



To: Jason Charest, CCRPC
Nicole Losch, City of Burlington

Date: September 30, 2019

Memorandum

Project #: TBD

From: Jennifer Conley, PE, PTOE

Re: **Technical & Cost Proposal**

Colchester Avenue Bicycle Improvements and East Avenue
Intersection Scoping Study
Burlington, Vermont

This proposal outlines the background, proposed scope of work, and budget to prepare the Colchester Avenue Bicycle Improvements and East Avenue Intersection Scoping Study in Burlington, Vermont.

Project Overview

Colchester Avenue has undergone significant study and project work over the past ten years. The Colchester Avenue Corridor Plan was completed in December 2011. In addition to the road diet, the Colchester Avenue Corridor Plan included recommendations for improvements at East Avenue and for roadway improvements east of East Avenue that have not been implemented to date.

This project seeks to improve the infrastructure along Colchester Avenue in order to further encourage bicycling, manage or accommodate on-street parking, and improve safety and access at the East Avenue intersection. Colchester Avenue currently accommodates cyclists with shared use paths, on street bike lanes and some lanes that are shared with automobiles. The City has recently repaved Colchester Avenue and is adding bicycle lanes on some segments east of East Avenue while providing shared lanes at other locations.

This study seeks to identify a package of locally-supported improvements that further enhance safety and accessibility for cyclists in this corridor. The study area runs along Colchester Avenue from Prospect Street to the west approximately one mile to Barrett Street to the east. In addition to corridor wide improvements, specific safety, operational and bicycle and pedestrian improvements will be investigated at the critical intersection of Colchester Avenue at East Avenue.

Scope of Work

Task 1 – Existing Conditions Assessment and Project Team Meeting #1

Under this task, VHB will complete the following:

- **Existing Conditions Assessment:** VHB will prepare a summary of existing conditions through the project study area, including an assessment of the following items: existing physical infrastructure, current vehicle traffic, bicycle and pedestrian volumes along Colchester Avenue, property boundaries, key destinations and user groups along the corridor, potential or pending development activities, and archeological, historic, natural and cultural resources within the study area.

For the purposes of this scope, we have assumed that no VHB collected traffic count data will be required to supplement information available from the VTrans database, the City, or soon to be collected data from the CCRPC. The VTrans database lists Daily data from 2016 available at a number of locations and turning

40 IDX Drive
Building 100, Suite 200
South Burlington, VT 05403
P 802.497.6100

movement count data available at the key intersection of Colchester Avenue and East Avenue in 2013, as well as other locations along the corridor. CCRPC will also collect data at Colchester Avenue and East Avenue in September 2019.

- **Corridor Base Map:** A base map of the study area will be prepared using high-resolution orthophotography, LIDAR topography, parcel boundaries, mapped utilities, zoning district boundaries, public right-of-way boundaries, and natural resources. The base map will be enhanced with digitized curb lines, driveway aprons, pavement markings, signal equipment, sidewalks, intersecting streets, and related information.
- **Project Team Meeting #1:** VHB will prepare for and attend Project Team meeting #1 to review the scope of work and schedule, review overall project goals, and begin to articulate known issues and opportunities along the corridor. The Project Team will work to identify the Advisory Committee at this meeting.

VHB will prepare a meeting agenda and notes. The Project Team is anticipated to include representatives from CCRPC and City of Burlington as well as VHB. Weather permitting, a site walk will be conducted following the meeting.

Deliverables: Existing Conditions Assessment narrative and figures, Corridor Base Map, Project Team meeting agenda and notes

Task 2 – Local Concerns Meeting and Purpose & Need Statement

VHB and Third Sector Associates (TSA), in coordination with the CCRPC and City, will organize, advertise, facilitate, and document a Local Concerns Meeting. The target audience for this meeting will be residents and business-owners along the corridor as well as the broader Burlington community and the meeting will be advertised on the CCRPC and City of Burlington websites, Front Porch Forum, City of Burlington Facebook page, and via press releases to local media outlets.

This meeting may be held independently or jointly with the Ward 1/8 NPAs. The meeting will include an overview of the project area and gather input from attendees on issues and opportunities for enhancing multimodal mobility and safety along Colchester Ave. TSA will compile and summarize comments from the meeting.

Following the completion of the meeting, a draft Purpose and Need Statement will be circulated for review.

Deliverables: Local Concerns Meeting presentation, materials, and notes; draft and final Purpose & Need Statement

Task 3 – Advisory Committee Meeting #1

VHB and TSA will coordinate with the City of Burlington and CCRPC staff to assemble a group of stakeholders including, but not limited to, additional City staff, University of Vermont, University of Vermont Medical Center, adjacent Neighborhood Planning Assemblies (NPAs), emergency services, VTTrans, Green Mountain Transit, Burlington Walk Bike Council, and others as decided upon by the project team.

VHB will prepare for and facilitate the first Advisory Committee to provide an overview of the project, summarize input from the Local Concerns Meeting, and solicit initial feedback on project goals, strategies, and issues, and opportunities along the Colchester Avenue corridor.

