

# Upper Valley Intermodal Transportation Facility Alternatives Analysis

## Project Proposal

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Prepared For:

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# SECTION A- INTRODUCTION

## **1.0 Background and Overview**

The Upper Valley Intermodal Transportation Facility will serve as a terminal for intercity bus transit, provide connections between intercity and local transit, serve as a public park-and-ride facility, and potentially as a hub for public transit and human service transportation coordination. The facility will be located in the Upper Connecticut River Valley of New Hampshire/Vermont, and will directly serve Interstate 89. Approximately \$490,000 of funding has been secured in the Consolidated Appropriations Act of 2008 to conduct an alternatives analysis of potential sites and design the facility. It is anticipated that upon the completion of the alternatives analysis and conceptual design of the facility, the remaining funds from the \$490,000 appropriation will be supplemented with additional federal funding to procure land and construct the facility.

The placement of an intermodal transportation facility within the Upper Valley region will shape development and travel patterns within the region for years to come. The project could provide needed relief to growing local traffic congestion if sited in a location that aids in the region's efforts to reduce single-occupancy vehicle travel and increase use of the public transportation network. The proposed facility will be a welcome implementation of planning studies and transportation demand management efforts within the region, including, but not limited to: The City of Lebanon's Transportation Master Plan, the U.S. Route 4 Corridor Management Plan, the NH Route 120 Corridor Management Plan, Dartmouth College's Transportation Demand Management (TDM) program, Upper Valley Rideshare program, and the Grafton County Public Transit-Human Service Transportation Coordination Plan.

The Upper Valley spans both Vermont and New Hampshire. The region has a long tradition of bi-state coordination and integration of services, education, housing and employment. This coordination is essential to maintain. This project will require collaboration between transportation agencies within both New Hampshire and Vermont. The regional significance of this project will influence both states.

The placement of an intermodal transportation facility will not only require accurate, time sensitive, and creative data generation, but will demand a thoughtfully guided public input process. It will be necessary to demonstrate to the public how the issues they raise during any public input session will be incorporated into the long-term planning for the facility. To address these issues, public involvement for this effort will utilize many of the Context Sensitive Solutions (CSS) techniques and processes currently being utilized by NHDOT and UVLSRPC. These techniques are explained in more detail in "Section B- Public Involvement Plan."

## **2.0 Project Proposal Summary**

This proposal is divided into four sections:

Section A- Introduction and Overview

Section B- Public Involvement Plan

Section C- Alternatives Analysis Scope of Work  
Section D- Project Budget

The Upper Valley Lake Sunapee Regional Planning Commission (UVLSRPC) will work collaboratively with the Upper Valley Transportation Management Association (UVTMA) to execute the public involvement process detailed in “Section B- Public Involvement Plan.” UVLSRPC, working in cooperation with the NHDOT Bureau of Rail and Transit and the Project Advisory Committee, will act as Project Manager and contract with a qualified consultant (or consultants) to execute the scope of work detailed in “Section C- Alternatives Analysis Scope of Work.”

## **SECTION B- PUBLIC INVOLVEMENT PLAN**

## **1.0 Background and Overview**

### **1.1 Purpose of Public Involvement Plan**

The purpose of this Public Involvement Plan (PIP) is to communicate information about a wide range of activities that are involved in the analysis of alternatives for a new Intermodal Transportation facility in the Upper Valley. This PIP will:

- Communicate the principles of the process that will be incorporated;
- Communicate information about the project team;
- Communicate upcoming meeting dates; and
- Describe the communication methods that will be implemented to inform the community.

The Public Involvement Plan will be updated periodically to reflect changes over the course of the project, and will be considered a dynamic document until the end of the project.

### **1.2 Project Team**

The project team consists of:

- The Project Lead Team
- The Project Advisory Committee (PAC)
- Public Outreach Team

### **1.3 Project Lead Team**

#### *1.3.1 NHDOT*

The New Hampshire Department of Transportation will provide oversight for the alternatives analysis process, and act as primary fiscal agent for the project. In addition, NHDOT will serve on the Project Advisory Committee.

