

PROPOSED SCOPE OF WORK

April 8, 2021

To: Christine Forde

Organization: CCRPC

From: Lucy Gibson

Project: Queen City Park/Austin Drive Scoping Study

Re: Draft Scope of Work

Project Understanding

Toole Design will develop a Scoping Study for a bicycle and pedestrian connection between the Hannaford Plaza on US Route 7 in South Burlington, along Queen City Park Road and Austin Drive to the Island Line Shared Use Path. The project will include all required elements of a VTrans scoping study, such that the City of Burlington or City of South Burlington can pursue funding through the VTrans Bicycle and Pedestrian Program. The study area is shown in the following map.

Connections to the Hannaford Plaza, Red Rocks Park, Oakledge Park, GMTA transit stops, the proposed future location of Higher Ground, the existing shared use path along the Champlain Parkway corridor and other key destinations identified in the study area will be a consideration in the study.

Our work will coordinate with a Project Advisory Committee, appointed by CCRCP, City of Burlington and the City of South Burlington. It is expected that the committee will meet three times during the study, in advance of each public event.

The UVM Consulting Archaeology Program will conduct an evaluation of the cultural resources in the study area, as defined in their scope of work, attached to this proposal.

Scope of Work

The following outlines our proposed scope of work for this project.

A. Project Initiation and Management

- Kickoff meeting
- Prepare Public Participation Plan
- Coordination meetings with CCRPC, City of Burlington and City of South Burlington
- Ongoing project management activities (communications, invoices, progress reports)

Assumptions

- Burlington/South Burlington/CCRPC will establish Project Advisory Committee (PAC)
- CCRPC will maintain project website; Toole will contribute materials as requested



Queen City Park Road/Austin Drive Scoping Study
 Burlington & South Burlington, VT

Future connection between Southern Connector SUP and Austin Drive

Connection to Southern Connector SUP

Crossing addressed in previous scoping study

Study Area

Access to Red Rocks Park

Connection to Island Line

TOOLE
 DESIGN



Deliverables

- Public participation plan outline
- Ongoing project communications with CCRPC, City of Burlington, City of South Burlington and PAC
- Meeting notes from monthly coordination meetings
- Progress reports and monthly invoices

B. Compile base map and document existing conditions

We will create a comprehensive existing conditions map from available data and a site visit accounting for all significant features including:

- Study area streets and sidewalks,
- traffic conditions (ADT, crash locations),
- transit stops,
- roadway ROW (GIS),
- existing driveways and other road access points along the corridor,
- property boundaries (GIS),
- topography (LIDAR)
- utilities (above ground and known underground),
- areas of ecological importance/sensitivity (VT ANR),
- prime agricultural lands (VT ANR),
- existing outdoor recreation parks and facilities,
- existing formal and informal bike routes,
- historic and cultural sites (UVM CAP),
- street trees and vegetation, and
- reported hazardous material sites.

This map will serve as the foundation for design and evaluation of impacts and constraints. The team will also conduct a site visit to verify the mapped features and observe conditions on the ground.

A larger scale project context map will also be developed that shows the study area within the street and bike network of Burlington and South Burlington. This map will allow the team to identify likely bike and walk trip origins and destinations, including the need for crossings and new or improved connections to support recommendations for new bike facilities on Queen City Park and Austin Drive.

Deliverables:

- GIS base map of study area
- Photographs and site observations
- Narrative and map summarizing the characteristics and travel patterns of the study area

C. Online Engagement and Local Concerns Meeting

Our approach to this task will be to set the project on a path of inclusive community engagement, which will lead to better results and more successful implementation. While we will confirm our public engagement plan with the client in the early stage of this project, we anticipate an approach to this early period including an on-line interactive map, as well as a virtual public meeting. We will work with the client to ensure that key agencies and stakeholders are aware of the opportunities to provide input, and that appropriate translation services are included. This meeting will be an opportunity to present the existing conditions to ensure a commonly shared understanding of the current issues, and invite the public to share ideas and concerns. We will follow or exceed all directives on protecting public health; and are well equipped with inclusive virtual meeting strategies and can facilitate a welcoming, effective, and flexible online community meeting.

Toole will also develop an online interactive map, with input from the client to collect geographically specific information about issues affecting travel by all modes in the study area, such as informal connections, desirable routes, gaps or maintenance issues, challenging crossings, demand for bike parking, etc. The interactive map may also include a short survey.

Findings from this meeting and the online interactive mapping will form the basis of the Project Purpose and Need Statement. The project need and goals for bicycle transportation should consider the range of bicycle abilities, and desired level of separation from vehicular traffic.

Assumptions

- Burlington/South Burlington/CCRPC will coordinate translation services as deemed appropriate. An allowance in the project budget is included to cover the cost of translation services.

Deliverables:

- Draft presentation on existing conditions for public meeting
- Meeting with PAC to review existing conditions presentation
- Organize and facilitate local concerns meeting
- Public concerns identified through online mapping
- Prepare a draft and final purpose and need statement based on input obtained to date.

D. Develop Conceptual Alternatives

Toole will work closely with the client to develop a set of design options, and present the feasibility, benefits, and potential challenges of each. Guided by the site analysis and public input, these alternatives are likely to include at least one sidepath option, an on-road facility option, and a no-build option. Toole will use appropriate representation techniques to present these alternatives, including plans at relevant scales, and roadway cross-sections. All options will account for impacts to vehicular, bicycle and pedestrian traffic, on-street parking utilization, and to properties along the proposed project route.

