

# D&K

Vermont Agency of Transportation

AT-THE-READY CONSULTANT  
ENGINEERING SERVICES FOR  
MUNICIPALITIES

2023 **MUNICIPAL  
PROJECT  
MANAGEMENT**

DuBois  
& King INC.

February 9, 2023

# A. COVER LETTER





628793X  
February 9, 2023

Nydia Lugo, Civil Engineer  
Vermont Agency of Transportation  
Highway Division - Municipal Assistance  
219 North Main Street  
Barre, VT 05641

**Subject: RFQ—Two-Tier Qualifications-Based Selection for At-The-Ready Consultant Engineering Services for Municipalities 2023—Municipal Project Management Services**

Dear Ms. Lugo and Members of the Selection Committee:

DuBois & King (D&K) is pleased to submit our Statement of Qualifications for Municipal Project Management Services in response to your Request for Qualifications for At-the-Ready (ATR) Consultant Engineering Services for Municipalities 2023. D&K offers significant experience working with VTrans on numerous ATR projects and many other municipal projects.

For more than 100 projects, D&K has provided scoping, design, municipal project management, and/or construction phase services for Municipal Assistance Section projects since the program's inception in the 1990s. D&K regularly leads projects that receive grants from the State of Vermont, FHWA, FEMA, FAA, and EPA throughout Vermont and New England.

We have selected qualified professionals with MPM and project management experience following the MAS program to serve this contract. D&K has a clear understanding of the requirements of federally funded, municipally managed transportation projects and the needs of municipal governments ranging in size from Vermont's smallest town to its largest city. Our staff maintain positive working relationships with Vermont's regional planning commissions and the regulatory community. We are committed to providing qualified, well-equipped, experienced, and responsible professionals who perform high-quality work on a consistent basis.

D&K's team of over 130 includes dedicated planning, design, and construction professionals who have provided services on hundreds of projects throughout Vermont over our 61-year history. Our project management and design experience includes roadway/highway reconstruction, paving and pavement management, bridges, intersections, culverts, dams, water/wastewater, sidewalks/pathways, historic facilities, utility reconstruction and replacement, stormwater, riverbank and slope stabilization, building construction, and site improvements.

We appreciate your consideration of our qualifications and look forward to continuing to support Vermont municipalities on state-funded and federally funded transportation and infrastructure improvement projects. We would be pleased to answer any questions you may have. Please do not hesitate to give me a call at 802-728-7238 or contact me via email at [krobie@dubois-king.com](mailto:krobie@dubois-king.com).

Sincerely,

**DuBois & King**

Ken Robie, PE  
Contract Manager

## B. GENERAL FIRM INFORMATION



# GENERAL FIRM INFORMATION



## CONTACT INFORMATION

DUBOIS & KING, INC.  
KEN ROBIE, PE  
6 GREEN TREE DRIVE  
SOUTH BURLINGTON, VT 05403  
802-728-7238  
KROBIE@DUBOIS-KING.COM

Established in 1962, DuBois & King (D&K) is a Vermont-based consulting engineering firm with 130 professional engineers, planners, designers, surveyors, technicians, environmental and permitting specialists, and support personnel. The firm has provided engineering, planning, and construction phase services for over 100 Municipal Assistance Section (MAS) projects. D&K understands that we will act as an extension of municipal staff and work cooperatively with regulatory agencies, VTrans, the Design Engineer, and Construction Inspector to develop and/or manage projects in a focused and efficient manner.

Each of our key staff members is experienced with projects administered through VTrans and has project management experience that will be applied to MAS projects.

The following pages detail the firm's areas of service that pertain to the Request for Qualifications (RFQ).



## Management Personnel

### Corporate Officers

Jeffrey Tucker, PE, LEED AP, CEO  
Charles Goodling, PE, President  
John Baumann, Senior VP, CFO  
Alan Gould, PE, VP, Director, Building Services Div.  
Melissa Stephen, Director, Marketing & Business Development Div.

### Operational Officers and Managers

David Conger, PE, VP, Director, Site & Land Div.  
Andy Hoak, PE, PG, Director, Environmental Services Div.  
Jonathan Ashley, PE, Director, Public Works and Facilities Div.  
Guy Rouelle, CM, Director, Aviation Div.  
Timothy Dall, PE, SE, LEED AP, Director, Structures Div.  
Megan Ooms, PE, Manager, Bridge Dept.  
Robert Kischko, PE, Manager, Electrical Dept.  
Steve Dumas, PE, CxA, BCxP, LEED AP, Manager, Mechanical Dept.  
Chris Lathrop, PE, Manager, Highway Dept.  
Chris Sargent, AICP, CFM, Manager, Planning Dept.  
Randall Otis, LS, Manager, Survey Dept.

# UNDERSTANDING OF MPM RESPONSIBILITIES

Municipalities often need assistance in the management and administration of state- and federally funded projects, whether due to a shortage of staff, lack of expertise, or just lack of available time. MAS projects typically come with processes more complicated and time consuming than a municipally-funded project would normally entail. D&K has extensive experience in all areas of the VTrans Project Development Process, and we understand the challenges any project can face within that process.

The role of the Municipal Project Manager (MPM) can vary greatly from project to project depending on the municipality's needs, but the following duties could be required on any given project:

## PROJECT ADMINISTRATION:

- Oversee the municipality as it follows the VTrans Project Development Process and adheres to the Municipal Assistance Section (MAS) Local Projects Guidebook.
- Coordinate all project activities and monitor all aspects of project development while acting as liaison between the municipality, VTrans, other consultants, and/or contractors as necessary.
- Oversee adherence to all federal and state rules and regulations relative to developing and constructing a project.
- Identify, obtain approval of, and implement procedures for facilitating development of the project.
- Arrange for, participate in, and provide documentation of all project-related discussions, meetings or hearings.
- Procure additional consultants by preparing Requests for Proposals and Scopes of Services for projects and participating on the selection team and document the selection process.
- Perform all contract administration and oversee contract submissions, with attention to timeliness and budget.
- Review all project invoices for accuracy, completeness, and reasonableness.
  - Facilitate municipal approval and payment.
  - Request appropriate reimbursement



from VTrans for services completed on a monthly basis.

- Provide regular progress reports to the municipality and VTrans with invoices.
- Review and monitor a master project schedule to coordinate all activities necessary for completing the project design, obtaining permits and approvals, relocating conflicting utilities, acquiring all rights-of-way, preparing construction bid documents, and completing construction and final documentation.
- Keep a master project file which will become the possession of the municipality once the project is complete.

