



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





327574X  
October 20, 2021

Valerie Capels, Town of Bristol  
Townadmin@bristolvt.org

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

Dear Ms. Capels and the Selection Committee,

Expanding connectivity among our villages, homes, schools, businesses, parks, and trails is an ideal way to improve the vitality of our communities. Munsill Ave is one of the only roads in Bristol without a sidewalk. Adding a sidewalk along Munsill Avenue will clearly benefit the community by providing a safer way to walk and bike and improving access for students who walk to the Mt. Abraham School. The DuBois & King (D&K) team is prepared to bring our diverse experience and creativity to this project and to work closely with the Town of Bristol (Town). This project will create accessibility for residents and users of Munsill Ave to travel to key destinations and services within the village.

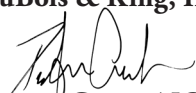
D&K understands the complexity of this project. There are electric utilities lining the corridor, underground water lines, private property improvements, and vegetation along the right-of-way. Despite these constraints, this project will provide enhanced access to the school and village, making Munsill Avenue a street that works for all. D&K's planning team has completed over 25 bicycle and pedestrian scoping studies for Vermont communities along complex and constrained corridors. Those studies are among 100+ related projects we have completed for the VTrans Municipal Assistance Bureau. We develop concise, detailed, impactful, and implementable plans and scoping studies. Our portfolio illustrates a history of effective communication with the public and local decision makers through designs, plans, and data. We understand that good communication is essential to building support for implementation of public infrastructure.

Our planning team is a multidisciplinary group that provides planning, landscape architecture, and engineering services. D&K will provide scoping study alternatives that are well-designed, contextually sensitive, and light on the land. I will act as Project Manager, bringing to Bristol my significant expertise in the development of active transportation facilities. I will be supported by Julia Ursaki, EI, our Transportation Planning Engineer, who is knowledgeable in mobility, bicycle, and pedestrian safety. Our team will be overseen by Project Principal and Senior Planner Chris Sargent, AICP, CFM, who has led a range of transportation planning studies throughout the state. We are joined by Hartgen Archeological Associates to conduct the historic and archaeological analysis needed to comply with VTrans Bike Ped Program standards for scoping studies.

Our proposal offers an efficient and targeted approach to improving connectivity in Bristol, and we look forward to working collaboratively with Bristol, VTrans, and local stakeholder groups to ensure that the scoping study meets VTrans process requirements and provides a clear and inspiring guide to implement this important project.

My experience working with Bristol on the Multi-Use Path Scoping Study was excellent, and I look forward to the opportunity to work with you again. D&K appreciates the opportunity to work with Bristol to realize the Town's vision for a more walkable, safe, and connected community. 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.**



Dayton Crites, AICP  
Project Manager



## Qualifications of the Consultation Firm

### Project Team

Following are detailed summaries of the D&K team members. Staff resumes are included at the end of this document



**Dayton Crites, AICP, Project Manager/  
Senior Transportation Planner,** has

12 years experience as a planner for diverse planning and design efforts. He has acted as the lead planner for multiple transportation and downtown planning projects in Vermont, focusing

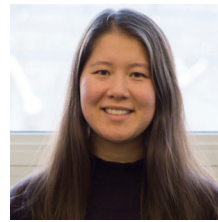
on multimodal transportation, public safety, and outdoor recreation. He has assisted rural governmental organizations with mapping, land use and trail planning, park design, conceptual design, data management, and administrative needs. Dayton authored the Middlesex Village Master Plan, which won the Vermont Planners Association 2020 Plan of the Year. In 2018, he authored Cache County Utah's first adopted trails and active transportation master plan, winner of the 2018 APA National Planning Award. Dayton's efforts have secured over \$2.1M in grant resources and fundraising for local trails and active participation. He is currently leading the Gardiner, Maine, Downtown Master Plan and is supporting the development of pedestrian connections and streetscape enhancements as part of the Lyndonville Route 5 Corridor Project. Dayton will act as Project Manager, will be the primary point of contact, and will provide senior-level support for the completion of each task item, public engagement, and report development.



**Chris Sargent, AICP, CFM, Project Principal/  
Senior Planner,** is experienced in

community and municipal planning, zoning regulation, permit analysis, facilitation, and public process. He has extensive public engagement experience, and he has worked with

over 20 communities to develop their municipal visions for the future. Chris has overseen the development of long-range regional planning policy, including land use, natural resource protection, and energy. He has led community projects for the development of pedestrian improvements to improve walkability and village aesthetics. He has a firm understanding of the planning and public engagement process necessary to develop projects at a rural scale. Chris's role will be to provide senior-level QA/QC for all deliverables and to provide his team with the resources they need to do the best work they can for Bristol.



**Julia Ursaki, EI, Transportation Planning  
Engineer,** has experience with

transportation research, planning, and highway design for municipal and state-funded projects. Her experience includes conducting field inventories for ADA accessibility, design of innovative

bicycle and pedestrian projects using quick-build methods, developing traffic control plans for bicycle lane pilot projects, and assisting in the development and evaluation of alternatives for numerous bicycle and pedestrian scoping studies. Additionally, she creates user-friendly online maps where spatial data can be explored and displayed through ArcGIS online. Julia is currently leading the Bicycle and Pedestrian Scoping Study in the Town of Pittsford and providing transportation engineering and analysis for the Lyndonville Route 5 Corridor project. Julia will be doing GIS base mapping, data analysis, and developing alternatives and the final report.

### Subconsultant Resources

**Hartgen Archeological Associates** will perform archaeological and historical investigations. Hartgen has been providing cultural resource management and professional archaeological services since 1973. The firm works throughout a ten-state area and has successfully completed investigations on over 100 VTrans projects. Their staff members are well-versed in cultural resource regulations, including Section 106 of the National Historic Preservation Act (NHPA) and Vermont Act 250. D&K and Hartgen have worked together on a large number of transportation-related projects.

### Project Understanding and Approach

The Town of Bristol (Town) values its village center and recognizes that the village must be designed to accommodate all users, including bicycles and pedestrians. To that end, Bristol has developed a robust system of sidewalks that provide connections to their designated village center, as well as major destinations such as the school and key employment locations. Munsill Avenue is one of the few locations in the village where there are no sidewalks. Recognizing the need to address this gap, the Town is seeking to develop an implementable plan to enhance connectivity and safety for pedestrians and cyclists traveling along Munsill Avenue between Route 116 and Pine Street. Munsill Avenue is a largely residential village street that provides a route for residents to reach the designated village center. The nearby school, transit stop, and Bristol Works! mixed use development near this roadway all point to a clear need for a safer walking and bicycling corridor. When complete, this



project will provide safe connections for Munsill Avenue residents, allowing them to better access services and businesses within and around the village center.



