



PROJECT WORK PLAN
Monroe Avenue GIGP Project
Town of Brighton

A. PURPOSE OF WORK PLAN

The Monroe Avenue GIGP Project Work Plan will provide guidance and definition of the project's goals and objectives, scope of services, deliverables and milestones. Additionally, the Plan will serve to outline a communication protocol between the Consultant, the Town, and the Monroe Avenue GIGP Committee.

B. PROJECT BACKGROUND

In 2011, the Town of Brighton collaborated with the Rochester Regional Community Design Center (RRCDC) to produce the Monroe Avenue Corridor Community Vision Plan. With input from area residents, community stakeholders, and the local business owners, the Brighton Steering Committee and RRCDC developed a strong set of goals and ideas for the future development and revitalization of the Monroe Avenue Corridor.

This Vision Plan emphasized the following goals –

- Need to improve aesthetics
- Create a comfortable and safe pedestrian scale streetscape
- Enhance the property values and economic viability of the Corridor
- Achieve a proper balance of improvements to create a more livable and sustainable street Corridor

Stormwater management, large amounts of impervious surfaces, and lack of mitigation practices to control runoff and flooding emerged as the primary contributors to the condition and visual assessment of the Monroe Avenue corridor. The Vision Plan recognized that multi-functional improvements of green, sustainable practices not only address stormwater issues, but *can* provide collateral improvement benefits. This creates a positive, livable and enhanced street corridor – the primary goal of the Vision Plan. The primary purpose of this proposed Green Street project is to progress strategies to improve stormwater management and water quality, while simultaneously resulting in the initial revitalization improvements of Monroe Avenue as recommended in the Vision Plan.

Subsequent to completing the Vision Plan and with assistance from the Monroe County Stormwater Coalition, the Town prepared a Monroe Avenue Green Street Feasibility Report to identify the achievable project elements, technical and cost viability, and overall project budget. The Feasibility Report established the basis for applying for a NYS Environmental Facilities Corporation Grant through the Green Innovation Grant Program (GIGP).

The Town successfully obtained \$1.565 million to retrofit Monroe Avenue, from Elmwood Avenue to Westfall Road, with three specific design and construction components. These components are green infrastructure practices in the Monroe Avenue right-of-way, bioretention practices adjacent to Allens Creek, and restoration of a segment of Buckland Creek within the Town of Brighton Central School District Campus near the middle school parking lot. The right-of-way retrofit and Allens Creek bioretention concept will be designed and permitted by the consultants as part of this project, and constructed by Town forces. The Buckland Creek restoration will entail survey and stream sections under this project, with design intentions performed by the Monroe County Stormwater Coalition to be constructed by Town forces.

There are three key objectives for this project that will provide the foundation towards the overall goals established in the Vision Plan:

- Introduce green infrastructure stormwater management practices such as bioretention, porous pavements, street trees, rain gardens, infiltration swales, and riparian buffers to reduce stormwater pollution, decrease runoff, improve and protect water quality and enhance the street environment.
- Enfranchise the local community and the affected business owners along the street and continue to solicit input, build consensus, transfer “ownership”, and clarify the methods of beautification improvements to the key stakeholders.
- Develop designs that are aligned with the community’s desires which function as sustainable infrastructure practices that can be completely understood, constructed, and maintained.

C. PROJECT SCOPE

Phase 1 - Project Initiation & Coordination

As part of the Project Initiation & Coordination Project Phase, the B&L/edr Team will conduct, prepare, or be involved in the following anticipated meetings:

- The team will conduct and record the **Project Kick-Off Meeting**
- The team will prepare for and participate in **six (6) Monroe Avenue GIGP Committee Meetings** (minimum) throughout the project. It is expected that these meetings will be scheduled on a regular basis to periodically provide status updates, identify issues, and guide the development of the design, and facilitate a strategy for the public information meetings.
- **GIGP Committee Meeting #1**: As part of the project initiation, our team will propose organizing an initial site walkthrough with Committee members to observe the existing site conditions, issues, opportunities, constraints, and challenges.

The following tasks are anticipated to be completed during this project phase –

- Prepare for and Conduct **GIGP Committee Meeting #1**
- Develop Overall **Project Schedule**
- Obtain any existing pertinent available information
- Initiate project coordination with Monroe County Stormwater Coalition, NYSDOT, and NYSDEC
- Establish communication protocols
- Prepare and submit meeting agendas and record minutes

Phase 2 - Public Participation

As part of the Public Participation Project Phase, the B&L/edr Team will provide the following:

- Develop a **Public Participation Plan** to establish effective methods (i.e. charrette, open house forum) to promote community dialogue and convey project progress.
- The team will prepare for, conduct, and document up to **four (4) public information meetings**. These meetings will occur at strategic points along the project schedule to identify overall goals, identify opportunities, seek input, clarify and address concerns and issues, and inform the property owners on the design strategies.
- Design, develop and host a project website for a maximum two-year period.

