



Stantec Consulting Services Inc.
193 Tilley Drive Suite 101, South Burlington VT 05403-4440

May 8, 2024
File: 2104

Attention: Katherine Sonnick
81 Main Street,
Essex Junction, VT 05452

Reference: TOWN OF ESSEX MUNICIPAL SITE-DESIGN PHASE SCOPE

Dear Katherine,

Within this document you will find Stantec's proposed scope of work and fee for the Town of Essex master plan development at 80 and 90 Upper Main Street in the Essex Town Center (ETC). We organized our scope of work into three phases: Discovery, Testing Ideas, and Refine and Report. Each section provides a description of the work to be performed by Stantec along with a breakdown of expected deliverables.

Scope

Phase 1: Discovery

1.1 Project Kick-off

At the beginning of the planning process, we will host a virtual meeting with the Project Team (core Stantec Team and core Town of Essex Team Members) to review the Town's objectives; discuss overall scope, schedule and milestones; discuss public outreach and engagement; and confirm deliverables. We will also discuss and collaboratively develop a list of stakeholders and an agenda for our team's initial site visit. We will provide a meeting summary that clearly identifies the decisions reached and any follow-up items to facilitate a shared understanding.

1.2 Public Engagement Plan (PEP)

After the project kick-off will be able to finalize a public engagement plan that outlines our strategy to hear from a wide range of residents and community stakeholders throughout the planning process, integrating our experience with the Town's needs. The PEP will identify key meeting dates (including Selectboard updates at the end of each phase), describe communications and promotion strategies, and outline responsibilities to facilitate a smooth process.

We will conduct two Public Workshops, one Public Final Presentation, one on-line survey, and a dozen in-person focus group and/or stakeholder meetings (split between Phase 1 and 2). We will provide content to update a Town webpage so the public can access background information, presentation material, and engagement opportunities like surveys. We will also provide artwork/graphics for emailed notifications for the project events. Printed and physically-mailed notifications will be the responsibility of the Town, but we will provide the artwork for those as well.

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1.3 Data Collection and Review

Our team will collect relevant data and analyze existing conditions in preparation for developing conceptual site plans. Some of the documents we will review include:

- 2024 Town Plan Draft
- ETC Next Master Plan, including all supporting documentation
- Due diligence phase work products: WLA concept layouts, facilities space assessment, natural resource mapping, etc.
- VT Route 15 Corridor Study
- VTrans preliminary approval for site access
- Other plans or documents provided by the Project Team

Additional background data will be discussed/provided during the Kick-Off meeting or during the Site Visit.

1.4 Site Visit

Our initial site visit will familiarize our team with the site and its context. The Project Team will meet for a walking and driving tour of the site and surrounding areas to better understand how it fits into the Essex Town Center area today and how that could change in the future. We will also schedule in-person stakeholder and/or focus group discussions to learn more about the opportunity, ideas, and concerns. This trip will coincide with our first public meeting to introduce the community to the project and collect input about the future of the site.

1.5 Public Engagement - Meeting #1: Existing Conditions/Visioning Workshop

The purpose of the first public meeting will be to provide an introduction to the project and review past work, including the ETC Next Master Plan and due diligence phase products. Small group discussions will review key elements of the vision and discuss initial ideas for the sites. After the meeting, an online survey will be promoted so people who cannot attend the meeting still have a chance to contribute their perspectives.

1.6 Boundary Survey

Vermont Survey and Engineering (VSE) will perform a topographic survey along the adjacent roadways, perform a boundary survey through deed research and prepare a final base map in CAD. They will also include natural resources mapped out by others.

1.7 Coordination

We will establish a schedule of bi-weekly project update meetings (video conference or conference calls), which will provide an opportunity to discuss pertinent issues or challenges as they arise. This will include checking in on the progress of current work items, discussing questions or upcoming public events, and identifying any challenges that may impact schedule, scope, or fee.

