

## PROPOSED SCOPE OF WORK

December 15, 2022

To: Bryan Davis

Organization: CCRPC

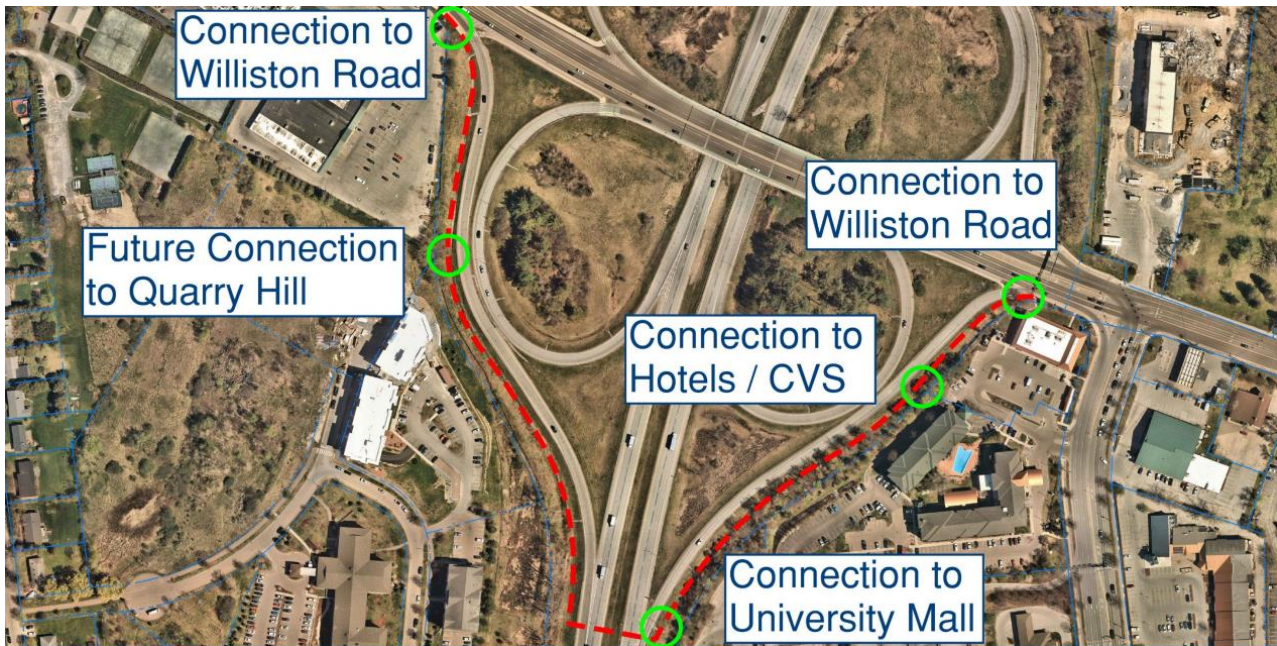
From: Lucy Gibson, PE; Karen Fitzgerald, RLA

