



**Request for Proposals (RFP):
Engineering Planning Study for Post Road Circle in Fairfield, CT
Traffic Safety Project**

Connecticut Metropolitan Council of Governments

Issue Date: Thursday, March 14, 2019

Response Date/Time: Thursday, April 18, 2019

Response Location: Ms. Meghan Sloan, Planning Director

Connecticut Metropolitan Council of Governments
1000 Lafayette Boulevard, Suite 925, Bridgeport, CT 06604

Introduction

On behalf of the Town of Fairfield, The Connecticut Metropolitan Council of Governments (METROCOG) is seeking the services of a professional engineering firm to determine necessary improvements to the Post Road Circle in Fairfield, CT. The Post Road Circle Traffic Safety Project will be conducted along Post Road (US 1, CT 130) from South Benson Road (west side) to Shoreham Terrace (east side) in the Town of Fairfield. The study area includes the Post Road "Circle" where US 1 and CT 130 intersect with Old Post Road and Kings Highway East. This project study will provide the Town of Fairfield and MetroCOG with a comprehensive planning document that determines improvements to address vehicular safety, bicycle/pedestrian safety, and congestion through the following tasks:

- Analyze intersection re-alignment and layout
- Recommendations for bicycle, pedestrian, non-motorized and transit amenity improvements
- Analyze the feasibility of a variety of pedestrian improvements
- Analyze existing and future traffic lane usage and weave patterns
- Analyze road diet implementation
- Crash reduction using FHWA crash reduction factors/mitigation



- Analyze current and future transit stops
- Analyze the potential elimination or reduction of curb cuts throughout the study area
- Analyze traffic signalization including coordinated signal system impacts.
- Analyze the use of medians or islands
- Determine the feasibility of bike lane installation throughout the corridor
- Investigate parking along Post Road/Post Road jughandle in regards to safety concerns.
- Coordinate with Grasmere Neighborhood Pedestrian Improvements Project (east of Shoreham Village Dr), a LOTCIP project that will be in the design phase concurrent with the study.

MetroCOG is the federally designated transportation planning agency for the Greater Bridgeport planning region and is the Regional Council of Governments that includes the City of Bridgeport and the towns of Easton, Fairfield, Monroe, Stratford and Trumbull MetroCOG is also the host agency for the Greater Bridgeport and Valley Metropolitan Planning Organization (GBVMPO).

This Request for Proposals (RFP) is being issued as a multi-task planning project, as detailed in the attached work program (Schedule A). MetroCOG will work cooperatively with the selected firm and the Town of Fairfield throughout the planning project on all tasks and may, at its discretion, perform some of the work assignments.

Inquiries:

General questions regarding this RFP should be directed to Ms. Meghan Sloan in writing at the address noted below, or via e-mail at msloan@ctmetro.org no later than 4:00pm on Thursday, April 4, 2019. Inquiries and responses will be posted at <http://www.ctmetro.org/aboutus/for-vendors/> no later than April 11, 2019.

Please note that it is MetroCOG's policy to respond only to technical questions. Under no circumstances will MetroCOG provide interpretive guidance. No oral interpretations shall be made to any respondent as to the meaning of any of the documents, and phone calls will not be accepted. Written approval of MetroCOG is required prior to any public disclosure of the cost proposal submitted in response to this RFP or any other subsequent awards. It is the responsibility of interested firms to periodically check the MetroCOG website for amendments to this RFP and responses to inquiries.



Submission Requirements:

Prospective consultants are asked to submit responses in two parts: Letter of Interest and Technical Response.

The Letter of Interest must specify the following:

- The name and address of the Consultant(s).
- General Information on the firm and any proposed sub-consultants
- Name, title, e-mail and telephone number of the individuals within the firm authorized to commit the company to this contract.
- The name, title, e-mail and telephone number of the individual MetroCOG should contact regarding questions and clarifications.
- A statement that the Consultant's offer will remain in effect for ninety (90) days after acceptance of the Consultant's proposal by MetroCOG.

The Technical Response must contain a description of the consultant's proposed approach with specific reference to:

- Project understanding and approach to scope of services (Schedule A)
- Any recommendations to improve/support the project.
- Description of any special services required.
- Name and required services of any subcontractors with a description of the level of previous working relationship.
- Name and purpose of intended SBE.
- Project schedule.
- Resumes of key personnel proposed to work on the assignment with emphasis on relevant experience.
- A detailed organization chart.
- A description and status of comparable project experience.
- Three references from comparable types of projects completed over the last five years. Include project names and locations, name of primary client contacts and their contact information including e-mail addresses and telephone numbers. Indicate the role of your firm in each project and each project's cost and date of completion.
- Pertinent examples of related work prepared and designed by the consultant.
- Estimated Cost: Provide a detailed cost breakdown of all personnel and sub-consultants to be utilized for this project.



