

# TOWN OF BRISTOL



Technical Proposal

## **ACCESSIBLE RECREATION DESIGN FOR TOWN PARKS**

January 10, 2024



229559X  
January 10, 2024

Valerie Capels  
Bristol Town Administrator  
One South Street  
PO Box 249  
Bristol, VT 05443  
townadmin@bristolvt.org

**Subject: Accessible Recreation Design for Town Parks**

Dear Ms. Capels and Members of the Selection Committee,

The Town of Bristol (Town) is fortunate to have diverse public open spaces and park areas, offering respite from daily life and places for outdoor gathering and enjoyment. At Sycamore Park, Memorial Park, and Eagle Park, these benefits align with Bristol's natural and social resource stewardship ethic, whereby recreational uses support the Town's conservation, public safety, and cultural values.

D&K is excited for the opportunity to continue to work with the Town of Bristol and draw on our experience addressing accessibility in the Bethel For All project to develop plans that make these parks accessible to all members of the community. The D&K team will collaborate with the Town to create parks with enhanced accessibility, long-term functional utility, ecological and hydrological resilience, and enduring beauty.

D&K has experience in all stages of recreation project development. Our team has crafted community-centered plans and park designs, and prepared detailed construction documents and cost estimates. Many of our projects feature engagement events that encourage participants to interact with each other, as well as with the design team, harnessing love of community and local expertise.

I will serve as Project Manager and Landscape Architect, I have 19 years of experience in recreation planning and design, with a focus on meaningful public engagement and natural features management to create a year-round aesthetic park experience. I am supported by Emily Lewis, PLA, LEED AP, and Matt Mears, PE. Emily brings 16 years of experience working on projects that range from community gardens to neighborhood parks. Matt has 19 years of civil engineering experience, and provides a critical eye toward public infrastructure and stormwater management challenges. Emily and I have enjoyed working with the Town of Bristol on projects, including the Munsill Avenue Sidewalk Scoping Study and Basin Street Improvements and look forward to continuing to support the Town and its goals.

D&K's project team has a thorough understanding of the effort involved, and the team assigned to this project has the required technical expertise, experience on similar projects, and the capacity to perform the work in an efficient and focused manner. Beyond the assigned team, D&K has the diverse in-house capacity to provide additional survey, engineering, environmental, and graphics production support to the project if, or as, necessary.

We are aware of no personal, business, contractual, or other engagements, arrangements, or other dealings with any Town officer, Town employee, or business entity with which a Town officer or Town employee is affiliated, currently or in the past, that would create a conflict of interest regarding our team's ability to perform this project.

Our enclosed technical and cost proposals offer an efficient and targeted approach to creating accessible recreation designs that will strengthen the properties' existing assets and fulfill recognized needs; these terms are guaranteed for 90 days. We appreciate your consideration of our submission and the opportunity to continue supporting Bristol. If you have any questions, please contact me at [dmallach@dubois-king.com](mailto:dmallach@dubois-king.com) or 802.431.1457.

Sincerely,  
**DuBois & King, Inc**

A handwritten signature in blue ink that reads "Dan B. Mallach". The signature is fluid and cursive, with the first letters of the first and last names being capitalized and prominent.

Dan Mallach, PLA, AICP, CPRP  
ISA Certified Arborist (TRAQ)  
Project Manager/Landscape Architect

## Project Understanding

D&K understands that the Town seeks a consultant to assist with reviewing the current infrastructure and management plans for the three town parks to increase the use by people of varied mobility. The project will include the assessment of existing and potential park elements, including parking, accessible paths, picnic areas, scenic viewing areas, educational opportunities, and other elements as determined in conjunction with the Town, Steering Committee, and the public.

D&K will use a combination of public involvement, engagement with stakeholders, and in-person reviews of the sites to create community-driven concept plans for Eagle Park, Sycamore Park, and Memorial Park, as well as conceptual opinions of probable construction cost design development plans and construction documents. We will work with the Steering Committee, which may include members of the Town staff, Conservation Commission, Recreation Department, Bike/Ped Committee, and other stakeholders, to coordinate the planning of park improvements in keeping with the Town's vision to provide lifelong opportunities for active living and wise stewardship of natural resources. Great designs are achieved through thoughtful consideration of the needs, abilities, and desires of the community in which they are located, and Bristol continues to respond to those elements that make it an appealing place to live.



## Project Approach

D&K's approach to this project will build on the progress in the recently completed Management Plans prepared by Bristol Conservation Commission and approved by the Bristol Selectboard, as well as other park plans prepared for the Town. These documents provide a strong and clear basis for moving toward successful design development and implementation.

The D&K team will build on this work, shaping spaces that respond to the sites' histories, their physical features, and community desires. Our team will work to blend a scientific understanding of each park site with sensitive awareness of our varied physical, psychological, and social experiences.

D&K has identified questions to explore during the site assessment and design of this project to include:

- How can we make the parks more accessible for all users, to physically move through the sites, as well as to sit comfortably, listen, smell, touch, learn—however we may wish to, or be able.
- What new accessible features can support suitable programming, particularly activities that might not be available elsewhere?
- How do people currently circulate in these areas, including motor vehicle parking, or equipment used to maintain the sites?
- How do we safely maximize the enjoyment of the New Haven River and Baldwin Creek?
- What programming exists in the parks, and what elements can strengthen that programming? How can these elements be improved?
- How do we support the ecological resilience of each site in light of change, such as invasive plant encroachment, exotic pests such as emerald ash borer, flood potential, and climate variability?

