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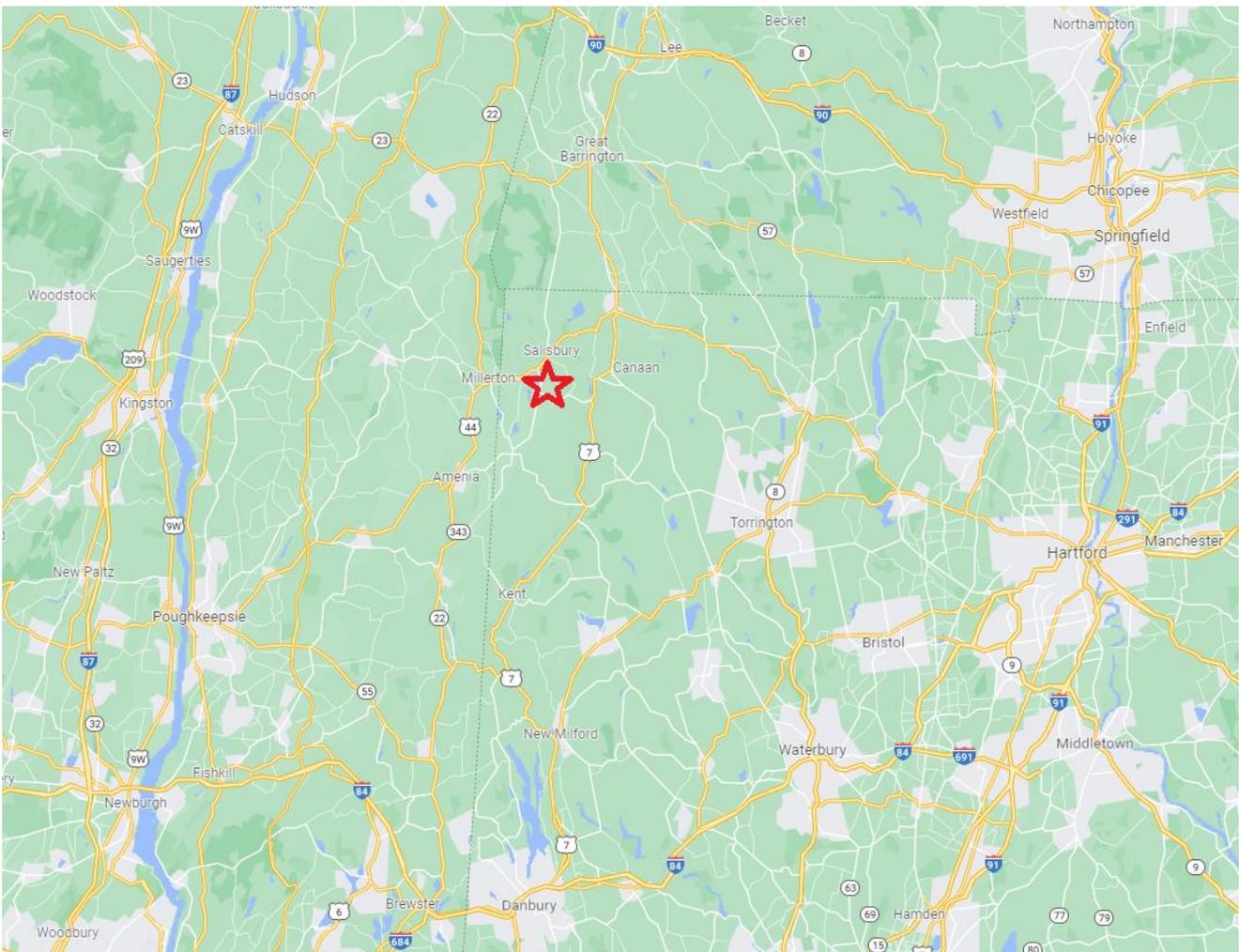


Town Hall  
P.O. Box 548  
27 Main Street  
Salisbury, Connecticut 06068

# Request for Proposals

The Planning and Zoning Commission of the Town of Salisbury, CT is seeking proposals from qualified consultants to study pedestrian and bicycle access and safety, accessibility and utility of public greenspaces, traffic circulation, parking, and stormwater management for the “downtown” core of the Village of Lakeville. This study is divided into two phases, baseline planning, and implementation. The Commission is requesting proposals for Phases One and Two.

