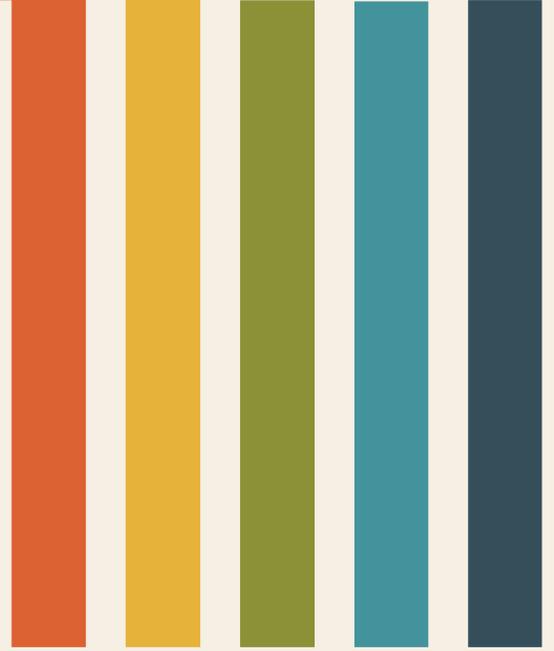


TOWN OF BRISTOL  
WEST STREET

SIDEWALK IMPROVEMENT  
**SCOPING STUDY**  
PROPOSAL



DuBois  
& King inc.

JUNE 4, 2025





230875X  
June 4, 2025

Ian Albinson, Interim Town Administrator  
Town of Bristol  
1 South St., P.O. Box 294  
Bristol, VT 05443  
townadmin@bristolvt.org

**Subject: West Street Sidewalk Improvement Scoping Study Proposal**

Dear Mr. Albinson and Members of the Selection Committee,

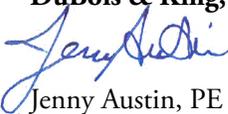
The Town of Bristol (Town) is seeking planning and engineering services to conduct a scoping study to explore the potential improvements to sidewalk infrastructure along the south side of West Street between the creemee stand at 49 West Street and Holly Hall at the intersection of West Street and South Street for a total distance of 0.25 mi. The Bristol Town Plan identified numerous deficiencies in this important pedestrian thoroughfare, including narrow and deteriorating sidewalks and sections of the road which lack pedestrian infrastructure. The lack of connectivity and missing infrastructure creates a safety concern for this vital link between residential areas, businesses, and community amenities.

DuBois & King (D&K) is a multidisciplinary engineering firm with the ability and experience to support the Town with sidewalk improvements. Our proposed in-house project team consists of professionals with experience in transportation planning and engineering. The Town will benefit from D&K's:

- **Experience providing similar services** for recently completed and ongoing scoping studies for regional planning commissions, municipalities, and state agencies.
- **Familiarity with the Town of Bristol**, having worked on several planning studies within the Town.
- **Familiarity with the VTrans Bicycle and Pedestrian Program**, having worked on several VTrans MAS projects.

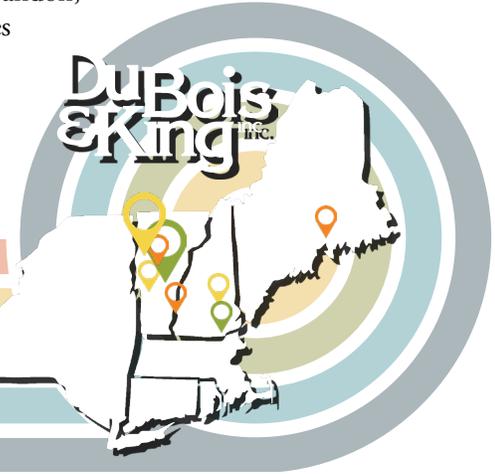
I will serve as Project Manager and will be the main point of contact for this project. I have 25 years of experience managing, planning, and designing transportation and traffic improvement projects, including the Airport Drive Sidewalk Scoping Study and the VT 116/Lincoln Road/Briggs Hill Road Intersection Study in Bristol. I have experience providing Municipal Project Management (MPM) services for VTrans MAS projects. Senior Vice President Jonathan Ashley, PE, will provide QA/QC Review for this project. Jon has 32 years of professional experience providing project management, design, and construction administration and observation services for a variety of municipal infrastructure projects. The project will be supported by Staff Engineer Justin Nalbach, EI, and our in-house survey team. We are able to provide historic and cultural resource reviews, as well as right-of-way (ROW) and deed research as additional tasks.

Thank you for considering the D&K team for the Bristol West Street Sidewalk Improvement Scoping Study. We appreciate the opportunity to continue to assist the Town. If you have any questions or require additional information, please do not hesitate to contact me at (802) 424-8453 or at [jaustin@dubois-king.com](mailto:jaustin@dubois-king.com).

Sincerely,  
**DuBois & King, Inc.**  
  
Jenny Austin, PE  
Project Manager

# QUALIFICATIONS OF THE CONSULTANT FIRM

Founded in 1962, D&K is a Vermont-based firm providing multidisciplinary planning, design, and construction phase services to federal, state, and municipal clients. With offices in Brandon, Randolph, South Burlington, Springfield, and Waterbury, Vermont, and additional offices in New Hampshire, New York, and Maine, D&K has a staff of 160 engineers, planners, surveyors, technicians, environmental and permitting specialists, and support personnel available to support this project. D&K has advanced planning studies from conceptual through final design, environmental documentation, and construction services on hundreds of projects over 63 years in business.



**EST. 1962**

**EMPLOYEE-OWNED C-CORPORATION**

**160 EMPLOYEES**

**NINE OFFICES**

## TRANSPORTATION PLANNING

Communities are rediscovering the importance of well-designed streetscapes for multiple modes of transportation to balance safety, mobility, aesthetics, and environmental elements. The D&K team assigned to this project has experience working with communities to develop alternatives for new pedestrian and bicycle infrastructure, streetscaping, and traffic calming projects and are well-versed in the development of scoping studies for a wide array of projects, including pedestrian and bicycle improvement studies and larger scale transportation planning initiatives. Our team brings a comprehensive understanding of local, state, and federal programs and requirements. While each scope of work varies depending on the individual needs of the project, the following is a summary of our typical scope of work:

- ▶ Conduct a project kickoff meeting.
- ▶ Review existing conditions and prepare a base map.
- ▶ Receive public input from public meetings, typically including a:
  - ▶ **Local Concerns Meeting,**
  - ▶ **Alternatives Presentation Meeting, and**
  - ▶ **Public Informational Meeting to present a draft report.**
- ▶ Develop a Purpose and Need Statement.
- ▶ Identify right-of-way (ROW) issues, utility conflicts, and potential environmental resource impacts.
- ▶ Review environmental resources as needed, potentially including:
  - ▶ **Review of the VT Agency of Natural Resources (VT ANR) Atlas, and**
  - ▶ **Site visits by D&K's field naturalists to identify wetlands or other environmental resources.**
- ▶ Review cultural resources as needed, potentially including a Historic Resource Inventory and Archaeological Resource Assessment.