#### *1.3.2 UVLSRPC*

The Upper Valley Lake Sunapee Regional Planning Commission will act as facilitator for the process and assist NHDOT with administrative staff support necessary to complete the alternatives analysis, including developing a Request for Proposals for the project consultant(s). UVLSRPC personnel will also act as staff to the Project Advisory Committee, including developing meeting agendas, minutes, and coordinating public outreach with the Upper Valley Transportation Management Association. UVLSRPC will also be represented as a stakeholder on the Project Advisory Committee.

#### *1.3.3 Project Consultant(s)*

The project consultant(s) will provide technical analysis to the Project Advisory Committee. The consultant(s) will review and analyze alternative sites in the Upper Valley for the location of an intermodal transportation facility. The consultant(s) will identify scoping issues and permitting needs in detail for all identified alternative sites,

consistent with a Request for Proposals to be developed by NHDOT and UVLSRPC and approved by the Project Advisory Committee. Upon the selection of a preferred alternative, and approval of that alternative by NHDOT, the consultant(s) will design the intermodal transportation facility in sufficient detail to begin the permitting process.

<b>PROJECT LEAD TEAM</b>			
<b>NAME</b>	<b>ADDRESS</b>	<b>TELEPHONE</b>	<b>BUREAU, POSITION</b>
TBD	7 Hazen Dr., Concord, NH	(603) 271-2468	NHDOT Bureau of Rail and Transit
Christine Walker	30 Bank St, Lebanon, NH	(603) 448-1680	UVLSRPC
TBD	TBD	TBD	Consultant(s)

### 1.4 Project Advisory Committee (PAC)

The PAC members are comprised of federal, state, and municipal representatives as well as regional transportation providers, employers, and advocacy groups that have an interest in the development of an intermodal transportation facility in the Upper Valley. Also the UVLSRPC and NHDOT staff represents the regional and state transportation interests. The PAC serves in an advisory role (tasked with making recommendations to the NHDOT) and is anticipated to be involved with the project from the project planning phase through the end of the project’s design.

The table below lists the PAC members and their representation.

<b>PROJECT ADVISORY COMMITTEE</b>	
<b>Name</b>	<b>Representing</b>
TBD	Advance Transit
TBD	City of Lebanon
TBD	Connecticut River Transit
TBD	Dartmouth Coach
TBD	Dartmouth Hitchcock Medical Center
TBD	Federal Transit Administration
TBD	GACIT Committee
TBD	Greyhound/Vermont Transit
TBD	New Hampshire Department of Transportation
TBD	NH Statewide Coordinating Council
TBD	Stagecoach Transportation Services
TBD	Town of Enfield
TBD	Town of Hanover
TBD	Town of Hartford, VT
TBD	TRORC
Christine Walker	UVLSRPC
TBD	UVTMA
TBD	Vermont Agency of Transportation

## 1.5 Public Outreach Team

The Public Outreach Team will consist of UVLSRPC, NHDOT, and Upper Valley Transportation Management Association (UVTMA) staff. The UVTMA is a non-profit coalition of Upper Valley communities and businesses seeking to reduce reliance on single-occupant vehicle travel in the Upper Valley. The Public Outreach Team will be tasked with providing staff support to the PAC in developing outreach materials (as described in Section 4 below), and communicating with local organizations, advocacy groups, and the media about the project.

<b>PROJECT OUTREACH TEAM</b>			
<b>NAME</b>	<b>ADDRESS</b>	<b>TELEPHONE</b>	<b>BUREAU, POSITION</b>
TBD	7 Hazen Dr., Concord, NH	(603) 271-2468	New Hampshire Department of Transportation
Christine Walker	30 Bank St, Lebanon, NH	(603) 448-1680	UVLSRPC
Gabe Zoerheide	TBD	TBD	UVTMA

## 2.0 Project Process

### 2.1 Types of Meetings

Several types of meetings are planned over the course of this project. They are described below.

#### 2.1.1 Project Advisory Committee Meetings

The purpose of the Project Advisory Committee (PAC) meetings is to obtain input from the PAC and to facilitate the flow of information and ideas between the project team and public at-large.

