



April 20, 2022 | Proposal
Town of Pomfret, Vermont

Pomfret STP BP21(20)

South Pomfret Village, Vermont; Scoping Study





April 20, 2022

Ref: 82346.22

Jonathan Harrington
Municipal Project Manager
Town of Pomfret
5218 Pomfret Road
North Pomfret, VT 05053

Re: South Pomfret Village Scoping Study BP21(20) – PROPOSAL

Dear Mr. Harrington and Members of the Selection Committee,

VHB's proven dedication to Vermont municipalities spans 30 years. We believe in making meaningful contributions to our communities and State by providing a balanced relationship between economic growth and environmental stewardship. This scoping study represents an opportunity to improve mobility and connectivity for motorists, cyclists, and pedestrians in South Pomfret Village and the VHB Team is poised to deliver practical, implementable solutions for your community.

VHB brings to this project a depth of skills and experience in transportation engineering and streetscape design combined with a strong appreciation for projects that can enhance the vitality and vibrancy of the built environment. Some unique strengths that VHB brings to this project include:

- We excel at developing creative solutions to complex and challenging problems. Solutions to difficult problems require bold ideas. We have the local professionals to create those solutions.
- We can ensure realistic, constructible recommendations. Our transportation engineers and planners know that planning level recommendations need to be constructible and work with engineering staff to ensure that is the case.
- We understand that safety and mobility for all users, parking and ultimately economic vibrancy of a Village are all connected and keep that in mind throughout the process.

As Project Manager, I have over 25 years of experience planning and designing transportation facilities for all users, understanding the balance between the safe accommodations of pedestrians and cyclists and the impacts on the environment, roadway capacity, and parking. I have created a team that includes local technical expertise in all required disciplines that have worked together on similar projects with the goal of accommodating all users on our roadways. This is the team to bring you scoping services by developing constructible alternatives and creating a public process that results in a chosen concept that is supported by stakeholders and South Pomfret Village.

40 IDX Drive, Building 100
Suite 200
South Burlington, Vermont 05403
P 802.497.6100
F 802.495.5130

Engineers | Scientists | Planners | Designers

Mr. Jonathan Harrington
Municipal Project Manager
Ref: 82346.22
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We are pleased to present you with our proposal, and we look forward to working with you on this important project to improve the mobility, safety, and aesthetics for the South Pomfret Village.

Sincerely,

A handwritten signature in black ink that reads "Jenn Conley".

Jenn Conley, PE, PTOE

Director of Transportation Systems – Vermont
jconley@vhb.com

Introduction

The Town of Pomfret has secured support from the VTrans Municipal Assistance Section (MAS) to conduct a scoping study to identify opportunities to develop better connections between the destinations in South Pomfret Village. The Town seeks to improve safety for vehicles, pedestrians, and bicyclists. South Pomfret Village's many destinations include Teago General Store and Post Office, Abbott Library, Artistree Arts and Activities Buildings and grounds, Artistree Theatre, Suicide Six Ski area and Bicycle Facility, Teago Fire Department, Prosper Valley School, and the residences in this village. Many of these destinations are located on both sides of the street (e.g., Artistree's Red Barn, Gallery, and parking on the east side of Pomfret Road and Artistree's Grange Theatre on the west side or Teago General Store located on the east side and its parking on the west), making even single destination crossings more frequent.

Project Understanding and Approach

Project Background and Understanding

The Town of Pomfret is fortunate to have a village in South Pomfret that provides many services and amenities located within close proximity to each other. South Pomfret Village is located at the intersection of Pomfret Road, Stage Road, and Library Road. It is marked on the southeast corner by the recently renovated Teago General Store, on the northeast corner by the Abbott Library, and on the west side by the Grange, now a theater since 2017. The relocation of Artistree to South Pomfret Village in 2014 brought more excitement to the Village and with it more traffic and pedestrians.