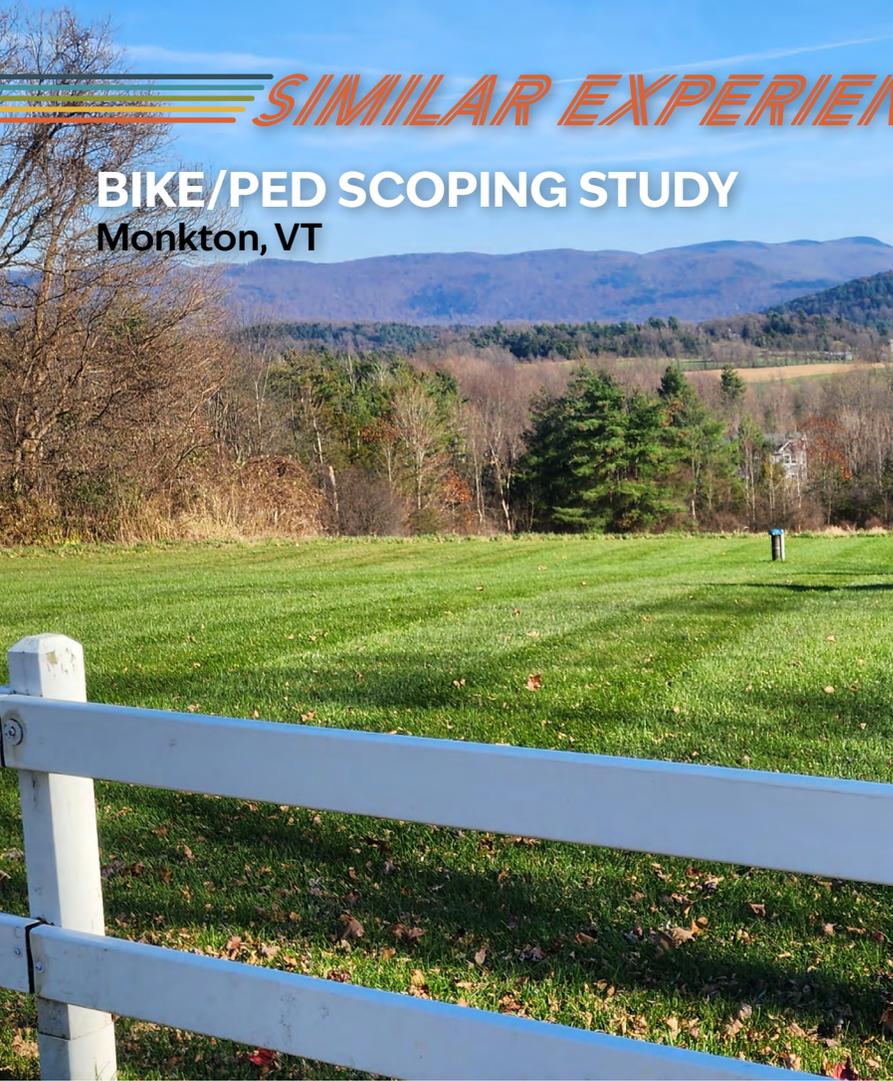
- ▶ Develop conceptual alternatives and invite input from the Town.
- ▶ Evaluate alternatives, including review of potential impacts to cultural and environmental resources, ROW, utilities, and private property, and develop opinions of probable construction costs (OPCCs) for each alternative.
  - ▶ **Compile information into an evaluation matrix, to help select a recommended alternative(s).**
- ▶ Develop online community surveys to gather input from communities regarding the alternatives.
- ▶ Develop and finalize a Scoping Study Report that compiles the above tasks into one document, which will guide the Town in the development of the recommended alternative to the design phase.

## TRANSPORTATION ENGINEERING

D&K offers complete transportation services to guide projects of all sizes from planning through construction, including design services for pedestrian/bicycle infrastructure, roadways, intersection design and safety reviews, bridges and culverts, slope stabilization repairs, roadway widening projects, traffic analyses and traffic impact studies, and traffic calming. Our team has a comprehensive understanding of transportation programs and governing guidelines, including VTrans standards, the Manual on Uniform Traffic Control Devices (MUTCD), and the American Association of State Highway and Transportation Officials (AASHTO) Green Book. Associated transportation services include assistance in ROW acquisition, federal and state permits and clearances, bid phase services, and construction phase services. Our goal is to develop a good understanding of a project's design-phase components to enhance our ability to develop alternatives that are more than reasonable on paper—they are constructible in the field.

# SIMILAR EXPERIENCE

## BIKE/PED SCOPING STUDY Monkton, VT



D&K prepared a scoping study to develop and evaluate alternatives for pedestrian and bicycle infrastructure on the roads around Cedar Lake, including Monkton Road, Pond Road, Rotax Road, Ridge Road, and Monkton Ridge, for a total distance of approximately 3.5 miles, as well as an alternative within Morse Lot, an area in the southeast corner of the project area with heavy pedestrian traffic to and from recreation fields and a dog park. D&K developed and evaluated alternatives to include bike lanes, 5-ft-wide sidewalks (both concrete and aggregate), and 10-ft-wide shared-use paths.

### Project Team:

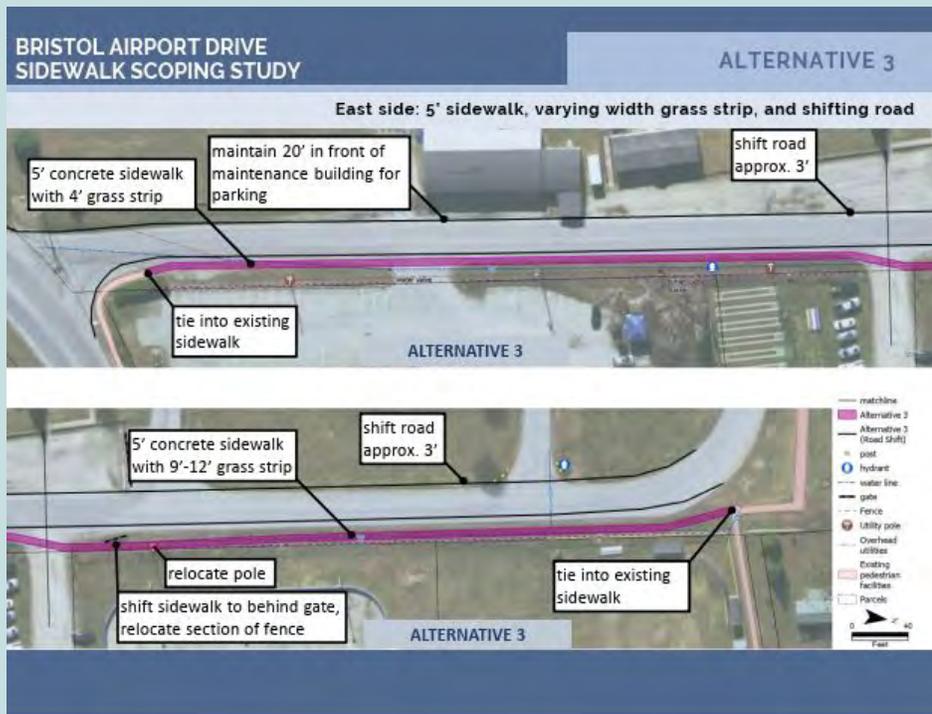
- ▶ Jenny Austin (PM), Justin Nalbach (Staff Engineer)

## COMMUNITY SURVEY

D&K's services included a community survey, which was integral in gathering input and support from the community. The survey provided valuable insight to rank the proposed improvements and make a selection of recommended alternatives.



