

# **SOUTHEASTERN CONNECTICUT COUNCIL OF GOVERNMENTS**

**5 Connecticut Avenue, Norwich, Connecticut 06360**

**(860) 889-2324/Fax: (860) 889-1222/Email: [office@seccog.org](mailto:office@seccog.org)**

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## **SOLICITATION NOTICE REQUEST FOR QUALIFICATIONS CHELSEA HARBOR/DOWNTOWN MOBILITY STUDY NORWICH, CT**

### **BACKGROUND**

The Southeastern Connecticut Council of Governments (SCCOG) is seeking consultant services to conduct a corridor study of the Chelsea Harbor and downtown Norwich area. The Chelsea Harbor/Downtown Mobility Study is a key component in the City of Norwich's efforts to provide streets that are safe and accessible for all users, including pedestrians, bicyclists, motorists, and transit users of all ages and abilities. The planning study goals will include improvements to livability, mobility, access to essential services, safe routes to the waterfront and Howard T. Brown Park, the Intermodal Transportation Center, the Norwich Marina and other downtown destinations; through expanded bicycle facilities, sidewalk network improvements, and the reconfiguration of multi-lane, high-speed through streets that currently exist as a barrier between downtown proper and the City's waterfront area, East, and West Side neighborhoods. There is a need for improved wayfinding for pedestrians, bicyclists, motorists, and transit users, as the downtown is currently a confusing maze of one-way, high-speed streets with a number of signalized intersections and expansive pavement widths that make travel difficult for residents and visitors alike.

### **PURPOSE AND NEED STATEMENT**

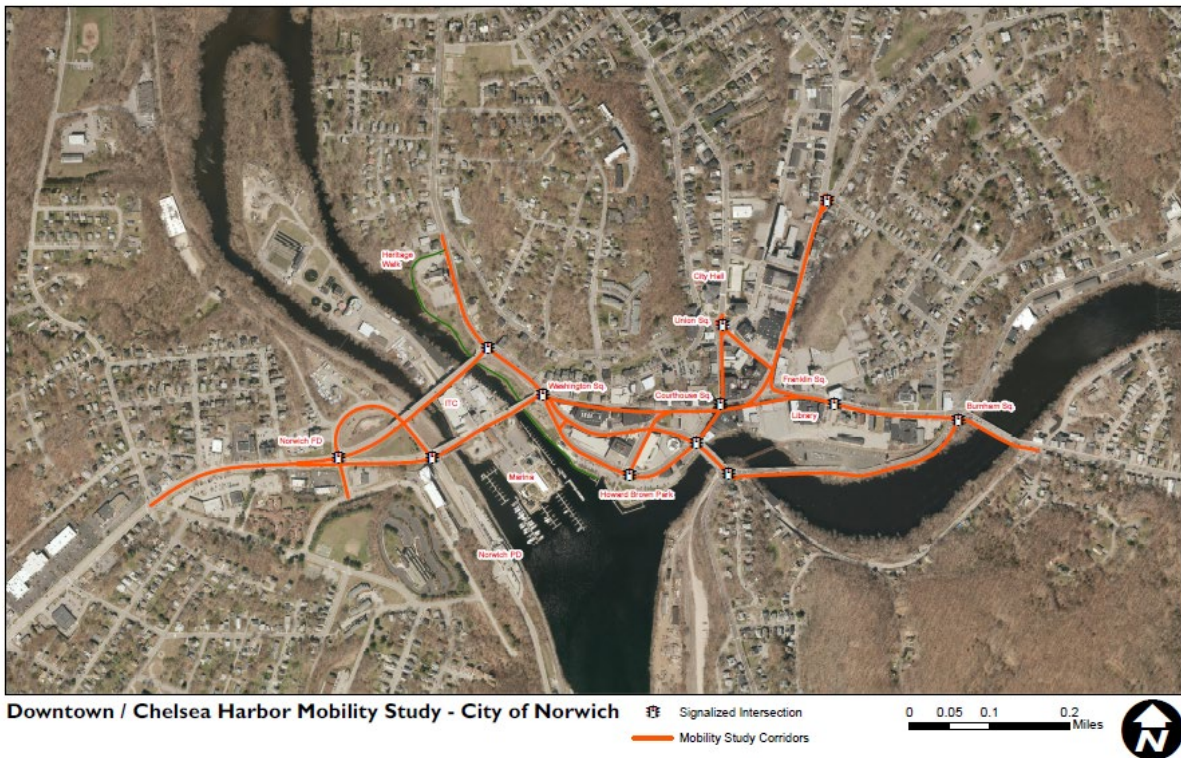
The corridor study will provide the groundwork for improved mobility along the corridors that are located at the nexus of Route 2, Route 82, Route 32, and Route 12 in downtown Norwich, as illustrated in the below map highlighting the study area. The need for improved pedestrian, bicycle, motorist, and transit accessibility in the Downtown, East and West Side neighborhoods, as well as the Waterfront area adjacent to the Intermodal Transportation Hub is essential to local and regional traffic flows, safety, and economic development efforts in the City of Norwich.

