

Richmond Sidewalk Scoping Study

Project Workplan

Submitted to

Town of Richmond

&

Chittenden County Regional Planning Commission

September 29, 2021

This project is sponsored by the Chittenden County Regional Planning Commission, Vermont

Scope of Work

INTRODUCTION

The Town of Richmond has made gains in its sidewalk network and now seeks to close three critical gaps in the network. This project is a scoping study for sidewalks within Richmond Village and areas adjacent to the village. The project would investigate extending existing facilities and connecting facilities that are currently unconnected. The goal of this project is to provide options to create vital pedestrian connections to community resources and commercial corridors within the village, as well as popular destinations outside the Richmond Village. All three segments to be scoped coincide with the ongoing Bridge Street Complete Streets Corridor Study and the Bicycle/Pedestrian Master Plan project. For the Jericho Road segment, this project would also provide an update to the Safe Routes to Schools study undertaken by CCMPO in 2007.

Project areas include: 1) Jericho Road from School Street intersection to Valley View Road intersection; 2) east side of Bridge Street from Jolina Court to Volunteers Green; and 3) north side of Huntington Road from Round Church Corners Shopping Plaza (end of sidewalk) to the Cross Vermont Trail (formerly Johnnie Brook Road) intersection. A map with the segments identified is included on the following page

The following are the alternatives expected to be explored

- 1) Jericho Road from School Street intersection to Valley View Road intersection
 - a. Do Nothing
 - b. A 5-foot-wide sidewalk along the west side of Jericho Road with a standard offset of approximately 5 feet from the edge of the shoulder pavement.
 - c. A 5-foot-wide sidewalk along the west side of Jericho Road with a varying offset from the edge of the shoulder pavement to minimize impacts.

- 2) East side of Bridge Street from Jolina Court to Volunteers Green
 - a. Do Nothing
 - b. A 5-foot-wide sidewalk along the east side of Bridge Street with a standard offset of approximately 5 feet from the edge of the shoulder pavement.
 - c. A 5-foot-wide sidewalk along the east side of Bridge Street with a varying offset from the edge of the shoulder pavement to minimize impacts.

- 3) North side of Huntington Road from Round Church Corners Shopping Plaza (end of sidewalk) to the Cross Vermont Trail (formerly Johnnie Brook Road) intersection
 - a. Do Nothing
 - b. A 10-foot-wide shared use path along the north side of Huntington Road with a standard offset of approximately 5 feet from the edge of the shoulder pavement.
 - c. Widened shoulders along both sides of Huntington Road to accommodate cyclists traveling in either direction.

During the process, a project advisory committee (PAC) will be consulted for input, guidance, and support and to act as a liaison to other town groups and committees. Members will include Ravi Venkataraman, Jason Charest, Sai Sarepalli, Richmond Transportation Committee, and others that the town desires. The PAC will approve the Purpose and Need Statement and make a recommendation on alternatives after conferring and getting input. The preferred alternative will go forward in a memo to the Selectboard. The CCRPC will keep VTrans informed as the project proceeds.

