

Salisbury Pathways Committee minutes

Ninety second Meeting

Monday, August 12, 2024, at 5:30 p.m.

Present: Chris Williams, Pat Hackett, Gerald Stanton, Kathryn Trahan.

1. Approval of the minutes of the meeting for July 8, 2024.

Motion to accept - Gerald Stanton

Second - Pat Hackett

Vote – yes

2. TRIP application: letter to abutters, engineering, and survey - updates.

Motion to recommend to Selectmen acceptance of Haley Ward, engineering contract for Town of Salisbury.

Motion - Gerald Stanton

Second - Pat Hackett

3 vote yes one abstention; passed

3. DEEP Recreational Trails Grant application: work on letter to people that wrote letter of support. Tabled update till Natalia Smirnova is at next meeting.

4. Citizens comments. None

5. New Business. None

Respectfully Submitted 8/12/24

Chris Williams

Chairman Salisbury Pathways Committee



HALEY WARD®

ENGINEERING | ENVIRONMENTAL | SURVEYING

DRAFT August 8, 2024

Mr. Curtis Rand – First Selectman
Town of Salisbury
P.O. Box 548
Salisbury, CT 06068
Email: crand@salisburyct.us

Re: Proposal for Final Design and Permitting of Sidewalks on Main Street (State Route 44) and Undermountain Road (State Route 41) in Salisbury, CT

Dear Mr. Rand:

Haley Ward, Inc. (Consultant) is pleased to provide this proposal for final design and permitting services for Phase 1 (Main Street) and Phase 2 (Undermountain Road) sidewalks. On the following pages we provide a proposed scope of services, fee, schedule, list of Town-supplied items, and a list of services that are not included in this proposal.

Per our recent discussion, we will assemble the design and permit documents for Phases 1 and 2 into one set of plans, specifications, and estimate. By separate agreement or change order, we can separate the two phases in the future if necessary.

Please review this proposal carefully and call me if you have any questions. You may engage our firm for this work by completing and signing the authorization block on Page 9 and returning one signed copy to me (digital copy is acceptable).

SCOPE OF SERVICES

Task 1 – Initial Services

- A. Review a CT DOT document entitled "*Transportation Rural Improvement Grant Program (TRIP) Project Administration Guidelines*". Determine requirements applicable to the subject project.
- B. Retain the services of a qualified wetland scientist to:
 - 1) Delineate state and federal wetlands within the project limits.
 - 2) Prepare a wetland delineation report that is suitable for use as a technical attachment in local, State, and Federal wetland permitting.

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- 3) Evaluate the project limits for invasive plants.
 - 4) Prepare an invasive species control plan for use in State and Federal permitting.
- C. Coordinate additional survey needs with the Town and Town's land surveyor.
- 1) Locate wetland flags in Phase 1.
 - 2) As-built topographic survey of recently completed sidewalk improvements in vicinity of the Main Street / Brook Street intersection.
 - 3) Class T-2 topographic survey of the proposed sidewalk route on property of Sarum Village.
- D. Photograph current conditions, including the recently constructed sidewalk near the fire house.
- E. Identify items in the Route 41 and Route 44 rights-of-way that may conflict with the design or interfere with CT DOT's normal operation of the right-of-way.
- F. Review Preliminary Design Plans for Phases 1 and 2 to identify areas where a five-foot separation between the edge of pavement and sidewalk cannot be achieved within the State rights-of-way (a CT DOT requirement).
- G. Reconcile ADA features of the Phase 1 and 2 design with requirements outlined in a document entitled "*Guidelines for Pedestrian Facilities in the Public Right of Way*" (PROWAG). Identify areas where compliance is infeasible.
- H. Confer with the CT DOT's ADA Coordinator to review potentially infeasible design requirements and to discuss a path forward toward approval of the Town's "ADA Technical Infeasibility Forms" for the project.
- I. Contact Call Before You Dig to obtain any available mapping that relates to subsurface utilities within the project limits.
- J. Contact the Town's sewer authority to seek record drawings of sanitary sewers within the project limits.
- K. Meet with the Town to:
- 1) Review ADA project requirements and potential conflicts.
 - 2) Review impacts that would result from moving the horizontal alignment to provide at least five feet of separation between a sidewalk and the edge of state-highway pavement.
 - 3) Coordinate the location of Phase 2 sidewalk placement within the Sarum Village development.



