

SOUTHEASTERN CONNECTICUT COUNCIL OF GOVERNMENTS

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SOLICITATION NOTICE REQUEST FOR QUALIFICATIONS TRANSPORTATION CORRIDOR STUDIES Project # 94-262 Project # 44-159

ATTACHMENT: A

Consultant Scope of Services:

Connecticut State Route 32 Corridor Study, City of New London

Task 1 – Community Involvement

Task 1a – Project Website

The project website will be a vital link between the public, interested parties, the Advisory Committee, and the progress of the Corridor Study. The website will be continually updated with new project updates and documents.

Deliverables:

- Dedicated project website;
- Timely additions of project updates, technical memoranda, interim materials, meeting information, and other documents;
- Reporting to the City of New London and SCCOG regarding website updates.

Task 1b – Advisory Committee

The consultant firm(s) will consult with the City of New London to establish an Advisory Committee. Advisory Committee meetings will be open to the public. It is expected that Advisory Committee meetings will be held at least five times. More frequent meetings may be necessary at different phases of the project. Special technical meetings will be held with CTDOT as necessary.

Deliverables:

Member Municipalities: Bozrah * Colchester * East Lyme * Franklin * Griswold * Borough of Jewett City * City of Groton * Town of Groton * Lebanon * Ledyard * Lisbon * Montville * New London * North Stonington * Norwich * Preston * Salem * Sprague * Stonington * Stonington Borough * Waterford * Windham

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- Advisory Committee meeting management;
- Coordination with Advisory Committee members and key staff regarding meeting plans and topics;
- Meeting agendas posted to the study website
- Advisory Committee meeting minutes and materials (as required), posted to the study website;
- Technical meetings and meeting notes with Advisory Committee member organizations, as needed.

Task 1c – Public Engagement

The goal of public engagement will be to fulfill the necessary commitment to keep the public informed of each stage of the Corridor Study, as well as gain invaluable input from the eventual beneficiaries of the recommendations of the Corridor Study. A public engagement strategy will be established early in the study timeframe and data collection in integration will continue throughout the study. The public engagement efforts will comply with SCCOG, CTDOF and federal requirements for public involvement.

Deliverables:

- Written public engagement strategy encompassing website updates, plans for public workshops, press strategy, etc.;
- One or more public workshops concurrent to Task 3;
- Final public meeting concurrent to Task 4;
- Press releases;
- Public comments received through the website;
- Targeted engagement contact list;
- Technical memorandum summarizing public input.

Task 2 – Existing Conditions Report

Task 2a – Data Plan

The consultant firm(s) will establish a data plan that will include an accounting of the data necessary to carry out the Corridor Study. The data plan will identify the source of required data and methods for creating data where data creation is necessary. The data plan will include new traffic counts as needed to supplement existing data. All new counts will include non-motorists. Non-motorist specific counts will be taken at locations where existing vehicular traffic data can reasonably be utilized, but where no non-motorist data exists.

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Deliverables:

- Written data plan;

Task 2b – Map Data Collection

The consultant firm(s) will obtain existing data, and create new data where necessary, to produce maps and a report of existing conditions for the entire Study Area corridor. Required data includes, but is not limited to, property and right-of-way boundaries, utility locations, land-use, transit routes and stops, and environmental data.

Deliverables:

- GIS and other electronic files.

Task 2c – Traffic Data Collection and Forecasting

The consultant firm(s) will document existing traffic and forecast short- and long-term traffic patterns. Traffic analysis will be based on available and collected data and will consider planned development projects in New London and the region. This will require consultation with the CTDOT, City of New London and SCCOG. Turning movement for all signalized intersections will be included in the traffic analysis; additional turning movement counts, as required to supplement existing CT DOT data, will be obtained by the consultant firm(s). The traffic forecasts will inform the conceptual plan alternatives. 3-year crash analysis of the corridor will include location and summarize data insights.

Deliverables:

- Existing traffic volumes;
- 3-year crash analysis;
- Draft traffic forecasts;
- Consultation with the City of New London and SCCOG regarding development projects that will impact traffic;
- CTDOT review and approval of traffic forecasting;
- Final traffic forecasts.

Task 2d – Assessment of Planned Projects and Plan Coordination

It is vital that the Corridor Study is ultimately aligned with planning efforts of the City of New London, Thames River Innovation Place (TRIP), Connecticut College, and the U.S. Coast Guard Academy. The consultant firm(s) will review relevant plans and studies to ~~ensure that the corridor plan is harmonious, and identify areas of potential conflict. The~~

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consultant firm(s) will also consult with CT DOT and the City of New London to determine conflicts and synergies with transportation projects planned to move forward toward construction.