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Phase 1 Deliverables:

- Public Engagement Plan (PEP)
- Site visit and stakeholder interviews
- Public Meeting #1: Existing Conditions/Visioning Workshop
- Ongoing coordination calls

Phase 2: Testing Ideas

2.1 Initial Master Plan Concepts

As we complete the Discovery phase, we will begin to test various ideas on the site. The conceptual master plan refinement process will explore and analyze up to three initial concepts illustrating different approaches to land use mix, municipal facilities, street network, and public realm. Key qualitative inputs will be public feedback from the kick-off meeting and stakeholder discussions. Findings from the market analysis would provide quantitative data to inform the types of uses best suited for the site from a market perspective. We will meet with the Project Team to discuss the initial concepts before a round of revisions prior to our second public meeting.

2.2 Space Needs Programming

The Stantec team will review the facilities programs developed during the due diligence phase of the project. We will develop targeted questions designed to understand the needs and wants that influenced the preliminary program. Our programming team members will meet with Town leadership and designated users to discover your goals and values. We will identify operational needs and opportunities for each facility. A vision of the proposed facilities will be developed based on the required spaces, functionality, equipment, and qualitative aspects of the proposed Town offices, library, and fire station.

Spreadsheet-based programs will document functional, circulation, service, and structural requirements. More than just physical spaces, the programs will also capture qualitative ideas. Daylight, adjacencies, transitions, flexibility of spaces, privacy, openness, systems, and many other ideas that turn spaces into places will be captured. Ideas such as co-locating the fire station, library, and a bus drop-off for school children to safely access fire safety training and library resources should be pulled from the community and documented within a coordinated program. Ideas about the spaces around the facilities and their multi-functional use will also be included.

The completed program will be presented to the Project Team for review, comment, and refinement. The Stantec team will revise and finalize the coordinated programs. These programs will be the basis for the Concept Design phase of the project.

2.3 Public Engagement - Meeting #2: Plan Alternatives Workshop

At the second public workshop, our team will introduce the master plan concepts for feedback. Each alternative will be represented with an illustrative plan, precedent images, 3D view(s), and diagrams to explain the concept. The building programs will also be presented and precedent imagery presented to elicit

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feedback on community preferences for style and direction. Small groups will discuss the items presented and work to identify elements they like or dislike about each concept. After the meeting, the concepts and a survey will be posted online to collect additional feedback. This input is critical to inform the preferred master plan to be developed in Phase Three.

2.4 Coordination

We will continue a schedule of bi-weekly project update meetings (video conference or conference calls), which will provide an opportunity to discuss pertinent issues or challenges as they arise. This will include checking in on the progress of current work items, discussing questions or upcoming public events, and identifying any challenges that may impact schedule, scope, or fee.

Phase 2 Deliverables:

- List of preferred uses
- Up to three (3) conceptual master plans
- Public Meeting #2: Master Plan Alternatives Workshop
- Updated space needs programming
- Boundary survey

Phase 3: Refine and Report

3.1 Preferred Master Plan

In the third phase, we will refine the initial concepts into a single preferred master plan concept based on feedback from the second public workshop and discussions with the Project Team. We will meet with the Project Team to discuss the preferred master plan before making any changes prior to the third public meeting. The preferred plan will include a land use plan, open space framework, transportation network, street types, and conceptual locations for public utilities.

3.2 Architectural Concept Design

Stantec will develop multiple concept plan options for the Town offices, library, and fire station. The concepts will be embedded in the developing site master plan and infrastructure planning concepts. The designs will be presented to the Project Team for discussion. We will refine the preferred concept for each building for high-level cost estimating. The facilities' estimates will be coordinated with the site and infrastructure needs and concepts. A sketch-level presentation of the floor plan and perspective or elevation will be developed for each of the three buildings.

Presentation documents will capture the quality of the place as well as the functional relationships of the spaces. The places between the buildings will be as important as the facilities. The composition will reinforce the community's vision for the Town of Essex.

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3.3 Public Engagement - Meeting #3: Preferred Plans Open House

This meeting will unveil the preferred master plan concept for public review and feedback. The plan will be described in a brief presentation and further explained via a series of posters that highlight elements of the overall plan. Participants will have comment cards to note their overall opinion of the plan and any ideas for adjustments. This feedback will be shared with the Project Team to determine if revisions are necessary.

We will also summarize the public engagement timeline and feedback at the end of the planning process. This concise memo will highlight our outreach efforts and identify key themes from the responses. It will be a helpful document for the Selectboard and Project Team to demonstrate the support built for the preferred options.