Task 2 – Final Design Plans, Specifications, and Estimate

- A. Update the existing plan and profile drawings to include additional survey mapping, utility data, and wetland delineations.
- B. Prepare final design plans for Phases 1 and 2. The plan set will include:
 - 1) Cover sheet.
 - 2) General information sheet, including general notes, list of drawings, legend, wetland-impact table, permit approval letters, and/or notices with conditions.
 - 3) Plan and profile drawings that show horizontal and vertical alignment of the sidewalks, construction limits, proposed grading, and stormwater system layout where required.
 - 4) Cross sections at 50-foot intervals and at critical locations such as driveway curb cuts or areas where unusual grading conditions occur.
 - 5) Typical details, including:
 - a) Sidewalk cross section
 - b) Driveway ramp construction
 - c) ADA-accessible ramps (various configurations)
 - d) Handrails and fencing (where necessary)
 - e) Storm sewer improvements
 - f) Drainage headwall
 - g) Underdrains
 - h) Pavement striping / crosswalks
 - i) Permanent signage
 - 6) Soil erosion and sediment control plans, details, and narratives.
 - 7) Maintenance and protection of traffic plans and construction-sign details.
- C. Prepare drainage calculations and report in support of the proposed culvert extension at Station 36+45 on Main Street. The drainage calculations will be prepared using the methodology stipulated in the CT DOT Drainage Manual.
- D. Develop a final construction-cost opinion using CT DOT methodology and estimating protocols. The estimating process will include the following steps:
 - 1) Identify construction items (Consultant will use standard CT DOT items to the extent practicable).
 - 2) Estimate the quantity for each construction item.
 - 3) Research market-value unit prices for each construction item based on the CT DOT English Bid Item List, various Connecticut DAS state bid contracts, and recent bids received by the Town for sidewalk construction.
 - 4) Assemble the estimate, incorporating allowances for minor items, inflation to the probable date of bid, and operating contingency.

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- E. Prepare a technical specification for each construction item. The specifications will rely primarily on CT DOT Standard Specifications for Roads, Bridges, Facilities, and Incidental Construction – Form 819.
- F. Review the final design plans, specifications, estimate, and anticipated rights-of-way requirements with the Town.
- G. Revise the plans, specifications, and estimate in response to Town comments. Issue the design plans, specifications, and estimate to Town in PDF. Hard copies will be provided upon request.

Task 3 – Public Information Meeting

- A. Prepare colored renditions of project plans for the Town's public information meeting.
- B. Present the design and answer technical questions during the Town's public information meeting.
- C. Prepare a memorandum to summarize public comments and questions and the responses provided during the Public Information Meeting.

Task 4 – Draft Bid Documents

- A. Bid documents:
 - 1) Review the CT DOT TRIP Project Administration Guidelines to confirm the list of documents that must be incorporated into the bid documents, including CHRO requirements, State Required Contract Provisions, and Connecticut Prevailing Wage Rates.
 - 2) Confer with Town regarding bidding protocols and requirements for contract time, liquidated damages, performance and payment bonds, and required contractor insurance limits.
 - 3) Prepare DRAFT front-end bid documents using the 2018 Engineers Joint Contract Documents Committee (EJCDC) format. Critical dates, contractor information, and prevailing wage-rate decision will be left blank; however, the draft submission will include all required CHRO and State-Required Contract Provisions.
 - 4) Provide the draft bid documents to Town in PDF.