Project Areas of Proposed Scoping Study

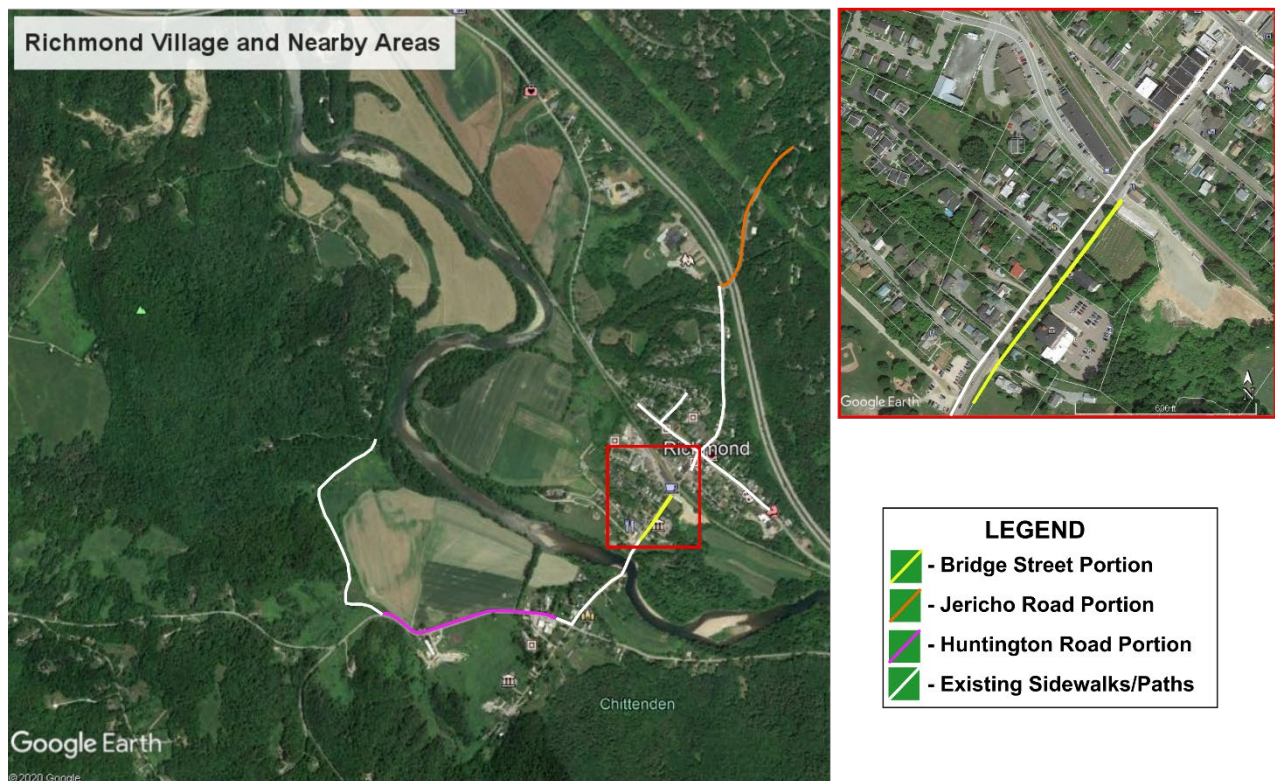


Figure 1: Project Area Plan

Task 1. Kick-Off Meeting

Scope: Stantec will meet with CCRPC, Town of Richmond, and a Project Committee as developed by the CCRPC to discuss the project goals, objectives, process, timeliness, and deliverables.

Approach/Assumptions: This meeting occurred on September 1, 2021.

Deliverables: Meeting agenda, and presentation of existing information.

Task 2. Compile Existing/Future Conditions Data & Develop a Base Map

Scope/Approach/Assumptions: Using the available high resolution orthophotos, the CCRPC will develop an existing conditions base map. The map will include available GIS layers as obtained from the Town/CCRPC and VCGI. These may include existing transportation, pedestrian and bicycle facilities, tax parcels, environmental resources, stormwater, hazardous waste sites, and utilities. The Town will provide any permitted developments that may affect the corridor. Stantec will also solicit Green Mountain Transit's (GMT) plans for the area and indicate existing and/or proposed bus routes, facilities and stops.

It is assumed no field survey or digital terrain model will be provided for the project area. The project base map will be based on available orthophotos and Lidar. The Town will research and provide Stantec with the existing highway ROW for all the study area roads. The existing ROW will be shown on the base mapping (Task G). It is assumed Stantec will contact utilities with potential underground infrastructure and request information on any of their existing facilities in the project area. Using the information provided, the general location of the existing facilities will be shown on the base mapping. It is assumed that additional field survey to provide utility elevations, such as pipe inverts, will not be required.

It is assumed that traffic analysis of existing or projected conditions will not be required. Stantec will request crash data from VTrans, summarize the data, and highlight the predominating causes.

Stantec will collect and review existing studies. Using the Vermont State Standards, Stantec will develop the project's design criteria.

Deliverables: Existing conditions map and design criteria.

Task 3. Local Concerns Meeting

Scope: Stantec, working with the PAC, will organize and facilitate a Local Concerns Meeting to hear the public's issues and concerns to develop a clear

understanding of the purpose and need of the project. This meeting will be hosted by the CCRPC and the Town of Richmond, with local officials invited, and may be held virtually using a community accessed video conferencing site. As an outcome of the local concerns meeting and the project kickoff meeting, the consultant will develop the Project's Draft Purpose and Need Statement. The consultant will generate this statement based on local input and an understanding of existing conditions.