View of Artistree from Pomfret Road Bridge

With the residences, Artistree, the Teago General Store, and the Abbott Library all located in South Pomfret Village, there are numerous pedestrian desire lines. However, there are few pedestrian accommodations, including short sidewalk segments on the Stage Road bridge and the new sidewalk in front of the Teago General Store. These sidewalks are connected to the opposite

side of Stage Road by a signed crosswalk with a small landing area. Otherwise, pedestrians are left to walk on narrow roadways that in many cases are lined by bridges, utility poles, and steep grades. Even the pedestrian paths leading from the Grange or Artistree lead the pedestrian to the roadway without either a crosswalk to cross or shoulders to walk along to reach a crosswalk or other destination. Efforts have been made to calm traffic speeds on the corner of Library and Stage Roads through the use of delineators. The space created behind these delineators provides a pedestrian refuge and one concept for a raised island location.

VHB recently reviewed similar issues to those contemplated in South Pomfret in Barnard Village. Barnard Village is currently dominated by automobile traffic and there is a desire to

improve pedestrian connections while maintaining the existing village character. The VHB project team discussed each roadway segment in detail during meetings with stakeholders, as well as among the team, to make sure that the alternatives they developed were right sized for that community. The recommendations will each improve pedestrian safety, but vary widely



Teago General Store and recent pedestrian crossing improvements

from each other, from the addition of a shared use path in sections of the roadway to widened shoulders in others. The impacts of recommendations on the adjacent property owners were of particular concern, as were the vitality of the General Store, connections to recreation, and the presence of Barnard Academy a short distance away, although outside of the village proper. Although the stakeholders, the context, and the exact purpose and need for this project vary from those of Barnard Village, VHB's experience in that nearby village is helpful.

In addition to evaluating safety improvements for the intersections of Pomfret Road and Stage Road and Pomfret Road and Library Street and the surrounding environs, the Town has a specific concern regarding the two Town-owned bridges over Pomfret Brook. The Town undertook an Engineering Investigation and Recommendations for the two bridges in 2013. This study and its findings will be included in the existing conditions data. Additionally, the interaction of any future alternatives with those bridges will be identified and the resulting implications documented. VHB has identified technical leads in both hydrological studies and bridge engineering to advise on these issues.

The VHB team has extensive experience providing multimodal mobility solutions for areas with complex interactions among passenger cars, pedestrians, and bicycles. An understanding of the unique multimodal transportation challenges a village area like South Pomfret faces from the planning and engineering design perspectives, as well as familiarity with the Municipal Assistance Section Local Projects processes, positions the VHB team to help the community prioritize creative, context-sensitive solutions that are feasible and constructible and that align with the Town's vision for the Village.

Approach

Our approach to this project will include studying a range of alternatives to meet the needs identified in the early stages of the project. It will incorporate a comprehensive public outreach process to confirm the findings and recommendations developed during the course of the study reflect the sentiment of the community. Our approach will be holistic in scope, including a comprehensive assessment of overall connectivity, functionality, safety, minimization of impacts, and accessibility for all modes of travel.

VHB is well suited to undertake this project for a number of reasons:

1. ***We know how to work collaboratively with a variety of stakeholders and have done so successfully using technology and state-of-the-art tools.*** 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 and needs of diverse agencies, the public, and stakeholders into the project development process has convinced us that dialogue and listening well are the keys to a successful product embraced by the community.

We are well versed in leveraging technology, especially to enable public outreach and engagement, even when in-person discussions may not be viable. Whether it is a formal public meeting hosted entirely on a virtual platform, instant polling device deployment during public meetings, or administration of online survey tools to gather input from stakeholders, our use of technology can engage stakeholders and bring voices to the table. We also understand that sometimes stakeholders do not have access to technology and can provide materials through the mail and call-in numbers as required.