Task 5 – Permits:

- A. CT DOT Encroachment Permit Coordination:
 - 1) Prepare CT DOT "ADA Technical Infeasibility Forms" as necessary to document any non-compliant accessibility elements of the design.
 - 2) Review "ADA Technical Infeasibility Forms" with the CT DOT's ADA Coordinator. Work with the Coordinator to reconcile any disagreements regarding the infeasibility determinations.
 - 3) Revise the design to address final determinations of the CT DOT ADA Coordinator.

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- 4) Submit final design plans and drainage report to CT DOT District 4 – Special Services Section for review.
 - 5) Meet with CT DOT personnel as necessary to review the plans and resolve CT DOT review comments.
 - 6) Revise the final design plans, drainage calculations, specifications, and estimate as necessary to address the CT DOT District 4 review comments. Prepare a summary letter to explain how the revised plans address the CT DOT review comments. Submit the summary letter and revised plans to CT DOT District 4.
 - 7) Prepare a bond estimate for use by the CT DOT.
 - 8) Obtain an approval letter from CT DOT District 4 Special Services Section, stating that the project plans are acceptable for issuance of an encroachment permit.
- B. Salisbury Inland Wetlands and Watercourses Commission (IWWC)
- 1) Coordinate the application process with the Town's Land-use staff.
 - 2) Prepare the IWWC application for approval of regulated activities.
 - 3) Submit the application and plans to the IWWC for approval.
 - 4) Fulfill public notice requirements if a public hearing is required.
 - 5) Attend one site visit with the IWWC if required.
 - 6) Represent the Town (as Applicant) at up to two meetings of the Town's IWWC (one of these meetings may be a public hearing).
 - 7) Revise the project plans and specifications as necessary to address any review comments offered by the Town's land-use staff and/or third-party reviewer and to incorporate any conditions of approval imposed by the IWWC.
- C. Salisbury Planning and Zoning Commission (PZC) (CGS 8-24 Referral)
- 1) Coordinate the Section 8-24 referral process with the Town and Town's land-use staff.
 - 2) Submit copies of the project design plans as may be requested by the PZC.
 - 3) Attend one meeting of the PZC to present the project plans and answer technical questions relating to the design.
- D. U.S. Army Corps of Engineers – Connecticut General Permits (GP-2)
- Note: Consultant assumes that wetland impacts and associated water quality impacts resulting from the subject project may be authorized by the U.S. Army Corps of Engineers and Connecticut Department of Energy and Environmental Protection under the Connecticut General Permits – General Permit 2 (Self Verification Category). State and Federal permitting under the Pre-Construction Notification or Individual Permit categories will be considered as additional services.*



- 1) Review the General Conditions of the General Permit with Client's wetland scientist to confirm that the project meets the Conditions.
- 2) Prepare the U.S. Army Corps of Engineers Self-Verification Notification Form for signature by Client.
- 3) Submit the signed Self-Verification Notification Form to the U.S. Army Corps of Engineers along with the following attachments:
 - a) Official Species List (Federal)
 - b) Documentation of Tribal Historic Preservation Officer and State Historic Preservation Office notifications
 - c) Site Location Map
 - d) Project Plans
 - e) Copy of State Approvals
- 4) Correspond with the U.S. Army Corps of Engineers as necessary during the review process to answer questions and resolve technical issues.
- 5) Revise the project plans and technical specifications in response to U.S. Army Corps of Engineers conditions of approval.

Task 6 – Rights-of-Way Acquisition

- A. Identify the location, type, and dimensions of rights, easements, or partial takings required to complete construction. Prepare a table of recommended acquisitions for inclusion on the project plans.
- B. Prepare preliminary rights-of-way maps for the Town to use in negotiations with affected property owners.
- C. Once the location, type, and dimensions of acquisitions are established, coordinate final rights-of-way map preparation with the Town's Land Surveyor.

