



Scope of Services

This Scope of Services outlines the proposed tasks, roles, and specific deliverables to develop a comprehensive Winooski Transportation Plan. This effort will incorporate a robust public outreach component to develop a vision and plan for the future of transportation in Winooski along with a specific action plan to achieve this vision.

TASK 1: Existing Conditions Assessment

VHB staff will review recent transportation-related studies conducted for the City and briefly summarize the needs and opportunities identified in these studies. VHB staff will compile existing data and supplement with current data through field investigations as noted for the following areas:

- Vehicle Traffic: Compile existing AADT, turning movement counts, speed and class counts. For budgeting purposes, we have assumed AM & PM peak hour turning movement counts will be conducted by CCRPC staff. We have further assumed that 2015/6 AM & PM peak hour intersection capacity analyses will be conducted for up to 10 intersections.
- Safety: Compile most recent 5-year set of reported crashes (all modes) in Winooski and map all High Crash Location intersections and segments.
- Heavy Vehicles/Trucks: Compile known truck volumes and composition (i.e. % truck mix) as available and identify existing designated truck routes through Winooski.
- Bicycles: Identify any designated bicycle routes or other bicycle facilities, shoulder widths, and any existing bicycle counts within the City. We are assuming that shoulder widths will be measured in the field within the Downtown/CBD, Gateway, and Connector districts.
- Pedestrians: Compile a map of existing sidewalks, crosswalks (signalized, unsignalized, and mid-block), and other relevant pedestrian amenities in the City utilizing the recently conducted sidewalk inventory as a base layer. For budgeting purposes, we have assumed that the existing sidewalk inventory will be field verified and supplemented as needed.
- Parking: Prepare a map of on-and off-street parking capacities within the Downtown/CBD, Gateway, and Connector districts. We are assuming that parking supply and utilization (morning, midday, evening) will be observed in the field within the Downtown/CBD, Gateway, and Connector districts, with data to be collected by CCRPC staff.
- Transit: Identify all transit stops in the City and all locations of transit shelters. Compile ridership trends at the top five stops in the City, if available from CCTA.
- Transportation Infrastructure Condition: Compile information on pavement and sidewalk condition using CCRPC's inventories developed in 2013.
- Land Use: Map zoning districts and the latest information from the Gateways to Winooski Form-Based Code project.
- Wayfinding: VHB will prepare a map identifying wayfinding signs within the downtown and gateway corridors.

Following the assembly of the existing conditions information outlined above, VHB will prepare and circulate for comment a draft Existing Conditions technical memorandum for review and comment. This memorandum will include several City-wide base maps to include the following features: parcel boundaries, zoning districts, transit stops, locations of on- and off-street parking, truck routes, functional classification, sidewalk locations, and on-road paths or trails.

Deliverable: Draft Existing Conditions Technical Memorandum

TASK 2: Draft Transportation Vision Statement

In collaboration with the City and CCRPC, VHB staff will prepare a Draft Transportation Vision Statement which will then be circulated to the Winooski Public Works Commission which will act as the Advisory Committee for this plan for review and comment.

Deliverables: Draft Transportation Vision Statement

TASK 3: Public Outreach – Round 1

VHB staff will prepare for and facilitate a Public Meeting to solicit feedback from City residents, business owners, and other stakeholders in the following areas: 1) opportunities and challenges with the existing transportation system, 2) their vision for Winooski's near- and long-term transportation system, and 3) specific policies, goals, or actions they would like to see advanced through this planning effort. VHB will work collaboratively with Third Sector associates and City staff to thoroughly publicize this event. We anticipate starting the meeting off with a brief informational presentation to be followed by break-out groups where attendees can provide input on specific modes and areas of the City to the break-out group facilitators.