## PROJECT SCOPING & DESIGN:

- Oversee design as it pertains permit mandates, conditions, or stipulations.
- Obtain waivers of design criteria, if necessary.
- Review project plans and documents.
  - Explore design options to improve constructability, reduce costs, or expedite construction.
- Assist with utility and/or railroad issues to comply with federal and state law.
- Review the project for compliance with all federal, state, and local laws, ordinances, regulations and permit requirements, including environmental permitting.
  - Provide certification to VTrans attesting that all requirements have been met and all permits have been obtained.
- Secure certification that the design meets all applicable standards, codes, and requirements for design and public safety standards.
- Secure and submit to VTrans documentation by an engineer registered under the laws of the State of Vermont to practice structural or civil engineering attesting to the required structural capacity requirements for all bridges.
- Provide certification from an engineer of adherence of all traffic control devices per the Manual on Uniform Traffic Control Devices (MUTCD).
- Secure and submit a statement to VTrans as to which permits, agreements, and clearances have been secured and which ones are not applicable to the project.

## RIGHT-OF-WAY:

- Oversee conformance to right-of-way activities as it relates to the Uniform Relocation Assistance and Real Property Acquisition Act.
- Assist the municipality with property valuations, negotiations, and acquisitions as needed.
- Provide certification that all right-of-way issues have been resolved in accordance with applicable federal and state laws and regulations.

## CONTRACTING & CONSTRUCTION:

- Assist in preparing a bid package for construction that conforms with federal and state regulations.
  - Once bids are received and opened, assist in determining the lowest responsible bid.
  - Prepare contract for municipality with low bidder.
- Provide administration of the project during construction.
- Secure certification that the project was constructed as designed.

Every project has its challenges. D&K's role is to provide a confident, experienced, qualified project manager dedicated to driving the village, town, or city's project to successful completion.



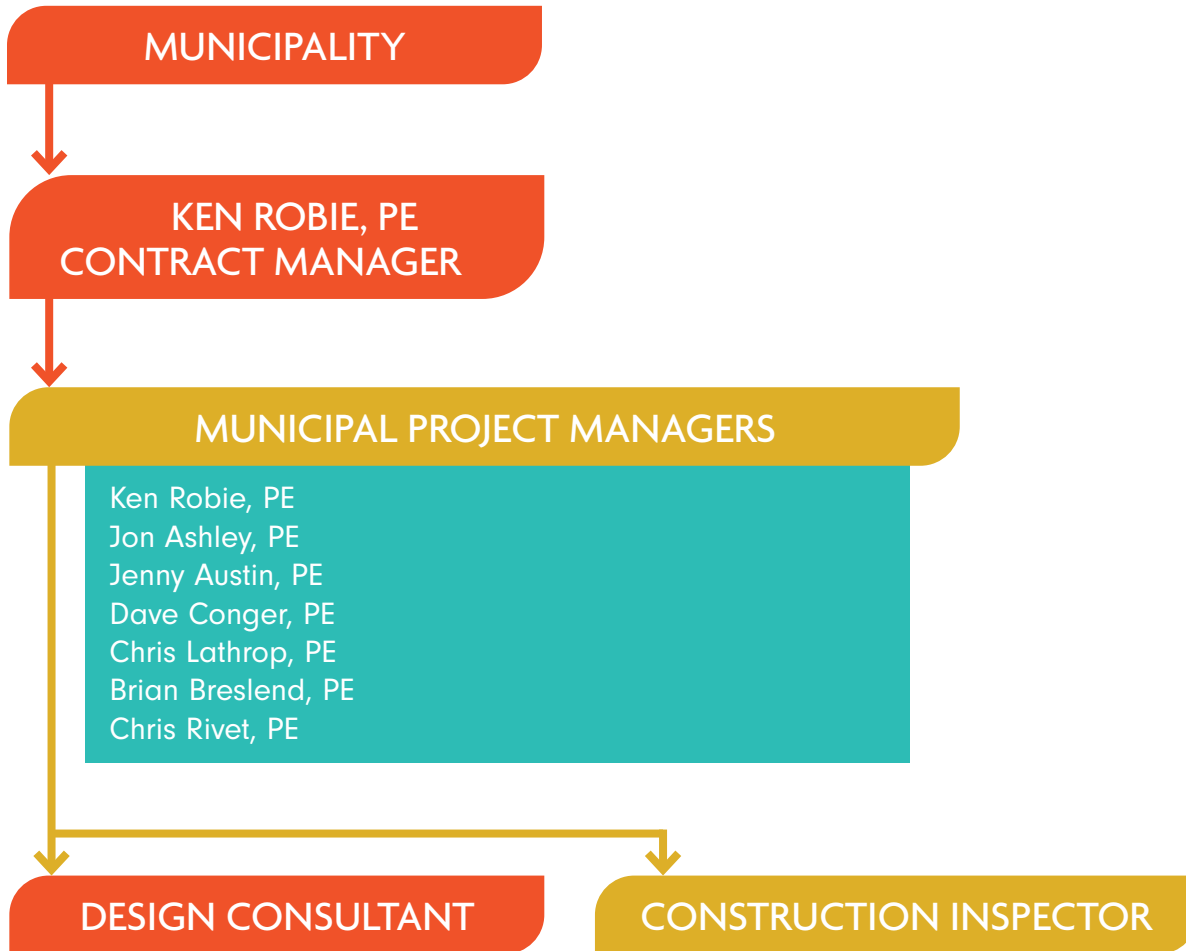
# C. ORGANIZATIONAL CHART





# ORGANIZATIONAL CHART

Following are key staff available for municipal projects.

