

Town of Brandon



AHEAD



DuBois
& King inc.

TECHNICAL PROPOSAL

Forest Dale Shared Use Path Brandon TAP TA23

February 26, 2024 (Revised March 22, 2024)



229943X

February 26, 2024 (Revised March 22, 2024)

Steffanie Bourque, MPM

Submitted by email to sbourque@rutlandrpc.org

Subject: Forest Dale Shared Use Path-Brandon TAP TA23(3)

Dear Members of the Selection Committee,

The Town of Brandon (Town) is seeking planning and engineering services to conduct a scoping study to identify ways to improve connectivity for bicyclists and pedestrians in Forest Dale. The project area currently has disconnected sidewalk infrastructure and does not provide cyclists and pedestrians in the “neighborhood center” of Forest Dale with continuous pedestrian/bicycle infrastructure. The downtown Brandon village has an extensive sidewalk network, and expanding this network to Forest Dale will work toward providing a more walkable community for the Town. DuBois & King (D&K) is excited about the opportunity to support this project and bring the Town one step closer to achieving these goals.

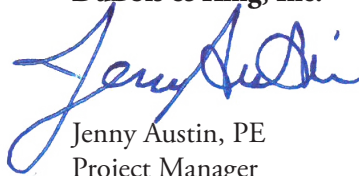
D&K is a multidisciplinary consulting engineering firm with the ability and experience to assist the Town with this project. Our proposed in-house project team consists of professionals with experience in transportation planning and engineering on a wide array of Vermont projects for regional planning commissions, municipalities, and state agencies. Our team members have provided similar services on recently completed and ongoing scoping studies throughout Vermont and New England.

I will serve as Project Manager and will be the main point of contact for this project. I have 23 years of experience managing, planning, and designing transportation and traffic improvement projects. I have worked across Vermont on several scoping study projects that are similar to this project and were developed through various funding sources. I’m based in D&K’s Brandon office and am familiar with the project area as I pass through the area several times each week. Jonathan Ashley, PE, will provide QA/QC Review for this project. Jon has led D&K’s Brandon office operations since the office opened in 2016. He has 31 years of professional experience providing project management, design, and construction administration and observation services for a variety of municipal infrastructure projects.

Thank you for considering the D&K team for the Forest Dale Shared Use Path. We appreciate the opportunity to continue to assist the Town. If you have any questions or require additional information, please do not hesitate to contact me at 802.465.8396 x4813 or jaustin@dubois-king.com.

Sincerely,

DuBois & King, Inc.



Jenny Austin, PE
Project Manager

General Approach

The Town's draft 2024 Town Plan recognizes the importance of creating a balanced and sustainable transportation system.

One of the action steps in the draft 2024 Town Plan is to obtain a state Village Center designation center for Forest Dale. This step acknowledges that the area has the characteristics of a "village" setting. Currently, the project area is missing the pedestrian infrastructure that a village center needs.

The Town has been improving pedestrian and bicycle infrastructure in the last few years. Recently, as part of the 2019 Park Street paving project, the town added bike lanes with traffic buffer zones on a portion of Park Street. As noted in the 2024 draft Town Plan, bike paths have been proposed to connect Otter Valley Union High School and Neshobe School. The recently completed Brandon "Segment 6" project has also provided improvements to the downtown sidewalk network.

D&K understands that the Town has applied and received a grant—through the Vermont Agency of Transportation (VTrans) Municipal Assistance Section (MAS)—to develop the Forest Dale Shared Use Path Scoping Study as the next step in expanding the existing sidewalk infrastructure within Downtown.

The length of the project area is within the Town's neighborhood residential zoning district. Per the 2024 draft Town Plan, the Town currently has a Downtown Designation from the State, which suggests the Town seek Village Designation for Forest Dale. With this project, Downtown Brandon and Forest Dale will provide a convenient connection for pedestrians and cyclists. (We note that the Forest Dale Scoping Study was a part of the 2013 Neshobe School Travel Plan.)



Project Approach

D&K's approach includes:

- Conduct a kickoff meeting with Town representatives and the VTrans Project Supervisor to discuss our project approach and additional modifications to the project to meet the budget, project limits, and preliminary thoughts on types of alternatives the Town may consider (shared use paths, curbed sidewalks, sidewalk separated from road by grass buffer, bike lanes, path/sidewalk material options, etc.);
- Review the existing conditions within the project area to identify potential constraints while also looking for project opportunities for bike/ped facilities;
- Engage the public to understand how people use the project area and identify the community's needs;
- Prepare a Purpose and Need Statement that will guide the alternatives development process;
- Develop conceptual alternatives that meet the project goals;
- Refine alternatives based on stakeholder input, community input, technical expertise from the project team, and natural/cultural resource reviews;
- Evaluate alternatives using an evaluation matrix; and
- Prepare a Scoping Report that summarizes the above tasks.

D&K's assumptions include:

- The project alternatives may include "cross-country" paths that are not immediately adjacent to roadways as part of this project.
- Over the course of the project there will be two steering committee meetings.
- A topographic survey is not included as part of this project. We assume Basemapping will utilize orthophotos to graphically depict alternatives.
- Preliminary environmental reviews will be conducted utilizing the Vermont Agency of Natural Resources (ANR) Atlas. D&K will conduct a limited field review to identify potential impacts to wetlands.



Knowledge of the Project Area

The draft 2024 Town Plan encourages future developments to include sidewalks, appropriate crosswalks, and bike lanes to connect to existing infrastructure. Several destinations within the project area would benefit from contiguous pedestrian infrastructure in Forest Dale. These include the following:

- Neshobe School
- Brandon Senior Citizens Center
- New England Woodcraft
- Junction Store & Deli
- Neshobe Golf Course
- Religious institutions
- Heavily residential areas along the length of the project

The draft 2024 Town Plan suggests that Brandon's schools participate in the Safe Routes to School program, which educates and encourages walking and biking to school. As a part of the Neshobe School Travel Plan, parents completed a survey that identified that many people within a mile of Neshobe School do not let their children walk to school due to the lack of sidewalks/paths and travel speeds. With an expected enrollment of 359 students in 2024–2025 (per the Town's annual report), the addition of pedestrian infrastructure along the project area would benefit parents, students, and staff. The Neshobe School is also a community resource with ties to the Brandon Recreation Department that is heavily utilized by the community.