Bristol village offers a diverse set of amenities within walking distance of one another, but the only way to connect them from Munsill Avenue is a 22-foot-wide roadway that must accommodate every vehicle or pedestrian who needs to get somewhere. Schoolchildren are not safe sharing the same travel lane with a school bus, nor are village residents bicycling down the roadway alongside vehicles traveling to destinations in Town.

## Project Approach

Based on our experience, the following elements will lead to a successful study for the Town of Bristol:

**Identify the desired outcomes.** D&K's first step in this project will be to meet with the Town, ACRPC, and local stakeholders to develop a shared understanding of the project's desired outcomes and priorities. The outcome will include the development of a consensus-based plan that enjoys public support; is technically feasible and cost-effective; is attractive, context-sensitive, functional, and easy to construct and maintain; and provides a positive user experience.

The D&K team will collaborate closely with a Bristol Steering Committee and the public to develop the scoping study to be tailored to the community's needs.

**Engage the Community.** Working with the steering committee, the D&K team will provide physical and online public engagement materials that the Town, Recreation Committee, and others may use to promote public engagement opportunities. During the engagement activities, Residents will be encouraged to voice their opinions and insights regarding the value, need, and ideas for a sidewalk on Munsill Avenue.

D&K is experienced with conducting robust public engagement using both in-person and online/virtual solutions for the changing landscape of public engagement during the COVID-19 period. Online surveys, public meetings held in conjunction with existing community events, and public placement of informational posters are just some of the ways our team engages the community to create a sound basis for future designs and decisions. We will work with the Town's stakeholder groups to conduct much of the direct outreach, providing all needed content, support, and meeting facilitation throughout the process.

The community will be actively involved in shaping this project from the beginning so that the final alternative is supported by the community and has the momentum needed for the Town to implement it. We see our role in public participation as important as our role as designers and engineers. D&K will work with Bristol, landowners, community stakeholders, and the public to:

- Define the problem through observation and experience
- Establish criteria for project success
- Highlight pertinent information
- Provide additional perspectives (safety, environmental concerns, aesthetics, and economics)
- Generate and evaluate alternative solutions
- Support selection of a preferred alternative

**Provide an Effective Implementation Strategy.** One of the most critical elements of a scoping study is to provide the community with a clear and realistic way to fund construction. An ideal sidewalk alignment for Munsill Avenue may involve improvements that cost more than what can be funded through a single grant, so it is important to plan the phases of implementation into manageable segments. D&K is experienced in identifying ground-truthed cost estimates and logical project phasing plans so that communities can budget for satisfying, rapid, and practical implementation.

**Project Management.** D&K will work efficiently to provide a product that is satisfactory to the Town and the public and meets VTrans requirements. The key steps of our project management approach include:

- Dedicate a project manager with vision, ability, experience, and communication skills to drive the project.
- Assemble a team of qualified professionals who will focus on the project until completion.
- Identify and resolve key design issues early.
- Foster a culture of open, clear, and frequent communication.



**Be Cost-Conscious.** D&K recognizes that the development of bicycle and pedestrian infrastructure can be expensive. While there are funding sources to help communities make these investments, they seldom cover all of the costs. A core component of D&K’s project approach for a scoping study is to identify available low-cost alternatives that can be easily implemented.

## Insights on Project Conditions

The foundation of any project is the landscape itself. D&K Senior Planner Dayton Crites knows Bristol from his previous work with the Town, and members of his team visited Munsill Avenue to get a better understanding of these conditions, project challenges, and opportunities. This preliminary work provides the D&K team with a detailed understanding of project issues to help meet the Town of Bristol’s project goals.

**Munsill Avenue (From Route 116 to West Pleasant).** The presence of Thad’s Automotive & Tire creates a complex situation for pedestrians attempting to access the sidewalk that lines Route 116. The poorly defined parking area adjacent to the shop creates the potential for vehicle/pedestrian conflicts. In addition, the curbing in front of the shop along Route 116 is set back from Munsill Avenue, which creates the need for a longer crosswalk in this area, making pedestrians feel unsafe. Just to the north of the automotive shop, a remnant of a sidewalk can be seen. Based on a desktop review of Bristol’s parcel data, it appears that this sidewalk is located within the ROW. Further north, utility poles are located to the east, as well as yard improvements (such as fences and street trees). Some fire hydrants are located on the western side of the street. A small apartment complex has a large parking area (roughly 80 feet in width), that could require reconfiguration for a potential sidewalk. The presence of these constraints will have an influence on the optimal location for a sidewalk in this area.

**Munsill Avenue (From West Pleasant to Pine Street).** North of West Pleasant Street, utility lines cross the road several times. At the northern end of this section of Munsill Avenue, a number of significant trees are located well within the road ROW, particularly those adjacent to Bristol Works!. These trees may provide valuable screening, both visually and for noise-related nuisances. At the intersection of Munsill and Pine, the road slopes, which may influence the design of a sidewalk in order to meet ADA standards.



Open access to the Thad’s Automotive & Tire property creates an unsafe area for pedestrians and cyclists.



Indicators of a former sidewalk on the eastern side of Munsill Avenue suggest one possible location for a sidewalk.



Parking access for this apartment building is another location that creates challenges for pedestrians and cyclists.



Large street trees screening the Bristol Works! parking lot appear to be located within the right-of-way.



**Tri-Valley Transit.** There is a designated transit stop at Bristol Works!, and safe pedestrian access to transit resources is crucial to improving ridership and reducing single occupancy vehicle use. These transit stops create a demand for safe pedestrian infrastructure and offer potential funding partnerships for future design and construction of a sidewalk along Munsill Avenue.

**Mt. Abraham High School.** The High School is easily accessed by residents of the village via existing sidewalks for most locations. Extending a sidewalk along Munsill Avenue will allow students to travel more safely to school.

**Bristol Recreation Club and HUB.** To the West of Munsill Avenue the Bristol Recreation Club has assets that appeal to users of all ages. The Horse Ring at Liberty and West Pleasant, the Skating Rink at Airport Drive, and the Bristol HUB - Teen Center & Skate Park (as well as tennis courts and rec fields) can all be reached by Munsill Ave residents via the existing sidewalk on West Pleasant St. Enhancing connectivity between these assets and Munsill Ave. will benefit the area.

**Private Properties.** Regardless of future alignment, some impact on adjacent fences, vegetation, and private ROW may be incurred. This scoping study is an ideal time to engage potentially-affected landowners to gauge individual support for improvements to private property as part of a sidewalk project.

**Utilities.** Powerlines and phone utilities are located on the east side of Munsill Ave. heading north until W. Pleasant St. where they cross over. Water service for fire hydrants are on the opposite sides of the road

These are only a few of the key opportunities and constraints affecting this project. Our team looks forward to an opportunity to further our research to develop an excellent scoping study for the Town of Bristol to provide a strong framework for designing and constructing the needed sidewalk.



Powerlines are present throughout the project area.

