



**Munsill Avenue Scoping Study  
Cost Proposal  
October 20, 2021**



**DuBois  
& King** inc.



327574X  
October 20, 2021

Valerie Capels  
Town of Bristol  
PO Box 249, 1 South St.  
Bristol, VT 05443

**Subject: Technical Proposal, Town of Bristol, Munsill Avenue Scoping Study**

Dear Ms. Capels and the Selection Committee,

Please find enclosed DuBois & King's Cost Proposal for the Town of Bristol Munsill Avenue Scoping Study for our services described in the Scope of Work in our Technical Proposal dated October 20, 2021. We have also attached cultural resources subconsultant Hartgen's scope and fee proposal. D&K appreciates the opportunity to work with you to realize the Town's vision for improved connectivity. Should you have any questions or wish to discuss the project further, do not hesitate to contact me at (802) 728-3376 or at [dcrites@dubois-king.com](mailto:dcrites@dubois-king.com).

Sincerely,  
**DuBois & King, Inc.**

A handwritten signature in black ink, appearing to read 'Dayton Crites', written over a light blue circular stamp.

Dayton Crites, AICP  
Project Manager



## Proposed Labor Hours

A summary of proposed labor hours by task and labor class for our project team follows.

TASKS	CLASS OF LABOR			
	<i>DuBois &amp; King</i>			
	Project Principle/ Senior Planner	Project Manager/Senior Transportation Engineer	Transportation Planning Engineer	TOTAL by task
<b>1. Project Initiation and Communication</b>				
A. Project Kickoff Meeting		2	2	4
B. Regular Check In Meetings	1	4	3	8
<b>2. Document Existing Conditions</b>				0
A. Compile Basemap/Document Existing Conditions		8	8	16
B. Site Visit		8	8	16
C. Natural Resource Analysis	1	8	8	17
D. Layout GIS Base Maps & Relevant Information		8	16	24
E. Identify Land Use Context	1	2	2	5
F. Historic Resource Inventory and Archeological Resource Assessment				0
<b>3. Local Concerns Meeting/Feedback</b>				0
A. Local Concerns Meeting Preparation	1	8	8	17
B Purpose and Need Statement		1	4	5
<b>4. Develop Conceptual Alternatives</b>				0
A. Alternatives Design		16	24	40
B. Identify ROW Issues		4	4	8
C. Identify Utility Conflicts		4	4	8
D. Identify Natural and Cultural Resource Constraints			8	8
E. Develop Conceptual Cost Estimates		2	4	6
F. Develop Alternative Evaluation Matrix		8	16	24
G. Alternatives Meeting Preparation	1	8	8	17
H. Alternatives Meeting Presentation		2	4	6
<b>5. Development of Final Scoping Report &amp; Presentation to Selectboard</b>				0
A. Finalize Alternatives	1	8	16	25
B. Develop Preliminary Cost Estimates			12	12
C. Project Implementation Timeline and Funding Strategy	1	4	8	13
D. Report Production	2	8	16	26
E. Presentation to Selectboard		2	2	4
<b>Total Hours by Project Staff</b>	<b>9</b>	<b>115</b>	<b>185</b>	<b>309</b>



## Proposed Fees

	Project Principle/ Senior Planner	Project Manager/Senior Transportation Planner	Transportation Planning Engineer	Total Hours
<b>Total Hours</b>	<b>9</b>	<b>115</b>	<b>185</b>	<b>309</b>
<b>Direct Labor Rates</b>	<b>\$45.75</b>	<b>\$40.50</b>	<b>\$32.00</b>	
<b>Direct Labor Cost</b>	<b>\$412</b>	<b>\$4,658</b>	<b>\$5,920</b>	<b>\$10,990</b>

## Direct Expenses

<b>Subsistence</b>	<b>Vehicles</b>	<b>275 mi.</b>	<b>@ \$0.56/mi</b>	<b>\$154</b>
<b>Support Expenses</b>				<b>\$43</b>
<b>Subcontractors</b>	<b>Hartgen Archeological Associates</b>			<b>\$7,736</b>
<b>Miscellaneous Expenses</b>				<b>\$10</b>
<b>Total Direct Expenses</b>				<b>\$7,943</b>

