

June 4, 2025

Town of Bristol



West Street Sidewalk Improvement Scoping Study





Contents

“The VHB staff were easy to work with [on the Scoping Study]. They presented their alternative concepts in clear, understandable terms accompanied by professionally drawn designs. Their presentations were done courteously with an open mind to suggestions from town staff and the public.”

*Town Manager,
Town of Swanton*

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June 4th, 2025



Ian Albinson, Interim Town Administrator
Town of Bristol
townadmin@bristolvt.org | (802) 453-2410

Re: West Street Sidewalk Improvement Scoping Study

Dear Mr. Albinson and Members of the Selection Committee,

VHB's proven dedication to Vermont communities spans 30 years. We make meaningful contributions to our communities and state by providing solutions that support both economic growth and environmental stewardship. This Scoping Study represents an opportunity to improve pedestrian mobility and connectivity within the Town of Bristol.

VHB brings to your Scoping Study a team with a depth of skills and experience that is focused on community engagement, planning, and design. Our 100% local team has years of experience with VTrans grant programs and with delivering scoping studies that lead to successful projects. We combine our team's proven capabilities with our strong appreciation for projects that inject vitality and vibrancy into the built environment. Some unique strengths that VHB brings to this effort include:

- › **In-depth experience in scoping pedestrian accommodations in Vermont's cities and towns.** Our team recently completed pedestrian and bicyclist connection scoping studies in the towns of St. Albans, Richford, Tunbridge, Swanton, Mendon and Killington and we're currently underway on a study for the Town of Shelburne and South Burlington. We also work with communities to develop Active Transportation Plans throughout Vermont. This provides us with an understanding of the challenges felt in Vermont communities and a wide range of solutions to address those challenges.
- › **We recommend realistic solutions.** Our transportation planners and engineers know that planning level documents must translate to future work and are diligent in providing plans that are feasible, constructible, and cost conscious.
- › **We connect communities.** There is a clear connection among safety and mobility for all users, empowered active transportation and recreation, and, ultimately, economic development and community vibrancy that drives us.

VHB has been planning and designing active transportation facilities in Vermont for decades and is a local team that brings a passion for improving Vermont's transportation systems. We respect the balance of the safe accommodation of active transportation users with the impacts on adjacent resources and land uses. This team has worked together scoping similar projects and meeting the goal of consensus among a community's stakeholders. Our team will deliver scoping services by identifying constructible alternatives and leading a public process that results in a chosen concept that is enthusiastically supported by the people of the Town of Bristol.

On behalf of the VHB team, I am pleased to present you with the proposal that follows. We look forward to working with you on this important project to plan for improved sidewalk connections that will meaningfully support the Town's health and mobility into the future.

Sincerely,

A handwritten signature in black ink that reads "Evan Haugh". The signature is fluid and cursive, with the first name "Evan" written in a larger, more prominent script than the last name "Haugh".

Evan Haugh, EIT
Project Manager
ehaugh@vhb.com

A handwritten signature in black ink that reads "Jenn Conley". The signature is fluid and cursive, with the first name "Jenn" written in a larger, more prominent script than the last name "Conley".

Jenn Conley, PE, PTOE
Director of Transportation, Vermont
jconley@vhb.com



East end of Sidewalk Scoping Study Area includes Variety of Pedestrian Accommodation (source Google Earth)

Project Understanding & Approach

The Town of Bristol has secured funding to evaluate the feasibility of sidewalk improvements along West Street between Holley Hall at the corner of West Street, Main Street, North Street, and South Street and the Village Creeme Stand at 49 West Street. The Scoping Study will evaluate the realignment, widening and extending of the existing sidewalk to extend that entire length.

The Town prioritizes bicycle and pedestrian initiatives and projects, supported by the Town's Bicycle Pedestrian Advisory Committee and is evidenced by delivery of projects such as the bumpouts and other improvements at Bristol's central intersection (which connects to this current West Street Scoping Study project area) to the more recent crosswalk improvements incorporated at a number of locations around Town. The Town created a sidewalk inventory in order to prioritize sidewalk projects and created a sidewalk reserve fund that is being used for the local match for this project. The Bristol Town Plan sets out a recommendation for five foot wide sidewalks to better accommodate all users. One of the transportation goals in the Town Plan is to encourage walking by developing sidewalks.