Each consultant must submit **five (5) paper** copies and one **(1) digital** copy of their proposal in a sealed envelope bearing on the outside the name of each firm, full address, name of the project for which the proposal is submitted, and the date and time the proposal is due. If forwarded by mail, the sealed envelope containing the proposal must be enclosed in another envelope addressed to the following:

Ms. Meghan Sloan, Planning Director
Connecticut Metropolitan Council of Governments
1000 Lafayette Boulevard Suite 925
Bridgeport, CT 06604

MetroCOG must receive the proposal no later than 4:00 pm on Thursday, April 18, 2019. Proposals received after the date and time prescribed shall not be considered for contract award and shall be returned to the submitter.

No partial submittals will be accepted.

Selection Process:

Consultants or consortia of consultants will be asked to demonstrate expertise and experience in all skill areas that may be appropriate to the work anticipated by the planning project. All RFPs received by MetroCOG will be reviewed and evaluated by a selection committee comprised of representatives of MetroCOG and municipal staff. Up to five prospective consultants will be selected for a short list and each will be requested to participate in an interview and presentation to the selection committee. A recommendation of the preferred consultant will be made by the selection committee and MetroCOG will be authorized to communicate to the selected consultant and begin contract negotiations.

The proposals and Consultants will be evaluated based on the following criteria:

- Corporate experience and capacity.
- Understanding of work to be performed.
- Project organization and staff commitment.
- Professional expertise of team.
- Prior experience relative to project.
- Completeness, feasibility and quality of scope of services and project schedule.
- Clarity and conciseness of presentation.
- Cost Proposal



The selected consultant will be notified within 14 days of the decision by the selection committee and contract negotiations will commence immediately upon notification. A 60-day fee negotiation period will be provided for the selected consultant and MetroCOG to finalize the contract fees, scope of service and agreement. At the end of the 60 day negotiation period, the Contract shall be awarded. If a negotiated fee cannot be mutually agreed to by both parties, MetroCOG will terminate negotiation and begin negotiation with the second rated firm.

The firm awarded the contract as a result of being pre-qualified under this RFP, must meet all Municipal, State and Federal affirmative action and equal employment opportunity practices. This will include compliance with E.O. 11246, "Equal Employment Opportunity," as amended by E.O. 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and as supplemented by regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."

The selected consultant will be required to prepare project documents in a timely manner and submit monthly status reports indicating work completed to date and any problems that have affected the project schedule. To this end, the consultant will be expected to assign sufficient administrative, planning, design and support staff to complete the scope of work within the established and agreed to schedule. It is expected that this planning project will require two months to be initiated and approximately twelve to eighteen months from start-up to completion.

Other Requirements:

Small Contractor and Small Contractor Minority Business Enterprises (Set – Aside) / SBE

The Small Contractor and Small Contractor Minority Business Enterprises (Set-Aside)/sub-consultant goal will be no less than **0%** of the total contract value. Sub-consultants proposed for use in fulfilling the assigned contract goal must be certified as a Small Contractor (SC) or Small Contractor Minority Business Enterprise (SCMBE) by the Department of Administrative Services and Certification must be presented to the Connecticut Department of Transportation. While there is no requirement to meet a SC/SCMBE goal for this project, MetroCOG encourages proposals to utilize SC/SCMBE firms for services in which they have expertise.

Additional Services

If you believe that additional services to those requested in the specifications are necessary, please identify those services and your reasons for recommending such services.



Insurance

MetroCOG requires Consultants provide and maintain adequate professional liability for errors and omissions in the minimum amount of Two Million Dollars (\$2,000,000) and automobile liability insurance in the minimum amount of One Million Dollars (\$1,000,000). The Consultant(s) and subcontractors shall carry workman's compensation insurance. Proof of adequate insurance must be included in the bid application.

Personnel

The Contractor shall provide the professional services identified in this scope of services and requested by MetroCOG. The proposal must identify the person or persons who will be responsible for conducting the work as listed in this scope of services, and include a copy of each person's resume, experiences with municipal/government clients and listing of references.

MetroCOG is requesting that a senior experienced person be the primary representative for your firm in actually performing the services.

Length of Service

It is expected and required that the work covered by this scope of services shall be completed in expeditious manner. The proposal should indicate an approximate date for completion of the work and anticipated length of time needed to complete the project.

Contract/ Agreement

The successful bidder shall enter into a contract with MetroCOG and agree to abide by all state and federal contractual requirements. By signing the agreement with MetroCOG, the Consultant agrees to perform work as specified in the scope of services and accepts the terms and conditions set forth in the contract.

Terms & Conditions:

LOTICIP Funding

The LOTICIP program is dependent on annual funding by the State through CTDOT. All work referenced in this RFP is contingent on adequate funding of the program.



Freedom of Information

Respondents are advised that any and all materials submitted in response to this RFP shall become the sole property of MetroCOG and shall be subject to the provisions of Section 1-210 of the Connecticut General Statutes (re: Freedom of Information).

Incurred Costs

This request for qualifications does not commit MetroCOG to award a contract or to pay any costs incurred in the preparation of a response to this request. MetroCOG will not be liable in any way for any costs incurred by respondents in replying to this RFP.