#### 2.1.2 Public Informational Meetings

The objective of the public informational meetings is to provide a forum of direct public input in the alternatives analysis process. The meetings will be widely advertised within the community with notices posted in prominent public places. Advertisements of the meeting will also be included in several local and regional newspapers, as detailed in the Media section of this Public Involvement Plan. Meeting notices will also be mailed to local, regional, and state officials. The public informational meetings are intended to be afternoon / evening sessions to discuss the various aspects of the project and gather input from the community on potential alternatives.

### 2.2 Anticipated Project Meetings

#### PAC Meeting #1 (Kickoff)

- Overview of Project and Process

- Discuss Project Advisory Committee Roles and Responsibilities
- Discuss Draft Public Involvement Plan
- Distribute Draft Consultant RFP for PAC Review (developed by staff)
- Distribute Draft Screening Criteria for PAC Review (developed by staff)

#### PAC Meeting #2

- Consensus on Consultant RFP
- Consensus on Screening Criteria

#### Public Informational Meeting #1

- Present the Process to the General Public
- Present and Receive Comments on Screening Criteria

#### PAC Meeting #3

- Discuss Public Informational Meeting #1 Feedback
- Interview Potential Consultants
- Consensus on Preferred Consultant

#### Public Informational Meeting #2

- Public Brainstorming and Discussion of Potential Sites

#### PAC Meeting #4

- Review Demand Estimates Prepared by Consultant
- Develop and Reach Consensus on Statement of Purpose and Need
- Finalize List of Potential Site Locations

#### PAC Meeting #5

- Interim Report from Consultant

#### PAC Meeting #6

- Final Report from Consultant's Findings
- Presentation of Consultant's Recommendations

#### Public Informational Meeting #3

- Present and Receive Public Feedback on Potential Sites

#### PAC Meeting #7

- Review Public Informational Meeting #3 Results
- Call for Consensus on Preferred Alternative
- Develop Formal Recommendation to NHDOT

#### Public Informational Meeting #4

- Formal Presentation of PAC Recommendation to the Public

### 2.3 Project Meeting Schedule

The proposed project meeting schedule is detailed below. The schedule is approximate and subject to change. Additional interim meetings may be necessary to reach consensus on certain items prior to advancing forward to the next step. It is anticipated that the alternatives analysis process will be completed in approximately 12 months.

Meeting	Month											
	1	2	3	4	5	6	7	8	9	10	11	12
PAC Meeting #1	█											
PAC Meeting #2		█										
Public Informational Meeting #1		█										
PAC Meeting #3			█									
Public Informational Meeting #2				█								
PAC Meeting #4					█							
PAC Meeting #5							█					
PAC Meeting #6										█		
Public Informational Meeting #3										█		
PAC Meeting #7											█	
Public Informational Meeting #4												█

### 3.0 Guidelines and Procedures

#### 3.1 Rules of Order

The PAC has an important and challenging task of providing public input to the New Hampshire Department of Transportation regarding potential alternatives for a new intermodal transportation facility in the Upper Valley. Because of the significance and complexity of the issues with which the Project Advisory Committee will be dealing, it is important to make the most effective use of our meeting times. Therefore, as a group, we commit to the following guidelines and procedures:

- A. **How the PAC functions:**
  - Each member has an equal right to speak and ask questions. There are no “dumb questions”.
  - Each member is encouraged to share individual viewpoints. Individual opinions are valid whether others agree with them or not.
  - Each PAC member will listen to, respect and seek to understand the views of others, particularly those perspectives that differ from our own.
  - Disagreements will be explored not suppressed.
  - We will be courteous when addressing other members, staff and consultants.
  - We will refrain from interrupting each other, staff or consultants.
  - We will keep our comments relevant to the topic under discussion.

**B. How the PAC makes decisions:**

- The Project Advisory Committee will operate by consensus whenever possible. Consensus does not necessarily mean agreement or active support by each member. Those not objecting are not necessarily indicating that they favor, but merely that they can “**live with it.**”
- In the absence of consensus, a super majority of three-quarters (75%) of the Project Advisory Committee members present is required for approval of an action.
- Participation in the decision-making of the Project Advisory Committee shall be limited to its members.
- In order to provide continuity in the group’s discussions, members are asked to make every effort to attend all meetings. However, if a member cannot attend, he or she may designate an alternate to attend and participate in discussions of the Project Advisory Committee in his or her absence.
- Non-members shall attend as observers and may be invited to offer comments, when appropriate.