In order to answer these questions (and additional, as they arise), and support design development, D&K believes in engaging the project stakeholders and community members to tap into their local knowledge, and support their vision by spending time on a given site to understand its intricacies. D&K will achieve this by implementing the following elements:

### Identify the Desired Outcomes

Our first step will be to meet with the Town project manager and Steering Committee to build a shared understanding of the project's desired outcomes and priorities. The project goals will include the development of designs that enjoy public support, are technically feasible and cost-effective, attractive, functional, relatively easy to maintain, and that will provide a positive user experience.

### Engage the Community

During the public engagement process, D&K will seek to build a shared understanding of issues and opportunities, present any trade-offs in a clear and unbiased manner, and mitigate concerns through careful planning and design. We

will use effective communication, outreach, and graphic visualizations so that the community understands the design challenges and opportunities, both of which are essential for effective, collaborative decision-making.

### Understand the Site

We will spend time visiting each of the sites under various conditions (different weather and times of day), observing useful details, as well as the overall “feel” of the spaces, vegetation, shoreline composition and configuration, and potential drainage issues that will inform the placement of recreational elements.

### Invite Public Input

The community will be actively involved in shaping this work in order to develop designs for these parks that are supported and have the momentum needed for implementation. In addition to convening a public meeting in conjunction with a Selectboard meeting for additional community feedback to conceptual plans, we look forward to talking with current users and user groups at a variety of public outreach activities. These may be as recommended by the Steering Committee, in an early engagement event, or simply chance encounters and conversations during our onsite visits.

### Provide an Effective Implementation Strategy

One of the project goals is to provide the community with a clear vision and strategy for implementation. D&K is experienced in identifying ground-truthed cost estimates and making suggestions for phasing as appropriate, so that the Town and community can budget for satisfying, rapid, and practical implementation.



## Project Management

Key steps of D&K's project management approach include:

- Dedicating a project manager with vision, ability, experience, and communication skills to drive the project.
- Assembling a team of qualified professionals who will focus on the project until completion.
- Identifying and resolving key design issues as early as possible.
- Fostering a culture of open, clear, and frequent communication.



## Scope of Work

### Task 1: Project Management

#### Task 1A: Kickoff Meeting and Site Visits

The D&K team will join the Steering Committee to review the proposed scope of work and schedule, discuss project goals and desired outcomes, and identify any specific concerns or opportunities that should be considered during the project. The meeting may be held virtually or in conjunction with site visits.

In order to understand the project areas and their physical constraints and opportunities, D&K will conduct a site visit at each park. As part of the site visit process, we will extensively photograph all three sites; measure site features; examine existing infrastructure; review natural features and views; and identify the presence of any overhead or subsurface utilities as they may impact design or park management. We recommend participation by members of the Steering Committee to guide our team to review areas of particular or critical importance. We anticipate that two site visits for each park will be necessary, one at the kickoff, and one during the conceptual design process.

### Task 1B: Monthly Check-Ins (virtual)

Throughout the life of the project, members of the D&K project team will meet monthly with members of the Steering Committee to review existing conditions analysis, discuss community engagement, discuss design phases, and otherwise guide the project to successful completion. Meetings will be conducted remotely for efficiency.

## Task 2. Existing Conditions Analysis and Data Collection

### Task 2A: Base Mapping, Data Collection, and Document Review and Analysis

The D&K team will conduct a desktop analysis of existing conditions within the project areas, supplemented by the site visits (Task 1A). This will include detailed review of each park's Management Plan, existing infrastructure, and environmental resource constraints. At the kickoff meeting, we will discuss additional pertinent information that may need to be collected. The results of this task will inform the team's development of proposed site enhancements. D&K's natural resource team members will conduct a wetland review at each site, but no formal delineation is included in this scope of work. We will also review recent and prior design plans and construction, such as the Green Mountain Engineering and Timber and Stone design documents for Memorial Park, and the recent renovation of the universally accessible fishing platform at Eagle Park to determine how new upgrades can integrate with these prior efforts.

### Task 2B: Site Survey

The D&K team will complete a limited topographic survey for the three proposed parking area locations identified during conceptual design. This will be utilized in conjunction with lidar information to create an existing conditions site plan with approximate property lines, setbacks, existing structures (as applicable), abutters, vegetation, utilities, relevant invert elevations, key spot elevations. A certified boundary survey will not be completed. We will depend on the Town to provide us deed information so the property lines can be drawn onto the site mapping.



## Task 3. Conceptual Alternative Design

### Task 3A: Draft Conceptual Alternatives

With guidance from the Steering Committee, existing conditions data, and community input, D&K will prepare up to two conceptual designs for each park.

Park concepts may include site features that would support desired programming and activities, such as paths, picnicking, scenic viewing, areas for fitness or educational classes, accessibility improvements, parking, and signage. An on-site, interactive design session may be held with members of the Steering Committee and other stakeholders (such as additional members of the Conservation Commission and Recreation Department Staff) to visualize potential concepts.

Initial concepts will be diagrammatic and designed to communicate site relationships, design opportunities, and varied possibilities available to the community. D&K will present the concepts to the Selectboard and the public (Task 4B) and work with the Steering Committee to identify preferred concepts that will receive full, graphic renderings to showcase and garner support from the community.

### Task 3B: Develop Preferred Alternative for Each Park

Based on community and stakeholder feedback on the conceptual alternatives developed, the preferred alternative for each park D&K will refine (Task 3A). These designs will be more schematic in nature and contain details, such as dimensions, materials, site feature placement, and similar details throughout. The D&K team will provide conceptual Opinion of Probable Construction Cost (OPCC), maintenance considerations, and permitting requirements at this time for each park. Currently, we do not anticipate that

any permits outside of local permitting will be required for any of the park projects.

