

September 18, 2023

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 a scope of work and labor-hour fee estimate for the Cochran Road Corridor Study. The following is our understanding of the study tasks based on the scoping meeting with the CCRPC and the town of Richmond on September 7th.

**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 on either end. These include adding enhanced multimodal space for pedestrian and bicycle facilities, as well as traffic calming.

The Cochran Road 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 study encompasses the entirety of Cochran Road, from the Bridge Street/Cochran Road intersection to the intersection of Route 2 in Jonesville. The corridor portion will focus on the 2.8-mile middle segment of Cochran Road 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 – Cochran Road Corridor Study**

WSP will build upon on 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 and determine the potential for Cochran Road to be upgraded to accommodate multimodal traffic. This will be completed for the 2.8-mile section of Cochran Road east of Richmond village and west of Dugway Road.

1. For scoping purposes, we have assumed that all traffic data will be provided by the CCRPC. A base map of the study area will be prepared using available high-resolution orthophotography, topography, parcel boundaries, mapped utilities, zoning district boundaries, public right-of-way boundaries, and natural resources. The base map will be enhanced as needed with digitized elements noted during the site visit.
2. WSP will review available studies provided by the Town and CCRPC including the *Town of Richmond Bike, Walk, and Trails Plan*, and perform a site visit and meet with Committee staff on site (if schedules allow).
3. WSP will virtually attend Transportation Committee meetings and provide an overview of project status, alternatives under consideration, and solicit feedback from Committee Members.
4. WSP, in coordination with CCRPC and the Town, will organize, advertise, facilitate, and document a virtual local concern meeting as a means for public outreach and input on the study. The meeting will include an overview of the project area and gather input from attendees on issues and opportunities for enhancing multimodal mobility and safety along the corridor. Comments from the meeting will be compiled and summarized.

**Task 1 Deliverables:** Draft and final corridor study report 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 study recommendations.

### **Task 2 –Village Scoping Study**

A scoping Study for the Richmond village area (Bridge Street to the River Shore trail head) and the 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 in the village areas.

1. 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 (same visit as for Task 1).
2. WSP will virtually attend Transportation Committee meetings and provide an overview of project status, alternatives under consideration, and solicit feedback from Committee Members.
3. WSP, in coordination with CCRPC and the Town, will organize, advertise, facilitate, and document a virtual local concern meeting as a means for public outreach and input on the study. The meeting will include an overview of the project area and gather input from attendees on issues and opportunities for enhancing multimodal mobility, safety, and traffic calming within the village areas. Comments from the meeting will be compiled and summarized.

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

### **Task 3 – Virtual Meetings**

1. At the Transportation Committee's first meeting, planned to be held virtually, WSP will introduce the team, provide an overview of the project, present draft purpose & need, and solicit initial feedback on project goals, strategies, issues, and opportunities along the corridor and village centers.
2. Other virtual local concern meetings for tasks 1+2 are outlined above.

**Task 3 Deliverables:** Agenda and notes of meetings

### **Task 4 – Public Presentation of Study Recommendations**

1. WSP, in coordination with CCRPC and the City, will organize, advertise, facilitate, and document an in-person public Presentation Meeting. The meeting will include an overview of the project goals, Purpose and Need, and final recommendations for the corridor study and village center scoping study.
2. Comments from the meeting will be compiled and summarized.
3. Final Meeting (virtual) to present revised alternatives based on feedback from the in-person meeting.

**Task 4 Deliverable:** Public meeting presentation, materials and notes.

### **Assumptions**

The Scope of Work provided in this document is based upon WSP's understanding of the project as discussed with the CCRPC and Town of Richmond during the scoping meeting on September 9, 2023. The assumptions are listed below.

- Base mapping, topographic data, and aerial images use for project work assumed to be readily available online or by the City/CCRPC.
- Acceptable traffic and speed count data is available from available studies, the CCRPC or the Town.
- Additional work tasks, if requested by CCRPC Project Manager, will require an amendment to this agreement for additional labor hours and direct expenses.
- Management meetings (virtual; as needed) with CCRPC
- Four (4) virtual project team meetings with the Transportation Committee during their regular meetings (public updates and discussion).

- One (1) Public in-person meeting to present study recommendations.
- One (1) Final virtual meeting to present the preferred alternative.

### **Project Schedule**

The schedule is based on contract NTP occurring on or before Month, 2023. The work is expected to take approximately six (6) months and conclude on Month, 2024.

The anticipated schedules are as follow:

**Task 1 – Cochran Road Corridor Study (date)**

**Task 2 –Village Scoping Study (date)**

**Task 3 – Local Concerns Meeting (date)**

**Task 4 – Public Presentation of Study Recommendations (date)**

### **Project Fee**

The anticipated fee to complete the above Scope of Work, including all direct expenses, is \$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](mailto:erik.maki@wsp.com) or 781-400-8272, or also Bruce Kaplan at [bruce.kaplan@wsp.com](mailto: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