



To: CCRPC, Attn: Christine Forde

Date: December 4, 2023

Project #: 87778.23

From: Jennifer Conley, PE, PTOE
Drew Gingras, PE

Re: Burlington Northern Waterfront Connection
Scope of Work and Labor Budget

VHB has developed the following scope of work to assess potential non-motorized connection alternatives between downtown Burlington and the Waterfront adjacent to Battery, Lake, Sherman, and Depot Streets.

Scope of Work

Task 1—Project Management and Public Involvement

VHB has had an initial meeting with Burlington and CCRPC staff to review the project. Once the CCRPC and the City of Burlington staff review the scope and schedule, a brief kick-off meeting will be held to discuss any questions and clarify any scope items that require discussion. VHB will request any information needed to support the effort at that time.

VHB understands how critical community outreach and input are to the City and the CCRPC and to the success of any project. Because outreach has been conducted/will continue to be conducted for the Battery Street scoping study, attempts may be made to consider potential connections as a part of the outreach of that project. However, there is not anticipated to be outreach specific to this scope of work. Instead, the project team will hold regular project meetings that guests/stakeholders may be invited to attend. For the purposes of this scope, up to three (3) project team meetings beyond the kick-off meeting are included.

Task 1 Deliverables

- *Meeting agenda, Summary meeting notes for Kick-off Meeting*

Task 2 – Develop Project Base Map

Using GIS data, plans, and maps from State, CCRPC and City sources, along with field work and online map programs, VHB will assemble a project base map for the area between College Street and Sherman Street and between Lake Street and Battery and Park Streets. The City will provide VHB with a GIS dataset that includes:

- Lidar Contours at 2' resolution
- Best Available/Most Recent Aerial Photography
- General Soil Data, and data regarding any relevant soil borings
- Above ground and subsurface utilities data
- Landownership and public ROW data

VHB will conduct a site visit to review the existing data for any changes easily visible in the field.

Task 2 Deliverables

- *Base Map*

Task 3 – Concept Brainstorm and Evaluation

VHB will hold a brainstorming session where connection alternatives (in location and form) are developed with an understanding that key desire lines are between the downtown (including Church Street, hotels, and parking garages) and the waterfront. This brainstorming session will concentrate on the areas outlined on the aerial below but may include connections outside of this area. At this stage, any potential connection will be considered and described, regardless of cost, ADA implications, etc. The CCRPC and City staff will be invited to join the brainstorming session.



A high-level review of each potential connection will be conducted. At a minimum, topics that will be considered will include ADA accessibility, constructability, right of way impacts, area served, and cost. After this evaluation, VHB will determine which alternatives are feasible to discuss with the CCRPC and City.

Following the review of potential connections, VHB will meet with the CCRPC and the City and present an evaluation matrix of the feasible alternatives. At this meeting, two total concepts will be chosen to advance into further developed alternatives. In this more detailed evaluation, VHB will consider that big, long-term solutions have been developed in earlier studies and exist in the advancement of a multi-level development at Main Street Landing. The current alternatives will be focused on a functional connection in this area that can be constructed in the short-term. Because the elevation difference is significant, development of a short term solution that is ADA accessible may be difficult, if not impossible. VHB will review ADA Guidance on this matter.

Task 3 Deliverables

- *Evaluation Matrix of Feasible Alternatives*

Task 4 – Advancement of Alternatives

VHB will advance two concepts into fully developed alternatives for consideration by the Project Team. VHB will prepare conceptual layout plans for each of the two conceptual alternatives being advanced, including identification of grading needs, right of way impacts, and materials. VHB will prepare the design in CAD format and communicate them in plan and section views. VHB will use the concepts to develop conceptual planning-level construction cost estimates and document anticipated impacts and permitting requirements for each. VHB will prepare a draft technical memorandum summarizing this information.

Upon review by the Project Team, based on comments, VHB will refine a selected design and the resulting cost estimate and integrate it into a final technical memorandum.

Task 4 Deliverables

- Concept plans and planning-level cost estimates for two alternatives
- Draft technical memorandum outlining information about each alternative
- Refined concept plan for selected/preferred alternative
- Final technical memorandum

Project Schedule

Assuming a Notice to Proceed is issued by December 1st, 2023, VHB anticipates the project advancing according to the schedule outlined below:

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| • Kickoff Meeting | December 2023 |
| • Base Map Preparation | December 2023 – January 2024 |
| • Project Meeting #1/Brainstorming Workshop | February 2024 |
| • Concept Development | February – March 2024 |
| • Project Meeting #2: | April 2024 |
| • Alternative Advancement | April – May 2024 |
| • Project Meeting #3: | June 2024 |
| • Final Project Memorandum | June 2024 |
| • Project Meeting #4 (optional, but included in requested scope) | July 2024 |