



SCOPE OF SERVICES

MULTIMODAL SCOPING STUDY ON MAPLE ROAD IN WILLISTON

November 17, 2017

Toole Design Group (TDG) is providing this scope of work for a multimodal scoping study to evaluate traffic calming and bike/pedestrian facilities along Maple Road in Williston, between Old Stage Road and US 2. This project is part of the Chittenden County Regional Planning Commission (CCRPC) on-call contract.

TDG will perform the tasks outlined below. This work will include the documentation of existing conditions, development of conceptual alternatives, meetings with an Advisory Committee (AC), and public involvement.

Toole Design Group (TDG) has been requested to prepare the scope of services for this work, which is estimated to take approximately six months to complete with a budget of \$30,000. A schedule and budget are attached to this scope of services.

Scope of Work

The proposed scope of work for this effort is as follows:

Task 1 – Project Kick-Off

TDG will facilitate a kick-off meeting to review the scope of work, confirm the goals and limits of the project, set a schedule, discuss critical issues, and discuss the project's purpose and need. TDG will prepare meeting notes.

Meetings:

- Kick-off meeting and site visit

Deliverables:

- Meeting notes

Task 2 - Document Existing Conditions

TDG will conduct a site visit to verify features within the study area. The limited ground survey will document visible elements within the right-of-way, including:

- Utility poles, overhead lines, manhole covers, and fire hydrants

- Roadway cross-section widths
- Driveway locations
- Drainage structures and ditch locations
- Signs
- Fences and guardrails
- Intersection control and lane configurations
- Rock ledges and walls
- Buildings
- Trees greater than approximately 6" in diameter
- An estimate of road grades on hills.

TDG will gather and review relevant plans and studies to document the project's compatibility with other planning initiatives. CCRPC will provide a base map in GIS showing natural and cultural resources; right-of-way, parcel data, and property ownership; and terrain/contours.

TDG will prepare large format maps and a PowerPoint presentation to facilitate a public Local Concerns meeting to confirm the existing conditions and gather input about issues and opportunities. Town of Williston staff will be responsible for reserving an appropriate meeting space and publicizing the meeting. TDG will forward the PowerPoint presentation to the Town, project advisory/steering committee, and CCRPC staff two weeks prior to the public meeting for review and comment before finalizing.

TDG will document the findings of Task 2 (including a draft project purpose and need statement based on the outcome of the Local Concerns Meeting) in a memorandum which will be forwarded to Town staff, project steering/advisory committee, and CCRPC staff for review and comment two weeks prior to the public meeting.

Meetings:

- Local Concerns meeting

Deliverables:

- Memorandum documenting findings and notes from Local Concerns meeting
- Local Concerns meeting presentation

Task 3 – Develop Conceptual Alternatives

TDG will develop concepts for traffic calming and bicycle/pedestrian facilities within the study area based on input gathered at the Local Concerns meeting. TDG will develop conceptual alternatives. Concepts will be developed with consideration for State and Federal standards as well as industry best practices.

TDG will prepare a comparison matrix describing the various alternatives and their impact on identified issues, impacts on existing resources (including potential stormwater treatment needs and proposed

treatments), connectivity to adjacent facilities, feasibility, availability of right-of-way, benefits for users, and alignment with the purpose and need statement.

TDG will participate in one (1) conference call with the AC to discuss the conceptual alternatives.

After the AC has reviewed the alternatives, TDG will develop an online survey to evaluate public opinion on them.

Meetings:

- AC conference call

Deliverables:

- Conceptual alternatives (up to three)
- Comparison matrix for alternative benefits and impacts

Task 4 – Develop Preliminary Estimate of Possible Construction Costs

Concurrently with Task 3, TDG will prepare a preliminary cost estimate for all construction and design costs. The estimate will be general in nature in order to inform the selection of alternatives. The estimate will be included in the evaluation matrix developed in Task 3.

Deliverables:

- Preliminary cost estimate

Task 5 – Alternatives Presentation

TDG will present the alternatives developed under Task 3 to the Williston Selectboard, discuss the pros and cons of each potential alternative, and gather input from the public and elected officials. TDG will submit the presentation to the AC for review and comment two weeks prior to the Selectboard meeting.

Meetings:

- Alternatives presentation at a Williston Selectboard Meeting

Deliverables:

- Alternatives presentation

Task 6 – Refine Preferred Alignment

Following the selection of the preferred alternative by the Williston Selectboard, TDG will refine the preferred alternative and update the preliminary Estimate of Possible Costs for it.

TDG will submit the preferred alternative to the AC for review and participate in one (1) conference call with the AC to discuss any comments. TDG will incorporate one (1) round of comments into the preferred alternative plan.

Meetings:

- AC conference call

Deliverables:

- Preferred alternative plans (draft and final)

Task 7 – Prepare Final Report

TDG will prepare a final report documenting the scoping study process. The report will include all previous work products, including task summaries, public comments, conceptual plans, and preferred alternative plans.

TDG will submit the draft final report to the AC for review and participate in one (1) conference call with the AC to discuss any comments. TDG will incorporate one (1) round of comments.

Meetings:

- AC conference call

Deliverables:

- Draft report
- Final report

Fee

We anticipate this scope of work requiring approximately 300 hours of staff time and \$1,250 in direct expenses (travel, printing, etc.) for a total budget of \$30,000.

Project Budget for SCOPING STUDY TO EVALUATE TRAFFIC CALMING ON MAPLE ROAD IN WILLISTON						
November 17, 2017						
Task	Task Description	Principal in Charge	Senior Planner	Planner	Engineer	Task Subtotal
		\$73.59	\$49.97	\$29.57	\$29.04	
Task 1	Project Kick-Off	0	12	14	0	\$1,013.62
Task 2	Document Existing Conditions	2	7	48	0	\$1,916.33
Task 3	Develop Conceptual Alternatives	0	8	50	18	\$2,400.98
Task 4	Develop Preliminary Estimates of Costs	0	2	2	12	\$507.56
Task 5	Alternatives Presentation	2	10	16	2	\$1,178.08
Task 6	Develop Preferred Alternative	1	2	20	24	\$1,461.89
Task 7	Prepare Final Report	2	2	26	8	\$1,248.26
Total Labor		7	43	176	64	\$9,727
					Overhead (167.46%)	\$16,288.37
					Profit (10%)	\$2,601.51
					Subtotal	\$28,616.59
Total Direct Expenses (printing and three trips with hotel and rental car)						\$1,250
Total						\$29,867

Schedule

8-Nov-17		Project Schedule					
		SCOPING STUDY TO EVALUATE TRAFFIC CALMING ON MAPLE ROAD IN WILLISTON					
		Month 1	Month 2	Month 3	Month 4	Month 5	Month 6
Task 1	Project Kick-Off	█					
Task 2	Document Existing Conditions	█	█				
Task 3	Develop Conceptual Alternatives		█	█			
Task 4	Develop Preliminary Estimates of Costs			█			
Task 5	Alternatives Presentation				█	█	
Task 6	Develop Preferred Alternative					█	█
Task 7	Prepare Final Report						█

Assumptions

This scope was developed given the following assumptions:

- No field survey will be provided.
- TDG will attend three (3) on-site meetings.
- TDG will not be responsible for arranging for meeting locations or notifications to attendees.
- Town or CCRPC staff will provide notes for public meetings.