Severability

If any terms or provisions of this Request for Qualifications shall be found to be illegal or unenforceable, then such term or provision shall be deemed stricken and the remaining portions of this document shall remain in full force and effect.

Acceptance or Rejection by the Connecticut Metropolitan Council of Governments

MetroCOG reserves the right to accept and or reject any or all responses submitted for consideration or to negotiate separately in any manner necessary to serve the best interests of MetroCOG. Respondents whose responses are not accepted shall be notified in writing.

Amending or Canceling Request

MetroCOG reserves the right to amend or cancel this RFP, prior to the due date and time, if it is deemed to be in its best interest to do so.

Waiver of Informalities

MetroCOG reserves the right to accept or reject any and all responses to this RFP, or any part thereof, and to waive any informalities and/or technicalities that are deemed to be in its best interest.

Work Products

All drawings, reports, data, and other documents prepared by the consultant shall be submitted to MetroCOG for review and approval. Resulting work products of the Consultant pursuant to this solicitation shall be provided in both print and digital format and shall become the property of the entity in which the consultant is contracted with.



No such approval shall in any way be construed to relieve the consultant of responsibility for technical adequacy or operate as a waiver of any of Municipality or MetroCOG's rights. The consultant shall remain liable according to applicable laws and practices for all damages to the Municipality or MetroCOG caused by the Consultants negligent performance of any of services furnished relative to any agreements resulting from this solicitation.

Subcontracting

Consultants may team as they deem necessary to respond to this RFP. In their response, the prime consultant and all subconsultants should be clearly identified along with the responsibilities of each. The successful respondents may utilize the services of specialty, currently unidentified subconsultants on those unforeseen portions of the work that under normal practices are performed by specialty firms. In this event, the Consultant shall obtain and make available fee proposals from qualified sub-consultants for those services. For services eligible for LOTCIP funding, additional state procurement requirements may apply.

The successful respondent shall not award any portion of the work to a firm that is not on the selected project team without **prior written approval** of MetroCOG. The acceptance of any and all subconsultants shall reside with MetroCOG and their decision shall be final. The successful respondent shall be fully responsible for the performance, finished products, acts, and omissions of his subcontractors and persons directly or indirectly employed thereby.

Assigning/Transferring of Agreement

Any successful firm is prohibited from assigning, transferring, conveying, subletting or otherwise disposing of the resulting agreement or its rights, title, or interest therein or its power to execute such an agreement to any other person, company or corporation without prior consent and approval in writing from MetroCOG.

Termination

MetroCOG may terminate a consultant's status on the on-call list due to cause, default or negligence on the part of the consultant; or if the consultant fails, in the opinion of MetroCOG or its member municipalities, to meet the general terms and conditions of any resulting contract or to provide a level of service that is deemed to be in the best interest of the MetroCOG or its member municipalities.

Schedule A
Scope of Services: Engineering Planning Study
Post Road Circle Traffic Safety Project
Fairfield CT

Overview

The Post Road Circle Traffic Safety Project will be conducted along Post Road (US 1, CT 130) from South Benson Road (west side) to Shoreham Terrace (east side) in the Town of Fairfield. The study area includes the Post Road “Circle” where US 1 and CT 130 intersect with Old Post Road and Kings Highway East (See Map A).

Currently, the Post Road Circle is extremely difficult to navigate, especially for drivers not familiar with the road network. The high traffic speeds and volumes are exacerbated by layout issues, several turning movement conflicts, lane reductions, quasi lane expansions or swing around movements, crisscrossing maneuvers, and angled side streets. On some wider approaches, vehicles use one lane as two lanes, increasing sideswipe potential. In addition, numerous driveways and parking lots create approximately 50 curb cuts in the study region. This Planning Study will assess the impact of these curb cuts on traffic and pedestrian safety. Pedestrian crossings are limited, and despite traffic control signals at the peripheries of the study area, there is limited traffic control within the study area. A lack of sidewalks in some areas, minimum handicap accessibility, and limited transit amenities leave pedestrians underserved on a four-lane roadway with over 20,000 ADT. GBT bus service runs through parts of the study area.

Traffic Engineering and design criteria for Post Road (US 1/CT 130) were developed in the 1950s and very little reconstruction or redesign has taken place since. Meanwhile, redevelopment and redefined land use has occurred, further impacting the demands on the roadway. In the 1990s, CTDOT officials were concerned about the area enough that they had preliminary concept/design plans for intersection realignment, but budgetary constraints and access management issues impeded further development. This Planning Study will create near and long term implementation strategies with varying levels of required funding.

There have been several public complaints registered with the Engineering Office and through the Town’s “Q Alert” system regarding crashes, speeding, and pedestrian safety. There have been 192 crashes from January 2015 through June 2017 in the study area. These included multiple pedestrian and cyclist crashes including one fatality. A review of crash history shows several rear end type collisions which indicates a lack of gaps in queues, poor sight distance, misjudgment by



motorists of speeds, or general impatience. Within the circle there are angled collisions due to crisscrossing maneuvers required at merging approaches.