Following the first Public Meeting, VHB and Third Sector staff will collectively prepare for and convene up to four targeted focus group meetings to solicit input on the items identified above. These focus groups may include business representatives, school district officials, "New American" population representatives, seniors, youth, limited mobility, law enforcement, and transportation partners/advocates. VHB staff will seek guidance from the Advisory Committee on which groups to target.

During this public outreach period, VHB will also prepare an informational flyer to circulate around the City (both hard copy and electronically) as well as an informational poster to be placed in public settings around town to inform residents about the Master Plan update and invite them to engage in the public process.

VHB will set up an online web collaboration tool to garner public input electronically and help to facilitate broader engagement and information sharing.

Deliverables: Meeting materials and notes, informational flyer and poster, online web input tool

TASK 4: Advisory Committee Meeting

VHB staff will prepare for and meet with the Advisory Committee two times: 1) at the conclusion of the public outreach round and 2) at the end of the future conditions assessment. We will work with the committee members to identify an approach to estimating future growth within the City and to begin to develop potential improvement strategies and recommendations to be evaluated during the next project phase.

Deliverables: Meeting materials, agenda, notes

TASK 5: Future Conditions Assessment

VHB staff will develop a comprehensive assessment of future transportation conditions to include the following elements:

- Vehicle/Traffic: Based on a methodology developed in collaboration with City and CCRPC staff and the project Advisory Committee, estimate future (+ 10 year) traffic volumes at the ten intersections identified during the Existing Conditions phase and conduct future year capacity analyses for these locations. Identify specific intersection improvements to accommodate both existing and future-year capacity issues.
- Bicycles: Based on the existing cycling network and facilities, stakeholder input, and future growth plans, identify key gaps or other obstacles to making cycling a safe and viable transportation mode throughout the city.
- Pedestrians: Based on the existing pedestrian network and facilities, stakeholder input, and future growth plans, identify key gaps in the pedestrian network.
- Parking: Based on an understanding of future growth projections, identify locations of potential parking supply deficiencies and opportunities to support land use initiatives and enhance parking revenue collections.

Following the assembly of the future conditions assessment outlined above, VHB will prepare and circulate for comment a draft Future Conditions Assessment technical memorandum for review and comment.

Deliverables: Draft Future Conditions Assessment Technical Memorandum

TASK 6: Initial Strategies and Recommendations

Based on the City's transportation vision, stakeholder input, and the assessment of existing and future conditions, VHB staff will develop a preliminary set of short- and long-term transportation improvement strategies. We anticipate these strategies will include the following items:

- Street hierarchy & design guidelines/typologies for the four districts (building off of recent Form-Base Code efforts)
- Capacity and operational improvements of intersections to accommodate anticipated growth across all modes of transportation
- Bicycle network identification and designation
- Sidewalk improvements and identification of new or enhanced pedestrian crosswalk locations
- Enhanced parking supply, demand, and operational strategies
- Transit improvements
- Modifications to the designated truck routes

The identified short-term strategies and recommendations will be summarized in a comprehensive 5-year action plan that defines the specific activities, identifies implementing partners, provides preliminary cost estimates, and identifies potential funding/financing options (e.g. impact fees, business improvement district, parking revenues, etc.). The draft 5-year action plan and list of long term strategies will be circulated to the advisory Committee for review and comment.

Deliverables: Draft 5-Year Action Plan and Long Term Strategies

TASK 7: Advisory Committee Meeting

VHB staff will prepare for and meet with the Advisory Committee to review the Future Conditions Assessment and the 5-Year Action Plan and long term recommendations to be presented during the second round of public outreach.

Deliverables: Meeting materials, agenda, notes

TASK 8: Public Outreach – Round 2

VHB and Third Sector staff will work collaboratively to prepare for and facilitate a Public Meeting to solicit feedback from City residents, business owners, and other stakeholders on the Future Conditions assessment, and specific actions and recommendations developed to date.

