

January 8, 2024

Chittenden County Regional Planning Commission (CCRPC)
c/o Mr. Jason Charest
Project Manager
110 West Canal Street, Suite 202
Winooski, VT 05404

RE: CCRPC On-Call Task Order: Cochran Road Corridor Study

Dear Mr. Charest:

WSP USA is pleased to submit this scope of work and fee estimate for the Cochran Road Corridor Study. The following is our understanding of the study tasks based on the scoping meetings with the CCRPC and the Richmond Transportation Committee (RTC).

Project Description and Background

The Town of Richmond, through the CCRPC, seeks the support of a consultant to provide technical services for exploring and reviewing various complete street elements for the Cochran Road corridor right-of-way and two village centers located at either end of the corridor.

The study is part of a multi-year effort by the Town to revamp the roadway for the benefit of pedestrians, bicycles, and all traffic. WSP will build on the recommendations and alternatives presented in the *Town of Richmond Bike, Walk, and Trails Plan*. The plan identifies specific on-road and off-road improvements and multi-modal strategies that address safety, capacity and connectivity for pedestrians and bicyclists. The project area for the corridor study encompasses the 2.8-mile length of Cochran Road, from the Bridge Street/Cochran Road intersection to the intersection of Route 2 in Jonesville (excluding the intersections at either end) and will evaluate and recommend permanent traffic calming measures along the length of the road. A separate more detailed scoping study will be performed on the western and eastern ends within the higher village/population areas.

WSP will perform the following tasks through completion:

Task 1 – Local Concerns Meeting

WSP, in coordination with CCRPC and the Town, will help to facilitate and document a virtual local concerns meeting for the project. The meeting will introduce and discuss the village scoping study, traffic calming, and corridor study elements. The meeting will gather input and concerns from attendees on the issues and their thoughts for enhancing multimodal mobility, traffic calming and safety for the project. WSP will develop draft and final presentation materials with the RTC prior to the meeting.

Task 1 Deliverables: Meeting minutes documenting the public feedback and the materials used during the meeting. These will be compiled and used to inform the subsequent tasks.

Task 2 –Richmond Village & Jonesville Scoping Study

A scoping study for the Richmond village (Bridge Street to the River Shore trail head) and Jonesville segment (Dugway Road to Route 2) will be conducted. The study will assess and identify challenges and constraints for new infrastructure such as sidewalks, shared-use paths, and speed tables that can be employed to calm traffic and improve safety.

1. Purpose & Need. Meet with the RTC to discuss and identify the P&N for the scoping study based on feedback from the local concerns meeting. Work with the RTC on an initial draft, and finalize the P&N statement at a subsequent meeting.
2. WSP will review available studies provided by the Town and CCRPC including the report on the temporary traffic calming measures being explored by the Town in the summer 2023 by DuBois & King, and perform a site visit.
3. WSP will develop planning-level alternatives for discussion with the RTC for the scoping study. The alternatives will address the P&N and goals and concerns of the town. WSP will attend virtual RTC meetings to present the draft alternatives for the scoping studies to the Committee and public in attendance.

Task 2 Deliverables: Draft and final scoping report for the Richmond village and Jonesville village, encompassing a summary of the P&N, scoping process, assessments, conceptual designs, conclusions on preferred alternatives, and order of magnitude cost estimates.

Task 3 – Traffic Calming Priorities

The Town is currently exploring and testing traffic calming measures with another consultant. WSP will help to evaluate those results and work with the RTC to make recommendations and phasing for the permanent traffic calming solutions based on how well they may address speed, volumes, parking, and safety & mobility for pedestrians and bicycles.

1. WSP will attend virtual RTC meetings to review the prior study results and help select alternatives for permanent traffic calming with the Committee and public in attendance.
2. Based on feedback received from the Committee meetings, WSP will develop a draft and final memo summarizing the preferred permanent traffic calming measures for Cochran Road.

Task 3 Deliverables: Draft and final traffic calming memo summarizing the permanent traffic calming measures to be implemented. The memo will include tables and graphics to illustrate and document study recommendations.

Task 4 – Cochran Road Corridor Study

WSP will build upon the recommendations and alternatives completed by the Town as presented in the *Town of Richmond Bike, Walk, and Trails Plan*. This will include a site visit to observe existing roadway conditions and to confirm or identify the appropriateness of specific

on-road and off-road improvements and multi-modal strategies for the corridor. The recommended treatments will focus on addressing safety, capacity and connectivity for pedestrians and bicyclists, while incorporating the recommended traffic calming elements from Task 3, and to determine the potential for Cochran Road to be upgraded to accommodate multimodal traffic.

1. Based on feedback from the local concerns meeting, WSP will develop planning-level alternatives for discussion with the RTC. The alternatives will address the goals and concerns of the town.
2. WSP will attend a virtual RTC meeting to present the draft recommendations for the corridor to the Committee and public in attendance.
3. Based on feedback received from the alternatives meeting, WSP will develop draft and final documents summarizing the corridor study.

Task 4 Deliverables: Draft and final corridor study that documents existing conditions, site visits, traffic data, local concerns, and recommendations for multimodal improvement strategies that address safety, capacity, and connectivity. The report will include tables and graphics to illustrate and document local concerns and study recommendations.

Task 5 – Public Presentation of Study Recommendations

1. WSP, in coordination with CCRPC and the Town, will organize, advertise, facilitate, and document a virtual public Presentation Meeting. The meeting will include an overview of the project goals, Purpose and Need, and draft alternatives/recommendations for the corridor study, scoping studies, and traffic calming measures. Comments from the meeting will be compiled and summarized.
2. WSP will attend a second virtual meeting to discuss refinements to the alternatives developed based on the prior meeting feedback. The meeting will include a discussion of the revised recommendations for the studies. Comments from the meeting will be compiled and summarized.
3. Final Meeting (virtual) to present final revised alternatives at a Selectboard meeting.

Task 5 Deliverable: Public meeting presentation, materials, notes and final reports/studies.

Assumptions

Our assumptions concerning the scope of work are listed below.

- We have assumed that all traffic count, speed, and parking data needed for the study is made available from prior studies, or will be provided by the CCRPC/Town.
- Base mapping, topographic data, parcel boundaries, mapped utilities, zoning district boundaries, public right-of-way boundaries, natural resources, and aerial images

needed for project work are assumed to be readily available online or provided by the Town or CCRPC.

- All project meetings will be held virtually (online), except for the initial site visit.
- Additional work tasks, if requested by CCRPC Project Manager, will require an amendment to this agreement for additional labor hours and direct expenses.

Project Schedule

The schedule is based on contract NTP occurring in January 2024. The work is expected to take approximately ten (10) months and conclude by the Fall of 2024.

The anticipated schedules are as follow:

Task 1 – Local Concerns Meeting (March 2024)

Task 2 – Village Scoping Study (April – June 2024)

Task 3 – Traffic Calming Priorities (July - August 2024)

Task 4 - Cochran Road Corridor Study (August-September 2024)

Task 4 – Public Presentation of Study Recommendations (Sept - October 2024)

Project Fee

The anticipated fee to complete the above Scope of Work, including all direct expenses, is not to exceed \$50,000.

We wish to thank the CCRPC for the opportunity to provide additional services on this project. Please feel free to contact Erik Maki at erik.maki@wsp.com or 781-400-8272, or also Bruce Kaplan at bruce.kaplan@wsp.com or 781-707-7416, if you have any questions or need additional information.

Sincerely,

Jennifer Grenier
Vice President
New England Advisory Lead