During a well-attended Neighborhood Forum on traffic, pedestrian and safety concerns in November 2017, the public expressed the following concerns:

- Speed of traffic
- Pedestrian safety, including crosswalks and other ways to safely cross CT 130 and improved sidewalks and aprons/barriers between sidewalks and CT 130.
- Parking issues from area businesses
- Street lighting
- Pedestrian improvements
- Bus stop enclosure
- Bike route incorporation
- Investigate median, islands, road diet, narrower roadway
- Not yielding at the circle
- Turning left out of Shoreham Village

In 2016, with the assistance of MetroCOG, Town Officials, Fairfield's bike safety committee, business owners and CTDOT, the Town performed a roadway safety audit along CT 130 from the Post Road Circle to (and including) Grasmere Avenue. The audit resulted in the following recommendations:

- Wider, more accessible handicap ramps and sidewalks.
- Improved transit stops including bulb-outs and signage.
- Investigate intersection realignment for Old Post Road, Kings Highway East and Post Road.
- Explore road diet concepts including potential bike lanes and curb realignment.

The Post Road Circle Traffic Safety Project will result in detailed concepts and design plans that are acceptable to CTDOT, the Town of Fairfield, local businesses and neighborhood residents. To accomplish this, the study will engage with project partners to reach consensus among a diverse group of stakeholders. These project partners include: CTDOT (responsible for State Highways US 1 and CT 130), the Town of Fairfield, the Fairfield Bike and Pedestrian Committee, the Fairfield Economic Development Commission, the Grasmere/Shoreham/Kings Highway/Old Post road neighborhoods, local businesses/Chamber of Commerce and Greater Bridgeport

Transit.

The Council of Governments for the Greater Bridgeport Region (MetroCOG) will act as project manager and assist the Town of Fairfield through all phases of the study. It is anticipated that the study will identify low cost improvements that could mitigate some of the safety issues over the short-term, while a longer term, comprehensive design is being developed.

This project study will provide the Town of Fairfield and MetroCOG with a comprehensive planning document that determines improvements to address vehicular safety, bicycle/pedestrian safety, and congestion through the following tasks:

- Analyze intersection re-alignment and layout
- Recommendations for bicycle, pedestrian, non-motorized and transit amenity improvements
- Analyze the feasibility of a variety of pedestrian improvements
- Analyze existing and future traffic lane usage and weave patterns
- Analyze road diet implementation
- Crash reduction using FHWA crash reduction factors/mitigation
- Analyze current and future transit stops
- Analyze the potential elimination or reduction of curb cuts throughout the study area
- Analyze traffic signalization including coordinated signal system impacts.
- Analyze the use of medians or islands
- Determine the feasibility of bike lane installation throughout the corridor
- Investigate parking along Post Road/Post Road jughandle in regards to safety concerns.
- Coordinate with Grasmere Neighborhood Pedestrian Improvements Project (east of Shoreham Village Dr)

The planning and engineering study will define the scope and extent of the proposed project improvements.

Study Deliverables / Work Products

The consultant shall ensure that technical memorandums are produced at the completion of tasks 3-12 (below). Task 12 will identify recommended transportation improvements (i.e. access management, safety, operations, bike and pedestrian accommodations and amenities).



The implementation plan shall also include a prioritized list of short and long-term improvements, identify benefits and impacts, and identify costs and potential funding sources. The Final Report and Public Presentation will be the final study deliverables.

Work Program Task Outline

The project is expected to be broken into twelve (12) tasks, summarized as follows:

Task 1: Program Management

Task 2: Establish Study Advisory Committees (MetroCOG)

Task 3: Data Collection and Acquisition

Task 4: Prepare Base Mapping

Task 5: Traffic Operations

Task 6: Safety Assessment

Task 7: Economic Development Scenarios

Task 8: Develop Transportation Improvement Alternatives

Task 9: Identify Permits

Task 10: Prepare Preliminary Concept Plan and Study Report

Task 11: Public Outreach

Task 12 Final Report and Public Presentation

Task 1: Project Management

Management and Administrative Control - The study will be organized to give all affected parties the opportunity to provide input into the planning process. MetroCOG shall serve as the lead agency. The Town of Fairfield will act as the lead agency when organizing town meetings such as Planning and Zoning or Town Council briefings. Coordination and input from all stakeholders such as CTDOT shall be ongoing. MetroCOG shall, at a minimum, hold coordination conference calls quarterly between itself and any consultants hired for this project.

As per the requirements for planning studies, there will be a kick-off meeting with CTDOT to introduce consultant, municipal and MetroCOG staff to the Department's study team. Formal project review meetings will be conveyed by CTDOT at critical stages of the planning study.

The consultant will provide monthly narratives of project progress to MetroCOG staff. A narrative of project progress and the progress toward meeting the DBE goal will be included with all project invoices.