# AIRPORT DRIVE SIDEWALK SCOPING STUDY, ACRPC, BRISTOL, VT



D&K completed a scoping study to develop and evaluate alternatives for potential pedestrian infrastructure along Airport Drive. This section of roadway has numerous destination points for pedestrians, including Mount Abraham Union High School, Bristol recreation fields, the American Legion, and the Bristol Hub Teen Center. Since the completion of this project, the Town has secured funding to bring this project into the design phase.

## Project Team:

- ▶ Jenny Austin (PM), Jon Ashley (QA/QC), Justin Nalbach (Engineer), D&K's survey team

# PEDESTRIAN SAFETY SCOPING STUDY, ACRPC, FERRISBURGH, VT

D&K completed a scoping study to develop and evaluate potential pedestrian infrastructure along Route 7 between the intersection of Little Chicago Road/Middlebrook Road and the Town Offices/Community Center, as well as along Little Chicago Road between US 7 and the recreation fields west of Ferrisburgh Central School. Concerns about pedestrian safety—particularly to improve safe access for school-aged children to a nearby elementary school—have generated strong interest in the addition of a crosswalk along Route 7 within the project area. D&K reviewed existing conditions, conducted ROW research, developed and evaluated alternatives, and coordinated with VTrans to gain a better understanding of existing signal equipment and its potential for pedestrian push buttons at the intersection.

## Project Team:

- ▶ Jenny Austin (PM), Jon Ashley (QA/QC), Justin Nalbach (Engineer), D&K's survey team



## VT 116 / LINCOLN ROAD / BRIGGS HILL ROAD INTERSECTION STUDY, ACRPC, BRISTOL, VT

Funded through an ACRPC Transportation Planning Initiative grant, D&K completed a planning study to address three hazards at the intersection of VT 116, Lincoln Road, and Briggs Hill Road: the VT 116/Lincoln Road intersection, overflow parking along Lincoln Road, and the steep grade of Briggs Hill Road at the Lincoln Road intersection. D&K developed alternatives to include both short-and long-term alternatives, consisting of signage improvements, a new traffic mirror, stop bar location considerations, upgrades to an existing pull-off area used for parking, a potential partial road closure, and a potential road realignment. Additional tasks included a review of existing conditions, evaluation of alternatives culminating in an evaluation matrix, preparation of conceptual-level construction cost estimates, public presentations, preparation and review of an online community survey, and development of a Scoping Study Report.

### *Project Team:*

- ▶ Jenny Austin (PM), Jon Ashley (QA/QC)

## COMMUNITY SURVEY

D&K conducted a community survey for the Lincoln Traffic Calming Study, which received 126 responses and was a critical part of the project process.

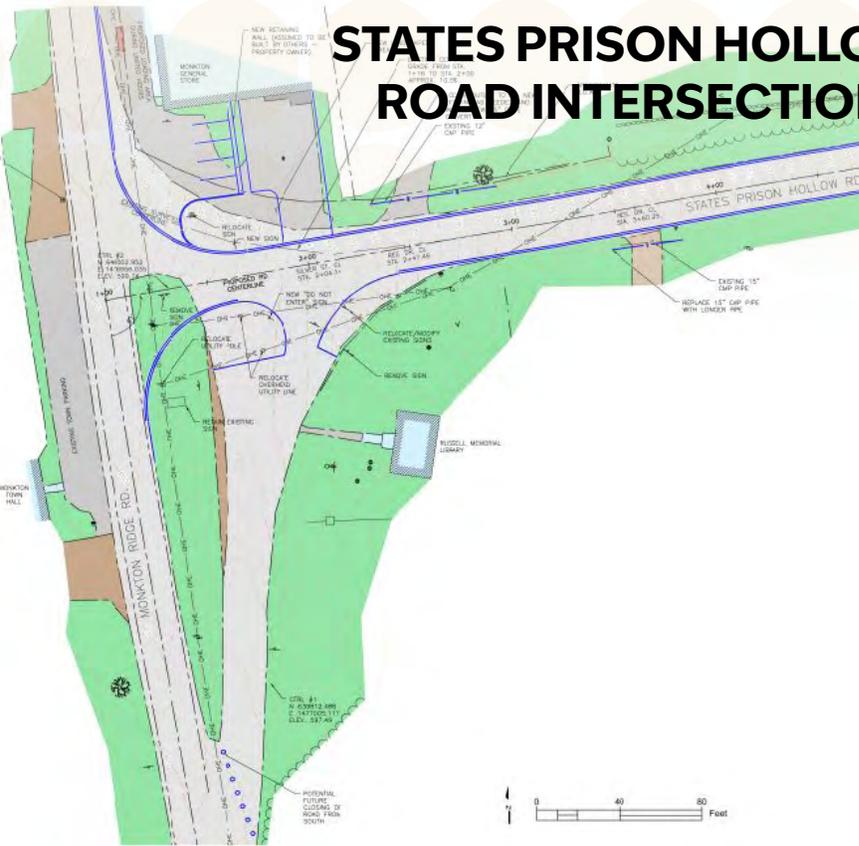
## TRAFFIC CALMING STUDY, ACRPC, LINCOLN, VT

To address concerns of travel speeds through Downtown Lincoln, D&K provided planning and engineering services to prepare a Traffic Calming Plan for the Downtown Lincoln area, which included sections of West River Road, East River Road, Quaker Street, Gove Hill Road, and Creamery Street. Proposed recommendations included speed tables, a raised intersection, speed humps, new gateway signs, new pavement markings, increased green space, bulb outs, a realigned crosswalk, painted pavement pedestrian area, and new parking spaces.

### *Project Team:*

- ▶ Jenny Austin (PM), Jon Ashley (QA/QC)

## STATES PRISON HOLLOW ROAD/MONKTON RIDGE ROAD INTERSECTION PLANNING STUDY, ACRPC, MONKTON, VT



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

### Project Team:

- ▶ Jenny Austin (PM), Jon Ashley (QA/QC)

## MUNICIPAL PROJECT MANAGEMENT (MPM) ENGINEERING SERVICES

- ▶ *Basin Harbor Road Culvert Project, Bridport*
- ▶ *Beaver Pond Shared Use Path Project, Proctor*
- ▶ *Salt Shed Project, Vergennes*
- ▶ *South Street Sidewalk Project, Proctor*

D&K has provided MPM services to support Towns in managing projects through the VTrans MAS process. D&K assists the municipalities with administrative tasks, including preparation of RFPs; serving on selection committees; being a liaison between VTrans, the municipalities, and the design engineer; organizing, attending, and distributing meeting notes; reviewing design engineers' plans and invoices; seeing that the VTrans MAS process is followed; and other administrative tasks related to the design of the project.

### Project Team:

- ▶ Jenny Austin and Jon Ashley served as primary staff for the projects above.