The following tasks are anticipated to be completed during this project phase –

- 🌿 Preparation and submittal of **Public Participation Plan**
- 🌿 Informational, documentation, and presentation materials for **four (4) Public Meetings**
- 🌿 Records of attendees, presentations, and minutes of all meetings
- 🌿 Development, management and host of **Project Website** and social media

Phase 3 - Project Inventory

As part of the Project Inventory Project Phase, the B&L/edr Team will conduct a thorough, accurate and detailed assessment and visual inventory of the Monroe Avenue corridor and its environs to assist in the project design, appropriate green infrastructure solutions, and applicable streetscape enhancements and practices.

The following tasks are anticipated to be completed during this project phase –

- 🌿 Perform thorough site investigation and photo documentation of project area
- 🌿 Initiate and coordinate **field survey**
- 🌿 Review all pertinent information gathered from Town, County, or NYSDOT sources
- 🌿 Prepare a comprehensive inventory utilizing all available mapping information, previous studies, plans, improvements, or developments within project area
- 🌿 Evaluate all existing utility and drainage infrastructure
- 🌿 Initiate and coordinate subsurface investigations and **infiltration testing**
- 🌿 Review applicable zoning, local and state regulations
- 🌿 Prepare for and conduct **GIGP Committee Meeting #2**
- 🌿 Prepare for and conduct **Public Meeting #1**
- 🌿 Conduct a detailed and thorough **Existing Tree Inventory**
- 🌿 Conduct a **Wetland Delineation** (if necessary) in accordance with NYSDEC and USACE guidelines and requirements

Phase 4 - Concept Design

As part of the Concept Design Phase, the B&L/edr Team will initiate the project design with preparation of a **conceptual plan** that illustrates the proposed green infrastructure strategies, locations of probable interventions and retrofits, and schematic details to convey probable materials. The conceptual plans will be based on rudimentary stormwater calculations in accordance with the NYS Stormwater Management Design Manual, and any information gathered at the Committee and Public Meetings pertaining to the aesthetic, functional and operational desires to help guide the design concepts.

The following tasks are anticipated to be completed during this project phase –

- 🌿 Define watershed and drainage areas
- 🌿 Develop Green Infrastructure 'Toolbox' of potential practices
- 🌿 Preparation and submittal of **Draft Green Street Report**
- 🌿 Preparation and presentation of draft and final **Conceptual Design Alternatives** (2-3 max)
- 🌿 Coordination of review of concept designs with NYSDOT and Monroe County Stormwater Coalition
- 🌿 Prepare for and conduct **GIGP Committee Meeting #3**

- ✔ Determination of possible **Pilot Project** implementation locations and design elements
- ✔ Prepare and coordinate **Phase 1A Cultural Resource Investigation** (if necessary)
- ✔ Prepare for and conduct **Public Meeting #2**
- ✔ Prepare for and conduct **GIGP Committee Meeting #4**

Phase 5 - Preliminary & Final Design Phase

Based on the comments from the Town, GIGP Committee, NYSDOT, NYSDEC, and the public input throughout the development of the conceptual plans and Green Street report, the B&L/edr team will progress the conceptual design plans into **preliminary and final plans** to be presented formally to the Monroe Avenue GIGP Committee, the Town, and NYSDOT for final input, comment, and coordination.

The following tasks are anticipated to be completed during this project phase –

- ✔ Develop **Preliminary Design Plans (75%)** of preferred alternative(s)
- ✔ Finalize and submit **Pilot Project** design plans for small GI installation initiative
- ✔ Finalize and submit Final **Green Street Report**
- ✔ Develop required **Project Signage** in compliance with EFC Guidelines
- ✔ Assist Town in analysis and potential of forming a Maintenance Drainage District
- ✔ Develop preliminary Probable **Construction Cost Estimate**
- ✔ Coordination of review of concept designs with NYSDOT and Monroe County Stormwater Coalition
- ✔ Coordination of design plans with utility agencies
- ✔ Prepare for and conduct **GIGP Committee Meeting #5**
- ✔ Prepare for and conduct **Public Meeting #3**
- ✔ Revise preliminary plans, specifications and estimates
- ✔ Prepare and submit **Final Design Plans (100%)**
- ✔ Prepare for and conduct **GIGP Committee Meeting #6**
- ✔ Prepare for and conduct **Public Meeting #4**
- ✔ **Deliver Final Plans & Documents to Town**

D. PROJECT PARTICIPATION

The Monroe Avenue GIGP Project will require effective communication among the key project participants throughout the development of the public participation, agency coordination, and development of preferred design alternatives. An effective methodology will utilize all directions of communication to establish a sense of support and unified decisions towards a successful project.

