1. EXISTING CONDITIONS
   a. Land usage / Existing trip generation / distribution
   b. Access locations / size
   c. Aerial image
   d. Adjacent streets
      i. Functional Classification
      ii. Width, number of lanes, intersection configurations
      iii. Posted speed limits, on-street parking
      iv. Available Traffic Count Information (City or Iowa DOT)
   e. Turning movement traffic counts and observe existing traffic operations of study roadways and intersections
      i. AM and PM peak hours
      ii. Midday and/or weekend peak hours if necessary

2. CRASH REVIEW
   a. Review / Analyze Iowa DOT CMAT crashes in past 5 years for the study intersections
   b. Describe details of factors, circumstances, or conditions that resulted in injury crashes

3. PROPOSED SITE IMPROVEMENTS
   a. Review land usage / Proposed ITE trip generation / distribution
   b. Review proposed ITE Parking Generation
   c. Review access locations / size
   d. Review plan view drawing of improvements
   e. Review adjacent streets
      i. Identify proposed changes (i.e. on-street parking)
      ii. Future traffic volume forecasts (Des Moines MPO)

4. TRAFFIC MODELING
   a. Perform traffic capacity analysis with Synchro / SimTraffic, reporting delays using the Highway Capacity Manual (HCM) methodologies and queues from SimTraffic for the following scenarios
      i. Existing conditions
      ii. Opening Day
      iii. 20-year Projected No-Build
      iv. 20-year Projected w/ proposed development
   b. Perform Traffic Control / Queuing / Geometric Impact Analysis for study intersections
   c. Perform Warrant Analysis for proposed / recommended traffic control changes

5. MULTIMODAL REVIEW
   a. Review Pedestrian / Bicyclist / Transit Accommodations
      i. Review site considerations
      ii. Review connectivity to facilities near the site

6. CONCLUSIONS
   a. Discuss potential concerns or modifications to the following:
      i. Roadway / intersection safety or operations
      ii. Traffic control / geometric impacts to the streets / intersections
      iii. Pedestrian / Bicyclist / Transit accommodations
   b. Discuss any trends in crash data
   c. Recommendations

7. DELIVERABLES
   a. Traffic Impact Study Assumptions Memo
   b. Draft and Final Technical Memorandum (to be provided electronically in PDF format)
   c. Synchro Traffic Model Files