Deliverables: Advisory Committee agenda and notes

Task 4 – Alternatives Identification and Assessment

Based on findings from the Existing Conditions Assessment, input provided at the Local Concerns Meeting and by the Project Team and Advisory Committee, VHB will complete the following:

- **Develop Draft Alternatives:** Develop draft concept plans for up to four design alternatives. The design alternatives will generally include plan view and typical section graphics along with relevant notes (e.g. issues, constraints, private property impacts etc.) on each plan. The alternatives will include investigations of separated bicycle lanes, on street bicycle lanes, shared use paths, and shared lanes. In addition to alternatives along Colchester Avenue, up to three alternatives will be developed for the key intersection of Colchester Avenue at East Avenue. This intersection experiences a high crash rate and bicyclists and pedestrians are not fully accommodated. Alternatives may include alignment changes, signal phasing changes, queue storage improvements, and new infrastructure and movement accommodation for cyclists and pedestrians. The East Avenue alternatives will be developed such that they are compatible with the Colchester Avenue corridor alternatives.
- **Draft Alternatives Evaluation:** Draft Alternatives Evaluation Matrices will be prepared to assist in the comparison of the alternatives for along Colchester Avenue and for at the intersection of Colchester Avenue and East Avenue against a No Build condition. The matrix will include: conceptual cost estimate, natural resource impacts, traffic operations impacts, safety impacts, right-of-way impacts, level of non-motorized accommodations, and potential permit requirements.
- **Project Team Meeting #2:** VHB will prepare for and attend a Project Team meeting to review the Alternatives Assessment and prepare for the Advisory Committee Meeting #2 and Alternatives Review Public Meeting. The format of the Draft Alternatives Presentation Meeting will also be discussed/determined.

Deliverables: Draft concept plans, Draft Alternatives Evaluation Matrix, Project Team meeting agenda and notes

Task 5 – Advisory Committee Meeting #2

VHB and TSA will prepare for and facilitate the second Advisory Committee meeting to provide an overview of the draft alternatives evaluation and solicit feedback on the options presented. The format of the Draft Alternatives Presentation Meeting will be discussed/determined at the Advisory Committee Meeting.

Deliverables: Advisory Committee meeting agenda and notes

Task 6 – Draft Alternatives Presentation Meeting

VHB and Third Sector Associates (TSA), in coordination with the CCRPC and City, will organize, advertise, facilitate, and document an Alternatives Presentation Meeting. The target audience for this meeting will be residents and business-owners along the corridor as well as the broader Burlington community and the meeting will be advertised on the CCRPC and City of Burlington websites, Front Porch Forum, City of Burlington Facebook page, and via press releases to local media outlets. The meeting will include an overview of the project goals, Purpose & Need, and alternatives evaluation. TSA will compile and summarize comments from the meeting. VHB and TSA will work with the CCRPC and City to create an online survey appropriate for inclusion on either or both websites to obtain feedback from stakeholders unable to attend the meeting.

Deliverables: Public meeting presentation, materials, and notes

Task 7 – Identification of Preferred Alternative and Project Team Meeting #3

VHB, using input from Alternatives Presentations, will present the alternative concept plans and Evaluation Matrix to the Project Team for review and input. VHB will compile and summarize notes from the meeting. With input from the Project Team, the preferred alternative will be identified and then refined for presentation to the Advisory Committee.

Deliverables: Project Team meeting presentation, materials, and notes

Task 8 – Advisory Committee Meeting #3

VHB, in coordination with the CCRPC and City, will present the alternative concept plans and public input summary and Evaluation Matrix to the Advisory Committee for review and, if agreeable, to identify a recommended preferred alternative to present to the Department of Public Works and City Council for their consideration. In addition to a corridor wide package of preferred improvements, a specific preferred alternative will be recommended for the Colchester Avenue/East Avenue intersection. VHB will compile and summarize notes from the meeting.

Deliverables: Advisory Committee meeting agenda and notes

Task 9 – Scoping Report

Under this task, VHB will complete the following:

- **Preliminary Concept Plan:** A plan will be prepared depicting the preferred alternative for all identified areas of interest for use in the Scoping Report. A brief summary will be provided summarizing how the preferred alternative was selected.
- **Draft Scoping Report:** Prepare a draft of the Colchester Avenue Scoping Report for review by the project team and ultimately the Advisory Committee and general public. The report will include a brief summary of existing conditions, an overview of the public outreach process and key public feedback, the evaluation process, the recommended municipal preferred alternative, and an implementation plan.

- **Burlington Department of Public Works:** VHB will prepare materials for City Project Team representatives to present the preliminary corridor plan, draft scoping report, and recommended municipal preferred alternative to the Public Works Commission. No VHB attendance at the meeting is anticipated.
- **Burlington City Council Meetings:** VHB will prepare a presentation for the Transportation Energy and Utilities Commission (TEUC) subcommittee (anticipated to be presented by CCRPC and City staff) and will prepare for and facilitate a presentation to the Burlington City Council to present the preliminary corridor plan, draft scoping report, and recommended municipal preferred alternative and implementation plan. VHB will prepare notes from the meeting.
- **Final Scoping Report:** Prepare a final Scoping Report document that addresses comments from the Project Team, Advisory Committee, TEUC, and Burlington City Council.

Deliverables: Municipal preferred alternative concept plan, draft Scoping Report including implementation plan, Department of Public Works and City Council presentation, materials, and notes, final Scoping Report

Schedule

Assuming a Notice to Proceed is issued the week of September 3, 2019, VHB anticipates the Project advancing according to the schedule outlined below:

- Existing Conditions Assessment: October - November 2019
- Project Team Meeting #1: October 2019
- Local Concerns Meeting: November 2019
- Advisory Committee Meeting #1: November 2019
- Alternatives Assessment: November 2019 – January 2020
- Project Team Meeting #2: December 2019
- Advisory Committee Meeting #2: December 2019
- Alternatives Presentation Meeting: January 2020
- Project Team Meeting #3: January 2020
- Advisory Committee Meeting #3: February 2020
- Draft Scoping Report: March 2020
- Presentation to City Council: April 2020
- Final Scoping Report: May 2020