The following matrix proposes the roles and responsibilities of the key project participants -

Role	Responsibilities	Participant(s)
Project Sponsor	<ul style="list-style-type: none"> ▪ Ultimate decision-maker ▪ Provide project oversight and guidance ▪ Review/approve majority project elements ▪ Commitment of Town resources, available info ▪ Administration of project ▪ Oversight of quality and deliverables 	<p>Mike Guyon, Town of Brighton Mike.guyon@townofbrighton.org 784-5225</p> <p>Ramsey Boehner, Town of Brighton Ramsey.boehner@townofbrightong.org 784-5229</p> <p>Tim Anderson, Town of Brighton Tim.anderson@townofbrightong.org</p> <p>Paul White, Town of Brighton Paul.white@townofbrightong.org 784-5227</p>
Steering Committee	<ul style="list-style-type: none"> ▪ Approves Public Meeting strategies and materials, presentation information ▪ Assists to resolves conflicts and issues ▪ Provide <u>guidance to Project Sponsor</u> ▪ Understand the user needs and business processes of their area ▪ Act as consumer advocate in representing their area – <u>public outreach tasks</u> ▪ Communicate project goals, status and progress throughout the project ▪ Review and approve project deliverables ▪ Coordinates participation of work groups, individuals and stakeholders ▪ Provide knowledge and recommendations ▪ Helps identify and remove project barriers ▪ Assure quality of products that will meet the project goals and objectives ▪ Identify risks and issues and help in resolutions ▪ Lend expertise and experience as required 	<p>Sheila Gaddis, Chairperson sgaddis@vlsprochester.org</p> <p>Laura Civiletti Laura.civiletti@wegmans.com lciviletti@gmail.com</p> <p>Rome Celli romecelli@realtor.com</p> <p>Tom Tuori ttuori@hselaw.com</p> <p>Terry Klee Tklee001@rochester.rr.com</p> <p>George Smith George_smith@bcso.org dolomite@frontier.net</p> <p>Shubhangi Gandhi gandhishub@gmail.com</p>
Project Consultant	<ul style="list-style-type: none"> ▪ Manages project in accordance to the project scope, grant requirements, and Town standards ▪ Serves as liaison to the Steering Committee ▪ Receive guidance from Steering Committee ▪ Supervises consultants ▪ Provide overall project direction ▪ Direct/lead team members toward project objectives ▪ Handle problem resolution ▪ Manages the project budget 	<p>Jeffery Nadge, Barton & Loguidice PC jnadge@bartonandloguidice.com 325-7190 (Roch) 1-315-457-5200 (Syr)</p> <p>Tom Robinson, edr companies trobenson@edrcompanies.com 271-0040</p>

The outreach methods for communication among the project participants will include the following list of communication events or methods that will be established for this project –

Monthly Progress Reports – the Project Manager will provide the Sponsor with monthly status reports to provide a summary of tasks completed, upcoming tasks, issues and resolutions, and information need to maintain progress

GIGP Committee Meetings – the Project Manager and Sponsor will conduct periodic Committee Meetings to report the project status, identify issues, conflicts or resolutions, review materials being developed for the project designs, outreach or promotional materials, and encourage participation from all members of the Committee

Website – the project website will be utilized to primarily inform the public of the progress of the project, but also be used as a communication tool between the project participants to view updates, provide feedback, disseminate information and materials, track progress, and identify concerns

E. PROJECT MILESTONES

The following represents the key anticipated project milestones for the Monroe Avenue GIGP Project, with estimated completion dates:

MILESTONE	ESTIMATED COMPLETION DATE
Project Kick-Off Meeting (w/Town)	September 12 2013
 GIGP Committee Meeting #1	September 26 2013
Project Website Active	September 30 2013
Public Participation Plan	October 4 2013
Monroe Avenue Survey (Complete)	October 4 2013
<i>*Note – some areas of survey may be completed and provided in segments as necessary</i>	
 GIGP Committee Meeting #2	October 10 2013
Tree Inventory	October 10 2013
Public Meeting #1	FALL 2013
Wetland Delineation	October 15 2013
Conceptual Design Alternatives	October 24 2013
DRAFT Green Street Report	October 30 2013
 GIGP Committee Meeting #3	TBD – Fall 2013
OPTION 1: FALL PILOT PROJECT (TBD)	TBD – Fall 2013
Phase 1A Cultural Resource Investigation	TBD – Fall 2013
Public Meeting #2	FALL/WINTER 2013
 GIGP Committee Meeting #4	TBD – Late Fall/Winter 2013
Preliminary Design Plans / Specifications / Estimate	TBD – Late Fall/Winter 2013
FINAL Green Street Report	TBD – Late Fall/Winter 2013
 GIGP Committee Meeting #5	TBD – Late Fall/Winter 2013
Public Meeting #3	WINTER/SPRING 2014
Final Design Plans / Specifications / Estimate	TBD – Winter 2013/2014
 GIGP Committee Meeting #6	TBD – Winter 2014
Public Meeting #4	SPRING 2014
FINAL PLANS & DOCUMENTS	SPRING 2014