Approach/Assumptions: Stantec will develop a meeting agenda and a slide presentation in close coordination with the CCRPC Project Manager and Richmond Staff to facilitate the Local Concerns Meeting. The names and addresses of all people, including adjacent property owners, to be notified will be provided by the Town and CCRPC. A direct mailing will be sent out and announcements will be posted via Front Porch Forum and on the Town website by the Town. The presentation will include an existing conditions plan illustrating collected information. This information will be reviewed by the CCRPC and Town and edited for the Local Concerns Meeting. The presentation and agenda will include pertinent discussion items such as: existing traffic operations, safety, crash prone conditions, bicycles, pedestrians, etc. The goal is to facilitate an organized solicitation of concerns. Potential alternatives will also be discussed. The virtual on-line meeting will be recorded for future reference and posted online for the public to access.

The Stantec team shall prepare minutes of the meetings and distribute them to the CCRPC Project Manager. Comments received from anyone not present at the meetings, such as ones received via the comment section on a project website, will be attached to the minutes of the meetings. The meeting minutes will focus on the comments received and required action items. Comments will be organized by topic for easy referencing.

Deliverables: Meeting agenda, slide presentation, and meeting minutes.

Task 4. Purpose and Need

Scope: Following the Local Concerns meeting, Stantec will develop a draft Purpose and Need Statement for this project. Stantec understands the importance of the Purpose and Need Statement as it is used to identify and evaluate alternatives and assist with selecting a preferred alternative. Based on our experience with scoping projects, the needs portion typically points out existing issues revealed during the information collection and local concerns tasks. The Purpose and Need Statement will be distributed to the CCRPC Project Manager and Richmond Staff for review and approval. The Purpose and Need Statement will be discussed at subsequent meetings and throughout the

scoping process. Any discussed edits will be included, and an updated statement distributed.

Deliverables: Draft and revised Purpose and Need Statement.

Task 5. Develop Conceptual Alternatives

Scope: In cooperation with the Town and CCRPC staff, the consultant will identify potential alternatives utilizing the information compiled for the base plan, and site visit. The consultant will develop typical sections for the different alternatives that show basic dimensions and, if applicable, where the facility is located within existing road rights of way and in relation to travel lanes, shoulders, existing building faces and other features.

Approach/Assumptions: To develop an accurate evaluation of impacts and costs, the alternatives will be developed using the base mapping. It is assumed the following two long term alternatives (in addition to the Do Nothing) will be developed and evaluated:

Jericho Road from School Street intersection to Valley View Road intersection

- Do Nothing
- A 5-foot-wide sidewalk along the west side of Jericho Road with a standard offset of approximately 5 feet from the edge of the shoulder pavement.
- A 5-foot-wide sidewalk along the west side of Jericho Road with a varying offset from the edge of the shoulder pavement to minimize impacts.

East side of Bridge Street from Jolina Court to Volunteers Green

- Do Nothing
- A 5-foot-wide sidewalk along the east side of Bridge Street with a standard offset of approximately 5 feet from the edge of the shoulder pavement.
- A 5-foot-wide sidewalk along the east side of Bridge Street with a varying offset from the edge of the shoulder pavement to minimize impacts.

North side of Huntington Road from Round Church Corners Shopping Plaza (end of sidewalk) to the Cross Vermont Trail (formerly Johnnie Brook Road) intersection

- Do Nothing
- A 10-foot-wide shared use path along the north side of Huntington Road with a standard offset of approximately 5 feet from the edge of the shoulder pavement.
- Widened shoulders along both sides of Huntington Road to accommodate cyclists traveling in either direction.

The need for storm water treatment will be included on the evaluation. The proposed improvements will be shown on the base mapping.

Once alternatives are analyzed and alternative sketches are developed, the Stantec team in coordination with the CCRPC and the Town will conduct an alternatives presentation meeting to solicit ideas, issues, and concerns.

The alternative plans will include the following:

1. Plan sheets showing proposed improvements.
2. Existing Right-of-Way.
3. Conceptual cost estimate.

During development of the alternatives, it is assumed that one meeting with the CCRPC and Town will be required.

Deliverables: Draft and revised alternative plans and conceptual cost estimate, Alternatives presentation agenda, presentation, and meeting notes.