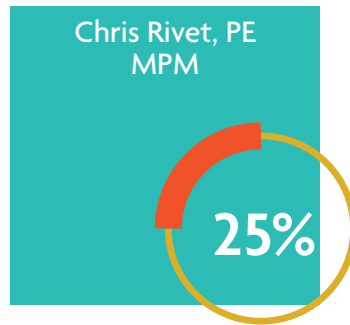
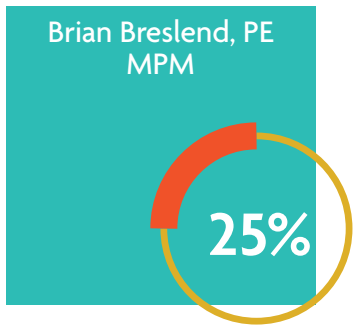
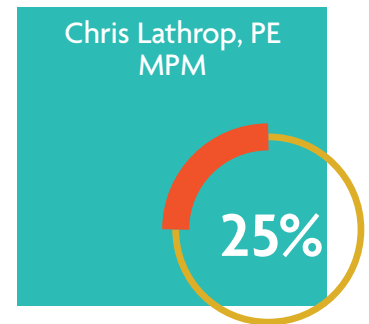
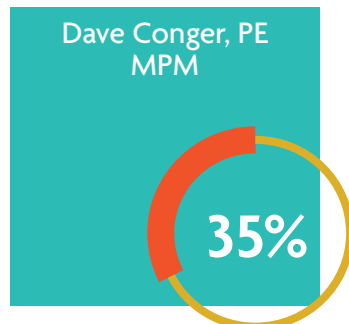
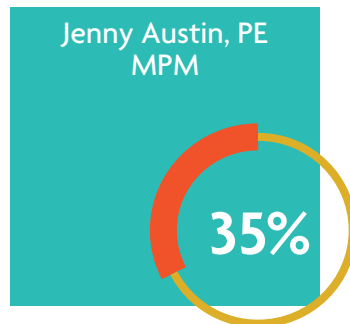
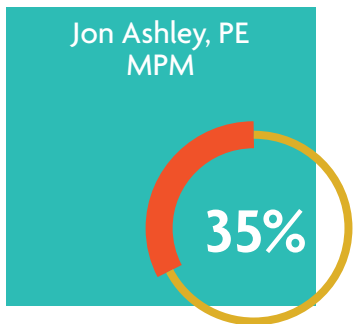


# D. AVAILABILITY CHART



# AVAILABILITY CHART

Below is an overview of staff availability based on the firm's current MPM workload. D&K anticipates the required weekly workload (availability) for MPM services will require at least 25% of a manager's hours. D&K will staff projects according to individual project requirements.



# E. TECHNICAL CAPABILITY



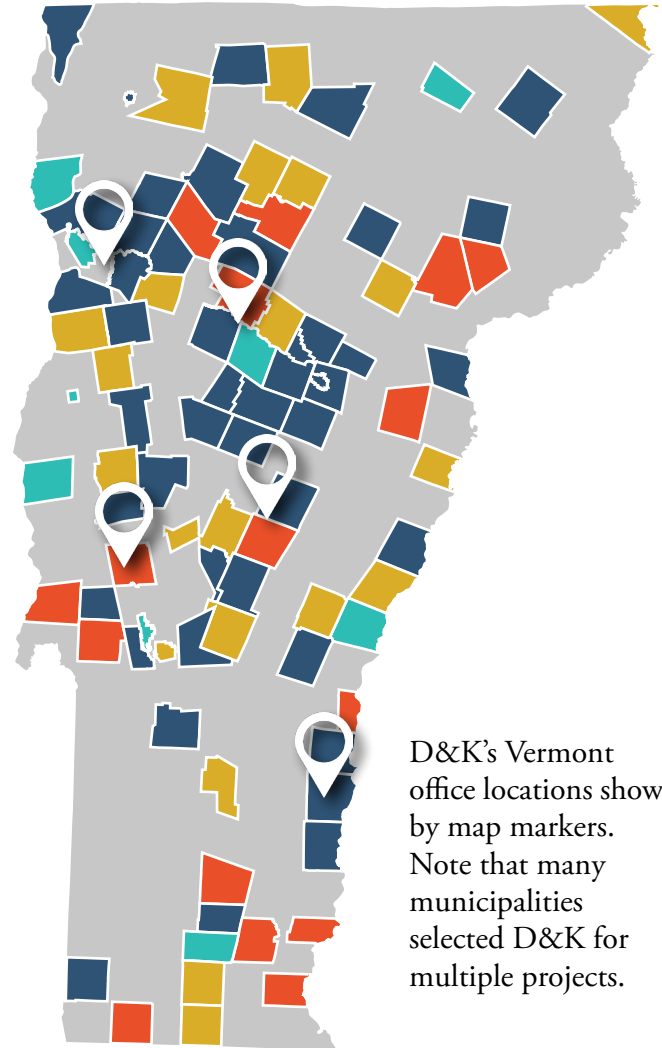
# TECHNICAL CAPABILITY

## QUALIFICATION AND EXPERIENCE OF THE FIRM

D&K has been providing MPM services to VTrans for many years, including dozens of successful projects administered through the Municipal Assistance Section (MAS) since the program's inception. Over this period, D&K has developed and expanded a team of qualified MPMs who have practical experience with the specific requirements of the MAS program. D&K has a clear understanding of the requirements and expectations for delivering construction inspection services on MAS projects.



### D&K'S VTRANS ATR EXPERIENCE MAP



D&K's Vermont office locations shown by map markers. Note that many municipalities selected D&K for multiple projects.

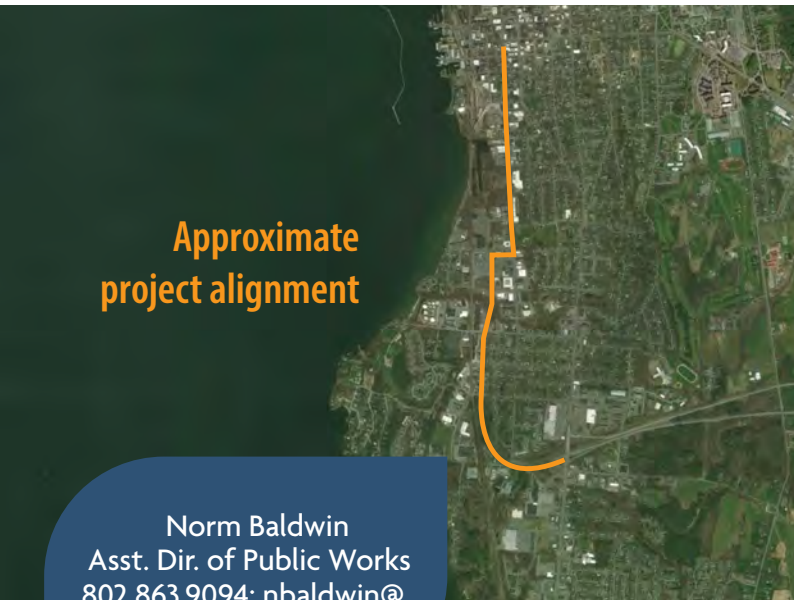
## MUNICIPAL EXPERIENCE

- 100+ MAS projects in Vermont (see experience map)
- 50+ federally funded municipal projects in New Hampshire and Maine
- Municipal projects constitute the largest share of D&K's work



## EXAMPLE PROJECTS

Following are summaries of relevant projects completed by D&K.