Reporting - Coordination calls will be biweekly as dictated by the status of the project and quarterly progress reports are created to keep the Study on schedule.

Deliverable: Biweekly coordination calls; Quarterly progress reports

Task 2: Establish Study Advisory Committees (MetroCOG)

The project will be guided by two advisory committees which will meet regularly throughout the project. The technical advisory committee (TAC) will be comprised of municipal staff from Fairfield, Fairfield Public Safety, CTDOT staff, Greater Bridgeport Transit staff, and MetroCOG staff. The community advisory committee (CAC) will include stakeholders from local businesses, the Fairfield Bike and Pedestrian Committee, the Fairfield Economic Development Commission, the Grasmere/Shoreham/Kings Highway/Old Post road neighborhoods, members of the Representative Town Meeting and other concerned parties.

Deliverable: Hold committee meetings at various project benchmarks to inform and solicit feedback from the committee members.

Task 3: Data Collection and Acquisition

Collect and acquire the base data needed to analyze existing conditions and determine general travel characteristics throughout the Post Road Circle. The data is to be collected or obtained through field surveys and includes.

- Average Daily Traffic (24-hour counts) & Speed Data collected through Miovision or similar technology (See Map B)
 - At Kings Hwy Cutoff (US 1) after Stop & Shop light before Post Road Circle.
 - At Kings Hwy Cutoff (US 1) westbound one-way between Post Road (CT 130) connections.
 - At Kings Hwy Cutoff (US 1) westbound connection to Post Road (CT 130).
 - At Post Road (US 1) between Belmont St and S. Benson Road.
 - At Post Road (US 1) eastbound one-way between Kings Hwy Cutoff (US 1) connections.
 - At Post Road (US 1) eastbound connection to Kings Hwy Cutoff (US 1) before crossing with Post Road westbound connections.
 - At Post Road (US 1) connection to Kings Hwy (US 1) westbound after crossing between Post Road (CT 130) westbound and Post Road (US 1) eastbound.
 - At Kings Hwy Cutoff (US 1) westbound ramp after Post Road westbound and Post Road eastbound crossings.

- At Post Road (CT 130) westbound connection to Kings Hwy Cutoff (US 1) before the crossing with Post Road (US 130) eastbound connection.
 - At Post Rd (CT 130) between Shoreham Village Dr and the Post Road Circle.
 - At Old Post Road
 - At Kings Hwy
 - At Post Road “jug handle” to Kings Hwy
 - The Town will provide updates to the consultant regarding potential new developments.
- Turning Movement Counts collected through Miovision or similar technology. (See Map B)
 - At traffic light on US 1 at Stop & Shop and Bed, Bath & Beyond plaza (A)
 - At traffic light at intersection of US 1, Post Road, & Belmont St/Plaza Drive (B)
 - At Intersection of Post Road (CT 130) & Shoreham Village Drive/Plaza Drive (C)
 - At Post Road “jug handle” to Kings Hwy/drive to medical office building (D)
- In addition to the turn movement count locations, the extensive number of curb cuts into and out of the numerous shopping plazas will be analyzed in the turning movement data collection through Miovision. The consultants will also be encouraged to use emerging technologies such as drones or other means to capture turning movements. There will be additional turning movement count locations with the final determination being made through coordination between the Town of Fairfield, CTDOT and MetroCOG.
 - In coordination with turning movement counts at all locations, data collection should include Bicycle and Pedestrian counts and Heavy Vehicle classifications. CTDOT will be informed of and approve the count methodology for the consultant/sub-consultant.
 - Identification of existing transit facilities including bus stops, shelters and the existing bus routes through the corridor. Incorporate boardings and alightings data from GBT on stops in the study area.
 - Pedestrian Crossing Times.
 - Pedestrian features and facilities, including crosswalks, pavement markings, lighting, sidewalks, pedestrian actuated signals and sidewalks.
 - Queue Length/ Timing Gaps.
 - Lane Usage.
 - Sight Distances.
 - ROW Utilization.

- Crash Data.
- Environmental data including but not limited to known wetlands, flood plain delineation, and the presence of potentially threatened or endangered species.
- Utility location – sewers, storm water drainage system, electrical, cable, telephone, gas, water, and fiber optic.
- Regional Long Range Transit Plan should be evaluated for impacts to the study area.

Deliverable: Data Collection section of the Existing and Future Conditions technical memorandums

Task 4: Prepare Base Mapping

Prepare base mapping at a scale of 1" = 40'. The base mapping will depict topography at 2-foot contour intervals and road geometry – travel and turn lanes, traffic control devices, and pedestrian features.

Deliverable: Completed Base Map

Task 5: Traffic Operations and Analysis

The data collected under Task 2 will be tabulated, summarized and manipulated to identify base conditions. Existing traffic operations will be analyzed and assessed using a micro-network simulation model, such as Synchro Version 8.0 or higher. Analyses include, but are not limited to, intersection level of service calculations and queuing, determination of roadway capacity, traffic signal timing and phasing optimization, vehicular and pedestrian safety problems, and operating speeds and delay. The following should be specifically analyzed:

- Ingress/egress including volumes in/out at the Circle Dinner lot.
- Use of a rectangular rapid flashing beacon and/or Pedestrian Hybrid Beacon or High-intensity Activated crossWalk (HAWK) crossing CT 130 west of/or at Shoreham Village Dr.