Task 6. Identify Natural and Cultural Resource Constraints and Permitting Requirements

Scope: Review natural and cultural resource issues including wetlands, surface waters, flora/fauna, endangered species, storm water, hazardous material sites, forest land, historic, archaeological, and architectural resources, 4(f) and 6(f) public lands, and agricultural lands. Identify potential impacts on these resources and permitting requirements, including the potential for review under Act 250. When possible, documentation from appropriate state and federal agencies (e.g. Agency of Natural Resources, Department of Fish and Wildlife, Corps of Engineers) will be included to summarize the extent to which resources may or may not be impacted. The consultant will identify any permits that will likely be needed for the project.

Where a closed, subsurface drainage system is proposed (new or addition to existing), an estimate of new, redeveloped, and existing contributing surface areas will be included as well as an assessment of what will be required to obtain a stormwater discharge permit. An estimate of the area of disturbance that will result from the project will be included to assess the extent of mitigation that will be required under the National Pollutant Discharge and Elimination of Sediment (erosion prevention and sediment control) permit.

Archaeological resources will be reviewed by qualified experts in that field to determine potential impacts to those resources. An "Archaeological Resources Assessment", which involves no excavations, will be performed to determine

where and how much of a proposed project area has "archaeologically sensitive" land.

Approach/Assumptions: The area of identification will be limited to the area shown on the project location plan. The identification method for each resource is as follows:

- Wetlands: Field review, functional assessment, and report.
- Archaeological sites/districts: See proposal, Appendix B.
- Air & Water Quality: this task would typically assess the 10-year increase in the AADT and the report would note any additional steps needed to address air quality in the instance the 10-year increase in the AADT exceeds 10,000 vehicles as allowed per MOA with VANR. Given the nature of this project and declining traffic volumes, it is assumed this assessment is not applicable. Regarding adjacent streams, their status of impairment will be noted for consideration for stormwater treatment.
- Noise Sensitive Land Uses: Existing residential and lodging facilities will be noted on the mapping. Given the nature of this project being a pedestrian improvement, it is assumed a noise analysis is not required.
- Fish and Wildlife Habitats: The results of research and field review will be shown on the mapping.
- Endangered / Threatened Species: The results of research and field review will be shown on the mapping.
- Community Character (local aesthetics): Any scenic views and valued aesthetics will be noted on the mapping.
- Socio-economic Characteristics: Local and regional plans will be reviewed and pertinent portions noted.
- Agricultural land: The results of research and field review will be shown on the mapping.
- Land and Water Conservation Fund lands (Section 6(f)): Stantec will review the latest listing posted on the relevant websites and any lands will be noted on the mapping.
- Public and Recreation Land (Section 4(f)): Based on field review and input from communities, these lands will be noted on the base mapping.

Deliverables: Results of field and research reviews to be incorporated into existing conditions plan.

Task 7. Identify Right-of-Way

Scope: Compile right-of-way and property ownership information along the alignment of the proposed project. This information should identify public/private ownership and any existing easements or restrictions (e.g. Act 250

permits) on affected property. Right-of-way information will be mapped on the same base mapping as the existing conditions.

Approach/Assumptions: Stantec will solicit the existing highway right-of-way from the Town and include on the base mapping. The Town will provide the names of the property owners in the project area. Stantec will include this information on the plans.

Deliverables: Documentation of research and right-of-way for base map.

Task 8. Identify Utility Conflicts

Scope: Identify and discuss public and private underground and overhead utilities (water, sewer, fiber optics, electric, TV, cable, phone) in the project area. Include a preliminary assessment of whether any relocation will be required and indicate if the relocations may occur outside of the existing Rights of Way. For underground utilities, an assessment should be made of whether they will be impacted by construction of the proposed improvements. The assessment will include identification of owners of potentially impacted utilities.

Approach/Assumptions: Stantec will provide a project plan to area utility companies asking for what existing facilities or proposed expansion or relocation plans they have in the project area and request any location information and condition information they have. This information along with the aerial line information will be shown on the plans. Impacts to existing facilities and potential mitigation will be depicted.

Deliverables: List of utility impacts.

Task 9. Alternatives Evaluation and Presentation

Scope: The proposed alternatives, including the no build alternative, will be evaluated and the results summarized in an alternatives matrix. The matrix will include transportation impacts (traffic, bike and pedestrian), resource impacts, right-of-way impacts, utility impacts, ability to meet the project purpose and need, estimated cost and any other factors that will help the community evaluate the alternatives being considered. The new pedestrian link has the potential to improve the community character and this item will be part of the evaluation. The socio-economic impact or benefit of alternatives will be noted.