2. ***We excel at developing creative solutions to complex and challenging problems.*** Solutions to difficult problems require bold ideas. To generate and test these ideas, we have brought together the requisite talents—transportation engineers and planners with access to a wide range of professionals, including landscape architects, traffic engineers, structural engineers, urban planners, environmental and historical preservation planners, hydrologists, and stormwater and green technology design specialists, who will work closely as a team towards addressing the full range of anticipated project needs.
3. ***We understand the importance of quality deliverables.*** We have a thorough internal Quality Assurance protocol that makes sure an independent set of eyes reviews and comments on major deliverables before they are transmitted to a client. At the onset of a project, we develop a Quality Plan to guide the project team and facilitate completion of high-quality deliverables throughout the life of the project. We find that this procedure minimizes errors and helps to create a quality set of plans and project designs.
4. ***We know how to develop realistic, constructible recommendations.*** A significant benefit of VHB's comprehensive services is that our planning staff are aware that planning-level recommendations need to be publicly supported *and* constructible. Our significant experience advancing complex projects through final design and construction provides us with a keen eye on constructability, reasonable cost estimates, potential permitting implications, and other potential "red flags" that may arise during the design phase. Our overlap in planning and design work and the everyday interaction of these staff provide us with a greater understanding of the interlocking elements that go into both planning and design projects.
5. ***We will use our extensive VTrans experience to lead the project through the MAS process.*** We have extensive experience working with VTrans on transportation scoping studies—including significant experience with the VTrans MAS process for pedestrian and bicyclist improvements. VHB has led dozens of projects through the MAS process at VTrans, with the project team identified for the South Pomfret Scoping Study involved in many of those studies. The Town will be able to rely on our team to advise it at every step along the way and keep the project moving forward on schedule.

Scope of Work

VHB has developed a scope of work that is consistent with the Request for Proposals and Municipal Assistance Section (MAS) guidelines and based on our understanding of the area and issues being contemplated in South Pomfret Village.

Task A: Project Kickoff Meeting

VHB will prepare for and attend a project kickoff meeting with representatives from the Town of Pomfret, VTTrans, 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. 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, approval processes, and questions and answers
- » Initiate current action items with schedule for completion
- » Discuss public engagement methods and communication protocols
- » Develop an understanding of previous studies and projects within the study area
- » Document meeting notes for attendees

We would suggest following the formal kickoff meeting with a site walk with the Town, VTTrans, and local stakeholders to discuss specific issues or potential concerns in the study area from an “on-the-ground” perspective.

VHB will facilitate this meeting and take notes to document the discussions, which we will distribute to project stakeholders.

Deliverables: Kickoff Meeting Agenda and Meeting Notes

Task B: Compile Base Map/Document Existing Conditions

There is a significant amount 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. In addition, assessments of the bridges and recent work have been completed by adjacent property owners. 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 area 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, from past studies, and from current VTTrans 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 land uses
- » Bridge data
- » Other items as appropriate

2. **Field Reconnaissance.** The VHB team will document existing conditions 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 Data.** VHB will gather available traffic information such as the Annual Average Daily Traffic (AADT) data and crash data. The project team will work with the Town to conduct observations of bicycle and pedestrian travel throughout the study area.
4. **Existing Conditions Assessment.** VHB will 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 organize and moderate a local concerns meeting to introduce the project to the public and local stakeholders and identify existing issues and opportunities in the project area. Following the project overview presentation, if a larger group is present, we can break into smaller groups to brainstorm ideas with project team facilitators to get a more diverse response. These smaller groups will also include key discussions about anticipated desire lines, and what potential accommodation types and widths and surface materials should be considered in the study area.

Based on current guidance around the COVID-19 pandemic, we would anticipate being able to host an in-person meeting with appropriate safety procedures in place. However, in the event that is not possible, the VHB team has extensive experience facilitating virtual stakeholder engagement and public meetings and is prepared to leverage this experience to facilitate this initial public meeting virtually if necessary. VHB will work with the Town to help make sure that all stakeholders can access technology, and if not, we will make accommodations by mailing materials, etc.

