

Town of Orleans

19 School Road Orleans Massachusetts 02653-3699
Telephone (508) 240-3700 – Fax (508) 240-3388



COMMUNITY PRESERVATION PROJECT APPLICATION

Project Title: Overland Way Shared Use Path: A multi-use path connection to Cape Cod Rail Trail

Submission Date: November 18, 2020

Applicant (note if Town, individual or non-profit): Town of Orleans Bike and Pedestrian Committee

Address: C/O Alice Thomason Van Oot, Chair: 25 Blueberry Island Rd Orleans MA.

Co-Applicant, if any (note if Town, individual or non-profit): NA

Address:

Project Contact Person: Alice Thomason Van Oot

Telephone: 508-255-1528

E-mail: vtalice@gmail.com

Federal Tax Identification Number (if non-profit): NA

Project purpose (Check all that apply):

Open Space

Historic Preservation

Community Housing

Recreation

Project Location/Address: Overland Way Orleans

Community Preservation Funding Request: \$25,000.00

Brief Project Summary, Including Justification of Project Category Checked Above:

This request is to support the first phase in the development of a short multi use path on town owned land to connect the Cape Cod Rail Trail to Overland Way. The budget is intended to provide professional services needed to develop a set of plans for the Town of Orleans to bid for the construction of a short 0.2 mile multi use path. The path will connect the neighborhoods of Bay Ridge Lane and Bakers Pond to the Cape Cod Rail Trail. The location has been under consideration by the town for some time and has been ranked as a priority by the Complete Streets project ranking process facilitated by the Cape Cod Commission in developing a Complete Streets Prioritization Plan for the town. Development of this path will further our goal of making the Cape Cod Rail Trail safely accessible to a larger part of our community, thus creating opportunity for both recreation and safe alternative transportation to other areas of town for users of all ages and abilities.

Please attach the following information with all applications:

- **Detailed Narrative:**

The Orleans Bike and Pedestrian Committee was formed “to preserve, promote and enhance the safety of cyclists and pedestrians in Town” so that all members of the community could safely enjoy biking and walking for recreation, health and transportation. The Committee has been instrumental in educating the community to and promoting the practices of *Complete Streets* to meet this goal and successfully shepherded the adoption by the Select Board in January 2020 of a Complete Streets policy for Orleans (Appendix A). The Goals of the Complete Streets initiative include: access, public health, equity, safety, and environment. We believe the project for which we request financial support will increase recreational opportunities for the residents of an area of town that is geographically isolated because it is essentially bisected by RT 6A. The Overland Way path will open up the Rail Trail to the residents of Bay Ridge Lane, Oak Ridge Lane, Bakers Pond Rd, Opa’s Way, Long View Drive and others thus providing opportunity and access. (See Town of Orleans: Trails and Walkways map:

<https://www.town.orleans.ma.us/sites/g/files/vyhlf3631/f/file/file/trails-walkways.pdf>)

This project was identified through a Complete Streets Prioritization Plan process and we used that information and alignment with Community Preservation goals when identifying this project for a CPF application. As part of the Complete Streets commitment, the town received a planning grant of \$38,000.00 from MassDot, which enabled us to retain the Cape Cod Commission to assist in developing a Prioritization Plan of projects that would achieve Complete Streets goals. Once the Prioritization Plan is complete, it will enable the town to apply for up to \$400,000 to implement priority projects and the Plan will provide a road map for the further development of safe roadways and byways in Orleans. We plan to reserve this MassDot funding stream to implement priority projects such as sidewalks, safety lighting etc. that don’t meet the stated goals of the CPF.

Bike and Pedestrian Committee members are committed to the goals of the Orleans Comprehensive Plan and the Orleans Community Preservation Plan’s goal “to provide, improve, and where needed, expand opportunities, programs, and facilities for passive and active recreation during all seasons to support the needs of residents and visitors of all ages”. This project will open a path for biking and walking thus increasing opportunities for recreation and all the benefits that go with it.