There are existing sidewalks and move here along the north and south sides of Park Street between Route 7 and Marble St/High Street. A sidewalk then continues on Marble Street on the west side of the road and ends prior to Wheeler Road. Heading northeast, on the southern side of the road, there is a sidewalk that begins south of the Senior Citizens Center and then crosses to the north side of the road, continuing to Route 53. Along the project area, the length of VT 73 without sidewalks does have some constraints for sidewalk placement, including horizontal roadway curves with steep slope (some of which has guardrail), slopes adjacent to the road down to the Brookdale mobile home community, utility poles close to the roadway, and VT ANR Atlas mapped class II wetlands and floodplains along a portion of the project area.

The D&K team assigned to this project is very familiar with the project area; Jenny, Jon, and Justin all work in D&K's Brandon office. We understand the importance of expanding on the walkability of the Downtown, the presence of pedestrians in the project area, and the accessibility of key

destinations. We also recognize the importance of connecting and providing contiguous pedestrian infrastructure between the neighborhood center of Forest Dale and Downtown Brandon.

Scope of Work

Task 1: Kickoff Meeting

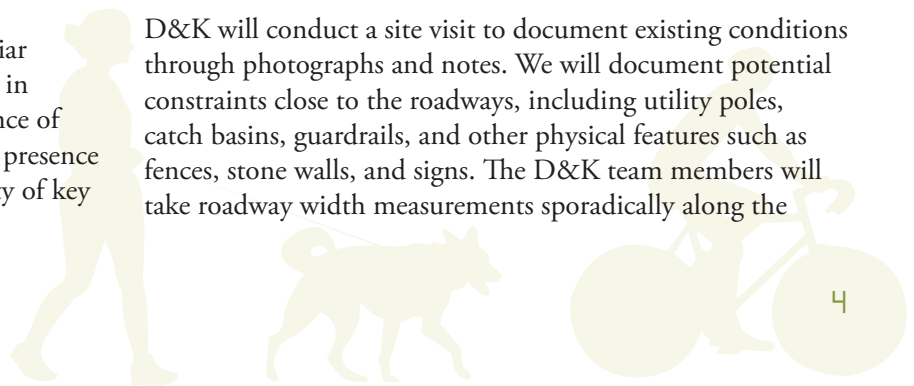
D&K will meet with representatives from the Town and VTTrans to discuss project objectives, scope of work, project assumptions, schedule, and deliverables, and to solicit available existing information. At the kickoff meeting, we will discuss various bike/ped facility types to better understand the Town's needs. The RFP language focuses on the development of a shared use path, however, we will discuss with the Town whether they would like to include alternatives such as sidewalks and/or bike lanes. We will also discuss general thoughts on shared use path/sidewalk types (concrete, pavement, pavers, etc.) to aid in the development of alternatives.

Based on input from the MPM, D&K understands that alternatives may include "cross-country" paths in addition to alternatives adjacent to roadways. During the kickoff meeting, we will discuss and gather input on potential alternatives. D&K recommends that natural and cultural resource reviews occur following the development of alternatives to appropriately focus areas for these reviews. Depending on the extent of the area covered by cross-country path alternatives, we will discuss with the Town the level of effort available in the project budget to appropriately direct the locations of field reviews. If the area to be reviewed is too large for the available budget set, we will discuss the potential for not evaluating historic/archaeological reviews for alternatives that may be adjacent to the road, assuming these areas would be primarily previously disturbed during road construction, utilities, by adjacent homeowners, etc.

Deliverable: D&K will take and distribute meeting notes.

Task 2: Compile Basemap/ Document Existing Conditions

D&K will conduct a site visit to document existing conditions through photographs and notes. We will document potential constraints close to the roadways, including utility poles, catch basins, guardrails, and other physical features such as fences, stone walls, and signs. The D&K team members will take roadway width measurements sporadically along the



length of the project area to get a better sense of limitations and opportunities for bike/ped infrastructure. Prior to a site visit, we will discuss with the Town potential off-road alternatives and will to obtain appropriate approvals to review any locations that are within private property.

D&K will develop a basemap using orthophotos supplemented with an overlay of key features, constraints, and potential opportunities noted during the site visit. As part of this task, D&K will compile the following information to develop the basemap for inclusion in the Scoping Report:

- Vermont digital orthophotos for backgrounds on basemapping;
- Road right-of-way (ROW) widths;
- Information from the Town regarding utilities within the project area; and
- A summary of potential constraints identified in a field review.

Deliverable: D&K will develop a basemap to be used during the development of alternatives.

Task 3: Local Concerns Meeting

D&K will discuss the project process and gather input regarding local concerns and comments, as well as general public interest in the project. This project could positively affect connectivity to a wide array of destinations, so the public outreach process will be an important aspect of this project. According to the RFP, the MPM will coordinate and schedule this meeting. We assume that the MPM will coordinate with the Town for drafting and posting the meeting notice.

Deliverable: D&K will take and distribute meeting notes.

Task 4: Purpose and Need Statement

Following the Local Concerns Meeting, D&K will prepare a Purpose and Need Statement for this project. This statement will clearly define the reasoning and justification for the project, as it will be used as a basis to evaluate the proposed alternatives. The statement will be submitted to the Town and VTrans for review and comment. We will then address comments and prepare a final statement.

Deliverable: D&K will draft and finalize a Purpose and Need Statement.