Based on stakeholder input received at the public meeting, VHB will prepare a draft Purpose and Need Statement for review and comment by Town staff and VTrans. The statement will clearly define the project needs and succinctly explain any deficiencies within the project area. Later, 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: Meeting Flyer, Presentation Materials, Meeting Notes, Draft Purpose and Need Statement

Task D. Identify Land Use Context

South Pomfret has seen renovation and reuse of a number of buildings in recent years. VHB will identify the existing and proposed land uses in the Village, as well as the overall context of the project area, and discuss any planned changes to land uses or permitted development

"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 Zoom presentations were done courteously with an open mind to suggestions from town staff and the public."

Town Manager,
Town of Swanton

within the area surrounding the project. Some facilities have a presence on both sides of the public right of way (e.g., the Teago General Store and its parking and Artistree's Gallery and the Grange Theatre). Based on existing land use patterns and connections to projects, VHB will document the existing and predicted pedestrian and bicyclist travel patterns to better understand the best possible locations for new multimodal transportation infrastructure.



View of Abbott Library and Artistree with pedestrian pathways in foreground

Task E. Development of Conceptual Alternatives

VHB will develop alternatives aimed to address safety and mobility concerns identified at the onset of the study, using information obtained during the kickoff meeting, site visit(s), recommendations from any previous studies or Town plans, traffic safety and crash data analysis, input from project stakeholders, and appropriate guidelines, specifications, and design standards.

The project team will evaluate alternatives for the project focus area. VHB will evaluate each alternative with a keen eye on how users will be accommodated on-road and off-road throughout the study area roadways and how safe and effective transitions between these facilities will be made. Additionally, VHB will be sure to assess each alternative against accessibility requirements stated in the Americans with Disabilities Act (ADA).

The project team will further develop those alternatives they determine to be viable, producing conceptual plans that include key design features, typical sections, resource and ROW impacts, utility conflicts, natural and historic resource impacts, and conceptual cost estimates. Similar to our work in Barnard and Swanton villages, we will develop these concepts with an eye towards potential phasing for project implementation. Our team will prepare an evaluation matrix, following the template in the VTrans MAS Local Projects Guidebook for Locally Managed Projects. 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 to the Purpose and Need Statement, and other measures pertinent to the project.

VHB will submit up to three alternative concept plans to the Town and VTrans Project Manager for review and comment prior to the alternatives presentation meeting.

Deliverables: Conceptual 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, the Town's tax parcel database, and other field-identified information. The ROW and parcel information will be overlaid onto our base mapping. This

information will identify public/private ownership and any existing easements and/or restrictions such as Act 250 permits on any adjacent properties. A preliminary review of parcel data reveals that the Abbott Library owns Library Street and that a number of other buildings are located very close to the public right-of-way. Our team will overlay conceptual alternatives to conceptually estimate levels of ROW impact.

VHB Staff Highlight:

The pedestrian and bicycle facilities being considered have the potential to impact several properties. VHB Director of Geomatics Ryan Cloutier has more than 20 years of experience identifying and locating VTrans ROWs through his experience as the Head of Plans & Titles and Survey in the VTrans ROW Section, and through numerous assignments supporting the VTrans ROW Section during his time at VHB.

Task G. Identify Utility Conflicts

VHB will identify existing public and private utilities located in the project area based on visual



Utility poles located along the west edge of Stage Road

observations in the field, as obtained in Task B, and/or from other resources, if available. This will include utility poles, drainage catch basins, manholes, valves, 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 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. Our team will complete this review 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. The VHB team will make every effort to incorporate green stormwater infrastructure into the alternatives where appropriate.

VHB understands that a particular concern in South Pomfret Village is Pomfret Brook, which passes under both Stage Road and Pomfret Road. We will develop an understanding of the studies completed to date on this resource and consider the implications if the bridges are replaced, as well as the potential impacts of any alternatives on this resource.