Stantec and CCRPC staff will present the alternatives considered and seek the Town Selectboard endorsement of a preferred alternative.

Approach/Assumptions: A draft will be developed and provided by Stantec to the CCRPC and Town for review prior to meeting. Comments will be

incorporated for the subsequent presentation to the Town Selectboard. The provided information will also include a draft scoping report describing the project, existing conditions, and alternatives.

The alternatives presentation is planned to be in PowerPoint format.

Deliverables: Recommendation on preferred alternative, evaluation matrix, draft scoping report, PowerPoint of alternatives.

Task 10. Develop Preliminary Cost Estimates

Scope: The consultant will develop preliminary cost estimates for further planning, design, construction, and maintenance costs of the project. Cost estimates shall include preliminary bid item quantities. Per foot or lump sum costs will not be an acceptable substitute. The long-term alternatives estimates will assume that the project will be constructed using a combination of Federal and local funding and will be managed by the local community. The long-term alternatives cost estimates will include amounts for construction, engineering, municipal project management and construction inspection. For the short term/interim improvements that are identified, estimates will be provided assuming local funding will be used for their implementation.

Approach/Assumptions: Stantec will utilize the iPDWeb database and recent bid results to develop a cost estimate for the preferred alternative. Cost estimates prepared to compare alternatives will be order of magnitude estimates and will not be carried out to the same level of detail as the preferred alternative cost estimate. Cost estimates will be conducted in tandem with the Alternatives Evaluation and be presented to the Project Advisory Committee as part of the alternatives matrix at their meeting under Task I.

Deliverables: Cost estimates for preferred alternatives.

Task 11. Report Production

Scope: Using information gathered from the activities outlined above and from the meetings with the Town and CCRPC, submit draft and final scoping reports outlining the findings of the study. This report will be an update and reference the previous report.

Approach/Assumptions: It is proposed the report sections be developed as the work is completed. For instance, the Existing Conditions sections and Proposed Alternatives section will be completed prior to the alternatives presentation meeting. This will allow a draft document to be used to update parties interested on the project status. It will also facilitate input on alternatives.

Project Team

Greg Goyette will serve as our Client Liaison/PIC responsible for meeting coordination, QC and schedule adherence. **Erik Alling** will manage the technical aspect of the study, assuring quality reviews on project deliverables and helping to facilitate client and stakeholder collaboration efforts. Throughout the duration of this study, our focus will be on this project, giving Chittenden County Regional Planning Commission and **The Town of Richmond** quick access to information and providing timely response to questions. The remainder of the project team is listed below:

Other Key Team Members	Role:
Caela Waite	Project Engineer
Sean Neely	Project Engineer
Polly Harris	Environmental Specialist

Project Schedule

The tentative completion of the project is scheduled for **May 2022**. Dates within this milestone schedule are subject to change based on data availability, public involvement scheduling, review of deliverables, and stakeholder meetings. Table 1 provides the project milestone schedule. **Schedule changes may occur in response to the global pandemic and resulting quarantine and shelter-in-place orders.**

Table 1. Milestone Schedule

Project Milestone	Tentative Initiation/ Completion Date ^A	Achieved
Retain Consultant	September 2021	
Local concerns meeting	October 2021	
Research, Analysis and Design - Study of existing conditions and community needs, analysis, and preliminary designs of alternatives	November 2021 - January 2022	
Presentation of alternatives - for community input and feedback	February 2022	
Refinement and finalization of deliverables	March 2022 - April 2022	
Presentation of alternatives to Richmond Selectboard, final report	May 2022	

** A maximum of 8 Client/Committee meetings will be scheduled. Meetings will be virtual/ in-person depending on COVID19 status and travel restriction.*

^Tentative completion dates subject to change based on client review, scheduling meetings/work sessions with elected officials and the COVID19 status. The milestone schedule will be updated and included in monthly progress reports.

Invoicing and Progress Reports

Invoices will be submitted monthly to the Client beginning October, 2021. Each invoice will be accompanied by a progress report consisting of a bulleted list summarizing that month's efforts. Final invoice will be submitted within 30 days of the end of the contract period.

