



CCRPC
Burlington NNE Sidewalks Scoping Study
Burlington, VT

SCOPE OF SERVICES

Date: February 2, 2024

PREPARED BY:



CCRPC

Burlington – NNE Sidewalks Scoping Study

The purpose of this project is to facilitate the development of three sections of sidewalk within the New North End (NNE) of Burlington, VT. These sidewalks will provide important connections within the existing network of the NNE. The project will consult the community to scope and select preferred designs for sidewalks on at least one side of the street. This project limits for this study includes:

1. Cottage Grove from Grey Meadow Drive to North Avenue (0.39 miles)
2. Green Acres Drive from Cottage Grove to North Avenue (0.35 miles)
3. Stanbury Road from Staniford Road to Brierwood Lane (0.19 miles)

These streets all have existing curbs and on-street stormwater drainage systems. The assumption is there will be no change to the roadway and curbs (except at tip downs for crosswalks). Sidewalk alternatives will be outside of the curb with green space meeting City design standards where possible. It is understood that the City intends to seek future State and Federal funding for the Final Design and Construction phases of the project. This scope has been developed to comply with the VTrans Municipal Assistance program and FHWA project development process for Project Definition Phase (Scoping Study).

Scope of Services

- A. Project kickoff meeting with the City of Burlington and CCRPC.
 - The City will chair this meeting with the purpose of discussing the project scope, schedule, budget, meetings and to identify the specific design standards for the project.
 - Identify key project stakeholders and goals for the project public participation plan.
 - Coordinate the collection of available base project information.

Meeting Complete January 9, 2024 (scope developed accordingly)

- B. Collect and review available project information from the City including, but not limited to existing:
 - roadway and structure plans
 - bike and ped facilities network mapping
 - available City GIS – tax maps, utilities
 - subsurface investigations
 - available private utility GIS (e.g. VT Gas)
 - tree inventory – City to provide
 - land use records – City to provide
 - available traffic data – vehicle, pedestrian, bicycle counts
 - coordinate with DPW Cottage Gr and Green Acre Dr Drainage BMP project

SCOPE OF SERVICES

Hoyle, Tanner & Associates, Inc.

February 2, 2024

Page 2

Develop a project base plan for the scoping study. Base plans will be developed from the information collected including orthophotograph imagery, GIS-based Right-of-Way, utilities, and known resource identification. The intent of the base plans will be for the Local Concerns Meeting and as a base for eventual alternatives development.

Identify existing stormwater features and structures on the base plans. Hydrologic and hydraulic analysis is not anticipated to be required at this time. For this project's initial phase, we will rely on historical accounts, existing drainage features and visible stormwater issues identified in our site visit.

At this time our design team will perform a site visit to observe existing conditions and obtain existing data (field measurements, photography, etc.).

- C. Organize and moderate a Local Concerns Meeting in accordance with state and federal project development. The meeting will be held at the City with one meeting for all three streets. The meeting will be locally advertised by the City (typically including fliers and City Social Media) with individual invitees to include:

- Project team – City of Burlington, Hoyle Tanner, CCRPC
- Stakeholders – including property abutters, regional businesses, schools, and community centers
- Burlington Walk/Bike Council
- Other local advocacy groups as identified by the City

Hoyle Tanner will provide a meeting summary with a Purpose & Need Statement for the scoping study developed based on the feedback from the community.

- D. Identify existing and proposed land use in the project areas and overall context. This narrative will include existing, planned and potential future bicycle/pedestrian facilities for connectivity based on land use.
- E. Develop conceptual alternatives to include a "No Build" Alternative per state and federal requirements, and up to 2 other conceptual alternatives for the project area – including a sidewalk located on the preferred side of road to avoid impacts and connect facilities, and an alternative with sidewalks on both sides of the road. It is anticipated that project alternatives will generally be within the highway Right-of-Way.

Conceptual Alternatives will be developed on the project base plans utilizing colored areas to illustrate concepts as well as typical sections for basic dimensions and project understanding. Alternatives will consider impacts to stormwater drainage, large trees,

property fencing/features, driveways, and utilities.