## Scope of Work

The following scope of work describes D&K's program and methodology for the development of the scoping study. The project will focus on identifying priorities for improvement, involving the public throughout the process, assessing constraints, documenting any issues or feasibility challenges, and providing preliminary cost assessments. The staff members who will contribute to each task are indicated in the Project Team section and in the Labor Hour Estimate included in the proposal.

### Task 1. Project Initiation and Communication

**Subtask 1A: Project Kickoff Meeting.** D&K will meet with representatives from the Town, ACRPC, VTrans, and community stakeholders to discuss the objectives, concerns, goals, schedule, and deliverables and to solicit any existing relevant information such as tax maps, right-of-way (ROW) or utility information. This meeting can also include a site walk to share information, concerns and ideas for the project, and can be effectively conducted via video conference if requested. We will provide meeting minutes and documentation to the project team after this initial meeting. The project kickoff meeting will ideally be held in person, but D&K is prepared to facilitate a productive virtual meeting should health regulations require social distancing.

**Task 1B: Regular Check-in Meetings.** D&K will meet via video or conference call with members of the steering committee on a recurring basis to maintain the project's momentum and develop key deliverables on time and under budget.

*Deliverables: Meeting minutes and documentation.*

### Task 2: Document Existing Conditions

**Subtask 2A: Compile Base Map/Document Existing Conditions.** D&K will obtain Vermont Center for Geographic Information (VCGI) data, orthophotos, tax maps, and property owner information from the Town and/or ACRPC. D&K will collect traffic volume information, pedestrian and bicycle counts (if available), and crash history, and will use this information to define the project needs and as a baseline to evaluate alternatives. Our team will utilize LiDAR data and existing GIS ROW data to develop topographic survey detail to inform project alternative development. This information will be communicated in an existing conditions base maps, as well as typical section illustrations to convey both typical conditions and/or key constraints throughout the project area.

*Deliverables: Existing conditions base map data and section illustrations.*



**SubTask 2B: Site Visit.** Once the base map is compiled, D&K will visit the project area to photograph the corridors and areas of potential impact; take detailed measurements to determine existing roadway and shoulder widths; examine stormwater infrastructure; and identify the presence of overhead and subsurface utilities, signing, and traffic circulation patterns. We will also discuss the presence/extent of underground utilities with the Town.

*Deliverables: Site visit notes and photographs.*

**SubTask 2C: Natural Resource Analysis.** Natural resource information from the VCGI database and Vermont Agency of Natural Resources (VANR) Natural Resource Atlas, as well as cultural and historic resources identified through our investigations, will be shown on the base map. The mapping will be developed in an ArcGIS compatible format. A summary of all natural resource constraints in the area will be included in the final report.

*Deliverables: Natural resource assessment tables and base maps.*

**Subtask 2D: Layout GIS Base Maps and Relevant Information.** The information gathered during the existing conditions analysis will be compiled into the base map to be used throughout the study process and included in the final report.

*Deliverables: Refined base map information to be included in the final report.*

**Subtask 2E: Identify Land Use Context.** DuBois & King will identify and review existing land use patterns and the need for connectivity between destinations throughout the project area. Land use determines travel mode and purpose, and D&K will assess likely travel patterns on foot within the surrounding community. This is particularly relevant as it relates to key destinations, such as Bristol Works! and the high school.

*Deliverables: Land use map and assessment.*

**Subtask 2F: Historic Resource Inventory and Archaeological Resource Assessment.** Our subconsultant, Hartgen Archeological Associates (Hartgen), will conduct a historical reconnaissance-level survey and an archaeological resource assessment for the project area within the project area. Recommendations for avoiding impacts and adverse effects will be documented in Hartgen's Architectural Resource Analysis and Historic Resource Inventory.

*Deliverables: Architectural resource analysis and historic resource inventory for the project area.*

## Task 3: Local Concerns Meeting/Feedback

**Subtask 3A: Local Concerns Meeting.** D&K will develop a detailed public presentation and facilitate the public meeting to gather local concerns surrounding the proposed project. The meeting will begin with the consulting team presenting basic information about the study and study area. Depending on the number of attendees, the meeting can break into smaller groups in which participants may provide more detailed input to the study team. A full range of topics will be explored, including:

- Safety for all users along Munsill Avenue.
- Evaluation of existing pedestrian and bicycle infrastructure and travel patterns.
- Evaluation of major physical and utility site constraints.
- Environmental quality and stormwater management.
- Aesthetics and design qualities of any future project along this corridor.

*Deliverables: Local concerns meeting content, facilitation and documentation.*



D&K hosted a local concerns meeting and open house with the Town of Weston and Regional Windham Commission to develop a clear understanding of project goals, objectives and concerns.

**Subtask 3B: Purpose and Need Statement.** Following the Local Concerns Meeting, D&K will prepare a Purpose and Need Statement for the project. This statement will clearly define the reasoning and justification for the project, as it will be used as the basis to evaluate the proposed alternatives. The statement will be submitted to the Town, ACRPC, and VTrans for review and comment. D&K will address review comments and prepare a final statement.

*Deliverable: Documented Purpose and Need Statement.*



## Task 4: Develop Conceptual Alternatives

**Subtask 4A. Alternatives Design.** D&K will work with the Town to design alternatives to address the project's needs. D&K will develop conceptual alternatives that address current and anticipated needs of people walking, bicycling, and driving on Munsill Avenue, as well as landowners within the study area. It is anticipated that these design alternatives may include phased approaches, alternative alignments for a pathway, different construction materials, and various treatments to accommodate pedestrians and/or bicyclists.

Alternatives will be illustrated in plan view and include typical sections and other details. Alternatives will be developed to meet the requirements of the Americans with Disabilities Act (ADA) and other applicable state and federal requirements. D&K staff are very familiar with these requirements from our extensive project experience throughout Vermont, the Northeast, and beyond.

*Deliverables: Up to three alternative designs for the Munsill Avenue sidewalk, illustrated in plan and section view.*

**Subtask 4B. Identify Right-of-Way Issues.** Existing ROW and easement information will be compiled from Town and VTrans records and reviewed for impacts to proposed alternatives. In any roadway project, during discussions of ROW, it is important to be sensitive when new sidewalks are proposed, as land that has long been used as private front yards may actually be publicly owned or vice versa. Our experience helps us develop designs that are sensitive to customary uses of ROW while balancing with the public's need for safe and accessible pedestrian infrastructure.

*Deliverables: ROW issues identified and assessed for alternatives presented in Task 4A.*

**Subtask 4C. Identify Utility Conflicts.** Proposed alternatives will be reviewed for potential impacts to public utilities identified as part of Subtask 2A. For each alternative, D&K will identify which utilities may be affected, conflicts, and probable relocations that may be necessary for implementation. If relocations are envisioned, we will identify where those would occur and identify if these locations are within or outside the existing ROW.

*Deliverables: Utility conflicts identified and assessed for alternatives presented in Task 4A.*

**Subtask 4D. Identify Natural Resource Constraints and Permitting Requirements.** D&K will identify natural resources within the project area through the use of the VCGI database. Using

in-house GIS capabilities, we will import known natural resource information, including wetlands, into our base mapping. Anticipated impacts to known resources will be identified and considered in our recommendations.

