

February 7, 2023

Chittenden County Regional Planning Commission (CCRPC)
c/o Mr. Jason Charest
Project Manager
110 West Canal Street, Suite 202
Winooski, VT 05404

RE: CCRPC On-Call Task Order: Lafountain and Dion Street Scoping Study

Dear Mr. Charest:

WSP USA is pleased to submit a scope of work and labor-hour fee estimate for the Lafountain and Dion Street Scoping Study. The following is our understanding of the tasks based on the scope outline provided to WSP in October and as discussed at our scoping meeting with CCRPC and Winooski on December 2nd.

Project Description and Background

This project advances planning objectives listed in Winooski's 2019 Masterplan and 2017 City Transportation Masterplan. It also complements design and planning work completed for adjacent gateways corridors, Main Street and East Allen Street.

Winooski, through the CCRPC, seeks the support of WSP to provide technical services for exploring potential street reconfiguration alternatives for the corridor right-of-way. These include adding enhanced multimodal space for pedestrian and bicycle facilities as well as urban tree planting. This geography is being targeted with an eye towards coordination with impending utility replacement work. Recommended alternatives may include short-term low-cost options as well as long-term permanent improvements coupled with street reconstruction.

Lafountain and Dion Streets currently possess minimal bicycle and pedestrian facilities. On-street parking is underutilized in the study area. The geography also sees unwanted cut-through traffic for northbound traffic headed from I-89 and E Allen Street to Main Street. Another goal of this work is to design the corridor to dissuade this behavior.

The main portion of the study area runs along Lafountain Street from Main Street (US Route 2) to Dion Street as well as along Dion Street between Lafountain Street and East Allen Street (VT Route 15).

WSP will perform the following tasks through completion:

Task 1 – Assess Existing Conditions

1. WSP will prepare a summary of existing conditions throughout the study area, including an assessment of the following items: existing physical infrastructure, current vehicle traffic, bicycle and pedestrian volumes along Lafountain and Dion Streets, property boundaries, key destinations and user groups along the corridor,

- potential or pending development, and natural and cultural resources within the study area. For scoping purposes, we have assumed that existing traffic count data will be provided by CCRPC or Winooski staff.
2. A base map of the study area will be prepared using available high-resolution orthophotography, topography, parcel boundaries, mapped utilities, zoning district boundaries, public right-of-way boundaries, and natural resources. The base map will be enhanced with digitized curblines, driveway aprons, pavement markings, signal equipment, sidewalks, intersecting streets, and related information.
 3. WSP will prepare for and attend virtually a Project Team meeting to review the scope of work and schedule, discuss previous planning efforts in the study area, review overall project goals, and begin to articulate known issues and opportunities along the corridor.

Task 1 Deliverables: Existing conditions assessment memo, corridor base map, design criteria and itemized issues, opportunities, and limitations. Project Team meeting agenda and notes.

Task 2 –Local Concerns Meeting and Purpose and Need Statement

1. WSP, in coordination with CCRPC and the City, will organize, advertise, facilitate, and document an in-person local concerns meeting as a means for public outreach and input on the corridor. The meeting will include an overview of the project area and gather input from attendees on issues and opportunities for enhancing multimodal mobility and safety along the corridor. Comments from the meeting will be compiled and summarized.
2. A Draft Purpose and Need Statement will be circulated for review following the meeting.

Task 2 Deliverables: Meeting presentation, materials, and notes; Draft Purpose and Need Statement

Task 3 –Advisory Committee Meeting #1

1. WSP will coordinate with CCRPC and the City to assemble a group of stakeholders including, but not limited to, additional City staff, Winooski Infrastructure Commission representative, emergency services, key property/business owners, the Winooski Bicycle Coalition, and others as decided upon by the Project Team.
2. At the committee's first meeting, planned to be held virtually, WSP will provide an overview of the project, summarize input from the Local Concerns Meeting and solicit initial feedback on project goals, strategies, issues, draft Purpose and Need Statement, and opportunities along the corridor. The Purpose and Need Statement will be finalized following this meeting.

Task 3 Deliverables: Agenda and notes of meeting, Final Purpose and Need Statement

Task 4 – Alternatives Development and Evaluation

1. WSP will develop draft concept plans for up to three design alternatives for the corridor. The design alternatives will generally include plan view, typical section graphics along with relevant notes (e.g. issues, contracts, impacts to property) on each plan and perspective drawings. The alternatives will include investigations of road diets, enhanced bicycle and pedestrian facilities, roadways improvements, traffic calming measures, and tree plantings.
2. WSP will provide an alternatives evaluation matrix to assist in the comparison of the alternatives against a no-build condition. The matrix will include: conceptual cost estimate, natural resource impacts, traffic operations impacts, safety impacts, right-of-way impacts, level of non-motorized accommodations, and potential permit issues.
3. WSP will prepare for and virtually attend a project team meeting to review the alternatives evaluation and prepare for presentation at the Alternatives Analysis public meeting.
4. WSP will virtually facilitate an Advisory Committee meeting and provide an overview of the alternatives evaluation and solicit feedback.