Task 5: Develop Conceptual Alternatives

D&K will develop conceptual alternatives for pedestrian and bicycle facilities in the project area. During the kickoff meeting, we will confirm the general types of infrastructure the Town is considering evaluating—shared use path options, curbed sidewalks versus sidewalks separated by a green strip, bike lanes, etc. While developing shared use path alternatives, we will also look at the potential of providing on-road accommodation for bicyclists, such as bike lanes. The list of alternatives will also include a “no-build” alternative. With input from the MPM, the development of alternatives will include potential alternatives that do not follow the road and could be a more direct route between Downtown and Forest Dale.

For alternatives that are adjacent to roadways, we will take into consideration the potential need for crosswalks. Specific crosswalk suggestions may vary depending on whether one or more alternatives or sides of the road for improvements are being considered.

D&K will develop concepts of draft alternatives for Town review to be discussed at a steering committee meeting. D&K will then finalize conceptual-level sketches of alternatives to be used for public presentations and the Scoping Study Report.

Deliverable: D&K will provide sketches of the proposed alternatives to the Town and VTrans for review.

Task 6: Identify Right-of-Way Issues and Utility Conflicts

Based on input from the MPM, this study should consider potential off-road, “cross-country” paths. We have included time in our cost proposal for ROW research for properties that may have potential impacts on them due to “cross-country” path alignments. The goal of this effort is to assist in identifying potential ROW impacts for alternatives not adjacent to the roadway. For alternatives adjacent to roadways, we assume that generic ROW information from the Town or VTrans (e.g., 3-rod ROW or 4-rod ROW along VT 73) will be used for estimating potential ROW impacts. Input from the Town and State, as well as parcel data available via the VT ANR Atlas and GIS data through the State’s Open Geodata Portal, will be used as resources to identify ROW for roadway-adjacent alternatives.

We anticipate that the Town will provide information regarding any utilities (overhead and underground) that are within the project area, including general locations and privately owned. This information will be used during the

alternatives evaluation phase to estimate the potential utility impacts for the various alternatives.

Deliverable: D&K will use this information to evaluate alternatives and develop the Scoping Study Report.

Task 7: Natural and Cultural Resource Impacts and Permitting

Environmental and cultural resource reviews will be conducted following the development of alternatives. Following natural and cultural resource reviews we assume minor tweaking of alternatives may be needed. D&K anticipates that alternatives may not change significantly as a result of these reviews.

Task 7 A: Natural Resources Review

D&K will utilize the ANR Atlas database to conduct a cursory review of environmental resources in the project area, including wetlands, surface waters, floodplains, river corridors, endangered species, hazardous waste sites, and other natural resources available in this database. Based on the Vermont ANR Atlas, it appears that there are class II wetlands along both sides of VT 73 north of Wheeler Road, as well as on the south side of VT 73 north of Stone Mill Dam Road. D&K's Field Naturalist will visit the project area to identify potential location(s) that might have significant impacts. An in-depth wetlands review, complete with GPS mapping of any potential site wetlands, will not be included as part of this project. Based on a preliminary review of the VT ANR Atlas, there are also floodplains within the project area.

Task 7 B: Historic Resources Review

Polly Seddon Allen Historic Preservation Consulting Services (PSA) will provide historical resources support for the project. Polly Allen is a Senior Architectural Historian qualified under the Secretary of the Interior's Professional Qualification Standards in History and Architectural History and a Qualified Historic Preservation Consultant for the Vermont Division of Historic Preservation (VDHP). She will identify a proposed Area of Potential Effects (APE) for both direct and indirect effects related to any alternative(s) developed. The APE will generally not extend more than 25 feet from the edge of any proposed alternative alignments for the entirety of the proposed project area.

The Architectural Historian will conduct site inventory from the public ROW to account for all buildings, structures, objects, and landscape features in the proposed APE. She will review the records of the VDHP Online Resources Center (ORC) to determine whether any of the built environment properties in the APE hold previous documentation status and consult standard sources of information, including contextual histories, primary sources, and previous cultural resource documentation.

The Architectural Historian will develop a Historic Resources Inventory Report (HRI) that includes: an overview history of the APE, a project location map, contextual site photographs, brief historic property descriptions, NRHP recommendations, property photos, appropriate historic photos, and a plan of the project area with historic property location key.

Task 7 C: Archaeology Resources Review

D&K will perform a desktop review of archaeological resources to determine potential direct and indirect impacts and identify an Area of Potential Effects in coordination with the Architectural Historian. D&K's in-house Archaeologist, Lindsay Chozinska, RPA, is qualified under Secretary of the Interior's Professional Qualifications Standards in Archaeology and History. She will identify culturally sensitive areas and properties in the study area using the VDHP's Online Resource Center, the Vermont Archaeological Inventory, and the VDHP's predictive model for archaeological sites, and review historic documents and maps regarding the project area, including Beers, Wallings, and Sanborn, and Google imaging to scope out land changes over the years. The Archaeologist will conduct a site visit to determine any potential sites within the APE.

Our Archaeologist will provide an Archaeological Resources Assessment (ARA) in accordance with VTrans cultural resource guidance and will include a project location map, a plan of the project area with archaeological sites, an overview of the historic/pre-contact context of the town and project area, photographs of the area, historic maps, and a map with archaeological sites and sensitive areas within or adjacent to the area. The report will include a narrative of any sites and recommendations regarding these areas (avoidance or further studies).

Deliverable: D&K will incorporate documentation of natural, historic, and cultural resources into the Scoping Study Report.



Task 7D. Permitting Needs Review

After conducting the natural and cultural/historic resources reviews, D&K will determine what permits may be needed for the project area.

Deliverable: D&K will incorporate the HRI, ARA, and documentation of wetlands into the Scoping Study Report.

