

REQUEST FOR QUALIFICATIONS

Route 1 (Connecticut Avenue & Van Buren Avenue) Corridor Master Plan Study

The Western Connecticut Council of Governments (WestCOG) invites *Statements of Qualification* from consultants and/or firms with experience in transportation planning, transportation engineering, transit, land use and public involvement.

WestCOG has received funding from the Federal Highway Administration and Connecticut Department of Transportation to prepare a corridor study of a section of Route 1 between Connecticut Avenue and Van Buren Avenue in the City of Norwalk. The study area involves the 2.9 mile corridor of Connecticut Avenue (US Route 1) and Van Buren Avenue (US Route 1) and extends to the parallel running roads of Flax Hill Avenue and West Cedar Street located in the City of Norwalk. The corridor starts at the intersection of Connecticut Avenue and West Norwalk Road and continues northeasterly to the intersection of Van Buren Avenue, Riverside Avenue, Belden Avenue, and Spring Hill Avenue. It is important for the vendor to consider all the approaches to Route 1; specifically, the intersecting corridors, roadways, and adjacent I-95 exit on/off ramp locations. Traffic volume and count data will be necessary for this larger study area. The corridor serves as a vital, alternative east-west route. Incident management along the highway significantly impacts operations within the corridor.

Route 1 is a regional retail and commercial destination. The corridor serves not only as a major employer, but as the primary access to Norwalk Community College- a city asset. The City of Norwalk has completed their *Transportation Master Plan* to guide policy and investment over the next 10 to 20 years. This plan, along with the recently completed sidewalk audit, should serve as a starting point for this study. Additionally, the City is adopting a safe system approach to address roadway safety and ultimately work toward the adoption of a *Vision Zero* strategy and *Complete Streets Ordinance, Policy, Design, and Implementation Guide*.

WestCOG will accept complete *Statements of Qualification*, by mail or in person, until 12:00pm ET on July 28, 2023. Respondents must submit one (1) original and four (4) hard copies and one (1) digital PDF copy on a flash drive or CD of their *Statements of Qualification* to:

Cricket Carpenter
Office Manager
Western Connecticut Council of Governments
1 Riverside Road
Sandy Hook, CT 06482

Statements of Qualifications that are incomplete will not be considered. Applications will not be deemed complete until all copies are received.

I. GENERAL INSTRUCTIONS AND REQUIREMENTS

Inquiries

Questions regarding this Request for Qualifications (RFQ) should be directed to Cricket Carpenter at the address noted above or via e-mail at ccarpenter@westcog.org by 11:59pm ET on July 14, 2023. Questions will be posted on the WestCOG website on July 21, 2023 by 5:00pm ET. Please note that it is WestCOG's policy to respond only to technical questions that are received no later than one week prior to the deadline to submit statements of qualification in response to the RFQ. Under no circumstances will WestCOG provide interpretive guidance.

CTDOT Prequalified Consultants for Year 2023

Respondents must be prequalified by CTDOT in the following categories:

- Highway Design
- Traffic and Safety Engineering

Pre-Bid Event

Given the expansive scope of the project area, rather than a traditional walking tour as a pre-bid event, the City will partner with Norwalk Transit District to host a bus tour. The bus tour will be led by the City of Norwalk and WestCOG on July 13, 2023 beginning at 1:00pm ET. It will originate from the Yankee Doodle Garage at the bus pulse point and stop at existing bus stops along the route. Participants will have a first-hand experience of the overall operations and challenges of the corridor. The group will stop at various locations to further their understanding of existing stop environs and adjacent land use. Registration for this event is required by 12:00pm ET on July 6, 2023 via e-mail at ccarpenter@westcog.org. Please note space for this event may be limited.

Freedom of Information

Respondents are advised that any and all material submitted in response to this RFQ and received by WestCOG shall be subject to the applicable provisions of the Connecticut Freedom of Information law (CONN. GEN. STAT. §1-200 et seq.)

Signature Requirements

Statements of Qualifications must be signed by a representative of the firm having legal authority to contract on behalf of the firm. *Statements of Qualifications* will be treated as bona fide offers and must remain open for a period of ninety (90) days from the closing date for submissions.

Statements of Qualifications from Consortia, Joint Ventures and Teams

Qualifications statements from consortia, joint ventures or teams will be accepted. In such cases, a lead firm must be identified for contracting purposes. A qualifications statement must be prepared for each member of the consortia, joint venture or team, and each qualifications statement should clearly identify the lead firm.

In selecting a lead firm, consortia, joint ventures and teams should consider the following: (1) the lead firm should have sufficient experience and expertise to perform or supervise all facets of the proposed project; (2) the lead firm will be legally responsible to WestCOG for performance of the total contract; (3) the lead firm must have sufficient resources to carry out the contractual responsibilities of the consortium, joint venture or team; and the lead firm must perform at least fifty one percent (51%) of the total work awarded under any contract issued as a result of this RFQ. Please note that firms that are subsidiaries or affiliates of another may not rely on the experience, expertise or resources of its parent firm to meet these requirements.