## **Task 4. Public Engagement**

### **Task 4A: Initial Public Outreach (format to be determined)**

The Conservation Commission, Recreation Department, Bristol Trail Network, and others have already done an incredible amount of work to improve Bristol's park network, including preparation of the Management Plans for each of the three subject parks. The D&K team will develop an outreach plan will build upon that work and will take place after the initial site visit, but before the conceptual alternatives to solicit ideas, concerns, constraints, and goals. This could be done as an online or paper survey, or in-person as part of an existing event within the Town, such as those coordinated by Bristol CORE.

### **Task 4B: Community Forum-Review of Conceptual Alternatives**

D&K will present the conceptual alternatives developed in Task 3A at a Community Forum during a Selectboard meeting to share the conceptual design process and leverage the communities ideas. Specific groups and members of the public should be identified in advance of this presentation to gather a broad swath of the community. This presentation will directly influence the development of the preferred alternative designs (Task 3B).

### **Task 4C: Presentation of Conceptual Plans**

Once completed, D&K will present the final conceptual plans (Task 3B), review the OPCC, summarize findings, and provide an overview of the plan's implementation items to Town leadership and the public at a Selectboard meeting.

## **Task 5. Design Development**

At the conclusion of the conceptual design, D&K will review the scope of work with the Town and the Steering Committee to determine if any changes are required, based on our initial assumptions and exclusions.

### **Task 5A: Design Development**

Upon acceptance of the concepts submitted during the Conceptual Design Phase, the D&K team will proceed with advancing the detailed design of each park site. This phase includes the detailed layout and grading for the parking areas, including accessible parking spaces. We will develop the design for the necessary site layout and drainage,

including pathways and other identified site elements. Design Development documents will include grading, typical sections and details, erosion and sediment control, tree preservation, and landscaping, including planting locations and recommended species lists.

### **Task 5B: Prepare Conceptual Opinion of Cost**

D&K will revise the OPCC based on the design and engineering services needed to prepare construction documents, perform site work, and install site features, and install site features as depicted on the Design Development plans, in 2024 dollars plus contingency.

## **Task 6. Construction Documents**

### **Task 6A: Construction Documents**

D&K will incorporate revisions as required and produce plans for construction with civil details and specifications. Contract plans and technical specifications will be developed for the use as bid documents. The anticipated contract drawings required to support these requirements are listed as follows:

- Cover Sheet
- Civil General Notes & Legend
- Existing Conditions Plan
- Proposed Site & Grading Plan
- Landscaping Plan
- Civil & Landscape Details
- EPSC Plan and Details

Services beyond those specifically outlined above, or resulting from unforeseen circumstances beyond the control of the D&K team, shall be considered as Additional Services. The Landscape Architect/Engineer will also furnish such Additional Services as the Client may request for an additional fee.

### **Task 6B: Final Presentation to the Selectboard**

At the conclusion of the Construction Documents phase, D&K will a final presentation to the Selectboard.

## **Understanding of the Basic Scope of Services**

We have made the following assumptions within the Proposal.

- A boundary survey will not be required. The Town will provide D&K with property information in the form of a deed or plat.

- The local permitting will not require unusual, elaborate, or lengthy design, calculations, or meeting attendance beyond those listed above.
- The conceptual design will be developed in an effort to avoid environmentally sensitive areas and/or creating impacts that would require VT DEC permits.
- There will be no hazardous material mitigation required.

## Exclusions

D&K has made the following exclusions within the Proposal. Should any of these be required based on the outcome of the conceptual design, they can be furnished as Additional Services.

1. Permit and recording fees
2. Printing of Bid Documents
3. Identification of and recommendations for proper disposal of hazardous materials and/or underground storage tanks
4. Structural Engineering Plans
5. Slope Repair
6. Site Lighting and/or Photometric Plans
7. Bid and Construction Phase Services
8. Retaining wall design
9. Wetland delineation

## Estimated Labor Hours

The estimated labor hours follow on the next page.

## Firm Overview

Established in 1962, D&K provides multidisciplinary planning, design, and construction phase services to municipal, state, and federal clients. With nine offices in New England and New York, the firm employs over 150 planners, landscape architects, engineers, scientists, designers, surveyors, technicians, permitting specialists, and support personnel. D&K has supported regional commissions, municipalities, and state agencies with a wide range of planning and engineering services. D&K's relevant in-house services include:

- Landscape Architecture
- Land Use Planning
- Public Engagement/Meetings and Outreach
- Community Planning
- Outdoor Recreation and Trails Planning
- Master Planning
- Transportation Planning and Engineering
- Utility Design, Identification, Coordination
- Permitting, NEPA, and Natural Resource Planning
- Drainage and Stormwater Management
- Bicycle and Pedestrian Facility Design
- State and Federal Wetlands Permitting
- Water Resources Engineering
- Survey, Right of Way
- Construction Cost Estimating
- Construction Administration and Observation

The D&K planning and landscape architecture team recognizes that good planning is essential to creating healthy, livable communities where people want to live, work, and play. D&K works to identify and balance the essential relationships among design, land use, and economic vibrancy. Our role is to help our clients achieve their vision for the future in a way that reflects the unique character of their community, promotes economic vitality, and is publicly inclusive.

D&K staff includes landscape architects, planners, engineers and environmental specialists experienced in working with communities, agencies, and the public on a variety of planning and design projects. We provide land planning and design services to enhance the built and natural environments. Through the design process, D&K will plan and develop the physical environment taking context and the natural surroundings into consideration. The firm's landscape architects support a wide range of project types, including planning, transportation, civil/site, water resources, and environmental. Services are provided by licensed professionals with backgrounds in community planning, landscape architecture, urban design, and civil engineering.



