

**806 Long Point Road  
North Ferrisburgh, VT 05473**

November 20, 2018

Ms. Kathleen Ramsay, Town Manager  
Town of Middlebury  
77 Main Street  
Middlebury, VT 05753

Subject: Creek Road

Dear Kathleen,

I would like to thank you and Dan for requesting my assistance with the evaluation of the alternatives for addressing on-going issues with Creek Road. As we discussed at our meeting, I recommend the following approach:

1. **On-Site Observations** – At the start of work, I would like to walk the length of Creek Road with Public Works staff to review the current state of the roadway and creek bank. Particular attention will be given to those areas evaluated in the Pathways Study in 2017 and to gathering input from staff on whether these areas have expanded or new problems areas have developed in the intervening time span. The linear extent of roadway/bank damage will be estimated for use in the option analysis. I would also like to view areas being considered for possible road realignment and/or drive construction.
2. **Record Review** – After becoming familiar with current field conditions, I will perform a record review including the Pathways Report, earlier repair projects/methodology, impacts to property owners, cost analysis and funding opportunities, correspondence and meeting notes, and regulatory requirements.
3. **Option Analysis** – My analysis will consist of a compilation of the basic alternatives identified through the Record Review and discussions with the Town. The results will be presented in a matrix format to clearly allow for the comparison of the various options. Cost analysis from earlier work by others will be presented on a “present worth” basis so each option may be considered from a common baseline. The matrix will be accompanied by a summary narrative of the options and associated pros and cons.
4. **Meetings with Client** – In addition to the initial on-site meeting with the Public Works staff, it would be beneficial to have an introductory meeting and site walk with the Infrastructure Committee, impacted property owners and interested members of the public. Upon completion of the Options Analysis, I recommend a second meeting to present the matrix to the Infrastructure Committee and possibly a meeting with the full Select Board at the Town’s request.

The Town of Middlebury has given significant consideration to the cause of and technical solutions to the stream bank erosion and roadway impact to this area. Based upon our conversation, the Town is not looking for another engineering/geotechnical evaluation of Creek Road. My efforts will be focused on compiling existing information and presenting it in a manner whereby the Town may clearly understand the options available and make an informed decision on how to proceed. While I believe that my engineering and construction background will facilitate efforts and be of benefit to the Town, this proposal does not contemplate any design related services being performed at this time.

Due to the nature of this work, it is difficult to provide a definitive budget for the scope outlined above. It is possible that as work progresses, supplemental and not currently anticipated tasks may arise. I propose, therefore, to provide my assistance on an hourly basis at a rate of \$100/hour, invoiced monthly as work progresses. Based upon the scope outlined above, I recommend a budget of \$3,500 to \$5,500. As work progresses, I will review any changes to the project scope with you and provide estimates of the possible budget impacts.

Again, I appreciate the opportunity to assist the Town with its consideration of this difficult issue. I would be happy to discuss any questions you may have at your convenience.

Sincerely,

A handwritten signature in black ink, appearing to read 'Peter DeGraff', written in a cursive style.

Peter DeGraff, P.E.

c: Mr. Dan Werner