



Vermont Route 15 Project Advisory Committee

*Colchester, Essex, Essex Junction, Winooski
Champlain Valley Exposition, Fanny Allen, St. Michaels College,
University of Vermont, Vermont National Guard*

Route 15 Corridor Study: Plan Advisory Committee

DATE: Wednesday, April 18, 2006
TIME: 8:00 am
PLACE: CCMPO Offices, 30 Kimball Avenue, Suite 206, South Burlington, VT
PRESENT: Jeff Arango, Village of Essex Junction
Eleni Churchill, VTrans
David Cutler, St. Michael's College
Dana Farley, Town of Essex
Aaron Frank, CCTA
Scott Johnstone, CCMPO
Dennis Lutz, Town of Essex
Polly McMurtry, VTrans
Diane Meyerhoff, Third Sector Associates
J. Jeffrey Munger, Sen. Jeffords' Office
Gerry Myers, City of Winooski
Todd Odit, Town of Essex
Bryan Osborne, Town of Colchester
John Patry, Vermont Army National Guard
Bob Penniman, CATMA
Susan Smichenko, CCMPO
Samantha Tilton, CCRPC

Meeting Purpose: To review the draft RFP, project timeline, and next steps.

1) Welcome and Introductions

2) Discussion of the Revised Draft RFP

There was a discussion of the previous studies to be made available to the consultants. Susan will attach Todd's list to the RFP and make sure the CCMPO has copies available. It was agreed that consultants will be directed to the CCMPO's website and office to review background material. Committee members agreed to make a copy (or provide an electronic copy) of any reports that the CCMPO does not have on file.

Gerry Myers is concerned with the traffic coming through Winooski from Colchester and Essex. Fifty percent of his traffic circle complaints are from Essex commuters. He's also concerned about congestion at Colchester and Riverside Avenues in Burlington.

Bryan Osborne asked that the RFP stress that study boundaries are flexible and the CCMPO's transportation model should be used for the land use/transportation performance measures. He wondered if the scoping consultants (already under contract) could undertake the study. Susan explained that a broader approach is needed, hence the need for the RFP process.

Minor changes were made to the RFP (attached).

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3) Timeline for RFP Process

Approximate Date	Activity
April 21	Release RFP
May 25	RFP Submissions Due to CCMPO
May 30	Submissions distributed to Review Committee
June 14	Review Committee meeting to short-list consultants and prepare interview questions
June 21	Consultant interviews and recommendation
July 5	CCMPO Technical Advisory Committee meets (Notice to Proceed approved)

4) Consultant Review Committee

Name	Affiliation
Jeff Arango	Village of Essex Junction
Polly McMurtry/Eleni Churchill	VTrans
Dana Farley	Town of Essex
Aaron Frank	CCTA
Sarah Hadd	Town of Colchester
Bob Penniman	CATMA
Susan Smichenko	CCMPO
Samantha Tilton	CCRPC

5) Study Match Funds

Partner	Amount	
Essex/Essex Junction	\$ 10,000	Partners expressed an interest in having the CCMPO bill in one invoice. Scott will work with Bernie to make the process work smoothly.
Winooski	1,000	
Colchester	2,500	
Institutions	10,000	
TOTAL	\$ 23,500	

6) RFQ Process & FHWA

Scott asked if this RFP process will be acceptable under FHWA's new "qualifications-based hiring" strategy. Eleni cleared it with Clay Poitras and she believes we are fine. **Scott asked that Eleni check with Chris Jolly at FHWA to be sure.**

7) Committee Structures

There was clarification that the Project Advisory Committee (PAC) is the "small group" and the Stakeholder Group is the "large group." PAC meeting notes are copied to the larger group for their information. The large group will meet again for the project kick-off. Susan will make sure this is clear in her email communications.

8) Next Steps

- **Consultant Review Committee will meet on June 14 and June 21.**
- **Project Advisory Committee will meet after the consultant is selected (TBA)**

Prepared April 18, 2006 by Diane Meyerhoff