According to available crash data, there have been 886 crashes within the boundaries of the proposed study area since 2015. Washington Square is of particular concern, as it has seen a high number of crashes and presents significant crossing distances for pedestrians. There have been three fatal crashes along the corridor involving pedestrians since 2020. Chelsea Harbor Drive contains three lanes heading eastbound that are subject to constant weaving and lane changes at high speeds due to poor sight lines and inadequate advance guidance signs.

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#### **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



The purpose of the study will be to develop alternatives to the current configuration and traffic flows, with the goal of carrying out targeted road diets that will allow for a reduction of pavement, lanes, and associated maintenance costs moving forward. This re-routing and reduction of lanes will significantly improve access and safety for non-motorized network users and transit riders, allowing for the installation of improved bicycle and pedestrian facilities, expanded recreational use of the waterfront area, boating access, and additional economic activity in the downtown.

This study will be the foundation of potential generational change in the physical connection between downtown, the east and west sides, and the waterfront. These neighborhoods are all important to the City’s economic and social fabric, but the infrastructure connecting them is due for an update to provide positive change in the quality of life for residents and visitors alike.

**TIMELINE**

The Project will adhere to an eighteen (18) month timeframe from the time that a contract is awarded to the selected consultant firm. The project must be completed no later than **December 31, 2024**.

## **PROJECT BUDGET/QUESTIONS ABOUT THE PROJECT**

The consultant contract for the Chelsea Harbor/Downtown Mobility Study is valued at \$250,000.

This RFQ, which includes the Scope of Services for the project and a Frequently Asked Questions document, will be maintained on the SCCOG website which can be accessed at this link: <http://seccog.org/rfpq>.

## **SUBMISSION REQUIREMENTS**

The following information should be submitted as part of the Qualifications Statement:

1. Transmittal letter stating the proposer's understanding of the work to be done, and a statement why the individual/firm believes itself to be the best qualified to perform the services.
2. Information concerning the size of the firm, and the size of the firm's section which would be assigned to this work.
3. A list of the most similar engagements performed in the last five years that are similar to the scope described in this Request for Qualifications. Indicate the scope of work, date, and the name and telephone number of the principal client contact.
4. Current Burden, Fringe and Overhead rate approved by the Connecticut Department of Transportation (CTDOT).
5. Current Contractor Certification of Final Indirect Costs.
6. Current Affirmative Action Plan approved by CTDOT.
7. Current registration with Office of the Secretary of State to conduct business in the State of Connecticut.

## **EVALUATION CRITERIA**

Consulting firms applying for the project will be evaluated on the following criteria:

1. Specialized design and technical competence (40%)
2. Capacity and the capability to perform the work within the time allotted (25%)
3. Past record of performance on contracts with the SCCOG and other MPOs; ability to control costs, quality of work and cooperation with the client (25%)
4. Knowledge of Federal, State, and Municipal procedures (10%)

## **DISADVANTAGED BUSINESS ENTERPRISE (DBE)/SMALL BUSINESS ENTERPRISE (SBE)**

A Disadvantaged Business Enterprise (DBE)/Small Business Enterprise (SBE) % will be assigned by CTDOT before a contract with the selected consultant is finalized. The selected consultant will be required to incorporate this goal into its contract with SCCOG.

## **INSURANCE**

The selected individual/firm shall, at their own expense and cost, obtain and keep in force, insurance during the duration of the contracted engagement. Insurance coverage shall cover the consultant, its agents, employees, and providers of service. The contract will require insurance for Errors and Omissions, General Liability and Property Damage, Worker's Compensation, and Auto Liability and Property Damage.