The West Street segment for this Sidewalk Improvement Scoping Study includes a variety of accommodations for pedestrians. The east end of this segment will connect to the improved sidewalks, crosswalks and signal accommodations at the intersection with Main Street, North Street and South Street. Although a wide sidewalk is provided at this intersection, immediately to the west, and then further down the corridor are businesses with wide open curb cuts. Although these locations accommodate a number of vehicular movements, the path for a pedestrian can be unclear, indirect or even unsafe. The VHB team understands that modifications to include sidewalk at these locations can feel impactful to those businesses and alternatives need to be developed thoughtfully.



Pedestrians are accommodated through much of the length of the study area, but by only a four foot wide sidewalk that varies in condition and is missing a segment along 39 West Street, which if remedied will create a connection from the center of Town to the Village Creeme Stand, a connection that would likely encourage summer walking trips! The connection of the end of the sidewalk to the Creeme Stand and/or across the street to connect to the existing sidewalk again presents challenges due to the current “pull-in” parking

configuration. VHB has encountered corridors with same variations in treatment for sidewalks, access management, and parking, and has the tools to engage with the Bristol community to develop and evaluate solutions in this study.

Project Approach

Our team takes a collaborative approach to scoping. We understand that projects have often been envisioned for many years before the chance to start scoping. We take the existing project understanding and add value by bringing an impartial perspective and technical expertise to help clarify and refine the possibilities. To that end, our approach is built around three overarching phases. At the beginning, our role is to inform. We will examine existing conditions and potential alternatives in depth, researching possible constraints or benefits, and clearly communicate these findings. In the next stage, our role is to listen, gathering public input and identifying barriers to consensus. Finally, we believe our role is to advise, providing a thorough evaluation of functionality, safety, minimization of impacts, and accessibility that will lead to a successful implementation of the preferred alternative.

VHB is well-suited to undertake this project for several reasons:

1. **We know how to work collaboratively with a variety of stakeholders and have done so successfully in several of Vermont's communities:** From identifying project needs to providing a clear, concise analysis of alternatives, project success is about the effective communication of ideas and solutions. Our approach of integrating the vision, goals and needs of diverse agencies, the public, and stakeholders into the process has convinced us that this process is the key to a successful product embraced by the community.

We are well versed in all strategies to effectively engage with communities. Our staff is local and experienced with engaging with Vermont's communities, while also having the know-how to leverage technology, especially to enable community engagement when in person discussions may not be viable. While the Municipal Assistance Section (MAS) process requires three public meetings, our team prioritizes a collaborative approach with municipalities for engagement to be sure we orchestrate touch points with the community that maximize involvement.

2. **We understand how to navigate and balance competing needs in constrained environments:** Striking a balance between the potentially competing interests of property concerns from project neighbors and pursuing the community goals of the project is where VHB excels through our extensive project experience and talented team. The project team for this study will include local transportation engineers and planners with access to a wide range of skilled professionals including active transportation planners, transportation engineers, environmental and historical preservation planners, and stormwater specialists who will work closely as a team towards addressing the full range of anticipated project needs.

3. **We're a local team with national expertise:** Our VHB team knows how to leverage national guidance with local knowledge. Through recent years, FHWA has made a deliberate effort to promote alternative modes of transportation and has provided critical guidance on how to build the infrastructure these facilities require into our existing transportation systems. VHB knows how invaluable guides like the "FHWA Small Town and Rural Multimodal Networks Guide" and "FHWA Guide for Improving Pedestrian Safety at Uncontrolled Crossing Locations" can be. Using this guidance to bolster the public outreach process and educate



Some of VHB's own Transportation Planners and Multimodal Design experts were contributing authors to FHWA's Guide for Improving Pedestrian Safety at Uncontrolled Crossing Locations.

decision making will help deliver the right alternative for the Town of Bristol and the region at large.