The consultant will provide CTDOT with all ADT and turning movement counts. CTDOT staff will analyze the data to create a balanced existing traffic count diagram and 2040 future year background traffic volume projections, which will be provided back to the consultant. Future (build year) traffic volumes, patterns and operating conditions will be calculated and compared with base year metrics.

Deliverable: Traffic Operations section of the Existing and Future Conditions technical

memorandums

Task 6: Safety Assessment

The crash data collected under Task 2 will be tabulated and summarized. Collision diagrams will be prepared, and a safety assessment conducted. The safety assessment will look at the number, type and severity of the crashes, as well as the contributing factors. Crash incidence will be compared with crash indexes to determine if the actual crash rates exceed what would be expected given traffic volumes and road classification.

Deliverable: Safety Assessment section of the Existing and Future Conditions technical memorandums

Task 7: Economic Development Scenarios

The Town of Fairfield will provide parcel data, an existing inventory of all businesses in the study area, land use, zoning, site plans and expansion plans for planned and potential developments within the study area. Businesses, developers and property owners in the corridor may be interviewed to discuss future plans for expansion. These plans will be reviewed and traffic generation from the expansions will be estimated. Build traffic volumes will be added to background growth volumes provided by CTDOT to assess future operations within the study area without any roadway improvements. The development build-out analysis will be incorporated into future conditions traffic modeling, as well as incorporated into realignment scenarios.

Deliverable: Future Conditions technical memorandums

Task 8: Develop Transportation Improvement Alternatives

Based on the results of the traffic and safety assessments, a minimum of three possible transportation improvement alternative scenarios for the study area will be developed. The impacts of the alternatives will be evaluated with the development of traffic flows (based on the build scenarios) and determination of intersection levels of service. The concept plans will need to address the possible relocation of utilities. The development of transportation improvements will be coordinated with the CTDOT project team to ensure each alternative is feasible and acceptable to Department staff. The selected consultant will be asked to determine the impact of complete streets implementation (bike/pedestrian amenities, lane reductions, lane width reductions) on traffic. It is anticipated that the study will identify low cost improvements that

could mitigate some of the safety issues over the short-term, while a longer term, comprehensive design was being developed.

Deliverable: Preferred Alternatives technical memorandum

Task 9: Identify Permits

This task will research the required state and local permits and summarize the issuing agency, reason for the permit, the permit requirements, scope and extent of work needed to prepare the permit and the estimated timeframe for approval.

Deliverable: Identification of permits for Final Study report

Task 10: Prepare Preliminary Concept Plan and Study Report

Prepare a schematic plan and visualization for the proposed transportation improvements of Post Road, including all applicable intersections within the study area that meet the project design objectives. The design of the new roadways will include, as much as practical, “complete streets” elements that consider green infrastructure, bicycle accommodation and streetscape environment. The concept plan will include:

- Layout of the preferred alignment at a scale of 1” = 40’
- Typical cross section, including pedestrian and bicycle
- Illustration of the new intersections
- Preliminary landscaping plan and layout of green infrastructure elements
- Estimate property acquisition, including both partial and full property takes, and right-of-way costs
- Estimate cost to conduct and complete environmental documents that may be required for the project, including material needed to satisfy NEPA/CEPA requirements
- Estimate design and construction costs
- Traffic impact analysis

Visualization tools and techniques such as a Microsimulation Model or similar technology will be used to depict the concept plan as a before and after development.

Deliverable: Final Study Report

Task 11: Public Outreach

The project study will include a public outreach effort that will adhere to the principles of a *Context Sensitive Solutions* approach. It will include public information meetings and the posting of project information, documents and plans on MetroCOG's and the Town of Fairfield's websites. In addition to convening the Study Advisory Committees, the public will be provided on-going opportunity to provide input and comment.

During the study, the following outreach efforts will be conducted:

- Public information meetings – three (3) public meetings will be held throughout the study.
The first meeting will occur at the start of the study to introduce the project. The second meeting will be held during the development of preliminary alternative concepts (a workshop format is envisioned). The third public meeting will present the final alternatives and the final project plan. The consultant is required to attend and participate in these public information meetings. MetroCOG will provide assistance with meeting logistics, including advertising, securing the venue, contacting stakeholders, room setup, and catering (if appropriate). MetroCOG will also provide up to two (2) staff members to support the study team in answering questions, engaging with the public, and participating in group exercises (if appropriate).
- Pop-up meetings/Mobile workshop – Up to two (2) pop-up events will be held during the course of the study. These events are intended to capture feedback from users as they go about their shopping or business activities in the corridor.
- Website – MetroCOG and the Town of Fairfield will work with the selected consultant to determine the best location to host a project website. The project website will contain general project information, meeting dates and project deliverables obtained from the lead consultant. The website will also include a comment section where the public will be able to make direct inquiries to the project team.
- Social Media –Provide content for inclusion on the Town's Facebook page.
- Online surveys –Develop online surveys to supplement the traditional outreach activities. The survey will be distributed to as many town residents, businesses along the corridor, and users as possible. Information relating to corridor issues/needs and preferred alternatives can be the focus of the survey.