Approximate  
project alignment

Norm Baldwin  
Asst. Dir. of Public Works  
802.863.9094; nbaldwin@  
burlingtonvt.gov

Jeremy Delisle  
Director of Public Works  
802.295.3622; jdelisle@  
hartford-vt.org



Tim Howlett  
Bridport Selectboard Chair  
802.349.7546; twhowlett@  
yahoo.com



### CHAMPLAIN PARKWAY, CITY OF BURLINGTON

This is the largest MAS project designed to date.

D&K is MPM for a roadway and streetscape project that connects I-89, US 7, and Burlington's City Center, primarily located in the South End.

**Key Staff:** Ken Robie

- MAS Process
- Roadway/Highway
- Bike/Ped
- Stormwater
- Lighting
- Utilities

### ROUNDBABOUTS & ROAD RECONSTRUCTION, TOWN OF HARTFORD

D&K acted as MPM for a project that eliminates a traffic signal, improves the roadway and sidewalks, implements two roundabouts, and upgrades stormwater in a commercial area along 1,000 ft of US 5 and Sykes Mt. Avenue.

**Key Staff:** Ken Robie

- MAS Process
- Roadway and Intersections
- Bike/Ped
- Stormwater and Utilities
- Lighting

### WEST BRANCH DEAD CREEK CULVERT, TOWN OF BRIDPORT

D&K is MPM for a project that improves a town highway stream crossing with a larger culvert.

**Key Staff:** Jon Ashley and Jenny Austin

- MAS Funding
- Bridges and Culverts
- Water Resources

## VERGENNES SALT SHED, CITY OF VERGENNES

D&K is MPM for a project to replace the existing salt shed to better meet the salt and sand capacity needs of the city.

**Key Staff:** Jenny Austin

- MAS Funding
- Salt/Sand Shed
- Water Quality
- Stormwater



Ron Redmond  
City Manager  
802.877.3637; manager@  
vergennes.org

## SLOPE STABILIZATION, TOWN OF BROWNINGTON

D&K is MPM for a project that addresses significant erosion, embankment and riverbank stability and stormwater issues on a town-owned roadway.

**Key Staff:** Ken Robie

- MAS Funding
- Slope/Riverbank Protection
- Roadway
- Stormwater



Beverly White  
Selectboard Chair  
802.754.8401;  
browningtontc@  
comcast.net

## SOUTH STREET SIDEWALK, TOWN OF PROCTOR

D&K is MPM for a project that increases connectivity within the town.

**Key Staff:** Jenny Austin

- MAS Funding
- Bicycle/Pedestrian
- Stormwater

Michael Ramsey  
Town Manager  
802.459.3333 ext. 13;  
manager@  
proctorvermont.com

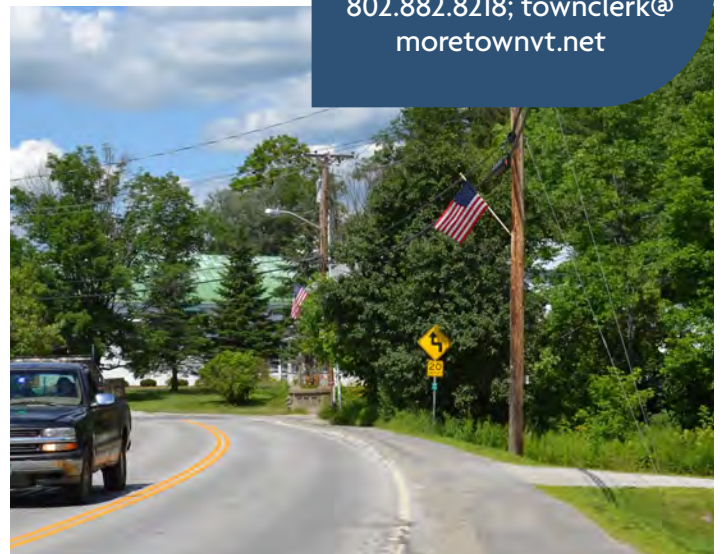
Cherilyn Brown  
Town Clerk  
802.882.8218; townclerk@  
moretownvt.net

## SIDEWALK, TOWN OF MORETOWN

D&K is MPM for a sidewalk along VT 100B that increases connectivity within the town.

**Key Staff:** Ken Robie

- MAS Funding
- Pedestrian
- Stormwater



## KEY PERSONNEL

### KEN ROBIE, PE, CONTRACT MANAGER/ MUNICIPAL PROJECT MANAGER

Ken has 33 years of experience in transportation engineering with the Vermont Agency of Transportation (VTrans). His background includes project management and design for all types of highway projects. He has experience supervising project teams, setting budgets and schedules, reviewing cost proposals and consultant scopes of work, and coordinating all aspects of project development involving VTrans, FHWA, other state and federal agencies, and the public. Ken is a highly experienced municipal project manager in Vermont.

### JON ASHLEY, PE, MUNICIPAL PROJECT MANAGER

Jon has 30 years of professional engineering experience, including the planning, management and design of site/civil development projects, municipal infrastructure projects, road, sidewalk, and slope projects, stormwater collection and treatment for municipal, state, local, and private clients. Jon is familiar with the VTrans MAS process from current and former salt and sand shed, culvert, sidewalk, roadway, and slope stabilization projects and maintains strong working relationships with regulatory officials. Jon has recently provided MPM services for a culvert project in Bridport and a shared-use path project in Proctor.

### JENNY AUSTIN, PE, MUNICIPAL PROJECT MANAGER

Jenny has 23 years of professional engineering experience, including planning, design, and municipal project management services for a wide range of transportation infrastructure projects for municipal, state, and federal clients. She is currently working as MPM for a shared use path in Proctor, sidewalk project in Proctor, salt shed project in Vergennes, and also recently assisted as MPM with Jon Ashley, PE, for a culvert project in Bridport. Jenny's recent experience includes construction administration services for a sidewalk project in Castleton, development of several scoping studies for bike/ped infrastructure with the Addison County Regional Planning Commission (ACRPC), and roadway/intersection projects in Bristol, Middlebury, and Weston. Jenny is also experienced in traffic engineering and GIS.

### DAVE CONGER, PE, MUNICIPAL PROJECT MANAGER

Dave has 30 years of experience in transportation and civil engineering for municipal, state, and federal clients. He is Director of the D&K's Site and Land Division. David has served as Project Manager on intersection and corridor scoping studies and on multimodal, roadway, streetscape, park, and site projects.