## Cost Summary

<b>Direct Labor Cost</b>	<b>\$10,990</b>	<b>Total Labor Cost</b>	<b>\$28,780</b>
<b>General &amp; Administrative Cost</b>	<b>\$17,790</b>	<b>Fixed Fee</b>	<b>\$2,878</b>
<b>Total Labor Cost</b>	<b>\$28,780</b>	<b>Direct Expenses</b>	<b>\$7,943</b>
<b>Overhead Rate</b>	<b>161.87%</b>	<b>Total Price</b>	<b>\$39,600</b>



## COST PLUS FIXED FEE

Archeological Resource Assessment and Historic Resource Inventory  
 Munsill Avenue Sidewalk Scoping Project  
 Town of Bristol, Addison County, Vermont  
 October 14, 2021

	qty	hours	rate	subtotal
<b>LABOR</b>				
<b>Task 1: Background Research</b>				
Principal Investigator/Proj Mgr		4	\$ 30.00	\$ 120.00
Researcher		45	\$ 20.00	\$ 900.00
Architectural Historian		0	\$ 28.00	\$ -
Architectural Historian Asst		0	\$ 15.80	\$ -
				<b>\$ 1,020.00</b>
<b>Task 2: Site Visit</b>				
Principal Investigator/Proj Mgr		8	\$ 30.00	\$ 240.00
Field Archeologist I		0	\$ 14.00	\$ -
Field Mobilization Asst		0	\$ 11.00	\$ -
Architectural Historian Asst		0	\$ 15.80	\$ -
				<b>\$ 240.00</b>
<b>Task 3: Report Preparation</b>				
Principal Investigator/Proj Mgr		20	\$ 30.00	\$ 600.00
Project Director		0	\$ 29.00	\$ -
Sr Architectural Historian		23	\$ 29.00	\$ 667.00
Architectural Historian Asst		0	\$ 15.80	\$ -
CAD/GIS Specialist		9	\$ 27.00	\$ 243.00
Researcher		0	\$ 20.00	\$ -
Technical Assistant		0	\$ 25.16	\$ -
Copy Clerk		0	\$ 15.50	\$ -
		0	\$ -	\$ -
				<b>\$ 1,510.00</b>
LABOR SUBTOTAL				<b>\$ 2,770.00</b>
<b>EXPENSES</b>				
Mileage	212		\$ 0.560	\$ 118.72
Tolls	0		\$ -	\$ -
Per Diem	0		\$ 123.00	\$ -
Photography	0		\$ 20.00	\$ -
Postage	0		\$ 15.00	\$ -
Report Copies	0		\$ 25.00	\$ -
	0		\$ -	\$ -
EXPENSES SUBTOTAL				\$ 118.72
LABOR SUBTOTAL				\$ 2,770.00
OVERHEAD			150%	\$ 4,155.00
FIXED FEE			10%	\$ 692.50
<b>TOTAL COST PLUS FIXED FEE</b>				<b>\$ 7,736.22</b>

# Bristol STP BP20(7) Munsill Avenue Scoping Study for New Sidewalk

Cost Proposal  
October 20, 2021





October 20, 2021

Ms. Valerie Capels  
1 South Street  
P.O. Box 249  
Bristol, VT 05443

*via email*

Subject: Bristol STP BP20(7)  
Munsill Avenue Scoping Study for New Sidewalk  
Cost Proposal

Dear Ms. Capels,

Otter Creek Engineering (OCE) appreciates the opportunity to submit this cost proposal for engineering services for the planned sidewalk scoping study along Munsill Avenue in Bristol. We are very interested in the possibility of working with the Town and VTrans on this project.

We propose to provide the services, as outlined in the accompanying Proposal for Engineering Services, on an hourly basis for \$35,015 based on the fee calculation provided on the following page.

Invoices will be provided monthly based upon the work completed at the end of each month. As the project progresses, we will keep you informed on the budget status and discuss any changes from the anticipated scope. Additional services requested by the Town will be provided on an hourly basis, plus expenses, in accordance with the hourly rates provided in this proposal.

Otter Creek Engineering's AF38 form is currently on file with VTrans.