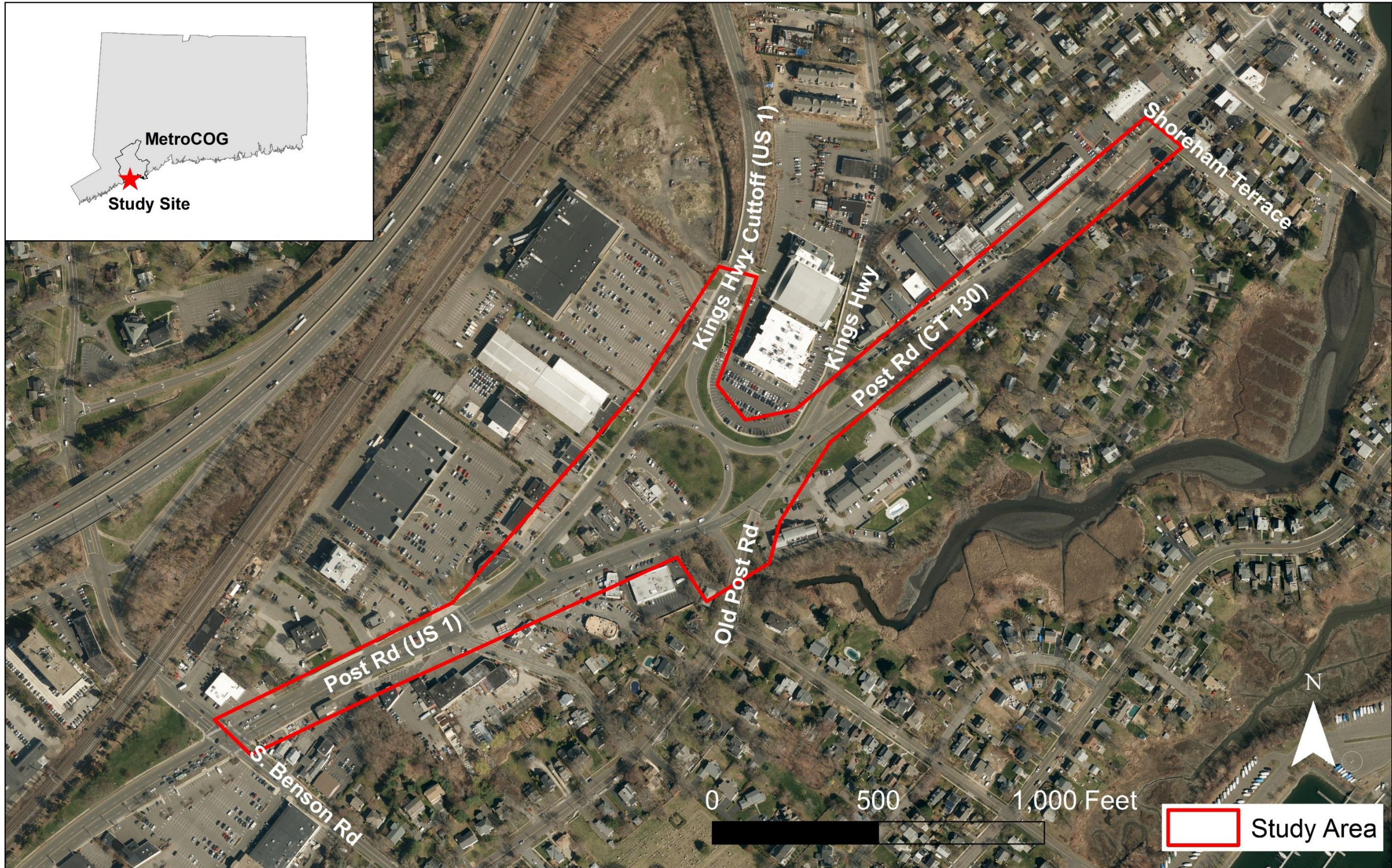
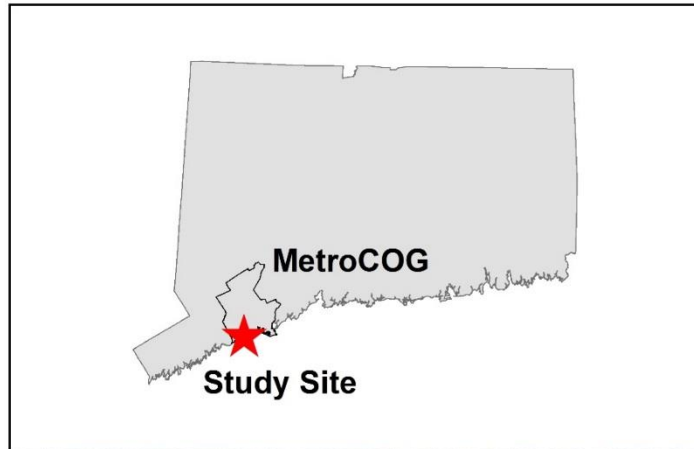
- Stakeholder meetings – Stakeholder meetings will be reserved and used on an as-needed basis to engage stakeholders who may require additional attention. This could include meetings with major property owners or extra meetings with Town staff, boards, or emergency personnel as determined during the course of the study.