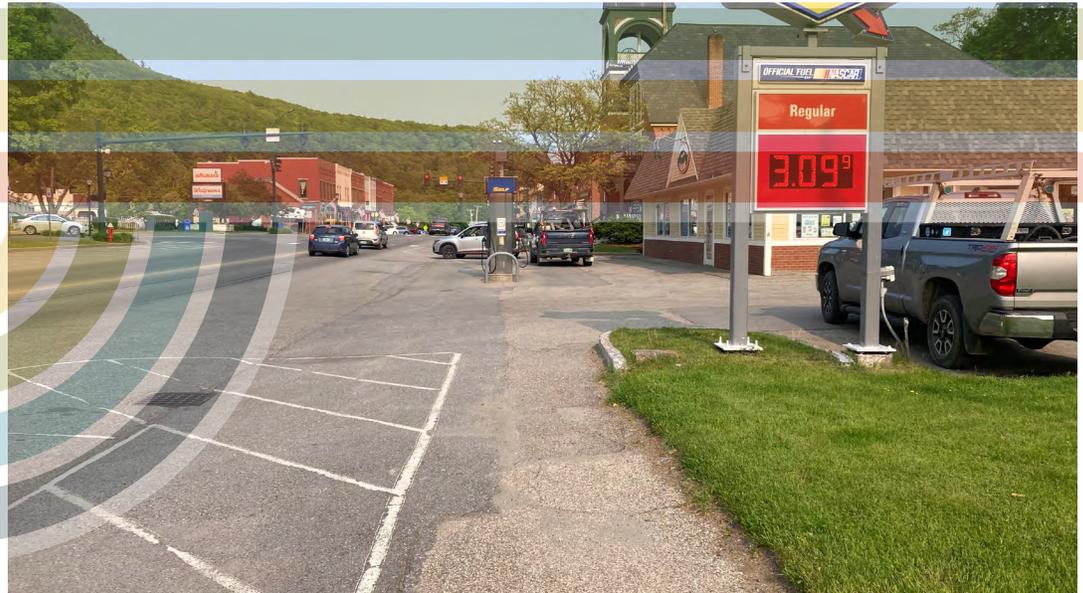
## BICYCLE AND PEDESTRIAN SCOPING STUDY, WINDHAM REGIONAL COMMISSION, WESTON, VT

D&K completed a scoping study to identify a safe, feasible, and affordable pedestrian network between the Village Center and destinations along VT 100. One major concern of the Town is the need to incorporate crosswalk(s) in the project area due to the high year-round tourism. The project alternatives included new sidewalks on varying sides of the road, as well as shoulder widening.

### Project Team:

- ▶ Jenny Austin (PM)

# SCOPE OF WORK



## PROJECT UNDERSTANDING

The 2020 Bristol Town Plan (Town Plan) prioritizes bicycle and pedestrian use, accessibility, and safety by promoting the development of sidewalks, sidewalk connectivity, dedicated bike and pedestrian lanes, and wider shoulders within the ROW where appropriate. The Town Plan emphasizes the safety of the Town's roads, highways, sidewalks, intersections, and paths.

West Street is a critical road for pedestrian travel due to its proximity to popular destinations—such as the Village Creemee Stand—and its connection to a major intersection in the heart of the downtown district. However, the presence of deteriorating sidewalks, combined with noticeable gaps in the pedestrian network, compromises the walkability and safety of the road. In response, the Town applied for, and received, a VTrans Bicycle and Pedestrian Program grant to explore and evaluate options for the construction of a continuous sidewalk and improvements to existing pedestrian infrastructure along this section of West Street.

D&K understands there are deficiencies along the project corridor, which include:

- ▶ No sidewalk between 49 and 42 West Street.
- ▶ A crosswalk on the east side of Maple Street that leads pedestrians to a segment of the south side of West Street lacks pedestrian infrastructure.

- ▶ A paved section intended as a sidewalk from Community Bank up to and including the post office has no barrier—such as curbing or green space—between pedestrians and vehicles.
- ▶ No sidewalk or pavement markings in front of the Champlain Farms gas station to indicate a safe path for pedestrians.
- ▶ On some segments of West Street, existing sidewalks are narrow and are in need of widening to meet ADA requirements.

D&K is familiar with the project area, having worked on several projects for the Town in recent years, including:

- ▶ Airport Drive Sidewalk Scoping Study
  - ▶ Jenny Austin (PM), Jon Ashley (QA/QC), and Justin Nalbach (Engineer)
- ▶ West Street Slope Stability Project
  - ▶ Jon Ashley (PM)
- ▶ Briggs Hill Slope FEMA Project
  - ▶ Jon Ashley (Project Director)
- ▶ Munsill Avenue Scoping Study
- ▶ Accessible Recreation Design for Three Town Parks
- ▶ West Pleasant Street Sidewalk Project
- ▶ Park Lighting Project
- ▶ Basin Street Reconstruction Project

# SCOPE OF WORK

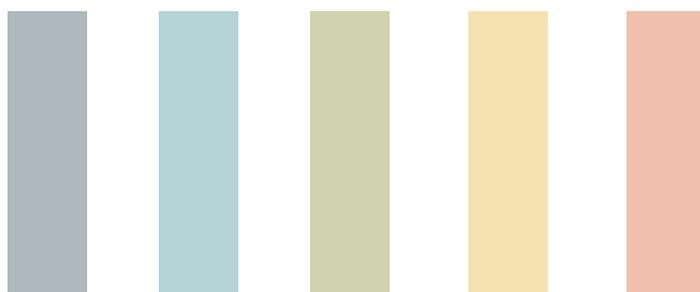
## Task 1: Kickoff Meeting and Monthly Progress Meetings

D&K will meet with Town representatives and the VTrans Project Manager (if applicable). During the kickoff meeting, D&K will work with the Town to establish project objectives, scope of work, project assumptions, schedule, and deliverables, and to solicit available information. We assume the kickoff meeting will be in-person, however, a virtual meeting is an option if preferred by the Town.

D&K will hold monthly progress meetings with the Town to present updates on the project. We assume these meetings will be virtual.

### Deliverables:

- ▶ D&K will take and distribute meeting notes.



## Task 2: Topographic Survey and Basemap

D&K's survey team will conduct a topographic survey on the south side of West Street between 49 West Street (the creemee stand), for a distance of approximately 0.25 mi, to Holley Hall. Topographic survey will include point collection between the centerline and approximately 5–10 ft outside of existing sidewalks and include the edge of the road, existing sidewalks, trees, drainage structures, above-ground utilities, and other notable features.

### Deliverables:

- ▶ D&K will use the survey to develop the basemap.

## Task 3: Existing Conditions Review

D&K will conduct a site visit to document and photograph existing conditions and utilize the following information to compile the basemap:

- ▶ Topographic survey (Task 2)
- ▶ ROW lines as obtained from GIS data on the Vermont Open Geodata Portal
- ▶ Input and documentation from the Town on utility locations
- ▶ Field visit notes, including drainage features, signage, and travel lanes
- ▶ Applicable environmental resources as available from the Vermont Agency of Natural Resources (VT ANR) Atlas

D&K has conducted a cursory review of the VT ANR Atlas, which suggests the following information.

- ▶ There are no known or mapped wetlands, floodplains, or rare, threatened, or endangered (RTE) species in the project area.
  - ▶ The project area is within potential summer ranges for the tricolored bat, northern long-eared bat, and Indiana bat. This will not impact the scoping study, but should be considered during any subsequent design phase.
- ▶ There are soils of statewide importance in the project area; however, for the purposes of the scoping study, this will not have an impact on the development or evaluation of alternatives.
- ▶ The Champlain Farms parcel is shown as a hazardous waste generator, which D&K will take into consideration when developing alternatives.

