

REVISED SCOPE OF WORK

With the funding for this project coming through VTrans from FHWA, the project needs to adhere to specific guidelines as set forth by Federal Highway. The scope of work presented here is intended to meet those guidelines, and to follow the project development process as set forth by the VTrans Local Transportation Facilities section.

Task 1: - Predesign Kick-off - Our first step will be to schedule a project kick-off meeting.

Invitees to this meeting will include Nancy Avery, the VTrans Project Manager, Joe Colangelo, the Hinesburg Town Administrator, Rocky Martin, the Hinesburg Director of Buildings & Facilities and the members of the Select Board. The purpose of this meeting is to discuss the project schedule, confirm everyone's intended outcome of the project and to establish the lines of communication between our firm, the Municipal Project Manager and the towns-people at large. We will also review the available information that the town may have gathered as far as road rights-of-way, abutting property deeds, surveys of record and lister's records. We will prepare meeting notes in Microsoft Word and distribute those to all attendees. In addition to the notes, we will distribute a project contact list, including names, addresses, phone numbers and e-mail addresses.

Task 2: - Topographic Survey and Base Mapping

2.1: Right-of-Way and Deed Information -We have in our company files an electronic copy of the Town of Hinesburg Tax Map which we will use as the beginnings of a Base Map. We will perform land record research in both the Town of Hinesburg land records and the VTrans District 5 office to gather deeds for the abutting properties as well as surveys and subdivisions of record and right-of-way plans for Route 116 and Commerce Street. The plans and right-of-way information will be added to the base map, thereby creating the basis of the layout sheets.

2.2: Wetland and Utility Location - There appear to be wetlands along the edges of Route 116 through the corridor. Brian Tremback, our Wetlands Specialist will visit the site to delineate the wetlands that exist. There are utility poles along the easterly side of Route 116, typically within 10 feet of the existing edge of pavement. Several of the poles have guy wires as well. Prior to starting the ground surveys, we will contact all of the appropriate utilities to get plans from them regarding the location of their facilities.

2.3: Ground Survey - The first step for the ground survey will be the survey introduction letters. These letters, on town letterhead with the Town Administrator's signature, will be sent to all adjoining property owners and/or tenants. They will be for the purpose of introducing our surveyors to the residents, which will include contact information for Doug Henson, our Chief of Surveys, and will include an approximate time frame when our surveyors will be in the area. In addition to the letters, our surveyors will knock on doors as appropriate to further introduce themselves. In an area like this, where the corridor is lined with businesses, often times the employees do not get the message from the property owner that we will be out there, and so they get upset when we show up. The letters serve as the first step in our preferred "early and often" approach to landowners.

The surveys themselves will include locating both horizontally and vertically the existing roadway, pavement markings, sidewalks, ditch lines, wetlands, culverts and utilities within the project



limits. We will survey a corridor from the center of Route 116 to a line approximately 100' easterly of the easterly edge of the Route 116 pavement. While some of this information may not be needed, it will allow us to develop a complete picture of the corridor. The corridor is essentially flat from end to end, but there is a substantial drop off the easterly edge of the pavement, so it will be critical to make sure that the new design does not create puddles between the sidewalk and the existing road. Our surveyors are equipped with conventional survey equipment as well as mapping and survey grade GPS equipment. This equipment allows the surveyors to work as quickly and efficiently as possible. As recommended by VTrans, the surveys will be tied into the Vermont State Plane coordinate system through the use of established survey control points.

2.4: Base Plan, Local Concerns Meeting and Alternatives Presentation Meeting - Once the ground surveys have been completed, the data collected will be incorporated into the Base Plan along with the utility locations and the land record research. This plan will be used to develop alternative alignments for the sidewalk, to begin an alternatives rating matrix and to develop a Purpose and Need Statement. Any alternatives will be developed using the Vermont Pedestrian and Bicycle Facility Planning Manual, the 20011 Vermont Agency of Transportation (VTrans) Standard Specifications for Construction, the Manual on Uniform Transportation Traffic Control Devices and the Americans with Disabilities Act Design Guidance. For this project, the alternatives will likely consist of build it on the east side, build it on the west side or don't build it.

Input from various environmental regulatory agencies will be solicited for input into the analysis matrix as will conceptual design and construction costs. The Base Plan, matrix and cost estimates, along with the purpose and need statement will be presented to the general public at the Local Concerns and Alternatives Presentation Meeting. While this is often split into two separate meetings, our experience has been that too many large public meetings tend to dilute the enthusiasm for a project. Based on this, we propose to have the two meetings combined into one, and to ask the Select Board to put it on the agenda of one of their regularly scheduled meetings. During this meeting, we will work with the Town to select a preferred alternative for the project and to refine the purpose and need statement. Consensus will be sought from the public to support the preferred alternative. Following the public meeting, formal endorsement of the preferred alternative will be requested from the Town.

Task 3: Conceptual Plans - After the preferred alternative has been endorsed by the Town, we will proceed with developing conceptual design plans. We anticipate that these plans will include a Title Sheet, Layout Sheets, Profiles, Cross Sections and erosion prevention and sediment control (EPSC) measures. The EPSC plans are now required the VTrans Environmental Section for their use in processing the Categorical Exclusion. We will also prepare an engineer's conceptual estimate of probable construction cost.