4. **We know how to develop realistic, constructible recommendations:** A significant benefit of VHB's comprehensive services is that the transportation planning staff are aware that planning-level recommendations need to be publicly supported, feasible, and constructible. Our extensive local experience with complex projects through final design and construction provides us with a keen eye on constructability, well-informed conceptual cost estimates, potential permitting implications, and other possible "red flags" that may arise during the design phase. Our overlap in planning and design work and the everyday interaction of these staff provides a greater understanding of the interlocking elements that go into both planning and design projects.
5. **We understand the importance of quality deliverables:** We have a thorough internal Quality Assurance / Quality Control protocol which confirms an independent set of eyes reviews and comments on major deliverables before they are transmitted to a client. At the onset of a project, a Quality Plan is developed to guide the project team to make sure high-quality deliverables are produced throughout the life of the project. We find that this procedure minimizes errors and helps to deliver a quality scoping study.
6. **We'll use our extensive VTrans experience to lead the project through the MAS Process:** Our team has extensive experience with the MAS scoping process as we have led countless projects through it. The Town will be able to rely on our team to advise them at every step along the way and keep the project moving forward on schedule.
7. **We'll keep the Town informed through frequent communications:** Our Project Manager, Evan Haugh, understands the importance of frequent communication. He will provide routine updates to the Municipal Project Manager through phone calls, emails and monthly updates, if desired. Evan will make sure the Project Team is apprised at every step of the way regarding VHB's progress on the project. The schedule included later in this proposal will be updated whenever appropriate to show the current project status, what has been accomplished to date, and what activities will be undertaken next.

Scope of Work

Our approach to this project will incorporate a range of tactics to confirm that we solicit a broad range of stakeholder input on alternatives, present clear and insightful information to help the Town identify improvements that are acceptable to a wide range of stakeholders, accomplish the established purpose and need of the project, and produce a practical, constructible set of recommendations.

Our response to the scope of work will be holistic in its approach to comprehensively assess overall connectivity, functionality, safety, minimization of impacts, and accessibility for all users who wish to travel along the proposed sidewalk connection.

Task A: Project Kick-off Meeting

VHB will prepare for and attend a virtual Project Kick-off Meeting with representatives from the Town of Bristol, VTrans, and local stakeholders identified by the Town to initiate the exchange of information between project team members and establish communication protocols, near-term schedules, and action items. This meeting will also help establish a uniform understanding of project scope, relevant issues, and expectations. We will discuss the roles and expectations for attendees as well as the specifics of the scoping study process. Goals for the meeting will be as follows:

- » Review and/or establish relationships between stakeholders and the responsibilities of each
- » Memorialize general project parameters including schedule, budget, and review processes
- » Initiate current action items with a schedule for completion
- » Discuss public engagement methods and communication protocols
- » Demonstrate understanding of previous studies and projects within the project corridor

VHB will facilitate the kickoff meeting and site walk.



Deliverables: Kick-off Meeting Agenda

Task B: Compile Base Map/Document Existing Conditions

There is a lot of existing information available about the project area, including recent aerial mapping, traffic data, natural resources data, roadway right of way (ROW) information, and tax parcel mapping. VHB will compile this information and conduct field reconnaissance to assemble a comprehensive base map. During this task, VHB will complete the following tasks:

1. **Base Mapping.** VHB will compile detailed base mapping for the project corridor using available map data including Vermont digital orthophotos, digital parcel maps, and cultural and natural resource-based GIS data available from the Vermont Center for Geographic Information (VCGI). This data will be supplemented with information gathered during field investigations and from current VTrans Route Log information to include the following:
 - » Presence of existing bicycle and pedestrian facilities
 - » Travel lane and shoulder widths
 - » Utility infrastructure
 - » Drainage features
 - » Topographic data
 - » Natural resources
 - » ROW and parcel widths
 - » Roadway ownership