We assume no separate environmental field visits are included.

### Deliverables:

- ▶ D&K will include the documentation and photographs of existing conditions on the basemap and in the development of alternatives.

## Task 4: Local Concerns Meeting

D&K will lead a meeting to present the project to the public, which will include a description of the project process and provide an opportunity to gather input regarding local concerns and comments regarding the pedestrian traffic along the study area. This meeting will also provide an opportunity to gather public interest in the project. D&K assumes the Town will distribute the meeting notice in the local newspaper and other pertinent locations, such as at the Town Office and on Front Porch Forum.

### Deliverables:

- ▶ D&K will prepare a public meeting notice for the Town, take meeting notes, and distribute meeting notes to the Town and VTrans PM. We will provide a PDF of the PowerPoint presentation to the Town.

## Task 5: Purpose and Need Statement

The Purpose and Need Statement is a standard inclusion of VTrans Scoping Studies, which sets clearly defined goals for the project in the early stage of the planning process. Following the Local Concerns Meeting, D&K will prepare a Purpose and Need Statement for the project to outline the reasoning and justification for the project to serve as the basis for the evaluation of proposed alternatives. D&K will submit a draft of the Statement to the Town and VTrans for review and comment. We will address the comments and prepare a final Purpose and Need Statement.

### Deliverables:

- ▶ D&K will submit a draft Purpose and Need Statement to the Town and VTrans, receive comments, and finalize and submit the Purpose and Need Statement.

## Task 6: Natural Resources Review

D&K will utilize the VT ANR Atlas to assess potential impacts to environmental resources within the study area, including potential for wetlands, surface water, floodplains, RTE species, hazardous waste sites, USTs, prime agricultural soils, and potential for bat hibernacula. D&K conducted a cursory review in the preparation of this proposal, which suggests no significant concerns related to the environmental resources along the project area. D&K assumes an in-depth wetlands review, including GIS mapping of potential wetlands, are not within the scope of this project.

### Deliverables:

- ▶ D&K will include the documentation from the review in the final Scoping Study report.

## Task 7: Develop Conceptual Alternatives

D&K will develop conceptual alternatives for sidewalk improvements along West Street between 49 West Street and Holley Hall. We assume that the alignments of any alternatives will follow the existing sidewalk alignments where there are currently sidewalks in place, unless we identify a preference for shifting the alignment. D&K's development of alternative pedestrian facilities may include striped areas for pedestrians where there are wide driveways at businesses (for example, in front of the gas station). For sections where there are currently no sidewalks, we anticipate a green strip as the preferred option to separate the sidewalk alternatives from the road to be cohesive with the current sidewalk infrastructure. Where a green strip is not feasible, we propose to separate sidewalk infrastructure from the road by a curb.

D&K will draft alternatives utilizing the basemap developed in previous tasks. D&K's recommendation of a topographic survey in Task 2 will provide a holistic understanding of the current infrastructure and potential constraints to proposed alternatives.

We assume that concrete sidewalks will be the material of choice for proposed alternatives due to the Town's existing sidewalks and infrastructure, which includes sidewalk segments on West Street.

### Deliverables:

- ▶ D&K will provide conceptual alternative sketches to the Town for review and comment prior to proceeding to evaluation of alternatives.



A jag in the sidewalk between Community Bank and Howden Hall, a potential location for sidewalk alignment modification.

## Task 8: Alternatives Evaluation

D&K will conduct a conceptual review of alternatives, using an alternatives evaluation matrix, including:

- ▶ Project costs, including conceptual-level opinions of probable construction costs (OPCCs), an opinion for design engineering and construction engineering costs, and estimates for ROW costs (permanent and temporary easements).
- ▶ The ability of the alternative to meet the established Purpose and Need Statement.
- ▶ Roadway or land use impacts, including the potential for ROW impacts, property impacts (private signs, landscaping, stone walls), utility impacts, or other potential impacts, using the Vermont GIS database to approximate ROW impacts for each alternative.
- ▶ Potential environmental impacts based on cursory review of the VT ANR Atlas.
- ▶ Potential permitting needs, which may include design-phase NEPA documentation, wetlands or stream alteration permits, stormwater permits, and/or a Section 1111 permit.

### Deliverables:

- ▶ D&K will prepare an evaluation matrix for the proposed alternatives, which will be presented at the Alternatives Presentation Meeting.

## Task 9: Alternatives Presentation Meeting

D&K will assist in the coordination and scheduling of the Alternatives Presentation Meeting, including preparing a public notice and PowerPoint presentation. D&K will attend the meeting to present the proposed alternatives to the public. We will discuss the project background, provide an overall project summary, introduce project alternatives, discuss project impacts, and present the evaluation matrix. D&K will solicit public input regarding the alternatives and be available to answer questions.

If the meeting is held during a regularly scheduled Selectboard meeting, we assume the Town will be providing notes of the meeting. If the meeting is held separately from regular meetings, D&K will prepare and distribute meeting notes and submit them to the Town.

### Deliverables:

- ▶ D&K will provide a public notice and PDF of the PowerPoint to the Town. D&K will prepare and distribute meeting notes if the meeting is held separately from Town Selectboard meetings.

## Task 10: Community Input Survey

Following the presentation of alternatives, D&K will prepare an online survey to gather additional input and support from the community regarding the alternatives and determine the alternatives that have the most public support. We will submit the online survey to the Town for review before distributing the survey to the public. These surveys typically contain general demographic questions, including whether the respondent resides in Bristol and how frequently the respondent uses this corridor. At this stage of the planning process, community surveys offer an additional form of introduction to the project and are an opportunity to gather momentum and support for the project as it progresses to the design phase. To maintain the project within budget, we assume that the survey will be online only.

As part of this task, D&K will prepare a survey flyer for the Town's posting, including a QR code for easy access to the survey. D&K assumes the Town will distribute the survey notice in the local newspaper and other pertinent locations, such as at the Town Office and on Front Porch Forum.

### Deliverables:

- ▶ D&K will include the results of the survey in the Scoping Study report.



## Task 11: Scoping Study Report

D&K will prepare a Scoping Study Report, including:

- ▶ A project introduction
- ▶ A summary of existing conditions, including roadway characteristics and environmental resources
- ▶ A Purpose and Need Statement
- ▶ A summary of project coordination, including project meetings
- ▶ A presentation and description of concept-level alternatives with sketches
- ▶ A narrative discussion of the alternatives, including their potential "pros and cons"
- ▶ An evaluation matrix of the proposed alternatives
- ▶ A summary of input received from the public during public meetings
- ▶ A preferred alternative
- ▶ A project summary
- ▶ Appendices, including project documentation such as OPCCs and basemap.

D&K assumes two submittals of the Scoping Study report, including a draft Scoping Study report submitted to the Town and VTrans for review and comments, and a final Scoping Study Report that incorporates comments received from the Town and VTrans. We assume that the draft and final reports will be submitted as PDFs and no hard copies are required.

### Deliverables:

- ▶ D&K will submit a PDF draft of the Scoping Study to the Town and VTrans for comment and review. D&K will incorporate comments and submit a final PDF draft to the Town and VTrans.