F. Perform Alternatives Analysis

- a. Identify Right-of-Way impacts and issues of potential alternatives, including access management if necessary.
- b. Identify potential utility conflicts and discuss impacts for the project areas and property owners if relocation is necessary.
- c. Identifying Natural and Cultural Resource Constraints will include a database search of the Vermont Agency of Natural Resources (ANR), Natural Resources Atlas, and BioFinder Tools for the presence of known environmental resources and hazards, and a search of rare species and exemplary natural communities and US Fish and Wildlife Service (USFWS) Information for Planning and Conservation (IPaC) for federally listed species in the vicinity of the project site.
 1. Assess the project earth disturbance and whether a construction stormwater discharge permit (3-9020) will be required. Findings will be addressed in the Scoping Report separated by roadway segment.
 2. Assess the increased impervious surface and whether a stormwater general permit (3-9050) will be required. Findings will be addressed in the Scoping Report separated by roadway segment.
 3. Wetland delineation services are not included in this scope of work. Since this project is a scoping study for a project generally within the roadway prism and maintained properties and may not be constructed within the next several years, field mapping of wetlands is more appropriately coordinated at the beginning of the preliminary design phase, so it is more accurately depicted for permitting. The scoping study report will identify potential wetland impacts for each alternative based on the available online information (e.g. ANR Natural Resources Atlas).
 4. Per coordination with the City and CCRPC – historic and archeological resource assessments area not required at this time. Hoyle Tanner will identify property impacts and potential services that will be required during Final Design (i.e. Phase 1A assessments will be required with State/Federal funding in Final Design)
- d. Assessment will be conducted of Act 250 impacts and requirements for

coordinating with existing permits on impacted properties with-in the proposed facility.

- G. Hoyle Tanner will develop alternative presentation material. Alternatives will be graphically represented in plan and typical sections to support discussion and project understanding. Photos of similar sidewalk facilities from neighboring streets will be utilized to illustrate proposed concepts and benefits.

Hoyle Tanner will prepare an evaluation matrix of proposed alternatives including a “no build” alternative. The matrix will include resource impacts, Right-of-Way impacts, utility impacts, ability to meet the project purpose and need, budgetary costs and other factors that will help the community evaluate the alternatives being considered. Hoyle Tanner will meet with the project team representatives from the City and CCRPC to review the materials to be presented at the Alternatives Presentation Meeting.

Hoyle Tanner will attend and facilitate an Alternatives Presentation Meeting for the presentation of the project alternatives with the goal of identifying the preferred alternative selected by the community for further development. It is understood that the City will present the Alternatives to the Transportation, Energy, and Utilities Committee (TEUC). Hoyle Tanner will attend and present at the Burlington City Council Meeting.

- H. Hoyle Tanner will develop a preliminary cost estimate for further planning, design, and construction cost of the project for the preferred alternative. The cost estimate will include amounts for construction, engineering, municipal project management, and construction inspection.
- I. Hoyle Tanner will provide a project schedule through the design and construction phase consistent with typical expectations and processes for FHWA-funded transportation projects.
- J. Develop Scoping Report summarizing the information gathered from the activities outlined above and from the meetings with the City. Submit 90% Draft for review and comment. Meet with City representatives to review draft comments. Respond to City and CCRPC review comments. Address comments and submit the final Scoping Report.

Format for Final Scoping Report:

- I. Introduction
- II. Public Involvement
- III. Purpose and Need of the Project
- IV. Project Area and Existing Conditions
 - a. Existing Facilities / Destinations

SCOPE OF SERVICES

Hoyle, Tanner & Associates, Inc.

February 2, 2024

Page 5

- b. Utilities
- c. Roadway Drainage
- d. Roadway Sight Distance
- e. Land Use Context
- V. Alternatives Analysis
- VI. Temporary Traffic Control Considerations
- VII. Right-of-Way Impacts
- VIII. Utility Impacts
- IX. Natural & Cultural Resource Impacts
- X. Conceptual Project Cost Estimate
- XI. Project Timeline
- XII. Conclusions and Recommendations

ASSUMPTIONS

The following assumptions have been made in preparing this Scope of Services:

- All submissions will be in electronic (PDF) format.
- Hoyle Tanner will submit AutoCAD project files to the City.
- Cost estimates are conceptual in nature for the purposes of budgetary planning.

