

September 20, 2019

## Old North End Bikeway Connectivity

### Scope of Work

This project will focus on providing low stress bicycle and pedestrian connections between several destinations and facilities including the Old North End Greenway, Battery Park, Lakeview Terrace Greenway, Depot Street, and the Burlington Waterfront Greenway. The project will also identify opportunities to address stormwater management issues and integrate green stormwater infrastructure into the design concepts.

### Roles of CCRPC, City and Toole Design

In order to ensure that the desired products result from the study, the roles of each project team member are as follows:

- **The City of Burlington DPW** will provide background information and data to the project team, share technical input throughout the project including review and comment on proposed designs, and ensure the project team understands the City's needs and constraints that affect the project design, such as maintenance practices. The City will lead the public and stakeholder engagement, assisted by CCRPC and Toole Design.
- **CCRPC** will provide support to the City for public involvement, provide GIS data, assist in stakeholder identification and outreach, and review/comment of project deliverables.
- **Toole Design** will focus on technical analysis, concept design cost estimates, and plan illustrations. Toole Design will attend and present at public or stakeholder engagement meetings and will be responsible for all project deliverables identified in this scope of services.

An Advisory Committee will be appointed by the City that may include members of the Burlington Department of Public Works (transportation and stormwater), Parks Recreation and Waterfront Department, Fire Department, Local Motion, Burlington Walk Bike Council, ward 2/3 representatives, and community members. The committee will meet several times over the course of the project and provide review and input as the project progresses. Toole Design staff will attend at least two of three planned meetings of the advisory committee, and participate in a third plus any additional meetings via video conferencing.

**Schedule**

The project is anticipated to be completed in approximately seven months, with the following proposed tasks:

Task	Month/Year
Project Initiation and kick-off meeting with DPW, PRWD and CCRPC	Oct 2019
Review prior plans and studies; community outreach via neighborhood meetings	Oct - Nov 2019
Develop options for bikeway connectivity and present to Advisory Committee	Nov 2019 –Jan 2020
Refine options and include pedestrian crossing improvements and stormwater management for community review (forum TBD).	Feb – Mar 2020
Meet with Advisory Committee to consider community feedback and select the preferred route(s).	Mar 2020
Finalize the conceptual plans and conceptual cost estimates; present to City Council.	Mar – Apr 2020

**Task 1 – Kickoff Meeting and Project Coordination**

CCRPC, the City of Burlington and Toole Design will have a kickoff meeting via conference call where the scope and schedule for the project will be reviewed and discussed. Toole Design will initiate monthly or periodical conference calls, and prepare monthly progress reports to be submitted with the invoices.

**Task 1 Deliverables**

- Project kickoff meeting via conference call
- Finalized project scope and schedule
- Monthly conference calls with project management team
- Monthly progress reports
- Coordination meeting notes and materials

**Task 2 – Assess Existing Conditions**

The Toole Design team will investigate the site conditions and issues of concern by reviewing relevant background reports and studies, developing a GIS base map to understand the physical constraints, and conducting a site visit to observe crossing behavior, verify site conditions and take additional measurements. This task will also include an opportunity to engage the public so that the team has a better understanding of issues from the perspective of neighborhood residents, businesses and stakeholders.

**Task 2.1 Review available reports and studies and planned projects**

Toole Design will review relevant sections of the available reports and studies, including the following that have been identified:

- **planBTV Walk Bike**
- **Waterfront North Access Plan**
- **North Avenue Corridor Study**

- **Lakeview Terrace Greenway plans**
- **Battery Pearl Intersection Changes**
- **Park St Bikeway Plans**

**Assumptions:** The City of Burlington and CCRPC will provide pdf or links to all relevant plans and studies.

### **Task 2.2 Assemble GIS data for use in CAD design work**

Toole Design will assemble City GIS data layers and aerials on property boundaries, ROW, buildings, utilities, stormwater infrastructure, and elevation contours. In addition, data on locations of trees and lighting in Battery Park will be incorporated into a base map for use in the design.

**Assumptions:** CCRPC and the City of Burlington will provide links to the most current GIS data available including aerial photography, topography, property boundaries above and underground utilities (electric, gas, stormwater, water, sewer).

### **Task 2.3 Site Visit and Analysis**

Toole Design will travel to Burlington for a day of site visits and meetings, with the following objectives:

1. Meet on site for a discussion of issues related to pedestrian and bicycle travel, stormwater management, and related items to further inform the project team.
2. Observe conditions and crossing behaviors. Otherwise, observations will be made over a limited time period.
3. Photograph the site area, verify base map, and take additional measurements where needed.