### CHRIS LATHROP, PE, MUNICIPAL PROJECT MANAGER

Chris is a Senior Transportation Engineer and the Highway Department Manager at D&K with 27 years of experience in transportation improvement projects. His professional experience includes the preliminary and final design of a variety of transportation projects for the Vermont Agency of Transportation, New Hampshire Department of Transportation, and numerous municipalities.

### BRIAN BRESLEND, PE, MUNICIPAL PROJECT MANAGER

Brian is a civil engineer with 15 years of experience providing management and design of transportation projects. Brian's project experience includes roadway, bridges and culverts, rail, sidewalk, pathways, and slope stabilization. He has provided a range of services including the preparation of alternatives analyses; preliminary and final design; cost estimation; plan development; field survey; and utility coordination.

### CHRIS RIVET, PE, MUNICIPAL PROJECT MANAGER

Chris has 12 years of experience in engineering and has served as the project manager and lead engineer for sand and salt shed projects going through the VTrans MAS process. He has prepared designs, observed construction, and performed compliance requirements for projects that cover the current stormwater permitting programs. His design work includes a range of site development, renewable energy, and culvert projects.



# F. RESUMES





## **KEN ROBIE, PE**

### **Municipal Project Manager**

**Total Years of Experience:** 33

**Years with D&K:** 3

#### **EDUCATION**

B.S., Civil Engineering, University of Vermont, 1989

#### **REGISTRATIONS**

Professional Engineer: VT 6524

Mr. Robie has 33 years of experience in transportation engineering, primarily with VTrans. His background includes project management and design for all types of highway projects. He has experience supervising project teams, setting budgets and schedules, reviewing cost proposals and consultant scopes of work, and coordinating all aspects of project development involving VTrans, the Federal Highway Administration, other state and federal agencies, Vermont municipalities and the general public.

**CHAMPLAIN PARKWAY PROJECT, BURLINGTON, VT.** Assisting Municipal Project Manager for this major transportation connection to the City's Downtown District through the final phases of Act 250, NEPA Environmental Impact Analysis, and contract plan development. This project improves traffic circulation, alleviates motorist capacity overburdens, and improves vehicular and pedestrian safety in the South End of the City through a combination of new alignment limited access highway and complete street upgrades to the Pine Street corridor. Being a complicated project with a long history of opposing views, the City required additional assistance and expertise in the day-to-day coordination with the extensive design and permitting team, VTrans and FHWA. Assisted with the NEPA Environmental Justice evaluation, Act 250 review, other state and federal permits, regional project coordination, and development of construction contract documents.

**SYKES MOUNTAIN AVENUE/US 5 ROUNDABOUTS AND ROADWAY RECONSTRUCTION, STP 0113(59)S, HARTFORD, VT.** Municipal Project Manager for final design and construction of two roundabouts at the intersection of US 5 and Sykes Mountain Avenue and the intersection of Sykes Mountain Avenue and Lehman Road. The project also includes roadway approach work, utility coordination, and stormwater management. This project followed the VTrans MAS process.

**SLOPE STABILIZATION, CENTER ROAD, BROWNINGTON, VT.** Municipal Project Manager for the design and construction of a project to mitigate the large amount of sediment flowing into the Willoughby River at two sites along Center Road. The project aimed to stabilize slopes and manage erosion, sediment discharge, and stormwater. This project followed the VTrans MAS process.

**MAIN STREET (VT 100B) SIDEWALK, MORETOWN, VT.** Municipal Project Manager for the design, permitting and property acquisition for 1350 ft of sidewalk.

**SMUGGLERS' NOTCH SCENIC HIGHWAY PARKING AREA AND STORMWATER IMPROVEMENTS, STOWE AND CAMBRIDGE, VT.** Project Manager leading the project to design improvements to parking and stormwater management along this sensitive route between Cambridge and Stowe on VT 108. The project includes the design and permitting of off-street parking areas, roadside stabilization, and revegetation of woodland and stream buffers throughout this steep and narrow mountain pass.

**SCRABBLE HILL ROAD STABILIZATION, DUXBURY STP MM19(9), DUXBURY, VT.** Project Manager leading engineering and permitting services for this multiphase project to identify options to address ongoing erosion and stabilize the roadway embankments. Firm services include survey, geotechnical investigations, hydrologic and hydraulic analysis, right-of-way and deed information, utility relocation, alternatives analysis, traffic impact assessment, permitting, preparation of bid documents and engineering assistance during construction. Responsibilities include leading engineering services, and coordination with subconsultants, Town of Duxbury, and VTrans. This project follows the VTrans MAS process.



## JONATHAN ASHLEY, PE

### Municipal Project Manager

**Total Years of Experience:** 30

**Years with D&K:** 7

#### EDUCATION

B.S., Environmental Engineering, Rensselaer Polytechnic Institute, 1992  
M.S. Course, Advanced Hydrology, Kansas State University, 2001  
M.S. Course, Physical and Chemical Hydrogeology, University of Massachusetts, Lowell, 1996  
M.S. Courses, Wastewater Treatment and Engineering; Open Channel Hydraulics, University of New Haven, CT

#### REGISTRATIONS

Professional Engineer: VT 7350, NH 9709, NY 79818  
Certified Vermont Class 2 Public Water System Operator  
40-hour OSHA HAZWOPER Course  
8-hour OSHA HAZWOPER Course  
Firefighter I Certification

Mr. Ashley has 30 years of environmental and civil engineering experience. Director of the Public Works Division, Jon's experience includes planning, management, and design of water and sewer projects, hazardous waste and brownfield remediation, road and slope projects, stormwater collection and treatment, and site/civil development projects for municipal, state, local, and private clients. Jon has supported environmental documentation and permitting for infrastructure and site projects and maintains strong working relationships with regulatory officials.

**MUNICIPAL PROJECT MANAGER, BASIN HARBOR ROAD CULVERT REPLACEMENT, BRIDPORT, VT.** Municipal Project Manager for the replacement of a deteriorating corrugated metal pipe culvert that carries the West Branch of Dead Creek and drains to Otter Creek. The culvert was replaced with a precast concrete box culvert. Responsibilities included managing the selection of the consultant and the design process through all phases and preparing an updated hydraulic analysis of the culvert sizing. Assisted the Town and design engineer with strategies to streamline the project schedule to allow the culvert replacement to be constructed prior to upcoming planned utility poles relocation in this area. Responsibilities also included supporting the Town through the selection of the contractor and construction of the replacement culvert. Assisted the Town with grant applications for additional Transportation Alternatives Program funding. The project was developed in accordance with the VTrans Municipal Assistance Bureau process and completed in 2021.