Interested firms may submit proposals for Phase One only. Proposals for Phase Two, accompanied by a complementary proposal for Phase One, will be considered. Proposals for Phase Two only will not be considered.



## About Salisbury/Lakeville

The municipality of Salisbury covers roughly 60 square miles and includes the villages of Salisbury, Lakeville, and Lime Rock as well as the hamlets of Taconic and Amesville. The subject study area, the Village of Lakeville, is nestled between the Taconic Uplift and Lake Wononskopomuc (Lakeville Lake) sloping downward from an elevation of approximately 900 feet to the Lake shore at 724 feet. The Village (the area in red in the aerial photo below) sits at the crossroads of Main Street (Millerton Road/US Rte. 44) running east/west and Sharon Road



(State Rte. 41) running north/south. Two major secondary highways connect Lakeville to Millerton, NY (to the west), Sharon, CT (to the south), Village of Salisbury (to the east) and North Canaan, CT (east). In the Village of Canaan (North Canaan) US Rte. 44 intersects with US Rte. 7 which begins at the Connecticut shoreline and extends northward into Vermont. US Rte. 44 is one of two east-west highways in this part of New England, and it is primarily used as a through road however, it also carries local traffic. Rte. 44 has its origins in Plymouth, Massachusetts, terminating west of the Hudson River in the Catskills. Therefore, Rte. 44 serves as a primary truck throughfare from New York to New England. Truck drivers consider Rte. 44 a through-road to their distant destinations, and they rarely slowdown sufficiently in the Village in violation of posted speed limits.

Truck traffic from NYC travels north on Interstate 684, continuing northward via Rte. 22. In Millerton, NY, Rte. 22 and Rte. 44 intersect. Rte. 41 runs from the New York state line in Sharon to the Massachusetts Turnpike (Interstate 90) in West Stockbridge, MA. Interstate 90 is the second east-west highway in the region, connecting Boston, MA to Buffalo NY and beyond. In the tri-State region, Rtes. 41 and 7 serve both local and regional through-traffic.

The Village of Lakeville is served both by municipal water and sewer. The municipal water is sourced from a reservoir, located on the Taconic Uplift and wellfields, located in the aquifer below the Village. As a result, much of the Village is in an Aquifer Protection Area. Despite this, availability of water and sewer make the village of Lakeville one of Salisbury's most intensely developed areas, and the majority of improvements and uses pre-date the State's Aquifer Protection Area Program.

The buildings in Lakeville Village represent a variety of industrial, commercial, and residential architectural styles. Some of the buildings are part of a Historic District. The Village contains a diversity of housing including single-family, mixed-use, and multifamily, as well as commercial services and recreational resources. Destinations include multiple restaurants (both low and high turnover), US Postal Service office, two banks, the Masonic temple and St. Mary's Church, and retail establishments providing: gym facilities, massage, doctors offices, insurance, gasoline, groceries, pet supplies, liquor, health foods, dry cleaning, computer services, hardware and building supplies, galleries and antique stores.

An extremely important draw for both residents and visitors are the Village's two major municipal recreational areas. (1) The Lakeville Community Field which houses a baseball diamond, tennis courts, and the entrance to the "Railroad Ramble", a rail trail that leads eastward to Salisbury Village. (2) The town beach, known as the Town Grove, which is on the shores of Lake Wononskopomuc and offers swimming, boating, and a snack shop. The Grove has designated locations for picnicking with grills and tables and two platform tennis courts. The Grove's on-site building serves as the Town's senior center, providing weekly meal service and exercise programs. This building is also available year-round to other civic organizations.

Lakeville Village has been the focus of several recent planning efforts. In 2019, a revision to the Town of Salisbury Zoning Regulations was adopted with the intention of encouraging multi-family housing development. The new regulations established the Lakeville Multi-family Housing Overlay District and the Pocket Knife Square Overlay District, both of which permit denser development than other areas of the Village, with density bonuses for the creation of affordable housing units. The Town is preparing to restore the historic Central New England (CNE) train station on Ethan Allen Street, which is just south of the intersection of Main Street and Sharon Road.

A joint Town of Salisbury and Connecticut DOT initiative recently initiated traffic calming measures located at the intersection of Main Street and Sharon Road. These new measures included restriping and narrowing of traffic lanes, additional plantings, installation of granite curbing with bump outs, and an additional crosswalk. All three pedestrian crossings were refitted with flashing warning lights. However, it appears that many drivers ignore these flashing signals.