Task 6 – TRIP Grant Final Submission Package

- A. Consultant will assemble a final TRIP Grant submission package to CT DOT. The submission will include the following items:
 - 1) Final design plans
 - 2) Technical specifications
 - 3) Draft contract documents
 - 4) Final construction cost estimate
 - 5) Approval letter from CT DOT District 4 Special Services Section stating that the plans are acceptable for issuance of an encroachment permit
 - 6) Final Design Submission Documentation Form (to be prepared by Consultant with assistance by Town)
 - 7) General Municipal Certification for Design Activities Form (to be prepared by Consultant with assistance by Town)

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COMPENSATION

Consultant will undertake the above Scope of Service for the **lump sum fee of \$_____**. This fee includes labor, report preparation, and reimbursable expenses. Costs for this project will be invoiced monthly, based upon the work completed during the invoice period. The following table provides an itemized schedule of values for the work:

<u>Task</u>	<u>Lump Sum Fee</u>
Task 1 – Initial Services	\$ ____
Task 2 –Final Design (Plans, Specifications, & Estimate)	\$ ____
Task 3 – Public Information Meeting	\$ ____
Task 4 – Draft Bid Documents	\$ ____
Task 5 – Permits	\$ ____
Task 6 – Rights-of-Way Assistance	\$ ____
Task 7 – TRIP Grant Final Submission Package	\$ ____
Total:	\$ ____

IMPLEMENTATION

Consultant will begin work immediately upon receipt of a signed agreement and will render services according to the following approximate schedule:

Task	09.24	10.24	11.24	12.24	01.25	02.25	03.25
1. Initial Services	■						
2. Final Design (PS&E)		■					
3. Public Information Meeting			■				
4. Draft Bid Documents				■			
5. Permits				■			
6. Rights-of-Way Assistance				■			
7. TRIP - Final Submission Package							■

TOWN-SUPPLIED ITEMS

The Town shall be responsible for the following items:

1. Provide Consultant with:
 - a) Updated survey data in AutoCAD compatible format (to be prepared by Town's land surveyor)
 - b) Sanitary sewer mapping (if available)
 - c) Typical insurance coverage requirements, liquidated damages, and bond requirements for construction contracts.

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2. Facilitate discussions with the owners of Sarum Village regarding the location of a proposed sidewalk on their property.
3. Retain a professional arborist to generate recommendations for the protection, pruning, or removal of specimen trees near construction work.
4. Coordinate and advertise for a public information meeting.
5. Pay directly for any permit application fees, legal notices, and third-party review fees.
6. Coordinate and administer CGS 8-24 requirements with the PZC.
7. Retain the project surveyor to develop rights-of-way maps as necessary for the project.
8. Obtain all necessary rights and easements to construct work on private properties. If rights-of-way are donated, Town shall also procure a State-required "Waiver of Compensation and Appraisal" for each such donation.
9. Submit documentation to CT DOT to confirm that rights-of-way have been acquired in accordance with a document entitled "*State Funded Municipal Projects Requirements for Rights of Way Acquisitions*"

ADDITIONAL SERVICES

The following services are specifically excluded from the scope of services of this proposal and will be considered as additional services if they become necessary:

1. Geotechnical analyses
2. Analysis of existing drainage facilities, except as specifically included in the Scope of Services.
3. Landscape design
4. Lighting design and associated electrical circuitry
5. Structural design of retaining walls or bridges
6. Individual State or Federal wetland and/or floodplain authorizations

AUTHORIZATION

If this proposal is acceptable to you, please sign the approval block and return a signed copy for our files. Haley Ward, Inc. is prepared to initiate work on this project upon receipt of a signed copy of this proposal. Out- of-scope services will not be performed without your prior written approval. Furthermore, your authorization will signify your acceptance of the attached Terms and Conditions.

If you have any questions concerning this proposal or if additional services are needed, please contact me at 860-325-2574 or dbattista@haleyward.com. We appreciate the opportunity to be of service to the Town of Salisbury.

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Sincerely,
Haley Ward, Inc.

David N. Battista, P.E.
Vice President / Senior Project Manager

Enclosure: Professional Services Terms and Conditions

Acceptance and Authorization to Proceed on behalf of the Town of Salisbury:

Signature: _____ Billing Address: _____

Printed Name: _____ City/State/ZIP: _____

Date: _____ Email: _____

Phone: _____ Fax: _____

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