



Stantec Consulting Services Inc.  
55 Green Mountain Drive, South Burlington VT 05403-7824

September 9, 2015

File: 195311xx

**Attention: Mr. Sai Sarepalli, P.E.**  
Transportation Planning Engineer  
Chittenden County Regional Planning Commission  
110 West Canal Street, Suite 202  
Winooski, Vermont 05404  
(802) 846-4490 x16

Dear Sai,

**Reference: Blair Park Williston Pedestrian Facility Scoping Study, Williston, Vermont**

As requested, we are pleased to submit this proposal to prepare a pedestrian facility scoping study for Blair Park in Williston, Vermont. The completed study will assist the Town of Williston in securing funding to construct recommended improvements.

**1.0 PROJECT DESCRIPTION**

**1.1 Project Understanding**

The Town of Williston and the Chittenden County Regional Planning Commission (CCRPC) are seeking to complete a scoping study as a prerequisite to securing state funding for the construction of new pedestrian facilities at Blair Park. The study will identify issues, develop and evaluate alternatives and recommend a preferred alternative. The project area begins at the intersection of on US Route 2 / Blair Park Road / Harvest Lane and extends northerly along the Blair Park Road loop. A location plan is in the appendix.

Sidewalks exist along sections of the Blair Park Road loop. It is expected that the preferred plan will complete the loop around Blair Park Road and connect to Route 2. Based on these existing conditions, it is assumed that up to five alternatives will be developed and evaluated. These alternatives will be developed based on input from public meetings and the project committee.

**2.0 SCOPE OF SERVICES**

Stantec will provide the following the services under this agreement.

**2.1 Kick-Off Meeting – Completed August 6, 2015**

**Scope:** Stantec will meet with the CCRPC and the Town of Williston to develop a clear understanding of the project goals, objectives, timelines and deliverables.

**Approach/Assumptions:** The CCRPC will organize, schedule and develop a meeting. Stantec will attend the meeting and bring any collected existing information such as base mapping with existing conditions to facilitate discussions. Agenda items may include: introductions, project history, existing information, existing issues and concerns, project purpose and need, potential alternatives, public / property owner process, project schedule, and next meeting. Stantec will solicit existing data such as design plans, Right-of-



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Way limits, traffic studies and future development plans. It is assumed that meetings will not be required with property owners at this time.

## **2.2 Compile Base Map/Document Existing Conditions**

**Scope:** Stantec will compile a base map using available mapping including VT Digital Orthophotos, digital parcel maps for the Town (if available) and other natural resource-based GIS data available from the CCRPC or the Vermont Center for Geographic Information (VCGI). Existing conditions to be noted include presence of existing pedestrian facilities, roadway widths, subsurface drainage and any other items the consultant feels are appropriate. Additional items to be mapped may include: natural resource constraints, utilities, historic and archaeological constraints, etc. Additionally, Stantec will collect available traffic information such as the Average Daily Traffic, pedestrian counts and available crash data.

**Approach/Assumptions:** During the field review, existing conditions mentioned above will be recorded in field notes, by taking photographs and by indicating them on the available high resolution aerial photos. An existing conditions plan will be developed using existing aerial orthophotos as a base. It is assumed traffic data collection shall be limited to existing available data and no field counts will be required. Stantec will obtain the digital GIS tax parcels and include on the orthophotos base mapping. It is assumed the Town will provide the property owner information to include on the base mapping. It is assumed a topographic survey will not be completed for this project.

*The Town provided Stantec with as-built PDF files of the Blair Park Development and the surrounding lots, as well as GIS data for the Town storm sewer and water system via email on August 11, 2015.*

Existing pedestrian generators will be identified and documented. Existing and proposed pedestrian destinations will also be documented. This information will be shown on the existing conditions plan.

Stantec will contact FairPoint; Comcast; Teljet, Sovernet, Level3 and Vermont Gas Systems requesting copies of their utility record plans and other pertinent utility information. Using the information provided, the general location of existing utilities will be shown on the base mapping.

## **2.3 Local Concerns Meeting**

**Scope:** As discussed at the Kick-Off Meeting on August 6, 2015, the Town will organize a local concerns meeting at Falcon Manor. This meeting will be held within the neighborhood to promote meeting attendance. Stantec will moderate the meeting with the Town and the CCRPC. This meeting may be an opportunity to discuss the project needs and any future maintenance issues or concerns with the proposed project. As an outcome of the local concerns meeting and the project kickoff meeting, Stantec will develop a Project Purpose and Need Statement for proposed improvements. Stantec will generate this statement based on local input and an understanding of existing conditions.