# Class of Labor

## Tasks

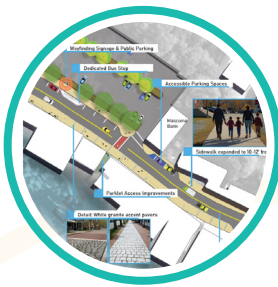
	Principal/ Director I	Project Manager/ Landscape Architect	Landscape Architect	Civil Engineer	Staff Engineer II	Landscape Designer	Designer	Environmental Scientist/Field Naturalist	Licensed Surveyor	Two-Person Survey Crew	Party Chief	Total Hours
<b>I. Project Management</b>												
A. Kickoff Meeting and Site Visits		6		4		6						16
B. Monthly Check-in Meetings		5		3		8						16
C. Project Management		8										8
<b>II. Existing Conditions Analysis and Data Collection</b>												
A. Base Mapping, Document Review, Data Collection, Analysis		4			2	8		8				22
B. Site Survey									1	20	8	29
<b>III. Conceptual Alternative Design</b>												
A. Draft Conceptual Alternatives		16	4			32						52
B. Develop Preferred Alternatives		16	4			24						44
<b>IV. Public Engagement</b>												
A. Initial Public Outreach		4				8						12
B. Community Forum - Review of Conceptual Alternatives		4				8						12
C. Presentation of Conceptual Plans		4				4						8
<b>V. Design Development</b>												
A. Design Development Plans	1	4	8	8	16	16	24					77
B. Prepare Conceptual Opinion of Cost		2	4	4	8							18
<b>VI. Construction Documents</b>												
A. Construction Documents	1	2	8	8	16		8					43
B. Final Selectboard Presentation		4		1		2						7
	2	79	28	28	42	116	32	8	1	20	8	364



## Landscape Architecture

D&K's landscape architecture practice is supplemented by in-house multidisciplinary engineers, environmental specialists, and surveyors to provide in-

depth project design services. Projects include public park and open space design, trails and greenways, recreational design, community planning, economic revitalization, master plans for new and mixed-use development, streetscape enhancement, brownfield redevelopment, and roadway and streetscape improvements. Services include conceptual designs through construction documents, comprehensive plans, sustainable design, visualization and graphic illustrations, planting plans, wayfinding, green stormwater infrastructure, site assessments, and public engagement.



## Planning

Our approach to municipal planning considers public and community concerns and the important connections among land use, transportation, energy, and natural feature protection policy.

Our staff are well-versed in the latest innovations in planning, including form-based codes, energy planning, and multimodal

land use and transportation planning. Team members work throughout the Northeast and are familiar with emerging planning priorities and the need for cost-effective strategic municipal infrastructure investments. Our planning work is strengthened by our comprehensive understanding of local infrastructure systems and corresponding federal and state permitting requirements. D&K uses ArcGIS, PowerPoint, SimTraffic model simulations, SketchUp modeling, and photosimulations to enable the public, agency officials, clients, and other stakeholders to be actively engaged in Vermont's community planning projects.



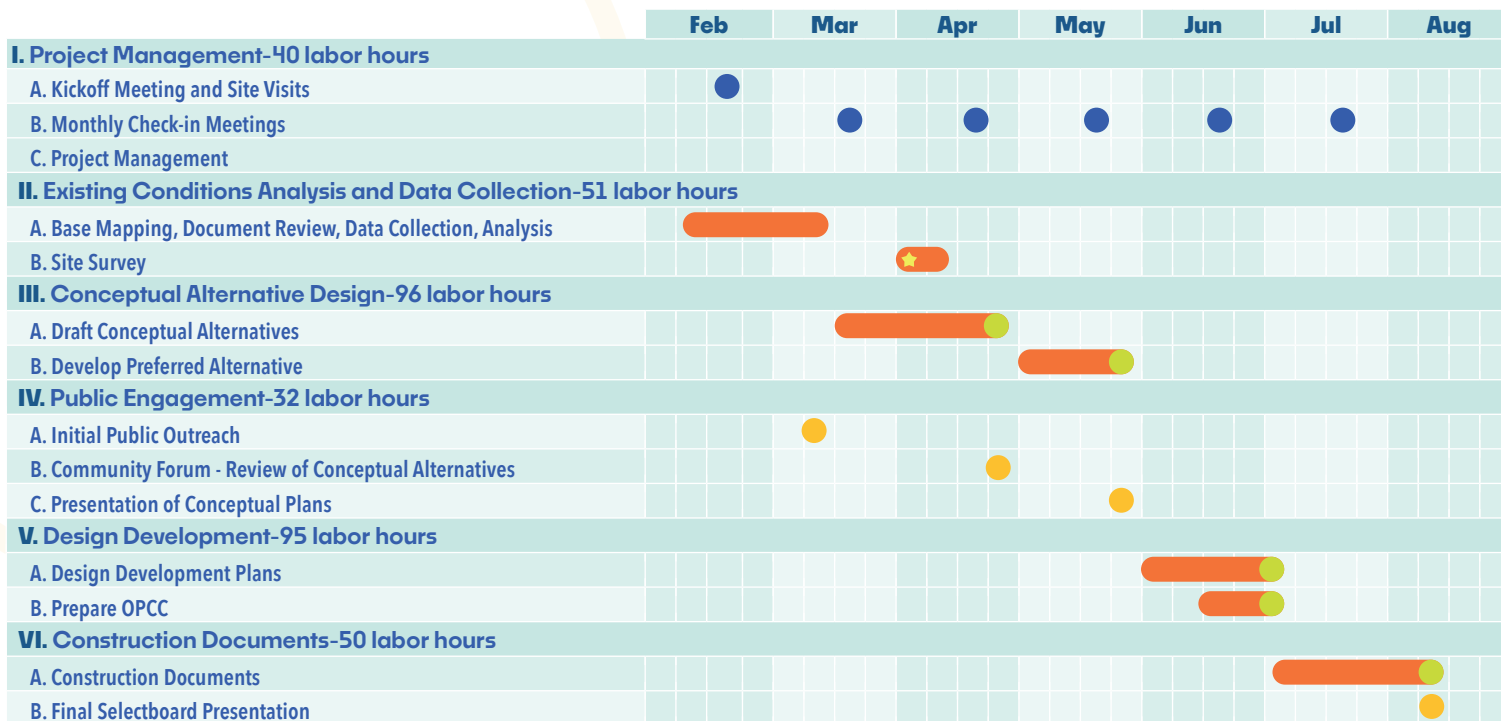
## Civil/Site Engineering

D&K provides engineering services in civil and site development for municipal, residential, commercial, industrial, state, and federal clients. Project types include park design,