Task 8: Alternative Evaluations

Following natural and cultural resource reviews and the permitting needs review, D&K will assess whether we recommend any tweaks to project area alternatives. We will attend a steering committee meeting to discuss alternatives and any suggested revisions to the alternatives before moving into the evaluations phase.

D&K will summarize the factors used to evaluate the alternatives in an evaluation matrix. We will discuss with the Town before the development of the evaluation matrix whether the Town would like to apply “weighting criteria” within the evaluation matrix or go with a more typical matrix identifying potential pros/cons of the various alternatives. We anticipate the following categories to be included in the evaluation matrix:

- Project costs, including conceptual-level Opinions of Probable Construction Cost (OPCC), as well as an opinion for engineering, municipal project management, and construction engineering costs. OPCCs will be developed for each alternative using VTrans standard pay item quantities and VTrans average unit costs. As it is difficult to gauge ROW costs at this phase, they will not be included in this matrix.
- Expectation of the given alternative to meet the project’s Purpose and Need Statement.
- Roadway or land use impacts, to include the potential for ROW impacts, property impacts (e.g., private signs, landscaping, and stone walls), utility impacts, or other potential impacts specific to the project.
- Anticipated environmental impacts, based on a preliminary review of environmental resources.
- Anticipated archaeological and historical impacts.
- Potential permitting needs, which may include NEPA documentation during the design phase, wetlands or stream alteration permits, stormwater permits, Section 1111 permit, and other potential permitting needs depending on the given alternative.

Deliverable: D&K will prepare a project evaluation matrix to present at the Alternatives Presentation Meeting.

Task 9: Alternatives Presentation Meeting

D&K will attend a public meeting to present alternatives via slideshow. We will discuss the project background, provide an overall project summary, introduce project alternatives, discuss project impacts, and present the evaluation matrix. D&K will solicit public input regarding the alternatives and be available to answer questions.

D&K will assist the Town with the scheduling and public notice for this meeting. D&K anticipates the meeting notice will be distributed to the local newspaper and/or any other locations (e.g. posting at the Town Office, online at Front Porch Forum) by the Town.

Deliverable: D&K will provide a PDF file of the slideshow presentation to the Town and VTrans. We assume that the Town will prepare notes from this meeting.

Task 10: Scoping Study Report

D&K will prepare a Scoping Study Report summarizing the above tasks. The report will generally follow the recommended format listed in the RFP and will include:

- Purpose and Need of the project
- A summary of existing conditions
- Graphical layouts of alternatives
- Summaries of environmental, historic, and archaeological resources (including documentation of such in the attachments to the report)
- A discussion of the alternatives and their potential pros and cons
- An evaluation matrix
- A summary of input received at public meetings
- A project timeline for alternatives, including potential phasing of preferred alternatives
- Meeting notes and other relevant information as attachments

Deliverable: D&K will submit a Draft Scoping Report to the Town and VTrans for review and comment. Following review, D&K will incorporate comments into the report and submit a Final Scoping Report to the Town and VTrans. As noted in the RFP, two hard copies of the draft and final reports will be provided to the Town, as well as one electronic PDF report sent to the MPM.

Task 11: Public Informational Meeting

A Public Informational Meeting will be held to present the Draft Scoping Study Report before the completion of the Final Report. D&K will assist the Town with the scheduling and public notice for this meeting. The information presented at this time will be similar to what was presented at the Alternatives Presentation Meeting.

Deliverable: D&K will provide a PDF file of the Alternatives Presentation slideshow to the Town. We assume that the Town will prepare notes from this meeting.