**MUNICIPAL PROJECT MANAGER, BEAVER POND SHARED-USE PATH PROJECT, PROCTOR, VT.** Municipal Project Manager assisting the town with the design phase of a shared-use bicycle and pedestrian path project planned to connect the village center with a recreational, rural area on the edge of town. Responsibilities include preparation of a design engineering services RFP, guiding the selection committee review process, coordinating meetings with the Path Committee; review of design engineers' plans and invoices; guiding and assisting the town in easement negotiations with involved landowners, and serving as a project liaison between VTrans and the design engineer.

**SALT AND SAND SHED, VERGENNES, VT.** Municipal Project Manager/Senior Engineer providing project management services for the construction of a Municipal Salt Shed. The city received funding for the project from the Federal Highway Administration (FHWA) through VTrans, and the project is being developed in accordance with the VTrans MAS process. As MPM, responsibilities include active engagement in property owner awareness meetings and negotiations (if applicable), and public informational meetings; writing requests for qualifications and scopes of services for project design and construction phase consultants; design review; maintenance of the project schedule; review of invoices and pay requests and tracking project financials; serving as liaison between VTrans and the city; and administration of the bid and construction phases.

**CREEK ROAD STREETScape PLANNING, DESIGN, AND RECONSTRUCTION, ADDISON COUNTY TRANSIT RESOURCES, MIDDLEBURY, VT.** Senior Project Manager for Town road reconstruction design, drainage improvements, high school athletic fields and facilities, Addison County Transit Resources (ACTR) headquarters planning, and sidewalk projects on Creek Road with various funding sources including VTrans MAS; town, school, and boosters; and Federal Highway Administration (FHWA). Designed sidewalks to integrate with ACTR Facility, new concrete bleachers for the lacrosse and soccer field, Trail Around Middlebury, new Town Parks and Recreation Building, as well as existing residences and commercial properties. Provided stormwater permitting assistance, gravel wetland design, and bid and construction administration assistance for the sidewalk project.



## JENNY AUSTIN, PE

### Municipal Project Manager

**Total Years of Experience:** 23

**Years with D&K:** 11

#### EDUCATION

B.S., Civil Engineering, University of Vermont, 1999

#### REGISTRATIONS

Professional Engineer: VT 8551

Ms. Austin has 23 years of experience providing management and design for civil engineering projects.

Her experience focuses on traffic engineering to support future growth for public and private entities, as well as transportation planning and design for municipal, regional, and state projects. Jenny has worked on a range of projects, including Municipal Project Manager services on VTrans MAS projects and project engineer for a pilot project to support the monitoring and performance evaluation of a road diet. She provides transportation master planning and has provided peer reviews of traffic impact studies. Jenny has experience with all phases of transportation design from scoping through contract plans and bid documents.

Jenny was the recipient of the Vermont Young Engineer of the Year for 2009.

#### MUNICIPAL PROJECT MANAGER BEAVER POND SHARED USE PATH PROJECT, PROCTOR, VT.

Municipal Project Manager (MPM) assisting the Town with the design phase of the shared-use path project. Responsibilities include preparation of a design engineering services RFP; serving on the selection committee meeting; coordinating meetings with the Path Committee, including engaging Doodle Polls for collecting input from meeting attendees and attended meetings; reviewing design engineers' plans and invoices; and serving as a project liaison between VTrans and the design engineer.

**SALT SHED REPLACEMENT, VERGENNES, VT.** Municipal Project Manager (MPM) to assist the city with the design phase of a project which involves replacing the City's existing salt shed with a new structure. Responsibilities include the preparation of a design engineering services RFP, serving on the selection committee meeting, coordinating meetings; reviewing the design engineers' plans and invoices, and serving as a liaison between VTrans and the design engineer. Assisted with compiling grant applications for additional VTrans funding. The city was recently awarded a Municipal Highway and Stormwater Mitigation grant through this process.

**BASIN HARBOR ROAD CULVERT REPLACEMENT, BRIDPORT, VT.** Municipal Project Manager (MPM) to assist the town with the removal of a 208-in by 57-ft squashed corrugated metal pipe and replacement with a 20-ft-wide by 9-ft-high by 43-ft-long precast concrete box culvert. Responsibilities include the review of design engineers' plans and invoices; review of invoices from design engineer and construction engineer; and serving as a liaison between the town, VTrans, design engineer, and construction engineer.

**BICYCLE AND PEDESTRIAN SCOPING STUDY, WESTON, VT.** Project Manager for a study that evaluated opportunities to improve the streetscape and encourage walking and cycling within the village's VT 100 corridor. The project received funds administered by the VTrans Municipal Assistance Bureau. Responsibilities included the review of existing conditions, crash data review, development and evaluation of alternatives with separate alternatives for both the northern and southern project segments, public meeting presentations, development and evaluation of an online survey, and the preparation of the scoping study report. Coordination with the steering committee and the Windham Regional Commission were valuable parts of this project.

**SIDEWALK REPLACEMENT, CASTLETON, VT** Assisted with construction administration for a 2,800-LF sidewalk project along VT 4A and VT 30 in Castleton. Responsibilities included spreadsheet tracking of construction quantities and review of quantities in construction payroll requests; certified payroll review; assistance with construction-related materials forms, RFIs, and change orders; coordination with VTrans and the contractor regarding VTrans required documentation; and maintaining the file-sharing site for the project.



## DAVE CONGER, PE

### Municipal Project Manager

Total Years of Experience: 30

Years with D&K: 11

#### EDUCATION

B.S., Civil Engineering, University of Vermont, 1992

#### REGISTRATIONS

Professional Engineer: VT 7689

David Conger has 30 years of experience as a Civil Engineer and Project Manager for municipal, private, and federal clients. The Director of D&K's Site and Land Division, David's experience includes management of multidisciplinary design teams for significant term contracts and large-scale projects. His technical expertise includes stormwater utility, design, MS4 permits, an understanding of Total Maximum Daily Loads, and other engineering functions specific to the design of alternatives for stormwater management, drainage, and water quality systems. David is thoroughly familiar with the FEMA HMGP program, USACE standards, environmental permitting, and NPDES stormwater program compliance.

**CONSTRUCTION PHASE SERVICES, US 7 SEGMENT 6, BRANDON, VT.** Manager of Construction Phase Services for full-time construction administration and observation for a \$20M roadway improvement project in the heart of downtown Brandon. The project includes reconstruction of more than a mile-long section of US 7 roadway, all associated intersections and two parks. D&K provided as many as six full-time construction inspectors over three years to support the improvements. The project was developed through the MAS of VTrans.