grading and drainage, stormwater management, utility infrastructure, environmental impact studies, transportation and traffic design, through construction administration. D&K's stormwater services include hydraulic analysis, environmental permitting, culvert rehabilitation/replacement, and Green Stormwater Infrastructure, including vegetated filter strips, leaching catch basins, infiltration trenches, and vegetated swales.

## Timeline

● Meeting-Internal   ● Ongoing   ● Deliverable   ● Meeting-Public   ★ Survey schedule will be weather permitting



## Project Team

The D&K staff assigned to this project are well-versed in planning and design engineering. We are able to offer complete recreation project development services to guide conceptual plans 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, environmental and natural resource specialists, surveyors, water resource engineers, constructability reviews, and more. We do not anticipate adding any subconsultants to our team. Descriptions of D&K team members assigned to this project follow.



**Dan Mallach, PLA, AICP, CPRP**  
**Project Manager/Landscape Architect**

Dan has 19 years of experience developing plans for community parks and open space tracts. He is a Certified Park and Recreation Professional whose experience includes providing master planning, playground layout and material specifications; detailed planting; seating, and surfacing designs, and corresponding installation oversight. With an emphasis on achieving programmatic goals in light of long-term maintenance needs, Dan has expertise with vegetation management on construction projects and is qualified by the International Society of Arboriculture (ISA) in tree risk assessment (TRAQ). He has provided public open space plan development in numerous communities, including Keene, New Hampshire (Wheelock Park Campground and Robin Hood Park), Hinesburg, Vermont (New Town Common), as well as Edgmont Township (Community Park), Kennett Township (Barkingfield Park), Charlestown Township (Charlestown Park, TND District Open Space), and Cranberry Township (Graham Park, North Boundary Park), all in Pennsylvania. Through careful listening, detailed site analysis, and coordination with product vendors and contractors, Dan helps communities create places that are functional, attractive, and environmentally resilient. Dan will act as project manager and main point of contact for the park design project.



**Emily Lewis, PLA, LEED AP**  
**Landscape Architect**

Emily has 16 years of experience in the design and planning of parks and recreation projects, including regional and neighborhood parks, playgrounds, community gardens, and trails. Her experience ranges from master plans to construction documents. Emily recognizes the value of client and community input and has worked with municipal recreation departments, community groups and associations, schools, and nonprofits in the Mid-Atlantic and New England to develop community engagement strategies. Emily served as Lead Landscape Architect for the Town of Hinesburg's New Town Common Conceptual Design Plan and two projects for the City of Keene, including Robin Hood Park and the Redesign Wheelock Park Campground for Dog Park and Disc Golf. She is currently working on a Downtown Core Plan for the Town of Milton and recently completed a Greenspace and Streetscape Village Plan for the Town of Chittenden. Emily will support all aspects of the park design project.



**Matt Mears, PE**  
**Civil Engineer**

Matt has 19 years of experience with transportation, site design, and water resources projects in New England. Matt has participated as an engineer and manager in both rural and urban street/roadway design and reconstruction projects, as well as the design, permitting, and implementation of many commercial and municipal site improvement projects. Matt has worked on the Veterans Memorial Cemetery in Randolph and Great Streets in Burlington where he was responsible for permitting, design services, grading and drainage, and cost estimating. Matt will provide engineering drafting and design services with regard to the infrastructure and any stormwater challenges at the site.

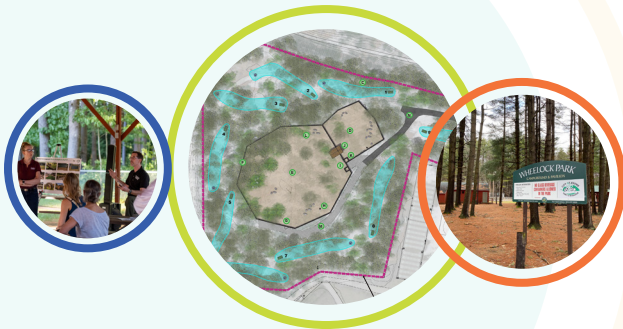
## Project Experience

Projects that are in process or completed by D&K and relevant to the Bristol Town Parks follow.



### Hinesburg New Town Common, Hinesburg, VT

D&K worked with the Town of Hinesburg and key community stakeholders to develop a concept plan for a new Town Common. Lacking a town green or designated community gathering space, Hinesburg identified a Town-owned, 2.6-acre parcel adjacent to a residential neighborhood on two sides and civic and business entities along VT 116, and connected via sidewalks to additional businesses and neighborhoods within a half-mile, making it an ideal space to bring the community together. This plan built upon recent community engagement opportunities and directly responded to these ideas and designs. The final concept included a network of walking paths, natural playspace, art installations, tree plantings, increased parking, and space for a winter skating rink. D&K is now designing the first phase of site engineering and landscaping.