D&K will also identify permits that may potentially be needed for this project. These may include:

- Amendments to existing Act 250 permits
- Conditional Use Determination for wetlands
- USACE General Permit for wetlands
- Construction General Permit for stormwater
- Operational Permit for stormwater
- Stream Alteration Permit

*Deliverables: Natural resource conflicts identified and assessed for alternatives presented in Task 4A.*

**Subtask 4E. Develop Opinion of Probable Cost (OPC).** D&K will develop an OPC for each alternative using efficient estimation methods such as per-foot cost recommendations and other guidance from VTrans bicycle and pedestrian cost information reports. These OPCs will be more coarse in nature than the refined OPC that our team will develop for the preferred alternative.

*Deliverable: Opinion of probable cost.*

**Subtask 4F. Develop Alternative Evaluation Matrix.** Based on prior task results and outcomes, the team will develop an alternatives matrix that weighs alternatives' costs, benefits, and impacts to physical, natural, and cultural resources, along with public process input.

The matrix evaluation and stakeholder decision process will be described in the final report to document and support the rationale for the preferred alternative. A preliminary version of this matrix will be utilized during the public alternatives presentation to enhance public understanding and decision making.

*Deliverable: Alternative Evaluation Matrix.*

**Subtasks 4G and 4H. Alternatives Meeting Preparation and Presentation.** Upon compilation of the base information and development/review of potential alternatives, D&K will coordinate and schedule a public meeting to present and get input on the alternatives. Included in the list of alternatives will be a "no build" option. Appropriate parties will be invited, including the general public, affected property owners, local officials, and representatives from VTrans, the ACRPC, and other state agencies. D&K staff will conduct the meeting remotely, as requested in the RFP, and present





the alternatives for pedestrian safety and, potentially, other streetscape enhancements. To facilitate discussion, D&K will prepare conceptual plans, a matrix comparing the various alternatives, and other visuals to illustrate the alternatives and issues identified during the course of project development. We will work to build a consensus for a preferred alternative,

*Deliverable: Conduct the alternatives meeting.*

## Task 5. Finalize Alternatives and Develop Preliminary OPC and Project Timeline

**Subtask 5A. Finalize Alternatives.** D&K will work with the Steering Committee to identify the final preferred alternative. D&K will incorporate the Steering Committee's comments to refine the preliminary Alternative Evaluation Matrix. The refinements will reflect the public input collected through the Local Concerns Meeting and the alternatives presentation. Once a final alternative is selected, D&K will document the final alternatives matrix and stakeholder rationale in the final report to support decision making.



As part of the bicycle and pedestrian scoping study for West Hartford, D&K developed a rendering of alternatives for pedestrian and bicycle infrastructure improvements.

**Subtask 5B. Develop Preliminary OPCs.** D&K will prepare planning-level OPCs for the alternatives developed in Subtask 5A using the VTrans bicycle and pedestrian project cost information supplemented by costs of specific design features using VTrans pay items and data.

**Subtask 5C. Project Implementation Timeline and Funding Strategy.** D&K will work with the Town to provide a detailed, practical implementation plan for the project. D&K will develop a realistic timeline for the project, using our significant experience with all phases of the planning, design, and construction of pathway projects and knowledge of funding opportunities. D&K's implementation strategy will include a prioritization of elements and be developed with input from the public and Town officials.

**Subtask 5D. Report Production.** D&K will compile the results of the above tasks and prepare a draft report that follows the VTrans Recommended Outline for Bicycle and Pedestrian Feasibility Studies. An outline of the report will include:

- Executive Summary
- Introduction
- Project Purpose & Need
- Existing Conditions
- Right-of-Way
- Utility Impacts
- Natural and Cultural Resources
- Identified Alternatives (description, function, relation to purpose and need)
- Conceptual Plans
- Preliminary Project Cost Estimates
- Public Involvement
- Project Timeline
- Summary and Recommendations
- Appendices (sketches, cost estimates, and environmental data)

D&K will submit this draft report for review by the Town, VTrans, and the Addison County Regional Planning Commission. D&K will incorporate these parties' comments into the final report.

**Subtask 5E. Presentation to the Selectboard.** Upon review of the report by the Steering Committee and stakeholders, D&K will present the final report and the study's findings to the Selectboard. D&K will send a digital PDF copy of the draft and final reports to the VTrans project supervisor, the Town, and the ACRPC. In addition, one hard copy will be sent to the VTrans Project Manager and the Town. D&K anticipates that this presentation will be made to the selectboard via video conference.

## Proposed Project Schedule

The project schedule is presented on the following page.



## References

**Client:** Addison County Regional Planning Commission

**Client Contact:** Mike Winslow, Transportation Planner

**Client Phone:** 802.388.3141

**Client Email:** mwinslow@acrpc.org

**Description:** D&K is developing a planning study to address three hazards at the intersection of Vermont 116, Lincoln Road, and Briggs Hill Road.

**Client:** Town of Danville

**Client Contact:** Kate Whitehead, Chair

**Client Phone:** 802.684.3352

**Client Email:** kwhitehead.danvillevt@gmail.com

**Description:** DuBois & King developed a master plan with the Town of Danville, Northeastern Vermont Development Association, area businesses, and the public.

**Client:** Two Rivers Ottauquechee Regional Commission

**Client Contact:** Rita Seto, AICP, Senior Planner

**Client Phone:** 802.865.7284 x113

**Client Email:** rseto@trorc.org

**Description:** DuBois & King completed a scoping study that identified issues and prioritizing improvements to the pedestrian and bicycle infrastructure in the Village of Rochester.

**Client:** Middlesex Planning Commission

**Client Contact:** Sandra Levine, Middlesex Planning Commission Chair

**Client Phone:** 802.249.2607

**Client Email:** swampbear@gmail.com

**Description:** D&K worked closely with the Town of Middlesex to explore how the community's limited downtown streetscape and community center could be re-imagined to create a vital, walkable, bikeable village center for everyone.

**Client:** Town of Fairlee

**Client Contact:** Tad Nunez, Town Administrator

**Client Phone:** 802.333.4363 ext.2

**Client Email:** townadministrator@fairleevt.org

**Description:** D&K worked with the Town to guide coordinated future infrastructure and streetscape investments, including a detailed transportation and commerce plan.

