

FINAL SCOPE OF SERVICES

Richmond Walk, Bike, and Trails Plan

December 15, 2020

Introduction

As part of the Chittenden County Regional Planning Commission's (CCRPC) FY21 work plan, \$40,000 has been allocated to help the Town of Richmond, VT create a master plan to guide the establishment of a Complete Streets network that will include off-road connections and trails. This represents Phase 1 of a two-phase effort and will mainly focus on the area north of the Winooski River (see study area map, Figure 1). Project goals include identifying existing streets and trails, as well as potential off-road connections, that can be incorporated into the future network, and analyzing Town and state roads to determine their respective potential to be upgraded.

Toole Design is providing this scope of work for the Walk, Bike, and Trails Plan in Richmond under the Chittenden County Regional Planning Commission (CCRPC) on-call contract. This scope of services was prepared in response to the request from the Richmond Transportation Commission meeting on September 3, 2020.

Toole Design will perform the tasks outlined below. This work will include planning, community engagement and Steering Committee meetings, documentation of existing conditions, development of a draft network plan and associated facilities recommendations, prioritization and implementation strategies, and master plan document and associated maps.

General Assumptions

1. The project duration will be up to 9 months, and generally follow the project schedule developed by Toole Design and approved by CCRPC and the TOWN.
2. The study area will be as shown on the attached map.
3. CCRPC and the TOWN will be responsible for coordinating the distribution of deliverables among local and regional departments for review and comment. CCRPC and the TOWN will be responsible for collecting review comments, resolving conflicting comments, and submitting one set of consolidated non-conflicting comments to Toole Design for each submittal.
4. The following will be provided by CCRPC and the TOWN or its partners:
 - GIS data
 - Plans, policies and other documents that are not easily retrievable from online sources.

5. All deliverables will be provided by Toole Design in PDF and original formats (e.g., Word, Excel, PDF, Illustrator, InDesign, or shapefiles) as requested by CCRPC and TOWN.
6. The costs shown in Attachment B (Task Fee Schedule) assumes one (1) round of comment/revision for each deliverable. Additional rounds of comment/revision will be considered additional service, and based on project health, additional fee may need to be negotiated prior to Toole Design proceeding with that task.
7. Budget may be transferred between tasks by Toole Design, in consultation with the CCRPC and the TOWN Project Managers, provided the total contract amount is not exceeded and the transfer is reported in the monthly progress report.

Task 1: Project Management and Coordination

In this task, Toole Design will organize, manage, and coordinate the services required to perform the scope of work. Toole Design will provide project management to facilitate efficient progress on the project and will maintain ongoing, clear communication with the CCRPC and Town Project Managers.

1.1 Kickoff meeting

Toole Design will facilitate a kick-off meeting to review the scope of work, confirm the goals and limits of the project, set a schedule, discuss critical issues, and discuss the project's purpose and need. Toole Design will prepare meeting notes summarizing the meeting and propose a draft purpose and need statement.

1.2 Ongoing communication with Project Manager

Ongoing communication includes email and phone correspondence. All project management meetings will be done via phone or virtual platform unless scheduled with other in-person meetings. Brief monthly project management check-in calls will be scheduled with the CCRPC and Town project managers.

Meetings:

- Kick-off meeting
- Monthly calls

Task 1 Deliverables:

- Kickoff Meeting agenda and notes, including draft purpose and need statement
- Monthly invoices and progress reports on task completion and budget status
- Brief monthly project management phone calls to discuss project progress and issues, with agenda and action items

Task 2: Community Engagement

Engagement for the Plan will include working with the general public, key stakeholders, and a project steering committee composed of organizations and individuals with a special interest in the plan outcomes. The goal will be to solicit a broad range of input and develop support for the plan recommendations.

Covid-19 Update

The community engagement scope of work reflects Toole Design's approach, including in-person meetings, and are assumed to begin once/if social distancing measures are no longer necessary. However, given the uncertain nature of this unprecedented public health crisis, we are prepared to embrace a fully online approach.

