



September 20, 2013

Mr. Joe Colangelo, Town Administrator
Municipal Project Manager
Town of Hinesburg
10632 Route 116
Hinesburg, Vermont 05461

**Town of Hinesburg, Sidewalk
Scoping Report
Proposal**

Dear Joe:

As we discussed, we are pleased to submit this Proposal to provide the planning services associated with the preparation of a Scoping Report for a proposed sidewalk along the easterly side of Route 116 in Hinesburg Village. This sidewalk is proposed to replace the existing concrete sidewalk from the northerly edge of the Waitsfield and Champlain Valley Telecom parking lot to the southerly edge of Kelley Field Road. A primary goal of the project is to alleviate the drainage issues across the existing sidewalk as well as those at the existing driveways along this stretch.

Doug Henson will be the team contact for this project. Doug and the rest of the Lamoureux & Dickinson (L&D) team have worked together on over 20 Scoping Studies and Conceptual Alignment Analyses. We will bring our collective experience, skills and creativity to this project to provide the Town of Hinesburg with a quality report which will allow the town to move forward seamlessly into project design.

With over twenty five years of sidewalk, planning and design, our team brings a strong background in transportation and civil engineering, environmental and cultural resource identification, surveys and extensive bike path and sidewalk design experience to this project.

We thank you for your consideration and look forward to the opportunity to work with the Town of Hinesburg on this project.

Sincerely,

Doug Henson, L.S., E.I.
Vice President / Project Manager

I. INTRODUCTION & PROJECT TEAM ORGANIZATION

Lamoureux & Dickinson Consulting Engineers, Inc. (L&D) will team with Hartgen Archeological Associates (HAA), an archeological and historical consultant, to undertake a pedestrian planning and feasibility study for the Town of Hinesburg's proposed sidewalk along the easterly side of VT Rte. 116. This sidewalk is proposed to go from the northerly edge of the WCVT parking lot northerly to Kelley Field Road. Doug Henson, LS, EI with L&D will serve as the project manager and lead the team in the right-of-way and utility identification tasks, as well as the project meeting presentations. Roger Dickinson, PE, PTOE with L&D, will offer traffic engineering, pedestrian facility planning, funding source identification and document review services for the project, as well as providing L&D's QA/QC checking. Chris Day, EI, also with L&D, will lead the cost estimating, environmental and natural resource identification and prepare the appropriate NEPA documentation. Tom Jamison with Hartgen will lead the archeological and historic reviews for the project.

L&D has completed numerous sidewalk and streetscaping studies and has prepared design plans for many sidewalk and multi-use path projects throughout Vermont in the last 25 years. We are familiar with collecting and analyzing the type of information that will be required for this project. Our team members have also worked together previously on other pedestrian and bicycle projects and are eager to do so again on this study for Hinesburg. Town representatives, along with other selected local, regional and VTrans individuals collectively make up the Advisory Committee (AC) for the project. It has been our experience in the past that the most important members of the overall team are the representatives of the Town.

II. PROJECT APPROACH & PROPOSED SCOPE OF WORK

Task A: Project Kick-off Meeting

The first step in this project will to conduct a Project Kick-off Meeting. This meeting, to be held in Hinesburg, will be organized and run by L&D. Invitees will include the Advisory Committee (AC) and others as decided by Town, so that the team may:

- Confirm the goals of the project,
- Confirm the limits of the Study Area,
- Confirm the public involvement program,
- Set a refined project schedule,
- Define lines of communication,
- Exchange information,
- Define the possible users, and
- Discuss other issues that may arise.

Deliverables: Digital notes from the meeting; a final project schedule; and the accepted public involvement program.

Task B: Compile Base Map/ Document Existing Conditions

We will compile a base map of the Study Area in an ArcView compatible format. The foundation of this base plan will be the Town of Hinesburg digital tax maps. Once that base map is prepared, we will;

- Contact regulatory agencies to gather their initial comments on the project area.

