



To: Christine Forde, CCRPC

Date: November 3, 2015

Memorandum

Project #: 82542.15

From: David Saladino, P.E., AICP

Re: **Technical & Cost Proposal**

Williston Road Network Transportation Study – Phase II (Scoping)

This proposal outlines the project background, proposed scope of work, and budget to advance the efforts previously developed for the Williston Road Network Transportation Study to carry the Phase I analysis and findings through a formal scoping and public outreach effort.

Project Overview & Study Area

Phase I of the Williston Road Network Transportation Study provided an initial technical evaluation of potential transportation alternatives to address identified safety, operational, and multimodal issues along the Williston Road corridor from Dorset Street east to Hinesburg Road. The Phase I effort and final report included a summary of existing and future conditions along the corridor as well as an evaluation of alternatives. The resulting conceptual improvement plan identified potential changes, including a five-lane section on Williston Road with exclusive left-turn lanes at signalized intersections and a raised median between signals, six-foot bicycle lanes, a new traffic signal to be located mid-way along the corridor, a new connector roadway north of the corridor, and enhanced parcel connectivity south of the corridor.

This Phase II effort will advance the analysis conducted during Phase I to include a public outreach component, including direct outreach to corridor abutters, as well as a more refined evaluation of alternatives and identification of a preferred alternative package of improvements. This effort will also include coordination with the efforts to design Garden Street and its intersection with Williston Road.

Scope of Work

This section provides an overview of the project's Scope of Work.

Task 1 – Project Initiation

- Technical Committee Meeting #1 – Kick-off Meeting: VHB will prepare for and attend a project kick-off meeting with the project Technical Committee to review the project goals, schedule, and milestones. The kick-off meeting will also include a brief review of the analysis and findings from the Phase I assessment.

Deliverables: Meeting agenda, meeting notes

Task 2 – Investigate Local Concerns

- Meeting Preparations: To prepare for the first round of public outreach, VHB will assemble a PowerPoint presentation that describes the objectives and goals of the project and summarizes the issues and range of opportunities along the Williston Road corridor identified during the Phase I effort. VHB will prepare an abutter notification letter and circulate to all abutters. We assume that the City of South Burlington will provide mailing addresses for all abutters.

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- Abutter Meeting: VHB will prepare for and facilitate a group meeting with interested abutters to describe the current project, identify issues along the corridor, and solicit feedback on the Conceptual Improvement Plan developed during the Phase I effort.
- Individual Meeting for Abutters: VHB will meet one-on-one with interested abutters to discuss specific issues or ideas for the corridor. We assume that VHB staff will reserve a meeting room in a nearby hotel for one day and provide 30-minute slots for abutter meetings.
- Garden Street Coordination Meeting #1: VHB will attend a meeting with representatives from the CCRPC, City of South Burlington, and Stantec to review progress on the Garden Street plans to date and discuss coordination with future Williston Road improvements.
- City Council/Public Meeting #1: VHB will prepare for and facilitate a general public meeting (held concurrently at a City Council Meeting) to describe the current project, identify issues along the corridor, and solicit feedback on the Conceptual Improvement Plan developed during the Phase I effort. VHB will prepare a meeting notification. We assume that the City of South Burlington or CCRPC staff will circulate the meeting notification to the proper outlets.
- Purpose & Need Statement: Following the first round of public and stakeholder input, VHB will prepare a draft Purpose and Need Statement and circulate it to the Technical Committee for review and comment.

Deliverables: Summary of Local Concerns; Draft Purpose & Need Statement

Task 3 – Alternatives Assessment

- Develop Draft Alternatives: Based on input received during the Local Concerns and abutter meetings, VHB will develop up to three alternatives (in addition to the No Build alternative) for the Williston Road corridor. We have assumed that these alternative sketch plans will be developed over existing orthophotos and will generally adhere to the conceptual plan developed during the Phase I efforts with adjustments made in response to comments from the public and abutters.
- Natural & Cultural Resources Assessment: VHB will prepare a high-level natural and cultural resource assessment to identify any impacts associated with the identified alternatives. We will subcontract with the University of Vermont's Consulting Archeology Program (UVM-CAP) to prepare an Archeological Resource Assessment for the study area.
- Develop Construction Cost Estimate: VHB will prepare a cost estimate for each of the alternatives to include estimates for final design, right-of-way, construction inspection, and construction.
- Evaluate Alternatives: VHB will prepare an alternatives evaluation matrix to compare the No Build and Build alternatives across a variety of metrics including cost, operational performance, safety, environmental impact, private property impacts, and adherence to the Purpose and Need Statement.
- Technical Committee Meeting #2: VHB will present the alternative concept plans and evaluation matrix to the Technical Committee for review and comment.

- Individual Meeting for Abutters: VHB will meet one-on-one with interested abutters to discuss specific issues or questions related to the alternatives. We assume that VHB staff will reserve a meeting room in a nearby hotel for one day and provide 30-minute slots for abutter meetings.
- Garden Street Coordination Meeting #2: VHB will attend a meeting with representatives from the CCRPC, City of South Burlington, and Stantec to review progress on the Garden Street plans to date and discuss coordination with the various Williston Road alternatives.

Deliverables: Draft Alternative Concept Plans, Alternatives Evaluation Matrix, Materials for Technical Committee and abutter meetings

Task 4 – Selection of Preferred Alternative

- City Council/Public Meeting #2: VHB will prepare for and facilitate a public meeting (held concurrently at a City Council Meeting) to present the Alternatives Evaluation results and request the City Council identify a preferred alternative. VHB will prepare a meeting notification. We assume that the City of South Burlington or CCRPC staff will circulate the meeting notification to the proper outlets.

Deliverables: City Council meeting materials and meeting notes, Recommendations for the update of the City's Official Map.

Task 5 – Scoping Report

- Draft Scoping Report: VHB will prepare a draft Scoping Report for the Williston Road corridor and distribute to the Technical Committee for review and comment.
- Technical Committee Meeting #3: VHB will attend this meeting to discuss comments on the Draft Scoping Report.
- Final Scoping Report: VHB will prepare a final Scoping Report that addresses the comments raised by the Technical Committee.

Deliverables: Draft & Final Scoping Reports

Schedule

Assuming a Notice to Proceed is issued by November 16, 2015, we anticipate the project advancing according to the schedule outlined below:

- Project Kick-off: December 2015
- Abutter Meetings: January 2016
- City Council/Public Meeting #1: February 2016
- Alternatives Evaluation February - April 2016
- City Council/Public Meeting #2: May 2016
- Final Scoping Report: June 2016