

November 3, 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 with input from the Transportation Committee on September 26th.

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, but does not include an evaluation of intersection alternatives. The corridor portion will focus on the 2.8-mile middle segment of Cochran Road (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 – 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, and to 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 online resources such as high-resolution orthoimage, 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.
3. WSP will virtually attend Richmond Transportation Committee (RTC) meetings and provide an overview of project status, alternatives under consideration, and solicit feedback from Committee Members and the public.
4. WSP, in coordination with CCRPC and the Town, will organize, advertise, facilitate, and document a virtual local concerns meeting for both the corridor and the scoping studies as a means for public outreach and introduction to the studies. 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.
5. Based on feedback from the local concerns meeting, WSP will develop planning-level alternatives for discussion with the RTC regarding the corridor study. The alternatives will address the goals and concerns of the town.
6. WSP will attend a virtual RTC meeting to present the draft alternatives for the corridor to the Committee and public in attendance.
7. Based on feedback received from the alternatives meeting, WSP will develop a draft and final report summarizing the corridor study.

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 local concerns and study recommendations.

Task 2 –Village & Jonesville 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.

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. Based on feedback from the previous local concerns meeting, WSP will develop planning-level alternatives for discussion with the RTC for the scoping study. The alternatives will address the goals and concerns of the town.
3. WSP will attend virtual RTC meetings to present the draft alternatives for the scoping studies to the Committee and public in attendance.
4. Based on feedback received from the alternatives meeting, WSP will develop a draft and final report summarizing the village scoping study.

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, conclusions on preferred alternatives, and order of magnitude cost estimates. The report will include tables and graphics to illustrate and document local concerns and study recommendations.

Task 3 – Traffic Calming Priorities

The Town is currently exploring and testing traffic calming measures with another consultant. WSP will help to evaluate the results of those studies and work with the Transportation Committee to recommend permanent traffic calming solutions based on appropriateness to address speed, volumes, safety for pedestrians and bicycles, and parking along the length of the roadway.

1. WSP will attend virtual RTC meetings to review the prior study results and 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 report summarizing the permanent traffic calming measures to be implemented.

Task 3 Deliverables:

Draft and final traffic calming report summarizing the permanent traffic calming measures to be implemented. The report will include tables and graphics to illustrate and document study recommendations.

Task 4 – Virtual Meetings (Summary)

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+3 are outlined above.

Task 4 Deliverables: Agenda and notes of meetings, copies of presentation materials.

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 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 Purpose and Need Statements for the corridor study, scoping study, and the traffic calming measures. 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 based on feedback from the previous meeting.

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

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 and Richmond Transportation Committee meeting on 9/26. The assumptions are listed below.

- Base mapping, topographic data, and aerial images use for project work assumed to be readily available online or provided by the Town/CCRPC.
- Acceptable traffic, speed, count and parking 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 to be virtual with CCRPC
- All Virtual project team meetings with the Richmond Transportation Committee during their regular meetings (public updates and discussion).
- Two (2) Public virtual meetings to present draft and final study recommendations.
- One (1) Final virtual meeting to present the preferred alternative to the Selectboard.

Project Schedule

The schedule is based on contract NTP occurring on or before December 28, 2023. The work is expected to take approximately six (6) months and conclude by June 28, 2024.

The anticipated schedules are as follow:

Task 1 – Cochran Road Corridor Study (March 2024)

Task 2 – Village Scoping Study (April 2024)

Task 3 – Traffic Calming Priorities (May 2024)

Task 4 – Meetings (March – June, TBD)

Task 5 – Public Presentation of Study Recommendations (June 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