**C. How the PAC communicates with the Public:**

- It is NHDOT and UVLSRPC’s intent that the members of the Project Advisory Committee represent the interests of a cross-section of regional stakeholders. PAC members are encouraged to report on project issues to others who live and work in this area, particularly to groups or organizations to which they belong, and to bring input to PAC meetings that reflects the interests of these individuals and groups.
- It will be helpful if Project Advisory Committee members explain to others the process being used to develop the project concepts so they better understand how the project is progressing.

We believe that following these guidelines and procedures will help the PAC to develop advice that is fully considered and will be well received by the Department, the public, and the appropriate Federal, State, and local government leaders and agencies whose support is essential for carrying out the recommendations of the PAC.

## **4.0 *Communication Methods***

Effective communication is essential to the on-going success of the project. Below is a description of the communication methods that are planned for the project. As the project progresses, public involvement will be assessed periodically to determine if the methods of communication in use are effective or if adjustments are needed.

### **4.1 *NHDOT Website***

As an element of the UVLSRPC or NHDOT web page, the Upper Valley intermodal transportation facility alternatives analysis will be added and used to post pertinent project information, meeting agendas, and meeting summaries or notes. The purpose

of the website is to keep the public informed about the project and provide another way for the public to provide input. The website content will be updated at project milestones and, as necessary, after project meetings.

## 4.2 E-mail

A primary method of communication for the Project Advisory Committee will be via e-mail. Individual e-mail addresses for the PAC members will be contained within the project files. Meeting agendas, meeting notes, and other pertinent project information will be disseminated to the Project Advisory Committee via this method of communication. Special arrangements will be made to distribute meeting materials to PAC members who do not have e-mail.

## 4.3 Meetings

Project Advisory Committee meetings and Public Informational meetings will be used as different avenues to disseminate and discuss pertinent project related information.

## 4.4 Media

In order to help maximize the distribution of meeting notices for the Public Informational meetings, news releases and/or meeting notices will be provided to local and regional newspapers.

- **Valley News**
  - **Publication Frequency:** daily
  - **Distribution:** Southern Grafton County and Sullivan County, NH and Windsor County, VT
  - **Address:** PO Box 877, White River Junction, VT 05001
  - **Phone:** (603) 727-3221
  - **Fax:** (603) 298-0212
  - **E-mail:** [calendar@vnews.com](mailto:calendar@vnews.com)
  - [www.vnews.com](http://www.vnews.com)
  
- **Connecticut Valley Spectator**
  - **Publication Frequency:** weekly
  - **Distribution:** Southern Grafton County, NH and Northern Windsor County, VT
  - **Address:** 103 Hanover St, 2<sup>nd</sup> Floor Suite 6, Lebanon, NH 03766
  - **Phone:** (603) 448-1130
  - **Fax:** (603) 448-3790
  - **E-mail:** [jhitchcock@tsvmedia.net](mailto:jhitchcock@tsvmedia.net)
  - [www.cvspectator.com](http://www.cvspectator.com)

#### **4.5 Flyers**

In order to help maximize interest and encourage Upper Valley residents and other members of the public to attend the Public Informational meetings, flyers will be developed with the aid of the Project Advisory Committee members. Flyers will be posted in prominent public places throughout the Upper Valley, and sent to the local and regional newspapers.

#### **4.6 Other Forms of Media**

Throughout the course of project development, other forms of media may be used to communicate project information to the PAC and members of the public. Other forms of media may include, but will not be limited to Cable Television, Youtube, or e-mailed “e-bulletins”.

## **SECTION C- ALTERNATIVES ANALYSIS SCOPE OF WORK**

## **1.0 Background and Overview**

The Upper Valley Intermodal Transportation Facility will serve as a terminal for intercity bus transit, provide connections between intercity and local transit, serve as a public park-and-ride facility, and potentially as a hub for public transit and human service transportation coordination. The facility will be located in the Upper Connecticut River Valley of New Hampshire/Vermont, and will directly serve Interstate 89. The placement of an intermodal transportation facility within the Upper Valley region will shape development patterns within the region for years to come. An intermodal transportation facility in the Upper Valley could provide needed relief to growing local traffic congestion if sited in a location that aids in the region's efforts to reduce single-occupancy vehicle travel and increase use of the public transportation network. The selection of a site and scope for this facility will be the result of a comprehensive public participation process and careful analysis of alternatives.