Task 4: Public Informational Hearing - The Conceptual Plans will be presented to the Town at a Public Informational Hearing. Again we prefer to schedule this as an item on the agenda of a regularly scheduled Selectboard hearing.

Task 5: Resource Constraints and CE - We will prepare the environmental analysis sheet and supporting documents needed to request a categorical exclusion (CE). Hartgen will perform an archaeological resource and historic assessment for the project area. The Jolley convenience store



at the intersection of Commerce Street and Route 116 has been designated by the VTDEC as a medium priority site with sensitive receptors threatened by contamination. We have based our time and budget for the environmental clearance on a CE being the appropriate level of review.

5.1: Natural Resource Identification - We have reviewed the Vermont Agency of Natural Resources Environmental Interest Locator Map for the project area. The above mentioned convenience store shows as a Hazardous Waste Site. While there are no other resources identified within the corridor, as noted above, we will solicit letters from environmental regulators during the process of assembling the evaluation matrix.

5.2: Historical/Archeological - As noted above, we have included Hartgen Archeological Associates on our team to review the project in terms of historical and archeological impacts. They will prepare a report of their findings and submit it to us and the Town. Given the disturbance caused in the corridor by the construction of Route 116 and the commercial development on both sides, findings along the southerly portion of the project seem unlikely. The northern portion may have greater potential.

5.3: Other Permitting and Investigations - Depending on the solution selected for crossing Patrick Brook, a Stream Alteration permit may be required. Based on soil information we heard in the past month, the chosen solution may also require us to retain a boring firm and Structural Engineer. We included estimated costs for those two professionals to perform work on the project. The project should not hit the threshold which would require an “Operational” storm water permit, nor should a storm water Construction General Permit be required. As noted above, there appear to be wetlands within or near the corridor, so wetland permitting may be required. As a municipal project under 10 acres, it should be exempt from Act 250, although the project will impact the Jolley property and therefore may be required to amend that permit. Since the project will involve work within the Route 116 right-of-way, a Section 1111 permit will likely be required by the VTrans Utilities Section.

5.4: Preparation of the Categorical Exclusion Document - The environmental data gathered above will be used to complete the CE Environmental Analysis Sheet for submittal to the VTrans Environmental Section along with the Archeological Report. The Environmental Section is responsible for processing the CE and getting concurrence from FHWA.

Once the CE has been approved by VTrans and FHWA, and the Conceptual Plans have been reviewed by VTrans and reviewed and accepted by the town, the Project Definition phase is complete, and the formal Project Design Phase can begin.

Task 6: Preliminary Plans -

The Project Design Phase begins with the preparation of the Preliminary Plans. These plans are an expansion of the Conceptual Plans, with any comments received on the Conceptual Plans being addressed, as well as adding in the finer design details. They also include the locations and types of any new signs or pavement markings, detailed Quantity Sheets, cross sections along the length of the project, including critical sections as well as a traffic control plan. The quantity sheets are developed directly from the VTrans standard Estimator cost estimating program, and include all of



the items required to build the project, whether those are directly from the VTrans Specification book or from Special Provisions developed specifically for this project. The plans will also include a listing of the VTrans Standard Drawings that will pertain to this project. The Preliminary Plans and updated cost estimate will be submitted to the Town in both paper and PDF format, and to VTrans in PDF format to facilitate their 'on-line review' process.

Task 7: Right-of-Way Plans and Acquisition Process - We anticipate that the majority of the project will be constructed on privately owned property and therefore, there will need to be some temporary and/or permanent rights which will need to be acquired.

7.1: Right-of-Way Plans - Right-of Way Plans involve two steps, Preliminary and Final. Following the request for and receipt of authorization to proceed to right-of-way from the VTrans Project Supervisor, the Preliminary Right-of-Way Plans are prepared by the design consultant along with draft deeds to be prepared by the Town Attorney. These right-of-way plans will show the limits of the existing road rights-of-way and the location of the proposed sidewalk. The plans will also show the limits of any excavation or filling that are needed for construction of the sidewalk. Typically, a 10' wide construction area is requested beyond the cut/fill limits. We will work with the Town and the respective property owners to determine what methods will be used to grade from the sidewalk down to existing grade. These methods could be simple slopes, precast concrete block retaining walls or gabion retaining walls. Each method has its advantages.

The Final Right-of-Way Plans will also be developed by the design consultant, and are primarily a method to depict the language that may be in any project related deed. They eventually be incorporated into the Contract Plans but, they will also need to serve as a stand-alone set of plans which will be recorded in the land records. Both sets will include a Title Sheet, a Cross Section Sheet, the Property Acquisition Table and the Layout Sheets.