- A complete and detailed description of the project including goals and objectives, consistency with Community Preservation Act goals, compatibility with the Orleans Community Preservation Plan and the Orleans Comprehensive Long Range Plan, and relevance to the community and its needs.

Attached as Appendix B is a scope of work prepared by Vhb Civil Engineers, with whom the town works on DPW projects. Attached as Appendix C is a map of the area to be developed. Goals of this project are consistent with goals of documented town plans:

Orleans Comprehensive Plan:

- Vision Statement is that by 2020: *“Orleans will be a family vacation destination with ready access to its open spaces, recreational facilities, and beaches.”*
- A transportation goal is: *“To establish and maintain a multi-modal transportation system for present and future year- round and seasonal needs. This system should be safe, convenient, accessible, effective, economical”.*
- Policies to meet this transportation goal include the following: *“Transportation and circulation improvements should be consistent with the town character and accomplish the visibility and access of local merchants and encourage pedestrian and bicycle activity and give clear directions”.*

Orleans Community Preservation Plan:

“The Community Preservation Act defines Recreational use as active or passive recreational use including, but not limited to, the use of land for community gardens, trails, and non-commercial youth and adult sports, and the use of land as a park, playground or athletic field”.

Conservation, Recreation and Open Space (CROS) Plan:

The 2016 update of the Town’s “Conservation, Recreation and Open Space (CROS) Plan identified a list of recreational needs, one of which was bike trails.

- **Action Plan and Timeline:** Note the estimated dates for project commencement and completion and list (with an explanation) all action and steps that will be required for project completion, including any legal requirements or any impediments to implementation.

The project as described in the scope of work will commence as soon as funds are available. We hope to have the project fully developed and permitted by the end of July 2021.

- **Financial Data:** Provide financial information for the project including total cost, additional revenue sources (public, private, in-kind, volunteer time and services), basis for the fiscal estimates and any other fiscal details currently available. Applicants are encouraged to submit more than one quotation from potential contractors.

We are requesting \$25,000.00 to cover the Vhb stated costs (see Appendix B) and potential contingencies.

GUIDELINES FOR PROJECT SUBMISSION

Please submit **one paper copy** of the application materials to the Community Preservation Committee, c/o Town Administrator, Town of Orleans, 19 School Road, Orleans, MA 02653 by Nov. 23, 2020. **Applicants must also email complete applications in PDF** to Myra Suchenicz, Administrative Assistant, at msuchenicz2012@gmail.com. A single PDF file which appends materials described in item 3 to the application form is preferred.

1. Applications must be received by Monday, November 23 to be considered for recommendation at the Annual Town Meeting.
2. Funds will be available on July 1st following the Annual Town Meeting.

3. Applicants may include any maps, diagrams, and/or photographs pertaining to the project. Letters of Support for the project from community organizations or other sources may also be submitted.
4. The Community Preservation Committee may require additional (or more detailed) information or further clarification to a submitted application.
5. Prior to submission of funding applications, applicants should review the Community Preservation Act (MGL, Chapter 44B, through the Community Preservation Coalition Web site), the Orleans Community Preservation Plan and the Orleans Community Preservation Bylaw, copies of which are available on the Town Web site at <https://www.town.orleans.ma.us/community-preservation-committee>. Nonprofit organizations applying for historic preservation funds for historic structures should obtain a sample copy of an acceptable historic preservation deed restriction (available from the Town Administrator's office) since this type of document will be required. Applicants other than the Town of Orleans should also obtain a sample copy of the Agreement with the Town of Orleans that all successful nonprofit applicants will be required to sign. Please contact the Administrative Assistant by email with any questions.
6. Eligible projects must address one or more of the uses outlined in the Community Preservation Act, Sections 2 and 5 (2), as follows:

Open Space

Acquisition, creation and preservation of land to protect existing water supply/aquifer areas, agricultural and forest land, coastal lands, frontage to inland water bodies, wildlife habitat, nature preserves and scenic vistas.