**Client:** Chittenden County Regional Planning Commission

**Client Contact:** Jason Charest, Senior Transportation Planning Engineer

**Client Phone:** 802.846.4490 (ext. 132)

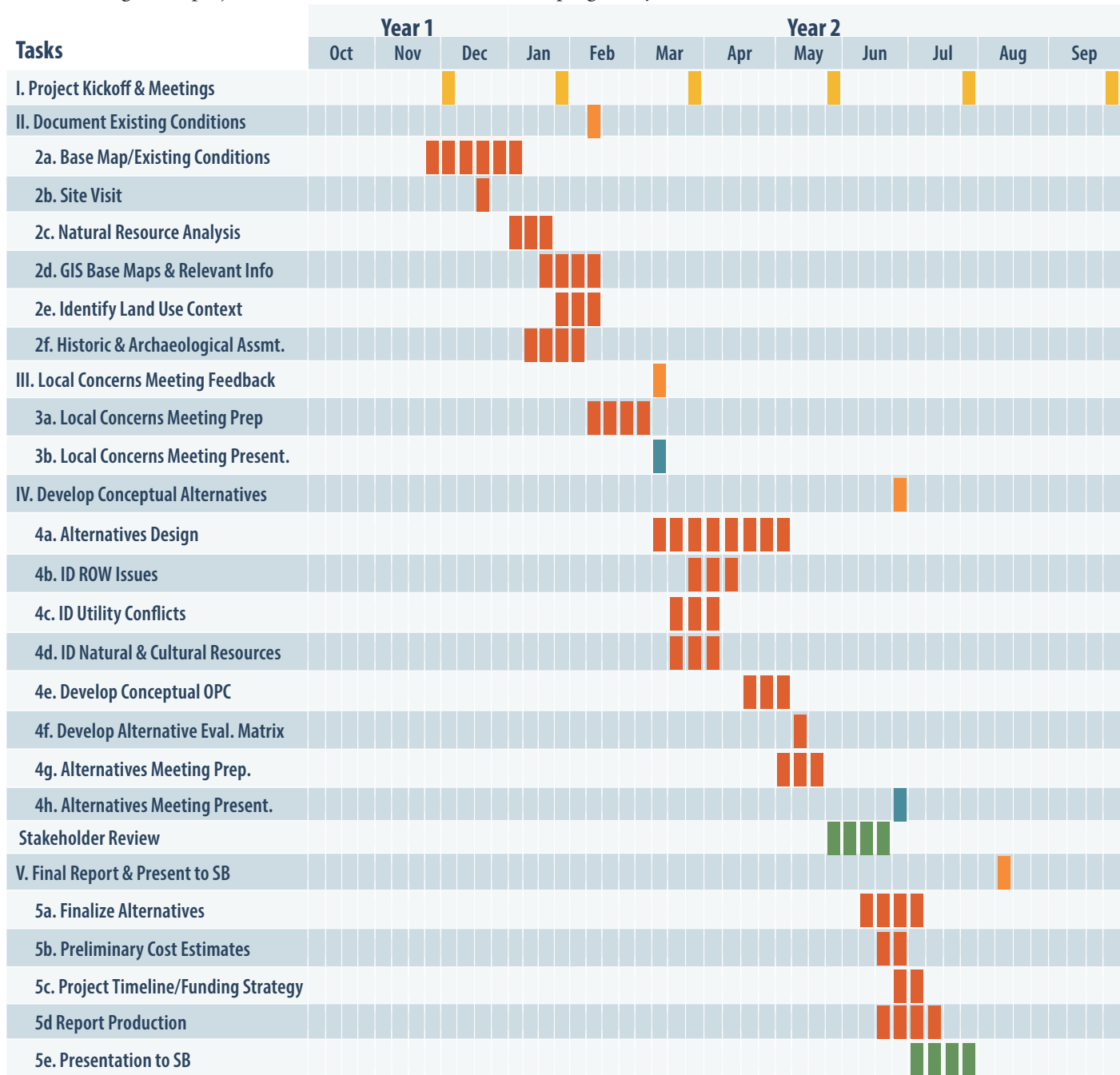
**Client Email:** jcharest@ccrpcvt.org

**Description:** Under an on-call contract with the CCRPC, DuBois & King led a scoping study to address the elimination of a slip lane and redevelopment of a municipal trailhead and parking lot located in a triangular parcel between the slip lane and 4-way intersection.



## Proposed Project Schedule

The following is the project schedule for Munsill Avenue Scoping Study.



### Key





## Bicycle and Pedestrian Scoping Study Rochester, Vermont

DuBois & King completed a scoping study that identified issues and prioritizing improvements to the pedestrian and bicycle infrastructure in the Village of Rochester. Through planning and engineering services for this federally-funded study, D&K led participation meetings that empowered the community to contribute to the project from analysis to selection of alternatives associated with the future of these facilities.

The study included assessment of the feasibility of re-imagining an important intersection in the Village, options for connecting key destinations within the Village to the sidewalk network, and identification of opportunities for ‘testing’ the selected alternatives for further community input. The final report comprises the site analysis, study of alternatives, and cost considerations for improvements. Suggestions for improvements included sidewalks, crosswalks, pavement markings, signing, traffic calming, pedestrian lighting, and other streetscape enhancements.

The project emphasized identifying improvements that enable visitors and locals alike to “park once” and easily navigate to various destinations, including both the historic and new gateway park, during a single visit. Reimagining of the sidewalk network will enable users of various ages and abilities to take advantage of Rochester’s compact village amenities safely and with ease.





## Middlesex Walkable Village Master Plan Middlesex, Vermont

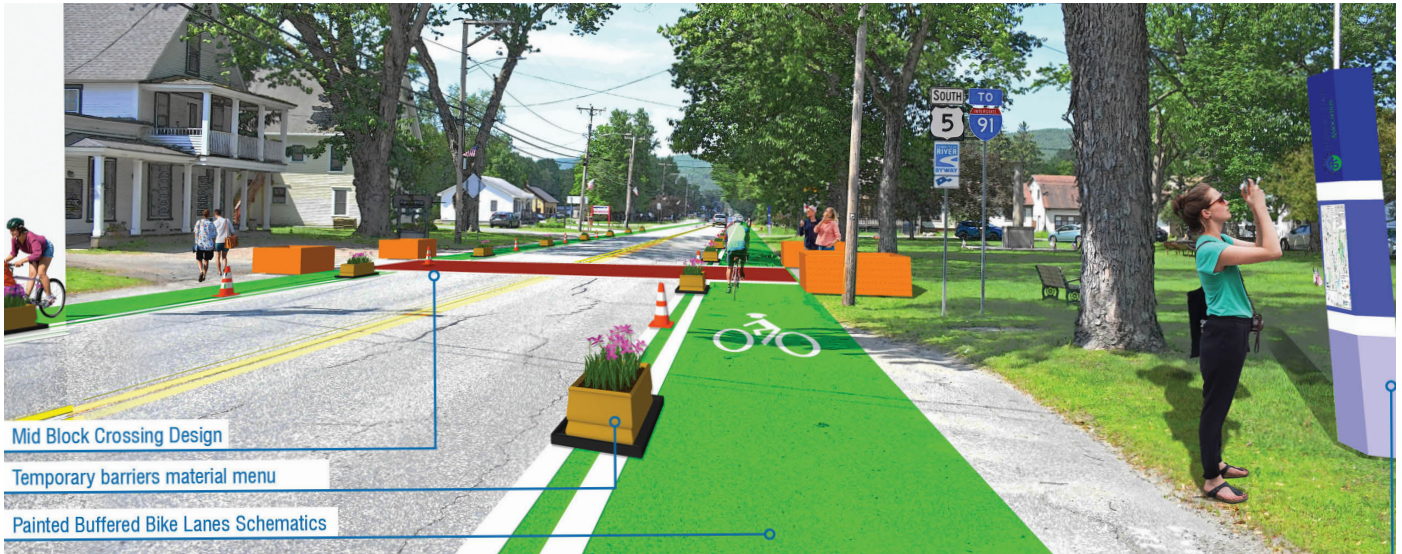
D&K worked closely with the Town of Middlesex to explore how the community's limited downtown streetscape and community center could be re-imagined to create a vital, walkable, bikeable village center for everyone. D&K was responsible for facilitating private landowner conversations, investigating opportunities surrounding public/private partnerships, and overall project design and project management.