### Wheelock Park Campground Redesign for Disc Golf and Dog Park, Keene, NH

D&K worked with the City of Keene Parks & Recreation Department and Repurposing Committee to investigate and create a conceptual renovation plan of an existing seven-acre campground site in Wheelock Park. The proposed design includes a dog park, with designated areas for large and small dogs, and a nine-hole disc golf course. While conversations regarding a dog park have been underway for 10+ years, this would be the first dog park in Keene. The disc golf course is

intended for both beginners and for seasoned players to hone their skills, while a full, challenging 18-hole course exists on the far east side of the City. The project included several site visits, a presentation, and workshop with members of the public (and their dogs) interested in both site elements, and a final presentation to the City's MSFI Committee. Final deliverables included a site plan, graphic visualization, opinion of probable construction cost, and a memo with recommendations for funding and tree and site stewardship. Construction of this park is anticipated to commence in 2024.



### Robin Hood Park Concept Plan, Keene, NH

Robin Hood Park has been part of the fabric of the City's landscape for over 100 years, but lacks a single, unifying aesthetic or clarity of placement. A 2019 study identified several pool deficiencies, the playground does not have an ADA-accessible route, and the tennis courts are in poor condition with broken lights, broken fencing, and standing water. D&K is developing a community-driven concept plan and a conception opinion of probable cost. D&K's services include conducting a site review; coordinating among the Parks & Recreation Department, the Design Concept Committee, and other stakeholders; and leading a robust public engagement process to create a plan that addresses current issues and concerns of the public and the needs of the park.



### City Hall Park, Burlington, VT

As part of a larger downtown revitalization project, D&K developed civil, stormwater, and utility construction documents and completed the design and detailing of a

concrete foundation system to support a future monument for the redesign of a park. With the inclusion of City Hall Park into the Great Streets project, the park was redeveloped within the larger downtown context and the improvements planned for Main Street. A new mid-block crossing on Main Street across from the Flynn Theater gives importance to the eastern edge of the Park, which has been named Park Lane.

Working closely with the Farmer’s Market Committee, the impact of the market on the park has been mitigated with a new Farmer’s Market layout which will surround the Park rather than occupy the center of it. Additional public input informed the path layout and refined the elements of the park.

The project regraded and reconstructed the park, replaced and reconfigured surface amenities, replaced the park fountain with a series of in-ground jet fountains, pedestrian walkway enhancements, surface amenity and utility upgrades, seatwalls, retaining walls, and stormwater drainage improvements, including rain gardens and underground retention. The design criteria for the future monument foundation defined the maximum weight, projected area, and centroid elevation.

The plan is a first-of-its kind accessibility document for a Vermont community and includes methods and design guidelines to help businesses engage and improve access for patrons who have mental, sensory, and physical disabilities. It identifies specific “on the ground” actions that the Town can take to enhance accessibility for civil/streetscape/facility design practices. It included recommendations for eight park areas throughout or adjacent to the Village, including options for minor redevelopment to major redesign.



**West Swanzey AA Memorial Park, Swanzey, NH**

D&K provided planning, design, and permitting for the revitalization of a river access park adjacent to a residential area. Improvements included a basketball court, reconfigured parking and dropoff, a kayak/canoe launch, and appurtenant placemaking and bank stabilization improvements. The project involved working closely with NHDES regulators to avoid endangered species in the Ashuelot River and minimizing or eliminating disturbance to the river. D&K engaged the Ashuelot River Local Advisory Committee, town officials, and abutting homeowners to build consensus on the design. Construction of this project was completed in 2023.



**Bethel for All: Village Accessibility and Stormwater Master Plan, Bethel, VT**

D&K recently developed a plan to improve accessibility, connectivity, and economic development opportunities for Bethel’s village. As a small village with an unusually high number of recreation facilities, sites, and historic commercial properties, Bethel looked to improve access for persons with disabilities, wayfinding, and its streetscape. D&K’s planners led a team to carry out a robust Public Engagement effort to garner community support and address economic development and accessibility issues, which included eight in-person or virtual events. There were five key focus areas: Accessible Streets; Accessible Parks; Village Vitality, including branding, accessibility improvements, wayfinding, and facade improvements; Community Capacity, including the resources needed for the Town to implement project ideas; and clean water.

**Planning and Design for River Access Parks, FEMA Buyout Properties, VT Municipalities**

D&K provided design, bid and construction phase services for multiple public parks following the post-Irene buyout of flood-damaged properties. The parks include access from Town roadways, gravel parking areas, signage, informational kiosks, park benches, picnic shelters, sites for rented toilet facilities, pedestrian trails, and river overlooks and access. The properties are within the floodway and the floodplain of the White River, requiring design in conformance with Town Flood Hazard Area and River Corridor regulations. The parks included one park each in Rochester and Pittsfield, two parks in Royalton, and three parks in Bethel.

# References

## City of Keene

**Andrew Bohannon, Parks, Recreation & Facilities Director**

**603.357.9829; abohannon@keenenh.gov**

**312 Washington Street, Keene, NH 03431**

## Town of Hinesburg

**Alex Weinhagen, Director of Planning & Zoning**

**802.482.4209; aweinhagen@hinesburg.org**

**Town Hall, 3rd Floor, 10632 VT Route 116, Hinesburg, VT 05461**

## Town of Swanzey

**Michael Branley, Town Administrator**

**603.352.7411; mbranley@swanzeynh.gov**

**PO Box 10009, Swanzey, NH 03446**





## Dan Mallach, PLA, AICP, CPRP Project Manager/Landscape Architect

### EDUCATION

Master of Landscape Architecture, University of New Mexico, 2009  
B.A., Music, Minor in Plant Ecology, Middlebury College, 1995

### REGISTRATIONS

Professional Landscape Architect: VT  
American Institute of Certified Planners  
Certified Park and Recreation Professional  
ISA Certified Arborist PD-2782A, TRAQ

Mr. Mallach is a Certified Planner (AICP), Registered Landscape Architect, Certified Park and Recreation Professional, and ISA Certified Arborist with expertise in planning, design, ecology, and regulatory processes. His professional practice includes 19 years in transportation and community planning, planting, park and recreation design, natural and cultural feature stewardship, bylaw implementation, and working with public and private clients to achieve place-making and land management objectives.