Community Housing

Acquisition, creation, preservation and support of community housing defined as housing for low and moderate income individuals and families, including low and moderate income senior housing. The Community Preservation Committee is required to recommend, wherever possible, the reuse of existing buildings or construction of new buildings on previously developed sites.

Historic Preservation

Acquisition, restoration, rehabilitation and restoration of historic structures and landscapes that have been determined by the local historic preservation commission to be significant in the history, archeology, architecture or culture of the Town or that are listed on the State Register of Historic Places.

Recreation

Acquisition, creation, preservation, rehabilitation and restoration of land for active and passive recreational uses, including land for community gardens, trails and noncommercial youth and adult sports and the use of land as a park, playground or athletic field and for preservation and restoration of recreational facilities. (Community Preservation funds cannot be used for a stadium, gymnasium or similar structure or for the acquisition of artificial turf for athletic fields.)

October 5, 2020



Town of Orleans

Appendix A

19 School Road Orleans Massachusetts 02653-3699

Telephone (508) 240-3700 – Fax (508) 240-3388

Town Administrator
John F. Kelly

Town of Orleans Complete Streets Policy

Vision and Purpose:

As one of the fifteen towns of Barnstable County, the Town of Orleans is part of a distinctive region known for its coastlines, historic villages, and environmental resources. All of these towns face the challenges of colonial layouts with narrow roadways that constrain modern travel between home, school, work, recreation and shopping destinations. This is especially true when the volume of users swells during the summer tourist season. The Town recognizes the necessity of preserving and enhancing scenic, aesthetic, historical and environmental resources, while ensuring that all users and resources are considered when designing roadway network improvements.

To enhance the safety, health, economic viability, and quality of community life, as well as to further equity objectives, the Town adopts a Complete Streets policy to accommodate all users of the roadway network, regardless of their ages, abilities, or income levels.

The Town of Orleans Complete Streets policy formalizes the planning, design, operation and maintenance of roadways by directing town decision-makers to consistently plan, design, construct, and maintain roadways to accommodate all anticipated users. Users include, but not limited to, pedestrians, bicyclists, motorists, transit riders and vehicles, emergency vehicles, and freight and commercial vehicles.

Core Commitment:

The Town of Orleans is committed to implementing a balanced and flexible approach to Complete Streets. It will utilize the latest design guidance, standards and recommendations to improve or maintain safety, mobility and infrastructure conditions within the unique characteristics of its community.

The Town will develop and implement projects in a manner that is sensitive to the community's physical, economic, and social setting. This context-sensitive approach to project development, process and design ensures consideration of stakeholder and community values. It includes goals related to livability with greater participation of those affected in order to gain project consensus.

The Town recognizes that users of various modes of transportation, including but not limited to pedestrians, cyclists, transit and school bus riders, motorists, delivery and service personal, freight haulers, and emergency responders, are legitimate users of streets and require safe facilities. All users includes persons of all ages, abilities, and income levels.

The Town recognizes that all projects, including new construction, maintenance and reconstruction, are potential opportunities to apply Complete Streets concepts. The Town will, to the maximum extent practical, design, construct, maintain and operate all streets to provide for a comprehensive and integrated street network of facilities for people of all ages, abilities and income levels.

Complete Streets design recommendations will be incorporated, as appropriate, into:

- All publicly and privately funded projects;
- All transportation infrastructure and street design projects requiring funding or approval by the Town of Orleans; and
- All projects funded by the State and Federal government - including but not limited to Chapter 90 funds, town improvements grants, Transportation Improvement Program (TIP), the MassWorks Infrastructure Program, Community Development Block Grants (CDBG), Capital Funding and other state and federal funds for street and infrastructure design .

Private developments and related roadway design components will also adhere to the Complete Street principles. In addition, to the extent practical, state-owned roadways will comply with the Complete Streets policy, including the design, construction and maintenance of such roadways within town boundaries.