Project: I-89 Connections

**Re: Toole Design Scope of Work**

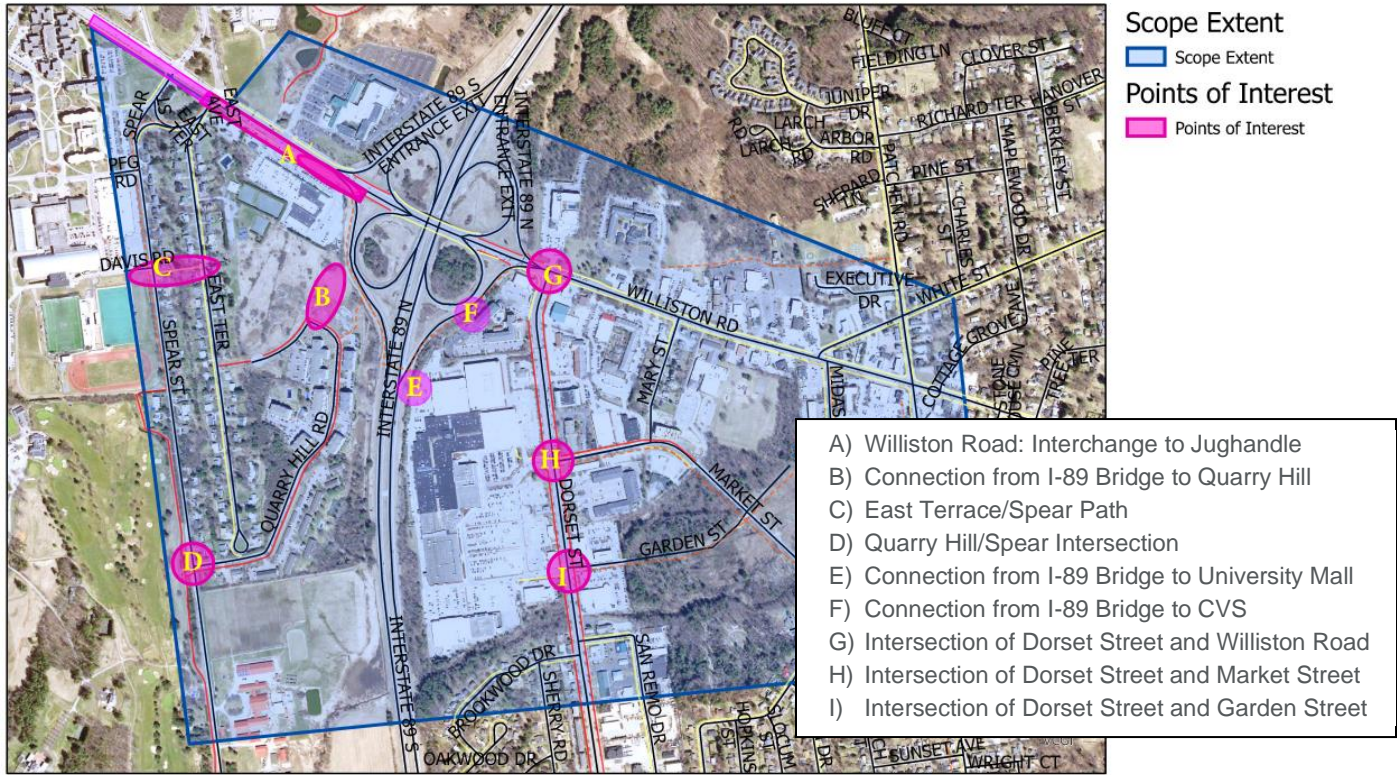
### Project Understanding

This project will address one of the most significant barriers for active transportation in the Chittenden County region. The City of South Burlington received a RAISE grant, and is developing construction plans for, a bicycle and pedestrian bridge over the I-89, Exit 14 interchange. While the grant funding covers the bridge structure and approaches to Williston Road on the east and west side of the interchange, there are opportunities for several additional intermediate connections to neighborhoods and mixed-use districts that will increase connectivity to and utility of the bridge. The map below shows both new potential connections to the bridge, and points of concern in the active transportation network.



In addition to the potential direct connections to the bridge, the City of South Burlington has identified several weak links in the active transportation network that should also be addressed to strengthen the active

transportation network and allow the new bridge to reach its full potential. All of the locations that will be the subject of this study are shown as “points of interest” in the map below.



The Chittenden County Regional Planning Commission (CCRPC) has funded this project to study these connections. This study will explore alternatives, and develop conceptual plans for these locations so that these areas can be addressed in parallel with the RAISE Grant bridge project.

Toole Design has developed the following scope of services and attached a fee estimate to conduct this study.

## Scope of Work

### Task 1 Project Initiation and Management

This task will include getting project initiated and managed throughout the duration. One important item will be to refine the plan for public engagement. The following items are included.