## Task 12: Public Informational Meeting

D&K will present the draft Scoping Study report to the public built upon the presentation slides for the Alternatives Presentation Meeting. The presentation will include an overall project summary and details of the information contained within the Scoping Study report.

### Deliverables:

- ▶ D&K will prepare and submit a PDF of the presentation to the Town.

## PROPOSED SCHEDULE

D&K has the capacity to begin the project upon notice of award. We understand that the RFP requests project completion in December 2025. However, based on the project's scope of work, D&K anticipates that a six month time frame would not be sufficient for the delivery of a final scoping study that would meet VTrans' quality standards. We propose a completion date of March 2026. If selected for this project, D&K will discuss the proposed schedule during the Kickoff Meeting. Our anticipated timeline for the project follows.



## ADDITIONAL SERVICES

If it is determined they are needed and at the request of the Town, D&K is able to provide the following additional services under a separate agreement.

### ROW and Deed Research

D&K can provide services to research roadway plans, land records, property deeds, and tax maps on file with the Town for properties within the project limits. D&K will document the property lines and owners to estimate potential ROW impacts for the development of alternatives.

### Historic Resources Review

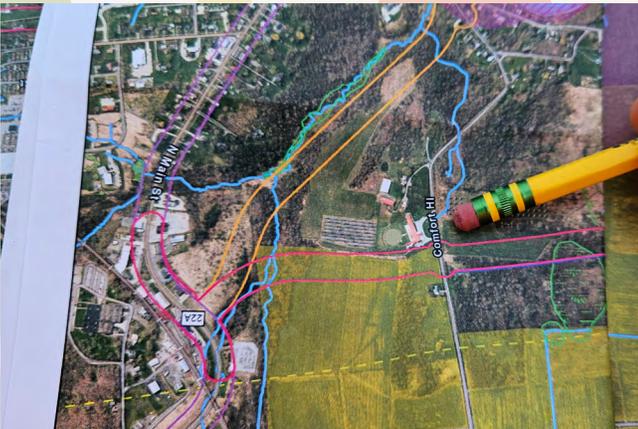
Frequent subconsultant partner, Polly Seddon Allen, Senior Architectural Historian, qualified under the Secretary of the Interior's Professional Qualification Standards in History and Architectural History and a Qualified Historic Preservation Consultant for the Vermont Division of Historic Preservation (VDHP), is able to provide historic resources review for the project. Polly has more than 20 years of experience providing architectural historian services to communities in Vermont. Her areas of expertise include Section 106 of the National Historic Preservation Act historic property review and effects analysis, Vermont Act 250 impacts analysis, historic property documentation and design review, documentation under the National Register of Historic Places and Vermont State Register, thematic context statement development, and community-based preservation educational and organizational strategies. She has worked with state, municipal, and regional government entities; design practitioners and developers; and nonprofit and community planning organizations.

If requested, Polly will develop a Historic Resources Inventory (HRI) report, including National Register of Historic Places (NRHP) recommendations as applicable.

### Archaeology Resources Review

D&K's in-house Archaeologist, qualified under the Secretary of the Interior's Professional Qualifications Standards in Archaeology and History and a Registered Professional Archaeologist, has eight years of experience in archaeology, collections, and conservation. She is experienced in ARAs, Phase Is, field excavation, lab processing, collections, and conservation of archaeological and historical artifacts.

If requested, D&K's archaeologist will provide an Archaeological Resource Assessment (ARA) in accordance with the VDHP Guidelines for Conducting Archaeology in Vermont (2017).



# PROJECT ORGANIZATION

The D&K team's qualifications for this project follows. Jenny Austin, PE, will serve as the primary point of contact for the project, manage the project, coordinate with the Town, allocate appropriate resources, and manage additional services. In addition to the team listed below, D&K has the resources available to assist, as needed, with ROW and deed research, archaeological and historic reviews, and specific design area specialties, including roadway engineers, planners, environmental specialists, surveyors, water resource engineers, and constructability reviewers.



**Jenny Austin, PE**  
Project Manager

Jenny has 25 years of experience providing management and design for civil engineering projects. Focused largely on transportation planning/design and traffic engineering for municipal, regional, and state projects, Jenny has experience with projects from the scoping level through contract plan development. Her experience with transportation planning has largely been focused on bike/ped scoping studies, intersection scoping studies, and traffic calming planning. Jenny has provided administrative assistance to municipalities in Vermont as the MPM on projects through the VTrans MAS process, preparation of independent reviews of traffic impact studies, site evaluations as they relate to safety concerns, and provided construction administration assistance on public works infrastructure projects. Jenny has experience with the development and evaluation of bike/pedestrian alternatives, preparation of OPCCs, preparation and review of results from several online community surveys, and a wide array of report writing. Jenny has worked on several planning studies for municipalities receiving funding through ACRPC Transportation Planning Initiative grants and has worked on similar projects funded through VTrans. With experience in both planning and engineering design, working with municipalities and VTrans, Jenny has a thorough understanding of bringing this project through completion.

*Role: Jenny will serve as the primary point of contact, provide support for project development, guide project tasks, and lead public and client meetings.*

## Survey

D&K's survey team will provide topographic survey and basemapping for this project. Our survey team is led by a Vermont-licensed land surveyor with 50 years of experience. The field crew will consist of a two-person survey crew including a supervising survey party chief with 16 years of experience in topographic and boundary survey for transportation planning projects.



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

Jon has 32 years of civil and environmental engineering experience. As a Senior Vice President at D&K, he is experienced in managing multidisciplinary teams for municipal projects. He has managed and designed infrastructure improvement projects, including roadways, slope stabilization, sidewalks, water, sewer, and stormwater systems. He has a solid understanding of funding programs through the State of Vermont, regional planning commissions, and federal agencies.

*Role: Jon will provide quality assurance and quality control reviews for the project.*



**Justin Nalbach, EI**  
Staff Engineer

Justin has experience assisting Vermont communities with transportation planning, bike/ped scoping studies, and permitting for water, wastewater, and stormwater improvements. Justin assisted with the bike/ped scoping studies for Monkton and Ferrisburgh. His work included developing alternatives in AutoCAD and determining OPCCs for each alternative. He has worked with communities to create Preliminary Engineering Reports to identify improvements needed to stormwater, wastewater, and potable water systems.