Town Departments, in consultation as appropriate with town committees and working groups with related charges, will use best judgment regarding the desirability and feasibility of applying Complete Streets principles for routine roadway maintenance and projects, [such as repaving, restriping, and so forth.](#)

Exemptions:

Transportation infrastructure projects, including but not limited to, roadway reconstruction, roadway reconfigurations or subdivisions, may be excluded upon approval by the Board of Selectmen with consultation as appropriate with town departments and town committees and working groups with related charges, when documentation and data indicate that any of the following apply:

- Roadways where specific users are prohibited by law, such as limited access highways. An effort will be made in these cases for accommodations elsewhere.
- Where it is demonstrated that costs or impacts of accommodation are excessively disproportionate to the need or probable future use.
- Other town policies, regulations or requirements contradict or preclude implementation of Complete Streets principles.

Best Practices:

The Town of Orleans Complete Streets policy will focus on developing a connected, integrated network that serves all users. Complete Streets concepts will be integrated into policies, planning and design of all types of public and private projects, including new construction, reconstruction, rehabilitation, repair, and maintenance of transportation facilities on streets and redevelopment projects. As practicable, recommendations for incorporating Complete Streets elements from the appropriate town departments and town committees and working groups with related charges will occur in the beginning stages of projects, that is prior to design.

Implementation of the Complete Streets policy will be carried out cooperatively within all town departments with multi-jurisdictional responsibility and, to the greatest extent possible, among private developers and state, regional and federal agencies. The Town will work cooperatively with neighboring communities and regional entities in an effort to strengthen regional connectivity options for all users.

The Town recognizes that Complete Streets may be achieved through single elements incorporated into a particular project, or incrementally through a series of smaller improvements or maintenance activities over time.

The latest design guidance, standards and recommendations available will be used in the implementation of Complete Streets, including the most up-to-date versions of:

- Massachusetts Department of Transportation: Project Design and Development Guidebook,
- American Association of State Highway Transportation Officials (AASHTO): A Policy on Geometric Design of Highways and Streets,
- United States Department of Transportation Federal Highway Administration: Manual on Uniform Traffic Design Controls,
- Architectural Access Board (AAB): 521 CMR Rules and Regulations,
- Cape Cod Commission: Complete Streets/Living Streets Design Manual,
- Cape Cod Metropolitan Planning Organization: Cape Cod Regional Transportation Plan, and
- Documents and plans created for the Town of Orleans, including but not limited to:
 - Orleans Comprehensive Plan
 - Orleans Village Center Streetscape Plan
 - Orleans Conservation, Recreation and Open Space Plan

Evaluation of Effectiveness:

The Town will develop performance measures to periodically assess the rate, success, and effectiveness of implementing the Complete Streets policy. The Town will determine the frequency of assessment and utilize appropriate metrics for analyzing the success of this policy. Town committees and working groups with related charges will be consulted regarding assessment measures and frequency. These metrics may include:

- Total miles of new on-street bicycle routes defined by lane markings or signage,
- Linear feet of new pedestrian accommodation,
- Number of new curb ramps or other retrofitted pedestrian facilities,
- Increase in the number of users of public transportation,
- Decrease in the number of traffic accidents involving vehicles, bicycles and pedestrians in Complete Streets areas,
- Number of new street trees planted along streets,
- Number of Low Impact Development (LID) landscape areas installed.

These metrics will be made public through reporting by appropriate Town staff. Implementation strategies will be adjusted as needed based on the findings.

Implementation:

The Town will make Complete Streets practices a routine part of everyday operations, shall approach every transportation project and program as an opportunity to improve streets and the transportation network for all users, and shall work in coordination with other departments, agencies, and jurisdictions to achieve Complete Streets.