- Gather secondary source data on resources in the Study Area from the Town of Hinesburg, the Chittenden County Regional Planning Commission (CCRPC), and State of Vermont agencies and regulatory officials, checking, among other things:
 - Natural Resources,
 - Topography,
 - Known historic and archaeological resources and Section 4(f) properties,
 - Vegetation,
 - Property ownership,
 - Section 6(f) properties,
 - Land use,
 - Utilities, and
 - Hazardous waste sites.
- Add the secondary source data on the base map.
- Gather existing traffic, crash, and roadway width and condition data as may be available for VT Rte. 116.
- Check the right-of-way width for VT Rte. 116 from existing, readily available information.
- Contact utility companies and the Town for information on the locations of their utilities in the Study Area.
- Prepare a historic reconnaissance level survey of historic and archeological resources for the Study Area.
- Catalog existing streetscaping elements throughout Hinesburg village for potential inclusion in recommendations for the Study Area.
- Field verify the existing condition base map by site visits and add missing, not evident, or incorrect information to the base maps such as:
 - Signage;
 - The location and quality of street trees and landscaping;
 - Lighting;
 - Fences and mailboxes along the roadway;
 - Other streetscape elements;
 - Location and condition of sidewalks and crosswalks;
 - Curb material and conditions;
 - Utility poles;
 - Surface and subsurface stormwater drainage facilities;
 - Other utilities; and
 - Condition of roadways.
- Identify opportunities, and constraints within the Study Area.
- Identify potential problem areas to be avoided or considered later in the process.
- Develop a preliminary purpose and need statement.
- Prepare a written and graphic Task B Summary, meet with the AC to review the Task Summary and edit the Summary as appropriate.
- Prepare and distribute notes from the meeting in the form of Task B Summary edits for AC review and acceptance.

Deliverables: Digital notes from the review meeting, digital version of the Task B Summary, including the base map with existing conditions, opportunities, and constraints; historic resource assessment; and preliminary purpose and need statement.

Task C: Identify Land Use Context

To further expand on the base map and to refine a list of potential advantages and/or disadvantages for the various options for the sidewalk, using a combination of field visits and document review, we will;

- Confirm the land uses along the Study Area and note those on the base map, identifying buildings, driveway locations, other improvements, and conditions.
- Note the approximate distance from the edge of the roadway of the fronts of buildings and other structures along the Study Area.
- Identify potential land use or driveway conflicts with the potential sidewalk.
- Identify the types of pedestrians that are expected to be the most significant users of the proposed facility.
- Identify potential pedestrian origins and destinations in and around the Study Area.
- Document existing pedestrian patterns from existing information and predict future pedestrian and bicycle circulation patterns in the Study Area.
- Map the gathered or generated information and evaluations on the base map.
- Prepare a short written and graphic summary of the land use context of the Study Area for inclusion in a Task C Summary.

Deliverables: Land use information on the Base Map and digital Task C Summary.

Task D: Advisory Committee Meetings

We will organize and lead a minimum of two meetings with the AC. The first will be to present the existing condition base plan to the committee with some conceptual overlays depicting some possible options for the project. The second meeting will be to review potential issues with and/or advantages of the previously presented options in an attempt to reach consensus from the committee regarding a preferred alternative. If no consensus can be reached at the second meeting further meetings can be held with refined options. The presentation(s) for the second meeting (and subsequent meetings if needed) will include potential cross sections showing the proposed sidewalk in relation to the existing roadway, travel lanes, utilities and drives.

Deliverables: Digital versions of the Advisory Committee meeting notes.

Task E: Local Concerns Meeting

Following the Advisory Committee Meetings, we will organize and lead a Local Concerns Meeting at the Hinesburg Town Hall. To accomplish this, we will;

- Prepare information gathered in Tasks B and C for group presentation.
- Prepare a public work session #1 agenda and invitation flyer for distribution.
- Prepare invitations to adjacent landowners and public notices for a local concerns meeting/public work session #1 for Town circulation.
- Facilitate a local concerns meeting with the public to:
 - Present the existing condition data gathered to date for this report and gather comments on requested changes, omissions, additions or deletions to be made to this information;
 - Explain and discuss the project's purpose and need;
 - Summarize the issues associated with the proposed project;

- Solicit comments on potential alignments, crosswalks, users, user needs, streetscaping, maintenance, materials, and special constraints; and
- Address questions that the participants may have relative to this project.
- Review meeting results with the AC and update the existing condition information as appropriate.
- Undertake other preliminary public involvement activities to gather local concerns, which may include:
 - Local newspaper articles or
 - On-line forum discussions.
- Prepare a draft summary of the information.