The area of the Village to the east of the intersection of Main Street and Sharon Road has only scattered areas of discontinuous sidewalks. West of the intersection is primarily residential and there are even fewer sidewalks. This results in a lack of clearly-defined pedestrian walkways to link the many uses within the study area.

## **Scope of Study**

The study should address the following issues:

- **Pedestrian access and safety** - Within the Village it is extremely difficult to cross from one side of the road to the other. The volume and speed of through-traffic is a major safety and quality-of-life concern. Overall, the project area is not pedestrian friendly; there are few sidewalks and virtually no street or sidewalk lighting.
- **Bicyclist access and safety** - There is little accommodation for children cycling to and from the Town Grove. The increased usage of main roads for cycling presents additional hazards.
- **Accessibility and utility of public greenspaces** – Creation, improvement, or repurposing of unimproved greenspaces. These may have the potential to provide public seating areas, additional parking areas, vest pocket parks, gardens, or be used for LID stormwater management. Consider how these spaces may be redeveloped to serve multiple purposes/community benefits.
- **Traffic circulation** - Traffic circulation to and within the study area needs to be addressed. This includes delivery trucks for restaurants, some of which have damaged the edge of the roof of the CNE train station.
- **Parking** - Although there appears to be sufficient parking spaces overall to accommodate the Village's parking demand, most of it is not municipally managed, improved nor easily accessible. For example, several locations are not visible from the street as they are hidden behind commercial buildings, albeit desirable for protecting the New England village streetscape. On-street parking is permitted in certain locations, but the speed and volume of truck traffic deters the use of designated spaces. Parking on Ethan Allen and Holley streets is challenging because of the road way configurations and lack of striping.
- **Stormwater management** - Examine the use of stormwater management and LID techniques to improve the condition of receiving waters, specifically Lakeville Lake and Factory Pond, as well as Factory Brook, Burton Brook, and Pettee Brook.

## **Tasks**

- Become familiar with Lakeville Village and the study area. If necessary, refine the study in consultation with the project managers (Land Use Administrator and Planning & Zoning Chair) using the attached map.

- Consult zoning maps to determine the boundaries of the Aquifer Protection Overlay District, Lake Protection Overlay District, Multifamily Housing Overlay District, and Pocketknife Square Overlay District.
- Become familiar with the boundaries of existing wetlands, watercourses, and floodplains so as to ensure that any proposed improvements to infrastructure will not create additional impacts to these environmental features.
- Research records in Town offices to establish the existing roadway right-of-way within the required standards of Class D survey, and identify property owners abutting the project area. Research will consist of a reasonable effort to identify property owners within the project area from assessor's mapping and then locate available mapping for those owners through a search of local map reference books and recent deed references in order to locate existing mapping. Field work will consist of spotting and locating existing pins that are readily evident from existing mapping and/or observed in the field.
- Identify publicly-owned greenspaces and vacant land.
- Locate existing pedestrian crossings within the study area. Identify opportunities for additional or safer places to walk or cross the roads.
- Other research identified in consultation with the Planning & Zoning Commission.

## **Deliverables: Phase 1 Planning**

### **Three hard copies and digital (pdf)**

1. Prepare a final version of the study area map as follows:

Perform right-of-way, topographic, and location surveys in the field in the vicinity of the improvements as required to prepare base mapping for project design and preparation of construction drawings. Field work will generally consist of the following:

- Control survey and establishment of vertical benches and horizontal control points. All work will be based upon CCGS datum for horizontal control and USGS datum for vertical control, if existing horizontal and/or vertical control can be found within 0.5 miles of the project site, otherwise assumed datum shall be used.
- Schedule of property owners and preparation of property maps as may be required for easements.

2. Prepare a topographic base map of the project area at a scale suitable for design, such as 1" = 40', or other agreed upon scale including existing conditions, wetlands, and spot elevations as required for preparation of design. In addition, prepare detailed topographic map(s) of the proposed improvements at a scale of 1" = 20'.

