

February 13, 2024

Mr. Bruce Kaplan, AICP CTP, PTP, ENV SP, STP
Assistant Vice President
WSP
100 Summer St, 13th Floor
Boston, MA 02110

RE: Richmond – Cochran Road Corridor Study

Dear Mr. Kaplan:

Please consider this a formal notice to proceed with work on the Cochran Road Corridor Study according to tasks outlined, discussed, and budgeted in the Scope of Work dated February 12, 2024.

You are authorized to spend up to a maximum limiting amount of \$50,000 for these services. Funding for this project will be under task 2.3.13.8 Cochran Road Scoping & Feasibility Study in the CCRPC's Unified Planning Work Program (UPWP). Any additional costs must receive prior approval from the CCRPC project manager.

Sincerely,



Jason Charest, PE, PTP
Senior Transportation Planning Engineer

Cc: Chris Shaw, Chair, CCRPC Board
Bard Hill, Richmond Representative, CCRPC Board
Jay Furr, Selectboard Chair, Town of Richmond
Josh Arneson, Town Manager/Richmond Representative, Town of Richmond/CCRPC TAC
Keith Osborne, Director of Planning & Zoning, Town of Richmond
Matthew Arancio, Planning Manager, VTrans
Charlie Baker, Executive Director, CCRPC
Eleni Churchill, Transportation Program Manager, CCRPC
Forest Cohen, Senior Business Manager, CCRPC