*Role: Justin will support the development of alternatives in CADD, the evaluation of alternatives, the development of OPCCs, and the creation of the Scoping Study Report.*

*Professional resumes for key team members are included at the end of the document.*

# TASK MATRIX

## BRISTOL WEST STREET IMPROVEMENTS SCOPING STUDY

	Jenny Austin	Jon Ashley	Justin Nalbach	D&K Survey Team
Task 1: Kickoff Meeting and Monthly Project Meetings	●		●	
Task 2: Topographic Survey and Basemap				●
Task 3: Existing Conditions Review	●		●	
Task 4: Local Concerns Meeting	●			
Task 5: Purpose and Need Statement	●	●		
Task 6: Natural Resources Review	●		●	
Task 7: Develop Conceptual Alternatives	●	●	●	
Task 8: Alternative Evaluations	●	●	●	
Task 9: Alternatives Presentation Meeting	●			
Task 10: Community Input Survey	●	●	●	
Task 11: Scoping Study Report	●	●	●	
Task 12: Public Informational Meeting	●			



## REFERENCES

*Pedestrian Safety Scoping Study, ACRPC, Ferrisburgh*

**Contact:** Bonnie Barnes  
 Ferrisburgh Town Center Committee  
 802.877.3836  
 bonnie.barnes@icloud.com

*Traffic Calming Study, ACRPC, Lincoln*

**Contact:** Tim McGowan  
 Selectboard Chair, Town of Lincoln  
 802.453.2980  
 tmcgowan@gmavt.net

*States Hollow Prison Road and Monkton Ridge Road Scoping Study and Bike/Ped Scoping Study, Monkton*

**Contact:** Stan Wilbur  
 Town Administrator  
 802.453.3828  
 townadministrator@monktonvt.com

# BUDGET ALLOCATION

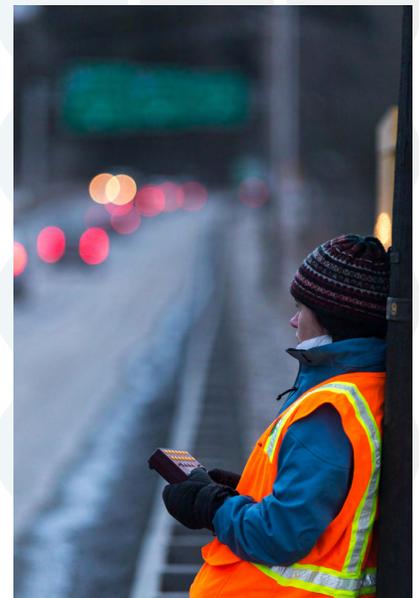
D&K's budget allocation matrix, with cost by task, team member, phase, and total fee follows.

TEAM MEMBER TITLE	Jon Ashley QA/QC	Jenny Austin Project Manager	Planning QA/QC Review	Justin Walbach Staff Engineer	Licensed Surveyor	Survey Crew	Survey Party Chief	TOTAL HOURS	COST PER TASK
Task 1: Kickoff Meeting/Monthly Meetings		20		4				24	\$3,320
Task 2: Topographic Survey and Basemap					4	24	16	44	\$7,320
Task 3: Existing Conditions Review		16		32				48	\$5,680
Task 4: Local Concerns Meeting		12		2				14	\$1,950
Task 5: Purpose and Need Statement		2						2	\$290
Task 6: Natural Resources Review				2				2	\$210
Task 7: Develop Conceptual Alternatives	2	16		40				58	\$7,010
Task 8: Alternative Evaluations	2	20		40				62	\$7,590
Task 9: Alternatives Presentation Meeting		12		2				14	\$1,950
Task 10: Community Input Survey	2	12		4				18	\$2,650
Task 11: Scoping Study Report	2	48	4	8				62	\$8,850
Task 12: Public Informational Meeting		6						6	\$870
<b>TOTAL HOURS</b>	8	164	4	134	4	24	16	354	
<b>LABOR HOURLY RATES</b>	\$245	\$145	\$140	\$105	\$170	\$190	\$130		
<b>DIRECT LABOR COST</b>	\$1,960	\$23,780	\$560	\$14,070	\$680	\$4,560	\$2,080		\$47,690
								700 mi @ \$0.70/mi	\$490
								<b>TOTAL COST</b>	<b>\$48,180</b>

## ADDITIONAL SERVICES

D&K is able to provide additional services that may be required at the request of the Town. The individual fees for these additional services follows.

ADDITIONAL TASKS	TASK FEE
HISTORIC RESOURCES REVIEW (SUBCONSULTANT)	\$3,385
ARCHAEOLOGICAL RESOURCE ASSESSMENT (D&K)	\$4,560
ROW AND DEED RESEARCH	\$2,900





## JENNY AUSTIN, PE

### PROJECT MANAGER

#### EDUCATION

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

**Airport Drive Sidewalk Scoping Study, ACRPC, Bristol, VT.** Project Manager for a scoping study to develop and evaluate alternatives for potential pedestrian infrastructure along Airport Drive. This section of roadway has numerous destination points for pedestrians, including Mount Abraham Union High School, Bristol recreation fields, the American Legion, and the Bristol Hub Teen Center. Since the completion of this project, the Town has secured funding to bring this project into the design phase.

**VT 116/Lincoln Road/Briggs Hill Road Intersection Study, ACRPC, Bristol, VT.** Project Manager for the development of a scoping study to address hazards at the intersection of VT 116/VT 17, Lincoln Road, and Briggs Hill Road; overflow parking on Lincoln Road; and the steep grade of Briggs Hill Road approaching Lincoln Road. Alternatives presented in the study included short- and long-term options. Conducted a site visit, developed and evaluated alternatives, prepared a study, and conducted public engagement.

**Bike-Ped Scoping Study, Monkton, VT.** Project Manager for a scoping study to develop and evaluate alternatives for pedestrian and bicycle infrastructure on the roads around Cedar Lake, including Monkton Road, Pond Road, Rotax Road, Ridge Road, and Monkton Ridge, for a total distance of approximately 3.5 miles, as well as an alternative within Morse Lot, an area in the southeast with heavy pedestrian traffic to and from recreation fields and a dog park. Developed alternatives to include bike lanes, 5-ft-wide sidewalks (both concrete and aggregate), and 10-ft-wide shared-use paths.

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

#### REGISTRATIONS

Professional Engineer: VT 8551

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

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

**South Street Sidewalk Design, MPM Services, Proctor, VT.** Municipal Project Manager (MPM) assisting the Town with the design phase of the South Street sidewalk. Responsible to prepare the design engineering services RFP, serve on the selection committee, attend meetings, review design engineers' plans and invoices, assist the Town through the VTrans MAS processes and procedures, and serve as a project liaison between VTrans and the design engineer.

**Bicycle and Pedestrian Scoping Study, Weston, VT.** Project Manager for a study that evaluated opportunities to improve the streetscape and encourage walking and cycling within the village's VT 100 corridor. The project received funds administered by the VTrans Municipal Assistance Bureau. Responsibilities included the review of existing conditions and crash data, development and evaluation of alternatives with separate alternatives for both the northern and southern project segments, public meeting presentations, development and evaluation of an online survey, and the preparation of the scoping study report. Coordination with the steering committee and the Windham Regional Commission were valuable parts of this project.



## JON ASHLEY, PE

### QA/QC REVIEW

#### EDUCATION

B.S., Environmental Engineering, Rensselaer Polytechnic Institute, 1992  
M.S. Courses, Advanced Hydrology, Physical and Chemical Hydrogeology, Wastewater Treatment and Engineering; Open Channel Hydraulics

**Airport Drive Sidewalk Scoping Study, ACRPC, Bristol, VT.** QA/QC Reviewer for a scoping study to develop and evaluate alternatives for potential pedestrian infrastructure along Airport Drive. This section of roadway has numerous destination points for pedestrians, including Mount Abraham Union High School, Bristol recreation fields, the American Legion, and the Bristol Hub Teen Center. Since the completion of this project, the Town has secured funding to bring this project into the design phase.