Labor Hours

Class of Labor

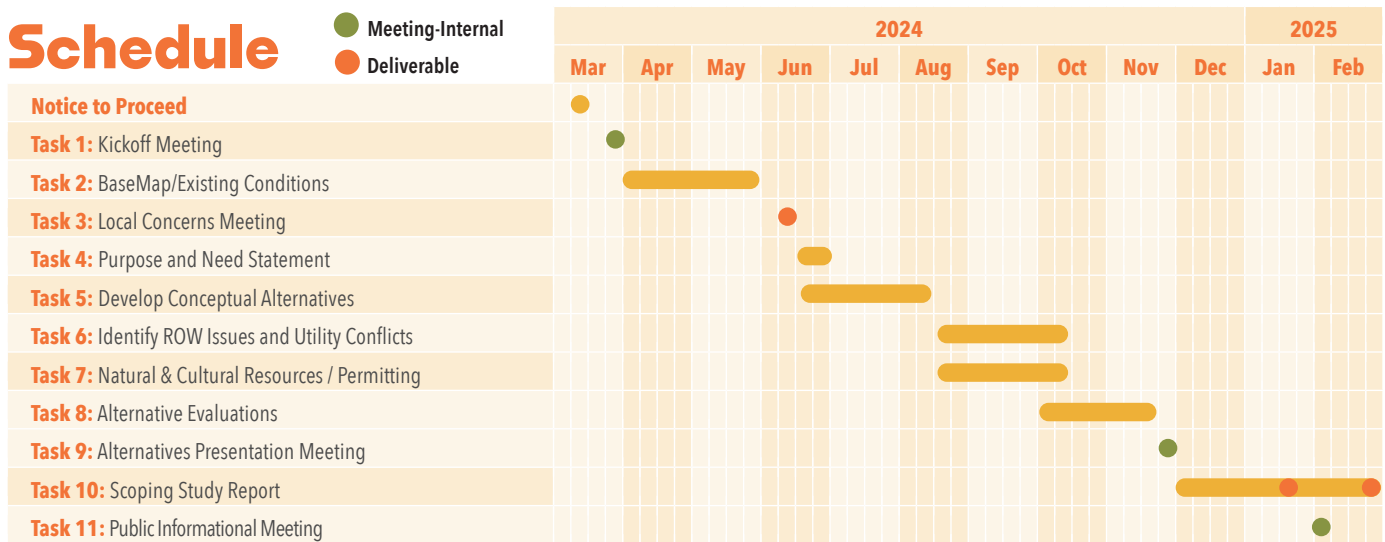
Tasks

	Principal/ Director I	Senior Project Engineer II/ Project Manager	Staff Engineer	Cultural Resource Specialist	Field Naturalist	Survey Party Chief	Survey Technicians	Total Hours
1. Kickoff Meeting		2						2
2. BaseMap/Existing Conditions		4	28					32
3. Local Concerns Meeting		6	1					7
4. Purpose and Need Statement		1	1					2
5. Develop Conceptual Alternatives	1	16	40					57
6. Identify ROW Issues and Utility Conflicts			1			8	20	29
7. Natural & Cultural Resources/Permitting								-
7a. Natural Resources Review		1	2		32			35
7b. Archaeological Resources Review				40				40
7c. Historic Resources Review								-
7d. Permitting Needs Review		1	1					2
8. Alternative Evaluations	2	12	40					54
9. Alternatives Presentation Meeting		6	1					7
10. Scoping Study Report	2	48	8					58
11. Public Informational Meeting		4						4
	5	101	123	40	32	8	20	329



Schedule

- Meeting-Internal
- Deliverable



Key Staff

The D&K staff assigned to this project are well-versed in transportation/traffic engineering and planning. We are able to offer complete transportation services to guide projects of all sizes from planning through construction. In addition to the primary team listed below, D&K has the resources available to assist, as needed, with specific design area specialties, such as roadway engineers, planners, environmental specialists, surveyors, water resource engineers, constructability reviews, and more. Descriptions of D&K team members assigned to this project follow.



**Jenny Austin, PE,
Project Manager**

Brandon Office

Jenny has 23 years of experience providing management and design for civil engineering projects. Focused largely on transportation planning/design and traffic engineering for municipal, regional, and state projects, Jenny has experience with projects from the scoping level through contract plan development. She has worked on a wide range of transportation planning and design projects, including bike/pedestrian and intersection scoping studies and design projects, providing administrative assistance to Towns as the MPM on projects through the VTrans MAS process, preparation of independent reviews of traffic impact studies, site evaluations as they relate to safety concerns, and more. Jenny has experience with the development and evaluation of bike/pedestrian alternatives, preparation of construction

cost estimates, and a wide array of report writing. Examples of recent bike/ped scoping studies led by Jenny include the Bristol Airport Drive Sidewalk Scoping Study, Ferrisburgh Pedestrian Safety Scoping Study (Route 7 from Little Chicago Road/Middlebrook Road to the Town Offices/Community Center), and Middlebury Pedestrian Connectivity Study (Boardman Street to Hannaford Plaza) Scoping Study. Jenny will be the primary contact and will support all aspects of D&K’s services for the project.

**Jon Ashley, PE,
QA/QC Reviewer**

Brandon Office



Jon has 31 years of civil and environmental engineering experience. Jon is a Senior Project Manager (D&K Principal) experienced at managing multidisciplinary teams for municipal projects. He has managed and designed infrastructure improvement projects, including roadways, sidewalks, water, sewer, and stormwater systems. Jon’s projects have ranged from design for roadways in Middlebury’s South Ridge subdivision to design, permitting, and construction review of sidewalk and roadway projects. He provided construction engineering services on a sidewalk project in Castleton. He has a solid understanding of funding programs through the State of Vermont, regional planning commissions, and federal agencies. Jon is the manager of D&K’s Brandon office and is a resident of the Town of Whiting, providing him with considerable knowledge of the region. Jon will provide quality assurance and quality control review of D&K’s services and deliverables.

**Lindsay Chozinska, RPA ,
Cultural Resource Specialist**

Randolph Office



Lindsay has seven years of experience in archaeology, collections, and conservation. She has performed archaeological and historical research in Vermont, the Southeastern U.S., Peru, and Southeast Asia. Lindsay is experienced in desktop review, Phase Is, field excavation, lab processing, collections, and conservation of archaeological and historical artifacts. In addition to archaeology and curation, Lindsay serves on the Montpelier Historic Preservation Commission and provides archiving and conservation assessments for the Barre Granite Museum. She recently developed an Archaeological Resource Assessment Report (ARA) for the Town of Monkton Bike-Ped Study. She will prepare an ARA for this project.

Polly Allen, Architectural Historian

Polly Seddon Allen Historic Preservation Consulting Services

Polly is an independent cultural resource consultant in Vermont with 20 years of experience. Her areas of expertise include Section 106 of the National Historic Preservation Act historic property review and effects analysis, Vermont Act 250 impacts analysis, historic property documentation and design review, documentation under the National Register of Historic Places and Vermont State Register, thematic context statement development, and community-based preservation educational and organizational strategies. She has worked with state, municipal, and regional government entities; design practitioners and developers; and nonprofit and community planning organizations.

Support Staff



**Justin Nalbach,
EIT, Staff Engineer**

Brandon Office

Justin is a recent graduate of Norwich University with a B.S. in Civil Engineering. Justin is based in D&K's Brandon office and has assisted with drafting alternatives in AutoCAD for a variety of civil engineering projects; assisted with development of Preliminary Engineering Reports, Scoping Studies, and Environmental Information Documents; and developed opinions of probable construction costs for a variety of projects. He will assist on this project with development and drafting of alternatives, typical sections, development of OPCCs, environmental resource reviews utilizing the VT ANR Atlas, and the evaluation matrix. With close proximity to the project area, Justin will also be available to review existing conditions in the field.