- Kickoff meeting with the project management team (representatives from CCRPC, City of South Burlington) to review and refine scope, goals, and timeline
- Development of a detailed public/community engagement plan that fits within the available budget and involves CCRPC and the City of South Burlington in appropriate roles
- Discuss relative priority of each point of interest for more detailed analysis and design.
- Identify key stakeholders at each point of interest
- Ongoing project management activities (communications, invoices, progress reports)

### Assumptions

- Monthly coordination meetings with a project management team with representatives from CCRPC and City of South Burlington will be led by CCRPC and supported by Toole Design

### *Deliverables*

- Ongoing project communications with the Project Management Team of CCRPC, City of South Burlington
- Draft and final public engagement plan
- Agendas and meeting notes from coordination meetings
- Progress reports and monthly invoices

## **Task 2 Evaluate Existing Conditions**

Toole Design will briefly summarize existing conditions in a slide deck to be used by the project team and in public presentations. It will both make the case for the connectivity improvements, and describe on-the-ground issues, needs and features at each project site. Base maps will be set up that will cover all the project areas of concern, to be used to explore design concepts.

Toole Design will conduct the following activities to document existing conditions for the project area:

### *a) Review past plans and studies and Data Collection*

Toole Design will conduct a review of past plans, studies and data.

### *b) Base Maps*

The following sets of data will be compiled into a project database and base maps. There will be both a context map showing the entire project area with origins and destinations, and CAD base maps to be used in developing design alternatives.

- Aerial photographs
- Property boundaries and ownership
- LIDAR topography
- Utility locations (electric, water, sewer, gas, telecom)
- Environmental resources (wetland, RTE species, water resources)
- Traffic count data
- Signal plans from VTrans and/or the City of South Burlington
- Crash data from VTrans

### *c) Site Visit*

A site visit will be conducted at each of the project areas of concern, to take measurements and photos.

### *d) Summarize Findings*

A summary for each site will be prepared that includes connectivity needs and opportunities, constraints such as topography or environmental resources, and potentially affected landowners.

### *Deliverables*

- Existing Conditions Slide Deck, including an assessment of needs and constraints for each point of interest
- GIS Base map for the project area and CAD base map for each point of interest

### Task 3 Develop Draft Concepts

Toole Design will explore alternatives for each project site/points of interest, and develop draft concept for alternatives determined to be worth further exploration. Because the points of interest vary widely in their complexity, and present issues and a range of options that could potentially be feasible, the level of detail and effort may vary among the sites. Each site may have a unique set of stakeholders that should be consulted in the design development process, in addition to the general public. The community engagement plan developed in Task 1 will describe ways to involve stakeholders and the public to share draft concepts and solicit feedback.

Table 1 below shows an initial assessment of the primary issues and stakeholders for each site, which will be used to plan outreach and engagement, and ensuring that the team involves the right people for each location.

**Table 1: Project site primary issues, needs and stakeholders**

| Project Site  | Primary issues and needs   | Stakeholders   |
|---|--|--|
| A) Williston Road: Interchange to Jughandle                   | Right-of-way width, utilities, bus stop design   | Potentially affected landowners, Utilities, VTrans, City of South Burlington, UVM, GMT |
| B) Connection from I-89 Bridge to Quarry Hill                 | Develop functional and attractive shared use path connection; Topography, alignment of potential connections   | Potentially affected landowners, City of South Burlington                              |
| C) East Terrace/Spear Path                                    | Develop functional and attractive shared use path connection   | Neighborhood, City of South Burlington   |
| D) Quarry Hill/Spear Intersection                             | Safe crossing to path network  | Neighborhood, City of South Burlington   |
| E) Connection from I-89 Bridge to and through University Mall | Explore options for short- and long-term connections through site as redevelopment concepts are planned. Integrate with Mall future redevelopment plans and urban design considerations. | University Mall landowners, City of South Burlington                                   |
| F) Connection from I-89 Bridge to CVS                         | Explore feasibility of path connection from I-89 Bridge path to Dorset Street; possibly of through the CVS property to Williston Road  | Potentially affected landowners, VTrans, City of South Burlington                      |
| G) Intersection of Dorset Street and Williston Road           | Reconfigure intersection and signal operations to provide for safe crossing of Dorset Street on south side of Williston Road, possibly with bike signal                                  | Neighborhood, City of South Burlington, VTrans   |
| H) Intersection of Dorset Street and Market Street            | Reconfigure or change signal timing/phasing to allow safe crossings in all directions; accommodate bus stop  | Neighborhood, City of South Burlington, GMT  |
| I) Intersection of Dorset Street and Garden Street            | Consider signing and pavement markings to facilitate safe bicycle crossings  | Neighborhood, City of South Burlington   |

For sites A, B, E and F, an approach to design development will include inviting landowners to a meeting and/or to participate in a design charrette to explore options.