3.4 Phasing

Our team will develop preferred project phasing recommendations and an implementation strategy for the overall area development and the municipal buildings. The implementation strategy will include action items assigned to Town departments and a short-, medium-, and long-term timeline to help track progress. It will also include a capital project prioritization matrix to assist with future capital improvement planning. We will work with our independent cost estimator and Gail Henderson-King Consulting to create development estimates for each phase of implementation. We will also coordinate with Gail Henderson-King Consulting to help identify potential funding sources.

3.5 Zoning Recommendations

We will prepare a matrix comparing the current Town Zoning Regulations and recommended changes to facilitate the preferred master plan. Our recommendations will reflect the ETC Next Master Plan framework to promote walkable, mixed-use development. Our goal is to deliver clear and concise policy and regulatory recommendations that are easy to integrate as needed by the Town and are understood and supported by elected and appointed officials and the community.

3.5 Public Infrastructure Needs

The preparation of a comprehensive memo detailing the public infrastructure requirements for the master plan is a critical step in urban development. This document will serve as a blueprint for ensuring that essential services such as wastewater management, water supply, stormwater drainage, and transportation networks are designed to meet the needs of the proposed development. By leveraging existing data, such as hydrant flow tests and the sewer capacity analyses, and coordinating with utility providers like Green Mountain Power, the engineering team can provide informed recommendations for necessary upgrades. This proactive approach not only facilitates a smoother implementation of the master plan but also helps in anticipating future challenges, ensuring that the infrastructure is robust and capable of supporting the community's growth.

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3.6 Coordination

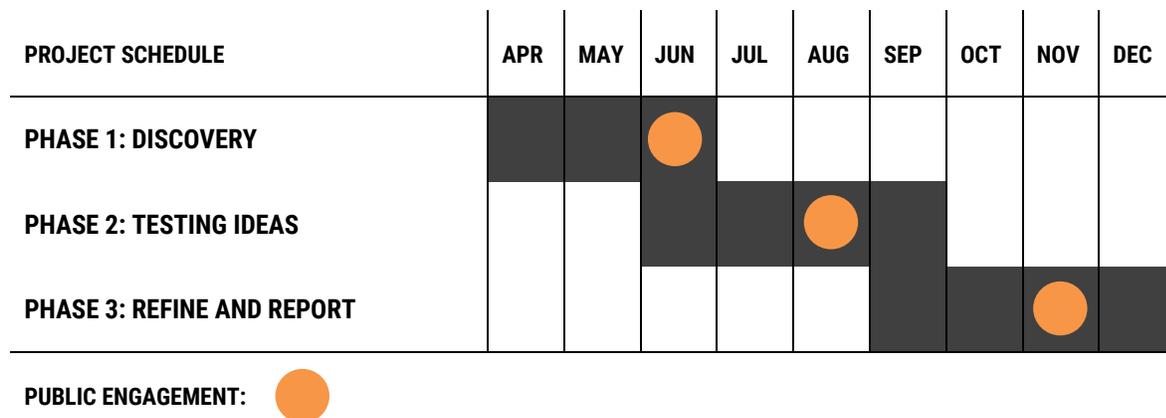
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Phase 3 Deliverables:

- Public Meeting #3: Preferred Plans Open House
- Preferred Conceptual Master Plan
- Preferred Concept Plans for proposed Town buildings, with high-level cost estimates
- Water + wastewater capacity needs estimate (based on preferred master plan and concept plans for Town buildings)
- Infrastructure cost estimate (based on preferred master plan)
- Phasing and Implementation Strategy
- Recommended Zoning Changes

Schedule

The schedule below reflects an overall 9-month project schedule. Upon project approval Stantec will develop a detailed schedule using Microsoft Project for review and approval by the town. Stantec to maintain the schedule throughout the project and provide monthly updates at client meetings with the goal of delivering the conceptual plan to the town by November 1, 2024 and completing the project by December 13th, 2024.



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Closing

Our team is excited for this opportunity and we look forward to scheduling our first kick-off call to get this project started. If you're in agreement with the scope defined in the document, please sign and return the attached Stantec contract.

Regards,

Stantec Consulting Services Inc.



Christopher A. Gendron PE
Senior Associate



Margaret M. Connor LEED AP
Principal