- Incorporating the RFP's Task C: *Purpose and Need Statement* into Task A: *Collect Existing Conditions Data* so that the draft Purpose and Need Statement can be presented at the Local Concerns Meeting.
- Incorporating the RFP's Task D: *Project Constraints* into Task A: *Collect Existing Conditions Data* so that the existing conditions AND constraints can be presented at the Local Concerns Meeting.
- Eliminating alternatives that are not viable or cost effective at the start of the alternative development process to reduce the overall time needed to develop, review, and present alternatives that have already been determined to be unworkable;
- Conducting a detailed analysis of the viable alternatives in Task G prior to the alternatives presentation meetings described in Task F;
- Adding additional information to the draft and final feasibility reports that identify potential funding sources and other information that will help the CVRPC and the towns implement the recommendations;
- Providing very general cost estimates for the alternatives so that the costs can be compared relative to the other alternatives until a more detailed estimate of probable construction costs is developed for each alternative as part of Task H: *Draft Feasibility Report*;
- Incorporating by description or reference the required work outlined in Tasks J, K, L, M, N and O of the *RFP*.

Our Scope of Work is presented in outline format so that the CVRPC and the Towns can easily use it to keep track of the completed tasks as work progresses. To allow easy comparison of our modified Scope of Work to the Scope of Work included in the RFP, we have kept the Task Labels the same, even when it has resulted in non-contiguous lettering of the Tasks. The tasks outline our suggested method of completing the Study, but our Team is flexible. We are ready to review and revise our assumptions, our proposed work tasks, and our suggested report modifications as needed after discussions with the CVRPC and Towns to more closely match the study objectives.

Task A: Collect Existing Conditions Data

- Hold Project Kick-off Meetings with CVRPC, VTrans and each Town, so that the team may:
  - Finalize the limits of the study areas,
  - Finalize the scope of the Study,
  - Confirm the public involvement program,
  - Set a refined project schedule,
  - Define lines of communication,
  - Discuss critical issues,
  - Exchange information, and
  - Address other issues that may arise.
- Prepare and distribute notes from the kick-off meetings for review and acceptance.
- Compile an updated VT digital orthophoto base map of the Study Areas in an ArcView compatible format.
- Review related studies and recommendations relevant to the project or the study areas.
- Gather and map data on highway rights-of-way, natural resources, utilities, and environmental/cultural resources within and surrounding each intersection from the Vermont Center for Geographic Information, VTrans, the CVRPC, and the Towns.

- Gather existing traffic volumes, intersection turning movement count data, crash records, roadway width, pavement conditions, and right-of-way data as may be available for each roadway.
- Field verify information on the existing condition base maps by site visits to the study areas and add relevant missing, not evident, or incorrect information to the base maps as well as more detailed information not readily available from existing sources, such as location, size and condition of street trees or forests; mail box, fence, and other local structure locations; specific local wetland locations, and additional utility features.
- Identify walking and bicycling origins and destinations based on existing information, field observations, and other local sources and assess opportunities and constraints for walking and bicycling in and around both intersections.
- Identify potential problem areas to be avoided or considered in more detail later in the process.
- Develop 25-year traffic projections and perform traffic analyses of existing and future conditions (no-build alternative) using current Highway Capacity Manual procedures.
- Identify and document existing roadway/pavement conditions at each intersection.
- Conduct initial Historic Above Ground Resource Assessments and Archeological Resource Assessments at each intersection.
- Map existing land-uses, zoning districts and future proposed developments in and around both intersections from existing town data, aerial photo analysis, and field visits.
- Evaluate existing environmental and cultural resources, including wetlands, fish/wildlife habitats, endangered/threatened species, prime agricultural soils, Section 6(F) lands and Section 4(f) lands (*original RFP Task D*).
- Develop preliminary Purpose and Need Statements (*original RFP Task C*).
- Prepare draft Existing Conditions Summaries for each intersection that includes both written and graphic formats and the draft Purpose and Need Statements.
- Submit the draft Existing Conditions Summaries to the CVRPC and each Town for their review.
- Meet with the CVRPC and each Town to review and refine the draft Existing Conditions Summaries.
- Update the draft Existing Conditions Summaries as needed.