Following the second Public Meeting, VHB and Third Sector staff will again collectively prepare for and convene up to four targeted focus group meetings to solicit input on Future Conditions assessment. These focus groups may include business representatives, school district officials, “New American” population representatives, seniors, youth, limited mobility, law enforcement, and transportation partners/advocates. VHB staff will seek guidance from the Advisory Committee on which groups to target.

Deliverables: Meeting materials, notes

TASK 9: Transportation Master Plan

VHB staff will prepare a draft Winooski Transportation Master Plan that incorporates the Existing Conditions assessment, Future Conditions assessment, the Transportation Vision Statement, Public Outreach activities, and the 5-Year Action Plan and long term recommendations. The draft Transportation Master Plan will be provided electronically to the Advisory Committee for their review and comment. VHB will then prepare a final Winooski Transportation Plan based on comments and input from the Advisory Committee.

VHB staff will prepare for and present an overview of the final Transportation Master Plan to the Winooski City Council.

Deliverables: Draft Plan (electronic) and Final Transportation Plan (5 hard copies & all electronic files)

Project Schedule

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| ■ Project Kick-off: | May 2015 |
| ■ Existing Conditions & Draft Vision Statement: | Summer 2015 |
| ■ Public Outreach – Round 1: | September 2015 |
| ■ Advisory Committee Meeting #1: | September 2015 |
| ■ Future Conditions Assessment: | October 2015 |
| ■ Advisory Committee Meeting #2: | November 2015 |
| ■ Strategies & Recommendations: | December – January 2016 |
| ■ Advisory Committee Meeting #3: | January 2016 |
| ■ Public Outreach – Round 2: | February 2016 |
| ■ Transportation Master Plan: | March – April 2016 |

TASK DESCRIPTION	Project Manager	Senior Planner/ Designer	Project Planner	Project Planner / Engineer	GIS Analyst	Total Hours	Labor Costs
	<i>David Saladino</i>	<i>Geoffrey Morrison-Loagan</i>	<i>Renee Guo</i>	<i>Erin Parizo</i>	<i>Josh Sky</i>		
Task 1: Existing Conditions Assessment							
Review Existing Plans & Reports	2		6	8	4	20	\$ 1,792
Assesemble Existing Data			6	8	6	20	\$ 1,607
Collect New Data						0	\$ -
Peak Period Turning Movement Counts				4		4	\$ 321
Verify Shoulder Widths				4		4	\$ 322
Parking Utilization Counts (1 day)				4		4	\$ 321
Prepare Technical Memorandum	8		10	24	16	58	\$ 5,326
Task 2: Transportation Vision Statement							
Draft Transportation Vision Statement	4			6		10	\$ 1,152
Task 3: Public Outreach - Round 1							
Public Meeting Preparation	2	2		8	4	16	\$ 1,599
Public Meeting	6	8		8		22	\$ 2,933
Targeted Focus Groups (4)	8			12		20	\$ 2,304
Web Public Input Tool	2		8	10		20	\$ 1,824
Task 4: Advisory Committee Meeting							
Advisory Committee Meeting Preparation (2)	4			12		16	\$ 1,634
Advisory Committee Meeting (2)	8			8		16	\$ 1,982
Task 5: Future Conditions Assessment							
Traffic Assessment	4		4	24	4	36	\$ 3,242
Bicycle & Pedestrian Assessment	4		12	12	6	34	\$ 3,113
Parking Assessment	4	2	6	10	4	26	\$ 2,609
Prepare Technical Memorandum	4		8	20	10	42	\$ 3,713
Task 6: Intial Strategies and Recommendations							
Identify Strategies & Recommendations	6	6	6	16	6	40	\$ 4,219
Prepare Five-Year Action Plan & Long Term Strategies	4		6	12	4	26	\$ 2,449
Task 7: Advisory Committee Meeting							
Advisory Committee Meeting Preparation	2			6		8	\$ 817
Advisory Committee Meeting	4			4		8	\$ 991
Task 8: Public Outreach - Round 2							
Public Meeting Preparation	2	2	4	10	4	22	\$ 2,103
Public Meeting	6	8		8		22	\$ 2,933
Targeted Focus Groups (4)	6			8		14	\$ 1,648
Task 9: Transportation Master Plan							
Draft Master Plan	8	4	8	30	10	60	\$ 5,829
Final Master Plan	2			10	4	16	\$ 1,439
City Council Presentation	4			4		8	\$ 991
TOTAL HOURS:	104	32	84	290	82	592	
DIRECT HOURLY RATES :	\$ 62.50	\$ 60.00	\$ 32.00	\$ 30.00	\$ 28.00		
OVERHEAD (157.89) :	\$ 98.68	\$ 94.73	\$ 50.52	\$ 47.37	\$ 44.21		
FEE (10%) :	\$ 6.25	\$ 6.00	\$ 3.20	\$ 3.00	\$ 2.80		
TOTAL LABOR COSTS :	\$ 17,413	\$ 5,143	\$ 7,200	\$ 23,307	\$ 6,151		\$ 59,214

