

Burlington School District Travel and Traffic Control Plan Scope

1 Project Understanding

Burlington School District (BSD), with assistance from the City of Burlington Public Works and the Chittenden County Regional Planning Commission (CCRPC) seeks to develop a School Travel and Traffic control plan for nine (9) elementary, middle, and high school campuses within the City of Burlington.

The schools to be included in this plan are:

Champlain Elementary School 800 Pine Street Burlington, VT 05401	C.P. Smith Elementary School 332 Ethan Allen Parkway Burlington, VT 05408	Sustainability Academy 123 North Street Burlington, VT 05401
J.J. Flynn Elementary School 1645 North Avenue Burlington, VT 05408	Integrated Arts Academy 6 Archibald Street Burlington, VT 05401	Burlington Early Education 150 Colchester Avenue Burlington, VT 05401
Lyman C. Hunt Middle School 1364 North Avenue Burlington, VT 05408	Edmunds Elementary and Middle School 275 Main Street Burlington, VT 05401	Burlington High School 52 Institute Road Burlington, VT 05408



The project goal is to develop a plan which outlines improvements for safe travel to and from the network of nine schools across the City of Burlington. The plan will develop individual traffic control plans for each of the nine schools listed above. All documentation will follow guidance from the MUTCD, specifically Part 7 and the Safe Routes to Schools Program. The result of this plan is to improve or enhance safe travel in and around schools, resolve neighborhood and campus traffic conflicts, and maximize the ability of students and parents to safely walk and bike to school, while minimizing negative traffic impacts to streets and neighborhoods surrounding the schools.

The following are the desired outcomes of this project:

- A document with City-wide focus which contains a written Travel and Traffic Control Plan for each of the nine Burlington School District campuses.
- Travel and Traffic Control Plans will provide:
 - Mapped school area, adjacent streets, existing traffic controls and regulations, established walking, biking, and transit routes, established ingress / egress points for motorized and non-motorized travel, crossing guard locations, and school crossings.
 - Mapped existing conditions on surrounding streets, including widths, traffic volumes, traffic speeds and crash history.
 - Detailed inventory of existing and planned traffic control elements surrounding each school, including but not limited to crossing guards, signalized intersections and crossings.
 - Detailed inventory of existing and planned active transportation facilities surrounding each school, including but not limited to sidewalks, trails, bike lanes and quiet streets.
 - Documentation of walking and bicycling trends, activities and barriers at each school.
 - A record of public input from stakeholders at each campus, and incorporation of that public feedback into each school's travel and traffic control plans.
 - Recommendations for traffic controls, traffic and parking regulations, active transportation improvements, and other efforts to improve public safety and reduce barriers for walking, biking and transit to school.

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

- Jason Charest, CCRPC, jcharest@ccrpcvt.org
- Eleni Churchill, CCRPC, echurchill@ccrpcvt.org



- Bryan Davis, CCRPC bdavis@ccrpcvt.org
- Sai Sarepalli, CCRPC, SSarepalli@ccrpcvt.org
- Melanie Needle, CCRPC, mneedle@ccrpcvt.org
- Marty Spaulding, Burlington School District, mspauldi@bsdvt.org
- Phillip Peterson, Burlington Public Works, ppeterson@burlingtonvt.gov
- Nicole Losch, Burlington Public Works, NLosch@burlingtonvt.gov

The consultant team responsible for developing these plans will include

- Chris Sargent, csargent@dubois-king.com
- Dayton Crites, D&K, dcrites@dubois-king.com
- Julia Ursaki, D&K, jursaki@dubois-king.com

2 Project Approach

DuBois & King proposes a scope as follows:

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 communications plan (recurring team calls, project website, data sharing, roles and responsibilities)
- Confirm study areas surrounding each school
- Refine and confirm public engagement plan and project website responsibilities
- Identify project goals

2.1.2 Technical Committee Meetings & Coordination

D&K will meet via video conference with the technical committee at periodic intervals to discuss project updates and present deliverables as applicable. There will be up to four Technical Committee Meetings. They will likely include presentations of existing conditions and related plan findings, public input plans and results, draft plans and plan elements. In addition to these meetings, the consultant team (D&K) will be in regular contact with CCRPC, City of Burlington and the Burlington School District via email and phone.