**Robin Hood Park, Keene, NH.** Landscape Architect/Planner to support the City, the Design Concept Committee, and the general public by reviewing the current infrastructure and park conditions of Robin Hood Park, specifically the approximately nine-acre area that encompasses the pool, parking, playground, and tennis courts, while keeping in mind the connectivity to the greater 100-acre park and preparing a new conceptual design plan. For over 100 years, the park has been an integral part of the community, but lacks a single, unifying aesthetic or clarity of placement. D&K is developing a robust, community-driven concept plan and a conception opinion of probable cost. Responsible for site assessment support, community engagement, and conceptual design.

**Village Center Streetscape & Green Space Conceptual Design, Chittenden, VT.** Landscape Architect and Planner to support the Town to take steps to improve and revitalize the core of its community. D&K is facilitating the public design process, assessing Town assets in the Village Center, proposing new and creative ways to fill the public buildings and green spaces with opportunity, and creating an attractive streetscape conceptual plan that connects the natural and human resources of the Town. The project is funded by the Municipal Planning Grant program. The project goals will provide groundwork for updating the Town Plan while beautifying public spaces and buildings, preserve an historic monument, and improve pedestrian and vehicle safety in the Village Center. Responsible for support and focus on community engagement, and project design efforts.

**New Town Common Master Plan, Hinesburg, VT.** Landscape Architect and Planner for the conceptual design of a town common park adjacent to VT 116 commercial corridor and new and proposed residential developments. Currently without a central town gathering space, Hinesburg envisions this 2.5-acre parcel becoming a space for events and active and passive recreation. The proposed design includes a large central green with pavilion, entry plaza, walking paths, natural playscape, ice skating rink, splash pad, rain garden planting, and new shade trees. The Town Common Master Plan reflects the character of Hinesburg with agricultural elements, local materials, such as stacked stone walls, and native plants. Evaluated existing site conditions, developed conceptual layouts and precedent imagery, coordinated with the volunteer committee and planning director, synthesized public and volunteer committee comments into the final design.

**Wheelock Park Campground Redesign for Disc Golf and Dog Park, Keene, NH.** Landscape Architect and ISA Certified Arborist responsible to assist with the conceptual design of a former seven-acre campground to be utilized as a nine-hole disc-golf course and dog park. An existing access road, RV hookups, and a bathhouse located in the center of the site were factors in the design, as well as the consideration of additional parking and a tree stewardship plan for the aging pine canopy. Funded by the City, the project's goal was to provide adequate space for each type of activity to safely coexist while integrating the site's existing conditions and natural features into engaging park elements. Conducted multiple site visits, evaluated existing site conditions, including the health and structural condition of existing trees and led multiple stakeholder meetings and public presentations. Developed two schematic alternatives, a final conceptual design, an opinion of probable construction cost (OPCC), a final design graphic, and additional presentation graphics. Produced a Site Stewardship Narrative to guide ongoing fundraising, site maintenance, woodland management, and native tree planting efforts.

**Bethel for All: Village Accessibility and Stormwater Master Plan, Bethel, VT.** Landscape Architect supporting the development plan to improve accessibility, connectivity, and economic development opportunities for Bethel's Village. This plan includes significant public engagement to devise conceptual ideas for streetscapes, parks and greenspaces, and a stormwater master plan. The plan is the first-of-its-kind accessibility document for a Vermont community.



## Emily Lewis, PLA, LEED AP Landscape Architect

### EDUCATION

M.S., Environmental Sciences and Policy, Johns Hopkins University, 2016  
Bachelor of Landscape Architecture, Pennsylvania State University, 2007

### REGISTRATIONS

Professional Landscape Architect: VT 133745;  
NH 227; MD 3695  
LEED AP-US Green Building Council  
Erosion and Sediment Control Qualified  
Professional-Maryland Department  
of Environment

Ms. Lewis has 16 years of experience in the design and planning of multidisciplinary projects, including parks, trails, community gardens, and Complete Streets, ranging from master plans to construction documents. She is also well-versed in environmental restoration, stormwater management facilities, and land development projects. In addition to landscape planning and design services, Emily has conducted environmental site assessments and forest delineation. She has significant experience in community outreach, including facilitating meetings and design charrettes and presenting to community groups and local governments.

**Robin Hood Park, Keene, NH.** Project Manager and Lead Landscape Architect to support the City, the Design Concept Committee, and the general public by reviewing the current infrastructure and park conditions of Robin Hood Park, specifically the approximately nine-acre area that encompasses the pool, parking, playground, and tennis courts, while keeping in mind the connectivity to the greater 100-acre park and preparing a new conceptual design plan. For over 100 years, the park has been an integral part of the community, but lacks a single, unifying aesthetic or clarity of placement. D&K is developing a robust, community-driven concept plan and a conception opinion of probable cost. Responsible for managing D&K's scheduling and budgeting, leading the conceptual design, and client and stakeholder coordination.

**Village Center Streetscape & Green Space Conceptual Design, Chittenden, VT.** Project Manager and Lead Landscape Architect to support the Town in taking steps to improve and revitalize the core of its community. D&K is facilitating the public design process, assessing the Town assets in the Village Center, proposing new and creative ways to fill the public buildings and green spaces with opportunity, and creating an attractive streetscape conceptual plan that connects the natural and human resources of the Town. Funded by the Municipal Planning Grant program, the project goals will provide groundwork for updating the Town Plan while beautifying public spaces and buildings, preserve an historic monument, and improve pedestrian and vehicle safety. Responsible for managing D&K's scheduling and budgeting, leading the conceptual design, and client and stakeholder coordination.