- » Building locations
 - » Existing and proposed land uses
 - » Other items as appropriate
2. **Field Reconnaissance.** Existing conditions will be documented via field notes and photographs. We anticipate using existing orthophotographs and Light Detection and Ranging (LIDAR) topographic data, combined with field observations and measurements to develop the project base maps. In addition, the field reconnaissance will be important in verifying feature locations identified through information gathered from other resources.
 3. **Traffic and Crash Data.** VHB will gather available traffic information such as the AADT data, bike and pedestrian counts, and speed data. VHB will also utilize the VTrans Crash Data Query Tool to understand the project corridor’s crash history, and how that information may impact alternatives considered.
 4. **Existing Conditions Assessment.** Prepare a memorandum summarizing the items above.



Deliverables: Base Mapping and Existing Conditions Assessment

Task C. Local Concerns Public Meeting and Purpose and Need Statement

VHB will moderate a Local Concerns Meeting to introduce the project to the public and local stakeholders to identify existing issues and opportunities along the corridor. We anticipate that we will be able to host this meeting in person at a location within Town. It is anticipated that Town staff or MPM will take meeting notes. Prior to the Local Concerns Meeting, we would participate in a site walk with the Town, VTrans, and local stakeholders to discuss specific issues or potential concerns along the corridor from an “on-the-ground” perspective.

Based on community and stakeholder input received at the local concerns meeting, VHB will prepare a draft Purpose and Need Statement for review and comment by the Town. The statement will clearly define the project needs and succinctly explain any deficiencies within the project area. This statement will help to determine which alternatives fulfill the project goals and needs. Following the review period, VHB will finalize the document and submit the Final Purpose and Need Statement.



Deliverables: Presentation and Meeting Materials, Draft Purpose and Need Statement

Task D. Identify Land Use Context

We will identify the existing and proposed land uses along the corridor, as well as the overall context of the project area, and discuss any planned changes to land uses or permitted development within the area surrounding the project. Based on existing land uses and known pedestrian desire lines, VHB will document the existing and predicted pedestrian travel patterns to better understand the best possible location for new pedestrian infrastructure.

Task E. Development of Conceptual Alternatives

As noted prior, the Town of Bristol has intermittent sidewalk through the study area. Gaps and narrow segments exist. Alternatives will be developed to address these issues using information obtained during the kick-off meeting, site visit(s), recommendations from any previous studies or Town plans, traffic safety and crash data analysis, input from community members and project stakeholders, and appropriate guidelines, specifications, and design standards.

Our team has the skill set and tools available to leverage what we learn to develop conceptual alternatives that will meet the needs of the study, and be easy for the public to understand and react to. The following are two effective, but different, examples of conceptual alternatives developed for scoping studies.



The St. Albans US 7 North Shared Use Path Study used photo-composite renderings of a shared use path implemented along the project corridor to assess potential impacts to nearby amenities. Left image = existing condition, right image = rendering of proposed condition.



The VT 127 Shared Use Path Connections Study in Burlington, VT utilized a combination of overhead aerial imagery and overlaid design concepts to illustrate the feasibility of providing a new connection to the VT 127 Shared Use Path at North Avenue.

Following the development of each alternative for the Town, the project team will evaluate alternatives for the project area. Additionally, VHB will be sure to assess each alternative against accessibility requirements stated in the Americans with Disabilities Act (ADA).

Once selected, the Preferred Alternative will be further developed to include key design features, typical sections, resource and ROW impacts, utility conflicts, natural and resource impacts, conceptual cost estimates, and potential phasing for project implementation. An evaluation matrix will be prepared following the template in the VTrans MAS Guidebook. This matrix will include measures for evaluating the various alternatives and will include, but not be limited to, construction costs, environmental and permitting impacts, compliance with the purpose and need statement, and other measures pertinent to the project.

VHB will submit these alternative concept plans to the Town for review and comment prior to the Alternatives Presentation (summarized in Task I).



Deliverables: Conceptual Corridor Designs, Alternatives Evaluation Matrix, and Conceptual Cost Estimates for each alternative.