Thank you for this opportunity, and we look forward to the possibility of working with the Town of Bristol and VTrans on this project.

Sincerely,

Brent F. Rakowski, P.E.  
Vice President

# Cost Proposal

We propose to provide services outlined below on an hourly basis, plus expenses, in accordance with our Rates and Fees provided in this proposal. We will invoice monthly based upon the work completed at the end of each month.

Task Number	Task Description	Senior Project Engineer	Senior Project Engineer	Senior Eng. Tech.	Engineering Technician	Natural Resource Ecologist	Admin. Assistant	Sub-Consultant	Hours Per Task	Expenses	Direct Cost per Task
		Rakowski	Clark	Harrigan		Poli		Hartgen			
1.	<b>Kick-off meeting with MPM, Vtrans Supervisor and Team</b>	4	4				2		10	\$50	\$365
2.	<b>Compile Base Map / Document Existing Conditions</b>										
	<i>Initial Basemap Development</i>			2	10				12		\$334
	<i>Right-of-way and Deed Information</i>	2	4		10				16	\$50	\$511
	<i>Utility Location</i>			4	10				14		\$398
	<i>Follow up survey following critical environmental resource evals.</i>	2			10				12		\$357
3.	<b>Local Concerns Meeting</b>										
	<i>Prepare for and Attend Meeting</i>	4	4						8	\$50	\$327
	<i>Meeting Minutes, Documentation, Distribution</i>	1					1		2		\$62
	<i>Purpose and Need Statement</i>	2	2				1		5		\$183
4.	<b>Identify Land Use Context</b>	4	4			8	8		24		\$671
5.	<b>Develop Conceptual Alternatives</b>										
	<i>Initiate Concept Designs</i>	4	8		16				28		\$913
	<i>Review of existing Traffic Count</i>	2		2			2		6		\$189
	<i>Workzone Safety/ Mobility Review</i>	2	2						4		\$164
	<i>Circulate plans with Town</i>	2					2		4		\$125
	<i>Initial feedback &amp; revisions</i>	2	4		4		2		12		\$387
6.	<b>Identify Right of Way Issues</b>	7	2		6		4		13		\$358
7.	<b>Identify Utility Conflicts</b>	2	4	4	6				16		\$531
8.	<b>Identify Natural and Cultural Resource Impacts and Permitting</b>										
	<i>Natural Resource Identification</i>	2	4		8	16			30		\$841
	<i>Wetland Delineation</i>										\$0
	<i>Historical/Archeological</i>	1	2					40	43	\$5,793	\$120
	<i>Other permitting and investigations</i>	1	4		4	8			17		\$497
9.	<b>Alternatives Presentation</b>										
	<i>Prepare Matrix</i>	1	2						3		\$120
	<i>Attend Alternatives Presentation Meeting</i>	3							3	\$50	\$130
	<i>Meeting Minutes, Documentation, Distribution</i>	1					1		2		\$62
10.	<b>Preliminary Cost Estimate (Preferred Alternative)</b>	1	4	8			2		15		\$491
11.	<b>Project Timeline</b>	1	4				2		7		\$235
12.	<b>Final Report Production</b>										
	<i>Initial Report Development</i>	4	10	2	10	8	16	2	52		\$1,388
	<i>Circulate DRAFT Report to Client and Vtrans</i>	1					2		3		\$81
	<i>Revisions to address comments</i>	2	4		4	2	6	2	20		\$511
	<i>Issuance of Final Report</i>	2					4		6		\$163
<b>Total Hours</b>		54	72	22	98	42	55	44	<b>387.0</b>		
<b>Percent of Total Hours</b>		14%	19%	6%	25%	11%	14%	11%			
<b>Direct Hourly Rate</b>		\$43.27	\$38.50	\$32.00	\$27.00	\$24.00	\$19.00				
<b>Subtotal</b>										<b>\$5,993</b>	<b>\$10,512</b>

<b>Total Direct Labor Cost</b>	<b>\$10,512</b>
<b>Overhead (151%)</b>	<b>\$15,872</b>
<b>Fixed Fee (10%)</b>	<b>\$2,638</b>
<b>Expenses</b>	<b>\$5,993</b>
<b>Total Estimated Fee</b>	<b>\$35,015</b>