person and scheduled to coincide with the Data Collection but can be held virtually upon request.

### *Task 1.2 – Data Collection*

Visit the site to gather pertinent data for the study. This data includes posted speed limits, travel lane and shoulder widths, roadway typical sections, intersection sight distances, notable truck restrictions (such as weight restrictions on structures), notable safety concerns, pedestrian facilities, traffic signals, and other pertinent data along US-127 and SR-392 (Miller Avenue). Key intersections of interest are as follows:

1. US-127 (SR-28) at SR-298 (Genesis Road)
2. US-127 (SR-28) at SR-392 (Miller Avenue) north
3. US-70 (West Avenue) at SR-392 (Miller Avenue)
4. SR-392 (Miller Avenue) at Tenth Street
5. SR-392 (Miller Avenue) at Fourth Street
6. SR-392 (Miller Avenue) at Stanley Street
7. SR-392 (Miller Avenue) at SR-101 (Lantana Road) north
8. SR-392 (Miller Avenue) at SR-101 (Lantana Road) south
9. US-127 (SR-28) at SR-392 (Miller Avenue) south
10. US-127 (SR-28) at US-70 (SR-101)

14-hour turning movement counts with vehicle classifications will be collected at each of the above intersections. This data will be collected on a Tuesday, Wednesday, or Thursday while Cumberland

County Schools are in session on a normal school day. This data will be used to analyze capacity and level of service for the intersections and corridors.

In addition to these key intersections, the ENGINEER will evaluate the “downtown” section of US-127 (from US-70/Lantana Road to SR-298/Genesis Road) for hazards or deficiencies for truck traffic, such as sight distances, on-street parking, pedestrian crossings, traffic signals, etc.

*Task 1.3 – Draft Truck Restriction Ordinance or Resolution*

The ENGINEER will prepare a draft ordinance or resolution of the proposed truck restriction and will submit it to TDOT’s State Traffic Engineer. This document will show the current truck route and the desired truck route and serve as a notice of the OWNER’s intent.

*Task 1.4 – Initial Study*

The ENGINEER will prepare the initial study document, that will include supporting information based on the data collected in Task 1.2, and comments from the trucking community, local community, and affected industries. The document will detail the proposed restriction type including alternates, location, existing/future conditions, emissions/environmental impacts, economic impacts, alternative routes, maintenance, and safety considerations for the current route and the alternate route.

An attempt to acquire comments from the trucking community will be made via letter, email, or online survey to provide comments. The ENGINEER will coordinate with the OWNER to schedule a public review meeting where comments from the local community and affected businesses can be heard. Responses and comments, along with supporting documentation, will be included as part of the Initial Study. The Initial Study will be submitted to the OWNER for review and comment. Upon completion of the Initial Study, a response time will be provided to the public to provide feedback on the report. This feedback will be reflected in the Final Truck Restriction Report.

*Task 1.5 – Final Truck Restriction Report*

After receiving information and comments from the public, the ENGINEER will prepare a Final Truck Restriction Report. This report will combine the Initial Study with any comments provided by the public and the OWNER. The final report will include a draft of the restriction ordinance or resolution and will be submitted to TDOT’s State Traffic Engineer for review and comment. TDOT will complete internal reviews throughout various divisions and with FHWA and provide comments as necessary. ENGINEER will provide two revisions based on comments from TDOT and FHWA. Additional revisions will be additional services.

Upon approval from TDOT and FHWA, the OWNER will approve the final truck restriction ordinance or resolution.

*Task 1 Deliverables:*                      *Draft Truck Restriction Ordinance or Resolution*  
                                                         *Initial Study Report*  
                                                         *Final Truck Restriction Report*  
                                                         *Approved Ordinance or Resolution*

## Task 2 – Traffic Plan

After approval of the final truck restriction ordinance or resolution, the ENGINEER will provide a set of Traffic Plans that include signing and marking additions or modifications, an estimated cost for implementation, and supporting details for construction.

*Task 2 Deliverables:*                      *Traffic Plan Set*  
                                                         *Engineer Estimate of Probable Costs*

## Information Provided by the Owner

OWNER to provide any documentation or previously completed study relative to this project.

## Schedule

<u>Task</u>	<u>Milestone</u>
Kick-off Meeting/Data Collection:	60 days following NTP and receipt of executed agreement
Draft Ordinance or Resolution:	30 days following Kick-off meeting
Initial Study:	120 days following Kick-off meeting
Final Truck Restriction Report:	60 days following approval of Initial Study
Traffic Plan:	30 days following approval of Final Truck Restriction Report

Please note that ENGINEER has no control over TDOT, FHWA, or internal OWNER review processes as they relate to approvals and the issuance of notices to proceed.

## Fee and Expenses

Due to the unknown nature of the expectations of both TDOT and FHWA, the ENGINEER will perform the services described above on an hourly basis, to be billed at the hourly rates on the attached document and will not exceed a total of **\$85,000** without prior approval of the OWNER. Services will be invoiced monthly based upon services performed. Payment will be due within 30 days of your receipt of the invoice. All permitting, application, and similar project fees will be paid directly by the OWNER.

**Standard Billing Rate Table**  
**Mattern & Craig**  
**August 1, 2022**

<b>Employee Types</b>	<b>Employee Type (Category) Billing Rate (\$/Hr.)</b>	
Sr. Principal	\$	245.00
Principal	\$	215.00
Sr. Division Manager	\$	215.00
Business Development Manager	\$	180.00
Sr. Engineering Specialist	\$	175.00
Sr. Project Manager	\$	170.00
Business Development Coordinator	\$	165.00
Business Manager	\$	150.00
Project Manager	\$	145.00
Engineering Specialist	\$	130.00
Sr. Construction Manager	\$	130.00
Lead Project Engineer	\$	125.00
Sr. Survey Manager	\$	125.00
Construction Manager	\$	120.00
Survey Manager	\$	120.00
Survey Supervisor	\$	115.00
Project Engineer	\$	110.00
Associate Engineer	\$	100.00
Sr. Design Technician	\$	100.00
Sr. Engineering Technician	\$	100.00
Accounting Coordinator	\$	90.00
Sr. Resident Project Representative (Sr. RPR)	\$	90.00
Billing Specialist	\$	85.00
Graduate Engineer	\$	85.00
Marketing Coordinator	\$	85.00
Design Technician	\$	80.00
Marketing Assistant	\$	80.00
Survey Crew Chief	\$	80.00
Sr. Administrative Assistant	\$	80.00
Administrative Assistant	\$	75.00
Resident Project Representative (RPR)	\$	70.00
Survey Field Technician II	\$	65.00
Assistant RPR	\$	60.00
Survey CAD Technician	\$	60.00
Survey Field Technician I	\$	55.00
Intern	\$	45.00

Employee Type (Category) Billing Rates listed above are valid through May 31, 2023. On June 1, 2023, Employee Type (Category) Billing Rates may be adjusted to meet market conditions.

Vehicle mileage will be charged at the published Std. IRS Mileage rate unless modified by individual contract language. All other Direct Project Expenses (i.e., Copying, Shipping, Postage, Meals, Lodging, Supplies, etc.) will be invoiced 1.10 times the actual cost. All subconsultants charges will be invoiced at a rate of 1.15 times the amount of the subconsultant's invoice.