2.1.3 Project Management & Administration

D&K will coordinate with key members of the technical committee to ensure that project milestones are well planned and communicated well in advance. Administration will ensure that the project is managed responsibly and delivers an excellent value to the Burlington School District, City of Burlington, and CCRPC.

2.2 Existing Conditions Analysis & Data Collection

2.2.1 Planning Document Review

CCRPC will work with the Burlington School District and City of Burlington to collect relevant planning efforts and share with project team, including but not limited to:

- Prior School Travel Plans for Burlington School District Schools
- Current City of Burlington Transportation Plan and plan BTV Walk Bike
- City of Burlington Parks and Trails Master Plan
- Relevant individual school capital improvement plans or similar
- Relevant school policies
- Champlain Elementary Safe Routes to School Feasibility Study.

The consultant team and CCRPC will review the relevant planning documents to better inform this project process and outcomes.

2.2.2 Existing Conditions GIS Data Collection & Mapping

GIS Data collection and organization will be primarily the responsibility of CCRPC, with support from Dubois & King. Final data development, analyses, and cartographic refinement will be the responsibility of Dubois & King with support and review from CCRPC, Burlington School District, and the City of Burlington.

CCRPC will work with The Burlington School District and City of Burlington to acquire data relevant to the travel and traffic control plans.

Information sought as part of this process includes, but is not limited to:

- School Info, such as location, names, enrollment and staff levels, anonymized student and employee home addresses, bicycle parking, and similar.

- Active Transportation data, such as location, condition, and width of sidewalks, shared use paths, crosswalks, bike lanes, crossing guards and signalized crossings
- Roadway and street network data, such as AADT, pavement width, road condition, intersection traffic controls, speed limits, crash data, parking restrictions, and adjacent infrastructure (street lights and similar)
- Transit data such as transit stops, GMT routes and ridership data relevant to school bus routes.
- Land use data such as city-wide zoning, and uses, land ownership, after school destinations, and building footprints.
- Demographic data, including race, income, and vehicle ownership rates.

This data will be provided to the consultant team by the CCRPC in ArcGIS Pro map package format, and incorporated into the final report product. Data geographies are limited to the City of Burlington and immediate adjacent geographies.

2.2.3 Site Visits & Data Collection

To support existing conditions data acquisition and the development of a more complete understanding of access considerations surrounding each school, the consultant team will conduct up to 2 site visits, which will visit all nine school locations on foot, bicycle, or automobile, collect site photography and document access conditions.

In addition, these site visits may offer opportunities for additional data collection relevant to the study.

2.3 Public Engagement

In consideration of COVID-19 and the challenges of organizing in-person meetings within an entire school district, public engagement for this project will focus on online surveys and public walk and bike audits. Burlington School District will be responsible for providing approved contacts for each school to facilitate the distribution of public input opportunities, walk and bike audits, public surveys, and similar. With assistance from the School District, efforts will be made to include students in survey collection if possible.

Project information, such as important dates, opportunities for public input, etc. will be on a project specific web page provided by CCRPC. Map data will be incorporated into an ArcGIS StoryMap by DuBois and King (with assistance from CCRPC) that will allow users to understand the project area, constraints and opportunities.

2.3.1 Public School Access Surveys

An on-line survey will be developed by the consultant team and reviewed by the project technical committee. This survey may serve as a basis for individualized survey versions developed for each school. The survey's intent will be to reach students and parents and elicit



school travel opportunities and constraints in regards to ease of access, parking, traffic, and active transportation considerations. Where possible, surveys will be promoted and distributed by staff and volunteers within each individual school. The results of these surveys will inform travel plan and traffic control plan recommendations.

2.3.2 Conduct Walk and Bike Audits

A walk and bike audit will be conducted for each of the 9 BSD schools to help the project team identify barriers to safe transportation to school. At a minimum, the School Champion, school principal, and a school nurse or P.E. teacher will be invited to join the walk audit. Other parties, like public works staff, parents, law enforcement, and others may be invited if there is interest. D&K, in consultation with the technical committee, will provide walk audit materials and walk audit route guidance for each school. D&K will work collaboratively with CCRPC and the Technical Committee to organize and lead each of the 9 walk and bike audits anticipated as part of this plan.