Historic resources will be reviewed by VHB and archaeological resources will be reviewed by Crown Consulting, LLC, to determine potential impacts to those resources. Our investigation will include a review of potential resources through online research of available records, previous assessments documented in other scoping, and a field review of the project area.

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 project area. 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 (HRIR) and Archaeological Resource Assessment (ARA) as appendices, representative photographs where applicable, and a Natural Resources Map depicting the location of identified resources relative to the project area. 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, with Town assistance, will organize, facilitate, and document an alternatives presentation meeting to solicit public input on the alternatives developed for the study area. The VHB team will present conceptual plans, estimated costs, and the evaluation matrix to attendees for review and comment. The goal of this meeting will be to arrive at a consensus on a preferred alternative for the project area.

To enhance the reach of the alternatives review process on other projects, VHB has prepared an online survey that provides the public the opportunity to comment on and rank the various alternatives online. We can also print surveys and make them available at public spaces such as the Town Office. Following this public meeting, VHB will finalize the Purpose and Need



Statement with public and Town stakeholder feedback.

VHB will develop a meeting flyer for distribution by Town staff to all appropriate outlets prior to the meeting. VHB will prepare meeting notes following the public meeting to be distributed to the project team. In the event it is required, this meeting could also be held virtually using the tools outlined above.

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

Width limitations of bridge and adjacent land uses on Pomfret Road

Task J: Preliminary Cost Estimates

VHB will develop preliminary cost estimates for further planning, design, construction, and maintenance costs of the selected alternative. 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.

Deliverables: Preliminary Cost Estimates



Delineators to slow turning traffic on Library Road at Pomfret Road

Task K: Project Timeline

VHB will provide a project 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.

Deliverables: Formalized Project Timeline

Task L: Report Production

VHB will develop a Draft Scoping Report using 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. We will submit five bound copies of the Draft Scoping Study to the Town and one copy to VTrans for review and comment.

VHB, in coordination with the Town, will participate in the final public informational meeting to share and discuss the Draft Scoping Study and the findings and recommendations contained therein. This presentation may occur as a part of the Town's Selectboard meeting in order to gain the Selectboard's support of the preferred alternative. Alternately, VHB will prepare for and present at a separate meeting. VHB will develop a meeting flyer for distribution by Town staff to all appropriate outlets prior to the meeting. VHB will prepare meeting notes following the public meeting to be distributed to the project team. As with all meetings, VHB is prepared to present the results in person or virtually as required.

Based on Town and VTrans comments, as well as feedback received at the final public meeting, VHB will develop the Final Scoping Report. The Final Scoping Report will follow the format outlined by MAS guidelines. VHB will distribute five bound copies of the final report (and electronic files) to the Town and VTrans staff at the completion of the project.

Deliverable: Draft Report, Public Meeting Flyer, Presentation Materials, Meeting Notes, Final Scoping Report

Labor Hours and Project Budget

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 rates that correlates with the scope of work provided above.