**Assumptions:** Video may be available from the City of Burlington Police; or CCRPC may be able to provide a video survey to determine walking and biking desire lines and crossing behavior to assess safety in the vicinity of Battery Park. If available, Toole Design will coordinate with CCRPC and the City to review video and incorporate into the assessment of crossing and travel behavior in the project area.

### **Task 2.4 Existing Conditions Memo + Project Purpose and Need**

Toole Design will prepare a memorandum that reviews and summarizes existing conditions, public input, and includes a statement of project purpose and need. The City and CCRPC will review and provide comments. A final memo will be distributed as a pdf and presented at the public meeting.

### **Task 2.5 Public Outreach/Input**

The City will arrange for a public engagement event, which could be neighborhood planning assembly meeting or a public hands-on design workshop. Toole will provide maps, summary of data analysis and images that can be used to explain the issues and potential alternatives to the public. Toole Design will attend the event if it can be coordinated with the schedule for task 2.3 and facilitate discussion and input at the meeting.

**Assumptions:** Scoping process should follow the appropriate public engagement requirements laid out in the Public Engagement Plan (sent previously).

**Task 2 Deliverables:**

- Project Base Map
- Images and maps for use in public meeting
- Statement of project purpose and need
- Draft Existing Conditions Analysis Memo
- Final Existing Conditions Analysis Memo

**Task 3 – Develop and Refine Alternatives**

Based on the project purpose and need, public input, and review of existing conditions, Toole Design will begin development of alternatives in close coordination with the CCRPC and City of Burlington.

**Task 3.1: Develop Initial Alternatives**

Three alternatives will be developed to address the purpose and need. With the understanding that the implementation funds may be limited, the alternatives may include reconfiguration or lane reassignment of existing roadway pavement or pathways through Battery Park, or minor changes in curb lines to accommodate bicycle and pedestrian needs and stormwater management. One alternative for bicycle travel may evaluate the potential for using Front Street and North Street as a bicycle connection. The alternatives should incorporate improved crossings at Sherman St and North Ave, at a minimum, and may also incorporate improved circulation through the parking lot in between the Police Station and Battery Park. The draft alternatives will be presented to the Advisory Committee for review and comment.

**Task 3.2: Refine and Analyze Alternatives, Present**

After receiving comments on the draft alternatives from the City, CCRPC, and Advisory Committee, they will be refined, and illustrated so that they are more accessible to the public or other stakeholders. An analysis that summarizes the features, advantages and concerns about each alternative will be prepared by Toole Design. The City and CCRPC will organize and advertise a public meeting, workshop, or update at a public meeting in order to obtain input from local residents, businesses and stakeholders. Toole Design will attend and present the alternatives at a meeting; and potentially attend several meetings if they can be scheduled on the same day.

**Task 3 Deliverables:**

- Agenda and notes from the Advisory Committee Meeting in Task 3.1
- Draft alternative concept sketches
- Alternatives Analysis for presentation to public

**Task 4 – Conceptual Plans and Cost Estimates**

The goal of this task will be to develop conceptual plans and a construction cost estimate that can be used by the City or CCRPC to move forward with implementation.

**Task 4.1: Draft Plans**

Toole Design will work with the City and CCRPC to refine preferred alternative based on public, stakeholder, and City input and refine drawings as needed. A meeting with the Advisory Committee will be held to review and comment on the proposed design.




#### **Task 4.2: Final Concept Plan and Estimate**

With input from City/CCRPC, Toole Design will refine the design plan for the preferred alternative as needed and develop a planning level construction cost estimate. A final memorandum will be prepared that describes the design and identifies additional items that will need to be addressed in the next phases of implementation.

#### **Task 4 Deliverables**

- Draft concept plans
- Final concept plans, memorandum and cost estimate

Toole Design Tasks	September			October			November			December			January			February			March			April		
<b>Task 1 - Project Coordination</b>																								
Task 1.1 - Kick off Meeting	(August 2019)																							
Task 1.2 - Project Management																								
<b>Task 2 - Purpose and Need</b>																								
Task 2.1 - Review past documents																								
Task 2.2 - GIS, CAD, develop base map																								
Task 2.3 - Site visit and analysis																								
Task 2.4 - Existing conditions/Purpose and Need																								
Task 2.5 - Public outreach and meeting																								
<b>Task 3 - Develop Alternatives</b>																								
Task 3.1 - Develop Alternatives, Advisory Committee																								
Task 3.2 - Refine alternatives, public outreach and meeting																								
<b>Task 4 - Final Plans and Cost Estimate</b>																								
Task 4.1 - Draft conceptual plan, Advisory Committee																								
Task 4.2 - Submit final documents																								

-  Monthly Progress report and check-in
-  Advisory Committee Meetings (expected)
-  Public or City Council meeting (in addition to Advisory Committee)