**Approach/Assumptions:** Stantec will develop a meeting agenda and a slide presentation to facilitate the Local Concerns Meeting. The presentation will include an existing conditions plan illustrating collected information. This information will be reviewed with the Project Committee and edited for The Local Concerns Meeting. The presentation and agenda will include pertinent discussion items such as: existing traffic operations, safety, crash prone conditions, bicycles, pedestrians, etc. The goal is to facilitate an organized solicitation of concerns.



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Stantec shall prepare minutes of the meetings and distribute them to the Project Committee, the CCRPC Project Manager and stakeholders. Comments received from any stakeholder not present at the meetings will be attached to the minutes of the meetings. The meeting minutes will focus on the comments received and required action items. Comments will be organized by topic for easy referencing.

Stantec understands the importance of the purpose and need statement. It is used to identify and evaluate alternatives and assist with selecting a preferred alternative. Based on past experience with scoping projects, the needs portion typically points out existing issues revealed during the information collection and local concerns tasks. The Purpose and Need Statement will be distributed to the CCRPC and the Town for review and approval. It will be revised as necessary to obtain approval. The purpose and need statement will be discussed at subsequent meetings and throughout the scoping process. Any discussed edits will be included and an updated purpose and need distributed.

#### **2.4 Identify Land Use Context**

**Scope:** Stantec will identify the existing and proposed land uses in the project area as well as the overall context of the area where the project is proposed (e.g. rural, suburban, village area, etc.). Based on existing land use patterns and potential connections to planned or existing pedestrian facilities, Stantec will document predicted and existing pedestrian travel patterns to gain an understanding of the best location for new pedestrian facilities in the project area.

**Approach/Assumptions:** Stantec will obtain and indicate on the existing conditions plan any planned developments as provided by the Town and results of available corridor or master plans, and current zoning districts. Stantec will also solicit CCTA's plans for the area and indicate existing and/or proposed bus facilities and stops. Origins and destinations will be noted on the existing conditions plan.

#### **2.5 Develop Conceptual Alternatives**

**Scope:** In cooperation with Williston and CCRPC staff, Stantec will identify potential alternatives for the proposed sidewalk utilizing the information compiled for the base plan, and site visit. Conceptual alternatives will also include roadway crossing needs. Stantec will also review the proposed alternatives to ensure that they meet the Americans with Disabilities Act Accessibility (ADA) Guidelines and other applicable State and Federal requirements. Stantec will develop typical sections for the different alternatives that show basic dimensions and, if applicable, where the facility is located within existing road rights of way and in relation to travel lanes, shoulders, existing building faces and other features.

Alternatives and costs shall be developed separately for each alternative.

**Approach/Assumptions:** To develop an evaluation of impacts and costs, the alternatives will be developed using available LiDAR data. It is assumed that up to five alternatives will be developed and evaluated.

Using applicable design standards, Stantec will develop the design criteria, for review and approval. Stantec will develop a typical section for the project committee's review, comment and approval prior to developing the alternative plans. It is assumed the proposed sidewalks shall be 5 feet wide. If it is found that the existing sidewalk width is wider, the proposed sidewalk width will match the existing condition. It is assumed that the sidewalk will be constructed of Portland cement concrete. The typical section will be applied in plan, and the resulting sidewalk alignment will be adjusted to avoid or minimize impacts to adjacent property, resources and other constraints.



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Construction of the sidewalk will create new impervious areas potentially requiring storm water treatment. Stantec will investigate the need and/or potential storm water treatment concepts to address this. These concepts will be tailored to the site specific options.

The alternative plans will include the following:

1. Plan sheets showing pertinent features which may include general topography alternative sidewalk alignments.
2. Existing Right-of-Way.
3. Typical sections and critical cross sections. Critical cross sections will be located at points where structures and resources are impacted.
4. Potential of stormwater requirements.
5. Earthwork estimate.
6. Conceptual cost estimate.

## **2.6 Identify Right-of-Way Issues**

**Scope:** Compile right-of-way and property ownership information along the alignment of the proposed project. This information should identify public/private ownership and any existing easements or restrictions (e.g. Act 250 permits) on affected property. Right-of-way (ROW) information should be mapped on the same base mapping as the existing conditions.

