



To: Jason Charest, CCRPC
Ravi Venkataraman, Town of Richmond
Richmond Transportation Committee

Date: October 26, 2020

Memorandum

Project #: TBD

From: Jennifer Conley, PE, PTOE

Re: **Technical & Cost Proposal**
Bridge Street Complete Streets Corridor Study
Richmond, Vermont

This proposal outlines the background, proposed scope of work, and budget to conduct a Corridor Study for Bridge Street in Richmond, Vermont.

Project Overview

This project looks at improvements on Bridge Street to create a more Complete Street that better accommodates non-automobile modes. In 2010, CCRPC (CCMPO at that time) and the Town of Richmond conducted the Bridge Street Bicycle & Pedestrian Feasibility Study ("2010 Study") which reviewed the Bridge Street corridor between Route 2 and Cochran Road and made recommendations for corridor improvements. Those improvements included changes to roadway cross sections to include sidewalks and some roadway widening as well as new crosswalks at a number of locations. Since that time there has been development along the corridor which makes the need for pedestrian accommodations more critical.

The Town of Richmond has identified three areas of concern that this study should focus on that are listed below and illustrated in the figure on the following page:

- East side of Bridge Street from Route 2 to Jolina Court
- Bridge Street at Railroad Street and Jolina Court
- Bridge Street at Cochran Road and Huntington Road

This current scope of work will build on the 2010 Study, considering the development that has occurred since that study and the infrastructure and mobility needs that have developed as a result.



Scope of Work

Task 1 –Existing Conditions and Project Team Meeting #1

There is a lot of existing information available about the project area, including recommendations from prior studies, aerial mapping, traffic data, natural resources data, and tax parcel mapping. VHB will assist the CCRPC to compile available information and CCRPC will assemble it into a base map for reference at the Project Team Meeting and Local Concerns Meeting.

VHB will prepare for and attend Project Team meeting #1 to review the scope of work and schedule, discuss previous planning efforts along Bridge Street, review overall project goals, and begin to articulate known issues and opportunities along the corridor. VHB will prepare a meeting agenda and notes. Weather and Covid regulations permitting, a site walk will be conducted following the meeting.

Deliverables: Corridor Base Map, Project Team meeting agenda and notes

Task 2 – Local Concerns Meeting and Purpose & Need Statement

VHB, in coordination with the CCRPC and Town, will organize, 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 Richmond community. The meeting will be advertised on the CCRPC and Town of Richmond websites.

This meeting may be held jointly with the Richmond Transportation Committee. The meeting will include an overview of the project area and in a charette style event, gather input from attendees on issues and opportunities for enhancing multimodal mobility and safety along the targeted areas of Bridge Street. VHB will compile and summarize comments from the meeting. Given the current restrictions around in person meetings due to Covid, it is anticipated that this meeting will be conducted virtually.

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 – Alternatives Identification and Assessment

Based on input provided at the Local Concerns Meeting and by the Project Team, VHB will complete the following:

- **Targeted Topographic Survey:** VHB will survey locations where existing constraints (grading, right of way, natural resources, utilities, etc.) may limit the feasibility of alternatives in the targeted sections of Bridge Street.
- **Develop Draft Alternatives:** Develop draft concept plans for up to three design alternatives for each of the target areas identified. 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 a various methods to better accommodate human powered modes through sidewalks, crosswalks, shared use paths, and bike lanes (separated or adjacent) along different alignments and resulting parking/roadway cross-section themes.

- **Draft Alternatives Evaluation:** A Draft Alternatives Evaluation Matrix will be prepared to assist in the comparison of the alternatives 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 Draft Alternatives Assessment and prepare for the Draft Alternatives Review Public Meeting.

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

Task 4 – Draft Alternatives Presentation Meeting

VHB, in coordination with the CCRPC and Town, will organize, facilitate, and document a Draft Alternatives Presentation Meeting. The target audience for this meeting will be residents and business-owners along the corridor as well as the broader Richmond community. The meeting will be advertised on the CCRPC and Town of Richmond websites. This meeting may be held jointly with the Richmond Transportation Committee. The meeting will include an overview of the project goals, Purpose & Need, and draft alternatives evaluation. VHB will compile and summarize comments from the meeting.

Deliverables: Public meeting presentation, materials, and notes

Task 5 – Identification and Advancement of Preferred Alternative and Project Team Meeting #3

VHB, in coordination with the CCRPC and Town, will revise the Draft Alternative concept plans and Evaluation Matrix as a result of comments and feedback received at the Draft Alternatives Presentation Meeting. VHB will present the updated documents to the Project Team for review and selection of a recommended set of concepts. VHB will advance the recommended alternative designs in the targeted areas to a preliminary level. VHB will compile and summarize notes from the meeting.