Task F. Identify Right-of-Way Issues

VHB will obtain the right-of-way (ROW) and parcel information within the project area based on available VTrans ROW records, and the Town's tax parcel database. The ROW and parcel information will be overlaid onto the base mapping for the project area. This information will identify public/private ownership and any existing easements and/or restrictions such as Act 250 permits on any adjacent properties. The alternatives will be overlaid with the determined ROW information to evaluate potential impacts at a conceptual level.

Task G. Identify Utility Conflicts

VHB will identify all public and private existing utilities located along the project corridor based on visual observations in the field, as obtained in Task B, and/or from other resources, if available. This will include utility poles, stormwater catch basins, manholes, and other observable surface features. VHB will perform a preliminary assessment of potential utility relocations as part of the evaluation of each alternative. This assessment will be sure to include the identification of property owners potentially impacted by any utility relocations.

Task H: Identify Natural and Cultural Resource Constraints and Permitting Requirements

VHB will review natural and cultural resource issues including wetlands, surface waters, floodplains, river corridors, lake shorelands, flora/fauna, endangered species, storm water, hazardous material sites, forest lands, historic architectural resources, and agricultural lands. This will be completed using the Vermont Agency of Natural Resources' Natural Resources Atlas as well as VCGI GIS mapping. VHB will identify potential impacts on these resources and permitting requirements, including the potential for review under Act 250. VHB will make every effort to incorporate green stormwater infrastructure into the alternatives where appropriate.

Archaeological Resource and Historic Resource Assessments will be conducted to determine if any of the proposed project area may be archaeologically or historically sensitive. Our investigation will include a review of potential resources through online research of available records and past assessments documented in other scoping. In the event that resources are identified, VHB will work with the Town Project Team to take photographs or resources.

VHB will contact state and federal resource agencies (e.g., the Vermont Agency of Natural Resources, the Vermont Fish and Wildlife Department, and the U.S. Army Corps of Engineers) to ascertain the presence or absence of previously mapped environmental resources in the Study Area. Subsequent to the review of information contained in existing databases and agency outreach, VHB will conduct a reconnaissance-level survey to identify potential historic resources and preliminarily ground truth previously mapped wetlands, waters, and natural community mapping within the proposed corridor. This scope of services does not include a formal wetland delineation or surveys for potential occurrences of rare, threatened, or endangered (RTE) plants or animals.

VHB will summarize the findings of the database review and agency coordination in a brief memorandum composed of the Historic Resources Identification Report and ARA as appendices, representative photographs where applicable, and a Natural Resources Map depicting the location of identified resources relative to the proposed project corridor. VHB will identify and summarize potential impacts on these resources and the associated local, state, and federal permitting requirements, including the potential for review under Act 250 and preliminary considerations for construction and operational stormwater permitting.

Task I: Alternatives Presentation

VHB will work with the Town to host an Alternatives Presentation Meeting. The Alternatives Presentation Meeting will be to solicit public input on the alternatives developed for the study area and presented by VHB. The conceptual alternatives, estimated costs, and evaluation matrix will be presented to attendees for review and comment. The goal of this meeting will be to share these findings of the alternatives development and gather input on the ideas presented.

To enhance the reach of the alternatives review process on other projects, VHB will prepare an online survey that provides the public the opportunity to comment on the various alternatives. Surveys can also be printed and made available at public spaces such as the Town or Town Offices. Following this public meeting, VHB will finalize the Purpose and Need Statement with public and Town stakeholder feedback.



VHB presents alternatives for pedestrian improvements to the residents of Tunbridge, VT



Deliverables: Presentation and Meeting Materials, Final Purpose and Need Statement

Task J: Preliminary Cost Estimates

VHB will develop conceptual cost estimates for further planning, design, construction, and maintenance costs of the project. Construction cost estimates will include preliminary bid item quantities. The cost estimates will include amounts for construction, engineering, municipal project management, and construction inspection. If the project is large enough that it will need to be completed in phases, we will provide cost estimates for each phase.