**New Town Common Master Plan, Hinesburg, VT.** Project Manager and Landscape Architect for the conceptual design of a town common park adjacent to Hinesburg's VT 116 commercial corridor and new and proposed residential developments. Currently without a central town gathering space, Hinesburg envisions this 2.5-acre parcel becoming a hub for the community with space for events and active and passive recreation. The proposed design includes a large central green, walking paths, natural playscape, ice skating rink, splash pad, and new shade trees. The Town Common reflects the character of Hinesburg with agricultural elements, local materials such as stacked stone walls and native plants. Developed conceptual layouts and precedent imagery, coordinated with the volunteer committee and planning director, synthesized public and volunteer committee comments into the final design, and developed all renderings.

**Wheelock Park Campground Redesign for Disc Golf and Dog Park, Keene, NH.** Project Manager and Lead Landscape Architect responsible for the conceptual design of a former seven-acre campground to be utilized as a nine-hole disc-golf course and dog park. An existing access road, RV hookups, and a bathhouse located in the center of the site were factors in the design, as well as the consideration of additional parking and a tree stewardship plan for the aging pine canopy. Funded by the City, the project's goal was to provide adequate space for each type of activity to safely coexist while integrating the site's existing conditions and natural features into engaging park elements. Conducted multiple site visits, evaluated existing site conditions, attended multiple stakeholder meetings and public presentations. Developed two schematic alternatives, a final conceptual design and memorandum, an opinion of probable cost (OPCC), a final design graphic, and additional presentation graphics.

**Craftsbury Village Master Plan, Craftsbury, VT.** Landscape Architect working to develop a Village Plan to address a key dilemma; the Town's infrastructure has not kept up with the Town's growth and the increasing numbers of visitors. Leading an ongoing series of public meetings and direct focus groups to engage key landowners and stakeholders. Responsible to develop the master plan based on the input from public meetings. The plan will provide guidance to developing future road designs, parking, access solutions, and active transportation networks for the heart of this thriving community. The project is funded through the Municipal Planning Grant Program administered by the Vermont Agency of Commerce and Community Development and the Town with GIS and some planning support provided by the Northeastern Vermont Development Association.





## Matt Mears, PE

### Civil Engineer

**Vermont Veterans Memorial Cemetery, Buildings & General Services, Randolph, VT.** Project Engineer for civil and site electrical engineering, topographic surveying, and local and state permitting. The project included engineering and environmental review services for the preparation of a master plan for the cemetery. Responsible for detailed design and permitting related to stormwater management, wastewater disposal, detailed grading, and drainage systems.

**Great Streets BTV, Burlington, VT.** Transportation Engineer for a project to reenvision downtown Burlington into a vibrant, walkable, and sustainable urban center. The project includes establishing new design standards for the downtown area and redesigning and reconstructing two blocks of Main Street. Responsible for cost estimating, compiling survey and utility information and design services, and construction phase services for St. Paul Street and City Hall Park.

**Maintenance Facilities and Yard Renovation, Norwich University, Northfield, VT.** Project Engineer for the site and utilities design and permitting for the construction of a pre-engineered building in University's maintenance yard to serve as maintenance and storage space, an engineering/architecture lab, and temporary classrooms. The site work required for the project included the demolition of two existing storage buildings, the regrading of parking areas, the construction of a new driveway and sidewalk, new water, sanitary, stormwater, power and communications services, and modifications to the stormwater treatment/retention system.

**Vermont 3-Acre Stormwater Permitting, Norwich University, Northfield, VT.** Project Engineer to bring Norwich University into compliance with Vermont's stormwater regulations for sites containing more than 3-acres of impervious area. The project includes the design and construction of a new underground infiltration system in order to meet the state's treatment volume requirements for the campus.

**Market Street, South Burlington, VT.** Project Engineer for the utility design and coordination for the Market Street roadway improvements project. The project developed the infrastructure needed to bring a town center to the City of South Burlington between Hinesburg Road and Dorset Street. D&K worked with private developers and the City to ensure that their combined needs will be met.

**Kreitzberg Library Renovations, Colaboratory, Disney Parking Lot, Upper Parade Ground Water Main Replacement, Norwich University, Northfield, VT.** Project Engineer for multiple Norwich University projects throughout campus. Projects included grading, drainage, utility modifications, driveway and sidewalk design, landscaping, and local and state permitting assistance.

**One Taylor Street Redevelopment, Montpelier, VT.** Project Engineer for the redevelopment of the old scrap yard and train depot into a transportation and housing center. The site provides Green Mountain Transit a welcoming transit center in the midst of Montpelier's business district. The City's shared use path was incorporated into the site design to extend through the parcel in order to provide easy access for bicyclists, walkers, and runners to the transit center or to pass through while enjoying their view of Winooski River from the new overlook patio. The design of the one-acre property included complex bus and pedestrian vehicle circulation, the multimodal transit hub, 30 housing units, parking, the shared use path and while providing green pedestrian areas and the use of stormwater best management practices, including rain gardens, pervious pavers, infiltration basins, and roof water infiltration. Other design considerations included contaminated soil remediation and flood zone analysis.

### EDUCATION

B.S., Civil Engineering, University of Vermont, 2004

### REGISTRATIONS

Professional Engineer: VT 66112

Mr. Mears has 19 years of experience with transportation, water resources, and site design projects in New England and has significant working knowledge of the following software packages: AutoCAD Civil 3D, Autodesk Storm and Sanitary Analysis, and HydroCAD. Matt has participated as an engineer and manager in both rural and urban street/roadway design and reconstruction projects, as well as the design, permitting, and implementation of many commercial and municipal site improvement projects.