**Approach/Assumptions:** ROW information will be attained from available GIS information, as well as any existing information that can be provided by the Town. Stantec will include this information on the plans. The Town will be asked to review and concur with the information shown.

## **2.7 Identify Utility Conflicts**

**Scope:** Identify and discuss public and private underground and overhead utilities (water, sewer, fiber optics, electric, TV, cable, phone) in the project area. Include a preliminary assessment of whether any relocation will be required. For underground utilities, an assessment shall be made of whether they will be impacted by construction of the proposed improvements. The assessment shall include identification of owners of potentially impacted utilities.

**Approach/Assumptions:** Stantec will provide a project plan to area utility companies asking for what existing facilities they have in the project area and request any location information they have. This information along with the aerial line information will be shown on the plans. Impacts to existing facilities and potential mitigation will be depicted.

## **2.8 Identify Natural and Cultural Resource Constraints and Permitting Requirements**

**Scope:** Review natural and cultural resource issues to the extent that there are documented within the State's Natural Resources Atlas. Identify potential impacts on these resources and permitting requirements, including the potential for review under Act 250.

**Approach/Assumptions:** The area of identification will be limited to the area shown on the project location plan. The identification method will be limited to review of online databases and other documentation that may be provided by the Town.



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## **2.9 Alternatives Presentation**

**Scope:** Taking into consideration previously gathered information, conduct a public informational meeting to present all the different alternatives that have been considered. This meeting will be hosted by the Williston Selectboard. All of the proposed alternatives will be evaluated in an alternatives matrix. The matrix will include resource impacts, right of way impacts, utility impacts, ability to meet the project purpose and need, estimated cost and any other factors that will help the community evaluate the alternatives being considered. The outcome of this meeting should be an alternative selected by the community for further development.

**Approach/Assumptions:** The alternatives presentation is planned to be in Powerpoint format. A draft will be developed provided by Stantec to the Project Committee for review prior to the meeting. Comments will be incorporated for the subsequent public presentation.

## **2.10 Develop Conceptual Cost Estimate**

**Scope:** Stantec will develop conceptual cost estimates for further planning, design and construction cost of the project. Cost estimates shall include conceptual bid item quantities. The estimates should be based on the assumption that the project will be constructed using a combination of Federal and local funding and will be managed by the local community. The cost estimates should include amounts for construction, engineering, municipal project management and construction inspection.

**Approach/Assumptions:** Stantec will utilize the VTrans Estimator database, and bid prices from recent projects, to develop a cost estimate.

## **2.11 Report Production**

**Scope:** Using information gathered from the activities outlined above and from the meetings with Town of Williston and the CCRPC, submit draft and final feasibility reports outlining the findings of the study.

**Approach/Assumptions:** It is proposed the report sections be developed as the work is completed. For instance, the Existing Conditions sections and Proposed Alternatives section will be completed prior to the alternatives presentation meeting. This will allow a draft document to be used to update parties interested on the project status. It will also facilitate input on alternatives.

## **3.0 FEE**

We estimate that the total fees for this assignment will be **\$25,000**. Refer to Attachment B for detailed project budget. Billings will not exceed this amount without authorization from the CCRPC. Stantec proposes providing the services presented in this proposal on a Cost plus Fixed Fee basis utilizing actual costs. Direct expenses will be billed at cost.

## **4.0 PROJECT SCHEDULE**

A project schedule was developed by the CCRPC and distributed to the project team at the Kick-Off Meeting on August 6, 2015. The schedule anticipated the preferred alternative will be selected at a Town of Williston Selectboard meeting in December of 2015. The schedule anticipated a draft of the complete scoping report



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will be issued for review and comment by the Town and the CCRPC in February of 2016. The report will be finalized and submitted to the Town and the CCRPC upon receipt of comments on the draft report.

We appreciate the opportunity to submit this proposal and have tried to be thorough in our assessment of services required to complete this assignment. If you have any questions or would like to clarify anything within this agreement, please do not hesitate to contact us. Upon receipt of a Notice-to-Proceed, we will commence work.

Regards,

**Stantec Consulting Services, Inc.**

A handwritten signature in blue ink that reads "Richard S. Bryant".