Deliverables: Project Team meeting presentation, materials, and notes

Task 6 – Preliminary Plans & Final Technical Memorandum

Under this task, VHB will complete the following:

- **Preliminary Plan:** A plan will be prepared depicting the preferred alternative for the targeted areas. Preliminary plans advance conceptual plans to adding details such as width and depth transitions, drives, drainage, traffic signs, and pavement markings. Cross sections are templated, and quantities are estimated.

- **Draft Complete Streets Technical Memorandum:** Prepare a brief technical memorandum outlining a summary of existing conditions, an overview of the public outreach process, the alternatives development and evaluation process, and the preferred alternative.
- **Richmond Selectboard Meeting:** VHB will provide the CCRPC with materials for a presentation with the Richmond Transportation Committee to the Selectboard to present the preliminary design plans and seek an endorsement of the recommended preferred alternative.
- **Final Complete Streets Technical Memorandum:** Prepare a final document that addresses comments from the Project Team and Richmond Selectboard.

Deliverables: Preferred alternative plan, draft and final Technical Memorandum, Selectboard presentation, materials, and notes

Schedule

Assuming a Notice to Proceed is issued by October 26, 2020, VHB anticipates the Project advancing according to the schedule outlined below:

- Project Team Meeting #1: early November 2020
- Existing Conditions Assessment: November 2020
- Local Concerns Meeting: November 2020
- Alternatives Assessment: December – February 2021
- Project Team Meeting #2: February 2021
- Alternatives Presentation Meeting: March 2021
- Project Team Meeting #3: March 2021
- Preliminary Plans and Design Memo: April - May 2021
- Presentation to Selectboard: June 2021
- Final Plans and Design Memo: June 2021

Budget

The table below provides a summary of estimated labor hours by task as well as the overall estimated Project budget to coincide with the Scope of Services presented above.

TASK DESCRIPTION	Bridge Street Complete Streets Corridor Study								Total Hours	Labor Costs
	COST SUMMARY									
	Project Manager	Senior Engineer	Planner/ Engineer	Environmental	Planner/ Land Arch	Survey/ROW	Planner/ Engineer			
Jenn Conley	Dan Peck	Karen Sentoff	Ketterling/ OShea	Mark Hamelin	Therrien/Vear	Ford/ Chambers				
Task 1: Existing Conditions & Project Team Meeting										
Project Initiation/Management	4							4	\$ 793	
Existing Conditions Assessment/Base Map	2		4				2	8	\$ 945	
Project Team Meeting #1	4		4				4	12	\$ 1,500	
Task 2: Local Concerns Meeting, Purpose & Need										
Meeting Preparations	3		6				4	13	\$ 1,497	
Local Concerns Meeting	4		4		4			12	\$ 1,818	
Purpose & Need	2		2					4	\$ 592	
Task 3: Alternatives Analysis										
Collect targeted survey	1	4	2			40		47	\$ 4,714	
Develop Draft Concept Plans	3	12	8		2		40	65	\$ 6,539	
Alternatives Evaluation	4	4	8			4	16	36	\$ 3,777	
Project Team Meeting #2	4		4				4	12	\$ 1,500	
Task 4: Alternatives Presentation Meeting										
Meeting Preparations	4	2	6				12	24	\$ 2,609	
Alternatives Presentation Meeting	4		4				4	12	\$ 1,500	
Task 5: Selection of a Preferred Alternative										
Project Team Meeting #3	4		4					8	\$ 1,184	
Task 6: Preferred Plans										
Preferred Concept Plan	3	6	6	2	2		20	39	\$ 4,187	
Draft Technical Memorandum	5		16				16	37	\$ 3,820	
Selectboard Meeting - no VHB involvement								0	\$ -	
Revised Plans and Technical Memorandum	3	2	6				16	27	\$ 2,727	
TOTAL HOURS:	54	30	84	2	8	44	138	360		
DIRECT HOURLY RATES :	\$ 68.70	\$ 48.54	\$ 33.84	\$ 46.20	\$ 54.94	\$ 32.57	\$ 27.42			
OVERHEAD :	\$ 111.53	\$ 78.80	\$ 54.94	\$ 75.01	\$ 89.20	\$ 52.88	\$ 44.52			
FEE (10%) :	\$ 18.02	\$ 12.73	\$ 8.88	\$ 12.12	\$ 14.41	\$ 8.55	\$ 7.19			
TOTAL LABOR COSTS :	\$ 10,706	\$ 4,202	\$ 8,203	\$ 267	\$ 1,268	\$ 4,136	\$ 10,920		\$ 39,702	

TOTAL LABOR COST: \$ 39,702
DIRECT EXPENSES (VHB): \$ 298

TOTAL: **\$ 40,000**