D&K will also adapt the walk and bike audit materials so that students and/or parents can do them on their own and submit them to the project team. Input from these “DIY” walk bike audits will be collected and compiled by the CCRPC.

2.4 School Travel & Traffic Control Plans

These plans will be developed on city-wide and individual campus scales, identifying access and traffic control opportunities and constraints throughout the Burlington School District system, as well as individual school campuses.

2.4.1 Analysis of Existing Conditions

Existing GIS data (2.2.2) will be compiled and analyzed to produce informative analytics to better understand existing and potential school travel patterns and active transportation opportunities and constraints. This analysis will be coupled with review and assessment of existing traffic control systems to provide insights on future opportunities within public streets and Burlington School District properties.

2.4.2 Travel & Traffic Control Plan Drafts

Travel and Traffic Control Plans will be developed both on a city wide scale, as well as a campus by campus basis, focusing on an approximate 1 mile radius surrounding each individual school campus.



The city wide scale Travel and Traffic Control Plan will provide:

- A city wide map illustrating Burlington School District schools, active transportation facilities, and related amenities/destinations
- A city-wide route plan that identifies streets, existing traffic controls, active transportation facilities, and established school access routes and crossings.
- Proposed improvements to the regional route plan.

Individual school campus travel and traffic control plans will provide:

- A map centered on each school which identifies barriers to walking / biking access
- Documentation of each school's demographics, student distances, survey responses, and additional pertinent information.
- A school route plan centered on each school which identifies streets, existing traffic controls, pedestrian and bicycling facilities, established school access routes and crossings.
- Proposed improvements to the school route plan
- Campus dropoff and pickup maps illustrating documented travel patterns, opportunities, and constraints

2.5 Final Report

D&K will compile the results of all tasks and prepare a draft report for review of key stakeholders and the technical committee. The report will provide a comprehensive summary of the city-wide school travel and traffic control plans. It will contain breakout chapters for each of the individual schools included as part of this study.

D&K will submit an electronic copy of the draft version of the Report to CCRPC, Burlington School District and the City of Burlington 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 Burlington School District, City of Burlington and CCRPC as well as any new data developed via GIS and/or CADD.

The CCRPC or City staff will present the Final Report to the required City body for acceptance.

Burlington School District Travel and Traffic Control Plan Budget				DuBois & King ^{INC.}
TASK	SUBTASK	Chris Sargent Project Manager	Dayton Crites Senior Planner	Julia Ursaki Planner/Engineer
1. Project Management and Administration				
	1.1 <i>Kickoff Meeting</i>	3	3	3
	1.2 <i>Technical Committee Meetings and Coordination</i>	2	8	2
	1.3 <i>Project Management & Administration</i>	16	4	
2. Existing Conditions Analysis & Data Collection				
	2.1 <i>Planning Document Review</i>	1	4	4
	2.2 <i>Existing Conditions GIS Data Collection & Mapping*</i>	1	4	8
	2.3 <i>Site Visits and Data Collection</i>		16	16
3. Public Engagement				
	3.1 <i>Public School Access Surveys - Survey Development & Distribution*</i>	2	10	10
	3.2 <i>Conduct Walk Audits*</i>	2	12	32
4. School Travel & Traffic Control Plans				
	4.1 <i>Existing Conditions Analysis</i>	2	16	30
	4.2 <i>Travel & Traffic Control Plan Drafts</i>			
	- <i>City Wide Travel & Traffic Control Plan Development</i>	2	16	24
	- <i>Nine Individual School Route Plans</i>	2	24	36
	- <i>Nine Individual Campus Access Maps</i>	2	16	36
5. Final Report				
	Document and layout project in final report designed for digital and physical review.	4	16	32
<i>*indicates shared task responsibilities with CCRPC & Technical Committee</i>				
	Total Hours	39	149	233
	Hourly Labor Rate	\$125.00	\$110.00	\$78.00
	Total Labor Costs	\$4,875.00	\$16,390.00	\$18,174.00
	Expenses (Travel)	561		
	<i>Total Labor and Expenses</i>	<i>\$40,000.00</i>		
<i>*assumes majority of task completed by CCRPC, and data provided to D&K for use in task 4.1</i>				