Submission of Qualifications Statements

WestCOG will accept complete *Statements of Qualification* by mail or in person, until 12:00pm ET on July 28, 2023. Qualifications statements submitted via email or facsimile will not be accepted.

Please see the section entitled “Format for *Statements of Qualification*” for additional guidance.

Disadvantaged Business Enterprise (DBE) Requirement

DBE firms are strongly encouraged to respond to this RFQ. WestCOG will make its best efforts to ensure that DBEs have the maximum practicable opportunity to compete for work on this project. A DBE goal of 5 % has been established for this study.

The Statement of Qualifications must clearly identify the DBE firm(s), the role the DBE will play in the project and the tasks assigned to the DBE. Proof of Connecticut Department of Transportation DBE certification must be submitted with the DBE’s qualifications statement. Responses that fail to provide proof of DBE certification and description of project involvement will not be recognized as including DBE participation.

Equal Employment and Nondiscrimination

All contracts awarded by WestCOG as a result of this RFQ are subject to Section 4a-60 of the Connecticut General Statutes, “Nondiscrimination and affirmative action provisions in contracts of the state and political sub-divisions other than municipalities.” Contracts also are subject to all other applicable state and federal laws concerning civil rights, nondiscrimination, and equal opportunities for employment.

Insurance Requirements

Successful firms are required to maintain insurance coverage as required by state and federal law.

Addenda and Supplements

In the event that revisions or additions to this RFQ are necessary, a copy of such revisions or additions will be posted online where WestCOG posted the RFQ. It is the responsibility of the consultant to check for revisions or additions to this RFQ.

Rejection Rights

WestCOG reserves the right to reject any and all qualifications statements received in response to this RFQ. WestCOG also reserves the right to cancel this RFQ at any time and to reissue this or a substitute RFQ at a later date.

Multiple Awards

WestCOG reserves the right to issue multiple awards. WestCOG also reserves the right to retain portions of the work described in the attached scope of work for performance by its own staff, or to exclude portions of the work described in the attached scope of work from negotiated consultant agreements.

Cost of Qualifications Statement Preparation

All costs associated with any response to this RFQ, including the development of qualifications statements and participation in the selection process, are the sole responsibility of the respondent firms. WestCOG will not reimburse firms for such costs nor will any selected firms be permitted to negotiate such costs as part of any contract or agreement with WestCOG.

Interest of Members or Delegates to Congress

No member of or delegate to the Congress of the United States shall be permitted to share or have interest in or benefit from, directly or indirectly, any contract or agreement resulting from this RFQ.

Prohibited Interest

No member, officer or employee of WestCOG, or member of a local public body having jurisdiction within WestCOG's service area, during his or her tenure or one year thereafter, shall be permitted to share in, have interest in or benefit from, directly or indirectly, any contract or agreement resulting from this RFQ.

Other

Any firm selected to perform any or all work associated with this RFQ may be required to execute an agreement with WestCOG and meet any conditions on the use of funds imposed by WestCOG, Connecticut Department of Transportation, or United States Department of Transportation. All fees will be negotiated and stated in any agreement.

II. REQUIRED FORMAT

The qualifications statement must contain the following information:

1. Letter of interest;
2. A concise statement identifying the point of contact for the statement of qualification, their contact information (mailing address, email, and phone number), and proposed project manager.
3. General information (such as brochures) on the consultant and any proposed sub-consultants including description of current workloads;
4. Statement summarizing the experience of the consultant and any proposed sub-consultants, including at least five references and summaries of comparable projects (type, scale and scope) performed within the last five years that demonstrate knowledge and expertise in bicycle, pedestrian, and complete streets planning.
5. Statement describing the organizational framework for this project, including clear identification of the lead consultant, project manager, and sub-consultants (if any), the roles and responsibilities of each sub-consultant (if any), identification of DBE contractor (if any), and a clear, concise statement disclosing whether or not there are any shared interests among the firm and proposed sub-consultants, e.g. parent-subsidiary, joint ventures, formal affiliations, etc.
6. Narrative that describes the suggested project delivery approach and addresses the goals and objectives stated in the scope of work (Attachment A);
7. Resumes of key personnel to be assigned to this project and the percentage of time they will devote to project activities;
8. Proof of Connecticut DBE certification (if applicable); and
9. Current Federal Form SF-330 Part II.

III. SELECTION PROCEDURES

Complete responses to this RFQ that meet all of the listed requirements will be evaluated in accordance with the following criteria:

1. Qualifications of the lead consultant or firm;
2. Qualifications of sub-consultants (if any);

3. Qualifications of key personnel assigned to this project;
4. Thoroughness, creativity, and clarity of suggested approach;
5. Experience and proven record of success with comparable projects.

