

Background

The Town of Shelburne is seeking to conduct a study that identifies community goals and problems related to bicycling and pedestrian connectivity, develop solutions to those problems, identify opportunities to enhance connectivity and create a plan for implementation.

Dubois & King will work collaboratively with CCRPC and the Town of Shelburne to develop this plan. The project will be overseen by an Advisory Committee with members selected by the Town from key committees and interest groups.

Task 1: Project Management and Communication

1. Kick off meeting

Project team will meet with the Advisory Committee to

- a. Review scope of work, timeline, and project goals
- b. Clarify communications plan, including Advisory Committee members and roles
- c. Review project goals and desired outcomes
- d. Review CCRPC/Community engagement approach, including establishment of a project-specific website and key public engagement milestones.

2. Project Communication

Regular project communications will take place between the D&K and a steering committee anticipated to be comprised of representatives from:

- a. CCRPC
- b. Town of Shelburne
- c. Town of Shelburne Bike & Pedestrian Paths Committee (official)
- d. Town of Shelburne Village Pedestrian Safety Group (unofficial)

Communications will be facilitated by regular recurring monthly coordination meetings, hosted virtually.

Deliverables: Revised SOW and schedule, regular meeting minutes, materials for distribution to the public as needed.

Task 2: Assess conditions and Identify Opportunities

1. Review past plans and studies, funded projects

D&K will review regionally relevant past plans and studies, including:

- Charlotte / Hinesburg / South Burlington Bike Ped Plans & Projects

- [Hinesburg Natural Resources Viewer](#)
- [Charlotte Map Viewer](#)
- Regional network of existing Walk/Bike Facilities
 - [Close the Gaps in Regional Bike Facilities](#)
- Southern Gateway Pedestrian Study
- Shelburne economic report

Additionally, D&K will work with the Town manager to identify any areas that are projected to have significant growth in the next 10 years, particularly residential growth.

2. Base mapping

CCRPC will provide D&K with a base map package clipped to the Town of Shelburne's boundaries. The following is a comprehensive list of datasets that may be provided by CCRPC or referenced via online service from VCGI. A summary of desired data includes:

- i. Basemap Data
 - Building footprints
 - Parcels boundary & landownership
 - Contours (smallest interval available)
 - Digital Elevation Models
 - Land Use / Zoning
 - Ortho imagery (if higher resolution available than VCGI online service)
 - E911 points
 - Village / Downtown Boundaries
- ii. Natural Resources
 - Rivers & Streams
 - River Corridors
 - 100-year floodplain
 - Floodway
 - Tree canopy (if available)
 - Street Trees (if available)
- iii. Transportation
 - Road centerlines
 - Annual average daily traffic (AADT)
 - Turning movement counts for intersections within project area (if available)
 - Crash history (most recent 5 years)
 - Sidewalks
 - Additional bike/ped data from previous studies
- iv. Utilities
 - Utility pole locations / overhead utility lines

Street lights
Stormwater infrastructure (catch basins, drop inlets, storm lines, etc)

3. Site Visit

D&K will conduct a site visit to assess on-the-ground conditions, identify connectivity improvements for existing infrastructure, neighborhood areas that would benefit from better connectivity and key pedestrian traffic areas. Particular focus will be upon public rights of way and their potential to accommodate and support improved walk/bike networks. This site visit is anticipated to be completed on foot and bicycle to the greatest extent possible, should weather permit.

4. Existing Conditions Analysis

D&K will combine information gathered via GIS and the site visit to develop existing conditions analyses that can inform and direct public discussion of potential walk/bike projects across the Town of Shelburne.

These analyses may include:

- Gap Analysis
- Origin / Destination Analysis
- Residential Density Analysis
- Slope Analysis
- Walkshed / Bikeshed Analysis
- Community Input Analysis*
- Existing Bike Ped Counts**

A number of these analytical processes will be used to direct and inform the public discussion of potential improvements across the Town of Shelburne and inform decision making regarding the prioritization of final projects.

**Community Input would be gathered through the public input process - both in person meetings and online surveys and/or online map engagement tool input. CCRPC to lead development of online mapping tools.*

***Bike/Ped Counts to be led by CCRPC via infra-red counters installed at key locations*

Deliverables: Analytical maps, diagrams, site photography and notes.

Task 3: Public Engagement

1. Community Input Map

CCRPC will work with D&K to develop a Community Input Map that illustrates existing bike/ped facilities, public roadways, and community destinations. This online tool will have a publicly editable layer that allows the public to identify key details including:

- a. Commonly accessed destinations via walking and bicycling
- b. Key barriers to walking and bicycling as transportation / recreation
- c. Ideal connections to support improved walking and bicycling through Shelburne.
- d. Connections to neighboring communities

The CCRPC will lead the development of online mapping tools. The crowdsourced data generated in this Community Input Map will be used to support the analytical processes described in Task 2, Section 4, and the final plan product.

