

SCOPE OF WORK

Metro-North New Canaan Branch Noise Pollution Abatement Feasibility Study

The Scope of Work outlined below is an estimation of activities required to successfully complete the feasibility study. Any proposals for additions to, modifications of, or exceptions from the Scope of Work shall be clearly stated in the Statement of Qualifications and fully explained in the appropriate section(s).

Task 1: Preliminary Investigation/Risk Index Update and Review

1. Analyze and update the existing conditions at each of the public and private crossings identified in the Study Area. The information collected should fully update the “USDOT Grade Crossing Inventory Form” for each crossing and any additional applicable information including, but not limited to, pavement width, number of lanes in each direction, nearby driveways, surrounding uses including bicycle and pedestrian facilities, current warning signs and devices, and any current or planned improvements near the crossings. Gather necessary data to provide updated traffic, crash data, pedestrian, school bus and train counts to the appropriate agencies such as the Connecticut Department of Transportation (CTDOT) Rail Division, the Federal Railroad Administration (FRA), WestCOG, and the municipalities.
2. Conduct a safety and environmental analysis that includes a noise survey – to address as a source of pollution from an Environmental Justice perspective.
3. Identify, describe and map sensitive receptors – including but not limited to civic facilities (e.g. schools, libraries); senior housing/centers; and medical facilities.
4. Using the updated existing conditions, conduct an initial analysis to determine the existing risk index for each of the crossings, the overall Quiet Zone Risk Index (QZRI) and the Risk Index with Horns (RIWH) in the proposed quiet zone(s).
5. Identify preliminary issues at each crossing and corresponding potential safety improvements. All recommendations and procedures pursued in this study should adhere to the Final Rule requirements in 49 CFR Part 222.

Deliverables: Draft USDOT Grade Crossing Inventory Forms, Technical Memorandum (for inclusion in Final Report)

Task 2: Coordinate Diagnostic Team Meetings

1. Coordinate and attend the required field diagnostic team meetings with all required agencies such as Metro-North Railroad, CSX Transportation, CTDOT Rail Division, FRA, and the municipalities. Prepare and distribute all meeting agendas and minutes.
2. Prepare all required documents and necessary plans to facilitate the diagnostic meetings.
3. Document any safety improvements required by other agencies.

Deliverables: agendas, minutes, and documents/plans for meetings

Task 3: Define and Analyze Issues/Opportunities

1. Determine the applicability of each safety measure and evaluate any possible alternatives.
2. Develop a policy to guide improvements to private v. public crossings (four private crossings are included).
3. Analyze the crossings respective to Quiet Zone improvements (i.e. measurements of risk, quiet zone safety measures, evaluation of grade crossing improvements).
4. Provide a measurement of Quiet Zone Risk Index (QZRI) figures for each crossing, based upon implementation of proposed Supplemental Safety Measures (SSMs).
5. Complete required safety analyses, make final recommendations regarding the necessary SSM or Alternative Safety Measures (ASM) and prepare detailed cost estimate including any necessary track circuit modifications, for installation of proposed SSM or ASM at each crossing. Note that not every crossing is expected to require a treatment.
6. Identify any necessary Environmental Review documentation and materials.

Deliverables: QZRI figures, SSM/ASM recommendations and cost estimates, recommended ER documentation

Task 4: Financing Strategies

1. Prepare a cost/benefit analysis for the implementation of recommended noise reduction measures. It should account for the specifics of each measure against projected benefits including, but not limited to improved public health, effect on Environmental Justice populations, effect on property values, and improved safety at grade crossings.
2. Identify and recommend various methods for project delivery and the feasibility of applying innovative tools to finance the recommended improvements, i.e. Tax-Increment Financing, special assessment district, or other methods appropriate for this project.

Deliverables – Financing Strategies Memorandum (to be included in Final Report)

Task 5: Feasibility Study

1. Prepare and present draft study findings to WestCOG and the participating municipalities. The draft study shall document and summarize findings related to implementation of a quiet zone(s) or other methods and railroad safety recommendations in Darien, New Canaan and Stamford. The draft study shall include but not be limited to, risk index computations for each crossing, exhibits and plans detailing proposed SSM for each crossing (concept designs); estimated design and construction costs for all improvements at each crossing; estimated cost of any

permits required, and a design/construction schedule for implementation of the recommendations.

2. Make any required modifications to the draft study per appropriate agencies' comments and produce/present a Final Feasibility Study.

Deliverables: Draft and Final Feasibility Study

Task 6: Public Involvement

1. Coordinate and hold a public kickoff meeting with WestCOG and the involved municipalities.
2. Following the initial kickoff meeting, conduct an online or mail in survey of the residents in the at-grade crossings noise shed. Relevant questions to ask include, but are not limited to, their quality of life, experience using the crossings, and demographics.
3. Coordinate and hold meetings with the public and involved public officials in each individual community to request input and discuss issues relevant to the study team, including the outcome of the survey.
4. Invite members of the public, area real estate groups, SAC members and other key stakeholders.
5. Coordinate and hold a public report out meeting that links the survey findings, team issues analysis, and recommended actions.

Deliverables: Public Meeting Presentation and Materials; Invitations; Online or Mail Survey Template; Post-Survey Summary

Task 7: Preparation for Quiet Zone Establishment (to be pursued at WestCOG's discretion)

1. Report findings and updated US DOT Grade Crossing Inventory Forms to CTDOT and Railroad for an update submission to the FRA database.
2. Draft a Notice of Intent (NOI) and a Notice of Establishment (NOE) to create each new 24-hour Quiet Zone in accordance with FRA guidelines (§222.43) to be submitted by the lead municipality at a later date.
3. If alternate safety measures are proposed, submit the necessary approval requests to the FRA.

Deliverables: Final USDOT Grade Crossing Inventory Forms, NOIs, NOEs, FRA submittals, proposals to operating railroads

Task 8: Project Management

1. The consultant will prepare a project schedule to identify key milestones, meetings, and deliverables.
2. Study Advisory Committee:
 - a. **Organization:** The consultant, in conjunction with WestCOG, the City of Stamford, Town of Darien, Town of New Canaan, and CTDOT, will work with the

Study Advisory Committee (SAC) to help guide the overall study process. The SAC will consist of municipal representation, representatives from CTDOT, WestCOG, FRA, Metro-North and other stakeholders as identified.

- b. **SAC Meetings:** The consultant will meet with the SAC at key project milestones to report findings and to seek input. WestCOG will work with the consultant in scheduling project meetings. The consultant will notify attendees, develop presentation and handout materials for each meeting, as appropriate, attend and participate in these meetings and develop and distribute meeting summaries. It is anticipated that most communication between the consultant and the SAC will be conducted via email or through virtual meetings. Feedback from SAC members on study products or process following, or in between, meetings will be directed to WestCOG for transmittal to the consultant so that responses can be coordinated with WestCOG in an organized fashion. The consultant Project Manager will serve as the study spokesperson at the direction of the WestCOG Project Manager, facilitating the SAC Meetings.

Deliverables:

1. Agendas, presentation material, handouts, meeting summaries/minutes for SAC meetings, and project schedule
2. Ongoing meetings: The Consultant will organize and administer meetings sponsored by WestCOG, in concert with the involved municipalities, at WestCOG's direction. Such meetings may include public engagement sessions, meetings with municipal, state officials and railroad industry personnel, and the FRA.