2.1 Engagement Plan

Toole Design, in coordination with the Town and CCRPC staff, will develop a brief Community Engagement Plan (CEP), which will include work with a steering committee made up of key stakeholders and organizations the Town will partner with to reach a broad and representative group of residents. The plan will include strategies to ensure inclusive and equitable engagement of the full community. The CEP will state initial goals, messages, events and engagement tools (on-line surveys and map, social media), a schedule, and an approach to public noticing of events. Toole Design will attend and facilitate up to two (2) public meetings. *Toole Design assumes the Town and/or CCRPC will also promote the event through non-digital platforms (e.g., flyer at local grocery/general stores, commercial/downtown areas, and trail entrances).*

It is anticipated that there will be two engagement phases: first, a presentation and confirmation of existing conditions and project goals, and second, a sharing of draft recommendations. Feedback will be gathered in both phases. Given the project budget, the final plan (reviewed and vetted by the Town) will be shared publicly, but public feedback will not be solicited. Materials provided for outreach and steering committee presentations will be developed through Task work or otherwise intended for the final Plan document.

2.2 Steering Committee Meetings

The Town, along with CCRPC will identify members of and assemble the steering committee. Toole Design, along with the Town and CCRPC PMs, will work with the Committee members to help guide the planning process. It is anticipated that the first meeting with the committee will serve as the kick-off meeting for the project. Toole Design will be responsible for preparing presentation materials. Toole Design will attend up to three (3) steering committee meetings. The steering committee will present the final plan to both the Transportation Committee (RTC) and the Select Board. This meeting will be facilitated by the Town of Richmond staff. This meeting will be facilitated by the Town of Richmond staff.

2.3 Engagement Event

For Phase 1 of the engagement, community members will be invited to provide input on what types of improvements they feel are needed to make Richmond more comfortable to bike and walk. Toole Design proposes one interactive online open house early in the project, and if applicable, a social media campaign (Facebook and Twitter) to promote the open house. Toole Design will be responsible for all meeting materials. For Phase 2 of the engagement, the plan will be posted to the CCRPC or Town website for review, and the community will be asked to help prioritize projects.

2.4 Interactive Web map and Survey

CCRPC will develop an online interactive map, with input from Toole Design, to collect geographically specific information about issues affecting walking and bicycling travel, such as informal connections, desirable routes, gaps or maintenance issues, challenging crossings, demand for bike parking, etc. The interactive map will also host a short survey, developed by CCRPC with input from Toole Design

Feedback from Phase 1 of the engagement will inform the draft recommendations.

2.5 Input and Engagement Summary

The feedback from the steering committee, engagement event, web map and survey (summarized by CCRPC) will be recapped and summarized into a report or memo, describing how the input informed the plan recommendations.

Task 2 Deliverables

- Community Engagement Plan
- Up to 3 meetings with Steering Committee
- Engagement event (on-line open house)
- Interactive Web map and survey; web map input and survey summary (CCRPC)
- Report summarizing community input (Toole Design, with information from CCRPC)

Task 3. Existing Conditions Review and Analysis

In this task, Toole Design will evaluate current conditions as well as previous and ongoing planning efforts. Toole Design will work with Town staff to create an existing conditions data set based on a review of relevant plans, studies, and future projects provided by Town, CCRPC, and VTrans staff. This will ensure consistency with other adopted plans and provide a baseline for making recommendations.

3.1 Plan and policy review

Toole Design will gather and review publicly available planning and project plans and studies to document the project's compatibility with other planning initiatives. Relevant Planning and Project Plans includes but is not limited to

- Village - School - Park & Ride Connections in Richmond, VT: Survey Report on Bike & Pedestrian Needs, 2019
- Vermont Route 2 Bicycle and Pedestrian Scoping Report, 2014
- Bridge Street Bicycle & Pedestrian Feasibility Study Final Report, 2010
- Richmond, Vermont Town Plan, 2018
- Chittenden County Active Transportation Plan, 2017
- Chittenden County ECOS Plan, 2018

3.2 Existing Conditions Analysis

Toole Design will work with Town staff to create an existing conditions data set to understand the existing walking and biking and off-road trail networks in Richmond. Our team will obtain and review

materials from the Town, CCRPC, and VTrans staff, including relevant GIS data. Toole Design will prepare a GIS base map of the study with the following data (based on availability):

- a. Parcel data and property ownership
- b. Right-of-way and/or street centerlines
- c. Pavement and right-of-way widths
- d. Terrain/contours
- e. Bicycle facilities
- f. Sidewalks
- g. Curb ramps
- h. Paved and unpaved paths, off-street trails
- i. Posted speed limits
- j. Average Daily Traffic (ADT)
- k. Bicycle/pedestrian counts (if available)
- l. Collision data
- m. SRTS (if Town participates)
- n. Information on maintenance protocols (such as new removal)
- o. Demographic data, as available