Deliverables: Digital notes from the start-up and review meetings; a final project schedule; the accepted public involvement program; digital versions of the draft Existing Conditions Summaries, including base map(s) showing existing conditions, environmental/cultural resources, utilities, opportunities, constraints, preliminary Purpose and Need Statements, initial Historic Above Ground Resource Assessments and Archeological Resource Assessments.

Task B: Investigate Local and Regional Concerns

Prepare Local Concerns Meeting agenda, publicity flyers, press releases and invitations for each Town's distribution.

- Post the draft Existing Conditions Summaries on the CVRPC's and Town's websites for public review.
- Facilitate a Local Concerns Meeting in each Town with local/regional/state officials and the public to:
  - Present the Purpose and Need Statements and discuss possible refinements;

  - Present the Existing Conditions Summary information and gather comments on changes, omissions, additions or deletions to be made to this information;
  - Summarize the issues associated with existing and future traffic operations at each intersection;
  - Discuss future maintenance needs at each intersection;
  - Solicit comments on potential pedestrian and bicyclist improvements, users, user needs, maintenance, materials and special constraints, suggestions or concerns;
  - Explain and discuss each intersection's preliminary purpose and need statement;
  - Address questions that the participants may have relative to this project.
- Prepare a draft summary of the meeting and discussion; refine the Purpose and Need Statements to create a clear, objective measure against which to compare and evaluate alternatives; review meeting results; and update the Existing Condition Summaries and the Purpose and Need Statements as appropriate.
- Undertake other preliminary public involvement activities as decided in Task A; such as:
  - Conduct an additional meeting with U-32 staff and students to discuss the Gallison Hill Rd/Towne Hill Rd/Brazier Rd intersection, and
  - Initiate discussions of existing conditions and issues on local Front Porch Forums.

Deliverables: Meeting notes the Local Concerns Meeting, other Public Involvement notes and input received, updated Existing Conditions Summaries and completed Purpose & Need Statements.

The work originally spelled out in Tasks C and D has been moved to Task A prior to holding the Local Concerns Meeting in Task B.

Task E: Define Alternatives

- Identify and evaluate a maximum of three proposed alternatives for each intersection generated at the charrette that are viable and cost effective for the improvement of traffic operations and safety at each intersection (in addition to the No-Build Alternative), including the following descriptive elements, analysis, and evaluations:
  - plan sheets showing conceptual intersection alternative layouts in plan view superimposed onto the existing conditions base map.
  - plan/profile sheets showing the proposed roadway alignment, grade and anticipated construction limits, proposed sidewalks (if any), on-road bicycle facilities and/or shared use paths (if any);
  - typical sections and critical cross-sections;
  - future traffic, pedestrian, and bicyclist levels of service and safety conditions;
  - geometric deficiencies inherent in the proposed alternative;
  - potential utility conflicts together with relocation requirements and routings;
  - intersection lighting, signage and traffic control devices;
  - design elements to improve access management;
  - impacts to environmental and cultural resources, and measures taken to avoid or minimize those impacts;
  - impacts to adjacent properties;

  - preliminary calculations of earthwork and other item quantities; and
  - an order of magnitude initial estimate of probable costs.
- Contact resource agencies to gather their comments, concerns, or suggestions on each intersection's proposed alternatives;
- Review agency comments and revise the alternatives as possible to resolve conflicts;
- Identify likely permits needed to implement each alternative (including Act 250);
- Assess the change in the contributing stormwater runoff surface areas and the need for and requirement of obtaining a stormwater discharge permit for each alternative;
- Estimate the extent of potential mitigation that will be required to obtain required project permits for each alternative;

Deliverables: Layout, profile and cross-section plans for each alternative, intersection capacity and safety analysis results, resource impacts, and permitting requirements; all to be summarized in a written technical memorandum and accompanying graphics.