A Consultant Selection Team will be convened to evaluate statements of qualification received by the closing date stated in this RFQ. The highest scoring firms will be required to appear for an interview. WestCOG will notify firms, consortia, joint ventures and teams selected for interview with the Consultant Selection Team within 60 days of the closing date. The Consultant Selection Team will rank the firms, consortia, joint ventures and teams according to the criteria identified in this RFQ and submit its recommendations to WestCOG. Selection of any firm, consortium, joint venture or team for this project may be subject to the approval of Connecticut Department of Transportation.

IV. AWARD

Following selection of the most qualified firm, consortium, joint venture, or team, WestCOG will commence scope and fee negotiations with that firm, consortium, joint venture, or team. The lump sum fee for the project will be based on the scope of work, job titles, certified payroll records, burden, fringe, and overhead (BF&O) rates, and direct costs. In the event that an agreement cannot be reached on scope of work and cost, WestCOG reserves the right to terminate negotiations with that firm, consortium, joint venture or team and commence negotiations with the next most qualified firm, consortium, joint venture or team.

V. RESOURCES

Firms seeking to learn more about WestCOG are encouraged to visit: www.westcog.org

Firms seeking to learn more about Norwalk are encouraged to visit: <https://norwalkct.gov/>

Norwalk Plan of Conservation and Development: <https://tomorrow.norwalkct.org/wp-content/uploads/2019/02/Complete-POCD-Draft.pdf>

Norwalk Transportation Master Plan
(<https://storymaps.arcgis.com/stories/70bba554e29e44e5bb41431e3124f06e>)

Community Connectivity website: https://portal.ct.gov/DOT/PP_Intermodal/CTConnectivity/CT-Connectivity-Home

Scope of Work

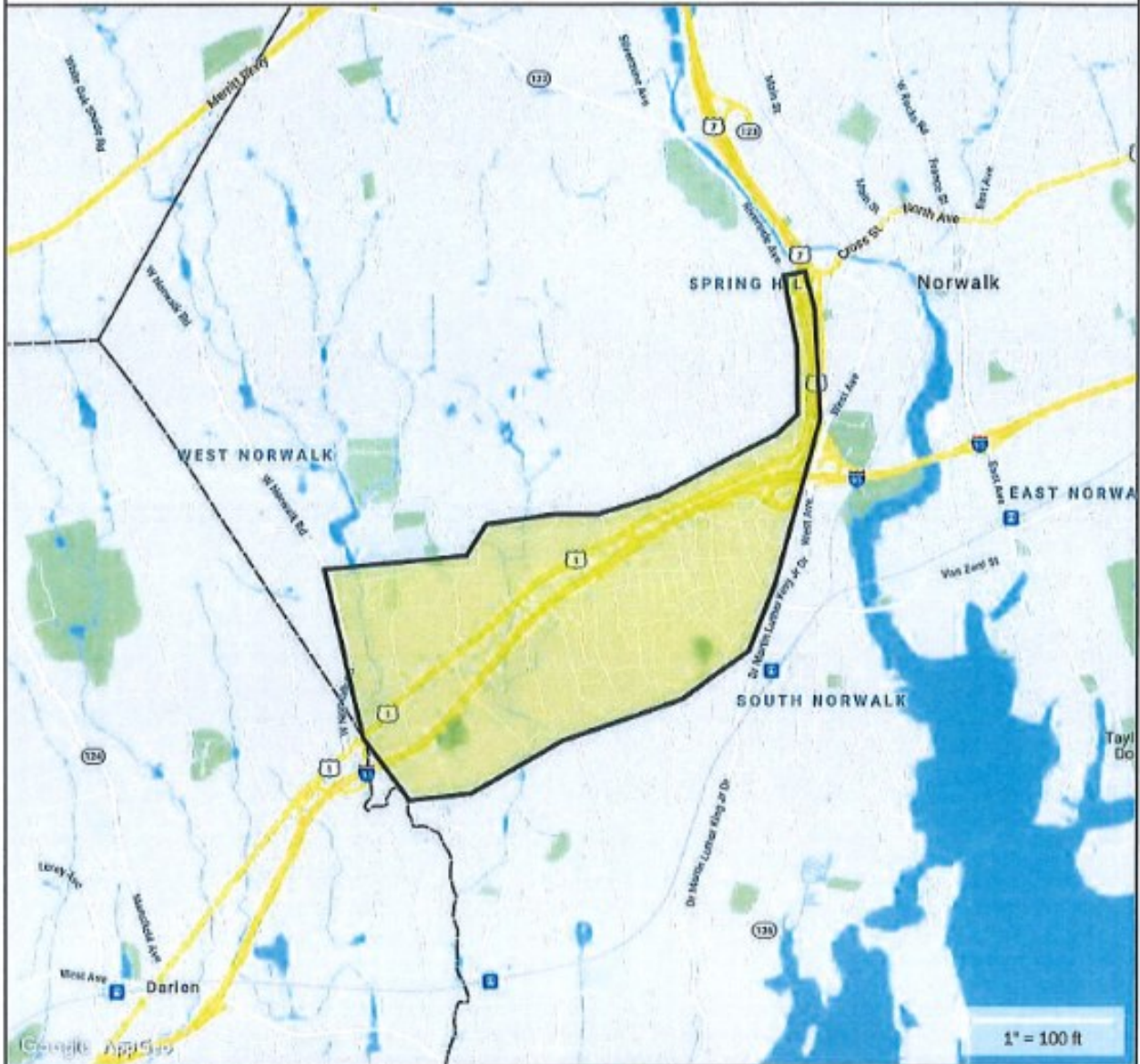
**Route 1 (Connecticut Avenue & Van Buren Avenue)
Corridor Master Plan Study**