In addition, to get a full understanding of site constraints, Toole Design will obtain and review available natural and cultural resource data including:

- Natural Resources
 - Wetlands
 - Lakes/ponds/streams/rivers
 - Floodplains
 - Rare, threatened, or endangered species
 - Soil conditions and agricultural resources
 - Hazardous wastes
 - Forest land
- Cultural Resources
 - Historic
 - Archaeological
 - Architectural
 - Section 4(f) and 6(f) properties

Toole Design will use the information collected in Task 3.2 to create a summary and synthesis of existing conditions. A key work product will be a GIS inventory of walking and bicycling facilities in the Town based on project data and input obtained from the Planning and Zoning Department, Highway Department, and other stakeholders.

3.3 Identify Points of Origination and Destination

Toole Design will identify key points throughout the Town that generate walking and bicycling—for both recreation and transportation—such as schools, shopping, historic sites, access to transit, parks and open space as well neighborhoods with populations with limited access to an automobile. This task will

also incorporate input from the interactive map and engagement activities. Maps will also include existing and planned projects connecting these points, which will help identify walking and biking network gaps.

3.4 Identify Opportunities and Constraints

For this task, Toole Design will create annotated maps that illustrate key plan opportunities and constraints. Opportunities to be considered will include planned regional projects or investments where the Town can adopt a Complete Streets approach and “piggyback” on other projects to cost-effectively achieve plan goals. Constraints will include barriers such as narrow rights-of-way, historic areas, scenic roads, and protected environmental resources. We will also consider synergies with Safe Routes to School, the Bridge Street study, and county-wide initiatives.

3.5 Existing Conditions Memo

Work produced in tasks 3.1-3.4 will be compiled in a memo, for review by the CCRPC and Town PMs, with one round of revisions.

Task 3 Deliverables

- Existing Conditions Summary memorandum
- GIS map (pdf) and database of existing conditions
- Origination and Destination map
- Report narrative of opportunities and constraints representative of conditions.

Task 4: Network Development

4.1 Draft Network and Facilities Recommendations

Toole Design will develop a draft bikeway, walkway, and trails network using the data collected and analyzed during the previous tasks, as well as input received from the Steering Committee and the public via engagement opportunities and the interactive map. The draft bikeway, pedestrian, and trails network, with specific facilities recommendations, will respond to identified barriers, gaps, needs, and opportunities. Toole Design will perform a field visit to verify reported issues, take photographs, and investigate challenges and opportunities. The draft network will be vetted first with CCRPC/Town staff, then, after any needed revisions, with the Steering Committee and the wider community during Phase 2 of the engagement effort.

4.2 Final Network and Prioritization

Toole Design will gather all input received on the draft network and convene a meeting with the CCRPC/Town staff to discuss and finalize recommendations. Once the network has been finalized, planning level cost estimates will be prepared, and each recommendation will be assigned priority and feasibility ratings. Toole Design will propose a methodology for rating projects and then conduct the prioritization. Input from Phase 2 of the engagement will also be incorporated into the engagement.

Task 4 Deliverables and Meetings

- Meeting to review community input and feedback
- Field work for confirmation of recommendations
- Draft bike, pedestrian, and trails network map
- Planning level cost estimates
- Prioritization methodology
- Report summary of facility and infrastructure recommendations including high, medium and low priority and feasibility rankings.

Task 5. Assemble the Master Plan

In Task 5, Toole Design will compile all task findings, maps, analyses, and data into a draft report that summarizes project outcomes. The report will describe the study process and document the collaboration that took place with the public and stakeholders.

5.1 Draft Plan

A Draft Plan will cover the following:

- Executive summary of significant findings and recommendations
- Overview of planning process
- Identification of locations where specific improvements are needed to address constraints and create a connected system.
- An implementation plan for network and trail recommendations (e.g., from low-cost, short-term projects to longer-term capital projects) and encouragement and education programs to promote walking, bicycling, and trail use.
- Alternatives plan and analysis including general design solutions for each roadway or path segment in the network (i.e., sidewalk, shared-use and other paths, bike lanes, bicycle boulevards, separated bike lanes, new crossings, etc.), a proposed method of accomplishing the recommended design treatment (i.e. trail construction or improvements, traffic calming, wayfinding, parking adjustments or reconstruction) and a planning level cost estimate
- A brief maintenance and management plan, addressing off-road connections

5.2 Final Plan

The final plan will incorporate review comments on the draft plan and will be resubmitted for review, with one round of comments. The final plan will need be approved by the Transportation Committee (RTC) and the Select Board.