**NESHOBE RIVER OVERFLOW CULVERT, BRANDON, VT.** Project Manager for design of an overflow culvert to mitigate flooding of US Route 7 in downtown Brandon under a Hazard Grant Mitigation Program (HGMP) grant. Significant storm events cause overtopping of the roadway by the Neshobe River. A preliminary feasibility study was advanced with updated hydraulics and inlet control details to provide a three-sided precast structure which prevents flooding at the 100-year design event. The design integrated the hydraulic requirements with a tight urban site to develop a geometry and construction details protecting adjacent structures and utilities while limiting ledge removal and property acquisition. The project was fast-tracked with permitting, design, and several grant modifications to initiate construction in advance of proposed highway work in the town. Construction management services were continued for submittal and field condition reviews as well as near full-time construction inspection services. Team developed processes to keep client and public apprised of the project status through daily logs, materials measurement, pay requisition review and biweekly contractor meetings.

**WEST SEMINARY STREET PRIVATE NESHOBE RIVER BRIDGE, BRANDON, VT.** Project Manager responsible for assisting a landowner to replace a private bridge, which incurred significant damage from Tropical Storm Irene. The existing 20-ft span bridge was inadequate for Q25 storm events and required HEC-RAS evaluation of the upstream and downstream channel to address extreme storm events. This evaluation incorporated review for both hydraulic and geometric constraints posed by a concurrent flood overflow culvert structure being managed for the town. Assisted the owner with Stream Alteration permitting to replace the existing structure with a longer precast voided slab span, including modification of the upstream and downstream channel with stone retaining walls. The modified bridge and stream channel accommodates Q25 storm flows.

**BICYCLE AND PEDESTRIAN IMPROVEMENTS, SAFE ROUTES TO SCHOOL, WEST RUTLAND, VT.** Project Manager for the development of a safe and attractive walking and biking network connecting the residential neighborhood with the K-12 West Rutland School and nearby community recreational facilities. Based on the school's active travel plan, D&K developed conceptual plans for the bike/walk network and prepared a project scoping report. The study assisted the Town in successfully securing a major competitive construction funding grant. D&K developed construction plans to bring the plan into reality. The project encompassed a wide range of contexts and conditions, from narrow urban streets to major thoroughfares with higher traffic volumes, shared streets, sidewalks, and separated shared-use pathways.



## CHRIS LATHROP, PE

### Municipal Project Manager

**Total Years of Experience:** 27

**Years with D&K:** 16

#### EDUCATION

B.S., Civil Engineering, Norwich University, 1995

A.S., Civil Engineering, Vermont Technical College, 1992

#### REGISTRATIONS

Professional Engineer: VT 8769, NH 10682

Mr. Lathrop is a Senior Transportation Engineer and the Highway Department Manager at D&K with 27 years of experience in transportation improvement projects. His professional experience includes the preliminary and final design of a variety of transportation projects for the Vermont Agency of Transportation, New Hampshire Department of Transportation, and numerous municipalities.

Chris's roadway experience includes the reconstruction of local roadways and state highways, resurfacing and safety improvements for interstate highways, intersection improvements, pathways, and sidewalks. He has been involved in all phases of project development from project conception through construction, including design, public participation, contract documents, utility coordination, traffic management plans, bidding, and construction administration and inspection.

**ROADWAY RECONSTRUCTION AND MULTIMODAL FACILITIES, SOUTH HERO, VT.** Municipal Project Manager for a project to reconstruct three miles of roadway and reconfigure the road to accommodate bike lanes. Specific responsibilities included advising the town regarding the MAS Project Development Process, preparing a request for proposals, soliciting engineering proposals for design of the project, reviewing the engineering consultant's progress as the design developed, acting on behalf of the Town for right-of-way negotiations, and facilitating public meetings and discussions.

**ROADWAY AND SAFETY ENGINEERING SERVICES RETAINER CONTRACT, VTRANS, STATEWIDE, VT.** Project Manager for on-call retainer contract with the Vermont Agency of Transportation to assist with the development of roadway, intersection, and other safety-related transportation projects throughout the State. Projects include:

- **STP 013-3(9) VT ROUTE 100 ROADWAY CORRIDOR, LUDLOW-BRIDGewater, VT.** Project Manager for preliminary and final plans of 14.073 miles of roadway improvement design. Services addressed pavement reclamation, overlay and rehabilitation, drainage assessments and improvements, guardrail improvements, bridge joint replacements, pavement markings, and roadway sign updates. Assessed condition of numerous culverts and designed replacements or extensions of those in poor condition or those that failed to meet project typical. Services included field survey, base mapping, engineering design, geotechnical design, slope stability design and plan development, permitting, and cost/quantity estimation. All design services were completed in accordance with VTrans Standards including use of English units and Microstation/ InRoads.
- **STP 013-4(41) VT ROUTE 100 ROADWAY CORRIDOR, STOCKBRIDGE-ROCHESTER, VT.** Project Manager for preliminary and final plans of 8.755 miles of roadway improvement design. Services addressed pavement reclamation, overlay and rehabilitation, drainage assessments and improvements, guardrail improvements, bridge joint replacements, pavement markings, and roadway sign updates. Assessed condition of numerous culverts and designed replacements or extensions of those in poor condition or those that failed to meet project typical. Services included field survey, base mapping, engineering design, geotechnical design, slope stability design and plan development, permitting, and cost/quantity estimation. All design services were completed in accordance with VTrans Standards including use of English units and Microstation/ InRoads.

**SIDEWALK DESIGN, ROUTE 116, SAFE ROUTES TO SCHOOL PROGRAM, VTRANS, HINESBURG, VT.** Project Manager responsible for the preliminary and final design of a 5-ft-wide concrete sidewalk along Route 116. The sidewalk includes a 5-ft green strip beginning at the Hinesburg Elementary School and extends 950 ft along the west side of Hinesburg Road to Charlotte Road. The project included ROW acquisition, utility relocation, crosswalks, pedestrian ramps, concrete curbing, drainage improvements, environmental permitting, erosion control narrative, and parking and driveway improvements to a number of properties.



## BRIAN BRESLEND, PE, LPA

### Municipal Project Manager

**Total Years of Experience:** 15

**Years with D&K:** 15

#### EDUCATION

B.S., Civil Engineering, University of Vermont, 2007

#### REGISTRATIONS

Professional Engineer: VT 79076, NH 15117, ME 14272  
NHDOT LPA Certification: 2043

Mr. Breslend is a Civil Engineer with 15 years of experience providing management and design of transportation projects. Brian's project experience includes roadway, bridges and culverts, rail, sidewalk, pathways, and slope stabilization. He provides a range of services, including the preparation of alternatives analyses, preliminary and final design, quantity calculations, cost estimation, plan development, field survey, and utility coordination. Brian is proficient in CADD software including MicroStation and AutoCAD, as well as Trns-port Estimator cost estimating software.

