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MEMORANDUM

TO: Executive Board of Commissioners
FROM: Josh Tyler, Director of Operations
DATE: December 4, 2019
RE: CSWD Materials Recovery Facility, Preliminary Civil Site Review

On August 30, 2019 staff released RFP No. 20190830 for a civil site assessment regarding two properties identified for the potential development of a new CSWD Materials Recovery Facility (MRF). Property locations are:

- Redmon Road, Williston, VT, CSWD Owned – approximately 20 acres
- Bowdoin Street, South Burlington, VT, Privately Owned – approximately 15 acres

District staff budgeted \$30,000 in FY 2020 Capital Projects for this procurement; O’Leary & Burke Civil Associates (OLB) bid \$19,800.00 and was selected to perform the work which includes the following Tasks:

- **Task #1: Natural Resources Assessment and Review**
- **Task #2: Site Development Feasibility**
- **Task #3: Traffic**
- **Task #4: Cost Estimating**
- **Task #5: Summary Memorandum**
- (task details identified in Attachment A)

OLB has performed an initial field topographic survey to define the existing boundary features and the existing topography and a wetland delineation (full scale plans presented at meeting). OLB is currently performing Task #2, Site development feasibility (preliminary full-scale plans presented at meeting) and Task #3, a traffic analysis. Preliminary data indicates that both properties are adequate for siting the CSWD MRF. Staff is bringing this information to the Executive Board as an update and for discussion purposes only.

Task #1: Natural Resources Assessment and Review:

- Review publicly available natural resources mapping for each site
- Review Act 250 permits for subject and/or abutting parcels to obtain additional information regarding natural resources in the vicinity of the alternate sites
- Perform field reconnaissance to map the approximate locations of state and federally regulated wetland and water features within each of the two alternate sites. Field reconnaissance shall occur during the growing season (May- October)
- Conduct a field topographic survey using sub-meter capable GPS equipment to define the existing boundary features and the existing topography
- Compile and depict available natural resources information on two individual Natural Resources Maps, one for each alternate site
 - To include existing soil delineation
- Identify any existing documented hazardous waste sites on the subject parcels using DEC database
- Identify any prime agricultural land and associated restrictions

Task #2: Site Development Feasibility:

- Work to develop a conceptual facility layout for each location to include truck/ traffic circulation, conceptual building footprint (65,000 to 80,000 square foot building), parking, delivery access, equipment, and storage areas
 - Facility footprint shall include any preliminary cut/fill needs
 - Landscaping estimates
 - Paving, curb and sidewalk estimates
 - Parking for approximately 40 employees
 - Inbound/outbound truck scale location
- Assess water supply, sanitary sewer, gas utility and electrical utility extensions that may be needed to support the potential facility
- Provide schematic stormwater management system configuration

Task #3: Traffic:

- Identify and evaluate site access and circulation conditions
- Traffic assessment shall include contact with the Chittenden County Regional Planning Commission
- Identify potential traffic congestion or traffic safety issues on adjacent streets
- Estimate local and State (Act 145) traffic impact fees (if applicable)

Task #4: Cost Estimating:

- Work to develop a conceptual construction cost estimate for each alternative site and general construction timeline

Task #5: Summary Memorandum:

- Summarize results of the assessment
- Summarize local, State, and Act 250 permitting implications for each alternate site in tabular format