Task 5 Deliverables

- Draft and Final Report (PDF)
- Final map files

Richmond Walk/Bike Plan

Basemap

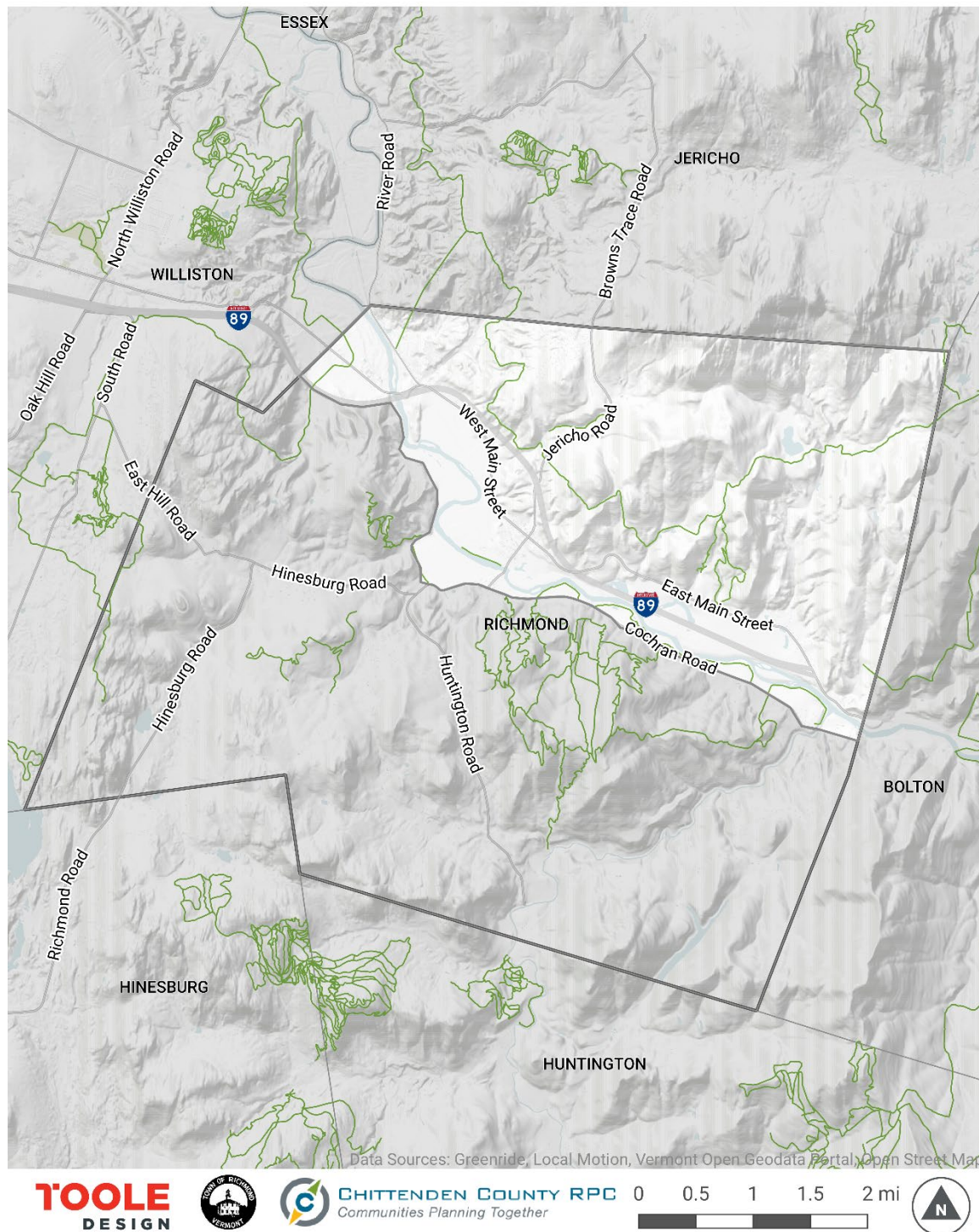


Figure 1. Study area map