## **RIGHT TO REJECT SUBMISSIONS**

Submission of a Qualifications Statement indicates acceptance by the firm of the conditions contained in this Request for Qualifications unless clearly and specifically noted in the statement submitted and confirmed in the contract between the SCCOG and the firm selected.

SCCOG reserves the right without prejudice to reject any or all submissions or parts thereof for any reason, to negotiate changes to terms of this solicitation, and to waive minor inconsistencies with the Request for Qualifications.

## **SUBMISSION DEADLINE**

Qualified individuals/firms should submit three (3) hard copies and one electronic copy of their proposal to: **Amanda Kennedy, AICP, Executive Director, SCCOG, 5 Connecticut Avenue, Norwich, CT 06360 by 4:00 p.m. (EST) on Friday, December 23, 2022. Electronic materials may be shared via email/download link to [office@seccog.org](mailto:office@seccog.org).**

ATTACHMENT: A

Consultant Scope of Services:  
**Chelsea Harbor/Downtown Mobility Study**  
**City of Norwich**

**Task 1: Project Management**

- 1) Monthly Project Meetings
  - i) Consultant will create agendas for and host a kickoff meeting followed by monthly project team meetings. The consultant will provide minutes for each meeting. These meetings will include the SCCOG, City staff and CTDOT staff
- 2) Progress reports
  - i) Progress reports will be submitted monthly and shall identify progress and milestones during the subject period, by task number.
- 3) Invoices
  - i) Invoices will be submitted monthly to the SCCOG, with an associated progress report. Invoices will break out charges by task. The invoices will be paid by the SCCOG and submitted to the CTDOT for reimbursement. The CTDOT reimbursement will be reduced by the local match percentage.
- 4) Project Schedule
  - i) A draft schedule with milestones and with suggested meeting dates for Advisory Committee and public engagement events shall be submitted to and approved by the SCCOG.
- 5) Public Engagement Plan
  - i) Within the first month of contract execution the consultant will provide a draft Public Engagement Plan. The Engagement Plan will identify potential Advisory Committee members and the schedule of meetings, public meetings, tactical engagements, pop up events, web, social media and print media. The Public Engagement Plan will also include the projects methodology for reaching Title VI communities including website translation.

Deliverables: Meetings, progress reports, monthly invoices, project schedule, and public engagement plan.

**Task 2: Existing Conditions**

- 1) Review of Previous Studies and Plans
  - i. *Routes 2 & 82, Norwich, CT Highway Planning Report.* Michael Baker, Jr., 1969
  - ii. *Central Business District (CBD) Plan.* City Planning Department, 1980
  - iii. *Downtown Norwich.* Crawford Westbrook and Associates, 1982
  - iv. *Action Plan for the Revitalization of Downtown Norwich.* Connecticut Main Street,

- 2004
- v. *Norwich Road Safety Audit*. CTDOT Community Connectivity Program, 2016
- vi. *Norwich Master Plan/Plans of Development*. 1962, 1972, 1989, 2002, 2013
- vii. *Conceptual Plan for Redesignations of Routes 2 and 2A in Norwich*. City of Norwich staff, 2020
- viii. *SCCOG Regional Transportation Safety Plan Southeastern Region Connecticut*. 2020
- ix. *City of Norwich Complete Streets Policy*

2) Data Collection

- 3) Consultant will collect existing timing sheets, existing coordination plans, traffic signal plans, aerial photos, maps, etc. for major study intersections from both CTDOT and the City.
- a) Safety data
    - i) Intersection Sight Distances
      - (1) Existing
      - (2) Required
    - ii) Stopping Sight Distances
      - (1) Existing
      - (2) Required
    - iii) Clear Zone Calculations
      - (1) Existing
      - (2) Required
  - b) Traffic Counts (Minimum 12 at all signalized intersections in study area; possible counts at additional intersections to be determined after consultant selection)
    - i) Weekday morning peak hours
    - ii) Weekday evening peak hours
    - iii) Saturday midday peak hours
  - c) Tabulated Trip Generation
    - i) Weekday morning peak hours ii)
    - ii) Weekday evening peak hours iii)
    - iii) Saturday midday peak hours iv)
    - iv) COVID-19 adjustments/seasonal variation v)
    - v) Flow diagrams
  - d) Roadway Network
    - i) Road classification and description ii)
    - ii) Posted speed limits iii)
    - iii) 85<sup>th</sup> percentile speeds
    - iv) Include if needed: lane geometry, storage lengths, signal phasing, traffic signal plans, distances between intersections, turn restrictions, parking restrictions, signing by location, size, type and condition.
    - v) Intersection Turning Movements and Analysis (to be shown in typical traffic flow diagrams)
  - e) Major Traffic Generators
  - f) Pedestrian facilities/amenities:

- i) Pedestrian counts at peak hours ii)
- ii) sidewalk conditions iii)
- iii) sidewalk ramp conditions iv)
- iv) crosswalks
  - (1) midblock crosswalks
    - (a) existing signage (pedestrian crossing signs, yield lines, yield here to pedestrians signs, advance warning signs)
  - (2) existing traffic control signal plans
    - (a) exclusive pedestrian phase
    - (b) side street green
    - (c) concurrent pedestrian phase
    - (d) lead pedestrian interval
- v) ADA compliant
- vi) Wayfinding signs
  - a. Bicycle facilities/amenities:
    - i counts
    - ii dedicated paths iii.
    - iii bike racks/storage iv.
    - iv wayfinding signs
    - v shared bicycle/scooter availability
  - b. Economic conditions
    - i. Downtown businesses and impacts of current roadway configuration/traffic patterns
    - ii. Access to downtown and/or waterfront
  - c. Transit:
    - i. Exiting Routes/service characteristics
    - ii. Ridership iii.
    - iii. Bus stops
  - d. Freight:
    - i. Loading zones
    - ii. Noise
    - iii. RR crossings, including any at-grade
  - e. Other – please identify
  - f. Survey
  - g. Crash Analysis (Most recent three years)
    - i. Compile and tabulate data for each intersection
    - ii. Assess intersection deficiencies and identify patterns
    - iii. Prepare Collision diagrams

Deliverable: Exiting Systems Report

### Task 3: Future Conditions

1. Traffic count projections for 20 years in the future; projections to be coordinated with CTDOT Planning Office and City of Norwich staff.
  - i. Weekday morning peak hours
  - ii. Weekday evening peak hours
  - iii. Saturday midday peak hours
2. Background traffic growth
3. Roadway Level of Service (LOS)
  - i. Synchro analysis for key intersections
  - ii. Overall intersection LOS
  - iii. LOS for each approach/movement
4. Future development potential
5. Other
6. Analysis of future traffic modelling

Deliverable: Future Conditions Report

#### **Task 4: Community Involvement/Public Outreach**

1. Project Team SCCOG, CTDOT, City staff
2. Project Advisory Committee – City Council member, Public Improvement Committee, NCDC(President), Chamber of Commerce, NAACP, downtown stakeholders including businesses and residents, others to be identified by City of Norwich
3. Public Information Sessions – Two (2)
4. Community Event – a community event TBD
5. Development and hosting dedicated project web site
6. Title VI – translation of notices if LEP threshold is met, executive summary, website

Deliverable: Presentations, Community Feedback/input report

#### **Task 5: Concept Plans**

1. Four concept plans will be prepared:
  - i. Roundabout Concept Plan: depicting roundabouts at three intersections: High Street, Boswell Avenue/Franklin Square, Washington Square)
  - ii. Directional Change Plan: depicting redirection of traffic to improve flow and safety through downtown
  - iii. Complete Streets Plan: depicting transit improvements, bike lanes/sharrows, Heritage Park extension, sidewalk extensions, etc.,
  - iv. No Build Plan: depicting minimal no-cost/low-cost actions that the City could take to improve traffic flow and safety in the corridor (i.e. signage, signal timing, pavement marking, etc.).
2. Selection of Preferred Concept Plan
  - i. Concept Plans to be reviewed by SCCOG, CTDOT and City of Norwich staff, before being presented to Advisory Committee.



- ii. Estimate for planning level cost for preferred alternative.
- iii. Advisory Committee to select preferred concept plan for presentation to the City, the public, and for inclusion in Final Report

Deliverable: Identification of Alternative Concepts and Analysis

### **Task 6: Report**

Technical memorandum summarizing above tasks will be prepared, identifying deficiencies and consideration for improvements

1. Preliminary draft to SCCOG, CTDOT staff and City staff
2. Final draft to public at forum (i.e., City Council meeting, stand-alone public information meeting) to be decided by City
3. Presentation slides to be made available for public dissemination and for posting on web site
4. Final Report to be prepared after public comment considered and included/acknowledged in document.

Deliverables: Draft report, slide presentation, and final report