Deliverables: Digital versions of Public Work Session #1 and Public Involvement notes.

Task F: Develop Conceptual Alignment

Based on the results of the Local Concerns Meeting, we will develop a Conceptual Alignment for the project. This alignment will take into account the following identification of potential issues for the pedestrian facility considering at a minimum:

- The needs of the various anticipated users;
- The Purpose and Need Statement
- Acceptable levels of interactions with motor vehicles;
- Comments received at the first public work session;
- Available room for sidewalks adjacent to or separated from the roadway;
- The potential for narrowing roadways to add green space;
- Americans with Disabilities Act (ADA) requirements;
- Needed installation or upgrades to curbs or storm water facilities as a result of alternative facilities;
- The location of underground and overhead utility poles;
- Potential new street tree plantings and other streetscape elements;
- Existing on-street parking and loading needs;
- Fence, mailbox, and tree locations;
- Methods of working within the existing rights-of-way or the need for additional right-of-way;
- Interactions with and impacts to the adjacent properties;
- Historic character and locations of buildings and potential impacts;
- The best methods of addressing potential impacts; and
- Other issues and field conditions noted in the previous tasks.
- State and federal requirements and recommendations including review by appropriate VTrans sections.

We will also prepare an evaluation matrix describing the various alignments and review criteria, including:

- Public perceptions of safety and acceptability;
- Interaction with existing driveways and motor vehicle traffic;
- Impacts on existing natural and cultural resources;
- The number of necessary construction or permanent easements;
- The connectivity to other facilities;
- Impacts and benefits to adjacent properties;
- Order of magnitude costs;
- Overall feasibility; and

- Other information to be developed and added in later tasks.
- Prepare a Task F Summary of the information developed in this task and submit to the AC for review.
- Meet with the AC to review the Task F Summary and revise as appropriate.
- Prepare and distribute notes from the meeting for AC review and acceptance.

Deliverables: Digital notes from the meeting and digital copies of the Task F Summary including preliminary alignment locations on the base map, descriptions of the alternatives, and the initial version of the comparison matrix.

Task G: Identify Right-of-Way Issues

Building on the information gathered in Task B, our work will include;

- Verification of the right-of-way for Route 116 through a search of the VTrans plans, as well as property plats prepared for abutting properties.
- Identify private property owners, existing easements, or restrictions that may be affected by the proposed alignments, including Act 250 permits through limited land record research in the Hinesburg Town Clerk and Listers offices.
- Updates to the property and right-of-way information depicted on the base map.
- Review alignments for impacts or conflicts with the gathered information.
- Prepare a Task G Summary of the information and update the Comparison Matrix to include right-of-way information.
- Submit the Task G. Summary to the AC and discuss during a conference call or meeting.
- Refine the Task G Summary as need to address AC comments and concerns.
- Prepare and distribute notes from the meeting for AC review and acceptance.

Deliverables: Digital notes from the review meeting and digital copies of Task G Summary with private property and right-of-way information on the base map and expanded comparison matrix.

Task H: Identify Utility Conflicts

This task will include discussions with Green Mountain Power, Fairpoint Communications, Teljet Longhaul, Waitsfield and Champlain Valley Telecommunications and Comcast as well as the Town of Hinesburg sewer and water departments regarding above and below ground utility information for impacts or conflicts with the proposed alternatives. Once these contacts have been made, the base map will be updated to define necessary relocations or special construction requirements, noting locations inside or outside of the existing right-of-ways. We can then;

- Prepare a Task H Summary of the information.
- Submit the Task H Summary to the AC and discuss during a conference call or meeting.
- Refine the Task H Summary as need to address AC comments and concerns.
- Prepare and distribute notes from the meeting for AC review and acceptance.