Richard S. Bryant, P.E.  
Senior Project Manager  
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Richard.Bryant@stantec.com

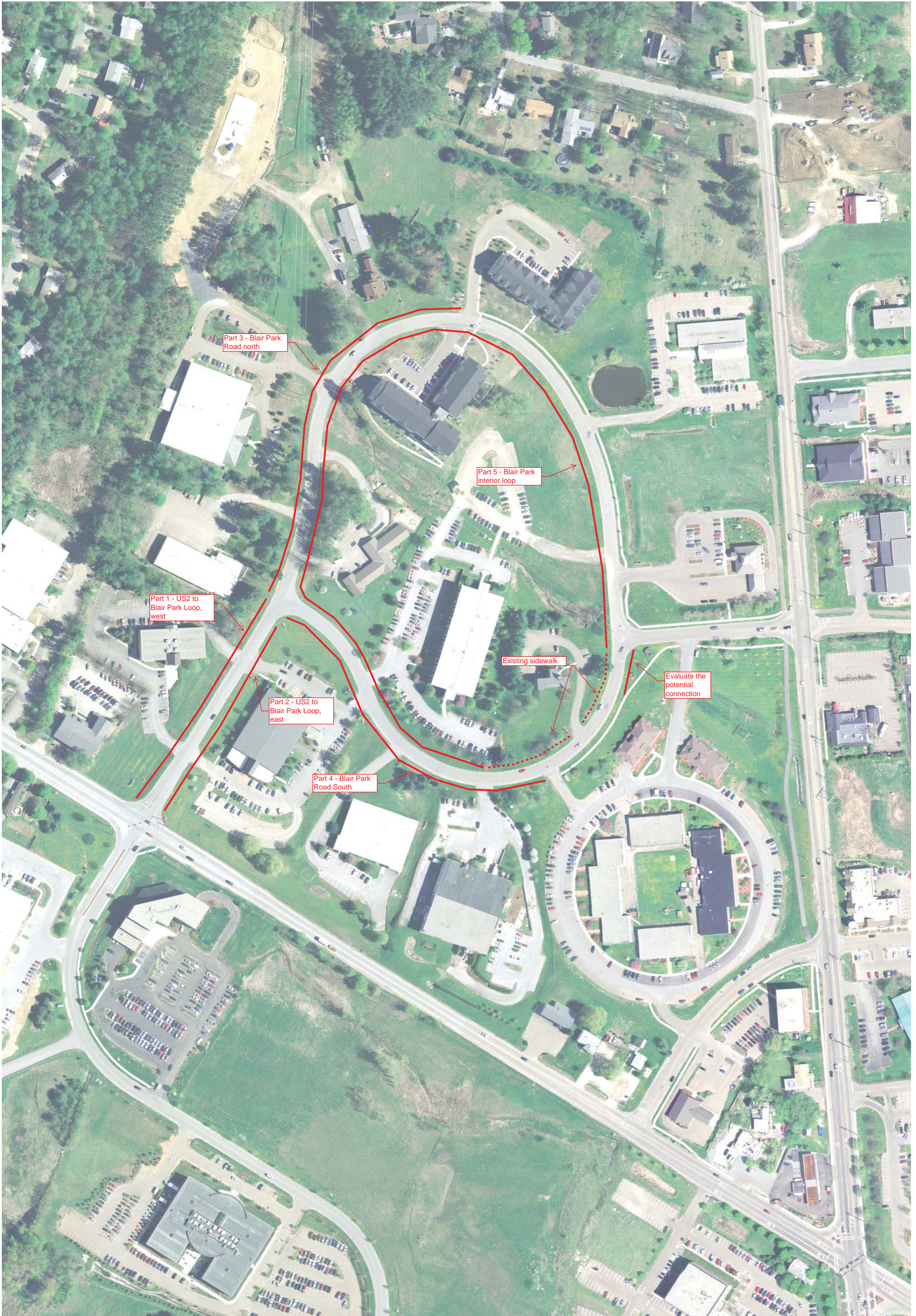
A handwritten signature in black ink that reads "Gregory A. Edwards".

Gregory A. Edwards, P.E.  
Senior Principal, Transportation

Attachment: Attachment A – Project Location Plan  
Attachment B – Cost Schedule

c. Greg Edwards

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Part 3 - Blair Park Road north

Part 5 - Blair Park interior loop

Part 1 - US2 to Blair Park Loop, west

Part 2 - US2 to Blair Park Loop, east

Existing sidewalk

Evaluate the potential connection

Part 4 - Blair Park Road South