Invoices will be sent to Forest Cohen fcohen@ccrpcvt.org, and addressed to:

Jason Charest

Senior Transportation Planning Engineer
Chittenden County Regional Planning Commission
jcharest@ccrpcvt.org
802.861.0127

Project Contacts

Ravi Venkataraman
Town Planner
Town of Richmond
rvenkataraman@richmondvt.gov
802.434.2430

CCRPC:

Jason Charest
Senior Transportation Planning Engineer
Chittenden County Regional Planning Commission
jcharest@ccrpcvt.org
802.861.0127

Stantec:

Erik Alling
Project Manager
Stantec
Erik.alling@stantec.com
802.497.6004

Project Budget

Total project budget is \$60,000. A breakdown of tasks, hours, and fee is included on the next page. Note the hourly rates shown are average hourly rates per job classification. The CCRPC will be billed on a cost-plus fixed fee

basis using actual employee direct labor rates, Stantec's audited overhead rate, and fixed fee of 10% not to exceed the project total budget.



55 Green Mountain Drive
South Burlington, VT 05403

TASK-LABOR HOUR SCHEDULE

CCRPC / Town of Richmond
Richmond Sidewalks Scoping Study

September 9, 2021

TASK		Principal	PM/Sr. Engineer	Project Engr./ Env. Specialist	Technical / Clerical	TOTAL
A. Attend Kick-off meeting and review project scope/schedule						
1.	Develop agenda and presentation and meet with committee	Assume completed				0
B. Collect Existing Data/ Compile Base Mapping						
1.	Field review/inspection/documentation		4	4		8
2.	Traffic Analysis - intersections	Assume not required				
3.	Collect and review existing studies and Record Drawings	Provided By Town				
4.	Identify and document existing resources	See F.1 Below				
5.	Develop base mapping (Coordination, review, and set up)					
a.	Collect othophoto and Lidar/generate 3D model		1	8	4	13
b.	Update base mapping w/collected data		2		2	4
c.	Collect existing utility information and show in base mapping	Provided By CCRPC				
6.	Establish design criteria	1	4	4	4	13
C. Local Concerns Meeting / Purpose and Need						
1.	a. Develop list of property owners and stakeholders	Provided By Town				
	b. Notice, prepare for, & attend Local Concerns Meeting	1	4	6	2	13
2.	Document LCM and distribute notes		2			2
D. Purpose and Need						
1.	Develop draft purpose & need statement		2			2
2.	Develop final purpose & need statement for Committee endorsement		1			1
E. Development of Conceptual Alternatives						
1.	Develop plans and typical sections of 2 alternatives per segment		10	50	50	110
2.	Develop conceptual estimates for alternatives	1	8	16	16	41
3.	Review with Committee (assume 1 mtg.)	2	2			4
F. Identify Natural Cultural Resources Constraints						
1.	Desktop and field review		2	12	2	16
2.	Include resources on base mapping		2		4	6
3.	Conduct team coordination		4			4
4.	Attend Corp of Engineers coordination meeting	Assume Not Required				
G. Identify Right of Way						
1.	Review Town record plans and collect P.O. names	Provided By Town				
2.	Include on base plans		1		4	5
H. Identify Utility Conflicts						
			2	4		6
I. Alternatives Evaluation and Presentation						
1.	Prepare evaluation and matrix	1	4	4	1	10
2.	Prepare presentation material & present to committee	1	2	8	4	15
3.	Notice, present alternatives & document meeting		4		2	6
4.	Meet with committee to finalize preferred alternative	1	2			3
J. Preliminary Cost Estimate						
1.	Prepare cost estimate for the preferred alternative		2	4		6
K. Report Production						
1.	Compile information & prepare draft scoping report	2	20	30	30	82
2.	Submit to CCRPC for review		1			1
3.	Revise with CCRPC comments		8	4	4	16
TOTALS		10	94	154	129	387



September 10, 2021

Elise H. Manning Sterling
Hartgen Archeological Associates, Inc.
P.O. Box 81
Putney, Vermont 05346
802.380.2845
emanning@hartgen.com

CORPORATE

1744 Washington Ave. Ext
Rensselaer NY 12144

p +1 518 283 0534
f +1 518 283 6276

NEW ENGLAND

PO Box 81
Putney VT 05346

p +1 802 387 6020
f +1 802 387 8524

Erik Alling, P.E.
Senior Transportation Engineer
Stantec
55 Green Mountain Drive
South Burlington, VT 05403-7824
(P) 802.497.6004 ext. 129
Erik.Alling@stantec.com

Subject: Richmond Sidewalk Scoping Study
Town of Richmond, Chittenden County, Vermont
Scope of Work for Archeological Resource Assessment - P2021-261

Dear Erik,

Thank you for asking Hartgen Archeological Associates, Inc. to prepare a work scope and cost for an Archeological Resource Assessment (ARA) for the proposed Richmond Sidewalk Scoping Study located in the Town of Richmond, Chittenden County, Vermont. The Chittenden County Regional Planning Commission (CCRPC) is undertaking a scoping study for three proposed sidewalk improvement alignments.

