

[Date]

[First Name Last Name]

[Company Name]

[Address]

[City], [State] [Zip Code]

Re: Traffic Study Proposal – [Name of the traffic study site location]

Dear [Mr. / Ms] [Last Name],

Thank you for the opportunity to present this proposal to prepare a traffic study examining the potential site for [name of the location and city of the traffic study site]

The primary purpose of the study will be to analyze traffic operations to determine if mitigation is necessary. The diagram below shows the tasks necessary to complete the traffic study and the table shows the study parameters. The fee for preparing the study is **\$X,XXX**, with **\$X,XXX** due upon authorization from you to proceed, and **\$X,XXX** is due upon receipt of the draft study. If necessary, meetings with [Company Name] or others can be added to this scope for an additional **\$XXX** per approved meeting (includes preparation, attendance, and mileage).

The draft study will be emailed to you on or before six weeks from receiving authorization to proceed.



## Study Parameters

### Periods

Weekday AM and PM Peak Hour

### Scenarios

Existing  
Future Build-Out

### Intersections

[Street intersection #1]  
[Street intersection #2]  
[Street intersection #3]  
[Street intersection #4]



To accept this proposal, please email me a signed, scanned copy of this agreement and mail the initial payment to the address below. Please feel free to contact me with any questions regarding this information.

Sincerely,

Mike P. Spack, P.E., P.T.O.E.  
President  
Spack Consulting

p.s. Please review our **unconditional client satisfaction guarantee** at [www.SpackConsulting.com](http://www.SpackConsulting.com).

I authorize Spack Consulting to prepare a traffic study for **[name of the location and city of the traffic study site]** as outlined in this proposal.

**SPACK CONSULTING**

**[COMPANY NAME] (Authorized signer)**

\_\_\_\_\_  
Michael P. Spack, P.E., P.T.O.E.  
President

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Printed Name Title