The Traffic and Parking Study Committee (TPSC) will be the primary Town agency to implement this initiative. The Committee is composed of the Police Chief, Director of Public Works, Fire Chief, and Director of Planning & Community Development. The TPSC will coordinate with other Town committees and working groups as appropriate, including, but not limited to, the Planning Board, Bicycle & Pedestrian Committee, and the Historical Commission. The focus of the group convened by the TPSC will be to ensure the implementation of the context-sensitive Complete Streets policy and, where necessary, alter existing practices and overcome barriers that act as impediments to implementation. In addition, this group will regularly update and solicit feedback on potential projects with the general public to ensure that the perspectives of the community are considered and incorporated, as appropriate.

The Town will integrate Complete Streets principles in all new planning documents, as applicable (e.g., master plans, open space and recreation plan, etc.), laws, procedures, rules, regulations, guidelines, programs and templates, and make recommendations for zoning and subdivision codes to encourage contextual design of complete streets policies, respecting the presence of important scenic, environmental and historic resources.

The Town will maintain a comprehensive inventory of pedestrian and bicycle facility infrastructure that will highlight projects that eliminate gaps in the sidewalk and bikeway network.

The Town will propose projects to be included in the 5-year Capital Improvement Plan to support implementation of this Policy.

The Town will secure training for pertinent staff and decision-makers on both the technical content of Complete Streets principles and best practices, as well as community engagement methods for implementing the Complete Streets policy. Training may be accomplished through workshops and other appropriate means.

The Town will utilize inter-department coordination to promote the most responsible and efficient use of resources for activities within the public way. The town will seek out appropriate sources of funding and grants for implementation of Complete Street policies.

Approved, Orleans Board of Selectmen: _____

Date: January 10 2020

Vhb

Engineers | Scientists | Planners | Designers

617.924.1770

101 Walnut Street

617.924.2286

PO Box 9151

Watertown, MA 02472-4026

www.vhb.com

Client Authorization

New Contract Date October 30, 2020

Amendment No. Project No. TBD

Project Name Town of Orleans Cape Cod Rail Trail Entrance Cost Estimate

To: Thomas Daley, P.E. DPW Director

40 Giddiah Hill Road Orleans, MA 02653

Amendment Contract Total

Labor \$19,675.00

Expenses \$100.00

TOTAL \$19,775.00

Cost + Fixed Fee Labor Multiplier

Phone No: (508) 240-3790 Estimated Date of Completion: June 30, 2021

Scope of Services:

Vanasse Hangen Brustlin, Inc. has prepared this Client Authorization form to outline Professional Services (and related fees) to develop a set of plans and special provisions for the Town of Orleans to bid for the construction of a connection between the Cape Cod Rail Trail and Overland Way.

The Client has requested VHB prepare a scope for preliminary design, final design and meetings. The design will be prepared on available existing survey base mapping provided by the Town.

PROJECT LIMITS The project limits are:

- 240 feet south of Overland Way gate
- 300 feet of Cape Cod Rail Trail

ASSUMPTIONS

- Town to provide survey base plans (cadd file)
- 10' Hot mix asphalt spur
- Gateway similar to other CCRT entrances (Seaview Rd)
- Meetings will be virtual
- Town will provide any landscaping elements

The following services are included in this Agreement:

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Task 100: Preliminary Design (30%) Submission (\$4,825)

VHB will prepare the 30% highway design for review and comment by the Town. In the development of the 30% design, VHB will perform the following project tasks:

101 Preliminary Design Plans: VHB will prepare a preliminary set of plans based on the direction from the Town. The plans shall be created in Autocad at a 1"=20' scale in plan view and 1"=4' for profiles. VHB shall perform the following services:

- Prepare preliminary horizontal and vertical alignments.
- Perform a corridor study - Conduct iterative horizontal and vertical geometry refinements for critical cross sections based on the interface with the proposed roadway cross-section and existing features.
- Design typical sections
- Define project limits, construction materials and conceptual details.
- Prepare a preliminary plan set. The set will consist of:
 - o Title
 - o Legend Sheets & Typical Sections
 - o Construction Plans
 - o Alignment Plans
 - o Profile
 - o Construction Details (only critical details)

102 Preliminary Cost Estimate: A preliminary construction estimate will be prepared for use in budgeting the project. Cost at this stage will be approximate only. Unit prices for standard items will be estimated based on the current data available on the MassDOT website.