Deliverables:

- Documentation of consultation with the stakeholders;
- Project coordination with the municipality and CTDOT;
- Summary of plans and studies that may affect the final conceptual plan;

Task 2E – Existing and Future Conditions Report

The consultant firm(s) will summarize work completed under Task 2 as a technical memoranda for review by the advisory committee and will be published on the web. Notably, the corridor designation as a State Route demands early input from CTDOT partners. The Existing and Future Conditions Report will include analysis of data collected in Task 2 including: right-of-way information, including location of different transportation facilities and services, utilities, rights of way, land use and zoning of adjacent property, crash data analysis, existing and future traffic counts including non-motorist and freight modes, identification of major generators of vehicular, freight, and bicycle and pedestrian traffic, transit ridership, bus stop locations and attributes, natural resource information, as well as other spatial and non-spatial data necessary to carry out the Corridor Study.

Deliverables:

- Technical memoranda draft document and maps;
- Advisory committee review period;
- Public meeting.

Task 3 – Alternatives Development

Task 3a – Draft Conceptual Alternatives Plan

The consultant firm(s) will use the existing conditions assessment and future conditions assessment to make recommendations for physical improvements along the entire length of the corridor, as well as methods for improving transit ridership. The draft conceptual alternatives that will be reviewed by the City of New London, SCCOG, and CT DOT, Connecticut College, and other identified stakeholders, as well as the public at large during a public workshop. Alternatives will be proposed where trade-offs exist to constrain costs and address right-of-way and other issues. The consultant must include separate “no-build” alternatives for physical improvements and transit service improvements.

Deliverables:

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- Options for physical transportation improvement recommendations, captured in two or more comprehensive alternatives, with supporting conceptual designs, graphics, drawings, and narratives;
- Options for enhancing transit ridership, captured in at least one comprehensive alternative for enhancing transit ridership/capture;
- Identification of right-of-way needs and issues;
- No-build/do-nothing alternatives.

Task 3b – Cost Estimate and Implementation Plan

The consultant firm(s) will prepare cost estimates pertaining to short-, medium-, and long-term recommendations, which correspond to each alternative identified in Task 3a. The consultant firm(s) will identify funding sources and implementation phasing. The consultant firm(s) will also produce an analysis of needed local, state, and federal permits necessary to carry out completion of the proposed improvements.

Deliverables:

- Alternatives cost estimate;
- Accounting of available funding sources;
- Implementation plan;
- Permit analysis;

Task 3c – Stakeholder Engagement

The consultant firm(s) will provide the Advisory Committee with the Task 3 deliverables for review and comment, presented at a meeting of the Advisory Committee. A comment period will be provided to the Advisory Committee prior to the public outreach meeting and comment period.

Deliverables:

- Presentation of Alternatives, Cost Estimation and Implementation to the Advisory Committee;
- Integration of Advisory Committee comments.
- Public Meeting

Task 4 – Final Corridor Study and Recommendations

Task 4b – Final Conceptual Plan

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The consultant firm(s) will produce a final conceptual plan, narrative, and conceptual drawings appropriate to communicate the overall concept. The final plan will compile previous technical memoranda and include revisions as needed.

Deliverables:

- Final conceptual plan in PDF format;
- Final conceptual plan CAD, GIS, and other electronic files;
- Final conceptual plan narrative;
- At least three (3) conceptual drawings of representative locations, showing proposed improvements in the College Hill District;
 - Access Management Plan.

Task 4a – Public Comment Period

The consultant firm(s) will prepare a draft final Corridor Study to be reviewed by the Advisory Committee. The approved Corridor Study will be published on the website, a press release regarding a 30-day public comment period will be circulated. The Advisory Committee will hold a 30-day public comment period in order to gain final public input and support from the public. The Advisory Committee may also hold a public hearing.

Deliverables:

- Draft final Corridor Study in PDF format and printed copies (5);
- Press release;
- Public comments compiled, and integrated.

Task 4c – Final Document Transmittal

The SCCOG will review and approve the draft Corridor Study. The consultant firm(s) will deliver the completed, final Corridor Study and associated documents.

Deliverables:

- Final print (5 copies) and digital study documents;
- Digital final documents;
- Transmittal of data, analysis and visualizations procured, collected or created for the study;

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ATTACHMENT: B

Consultant Scope of Services:

Connecticut State Route 161 Corridor Study, Town of East Lyme

Task 1 – Community Involvement

Task 1a – Project Website

The project website will be vital link between the public, interested parties, the Advisory Committee, and the progress of the Corridor Study. The website will be continually updated with new project updates and documents.