Deliverable: Public Engagement section in Final Report

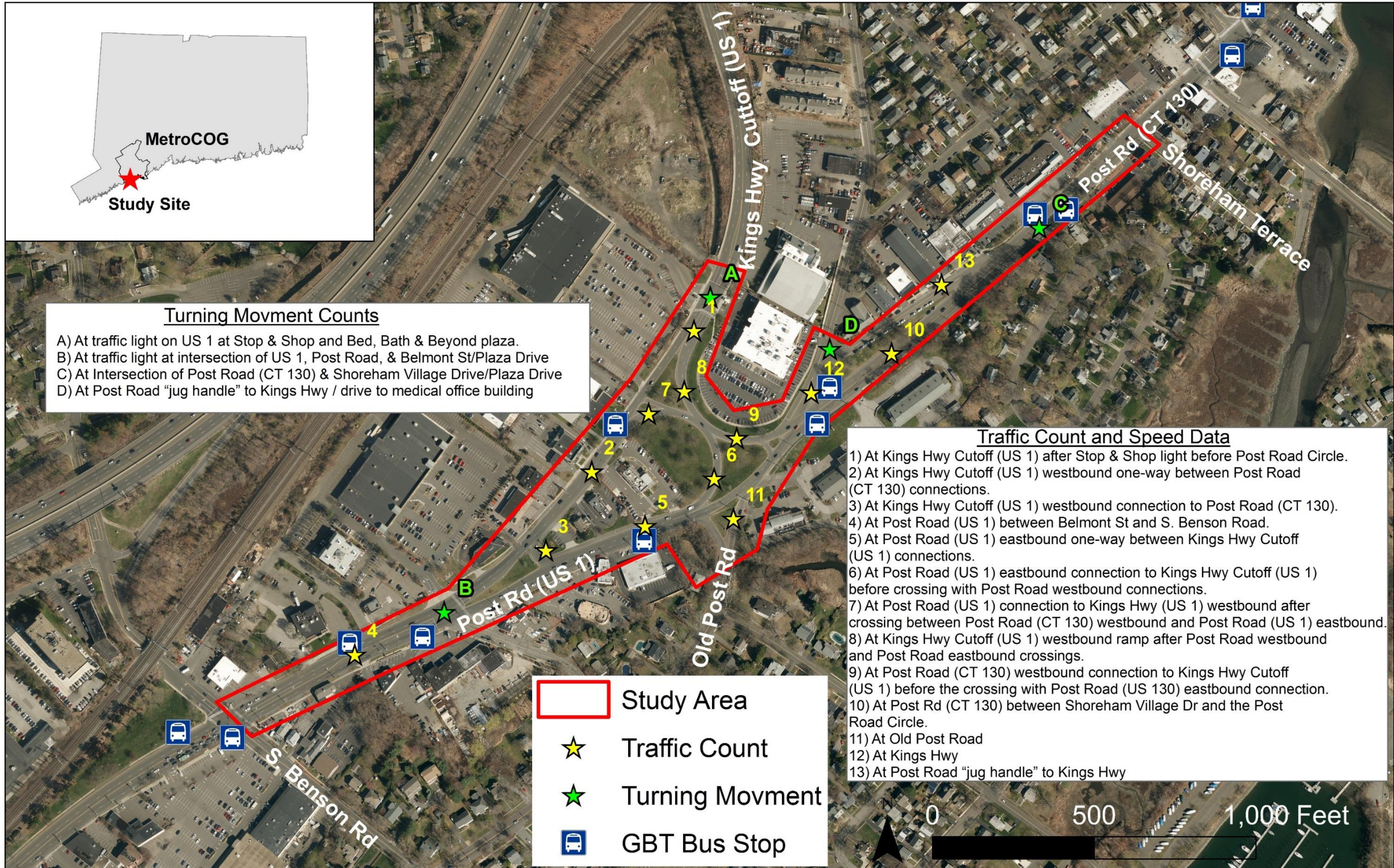
Task 12 Final Report and Public Presentation

A final report will be prepared and reviewed and approved by the Town of Fairfield and MetroCOG. The approval will follow a public presentation of the draft final plan recommendations. The final report will be a synthesis of the data collection, analyses, assessments, public input and recommendations.

Deliverable: Final Report and Public Presentation



Map A



Map B