PROJECT INFORMATION

- The cultural resources investigation is required according to Section 106 of the National Historic Preservation Act.
- The archeological investigation and ARA report will be reviewed by the Vermont Division for Historic Preservation (VDHP).

SCOPE OF WORK

This section outlines Hartgen's proposed scope of work, which adheres to the Vermont State Historic Preservation Office's *Guidelines for Conducting Archeology in Vermont* (2017). The investigation will be overseen by one of Hartgen's Principal Investigators, each of whom meet the Secretary of the Interior's Professional Qualification Standards outlined in *Archeology and Historic Preservation: Secretary of the Interior's Standards and Guidelines as Amended and Annotated* and required under Title 36 of the Code of Federal Regulations, Section 61 (36 CFR 61).

Archeological Resource Assessment

The ARA will include the study and walkover of the three proposed sidewalk alignments. The report will contain the following information:

- Project information including the project size, location, and plans. The project area will be identified on the most recent USGS quadrangle and, if available, maps of project plans provided by the client will be included.
- Environmental information including a description of physiography and hydrology in the project area.
- Discussion of existing conditions within the project area including present land use and evidence of prior disturbance. A site visit will be conducted to observe and photograph existing conditions.
- A description of previously reported archeological and historical resources in the project area vicinity. This information will be obtained from study of the VDHP on-line resource center and will include identification of known archeological sites, National Register listed and eligible structures and districts.
- Study of historical maps and an interpretation of potential historic archeological resources within the project area.
- An assessment of the precontact and historic archeological sensitivity of the project area and recommendations regarding Phase IB testing.

Report Preparation

The report will be prepared according to the Vermont State Historic Preservation Office's *Guidelines for Conducting Archeology in Vermont* (2017). As appropriate, the report will contain text, maps and photographs. Hartgen will provide a PDF version of the draft report for the client's review. The client will compile and submit all comments to Hartgen in a single submission. Hartgen will address one round of comments, making revisions to the report as appropriate. Hartgen will issue one hard copy and one PDF copy of the final report.

SCHEDULING, PROVISOS AND FEES

A preliminary schedule follows. Hartgen will commit to a schedule at the time of authorization.

- The site visit can currently be scheduled for late summer 2021. According to VDHP guidelines, the site visit must be conducted when there is little or no snow cover.
- The draft report can typically be completed within six weeks of completion of the site visit.
- The final report can typically be completed within five days of receiving comments on the draft.
- Hartgen will be provided with the most recent project maps in a format compatible with AutoCAD LT 2012 or GIS data compatible with ArcGIS 10.2.

- The Archeological Resource Assessment outlined in this proposal can be completed for a lump sum cost of \$3,700.00.
- The quoted cost is in effect for the next 60 days.

If you have any questions about this proposal, please contact me at emanning@hartgen.com or 802-380-2845.

Sincerely yours,

A handwritten signature in blue ink, appearing to read "Elise Manning Sterling". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Elise Manning Sterling, MA
Project Manager



COSTS SCHEDULE
 CCRPC / Town of Richmond
Richmond Sidewalks Scoping Study

55 Green Mountain Drive
 South Burlington, VT 05403

September 9, 2021

ITEM	Principal	PM/Sr. Engineer	Project Engr./ Env. Specialist	Technical / Clerical	TOTAL
Total Labor Hours	10	94	154	129	387
Average Hourly Rate	\$230.00	\$260.00	\$111.00	\$96.00	
Direct Labor Costs	\$2,300	\$24,440	\$17,094	\$12,384	\$56,218
Stantec Labor Total					\$56,218
Direct Expenses					
Travel, Etc.					\$62
Underground Utility Locator (Budget) - Assume not required					\$0
Printing					\$20
Stantec Total					\$56,300
Subconsultants					
Hartgen Associates (Archaeology Assessment and Historic Research)					\$3,700
Project Total					\$60,000