Deliverables for Preliminary Design: The following items will be provided at the Preliminary Design Submission:

- Design Plans

- Conceptual Construction Cost Estimate

Task 200: Final Design (90%) Submission (\$7,250)

VHB will prepare the 90% highway design for review and comment by the Town. Comments made by the Town during the previous design submission will be considered and responded to, as appropriate, during this task.

In the development of the 90% design, VHB will perform the following project tasks: 201 Rail Trail Design: Provide design plans for:

- Title Sheet

- Legend, General Notes & Typical Sections

- Construction Plans with dispositions and materials

- Alignment and Grading Plans

- Signage & Pavement Marking Plans

- Sign Summary

- Construction Details

Page 3 of 5

202 Special Provisions: VHB will prepare Special Provisions to the Standard Specifications in accordance with procedures and based on the MassDOT Standard Specifications for Highways and Bridges. The special provisions will also be developed in conformance with Town contract standards and material and installation standards.

203 Response to Comments: VHB will prepare a formal written response to all comments received regarding the Preliminary review.

204 Office Calculation Booklet: VHB will prepare an Office Calculation Booklet and a Construction Cost Estimate.

205 Constructability Review: VHB will review the proposed project to verify that the project does not present unusual matters that would unduly increase the cost of the project or present potential scheduling delays during construction resulting in claims for extra work.

206 Quality Control (QC) Review: VHB will perform review of the quality and accuracy of the documents such that key aspects of the information presented are prepared in accordance with industry standards.

Deliverables for Final Design:

The following items will be provided at the Final Design Submission:

- Design Plans

- Construction Cost Estimate & Calculation Booklet

- Special Provisions

- Response to Preliminary Design Comments

- Design Basis Memorandum

Task 300: PS&E Design Submission (\$2,100)

VHB will prepare the final roadway design for the Town to use in advertising for construction. Comments made by the Town during the previous design submission shall be considered and responded to, as appropriate, during this task.

In the development of the final design, VHB will update the contract plans, special provisions, cost estimate and calculation book from the previous submission.

Deliverables for PS&E Design:

The following items will be provided at the Final Design Submission:

- Design Plans
- Construction Cost Estimate & Calculation Booklet
- Special Provisions
- Response to Design Comments

Task 300: Bidding Phase Services (\$1,450)

This scope assumes that the Town is responsible for soliciting bids for the construction of the improvements.