**Aimee Rutledge,
PWS, CPESC,
CPSWQ, Field Naturalist**

South Burlington Office



Aimee has 23 years of experience completing environmental work, including environmental assessments; wetland delineations, and mitigation site design and monitoring; restoration design; ecological assessments; wildlife inventory and assessments; threatened and endangered species surveys; wetland functions and values assessments; and erosion and sediment control design and monitoring. Aimee is experienced in communicating with government, academic, and industry researchers and scientists, including attending meetings with third parties/clients and representing clients at public meetings and hearings. She has extensive knowledge and experience navigating the state and federal regulations and permits in Vermont, as well as New York and Rhode Island, and has established working relationships with the agencies and staff. Aimee will assist with environmental resource reviews for this project.



Relevant Experience



Ferrisburgh Pedestrian Safety Scoping Study Report, ACRPC, Ferrisburgh, VT

In 2023, D&K completed a scoping study to develop and evaluate potential pedestrian infrastructure along Route 7 between the intersection of Little Chicago Road/Middlebrook Road and the Town Offices/Community Center. Concerns about pedestrian safety—particularly to improve safe access for school-aged children to a nearby elementary school—have generated strong interest in the addition of a crosswalk along Route 7 within the project area. D&K reviewed existing conditions, conducted ROW research, developed and evaluated alternatives, and coordinated with VTrans to gain a better understanding of existing signal equipment and its potential for pedestrian push buttons at the intersection. The D&K team prepared OPCCs, led public meetings, and developed the Scoping Study report for the project.



Airport Drive Sidewalk Scoping Study, ACRPC, Bristol, VT

D&K completed a scoping study to evaluate and develop alternatives for potential pedestrian infrastructure along Airport Drive. This section of roadway has numerous destination points for pedestrians, including Mount Abraham Union High School, Bristol recreation fields, the American Legion, and the Bristol Hub Teen Center. D&K reviewed existing conditions, researched right-of-

way (ROW), evaluated alternatives in an evaluation matrix, prepared conceptual-level construction opinions of probable construction costs (OPCC), led public presentations, and developed a Scoping Study Report.

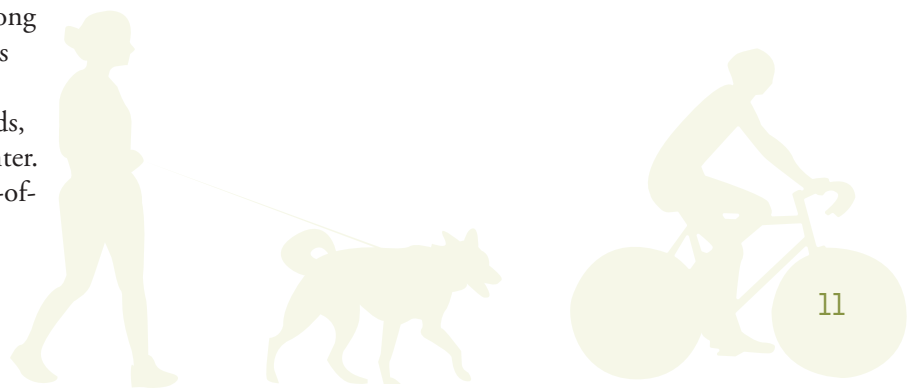
Reference: Bonnie Barnes, Town representative for project
Former Zoning Administrator, Town Center Committee
(chair), Planning Commission (member)
802.877.3836; bonnie.barnes@icloud.com



Intersection Planning Study, ACRPC, Bristol, VT

D&K completed a planning study to address three hazards at the intersection of VT 116, Lincoln Road, and Briggs Hill Road: 1) the VT 116/Lincoln Road intersection; 2) overflow parking along Lincoln Road; and 3) the steep grade of Briggs Hill Road at the Lincoln Road intersection. D&K developed alternatives, including both short-term and long-term alternatives, consisting of signage improvements, a new traffic mirror, stop bar location considerations, upgrades to pull-off area parking, a partial road closure, and a road realignment. D&K reviewed existing conditions, evaluated alternatives in an evaluation matrix, prepared conceptual-level OPCC, conducted public presentations, prepared and reviewed an online community survey, and developed a Scoping Study Report.

Reference: Valerie Capels, Town Administrator
Town of Bristol
802.453.2410 x1; townadmin@bristolvt.org





Middlebury Planning Study for Improving Pedestrian Connectivity Between Boardman Street and Hannaford Plaza, ACRPC, Middlebury, VT

D&K completed a scoping study to develop and evaluate potential pedestrian infrastructure along US 7 between Boardman Street and the Hannaford Plaza in Middlebury. A pedestrian connection along this section of US 7 is important in order to expand the existing sidewalk network in downtown for pedestrian traffic to and from Boardman Street and also to provide a connection to the Trail Around Middlebury. D&K led a review of existing conditions, archaeological/historic resources review (provided by others), evaluation of alternatives culminating in an evaluation matrix, preparation of conceptual-level OPCC, public presentations, and development of a Scoping Study Report. Project alternatives included curbed sidewalks adjacent to US 7, sidewalks separated from the road by a green strip, and off-road, shared-use path sections. The project also explored the possibility of repurposing an abandoned cattle pass for the location of a potential pedestrian underpass so pedestrians did not have to cross the busy US 7 roadway.

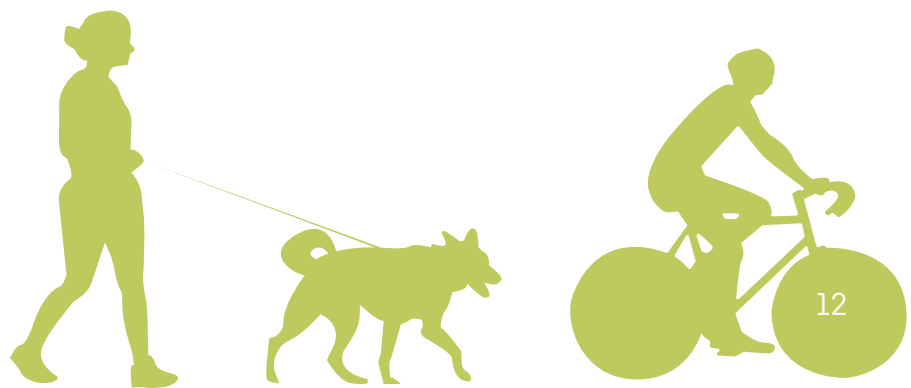
Reference: Kathleen Ramsay, Town Manager
Town of Middlebury
802.458.8000; kramsay@townofmiddlebury.org