Deliverables: Digital notes from the review meeting and digital copies of the Task H summary of utility information and expanded comparison matrix.

Task I: Identify Natural and Cultural Resource Constraints & Permitting Requirements

At this point in the project development, it will be appropriate to;

- Re-contact resource agencies with proposed alternative alignments to gather their comments, concerns or suggestions.
- Review comments and revise alignments as possible to resolve identified conflicts.
- Describe likely permits needed to implement each proposed alignment.
- Document results of review in a Task I Summary and update the comparison matrix.
- Submit the Task I Summary to the AC and discuss during a conference call or meeting.
- Refine the Task I Summary as needed to address AC comments and concerns.
- Prepare and distribute notes from the meeting for AC review and acceptance.

Deliverables: Agency review letters (as received); digital notes from the review meeting and digital versions of the Task I Summary including a list of likely permits and the expanded comparison matrix.

Task J: Develop Preliminary Estimate of Possible Construction Costs

As the project has moved through the previous tasks, the overall design becomes more concrete. Using our experience with the standard VTrans construction items and their respective methods of measurement and payment we will be able to;

- Prepare a more detailed preliminary estimate of probable design, construction, management, and maintenance costs for the preferred alternative.
- Expand the comparison matrix to include the more detailed cost information for the preferred alternative.
- Document cost in a Task J Summary and update the comparison matrix.
- Submit the Task J Summary to the AC and discuss during a conference call.
- Refine the Task J Summary as need to address AC comments and concerns.
- Prepare and distribute notes from the meeting for AC review and acceptance.

Deliverables: Digital notes from the review meeting and digital version of Task J Summary including a preliminary estimate of probable construction and maintenance costs.

Task K: Hold Alternatives Presentation

One of the final meetings required for the Scoping process is the Alternatives Presentation Hearing. To prepare for that hearing we will;

- Review information gathered in previous Tasks for group presentation.
- Review the information with the AC and edit as needed.
- Prepare and distribute the public work session #2 agenda.
- Prepare and submit invitation letters for adjacent land owners and public notices for the Alternatives Presentations meeting/public work session #2 for Village distribution.
- Facilitate an Alternatives Presentation to:
 - Present the proposed alternative alignments,
 - Present the comparison matrix with various pros and cons for each alternative,
 - Lead an open discussion of the proposed information,
 - Solicit additional comments, suggestions, complaints, or changes from participants,
 - Work towards developing a preferred option for a sidewalk along the east side of Route 116 either from one of the proposed alternatives or a new one crafted from portions of the proposed alternatives, and
 - Prioritize the elements of the preferred alternative(s) as needed.
- Undertake other public involvement activities to gather comments on the alternatives, which may include:
 - Local newspaper articles;

- Local group discussions; or
- On-line forum discussions.
- Review results of the workshop and other activities with the AC and finalize the preferred facility alignment location.

Deliverables: Digital notes from the Alternatives Presentation Hearing.

Task L Project Time Line

With the route of the preferred alternative in hand, we will review available funding sources to provide the Town with a project timeline as to when the town should be able to construct the project. This timeline will;

- Create a project development time line showing the order of the steps needed to bring the project to fruition and how long each step may take.
- Document different appropriate options for funding the proposed facility, including:
 - Public private partnerships,
 - Municipal bonds,
 - Private developer funds,
 - Various VTrans funding programs and
 - Private grants for smart growth and healthy living development.
- Prepare a written and graphic Task K Summary including the priorities, implementation strategies, the funding options, and the process used to establish them.
- Review the phasing and implementation methodologies in the Task K Summary with the AC in a conference call and edit them as appropriate to develop a draft final set of priorities and implementation recommendations.
- Review the funding options with the AC in the same conference call for review, discussion, and selection of the most viable options for inclusion in the final report.
- Update the Task K Summary with the results of the AC discussion.
- Prepare and distribute notes from the meeting for AC review and acceptance.

Deliverables: Digital notes from the AC discussion and digital versions of the Task K Summary including implementation strategies, project time line, and funding options.