		South Pomfret Scoping Study									Total Hours	Labor Costs
		LABOR BUDGET										
TASK DESCRIPTION		Project Advisor	Project Manager	Senior Project Engineer	Project Engineers/Planners	Natural Resources/Permitting	GIS/ROW	Bridge Evaluation	Landscape Architecture/Graphics			
		<i>Evan Detrick</i>	<i>Jennifer Conley</i>	<i>Karen Sertoff</i>	<i>Ford/ O'Brien /Sundberg</i>	<i>O'Shea/ Ketterling</i>	<i>Cloutier/ Coplin</i>	<i>Burbank/ Willey</i>	<i>Dube/ Tokarczyk</i>			
A	Project Kick-Off Meeting & Project Management		6	2	6						14	\$ 2,070
	Prepare for, Attend, and Document Kick-Off meeting											
B	Compile Base Map/Document Existing Conditions				4	4					8	\$ 868
	Coordinate and Obtain Data from Town and State											
	On-Site Review of Existing Conditions		4	2	8	2					16	\$ 2,064
	Develop Base Map Using Existing Information	1		2	8	12	12	2			37	\$ 4,274
	Prepare Existing Conditions Assessment		2	4	4	4					14	\$ 1,765
C	Local Concerns Meeting and Purpose and Need Statement											
	Prepare for, Attend, and Document Local Concerns Meeting		6	2	8				2		18	\$ 2,441
	Prepare Purpose and Need Statement		1		2						3	\$ 394
D	Identify Land Use Context											
	Identify Current and Future Land Uses			2	2		2				6	\$ 645
	Identify Current Bicycle / Pedestrian Mobility Facilities			2	2						4	\$ 402
E	Develop Conceptual Alternatives											
	Identify and Develop Conceptual Alternatives	2	4	12	32			4	6		60	\$ 6,277
	Generate Cost Estimates		1	1	10						12	\$ 1,202
	Generate Evaluation Matrix		1	1	8						10	\$ 1,029
F	Identify Right of Way Issues											
	Incorporate R.O.W. Information into Base Mapping						4				4	\$ 486
G	Identify Utility Conflicts											
	Public and Private Utility Research			1	2						3	\$ 288
	Incorporate Utilities into Base Mapping						2				2	\$ 243
	Relocation Routes			1	2						3	\$ 288
H	Identify Resource Constraints & Permitting Requirements											
	Historical Resources Identification Report					24	6				30	\$ 3,855
	Environmental Reviews					16	8				24	\$ 3,056
	Summarize Resource Issues/Identify Permitting Requirements			2	2	4	2	1			11	\$ 1,331
I	Alternatives Presentation Meeting											
	Prepare for, Attend, and Document Alternatives Meeting		6		10				8		24	\$ 2,977
J	Preliminary Cost Estimates											
	Preliminary Cost Estimates		1	2	16						19	\$ 1,837
K	Preliminary Project Timeline											
	Preliminary Project Timeline			2	4						6	\$ 575
L	Draft Report Preparation and Public Meeting											
	Draft Report Preparation		4	8	20	4	4	2	4		46	\$ 5,260
	Prepare for and Attend Final Public Meeting		6		8						14	\$ 2,016
	Final Report Preparation		2	4	12				4		22	\$ 2,332
TOTAL HOURS:		3	44	50	170	70	40	9	24		410	
DIRECT HOURLY RATES:		\$ 82.43	\$ 76.09	\$ 39.37	\$ 30.00	\$ 45.00	\$ 42.00	\$ 57.00	\$ 34.00			
OVERHEAD:		\$ 134.47	\$ 124.13	\$ 64.22	\$ 48.94	\$ 73.41	\$ 68.51	\$ 92.98	\$ 55.46			
PROFIT (10%):		\$ 21.69	\$ 20.02	\$ 10.36	\$ 7.89	\$ 11.84	\$ 11.05	\$ 15.00	\$ 8.95			
TOTAL LABOR COSTS:		\$ 716	\$ 9,691	\$ 5,698	\$ 14,761	\$ 9,118	\$ 4,862	\$ 1,485	\$ 2,362			\$ 47,975

TOTAL LABOR COSTS: \$ 47,975

Crown Consulting, LLC \$ 2,260
 Expenses - Mileage: \$ 150
 Expenses - Printing: \$ 150

TOTAL EXPENSES: \$ 2,560

PROJECT TOTAL: \$ 50,535

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 design and construction. In addition to these basic management goals, we have learned through experience that a successful management plan must:

- » Define an organizational structure with direct lines of responsibility and communication
- » Base activities on a clear, agreed-upon understanding of the objectives of the client, the required products, the technical requirements, and the required external and internal relationships and coordination
- » Be flexible to meet constantly changing demands and circumstances
- » Assign the right leadership and staff who are committed to the project for its duration
- » Make effective use of technology to inform, assure, and communicate with stakeholders