The Upper Valley Lake Sunapee Regional Planning Commission will be the Project Manager on behalf of the NHDOT and project partners. The scope of work for the development of the alternatives analysis is detailed below. While cost alone will not be the main basis for selection, comparative costs of the qualified proposals will be a consideration. The project duration will be one year from the date the contract is signed.

## **2.0 Scope of Services**

### **2.1 Public Involvement**

The consultant will work cooperatively with UVLSRPC, UVTMA, and NHDOT to ensure that a comprehensive public involvement process occurs throughout the study, as detailed in the Public Involvement Plan. The selection of a locally preferred alternative will be dependant upon an extensive public involvement process.

### **2.2 Purpose and Need**

The consultant will review previous planning studies and transportation demand management efforts, including, but not limited to: Lebanon's City Transportation Master Plan, the Route 120 Corridor Management Plan, Dartmouth College's Transportation Demand Management (TDM) program, Upper Valley Rideshare program, and the Grafton County Public Transit-Human Services Coordination Plan. Following the process detailed in the project's Public Involvement Plan, the consultant, working in cooperation with the NHDOT and the Project Manager, will develop a Statement of Purpose and Need for the facility, within the context of the Upper Valley and the general vision developed for the region through previous public involvement and planning processes.

### **2.3 Transit Operations**

The consultant will review previously developed needs studies (if any) for the intercity transit providers, local public transit providers, and the human service

transportation providers, where necessary, to ensure that as a minimum the program will include the following:

- ❑ Identification of all providers
- ❑ Description of provider services, users, etc.
- ❑ Evaluation of existing facilities and providers' potential to use the proposed facility
- ❑ Determination of the space needs and requirements of providers
- ❑ Determination of how this facility affect their ridership in the future
- ❑ Determination of typical daily/annual current and projected passenger usage for inter-city bus, local public transit, and human service transportation providers, expected at the facility including boardings, alightings, number of transfers at the location and other intermodal transfer information
- ❑ Determination of parking requirements (short term and long term)
- ❑ Description of amenities to be provided at the proposed facility
- ❑ Outline of hours of operation and staffing of the facility
- ❑ Determination of potential users of the facility

Where applicable, the consultant shall provide a breakdown for the above items to distinguish between transit and non-transit uses.

## **2.4 Alternatives Analysis**

The consultant will review previous planning studies and efforts in order to document the process used in selecting the alternative locations for the intermodal transportation facility. The consultant may, upon the directive of the Project Advisory Committee, review and analyze alternative sites in both New Hampshire and Vermont. The consultant will review and analyze at least two sites, and no more than 6 sites in total.

## **2.5 Issues Identification**

The consultant will identify "scoping" issues and possible permit needs in detail for all identified alternative sites. The issues will include at least the following:

- ❑ Consistency with FTA funding requirements
- ❑ Consistency with previous public involvement and planning efforts
- ❑ Municipal Concerns
- ❑ Landowner/Public Concerns
- ❑ Historical uses of the property
- ❑ Natural Resource Issues
- ❑ Cultural/Historical Resource Issues
- ❑ Socio/Economic Issues
- ❑ Coordination with other Projects
- ❑ A.D.A./NH State Standards Compliance
- ❑ Hazardous Waste
- ❑ Federal, State and Local permit requirements

- ❑ Consistency with state downtown investment policies and other applicable State targeted investment policies
- ❑ Consistency with Town and Regional Plans
- ❑ Consistency with the current New Hampshire Intermodal Transportation Plan and Statewide Long Range Transportation Plan
- ❑ Proximity of public water and sewer
- ❑ How transit and non-transit parking requirements can be addressed
- ❑ Continued operations and maintenance requirements
- ❑ Traffic impacts to the highway network
- ❑ Impacts to private businesses

Areas of sensitivity will be identified and mapped that include wetlands, historic sites, structures, and districts; archaeological sensitive areas; recreational areas or refuges [4(f) properties]; wilderness areas [6(f) properties]; agricultural land, fish and wildlife habitat; flood plains; endangered species/habitat; and hazardous waste sites. The consultant will document in the report the method used to evaluate the severity of the issue or impact for all identified alternative sites.