With U.S. Route 2 under the jurisdiction of the Agency of Transportation (VTrans), it was essential to involve VTrans in the conversation. With landowner buy-in and support, Middlesex is working to build a serene and vibrant network of tree-lined, pedestrian-centric streets and plazas that overlook the Winooski River, connect the community, and are easily accessible from US2 and beyond. The completed Walkable Village Master Plan provides the community with a clear list of possibilities that can be used to help develop a concrete approach to implementing its vision for a Village Center.

The Middlesex Walkable Village Master Plan was named the 2021 Vermont Plan of the Year by the Vermont Planners Association.



*Top: rendering by D&K; top-left image: socially distanced site visit with Town staff; middle: proposed improvements to Church Street intersection; bottom: existing conditions*



Mid Block Crossing Design

Temporary barriers material menu

Painted Buffered Bike Lanes Schematics



## Route 5 Corridor Master Plan Fairlee, Vermont

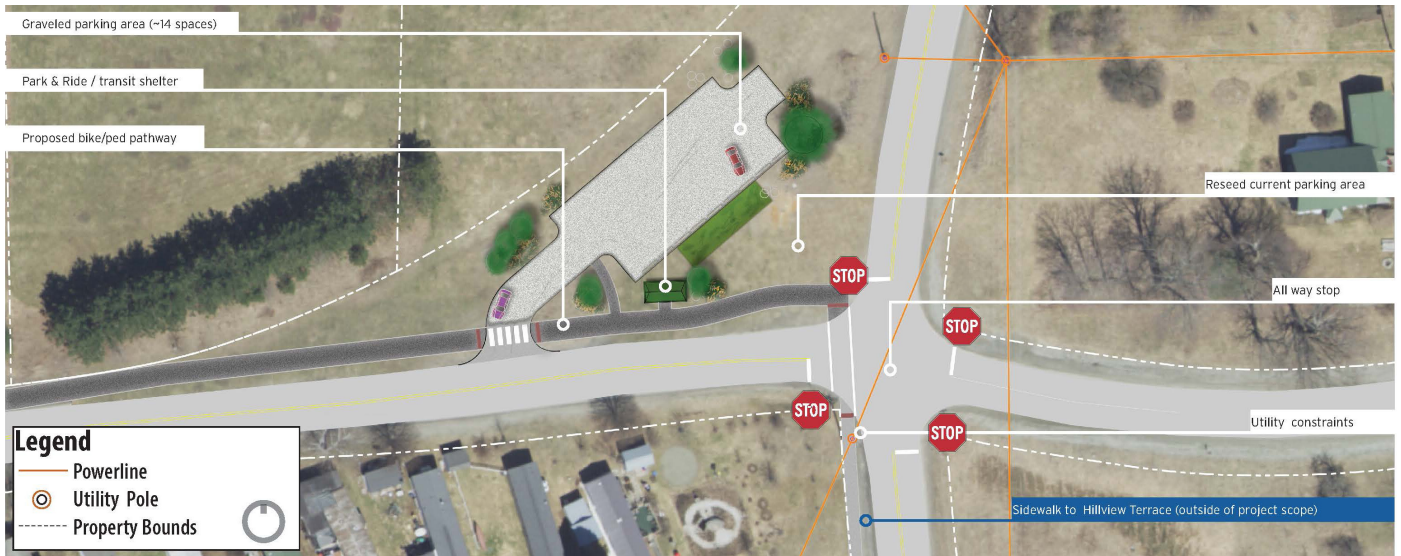
D&K worked with the Town to guide coordinated future infrastructure and streetscape investments, including a detailed transportation and commerce plan. The plan prioritized the steps the Town should take to create a robust year-round economy where safe, multimodal travel leads to a vibrant and livable center that appeals to both locals and visitors.

The Fairlee Route 5 Corridor Action Plan draws upon an existing conditions analysis, market research, vibrant community events, and innovative design to present recommendations for design alternatives, cost estimates, and funding strategies and resources. Streetscape enhancements, walking and bicycling infrastructure, subsurface utility needs, green stormwater design, and economic development opportunities are included in the final plan, with a focus on recommendations that are implementable and achievable.

The project was funded through the Vermont Better Connections Grant Program and through the Better Connections/Clean Water Initiative Fund. This project received a Merit Award from VT Urban and Community Forestry in 2021.

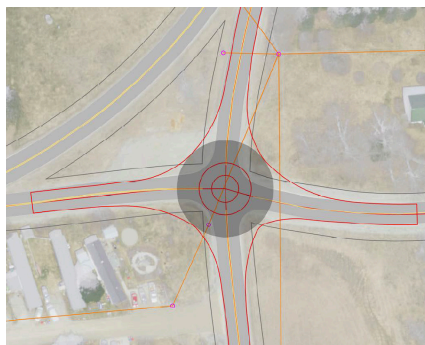
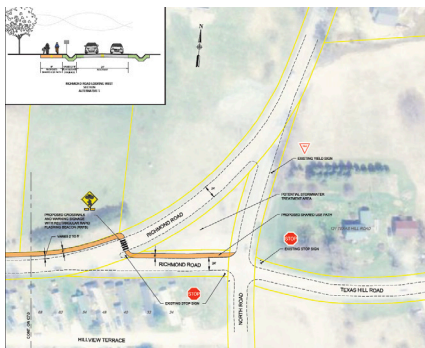


*Top images: rendering by D&K; middle and bottom left images: existing conditions*



## Intersection and Parking/Trailhead Study, Richmond and Texas Hill Road, CCRPC, Hinesburg, Vermont

Under an on-call contract with the CCRPC, DuBois & King led a scoping study to address the elimination of a slip lane and redevelopment of a municipal trailhead and parking lot located in a triangular parcel between the slip lane and 4-way intersection. The study evaluated opportunities to enhance connectivity to existing trails, a planned multiuse trail to the high school, drainage and stormwater infiltration improvements, and safety for intersection and parking area users through analysis and public stakeholder engagement. D&K provided existing conditions analysis and developing streetscape improvement concepts.