Task 4 Deliverables: Draft concept plans, Draft Alternatives evaluation matrix, agenda and notes for Project Team meeting and Advisory Committee meeting

Task 5 – Public Presentation of Draft Alternatives

1. WSP, in coordination with CCRPC and the City, will organize, advertise, facilitate, and document an in-person public Draft Alternatives Presentation Meeting. The meeting will include an overview of the project goals, Purpose and Need, and alternatives evaluation.
2. Comments from the meeting will be compiled and summarized.

Task 5 Deliverables: Public meeting presentation, materials and notes.

Task 6 – Recommendation of Preferred Alternative

1. A virtual meeting will be held between WSP and the Project Team to determine a preferred alternative. Feedback from the public meeting and Advisory Committee meetings will help inform this decision.

2. A virtual Advisory Committee meeting will be held. The preferred alternative recommended by the Project Team and WSP will be presented for review. If agreeable, this alternative will be recommended for presentation to the City Council for their consideration.
3. The recommended preferred alternative will be presented virtually to the City Council for their consideration at a regularly scheduled City Council meeting.

Task 6 Deliverables: Recommended preferred alternative, City Council presentation, agenda and notes for Project Team meeting, Advisory Committee meeting, and City Council meeting

Task 7 – Scoping Report

1. WSP will prepare a plan depicting the preferred alternative for use in the Scoping Report
2. WSP will prepare a draft scoping report for review by the Project Team and Advisory Committee. The report will include a brief summary of existing conditions, an overview of the public outreach process, the evaluation process, the preferred alternative, and an implementation plan.
3. WSP will prepare a final scoping report that addresses comments from the Project Team, Advisory Committee, and City Council.

Task 7 Deliverables: Preferred alternative concept plan; Draft and Final Scoping Reports

Assumptions

The Scope of Work provided in this document is based upon WSP's understanding of the project as discussed with the CCRPC and Winooski team during the scoping meeting on December 2, 2022. The assumptions are listed below.

- Base mapping, topographic data, and aerial images use for project work assumed to be readily available online or by the City/CCRPC.
- Acceptable traffic and speed count data is available from the East Allen Street study or the city's Transportation Master Plan document.
- Three (3) virtual Project Team meetings with the CCRPC and Winooski
- Additional work tasks, if requested by CCRPC Project Manager, will require an amendment to this agreement for additional labor hours and direct expenses.
- Bi-monthly management meetings (virtual; if needed), totaling three between February 2023 and July 2023.
- Three (3) Internal virtual Advisory Committee meetings
- Two (2) in-person public meetings
- One virtual City Council meeting

Project Schedule

The Task Schedule is based on contract NTP occurring on or before February 15, 2023. The work is expected to take approximately six (6) months and conclude on August 31, 2023. The anticipated schedules are as follow:

Task 1 –Assess Existing Conditions

- Evaluation and Summary Memo of Existing Conditions – early March
- Project Team Meeting #1 – late February

Task 2 – Local Concerns Meeting and Purpose and Needs Statement

- Local Concerns Meeting (Public Meeting #1) – March
- Purpose and Need Statement – March

Task 3 – Advisory Committee Meeting #1

- Advisory Committee Meeting #1 - late March

Task 4 –Alternatives Development and Analysis

- Concept plans + evaluation matrix – April
- Project Team Meeting #2 – April
- Advisory Committee Meeting #2 – May

Task 5 – Public Presentation of Alternatives

- Public Meeting #2 – May

Task 6 – Identification of Preferred Alternative

- Draft alternative – May
- Project Team Meeting #3 – June
- Advisory Committee Meeting #3 – June
- Presentation to City Council – July

Task 7 – Scoping Report

- Preferred alternative concept plan – end of June
- Draft scoping report - end of July
- Final scoping report – end of August

Project Fee

The anticipated fee to complete the above Scope of Work, including all direct expenses, is \$59,990.39.

We wish to thank the CCRPC for the opportunity to provide additional services on this project. Please feel free to contact Erik Maki at erik.maki@wsp.com or 781-400-8272, or also Bruce Kaplan at bruce.kaplan@wsp.com or 781-707-7416, if you have any questions or need additional information.

Sincerely,

Jennifer Grenier
Vice President
New England Advisory Lead