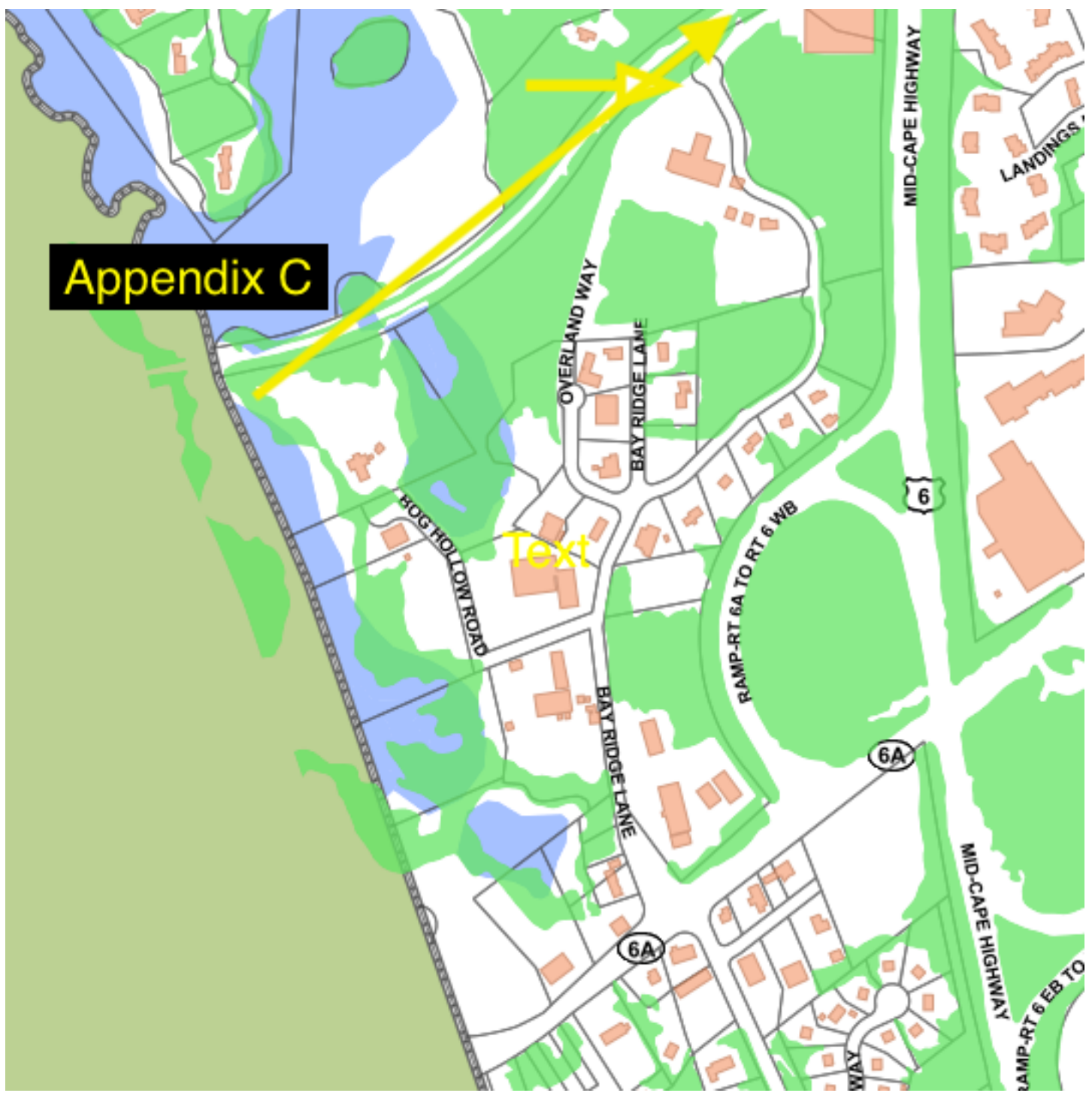
VHB's role will be limited to furnishing electronic copies (pdf) of the final plans, specifications and bid tabs to the Town.

After acceptance by the Town of VHB's final design drawings, specifications and documents and upon written authorization from the Town, VHB will prepare the following:

CA - Bikepath Entrance draft.pdf
Displaying CA - Bikepath Entrance draft.pdf. Page 1 of 5

Appendix C

Text



APPENDIX D

To: Orleans Community Preservation Committee

From: Tracy Murphy, Chair, Orleans Recreation Committee

Date: November 19, 2020

Re: Overland Way Shared Use Path: A multi-use path connection to Cape Cod Rail Trail

Dear Committee Members:

On November 19th, 2020, The Orleans Recreation Advisory Committee (RAC) voted unanimously (6-0-0) to endorse the Bike and Pedestrian Committee's Overland Way Shared Use Path proposal.

The Bike and Pedestrian Committee's Overland Way Shared Use Path proposal will make a meaningful difference for residents of Bay Ridge Lane, Oak Ridge Lane, Baker's Pond Road, Opa's Way, Long View Drive and others who are currently geographically isolated because of Route 6A. Access to the bike path for these residents will allow Orleans residents of all ages the opportunity to connect to the the bike path - and all that it has to offer - safely and conveniently.

The RAC has found that one of the key elements of successful recreation is access. We are happy to support this effort to make recreation opportunities on the bike path more accessible for Orleans residents.

Sincerely,

Tracy Murphy

Chair, Orleans Recreation Advisory Committee