*Photos of concepts and alternatives for intersection and parking developed by D&K staff*



## Danville East-West Activity Connections Activity Center Master Planning

DuBois & King developed a master plan with the Town of Danville, Northeastern Vermont Development Association, area businesses, and the public. The plan's objective was to capture the momentum of the recently completed Lamoille Valley Rail Trail, US 2 reconstruction, and a surge in new local merchants and arts venues to make Danville and West Danville accessible to a greater variety of visitors and residents.

Focusing specifically on wayfinding improvements to new human-powered transportation and recreational amenities and redevelopment of the Danville Train Station building, the project was a community-focused effort to encourage trail users and others to linger longer and enjoy the scenic area, recreate, and engage local businesses while promoting nearby points of interest. D&K engaged stakeholders through public meetings and activities; project websites; booths and community events; inventory, evaluation, and mapping of recreational amenities, landmarks, and infrastructure within the East-West Danville corridor; and preparation of a master plan.



*Images show public engagement activities at the Danville Fair.*





## Bristol Intersection Scoping Study Addison County Regional Planning Commission (ACRPC) Bristol, Vermont

D&K developed a planning study to address three hazards at the intersection of Vermont 116, Lincoln Road, and Briggs Hill Road. The area encompassing the VT 116/Lincoln Road/ Briggs Hill Road intersection had a number of challenges. The VT 116 bridge to the west of the intersection was designed and constructed where it exists today due to subsurface conditions. However, the bridge and guardrail limit the sight distance for vehicles stopped at the Lincoln Road intersection looking west towards VT 116.

Added complexities of the project area include the grade of Briggs Hill Road as it approaches Lincoln Road, as well as vehicles parking along Lincoln Road in the summer months. These factors have led the Town of Bristol to apply for and receive an Addison County Transportation Planning Initiative grant to study this project area and develop potential improvements that can make traveling through the project area safer.

The three focus areas of this study come with their own unique challenges, and each have different options for improvements. D&K developed alternatives for this project, which we evaluated. This project finished in September 2021, culminating in a Scoping Report that summarizes the project for the Town to use as a tool for future planning of improvements in the project area.

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& King**  
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## EDUCATION

M.S., Landscape Architecture and Environmental Planning, Utah State University, 2013

B.A., Psychology, UC Santa Cruz, 2004

## CERTIFICATIONS

American Institute of Certified Planners

Mr. Crites has 12 years of experience as a planner for diverse planning and design efforts. He has assisted rural governmental organizations with mapping, land use and trails planning, park design, data management, and administrative needs. As a trail planner, Dayton managed all elements of trails and active transportation planning, design, and public engagement for municipalities within Cache County, Utah. He authored the County's first adopted trails and active transportation master plan, winner of the 2018 APA National Planning Award. Dayton's efforts secured over \$3.1M in grants resources and fundraising for local trails and active participation.

**Bristol Pathway Scoping Study, Bristol, VT.** Lead planner for scoping study to develop active transportation solutions between a rapidly growing neighborhood and central Bristol. Led public engagement process and design of alternatives which resulted in in-depth research of off-roadway, natural surface trail alternatives. Developed plan corridor alignments based on detailed field research and cost estimates for construction of on-road facilities. Responsible for documentation and delivery of the final report.

**Middlesex Walkable Village Plan, Middlesex, VT.** Lead planner for a walkable village study. Led public engagement efforts, design of complete streets, trail alignments, and traffic calming elements and plans for future redevelopment along the US 2 corridor through this small, but bustling central Vermont Village. Plans have led directly to the awarding of scoping study grant funding which is currently being utilized by the Town of Middlesex.

**US 5 Corridor Master Plan, Fairlee, VT.** Senior Planner for a downtown economic, multimodal transportation, and stormwater revitalization plan serving 0.5 miles of a core downtown area. Responsible for evaluating existing conditions and developing streetscape improvement concepts. The project is supported by a Vermont Better Connections grant which includes funding from VTrans, ACCD, and DEC.

**Beaver Meadow Sidewalk Scoping Study, Norwich, VT.** Senior Planner for a scoping study assisting the Town in developing improved facilities for pedestrians and cyclists traveling along Beaver Meadow Road. When complete, this project will create a contiguous safe walking route between the Town Center, and the regional park of Huntley Meadows, among some of Norwich's most densely settled neighborhoods. Responsible for project management, existing conditions analysis, CAD and graphic plan development, cost estimation, and public engagement facilitation.

**Scoping Study, Windham Regional Commission, Weston, VT.** Senior Designer for a multimodal scoping study of to identify safe, feasible, and affordable pedestrian network opportunities between the Village Center and destinations along VT100 and Lawrence Hill Road. Developed project base map, collected data on all modes of transportation, assessed existing conditions, mapped and analyzed data on crashes involving people walking and biking, designed conceptual alternatives, and supported public engagement for the project.

**Bethel for All Accessibility and Stormwater Plan, Bethel, VT.** Senior Planner for a plan to improve accessibility, connectivity, and economic development opportunities for Bethel's downtown. As a small village with an unusually high number of recreation facilities and sites and historic commercial properties, Bethel is looking to improve access for persons with disabilities (mental, sensory, and physical), wayfinding, and its streetscape. The plan includes a holistic evaluation of how to collect and treat stormwater as well as take advantage of placemaking opportunities presented by green stormwater practices.

**Bradford and Oxbow Community Connections Study, Oxbow Union Unified School District, Bradford, VT.** Senior Planner for scoping study focused on the establishment of safe walking connections between Bradford Elementary School and the Low St. John forest. Led public engagement process including development of interactive map platforms and prerecorded video seminars illustrating potential alternatives. Designed project alternatives exploring sidewalk and roadway realignments, as well as community trails to achieve project goals. Responsible for documentation and delivery of the final report.

## EDUCATION

M.S., Resource Management & Administration  
Antioch New England Graduate School, 2001  
B.A. Johnson State College, 1993

## CERTIFICATIONS

American Institute of Certified Planners  
Certified Floodplain Manager

Mr. Sargent has 20 years of experience in community planning with expertise in municipal planning and government, zoning regulation, permit analysis, facilitation, and public process. He has extensive experience working with communities to engage the public, having worked with over 30 communities to develop their own municipal vision for the future. Chris has overseen the development of long-range regional planning policy, including land use, natural resource protection, and energy. He has assisted multiple municipalities with local planning including zoning, flood hazard, and subdivision regulations, and assisted state agencies with the development of land use and energy planning policy that guides regional and municipal renewable energy planning. As a Community Planner, he has a firm understanding of planning, permitting and public process for the development of transportation and planning projects for local, state, and federal clients.