**VT 116/Lincoln Road/Briggs Hill Road Intersection Study, ACRPC, Bristol, VT.** QA/QC Reviewer for the development of a scoping study to address hazards at the intersection of VT 116/VT 17, Lincoln Road, and Briggs Hill Road; overflow parking on Lincoln Road; and the steep grade of Briggs Hill Road approaching Lincoln Road. Alternatives presented in the study included short- and long-term options.

**Planning Study for the Intersection of States Prison Hollow Road and Monkton Ridge Road, ACRPC, Monkton, VT.** QA/QC Reviewer for a planning study and conceptual plans for intersection improvements, including a conceptual design for this intersection, which included straightening the States Prison Hollow Road approach of the intersection and associated grading needed to tie into existing conditions and the adjacent side street.

**Bike-Ped Scoping Study, Monkton, VT.** QA/QC Reviewer for a scoping study to develop and evaluate alternatives for pedestrian and bicycle infrastructure on the roads around Cedar Lake, including Monkton Road, Pond Road, Rotax Road, Ridge Road, and Monkton Ridge, for a total distance of approximately 3.5 miles, as well as an alternative within Morse Lot, an area in the southeast with heavy pedestrian traffic to and from recreation fields and a dog park. Developed alternatives to include bike lanes, 5-ft-wide sidewalks (both concrete and aggregate), and 10-ft-wide shared-use paths.

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

#### REGISTRATIONS

Professional Engineer: VT 7350, NH 9709, NY 79818  
40-hour OSHA HAZWOPER Course, 8-hour OSHA HAZWOPER Course  
Firefighter I Certification

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

**Creek Road Streetscape Planning, Design, and Reconstruction, Addison County Transit Resources, Middlebury, VT.** Senior Project Manager for Town road reconstruction design, drainage improvements, high school athletic fields and facilities, Addison County Transit Resources (ACTR) headquarters planning, and sidewalk projects on Creek Road with various funding sources, including VTrans Local Transportation Fund (LTF); town, school, and boosters; and Federal Highway Administration (FHWA). Provided sidewalk planning assistance, including Safe Routes to School application support. Designed sidewalks to integrate with ACTR Facility, new concrete bleachers for the lacrosse and soccer field, Trail Around Middlebury, new Town Parks and Recreation building, as well as existing residences and commercial properties. Provided stormwater permitting assistance, gravel wetland design, and bid and construction administration assistance for the sidewalk project.

**Salt and Sand Shed, Vergennes, VT.** Municipal Project Manager/Senior Engineer providing project management services for the construction of a municipal salt shed. The City received funding for the project from the Federal Highway Administration (FHWA) through VTrans, and the project is being developed in accordance with the VTrans Municipal Assistance Section (MAS) process. As MPM, responsibilities include active engagement in property owner awareness meetings and negotiations (if applicable), and public informational meetings; writing requests for qualifications and scopes of services for project design and construction phase consultants; design review; maintenance of the project schedule; review of invoices and pay requests and tracking project financials; serving as liaison between VTrans and the City; and administration of the bid and construction phases.



## JUSTIN NALBACH, EI

### STAFF ENGINEER

#### EDUCATION

B.S., Civil Engineering, Norwich University, 2023  
 Vermont Technical College, Associates in Civil & Environmental Engineering  
 Technology 2019

**Monkton Bike/Ped Scoping Study, Monkton, VT.** Staff Engineer to assist the Town with a scoping study that developed and evaluated opportunities to improve safety for new bicycle and pedestrian facilities along the roadways that loop around Cedar Lake—Monkton Road, Monkton Ridge, Silver Street, Rotax Road, Pond Road, and Davis Road. D&K reviewed the overall project area and existing conditions to develop project alternatives. The project included a Local Concerns Meeting, development and evaluation of alternatives, an Alternatives Presentation Meeting, and preparation of a Scoping Study Report. The alternative evaluations included the preparation of OPCCs, comparison of potential environmental and cultural impacts for each alternative, and an evaluation matrix. Responsibilities included development of alternatives in AutoCAD and assistance with developing OPCCs of the alternatives.

#### **Ferrisburgh Pedestrian Safety Scoping Study, ARPC, Ferrisburgh, VT.**

Staff Engineer to assist the Town with a scoping study that developed and evaluated opportunities to improve safety for walkability on a portion of US 7, Little Chicago Road, and Middlebrook Road. The project area is in close proximity to many pedestrian destinations along this section, including the elementary school, post office, and municipal buildings. Responsibilities included development of alternatives in AutoCAD and assistance with developing OPCCs of the alternatives.

**ARPA Healthy Homes, VT DEC, Various Locations, VT.** Staff Engineer to assist with the development of PERs for 22 mobile home communities to identify needs for improvements to wastewater, potable water, and stormwater infrastructure and systems. Led the team to review existing conditions; prepare GIS mapping; review state wastewater permits; review online water supply information; conduct preliminary review of environmental resources utilizing the VT ANR Atlas; develop 30%, 60%, and 90% PERs; and prepare EIDs. Responsibilities included drafting needs assessments and concept plans for water, wastewater, and stormwater infrastructure issues. Developed opinions of probable construction costs for the water, wastewater, and stormwater alternatives. Currently providing services to eight additional MHCs. *This project received a 2023 ACEC-VT Merit Award.*

#### REGISTRATIONS

Engineer In Training  
 OSHA Hazwoper 40-hr

#### **Three-acre Permit-Compliant Designs, Manufactured Housing Communities, Statewide, VT.**

Staff Engineer for design and permitting assistance for nine non-profit, cooperative, or privately-owned MHCs located within the sensitive Lake Champlain and Lake Memphremagog watersheds. VT DEC, in accordance with the Governor's Recovery Plan, has budgeted for stormwater mitigation efforts at MHCs in order to comply with the Stormwater General Permit 3-9050, also known as the "Three-Acre General Permit." Responsibilities include evaluation, drafting, and design.

#### **Lower Village Wastewater Project, Huntington, VT.**

Staff Engineer for a project to evaluate anticipated needs, funding options, and environmental and financial costs associated with developing a wastewater collection system and large-scale septic systems. D&K prepared a PER and Environmental Document. Responsible for providing pump station and emergency tank calculations.

#### **Water and Wastewater Feasibility Study, Waitsfield, VT.**

Staff Engineer developing sewer pump station and forcemain designs for a new wastewater collection system to serve Waitsfield's villages. Responsible for material quantities calculations for the recommended wastewater alternatives.

#### **Water, Wastewater, and Stormwater Infrastructure, Sunset Lake Cooperative, Hinesburg, VT.**

Staff Engineer to assist with water and wastewater infrastructure improvements at a 28-lot mobile home community. D&K completed a Preliminary Engineering Report and an Environmental Information Document. The project is in final design and permitting will follow. Responsible for completing the environmental document, wastewater collection alternatives analysis, and revising the PER.

#### **Asset Management Plan, Craftsbury Fire District No. 2, Craftsbury, VT.**

Staff Engineer assisting with developing a water system asset inventory and implementing a long-term pump test for a new water source to replace the existing PFAS-contaminated supply well. Assisted with design of well pumps and pump house improvements.

**Village Wastewater Studies, Jericho and Felchville, VT.** Staff Engineer researching state permitting files for leachfield locations and developing basemapping of the villages in support of community wastewater feasibility studies.