Municipal Project Management (MPM) Engineering Services for the South Street Sidewalk and Beaver Pond Shared-Use Path Project, Proctor, VT

D&K is assisting the Town as MPM for the South Street Sidewalk project. D&K has assisted with administrative tasks such as developing RFPs for design engineer and construction inspection procurement, reviewing engineering invoices, and coordinating between the Town and VTrans; reviewing of engineering design plans; assisting with the right of way phase; and ensuring the project process follows the VTrans MAS guidelines and procedures. This project is scheduled for summer 2024 construction.

Reference: Judy Frazier, Town Manager
Town of Proctor
802.459.3333; manager@proctorvermont.com



Additional Projects



Planning Study for the Intersection of States Prison Hollow Road and Monkton Ridge Road, ACRPC, Monkton, VT

D&K conducted a planning study and prepared conceptual plans for improvements to the States Prison Hollow Road and Monkton Ridge Road intersection. Currently, States Prison Hollow Road is at a skew approaching the intersection, and vehicles frequently use the side road to the south of the intersection as a cut-through to States Prison Hollow Road due to safety issues at the intersection. Due to the intersection geometry, close proximity to and a lack of definition between the roadway and the Monkton General Store, a desire to improve the profile of States Prison Hollow Road approaching the intersection, and overall safety concerns, the Town applied for and received a grant from the ACRPC to complete this project to bridge the gap from the planning phase into design. Jenny Austin, PE, reviewed and evaluated the intersection, led the preparation of conceptual plans, attended steering committee and public meetings, was the primary author of the Technical Memorandum summarizing the project, and provided general project management tasks.



Bicycle and Pedestrian Scoping Study, Windham Regional Commission, Weston, VT

D&K worked with the Town of Weston and the Windham Regional Commission to complete a scoping study to identify a safe, feasible, and affordable pedestrian network between the

Village Center and destinations along VT 100. One major concern of the town was the need to incorporate crosswalk(s) in the project area due to the high year-round tourism. The project alternatives included new sidewalks on a variety of geometric configurations and widening of roadway shoulders. D&K provided a review of existing conditions, environmental resource reviews, preparation of OPCCs, and development of an evaluation matrix, public presentations, an online survey, and a Scoping Study Report.

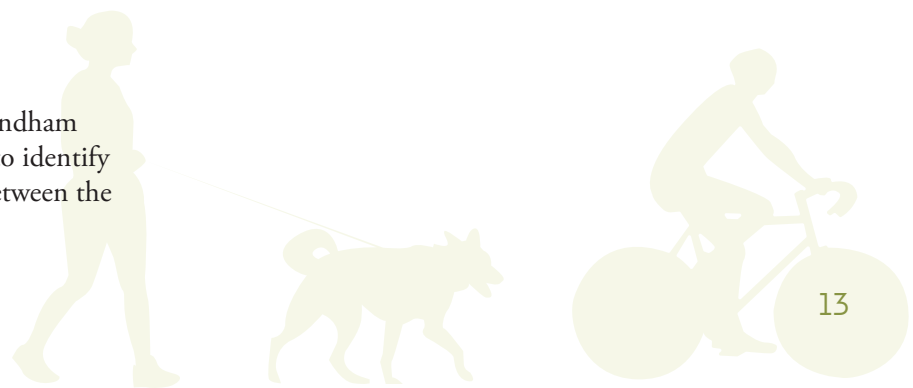


Salisbury Intersection Study, ACRPC, Salisbury, VT

D&K completed a planning study for the intersection of Lake Dunmore Road/VT 53 and Upper Plains Road/West Shore Road. The primary objective of this study was to assess whether a four-way stop was warranted at this currently two-way stop-controlled intersection. D&K reviewed prior intersection studies, existing conditions, and crash data; development of traffic volumes, multi-way stop criteria evaluations, and sight distances; and prepared a Technical Memorandum.

Work Sample

D&K's work sample is in a separate PDF attached to the submission.





Jenny Austin, PE

Project Manager

Education

B.S., Civil Engineering, University of Vermont, 1999

Registration

Professional Engineer: VT 8551

Ms. Austin has 23 years of experience providing management and design for civil engineering projects. Her experience focuses on traffic engineering to support future growth for public and private entities, as well as transportation planning and design for municipal, regional, and state projects. Jenny has worked on a range of projects, including Municipal Project Manager services on VTrans MAS projects and as a project engineer for a pilot project to support the monitoring and performance evaluation of a road diet. She provides transportation master planning and has provided peer reviews of traffic impact studies. Jenny has experience with all phases of transportation design from scoping through contract plans and bid documents. Jenny was the recipient of the Vermont Young Engineer of the Year for 2009.

States Hollow and Monkton Ridge Road Intersection Planning Study, ACRPC, Monkton, VT.

Project Manager for a planning study and conceptual plans for intersection improvements. This project followed the VTrans MAS process. Project responsibilities included attending committee meetings, reviewing and evaluating the intersection, preparation of conceptual plans, and general project management tasks. Developed a conceptual design for this intersection, which included straightening the States Prison Hollow Road approach of the intersection, associated grading needed to tie into existing conditions and the adjacent side street, and other incidentals for the project.

Bicycle and Pedestrian Scoping Study, Weston, VT.

Project Manager for a study that evaluated opportunities to improve the streetscape and encourage walking and cycling within the village's VT 100 corridor. The project received funds administered by the VTrans Municipal Assistance Bureau. Responsibilities included the review of existing conditions, crash data review, development and evaluation of alternatives with separate alternatives for both the northern and southern project segments, public meeting presentations, development and evaluation of an online survey, and the preparation of the scoping study report.