**ROADWAY, DRAINAGE, BICYCLE IMPROVEMENTS, SOUTH HERO, VT.** Municipal Project Manager who served as a liaison between the town and VTrans. Specific responsibilities included advising the town regarding the MAS Project Development Process, preparing a Request for Proposals (RFP) for the design, reviewing the engineering consultant's progress as the design is developed, acting on behalf of town for right of way negotiations, and facilitating public meetings and discussions. The total project length is 3 miles along the route marked as the Champlain Bikeway, a popular cycling route. Assisted in the review of construction bid documents, performed administrative duties during construction, and kept records of project correspondence and files.

**US 2 PEDESTRIAN IMPROVEMENTS, EAST MONTPELIER, VT.** Project Manager for design of pedestrian enhancements as recommended in the town's Scoping Study, also prepared by D&K. Approximately 2,000 ft long, the project includes the design of sidewalk and crosswalk improvements, relocation of a water line and hydrant, consolidation of driveway openings, property owner coordination to understand and mitigate concerns, and extensive VTrans coordination due to location along a state highway. The project received funds administered by the VTrans Municipal Assistance Section (MAS).

**SIDEWALKS AND PEDESTRIAN IMPROVEMENTS, FAIRFIELD, VT.** Project Manager for design and of sidewalks, streetscape enhancements, and other pedestrian facilities in the core of the village. Improvements address unsafe conditions that include minimal pedestrian facilities, ill-defined parking lots, and wide unmarked roadways with narrow shoulders. Responsible for management of scheduling and budgeting of firm resources; coordination of VT Construction General, VT ANR Wetlands, and VTrans 11/11 permits; and design of horizontal and vertical alignments. The project received funds administered by the VTrans MAS.

**ROADWAY AND SAFETY ENGINEERING CONTRACT, VTRANS, STATEWIDE, VT.** Project Manager for on-call contract to assist with the development of roadway, intersection, and other safety-related transportation projects. Projects include:

- VT 125, ER STP 0174(19), Slope Stabilization, Ripton
- ER STP 013-3(9) VT Route 100 Roadway Corridor, Ludlow-Bridgewater
- STP 013-4(41) VT Route 100 Roadway Corridor, Stockbridge to Rochester
- VT Route 100, Slope Stabilization, Granville
- VT Route 100B, Slope Stabilization, Moretown
- VT Route 14, Slope Stabilization, Sharon
- VT Route 125, Slope Stabilization, Ripton
- Statewide-Northeast STPG SIGN (56), Intersection Evaluations and Signing, Northeast Kingdom
- Statewide-Northwest STPG SIGN (58), Signing, Northwest VT
- Statewide-Northeast STPG SIGN (62), Signing, Northeast Kingdom



## CHRIS RIVET, PE

### Municipal Project Manager

**Total Years of Experience:** 12

**Years with D&K:** 4

#### EDUCATION

B.S., Civil Engineering, Norwich University, 2010

#### REGISTRATIONS

Professional Engineer: VT 109341

Mr. Rivet has 12 years of stormwater engineering experience. His project expertise includes the design, construction, and compliance inspection for site development projects throughout Vermont. Chris has served as the project manager and lead engineer for sand and salt shed projects going through the VTrans MAS process. He has prepared designs, observed construction, and performed compliance requirements for projects that cover the current stormwater permitting programs. His design work includes a range of site development, renewable energy, and culvert projects.

**SALT SHED REPLACEMENT, WARDSBORO, VT.** Project Manager/Lead Engineer for the design, bid, and construction phase services for a salt and sand shed. The existing small wooden lean-to salt shed structure is being replaced with a larger salt and sand shed that will prevent water intrusion into the salt mixture and contaminated runoff from discharging into the stream and associated wetlands across the road. It will also reduce the risk of groundwater contamination, eliminate the need for salt and sand to be dumped on the ground upon delivery and then moved into the structure, and reduce waste. Responsible for engineering, design, and permitting for the salt shed. The project follows the VTrans MAS project development process and is being funded by a (VTrans) Municipal Mitigation Grant. It is currently in the design phase.

**SAND SHED REPLACEMENT, PITTSFIELD, VT.** Project Manager/Lead Engineer for the design of a new sand storage shed at the town garage site. Working with the town and Two Rivers Ottauquechee Regional Commission for the design, bid, and construction phase services. The construction of the proposed sand shed will replace the existing deteriorated shed currently used by the town and will cover the same footprint. The new shed will provide a more safe, stable structure for the town to work in. Responsible for engineering, design and permitting for the sand shed. The project follows the VTrans MAS project development process.

**SAND AND SALT SHED CONSTRUCTION, BRIDGEWATER, VT.** Project Manager/Lead Engineer for the design of a new storage shed for sand at the town garage site. Working with the Town and Two Rivers Ottauquechee Regional Commission for the design, bid, and construction phase services. The new shed will provide economic benefits to the town through the reduction of waste and emissions and improve the water quality of nearby resources, including the Ottauquechee River that borders the site. Responsible for engineering, design, and permitting for the sand shed. The project follows the VTrans MAS project development process, and is currently in the design phase.

**SMUGGLERS NOTCH TRAILHEAD AND ACCESS IMPROVEMENTS, LAMOILLE COUNTY PLANNING COMMISSION, STOWE AND CAMBRIDGE, VT.** Project Engineer responsible to complete stormwater benefits calculations for a project that reconfigures parking, reduces impervious surfaces, and improves drainage along a narrow state highway providing access to popular trailheads.

**SUBSURFACE GRAVEL WETLAND, VILLAGE OF ESSEX JUNCTION, VT.** Project Engineer for the design of a Subsurface Gravel Wetland Best Management Practice (BMP). The BMP was implemented as part of the Indian Brook Flow Restoration Plan and will support the Town's effort to meet the Total Maximum Daily Loads (TMDL) to Lake Champlain and Indian Brook. The BMP treated the stormwater discharge from a 17.7-acre watershed, including 6.5 acres of impervious area associated with roadways, sidewalks, and three homeowner associations. Stormwater treatment includes reducing pollutant loading due to total suspended solids and phosphorus. Responsible for conceptual and final plan production for the project according to VTrans standards and for stormwater modeling. This federally funded project followed the VTrans MAS Guidebook.