## **2.6 Utility and Right-of-Way Research**

The consultant will obtain plans from public and private utilities within project limits and all information for present and proposed future facilities will be plotted on drawings to identify potential conflicts. Property ownership and easements will be researched and documented for all identified alternative sites.

## **2.7 Conceptual Drawings**

The consultant will develop conceptual drawings and site plans for each alternative in sufficient detail to facilitate the evaluation of the benefits and constraints of each in order to choose a preferred alternative. The site plan must be sure to include the facility, parking, roads, topography, natural features and connections to the highway network as well as other items typically found on a site plan.

## **2.8 Operational issues**

The consultant will research and identify options for the following:

- ❑ Ownership and control of the facility
- ❑ Operation and maintenance of facility
- ❑ Incorporation of public transit/human service transportation coordination capacity within the facility
- ❑ Users that have committed to use the facility and what form the commitment takes

## **2.9 Cost Estimates**

The consultant will develop preliminary cost estimates for all alternatives identified in the study in order to budget for design and construction, as well as operation and maintenance, which will include the following:

- ❑ Costs to acquire the site
- ❑ Design and construction costs
- ❑ Operation and maintenance costs

## **2.10 Preferred Alternative**

The consultant, working cooperatively with NHDOT and the Project Advisory Committee (PAC), will select a preferred alternative per the process detailed in the project's Public Involvement Plan. The preferred alternative must ultimately be one agreed upon by the NHDOT.

The selected alternative will be designed in sufficient detail to begin the permitting process accompanied by design drawings. A schematic/context plan shall be provided which depicts the location of the preferred alternative within the context of its geographic and physical surroundings.

Once the drawings are complete, the plans and related information will be sent by the Project Manager to the resource agencies and the NHDOT (on the traffic impact to the highway network) for written comments. At this time, if deemed necessary, a site visit for resource agencies and NHDOT will be scheduled to review the preferred alternative.

Products:

- ❑ Design drawings sufficient to begin the permitting process
- ❑ Schematic/Context Plan
- ❑ Written comments from resource agencies

## **2.11 Cost Allocation and Funding Sources**

The consultant will identify, for the preferred alternative, the following:

- ❑ Cost allocation for capital and long term operating and maintenance costs for both transit and non-transit uses.
- ❑ Public and private sources of funding for identified cost allocations. This will address unmet needs for funding, if any, and what sources are anticipated and/or available to meet these needs.

## **2.12 Final Report**

The consultant will provide (1) twenty-five bound copies of the final report; (2) one unbound original copy of the final report capable of being reproduced by a typical office photo-copier; (3) a digital copy of the final report in a commonly accessible format and medium; and (4) all background information used for and developed through the feasibility study.

Products:

- ❑ Upper Valley Intermodal Transportation Facility Alternatives Analysis Final Report
- ❑ Background information for the Study

# **SECTION D- PROPOSED BUDGET**

<b>PROJECT BUDGET</b>		
<b>Agency</b>	<b>Task</b>	<b>Amount</b>
Upper Valley Lake Sunapee Regional Planning Commission (UVLSRPC)	Project Manager/Execute Public Involvement Plan	\$46,910
Upper Valley Transportation Management Association (UVTMA)	Assistance with Executing Public Involvement Plan	\$15,090
Project Consultant(s)	Alternatives Analysis	\$183,000
<b>TOTAL</b>		<b>\$245,000</b>

Notes:

- 1) UVLSRPC will serve as Project Manager, and will coordinate efforts with the NHDOT Bureau of Rail and Transit. The UVTMA and project consultant(s) will serve as sub-contractors to UVLSRPC.
- 2) UVLSRPC and UVTMA will complete the scope of work detailed in “Section B- Public Involvement Plan.”
- 3) The project consultant(s) will complete the scope of work detailed in “Section C- Alternatives Analysis Scope of Work.”
- 4) The anticipated timeline for completion of the Public Involvement Process is detailed in Section 2.3 of “Section B- Public Involvement Plan.”
- 5) The anticipated timeline for completion of “Section C- Alternatives Analysis Scope of Work” is one year from contact signing.