2. Community Forum I

CCRPC and the Town will present the findings of existing conditions analysis in a public setting for the purpose of collecting additional feedback from interested members of the public. This meeting is anticipated to be a virtual forum with in-person representation possible. Facilitation of this meeting will be led by CCRPC, with content development led by D&K. Based on volunteer capacity of the steering committee and CCRPC capacity, additional analog but socially distanced opportunities for engagement may be built around this engagement effort.

3. Community Forum II

Based on input from the first community forum, and online review, the D&K team will develop preliminary recommendations for a Bike/Ped plan for the Town of Shelburne. This draft plan and prioritized recommendations will be presented by CCRPC and the Town in a public forum in order to gather public feedback and input on the draft plan.

4. Final Presentation

D&K will present the final draft of the Shelburne Bike Ped Connectivity Plan to the Selectboard.

Deliverables: Online map engagement tool data, public meeting notes, public meeting content support

Task 4: Bike/Ped Connectivity Plan Development

1. Draft Bike/Ped Strategies

Building upon public input and existing conditions analysis, D&K will develop strategies to enhance bicycle and pedestrian connectivity in Shelburne and to neighboring communities. These strategies will be illustrated in both map and tabular formats, and further sorted and ranked based on three key attributes: Feasibility, Conceptual Cost, and Community Benefit. These documents will clearly define key projects in the following categories:

A. Pedestrian Connectivity

B. Bicycle Connectivity

Projects will be communicated as a map, or series of maps and tabular data which together illustrate project type, feasibility, conceptual cost, and community benefit for each project proposed.

2. Draft Final Summary Document

After completing both Community Forums outlined under Task 3, D&K will work with the Steering Committee to finalize the Shelburne Bike/Ped Connectivity Plan. This final plan is anticipated to consist of the maps and tabular data as described in Task 4.1, as well as a descriptive and concise report outlining the process and findings of this study.

Deliverables: Strategy document, Final Summary document

CCRPC/Shelburne
Shelburne Bike/Ped Connectivity Plan
 Project No.: 327443F



Project Phases & Tasks					Labor Categories					Total Hours
	Project Manager	Senior Planner	Planning Engineer							
1. Project Management										
1. Kickoff Meeting	2	4	2							8
2. Project Communication & Management	10	8	4							22
2 Assess conditions and identify opportunities										0
1. Review Past Plans, Studies and Funded Projects		2	2							4
2. Base Mapping			8							8
3. Site Visit		8	8							
4. Existing Conditions Analysis	1	8	16							
3 Public Engagement										0
1. Community Input Map Data	1	8	8							17
2. Locally Led Community Forum 1		4	2							6
3: Locally Led Community Forum 2		4	2							6
4:Final Presentation		4								4
4 Bike/Ped Connectivity Plan Development										0
1. Draft Bike/Ped Plan Strategies	2	20	16							38
2. Final Summary Document	2	16	16							34
										0
										0
										0
Total Hours:	18	86	84	0	0	0	0	0	0	147
Total Hours:	18	86	84	0	0	0	0	0	0	147
Direct Labor										
Hourly Rate:	\$135.00	\$115.00	\$90.00							
Labor Cost:	\$2,430	\$9,890	\$7,560	\$0	\$0	\$0	\$0	\$0	\$0	\$19,880

Direct Expenses

I. Subsistence									
Transportation:	Vehicles	179	Miles @	\$0.575	/ Mile =	\$103			
					Travel-Air / Ground / Parking Allowance =	\$0			
Meals:	Partial Per Diem	0	Days @	\$6.00	/ Day =	\$0			
	Full Per Diem	0	Days @	\$25.00	/ Day =	\$0			
Rooms & Lodging:	Hotel	0	Days @	\$70.00	/ Day =	\$0	Subsistence Total =	\$103	
II. Support Expenses									
					Telephone / Fax =	\$0			
					Postage =	\$0			
					Reproduction =	\$17			
					Copying =	\$0	Support Total =	\$17	
III. Subcontractors									
						\$0	Subcontractor Total =	\$0	
IV. Miscellaneous Expenses									
					Computer Charges =	\$0			
					Plotting Charges =	\$0			
					Special Equipment =	\$0			
					Miscellaneous =	\$0	Miscellaneous Total =	\$0	
							Total Direct Expenses =	\$120	
							Administrative Fee =	\$0	
							Total Cost =	\$120	
Cost Summary									
			Labor Cost	\$19,880					
			Direct Expenses	\$120					
			Total Price	\$20,000					