Deliverable: Preliminary Cost Estimates

Task K: Project Timeline

VHB will provide a project development timeline that takes the project through the design, permitting, and construction phases assuming the use of a combination of federal and local funding. If necessary, we will develop a phasing plan for construction and implementation over a multi-year period.



Deliverable: Formalized Project Timeline

Task L: Report Production (and Select Board Presentation)

VHB will develop a Draft Scoping Report utilizing information gathered from the tasks performed in the scope of work above. The draft report will include a review of the existing conditions assessment, a summary of the public outreach process, the Purpose and Need Statement, an overview of the alternatives evaluation process, and a summary of the preferred alternative selected for the project area. An electronic copy of the Draft Scoping Study will be submitted to the Project Team for review and comment. After review by the Town, VHB will submit the Scoping Study to VTrans for their Online Shared Review process.

VHB will prepare and present a final presentation to the Town of Bristol's Selectboard to share and discuss the Draft Scoping Study and the findings and recommendations contained therein.

Based on Project Team and VTrans comments, as well as feedback received at the Select Board Meeting, VHB will revise the Draft Report to develop the Final Scoping Report. Once finalized, the Final Scoping Report will be submitted electronically to the Town and VTrans.



Deliverables: Draft Scoping Report, Presentation and Meeting Materials, Final Scoping Report

Proposed Hours and Fee

VHB is committing experienced personnel that have proven able to generate realistic estimates of labor hours that meet client needs. We have provided the following table of labor hours and resulting fee that correlates with the Scope of Work provided above.

 <div style="text-align: center;"> West Street Sidewalk Improvement Study Estimated Labor Budget </div>										
Task	Task Description	Project Advisor	Project Manager	Planner / Engineer	Natural Resources / Permitting	Archaeologist	Historic Resources	GIS / ROW	Total Hours	Labor Costs
		Jennifer Conley	Evan Haugh	Sundberg / Vanacore	Brad Ketterling	Al Honsinger	Kaitlin O'Shea	Alexis Coplin		
A	Project Kick-Off Meeting & Project Management									
	Prepare for and Attend Kick-Off Meeting (Virtually)	1	2	4					7	\$ 1,020
	Project Management and Coordination		12	4					16	\$ 2,054
B	Compile Base Map/Document Existing Conditions									
	Coordinate and Obtain Data from Town and State			4	4		2		10	\$ 1,490
	Site Walk / On-Site Review of Existing Conditions		8	8					16	\$ 1,989
	Develop Base Map Using Existing Information			4	4	2	2	8	20	\$ 2,673
	Assess Existing Conditions			8	4			2	14	\$ 1,905
C	Local Concerns Meeting and Purpose and Need Statement									
	Prepare for and Attend Local Concerns Meeting (In Person)	1	8	12					21	\$ 2,744
	Prepare Purpose and Need Statement		1	2					3	\$ 365
D	Identify Land Use Context									
	Identify Current and Future Land Uses			4					4	\$ 465
	Identify Current Bicycle / Pedestrian Mobility Facilities		1	2					3	\$ 365
E	Develop Conceptual Alternatives									
	Identify and Develop Conceptual Alternatives	2	12	48	4	2	2	4	74	\$ 9,491
	Generate Conceptual Cost Estimates		2	10					12	\$ 1,426
	Generate Evaluation Matrix		2	8					10	\$ 1,194
F	Identify Right of Way Issues									
	Incorporate R.O.W. Information into Base Mapping			2				2	4	\$ 463
G	Identify Utility Conflicts									
	Public and Private Utility Research			2				2	4	\$ 463
	Incorporate Utilities into Base Mapping							2	2	\$ 231
H	Identify Resource Constraints & Permitting Requirements									
	Archaeological Resources Assessment					24		2	26	\$ 3,329
	Historical Resources Identification Report						20	4	24	\$ 3,271
	Environmental Reviews		2	4	8			4	18	\$ 2,680
	Summarize Resource Issues/Identify Permitting Requirements			2	4				6	\$ 977
I	Alternatives Presentation Meeting									
	Prepare for, Attend, Document Alternatives Meeting (in person)	1	8	12					21	\$ 2,744
J	Preliminary Cost Estimates									
	Finalize Conceptual Cost Estimates		2	8					10	\$ 1,194
K	Preliminary Project Timeline									
	Preliminary Project Timeline		2	4					6	\$ 730
L	Draft Report Preparation and Public Meeting									
	Draft Report Preparation	2	6	40				4	52	\$ 6,484
	Prepare for and Attend Final Public Meeting (In Person)		5	8					13	\$ 1,592
	Final Report Preparation	1	8	20			2		31	\$ 3,954
TOTAL HOURS:		8	81	220	28	28	28	34	427	
DIRECT HOURLY RATES:		\$ 97.84	\$ 44.64	\$ 39.14	\$ 62.70	\$ 43.50	\$ 47.32	\$ 38.95		
OVERHEAD:		\$ 166.11	\$ 75.79	\$ 66.45	\$ 106.45	\$ 73.85	\$ 80.34	\$ 66.13		
PROFIT (10%):		\$ 26.40	\$ 12.04	\$ 10.56	\$ 16.92	\$ 11.74	\$ 12.77	\$ 10.51		
TOTAL LABOR COSTS :		\$ 2,323	\$ 10,730	\$ 25,553	\$ 5,210	\$ 3,615	\$ 3,932	\$ 3,930		\$ 55,293