3. Identify all existing and potential parking spaces in the study area - noting which are publicly accessible spaces, which are private spaces associated with a particular store or other destination, and which are private and not available for public use.
4. Identify areas of immediate concern related to:
  - Pedestrian access and safety
  - Bicyclist access and safety
  - Public greenspaces and vacant land
  - Traffic circulation
  - Parking
  - Stormwater management
5. Prepare access, circulation, and safety plans that recommend improvements or changes to alignments, dimensions, and other opportunities for improved and safer routes for:
  - Pedestrians
  - Bicyclists
  - Traffic circulation
6. Identify locations for parking opportunities, and prepare a parking plan with implementation strategies.
7. Identify locations for improved stormwater management and public greenspace. Prepare an engineered stormwater management plan and a landscape architecture plan to enhance greenspaces with accompanying implementation strategies.
8. Combine deliverables into a final conceptual plan accompanied by a detailed narrative, identifying, immediate, short-term, and long-term actions. Include plans and renderings necessary for implementation in stages. This conceptual plan and narrative should include pertinent boundaries such as wetlands and watercourses, wetland and watercourse upland review areas (URAs), Lake Protection Overlay District, and the Aquifer Protection Area (APA).
9. Prepare for and attend two Planning and Zoning meetings and one public charette.

## **Deliverables: Phase 2 Implementation**

### **Three hard copies and digital (pdf)**

1. Consult with the Planning & Zoning Commission to establish an implementation plan accompanied by timetable.
2. Prepare cost estimates and preliminary drawings (as needed) based upon the Phase 1 deliverables that establishes an ordination of actions to be taken by the Town for referral to the Board of Selectmen/Finance.

3. Finalize designs for priority actions as endorsed by the Board of Selectmen/Finance for review and permitting by required entities (State & Town Commissions/Departments).

Final/Construction designs shall consist of:

- 1" = 40' scale design drawings outlining the proposed designs
- Final construction drawings 1" = 20' scale, as appropriate
- Stormwater Management Plan(s)
- Maintenance and protection of traffic, if required
- Detailed estimates of construction costs, including materials
- Prepare 90% plan submission to Town of Salisbury for review
- Prepare subsequent 100% plan submission to Town of Salisbury for review
- Provide bid documents and assemble the bid packages. American Association of State Highway and Transportation officials (AASHTO), State of Connecticut DOT Form 817 will be utilized as the base technical specifications and the consultant will prepare supplemental technical specifications, special provisions and quantity estimate, as necessary for public bidding and award of the construction contract. Submit one set of final plans, an original copy of all special provisions and mylars of contract drawings for public bidding by the Town, assist the Town in bidding the project electronically
- Provide hourly rate to attend review meetings with Town staff and agencies beyond what is specified in the RFP
- Review bids received by the Town for accuracy and check references. Report to the Town on a recommendation for selecting contractors
- Based upon the approved preliminary design concept, documentation will be prepared and submitted to appropriate Federal, State and local agencies for permitting and/or review. As may be appropriate, permits are expected to include:
  - ✓ State of Connecticut Department of Transportation
  - ✓ Town of Salisbury – Planning & Zoning Commission and the Inland Wetlands & Watercourses Commission.
  - ✓ State or local Historic District Commissions
  - ✓ Consultation with State of Connecticut DEEP, as needed

## **Work Schedule, Costs, Qualifications, and Submission**

Describe your proposed work schedule. Specify tasks and propose a timetable/schedule for their completion. Progress meetings should occur with relevant Town staff, and those project meetings be tied to benchmarks. At the Town's discretion, these benchmarks may be triggers for progress payments.

Prepare a table of costs associated with each task, including hourly charges for staff and direct expenses. Indirect expenses are not allowed. Provide table of project staff and their hourly rates.

Submit resumes for your proposed project manager(s) and staffing for the project. Identify any subcontractor(s) you may wish to add to your team, and submit resumes. Please verify that your sub-consultants/contractors do not have a conflict of interest or commitment in undertaking this work on behalf of the Town of Salisbury Planning and Zoning Commission.

Identify five similar projects that your firm and your proposed subcontractor have completed successfully within the last ten years.

Provide proof of errors and omissions insurance, as well as liability and as necessary, workers compensation insurance.

Interested firms are requested to submit three hard copies and a digital version (pdf) of their proposal to the Office of the Land Use Administrator, during normal office hours and by no later than 2:00 p.m. on April 29, 2022. Questions should be addressed to Ms. Abby Conroy, Land Use Administrator, Town of Salisbury. [aconroy@salisburyct.us](mailto:aconroy@salisburyct.us)