Task F: Alternative Presentation Meetings

- Present the proposed alternatives, evaluation matrices, and analysis results to local/regional officials and VTrans staff at a meeting to be held at VTrans and modify the alternatives and update the Alternative Summaries as needed.
- Prepare draft notices, publicity flyers, a press release, and invitation letters for distribution by CVRPC and the towns for a local Alternatives Presentation Meeting in each town be submitted at least two weeks ahead of the scheduled meeting, which will be held as part of a regularly scheduled Selectboard meeting for each Town.
- Post the Alternatives Summaries on-line and provide links to the CVRPC and the Towns for posting on their respective websites at least two weeks prior to the Alternative Presentation Meeting.
- Facilitate the local Alternatives Presentation Meeting to:
  - present the proposed alternatives and evaluation matrices for each intersection for discussion;
  - solicit comments and suggestions from participants;
  - work towards identifying an initial preferred alternative at each intersection; and
  - prioritize the elements of the preferred alternatives as needed.
- Review the results of the Alternatives Presentation Meetings with the CVRPC and each Town and finalize the initial preferred recommendations.

Deliverables: Meeting exhibits and handouts. Meeting notes from the Alternatives Presentation Meetings.

Task G: Evaluate Alternatives

- Prepare an evaluation matrix describing and comparing the various alternatives, summarizing the evaluation data and review criteria for each intersection.
- Organize the data and information developed in Task E and the Evaluation Matrix into two Alternative Summaries, one for each intersection, and submit the appropriate summary to the CVRPC and each Town for review.

Deliverables: Evaluation Matrices for each intersection that describe and compare the alternatives.

Task H: Draft Project Feasibility Report

- Develop a phasing and priority plan for the selected preferred alternative at each intersection.
- Refine the preliminary estimates of probable costs using VTrans' *Estimator* software.
- Prepare an initial implementation plan outlining strategies and potential funding options for each intersection.
- Create a project development timeline showing the steps and estimated time needed to execute the recommendations at each intersection, incorporating the phasing suggestions as appropriate.
- Prepare a written draft Feasibility Report for each intersection with accompanying graphics that includes the Existing Conditions Summary and the Alternatives Summary, which presents the data collected as part of this study, the results of analyses and examinations, meeting notes, the public involvement process that was undertaken and the input received, and the conceptual plans of each alternative, plus a summary of the benefits and impacts of each alternative; each report will also include:
  - a title page;
  - base map and plan sheets showing general topography, roadway alignment and grade, approximate construction limits, and location and extent of all environmental constraints;
  - typical sections and profiles;
  - estimated item quantities;
  - initial estimates of probable construction costs (including right-of-way);
  - identification of potential or known conflicts with existing utilities and possible techniques of resolving those conflicts; and
  - other issues or conflicts that will need to be addresses in order to implement the preferred alternatives.
- Provide copies of each Draft Project Feasibility Report to the CVRPC and each Town for review.

Deliverables: Five paper and one electronic copies of Draft Project Feasibility Reports for each intersection.

Task I: Select Locally Preferred Alternative Presentation Meeting

- Present each Draft Project Feasibility Report to the respective Town Selectboard and residents at a public meeting for their review and selection of a locally preferred alternative.

Deliverables: Meeting exhibits and handouts. Notes from the presentation to each Selectboard.

Task J: Final Project Feasibility Report and Other Deliverables

- Review Selectboard and public comments on the Draft Project Feasibility Reports and edit the Reports as appropriate.
- Submit the Final Project Feasibility Reports to the CVRPC for review and acceptance.
- Provide eight copies of each of the accepted Final Project Feasibility Reports to the CVRPC for distribution to the Towns.