Assuming that a Notice to Proceed is provided by May 1, 2022, and that no unforeseen delays or obstacles are encountered during the course of the project, we anticipate the project to proceed along the following schedule:

- | | |
|---|-------------------------|
| • Project Kickoff Meeting | May 2022 |
| • Compile Base Map/Document Existing Conditions | May–July 2022 |
| • Identify Resource Constraints & Permitting Req. | June–August 2022 |
| • Local Concerns Meeting | Early September 2022 |
| • Develop Conceptual Alternatives | September–November 2022 |
| • Alternatives Presentation Meeting | November 2022 |
| • Draft Report Preparation | December 2023 |
| • Final Public Meeting | January 2023 |
| • Final Report Preparation | February 2023 |

Critical to this schedule is the timing of the stakeholder meetings. Both the school summer break and the winter holiday season are difficult times to schedule meetings. As a result, this schedule includes the local concerns meeting very early in September, allowing enough time for conceptual alternative development prior to an alternatives presentation meeting in mid-November. In the event that these meetings cannot be scheduled during those time frames, VHB will update the schedule accordingly.

Proposed Project Team

The diverse capabilities found at VHB cover all of the areas that will be important for developing a comprehensive vision and thoughtful recommendations for the South Pomfret Village Scoping Study.

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 South Burlington, Vermont, office and are listed in our At-The-Ready qualifications on file with VTrans. **Jenn Conley, PE, PTOE**, will have direct oversight of the team. Jenn brings 30 years of project management and traffic engineering experience, most recently working on a number of village pedestrian and bicycle scoping efforts, including the Barnard Village Scoping Study. Jenn is a Woodstock resident who has spent time at Artistree in Pomfret and whose daughter is applying for a summer position with them as a Counselor in Training. She has seen the operation grow and thrive in its new location, and she has visited the library and watched as construction occurred on the Teago General Store.

Jenn will be assisted by **Karen Sentoff, EIT**. Jenn and Karen have recently completed the Swanton Village scoping study that evaluated bicycle and pedestrian accommodation alternatives throughout the village. The Town has now used that study to obtain a \$300,000 Transportation Alternative Grant to design and build key recommendations. Given his history in the area and understanding of the bridges in South Pomfret Village, **Evan Detrick, PE**, will serve as Project Advisor on this effort.

Jenn and Karen will be supported by a number of subject matter leads. **Kaitlin O'Shea** will research and advise on potential impacts to historical and natural resources. We know that historical impacts were a factor in the Barnard Village scoping effort, and will likely be here as well. **Brad Ketterling** will assist with the assessment of permitting needs. With Pomfret Brook passing through the area, permitting will be a factor to be considered when developing alternatives.

Ryan Cloutier, LS, will advise Jenn and Karen on right-of-way (ROW). A preliminary review of parcel mapping shows that ROW impacts are likely to be minimal with the addition of a facility for alternative modes, but these projects do tend to impact what adjacent property owners consider their front yards.

Because the bridges are likely to be a concern, we plan to involve **Robert Wildey, PE** to review the hydrology and advise us as we develop alternatives. For any input regarding the bridges themselves, **Scott Burbank, PE**, will be available to provide input.

Although **Cierra Ford, EIT**, and Elisabeth Sundberg were junior staff who were initially identified as likely to assist Jenn and Karen with developing alternatives and supporting project efforts, upon further review, Rose O'Brien, EIT, and Jeff Dube will likely also assist.

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

Crown Consulting Archaeology, LLC

Crown Consulting Director Charles Knight will act as a primary consultant to VHB. He will have responsibility for assessing the general prehistoric and historic archaeological potential of the project area and for conducting the field inspection for this assessment. Charles will also undertake the review of historic maps and site files pertaining to the project area. He will prepare the Archaeological Resource Assessment (ARA) and related documentation, with staff assistance as required.