



TRAFFIC PLANNING AND DESIGN, INC.

[WWW.TRAFFICPD.COM](http://WWW.TRAFFICPD.COM)

## Professional Services Agreement

Date: June 3, 2022 Client: Borough of West Chester  
Client Address: 401 E. Gay Street  
West Chester, PA 19380  
Client Contact: Sean Metrick, Borough Manager  
Project Name: Gay Street Open-Air Market 2023  
Municipality/County/State: Borough of West Chester, Chester County, PA  
TPD Project No.: WCBO.00027

Traffic Planning and Design, Inc. (TPD), in our role as Borough Traffic Engineer, is pleased to submit this Professional Services Agreement (PSA) regarding the planning of the Gay Street Open-Air Market in 2023. This Agreement will be between TPD and West Chester Borough ("Client").

### ASSUMPTIONS

This needs assessment/study assumes that the conveyance of road ownership from PennDOT to the Borough (via abandonment) will be completed by May 2023.

Based on committee discussion during the initial scoping meeting, two (2) closure scenarios will be considered:

- 1) a part-time closure (e.g. Friday to Monday), and
- 2) a full-time (7-day/week) seasonal closure

### SCOPE OF SERVICES

- » Convene three (3) ad hoc committee meetings with Borough staff, public works, police, EMS, BID, and elected officials.
- » Conduct two (2) community workshops:
  - Listening session – July 2022
  - Draft plan/review – mid-September 2022
- » In companion with the Workshop #1, develop an online survey to gauge user feedback and satisfaction with the current Open Air design and implementation

- » Create a concept design for the open-air market including:
  - zones for in-street activities;
  - business operations and delivery logistics;
  - pedestrian circulation;
  - traffic management;
  - trash management;
  - protection at block ends;
  - Police and Emergency Service requirements
  - access for disabled persons.
- » Specify required materials and develop opinion of cost for materials
- » Develop a phasing plan for implementation (if needed – depending on the cost/complexity of the materials/recommendations)
- » Present final plan at a public meeting of borough council (November 2022)

### ANTICIPATED SCHEDULE:

- » Listening Session – July 2022
- » Mid-Plan/Draft Plan – Public Meeting – September 2022
- » Complete study by October 2022; Present to Council – November 2022

#### *Extending beyond this scope of services:*

- » Procure materials – January to March 2023
- » Develop concept of operations – March to April 2023
- » Pre-opening coordination – April to May 2023
- » Opening of Gay Street Open-Air Market – May 2023

### Fee for Services

The services described above will be provided based on TPD's current fee schedule. TPD's fee for these professional services is **\$33,700.00**. TPD will not proceed with services beyond this fee unless first obtaining additional authorization from Client.

*{Continue to next page for Authorization Page}*

## AUTHORIZATION PAGE

### Confidentiality

Client agrees that any unauthorized use or disclosure of TPD's standard Terms and Conditions or rate schedule constitutes a violation of applicable state laws, regarding, without limitation, unfair competition, misappropriation, and trade secrets.

### Client Acceptance

TPD's offer of services under this Agreement shall remain valid for thirty (30) calendar days from the date of this agreement. Acceptance of the Agreement after the end of the thirty (30) day period shall be valid only if TPD elects, in writing, to reaffirm the agreement, and waives its right to re-evaluate and resubmit the agreement. In order for TPD to begin our services, we request that Client review this Agreement and return the signed authorization to our office.

Prepared by:

*This Services Agreement prepared by:*

Traffic Planning and Design, Inc. (TPD)



Randy Waltermeyer, AICP

### Client Authorization (TPD Job # WCBO.00027)

Client authorizes TPD to proceed with the services as described within this Agreement:

Signature: \_\_\_\_\_

Name (Please Print): \_\_\_\_\_

Position: \_\_\_\_\_ Firm: \_\_\_\_\_

Date: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

*Please retain one copy for your file and forward an executed copy to TPD.*