**Middlesex Walkable Village Master Plan, Middlesex VT.** Project Manager for a planning effort to develop an improved downtown streetscape and community center. Responsible for facilitating private landowner conversations to investigate opportunities surrounding public/private partnerships, and overall project design and project management. This project was awarded Plan of the Year in 2021 by the VT Planners' Association.

**US 5 Corridor Master Plan, Fairlee, VT.** Project Manager and Senior Planner for a downtown economic, multimodal transportation, and stormwater revitalization plan serving 0.5 miles of a core downtown area. Responsible for leading client and public stakeholder coordination, land use studies, economic development and engagement subconsultant coordination, and oversight of team deliverables and report production. The project was supported by a Vermont Better Connections grant which included funding from VTrans, ACCD, and DEC. This project received a Merit Award from VT Urban and Community Forestry in 2021.

**Bicycle and Pedestrian Scoping Study, West Hartford, VT.** Senior Land Use Planner for study to identify options, issues, and costs associated with the construction of pedestrian and bicycle infrastructure and provide design recommendations and an implementation strategy. The project complies with Vermont's Act 34 and contemplates the following Complete Streets elements: sidewalks, crosswalks, multiuse paths, pavement markings, signing, traffic calming, pedestrian lighting, on-street parking, bicycle racks, and streetscape enhancements. Completed permit and land use analysis, and developed final report.

**Intersection and Parking/Trailhead Study, Richmond and Texas Hill Road, CCRPC, Hinesburg, VT.** Project Manager for a scoping study addressing the elimination of a slip lane and redevelopment of a municipal trailhead and parking lot located in a triangular parcel between the slip lane and a four-way intersection. The study evaluates opportunities to enhance connectivity to existing trails, a planned multi-use trail to the high school, drainage and stormwater infiltration improvements, and safety for intersection and parking area users through analysis and public stakeholder engagement. Responsible for leading day-to-day development, managing scheduling and budgeting and providing QA review of deliverables.

**Main Street Action Plan, Hyde Park, VT.** Project Manager for a plan evaluating the ease of use for alternate forms of transportation throughout the Town, local points of interest, aesthetics, streetscape improvements, landscape architecture, and socioeconomic data, including land use context and property values to inform the Village's action plan. Responsible for public outreach, engagement, facilitation and (when necessary) mediation. Developing outreach and engagement materials, including project-specific website.

**Right Side of the Tracks, Windsor, VT.** Senior Planner for a planning and design project, funded through the Better Connections grant program, to enhance the streetscapes and multimodal connectivity of Windsor's Riverfront Industrial Area. Responsible for developing plans, reviewing floodplain information, supporting public engagement programming, and attending meetings.

**Village Center Master Plan and Westway Mall Redevelopment, West Rutland, VT.** Senior Planner providing planning services to assist the Town of West Rutland in advancing the economic potential of its Village Center through creative redevelopment of an existing commercial area within the West Rutland gateway. Work included floodplain analysis in support of permitting, analysis of economic development trends, a housing inventory, proposed development alternatives for the Westway Mall, and a conceptual site plan to encourage an economically vibrant, walkable, and connected gateway into the Village Center.

## EDUCATION

B.S., Civil Engineering, University of Vermont, 2016

## REGISTRATIONS

Engineer Intern: VT 017.0118848

Ms. Ursaki has extensive experience with mapping in GIS and a broad base of knowledge in geospatial technologies. Having completed the University of Vermont Unmanned Aircraft Systems (UAS) Workshop in 2018, several college-level courses using ArcGIS, and a comprehensive spatial analysis research project at the UVM Transportation Research Center, she has worked with several types of geospatial data. This includes mapping and identifying wetlands, floodplains, habitats for threatened and endangered species, soil types, and hazardous wastes and materials throughout Vermont, and also working with US Census data to identify cultural and socio-economic resources. Julia has experience creating, editing, and updating geodatabases with current field data. Additionally, she has experience creating user-friendly online maps where spatial data can be explored and displayed through ArcGIS online.

**Bristol Pathway Scoping Study, ACRPC, Bristol, VT.** Staff Engineer for a scoping study to investigate the potential for trail linkages between a rapidly growing area of central Bristol, the scenic downtown, and broader Bristol Trail Network. Responsibilities include existing conditions inventory and GIS base mapping, developing conceptual alternatives, drafting in AutoCAD, cost estimating, alternatives presentation and evaluation, and report preparation.

**Bicycle and Pedestrian Scoping Study, Windham Regional Commission, Weston, VT.** Staff Engineer for a multimodal scoping study of to identify safe, feasible, and affordable pedestrian network between the Village Center and destinations along VT100 and Lawrence Hill Road. Developed project base map, collected data on all modes of transportation, assessed existing conditions, mapped and analyzed data on crashes involving people walking and biking, and supporting public engagement for the project.

**Downtown Streetscape Improvement Plan, Fair Haven, VT.** Staff Engineer supporting the development of the Fair Haven's Downtown Streetscape Improvement Plan. The project is a three-part study of traffic, economic development and beautification in the Designated Village of Fair Haven. D&K has identified priority areas to evaluate for traffic circulation and safety challenges and is developing options to calm traffic and identify opportunities to improve safety for motorists, pedestrians, and cyclists of all abilities. Improvements will combine traffic calming measures with streetscape enhancements that better define public spaces in the commercial area and invite visitors and residents to linger supporting Fair Haven's economic vitality and sense of place.

**Danville East-West Activity Connections Activity Center Master Planning, Danville, VT.** Project Engineer providing design and community engagement support for a master plan to make Danville and West Danville accessible to a greater variety of visitors and residents. The plan includes wayfinding and redevelopment of the Danville Train Station building. Responsible for public outreach, engagement, mapping for report, facilitation, and (when necessary) mediation.

**Main Street Bicycle and Pedestrian Scoping Study, Montpelier, VT.** Staff Engineer for a multimodal scoping study of Montpelier's Main Street to enhance pedestrian safety and connect bicycle infrastructure. Developed project base map, collected data on all modes of transportation, assessed existing conditions, mapped and analyzed data on crashes involving people walking and biking, and gathered public input through interactive mapping and public meetings.

**Richmond Road, North Road, and Texas Hill Road Intersection Scoping Study, CCRPC, Hinesburg, VT.** Design and Traffic Engineer for a study that included in-depth evaluation of three alternatives to reduce crashes, calm traffic, improve multimodal accessibility, and provide parking at a hybrid stop and yield-controlled intersection. Responsibilities included drafting in AutoCAD, traffic modeling, leading public engagement, cost estimating, and report production.

**Main Street Bicycle and Pedestrian Scoping Study, Montpelier, VT.** Staff Engineer for a multimodal scoping study to enhance pedestrian and bicycle infrastructure, safety, and connectivity following the city's Complete Streets guidelines. Added bike lanes, balancing pedestrian, bicycle, and vehicle needs through Montpelier's downtown. Developed a base map, collected data on all modes of transportation, assessed existing conditions, mapped and analyzed multimodal crash data, and gathered public input through interactive mapping and public meetings.