Airport Drive Sidewalk Scoping Study, ACRPC, Bristol, VT.

Project Manager for a scoping study to develop and evaluate potential pedestrian infrastructure along a roadway with destination points for pedestrians. Provided review of existing conditions, right-of-way research, evaluation of alternatives, preparation of conceptual-level construction cost estimates, public presentations, and development of a Scoping Study Report. This project was funded through a Addison County Transportation Planning Initiative grant.

Pedestrian Connectivity Improvement Planning Study, ACRPC, Middlebury, VT.

Project Manager for a scoping study to develop and evaluate potential pedestrian infrastructure along US 7 in Middlebury between Boardman Street and the Hannaford Plaza. Provided review of existing conditions, coordinated archaeological/historic resources review, evaluation of alternatives in an evaluation matrix, and prepared of conceptual level construction cost estimates, public presentations, and a Scoping Study Report. This project was funded through a Addison County Transportation Planning Initiative grant.

Intersection Study, ACRPC, Salisbury, VT.

Project Manager for a planning study for the intersection of Lake Dunmore Road/VT 53 and Upper Plains Road Road/West Shore Road. The primary objective of this study was to assess whether a four-way stop was warranted at this currently two-way stop-controlled intersection. Served as the primary contact and engineer. Tasks involved a review of prior intersection reviews, review of existing conditions, crash data review, development of traffic volumes, multi-way stop criteria evaluations, sight distance review, and preparation of a Technical Memorandum.

East Darling Hill Road Bicycle and Pedestrian Scoping Study, Burke, VT.

Project Engineer for a scoping study to develop alternatives to make East Darling Hill Road more bicycle- and pedestrian-friendly. The study developed and evaluated various alternatives including variations of bike lanes and sharrow markings, and two different multi-use path options. Responsibilities included review of development and evaluation of alternatives, evaluation matrix preparation, attending and presenting at local meetings, and preparation of the Scoping Study Report.



Jon Ashley, PE

QA/QC Reviewer

Education

B.S., Environmental Engineering, Rensselaer Polytechnic Institute, 1992

Registration

Professional Engineer: VT 7350, NH 9709, NY 79818

40-hour OSHA HAZWOPER Course

8-hour OSHA HAZWOPER Course

Firefighter I Certification

Mr. Ashley has 31 years of environmental and civil engineering experience. The Director of D&K's Public Works Division, Jon's experience includes planning, management, and design of water and sewer projects, hazardous waste and brownfield remediation, road and slope projects, stormwater collection and treatment, and site/civil development projects for municipal, state, local, and private clients. Jon has supported environmental documentation and permitting for infrastructure and site projects and maintains strong working relationships with regulatory officials.

Airport Drive Sidewalk Scoping Study, ACRPC, Bristol, VT. QA/QC for a scoping study to develop and evaluate potential pedestrian infrastructure along a roadway with destination points for pedestrians. The project included review of existing conditions, right-of-way research, evaluation of alternatives, preparation of conceptual-level construction cost estimates, public presentations, and development of a Scoping Study Report. This project was funded through a Addison County Transportation Planning Initiative grant.

Pedestrian Connectivity Improvement Planning Study, ACRPC, Middlebury, VT. QA/QC for a scoping study to develop and evaluate potential pedestrian infrastructure along US 7 in Middlebury between Boardman Street and the Hannaford Plaza. The project included review of existing conditions, archaeological/historic resources review, evaluation of alternatives culminating in an evaluation matrix, preparation of conceptual level construction cost estimates, public presentations, and development of a Scoping Study Report. This project was funded through a Addison County Transportation Planning Initiative grant.

Salisbury Village Lighting and Sidewalk Study, ACRPC, Salisbury, VT. Project Manager in charge of D&K's evaluation and planning services. Served as primary contact for the Town. Evaluated existing conditions of safety and accessibility for pedestrians, presented multiple alternatives for separated and attached walkways and lighting options for the Village Center.

Municipal Project Management, Beaver Pond Shared Use Path, Proctor, VT. Municipal Project Manager (MPM) to assist the Town with the design phase of a shared use bicycle and pedestrian path project planned to connect the village center with a recreational, rural area on the edge of Town. Responsibilities include preparation of a design engineering services RFP, guiding the selection committee review process, coordinating meetings with the Path Committee; review of design engineers' plans and invoices; guiding and assisting the Town in easement negotiations with involved landowners, and serving as a project liaison between VTrans and the design engineer.

Municipal Project Management, Basin Harbor Road Culvert Replacement, Bridport, VT. Municipal Project Manager for the replacement of a deteriorating corrugated metal pipe culvert that carries the West Branch of Dead Creek and drains to Otter Creek. The culvert was replaced with a precast concrete box culvert. Responsibilities included managing the selection of the consultant and the design process through all phases and preparing an updated hydraulic analysis of the culvert sizing. Assisted the Town and design engineer with strategies to streamline the project schedule to allow the culvert replacement to be constructed prior to upcoming planned utility poles relocation in this area. Responsibilities also included supporting the Town through the selection of the contractor and construction of the replacement culvert. Assisted the Town with grant applications for additional Transportation Alternatives Program funding.

Beaver Pond Shared Use Path Project, MPM Services, Proctor, VT. Currently serving as Municipal Project Manager (MPM) assisting the Town with the design phase of a shared use bicycle and pedestrian path project planned to connect the village center with a recreational, rural area on the edge of Town. Responsibilities include preparation of a design engineering services RFP, guiding the selection committee review process, coordinating meetings with the Path Committee; review of design engineers' plans and invoices; guiding and assisting the Town in easement negotiations with involved landowners, and serving as a project liaison between VTrans and the design engineer.