Once we have a set of alternatives to compare, we will develop an alternatives evaluation that will consider the following issues, plus others that may be identified through public and stakeholder input.

- **Bicycle and Pedestrian Safety and Comfort** The alternatives may vary in the amount of exposure to traffic for bicyclists and pedestrians. We will evaluate the alternatives in terms of the level of traffic stress, and consider separation of pedestrian from traffic, as well as crossing exposure.
- **Public Right-of-Way Issues** Understanding right of way issues and property ownership is fundamental to ensuring feasibility and community support for the project. Right-of-way information will be included on the project basemap will be used to understand the extent of any right-of-way acquisition requirements, and the number of property owners who may potentially be affected.
- **Potential Utility Conflicts** Using the base map of known utilities and existing utility rights of way in the project area, we will assess whether any of the proposed design options require relocation of utilities.
- **Potential Natural Resource Constraints and Permitting Requirements** Toole Design staff will perform a comprehensive study of natural, resources that may constrain construction of the proposed bike route. GIS information on wetlands, threatened and endangered species, rare habitats, hazardous materials, and other features will be used in combination with field observations to ensure we understand the potential for impacts. Project alternatives will also account for stormwater management, and identify necessary permitting requirements for any additional stormwater discharge.
- **Potential Cultural Resource Constraints and Permitting Requirements** Historic and archaeology consultants from the University of Vermont will perform a comprehensive study of the cultural, and historic resources that may constrain construction of the proposed bike route.

- **Planning-level Opinions of Probable Cost** Toole will prepare order-of-magnitude cost estimates to allow for comparison of costs using cost history for similar projects implemented in Vermont or places with similar climate conditions.

Deliverables:

- Meet with Burlington/South Burlington/CCRPC staff for preliminary identification and screening of alternatives
- Sketches and illustrations of alternatives
- Evaluation matrix considering the factors described above

E. Alternatives Presentation

Conceptual alternatives, including a “no-build” option, will be documented and presented to the PAC in the form of a matrix accounting for all project impacts (right of way, ecological, utilities etc.), suitability to the objectives of the project, costs, and any other factors we determine necessary for the public to make informed evaluations of the alternatives. These alternatives will be presented, and the matrix introduced, at a public meeting, to be conducted in person or in the field if the COVID-19 safety directives allow, or online using Toole’s methods for virtual public meetings.

The alternatives and evaluation matrix may also be made available online for the public to access and review on their own time prior to the formal presentation at the meeting. The goal of the alternatives meeting is for the community to select a preferred option for further design development and implementation. We will work with Town and State officials and local interest groups to respond to all public concerns and optimize clarity of communication regarding the alternatives.

Deliverables:

- Draft and final presentation of alternatives
- Meeting with PAC to review presentation and confirm plan for public meeting/engagement
- Public alternatives meeting or engagement event

F. Select and Refine Preferred Alternative; Prepare Report

The team will work together to identify a preferred alternative based on the feedback gathered at the alternatives presentation, and the evaluation matrix. Once a preferred alternative is selected or refined, an indepth look at costs and implementation issues will be conducted with the following elements:

- **Develop Preliminary Cost Estimate** - We will develop cost estimates for all options, accounting for survey (ecological, archaeological), design, engineering, and construction services, as well as construction material costs with bid item quantities. If phasing is proposed, our estimates will provide cost breakdowns for each project phase. The cost estimate will be compiled using recent bid history available from VTtrans for relevant pay items.
- **Project Timeline** - In order to accurately estimate cost and propose potential project phasing, we must develop and adhere to a clear project timeline. This timeline will account for site analysis, design, permitting, right-of-way acquisition, and construction processes, as well as project phasing that may be appropriate. Our knowledge of Vermont’s permitting processes and funding resources will inform project scope, budget, and schedule development.
- **Project Feasibility and Viability**– An assessment of any project issues and obstacles will be conducted to provide clarity on the project’s feasibility and viability.
- **Draft Report** - Toole Design will submit a project scoping report draft for review by the CCRPC and City staff, as well as the PAC. We will then plan for a public presentation, possibly supplement by a period for

on-line review and comments. Upon receipt of all comments, we will produce a final report. As required, the report will follow the format that meets the requirements of the VTrans Municipal Assistance Bureau.

- **Final Report** – Toole will prepare a final report after comments are received from client and PAC.

Deliverables:

- Meet with Burlington/South Burlington/CCRPC staff to identify preferred alternative
- Meeting with PAC to review/confirm preferred alternative and draft report
- Draft and Final Report
- Final public meeting/engagement event

Proposed Meeting Schedule

Meeting/Activity	Toole	CCRPC	City of Burlington	City of South Burlington	PAC	PUBLIC
Kickoff	X	X	X	X		
PAC - Existing Conditions Review	X	X	X	X	X	
Local Concerns Meeting/Event	X	X	X	X		X
PAC - Alternatives Review	X	X	X	X	X	
Alternatives Presentation	X	X	X	X		X
Client - Select Preferred Alternative	X	X	X	X		
PAC - Review Draft Report	X	X	X	X	X	
Final Public Presentation	X	X	X	X		X

Project Fee Estimate

See attached spreadsheet for project fee estimate of \$84,924.22, which includes the subconsultant fee for the Cultural Resources Assessment, and allowance for translation services, and a fee for the online interactive map. The staff rates are current and include direct, indirect and fixed fee of 10%.