Task M: Prepare Final Report

Our final task for this project will be the preparation of the Final Scoping Report. This report will require that we;

- Refine and edit the earlier Task Summaries and work products for inclusion in the final report.
- Prepare the draft of the Final Report.
- Submit draft Final Report to the AC prior to the public work session #3 for their review and comment and edit the information as needed.
- Prepare and submit municipality contact letters, invitations to adjacent land owners, and public notices for public work session #3 for town distribution.
- Hold public work session #3 to review the draft of the Final Report and gather public comments on the Final Report and preferred facility alignment.
- Undertake other public involvement activities to gather comments on the draft Final Report, which may include:
 - Local newspaper articles; or
 - On-line forum discussions.

- Review relevant comments from public work session #3 or other public input activities of the public involvement process with the AC and edit the draft Final Report as appropriate.
- Submit the Final Report to the Village for acceptance.

Deliverables: A digital copy and six bound double-sided copies of the draft Final Report; notes from the public work session #3; a PDF of the separate sections of the Final Report; a PDF of the entire Final Report; a WORD version of the text and six bound double-sided copies of the Final Report.

IV. SCHEDULE AND HOURLY COMMITMENT

Several components of our proposed work schedule will allow the BRPD Team to readily complete this project in the required three month time period. Contributing to our ability to meet this schedule are:

- A concentrated effort at the beginning of the project to gather existing condition;
- The use of Team/AC meetings to quickly and efficiently develop and analyze feasible alternatives; and
- Continual communication with the town and the rest of the AC.

Table 2 highlights the basics of our proposed schedule. **Table 3** presents our projected hourly commitments to this project.

Table 2: Proposed Schedule

Week No.	1 - 3	4 - 6	7 - 9	10 - 13	14 - 16	17 - 19
Task A: Kick-off Meeting	P1					
Task B: Base Map/Existing Conditions		P2				
Task C: Identify Land Use Context		P2				
Task D: Advisory Committee Meetings			V P3			
Task E: Local Concerns Meeting			C	P4		
Task F: Conceptual Alignment				P4		
Task G: Right-of-Way Issues				P4		
Task H: Utility Conflicts				P4		
Task I: Natural & Cultural Resource Constraints				VP5		
Task J: Preliminary Cost Estimates					P6	
Task K: Alternatives Presentation						
Task L: Project Time Line & Implementation					P6	
Task M: Final Report & Presentation					P6 VP7	P8 P9

P1 = Village SC Meeting #
V = 3 Village Public Work Sessions
C = Team Work Session

Table 3: Projected Work Hours

**Hinesburg Village Sidewalk Replacement
Scoping Report
Cost Proposal**

Tasks		Labor Hours			
		Project	Project	Environmental	Engineer
		Principal Dickinson	Manager Henson	Scientist Tremback	Day
A	Project Kick-off Meeting		4		
B	Compile Base Map / Document Existing Conditions	1	2		16
C	Identify Land Use Context	2	4		8
D	Advisory Committee Meetings	2	8		
E	Local Concerns Meeting	1	3		2
F	Develop Conceptual Alignment	4	4		8
G	Identify Right-of-Way Issues		4		
H	Identify Utility Conflicts		2		2
I	Identify Natural and Cultural Resource Constraints & Permitting Requirements	2	1	8	2
J	Develop Preliminary Estimate of Possible Construction Costs		1		8
K	Hold Alternatives Presentation		4		4
L	Project Time Line	4			2
M	Prepare Final Report	4	4		4
	Total Hours	20	41	8	56
	Hourly Rate	\$40.00	\$35.19	\$27.80	\$20.40
	Labor Costs	\$800.00	\$1,442.79	\$222.40	\$1,142.40
<u>Direct Expenses</u>					
	Hartgen Archeological Associates	\$3,000		Total Direct Labor Cost	\$3,608
	Report Production, Prints:	\$100		Overhead at 142.4%	\$5,137
	Mileage:	\$50		Fixed Fee at 10%	\$874
	TOTAL	\$3,150		Direct Expenses	\$3,150
TOTAL COST					\$12,769