TOTAL LABOR COSTS: \$ 55,293

Expenses - Mileage: \$ 210
Expenses - Printing: \$ 200

TOTAL EXPENSES: \$ 410

PROJECT TOTAL: \$55,703

Proposed Project Schedule

VHB’s management approach is based on the quality of our personnel and our ability to manage projects to provide on-time, within-budget completion of milestones. We know that scoping studies are the steppingstones to the next phases of project development and delivering them efficiently is what keeps energy high as the project moves towards permitting, design and construction.

We understand from the RFP that the Town is looking for a December 2025 completion date. In our experience, Municipal Assistance scoping studies are typically closer to a nine month process. **While we can accommodate a more aggressive schedule with a December end date, we propose an alternative schedule below extending to March 2026.**

Our team believes that given the intent of this study is to improve safety, mobility, and connectivity for bicyclists and pedestrians both within the Town of Bristol and to the regional network of trails, it will have a great chance at securing funding through the [VTrans Bicycle Pedestrian Federal Grant Program](#). This solicitation renews in May of every year, and our proposed schedule would still position the town to apply in 2026. With the below schedule resulting in delivery of the Final Scoping Study by March, our team sees an opportunity for the Town to immediately pursue this grant to make the Study’s recommendations a reality for the Town of Bristol, and region at large. While it is critical to provide sufficient time for the public engagement process and thorough alternatives development and investigation, oftentimes the most important element of a scoping study is setting up the owner with the ability to successfully pursue funding.

Assuming that a Notice to Proceed is provided by June 18th, 2025 (two weeks after the submission date of June 4th, 2025) and that no unforeseen delays or obstacles are encountered during the project, we anticipate the project to proceed along the following schedule:

Project Kick-off Meeting	Late June 2025
Compile Base Mapping / Document Existing Conditions	July – August 2025
Public Meeting #1 – Local Concerns Meeting	September 2025
Develop Conceptual Alternatives	October – November 2025
Identify Resource Constraints & Permitting Requirement	October – November 2025
Public Meeting #2 – Alternatives Presentation	December 2026
Draft Scoping Study Production	January – February 2026
Public Meeting #3 – Selectboard Presentation	February 2026
Final Scoping Study Production & Submission	March 2026

Proposed Project Team

The key staff listed are each a part of the VTrans At-The-Ready prequalification package. VHB is happy to provide additional information on any of our staff, if desired.

The diverse capabilities found at VHB cover all the areas that will be important for developing alternatives and identifying feasibility for a continuous sidewalk connection along this segment of West Street.