Deliverables:

- Dedicated project website;
- Timely additions of project updates, technical memoranda, interim materials, meeting information, and other documents;
- Reporting to the Town of East Lyme and SCCOG regarding website updates.

Task 1b – Advisory Committee

The consultant firm(s) will work with the Town of East Lyme to establish an Advisory Committee. Advisory Committee meetings will be open to the public. It is expected that Advisory Committee meetings will be held at least once every two months. More frequent meetings may be necessary at different phases of the project. Special technical meetings with CTDOT will be held as necessary.

Deliverables:

- Advisory Committee meeting management;
- Coordination with Advisory Committee members and key staff regarding meeting plans and topics;
- Meeting agendas posted on the study website;
- Advisory Committee meeting minutes and materials (as required), posted to the study website;
- Technical meetings and meeting notes with Advisory Committee member organizations, as needed.

Task 1c – Public Engagement

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Deliverables:

- Written public engagement strategy encompassing website updates, social media announcements, plans for public workshops, press strategy, etc.;
- Two or more public workshops held during tasks 3 and 4;
- Press releases;
- Online survey and analysis of survey results;
- Other public comments received through the website;
- Public comment periods;
- Targeted engagement contact list;
- Public engagement technical memoranda.

Task 2 – Existing Conditions Report

Task 2a – Data Plan

The consultant firm(s) will establish a data plan that will include an accounting of the data necessary to carry out the Corridor Study. The data plan will identify the source of required data and methods for creating data where data creation is necessary. The data plan will include new traffic counts as needed to supplement existing data. All new counts will include non-motorists. Non-motorist specific counts will be taken at locations where existing vehicular traffic data can reasonably be utilized, but where no non-motorist data exists.

There are 7 signalized intersections, 16 un-signalized intersections and 2 mid-block crossings within this corridor. The intersections within the State Project 44-156 will not be recounted. The traffic data plan will be sufficient to determine alternatives feasibility, and may selectively omit counts at some un-signalized intersections to be agreed upon with the Advisory Committee. Traffic counts shall be done between May and October.

Deliverables:

- Written data plan;

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Task 2b – Map Data Collection

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Deliverables:

- GIS and other electronic files.

Task 2c – Traffic Data Collection and Forecasting

The consultant firm(s) will document existing traffic and forecast short- and long-term traffic patterns. Traffic analysis will be based on available and collected data and will consider planned development projects in the Town of East Lyme and the region. This will require consultation with the CTDOT, Town of East Lyme and SCCOG. Turning movement for all signalized intersections will be included in the traffic analysis; additional turning movement counts, as required to supplement existing CT DOT data, will be obtained by the consultant firm(s). The traffic forecasts will inform the conceptual plan alternatives. 3-year crash analysis of the corridor will include location and summarize data insights.

Deliverables:

- Existing traffic volumes;
- 3-year crash analysis;
- Draft traffic forecasts;
- Consultation with the Town of East Lyme and SCCOG regarding development projects that will impact traffic;
- CTDOT review and approval of traffic forecasting;
- Final traffic forecasts.

Task 2d – Assessment of Planned Projects and Plan Coordination

It is vital that the Corridor Study is ultimately aligned with planning efforts of the Town of East Lyme and corridor stakeholders. The consultant firm(s) will review relevant plans and studies to ensure that the corridor plan is harmonious, and identify areas of potential conflict. The consultant firm(s) will also consult with CT DOT and the town of East Lyme to determine conflicts and synergies with transportation projects planned to move forward toward construction.

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Deliverables:

- Documentation of consultation with the stakeholders;
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- Summary of plans and studies that may affect the final conceptual plan.

Task 2E – Existing and Future Conditions Report

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Deliverables:

- Technical memoranda draft document and maps;
- Advisory committee review period;
- Revision as necessary.

Task 3 – Alternatives Development

Task 3a – Draft Conceptual Alternatives Plan

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- Options for enhancing transit ridership, captured in at least one comprehensive alternative for enhancing transit ridership/capture;
- Identification of right-of-way needs and issues;
- No-build/do-nothing alternatives.

Task 3b – Cost Estimate and Implementation Plan

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Deliverables:

- Alternatives cost estimate;
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Task 4 – Final Corridor Study and Recommendations

Task 4b – Final Conceptual Plan

The consultant firm(s) will produce a final conceptual plan, narrative, and conceptual drawings appropriate to communicate the overall concept. The final plan will compile previous technical memoranda and include revisions as needed.

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Task 4a – Public Comment Period

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Committee will hold a 30-day public comment period in order to gain final public input and support from the public. The Advisory Committee may also hold a public hearing.

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