SCHEDULE

See Attached

COST

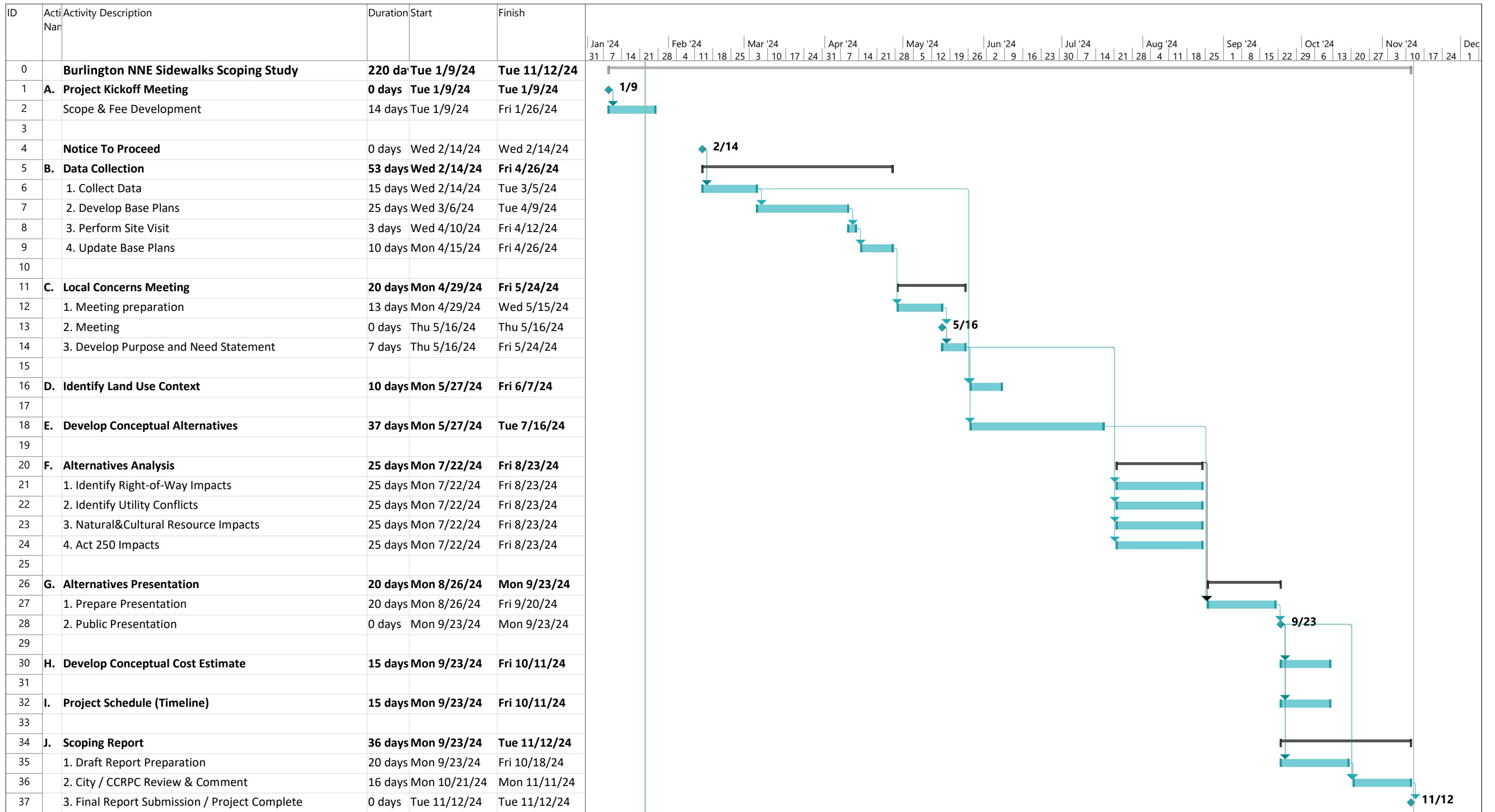
We propose to provide the services as described above on an hourly basis using our standard billing rate schedule.

The fee for the proposed Scoping Report for the project as detailed above is estimated at **fifty-nine thousand one hundred ninety-three dollars, (\$59,193.00)**.

This total fee shall be understood to be a not to exceed estimate; if conditions change and the estimate is expected to be exceeded, CCRPC and the City will be notified in advance.

Enc:

- Fee Estimate Breakdown



Project: Burlington NNE Sidewa Date: Tue 1/23/24	Task		Project Summary		Manual Task		Start-only		Deadline	
	Split		Inactive Task		Duration-only		Finish-only		Progress	
	Milestone		Inactive Milestone		Manual Summary Rollup		External Tasks		Manual Progress	
	Summary		Inactive Summary		Manual Summary		External Milestone			