VHB continues to serve Vermont municipalities and agencies, as we have for 30 years, with team based in the local area. Currently, about 100 planning, design, engineering, surveying, and environmental professionals cover a broad range of services from our Vermont offices. We offer locally based skills and knowledge as well as regional and national experience and practices.

The key staff assigned to this project are based in our Winooski, Vermont office and are listed in our At-The-Ready qualifications on file with VTrans. **Evan Haugh, EIT** will have direct oversight of the team. Evan brings five years of multimodal planning and engineering experience throughout Vermont, from scoping studies in small town villages such as Barnard up to working on the update to the City of Burlington Walk/Bike Plan. His scoping study and pedestrian safety design experience is significant including designing raised crosswalks and other traffic calming for the City of Burlington, assisting with Vermont's Vulnerable Road User Assessment, and preparing Safety Action Plans to improve pedestrian safety around Vermont.

Serving as Project Advisor on this effort, **Jenn Conley, PE, PTOE** will assist Evan with team oversight and project management. Jenn is currently advising on Scoping efforts in several localities including major efforts in St. Albans and Bennington. Jenn and Evan also recently collaborated on the Vulnerable Road User Assessment for VTrans – an effort that identified communities throughout Vermont that experienced higher rates of pedestrian and bicycle injuries.

For the planning and engineering required for the project, **Elisabeth Sundberg**, and **Joe Vanacore** will be key members of the project team. Elisabeth and Joe have been a key team members on nearly all of VHB's recent scoping efforts, including sidewalk studies in smaller communities such as Richford and Tunbridge. Elisabeth and Joe will bring their expertise and innovations (including photo-realistic renderings of conceptual alternatives) to this effort in Bristol.

Evan will also be supported by several subject matter leads. **Kaitlin O'Shea** will research and advise on potential impacts to historical and cultural resources. We know that historical impacts are frequently a factor in scoping efforts and may be here as well. **Brad Ketterling** will assist with the assessment of permitting needs and potential natural resource impacts. Brad has advised the team on the permitting of transportation alternatives developed for scoping studies throughout the state. Additionally, **Al Honsinger** will perform the archaeological research and review, culminating in the development of the Archaeological Resources Assessment.

For further information on our team's qualifications, including full length team member resumes, please view VHB's VTrans At-the-Ready prequalification package online here:

[VHB: VTrans At-The-Ready \(ATR\) Consultant Engineering Services for Design 2023](#)

Experience & References

Richmond Bridge Street Scoping

Working with the CCPRC and Town of Richmond, VHB led this study to identify issues and opportunities for enhancing multimodal mobility and safety along targeted areas of Bridge Street. Following documentation of existing conditions and local concerns meetings with the community, alternatives to better accommodate active transportation modes through sidewalks, crosswalks, shared use paths, and bike lanes along different alignments and resulting parking/roadway cross-sections were developed, evaluated, and presented to local stakeholders to identify the preferred set of concepts to move forward. VHB helped to build community consensus on a preferred alternative and developed a refined, conceptual design for the final reporting.

Jason Charest | CCRPC | jcharest@ccrcvt.org | (802) 861-0127

Tunbridge Village Scoping Study

VHB worked with the Town of Tunbridge, Two Rivers-Ottawaquechee Regional Commission, and the VTrans Municipal Assistance Section (MAS) to conduct a scoping study to identify and evaluate opportunities for better walking and biking connections between destinations within Tunbridge Village, and to nearby recreational fields.

A primary goal of this effort was to provide safer passage for students to access the Town Library, and the Village's several other destinations. The preferred alternative was a sidewalk along Route 110, marked crossings, and bump-outs while preserving on-street parking to accommodate community needs.

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Mad River Path Scoping Study

VHB is currently working with the Mad River Path, Central Vermont Regional Planning Commission, and VTrans Municipal Assistance Section to conduct a scoping study along the Mad River Path corridor from Warren to Middlesex. This project has involved an extensive public involvement process and extensive cost and feasibility analyses for each part of the route.

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