7.2: Right-of-Way Coordination - We will provide support to the town through the entire right-of-way process including appraisals and negotiations, by providing plans and documents, as well as our knowledge of the process. We have not included in our scope or cost any appraisal services or participation in Necessity or Condemnation hearings. If those become necessary, we are willing to amend our contract to provide assistance with those services. The deeds prepared by the Town Attorney must include very specific language as applicable related to donation of the easements and the landowner's waiver of their right to an appraisal. We have example deeds that we have prepared for similar projects that we would be happy to supply to the Town Attorney if desired. Even if the property owner waives their right to an appraisal, the Town may wish to complete a waiver valuation to establish the value of any donated easements to apply to its local match.

Once the draft deeds have been prepared, we will review them and check them against the plans. They will then be sent by the Town to the respective property owners for their review, or review by their respective attorney. Copies of the Preliminary Right-of-Way Plans and draft copies of any proposed deeds will then be submitted to the VTrans Right-of-Way Section. Once the plans and deeds have been reviewed, final edits will be made, and the Town will arrange to have the deeds signed, and recorded with the plans.



7.3: Right-of-Way Certification / Clearance - After the deeds and plans are recorded, copies of the recorded plans, deeds and the Town Attorney's Right-of-Way Certificate will be sent to the Right-of-Way Section with a request for the Right-of-Way clearance letter.

Task 8: Final Design/Bidding

Upon completion of the Right-of-Way process, we will prepare the Final Plans and draft Contract Documents for the project.

8.1: Final (85%) Plans - We will incorporate comments from the Preliminary Plans, right-of-way negotiations and utility relocation agreements into the development of the final plans. Final plans will also include traffic control during construction and temporary construction signing. The final plans will also reflect the special conditions associated with any permits or approvals.

8.2: Special Provisions - We will prepare draft contract documents utilizing the current LTF template. This will include the typical front end documents, and contract attachments required for VTrans and federally funded projects. We will also prepare the project special provisions that may be needed.

8.3: Final Estimate - We will update the Engineer's Estimate of Probable Construction Cost through the VTrans Standard Estimator program to include any last minute items, revised quantities or new Special Provisions.

Task 9: Contract Plans, Construction Bidding and Award

This task will involve supplying the Town with the entire package that is required to advertise the project for construction. This will include a design Certification by our office that the project is designed according to the applicable standards and that the plans and specifications are substantially free of errors, and a formal request to the VTrans Project Supervisor for authorization to move the project into the construction phase.

9.1: Contract Plans - The preparation of the Contract Plans typically involves very limited changes from the Final Plans, but the plan set does include the appropriate VTrans Standard Detail Sheets.

9.2: Construction Bid Package - The Construction Bid Package will include the Contract Documents, the Contract Plans, the design certification and utility clearance prepared by L&D, an updated cost estimate and an invitation to bid.

9.3: Bid Process - We understand that the Town will coordinate the bid process, and that we will provide technical support as needed during this process. The MPM will place the advertisement for bid, sell bid sets, receive questions, and distribute any addenda. We have anticipated providing technical input to the MPM during the preparation of any addenda. We will attend the pre-bid meeting and bid opening. After Bids have been received and opened, we will prepare the bid tabulation, along with an analysis and recommendation regarding an award.



Task 10: Construction Services

We have not included time in this task to provide resident engineering services. We have included time for up to six site visits and for the review of shop drawings.

PROJECT SCHEDULE

The attached project schedule outlines the anticipated sequence of events during our work on the project. We have generally provided a four week period for the review of plans by the Town and VTrans. Where possible and reasonable, we have tasks proceeding concurrently with these review periods. We believe that, barring any delays through the environmental Document and/or right-of-way segments, this project could be ready for construction bidding in the fall of 2014, although it may be advantageous for the town to bid in the Spring of 2015 instead.

The existing workload of our key team members will easily allow us to meet this proposed schedule.

Our experience as municipal project managers has given us a unique perspective of project schedules and budgets for our role of design engineer. The design engineer has the ability to influence the project schedule with the timely completion of each design stage, as well as both the design phase and construction budget. Keeping a project on schedule often correlates to staying within the budget. In addition, a thorough design provides a better basis for obtaining bids and a smoother construction process.

L&D has a successful history of timely completing LTF projects having high public visibility. We worked with the Village of Essex Junction on the Five Corners Redevelopment project, the Village and Champlain Valley Exposition on the Pearl Street Streetscape project, and most recently on a sidewalk extension along Lincoln Street to St. James Place. Each of these projects began with a definitive deadline to complete the design phase so that construction could proceed within a limited window of opportunity. We are proud of the accomplishments that resulted from the teamwork between the Village staff, stakeholders, and VTrans on each of these projects.

Our subconsultant selection has in part been based upon their ability to provide timely service within the established budget. We have worked on the same team as Hartgen on many site and transportation projects. Hartgen's staff members maintain communications with the project team during their field work, and often suggest adjustments to the scope of work to address field conditions, which can shorten the overall duration of archaeological investigations.

Our ability to meet project schedules and budgets is also evident to our private development clients. L&D has worked with many clients who depend upon our consistent performance in regards to schedule and cost to make their projects a success. We have many clients that we have been working with for over 20 years. Our continuing relationship is based upon their ability to count on L&D for thoughtful designs and timely service, at a fair cost.

