

## 1 Project Understanding

The Town of Hinesburg, with assistance from CCRPC is seeking to develop conceptual designs for the intersection of Richmond Road, North Road and Texas Hill Road. The current configuration of this intersection allows traffic on Richmond Road to move unimpeded and at speed without stopping traffic on the North Road approach. This type of alignment can cause confusion for drivers and pedestrians alike, creating a potential safety hazard. The primary goal of this project is to identify a safer configuration for the intersection. The project area is in one of Hinesburg's most densely populated areas, including two mobile home parks that include more than 120 units. In addition, nearby Birchwood Drive has a significant number of single family homes. It is likely that (as part of the alternatives identified) a short segment (approximately 390 ft.) of Richmond Road could be abandoned in favor of a well-defined intersection for the three roads. This presents an opportunity to reenvision the land adjacent to the intersection for public use, while still providing access to much needed public parking and transit.

The following are the desired outcomes of this project:

- Identify alternative configurations of the intersection of Richmond Road, North Road and Texas Hill Road.
- Develop conceptual designs and cost estimates to allow Hinesburg to make future infrastructure investments in the intersection.
- Integrate public input from area stakeholders and the community at large with previously conducted feasibility studies to identify alternatives that serve the needs of drivers, cyclists, pedestrians and nearby residents.

The project will be managed by CCRPC and overseen by a technical committee including:

- Jason Charest, CCRPC
- Alex Winehagen, Director of Planning and Zoning, Hinesburg
- Others as Village staff may recommend

## 2 Project Approach

DuBois & King proposes a scope that follows common practices for a scoping study, which includes:

### 2.1 Project Management & Administration

#### 2.1.1 Kick-off Meeting

DuBois & King will meet with the Technical Committee to:

- Review the final scope of work, schedule and deliverables.
- Identify project goals
- Confirm study area

### 2.1.2 Technical Committee Meetings & Coordination

D&K will meet with the technical committee at key intervals to present milestone deliverables. This would likely include a presentation of existing conditions, an alternatives discussion and a presentation of final draft alternatives. Additionally, we will communicate regularly with CCRPC and the Town of Hinesburg.

## 2.2 Existing Conditions Analysis & Data Collection

### 2.2.1 Develop GIS Map.

CCRPC will provide D&K with base mapping that will include available natural, historical and cultural resource information. This includes:

- Wetlands and water quality
- Flood Hazard & River Corridor Areas
- Historic Sites and Archeological Resources (if available)
- Section 4(f) (e.g. Land and Water Conservation Fund Lands, Public Recreational Land)
- Fish and Wildlife
- Endangered/Threatened Species/Unique Natural Areas
- Agricultural Lands
- Hazardous Waste Sites
- Existing Public Infrastructure (power, stormwater, etc.)
- Rights of Way

### 2.2.2 Traffic Analysis & Land Use Context

D&K staff will identify and review existing transportation and land use context and patterns

#### 2.2.2.1 *Site visit.*

Conduct a site visit to assess and photograph existing conditions on the road and intersection. This will include existing roadway widths, and geometry, grades, overhead and subsurface utilities, signing, drainage systems, transit routes and stops.

#### 2.2.2.2 *Traffic Data.*

D&K will obtain recent and historic traffic counts from CCRPC, including turning movement counts. Review traffic history and growth trends and review crash data.

#### 2.2.2.3 *Land Use*

D&K will work with the Town of Hinesburg to understand the land use context of the surrounding area and how it interacts with the project area. We will review local and regional plans for relevant information and assess opportunities to enhance the project area to benefit existing neighborhoods.

### 2.2.3 Constraints Analysis

Our objective will be to identify constraints and potential permitting requirements early in the project development process so they can be considered in the alternatives analysis, timeline and cost estimates. Using data collected during the development of the GIS map, D&K will identify potential impacts to:

- Private properties outside of existing available rights of way

- Utilities or infrastructure located within the project area
- Natural resources within the project area

These impacts will be considered as part of the Alternatives Analysis. Note that property boundary surveys will not be conducted to precisely identify property limits, and utilities will not be geo-located.

## 2.3 Public Engagement

We will discuss options for public involvement with Hinesburg staff and CCRPC during the planned kick-off meeting (2.1.1), focusing on the best opportunities to collect input relating to the overall community's experience with the Richmond Road intersection, and the project area's immediate neighborhood's vision for public space.

### 2.3.1 Local Concerns Meeting

D&K will facilitate a Local Concerns Meeting to discuss the project with local officials, the public, neighborhood leaders and other stakeholders. Other options for public outreach may include social media such as Front Porch Forum and the Town's Facebook site. Issues identified in these venues will be taken into consideration during the preparation of the Purpose and Need Statement throughout the study.

### 2.3.2 Purpose and Need

DuBois & King will prepare a draft Purpose and Need Statement for the project. This statement will clearly define the goals and rationale for this study, which will be used as the basis for all proposed alternatives. The statement will be submitted to the Town and CCRPC for review and comment, which will be addressed as appropriate in the final Purpose and Need Statement.

## 2.4 Alternatives Development and Analysis

### 2.4.1 Develop Alternatives

D&K will work with the town and CCRPC to identify up to three potential alternatives which address the Purpose and Need Statement. These alternatives will address traffic circulation and safety, as well as planned connections for cyclists and pedestrians, and opportunities to enhance public space. Alternatives will incorporate input from the Local Concerns Meeting, the Town, CCRPC and any other stakeholder input collected. Each alternative will be designed to meet applicable State and Federal requirements, as well as those of the Americans with Disabilities Act (ADA), where appropriate.

### 2.4.2 Develop Preliminary Cost Estimates

Construction cost estimates will be prepared for the alternatives based on conceptual designs, using information and costs for similar projects, or VTrans pay items. Quantities will be computed for each item using conceptual alignment alternatives. Unit prices will be obtained from the most current edition of the VTrans Unit Price for preliminary engineering estimates. In addition to construction costs, estimates will include project management, engineering, construction inspection and utility/infrastructure relocations.

### 2.4.3 Presentation of Alternatives

Once Alternatives have been developed (see task 2.4, Develop Alternatives), D&K will conduct a meeting to present the alternatives to the community. This presentation will include conceptual plans, a matrix comparing the various alternatives, and other means to illustrate the alternatives, such as photo-simulations or sketch-up models as is appropriate. Alternatives will be shown graphically in plan view and will include typical sections and other details needed to communicate concepts. This information will be presented in a PowerPoint presentation. We will work to build a consensus for a preferred alternative, which may be one of the alternatives presented, or a hybrid including elements of several alternatives.

### 2.4.4 Refine Alternatives

Based on recommendations from the project team and the public, we will develop recommendations for a preferred alternative. We will hold a meeting with CCRPC and the Town of Hinesburg to review and discuss a preferred alternative.

## 2.5 Final Report

D&K will compile the results of all tasks and prepare a draft Report, which will generally follow VTrans Recommended Outline for Scoping Studies. The report will summarize the methods and results of previous tasks, and recommend a preferred alternative. It will also suggest refinements to the conceptual design to be addressed during future design phases, as well as any unresolved issues.

We will submit an electronic copy of the draft version of the Report to CCRPC and Hinesburg for review and comment. Upon receipt of all review comments D&K will revise the draft report as is appropriate, and prepare a final Report. D&K will submit an electronic copy of the Final Report to the Town and CCRPC as well as any new data developed via GIS or CADD.