TOTAL LABOR COST: \$ 59,214
DIRECT EXPENSES (VHB): \$ 750
THIRD SECTOR ASSOCIATES: \$ 7,500

TOTAL: **\$ 67,464**

ADDENDUM:

*Scope & Fee for Public Outreach
Assistance - Third Sector Associates*

Third Sector Associates

Assisting nonprofits and their communities to succeed.

- grantwriting
- public participation
- training & facilitation

May 15, 2015

Mr. David Saladino
Director, Transportation Engineering
VHB
40 IDX Drive, Building 100, Suite 200
South Burlington, VT 05403

RE: Winooski Transportation Master Plan Public Participation

Dear David:

Thank you for the opportunity to submit this proposed scope and budget for the *Winooski Transportation Master Plan's* public participation element.

Third Sector Associates proposes assisting with public meetings and focus groups. The two public meetings will be designed to be engaging while providing opportunities for substantive input, opinions, and ideas. In accordance with the CCRPC *Public Participation Plan*, needs for accessibility, scheduling, location, transportation, information material formats, and language will be addressed. In addition, all meetings will provide an opportunity for meeting evaluation and feedback. Third Sector Associates will: secure a site for public meetings, welcome attendees, provide sign-in sheets, arrange audio/visual needs, and set up refreshments. In addition, we will develop and distribute publicity materials including press releases and calendar listings in the newspaper and electronic media. We will work with CCRPC staff to send Front Porch Forum updates. A database of stakeholders, participants, and those who express interest in the project will be maintained for ongoing outreach. Public meetings will be held under Task 3 and Task 8.

Following the first and second public meetings, Third Sector will assist with up to eight targeted focus groups to solicit additional input. These focus groups may include business representatives, school district officials, "New American" population representatives, seniors, youth, those with limited mobility, law enforcement, and transportation partners/advocates. We will work with VHB, the Advisory Committee, and City of Winooski staff to identify focus group members. Third Sector will secure a site for focus groups, invite participants, set up refreshments, and assist with facilitation and note-taking at these sessions.

The budget for this work includes Professional Fees (at \$150 per hour) and Expenses:

Professional Fees

Task	Activity	Detail	Total
3	Public Meeting #1	12 hours	\$1,800
	Focus Groups (4)	3 hours each = 12 hours	1,800
8	Public Meeting #2	12 hours	1,800
	Focus Groups (4)	3 hours each = 12 hours	1,800
TOTAL (48 hours)			\$7,200

Expenses

Activity	Detail	Total
Public Meetings (2)	\$30 per meeting X 2 meetings	\$60
Focus Groups (8)	\$30 per meeting X 8 meetings	240
TOTAL		\$300

The maximum limiting amount is \$7,500.

Thank you for the opportunity to submit this proposal for your consideration. I look forward to talking with you further.

Regards,



Diane Meyerhoff
Principal