Sites C, D, G, H and I involve intersection and path design that will largely be within the public right of way, so public and neighborhood engagement will be conducted as is typical for a scoping project. Additional stakeholders may include abutting landowners, GMT, and utilities.

It is assumed that the City of South Burlington staff will be involved in the design development for all locations as schedule and interest allows, and the Bicycle Pedestrian Committee will have review and input as draft concepts are developed.

Toole Design will augment the slide deck as described in Task 2 to show the alternatives and, if appropriate, a preferred concept for each location. A limited number of visualizations will be developed where they will be most beneficial.

#### *Deliverables*

- Slide deck that includes draft concepts and alternatives
- Meetings with landowners and City of South Burlington Bicycle Pedestrian Committee to review alternatives
- Public meeting to share alternatives and gather input
- Content for an ArcGIS storymap and website, to be developed by CCRPC

### **Task 4 Refine Concepts and Final Report**

After gathering input from stakeholders, the Project Management Team, and the South Burlington Bicycle and Pedestrian Committee, the proposed concepts will be refined to a more detailed preferred alternative for each point of interest. In addition to a concept layout, a planning level cost estimate for each preferred alternative will be prepared for purposes of programming and seeking funding.

A final report will be prepared that summarizes the process leading to the proposed concepts, and recommends an action plan for each point of interest. The draft report will be reviewed by the Project Management Team and South Burlington Bicycle and Pedestrian Committee, and a final report will be prepared following a comment resolution meeting with the Project Management Team.

#### *Deliverables*

- Draft report summarizing existing conditions, alternatives considered, and recommendations for each of the nine points of interest.
- Final report incorporating feedback from the City of South Burlington, Bicycle Pedestrian Committee, stakeholders and the public.

### **Task 5 Outreach and Engagement**

We anticipate that community outreach and engagement will be a joint effort of the City of South Burlington, CCRPC and Toole Design. Because the I-89 bridge enjoys significant community support, and the connection locations are constrained by topography and property ownership, it is anticipated that the community engagement for this project will include project stakeholders, including abutting property owners, neighborhood residents, and people that are likely to use the bicycle and pedestrian bridge, so that their interests and needs can be incorporated into the design concepts developed during this project. Some of the points of interest will serve as more local neighborhood connections, while others, such as the sites along Williston Road, will be regionally significant active transportation connections.

Additional discussion on appropriate engagement will be a topic at the kickoff meeting, but the list below of project areas and potential stakeholders can serve as a starting point to help the team develop an effective engagement plan.

The following are proposed as potential avenues for engagement in this project:

- **Public Meetings:** A public meeting could be held at two points in the project, which could be hosted by the South Burlington Bicycle and Pedestrian Committee.
- **Landowner meetings:** these will be important for project sites that will affect private property, including the Quarry Hill, University Mall, and CVS connections. We expect the City of South Burlington will make initial contact with the property owners, and Toole Design can set up a working session to discuss and review concepts. The meetings could be virtual and use a collaboration tool such as Miro, or in-person/on-site. For the University Mall site, a design workshop with the U Mall owners or representatives and the project management team can be a productive way to engage the owners and develop design alternatives which will support the City of South Burlington’s plans for the City Center area.
- **An advisory Committee** will not be established due to the dispersed project sites.
- **Bicycle and Pedestrian Committee meetings.** This committee will have an advisory role throughout the project with check-ins at up to four meetings, if desired.

*Deliverables*

- Meeting notes and documentation

## Project Schedule

The following schedule is proposed for the completion of this project.

### December 2022 – Sept 2023 Proposed Project Timeline