Overview

The purpose of the Connecticut Avenue/Van Buren Avenue Corridor Master Plan Study (Study) is to provide a comprehensive transportation and land-use plan by identifying short-term strategies for quick implementation that will improve mobility, safety, and accessibility for all users and address all modes of transportation utilized within the corridor. Additionally, large scale long-term improvements in the corridor will be identified for the next 25 years or more. This includes a design framework for future land-use in the corridor.

The study area involves the 2.9 mile corridor of Connecticut Avenue (US Route 1) and Van Buren Avenue (US Route 1) and extends to the parallel running roads of Flax Hill Avenue and West Cedar Street located in the City of Norwalk. The corridor starts at intersection of Connecticut Avenue and West Norwalk Road and continues northeasterly to the intersection of Van Buren Avenue, Riverside Avenue, Belden Avenue, and Spring Hill Avenue.

Rt. 1 Corridor Planning Grant Area



**MAP FOR REFERENCE ONLY
NOT A LEGAL DOCUMENT**

Regional Parcel Viewer makes no claims and no warranties, expressed or implied, concerning the validity or accuracy of the GIS data presented on this map.

Print map scale is approximate. Critical layout or measurement activities should not be done using this resource.

Purpose and Need

The major objective of the Study is to provide a comprehensive transportation and land-use plan that is equitable and will be used for future land use and transportation decisions made within the corridor. Specifically, improvements that consider the following are sought:

- Existing and future needs for all existing and predicted modes of transportation in the corridor,
- Crash reduction strategies,
- Congestion mitigation plans,
- Complete streets and opportunities for green infrastructure
- Enhanced bus service, pedestrian, and bicycle infrastructure
- Instituting access management policies
- Providing predictive traffic and system performance capabilities
- Address aesthetics in the corridor by establishing guidelines for aesthetic alternatives to standard design involving elements of community and pedestrian—friendly, livable and sustainable design including lighting, signage, landscaping, and pavement treatment in accordance with the City’s proposed form based building code.

The study will produce a final product that will be a conceptual plan for future design and construction of improvements or projects within the corridor. This Study will result in a coordinated land use and transportation system plan for the Route 1 Corridor in the study area. The study will focus on enhancing smart growth planning, safety, complete streets and multimodal options.

Work Program Outline

The Study will be guided by an advisory committee, hereinafter referred to as the Project Advisory Committee (PAC). The scope of services will include the following tasks:

Task 1: Project Management and Coordination

- A. Project Team Coordination
- B. Project Advisory Committee

Task 2: Community Engagement

Task 3: Project Discovery

- A. Data Collection and Review
- B. Issues and Opportunities Analysis

Task 4: Project Concept Design

- A. Transportation Improvement Concept Development

Task 5: Project Reporting

- A. Preliminary Concept Plan and Report Preparation
- B. Final Report and Public Presentation

Task 1: Project Management and Coordination

The consultant will provide technical assistance to the Western Connecticut Council of Governments (WestCOG), who will be overseeing the general administration of the Study in close coordination with the City of Norwalk. The Connecticut Department of Transportation (CTDOT) will also be involved in the Study.

1.A Project Team Coordination

The consultant will coordinate with WestCOG, the Connecticut Department of Transportation (CTDOT/Department) and the City of Norwalk throughout the duration of the project. The consultant will work closely with the WestCOG Project Manager to set and oversee administration, deliverables, and schedule. The consultant will organize and maintain paper and digital copies of all project products for future use by and delivery to WestCOG.

Project coordination and status meetings will be conducted via conference call with the WestCOG Project Manager as needed to ensure that the project schedule and deliverables are met.

The consultant will prepare invoices and monthly progress reports addressing work performed on the project (in electronic format only). These reports will also provide a means to evaluate the progress of the project and help ensure the project is kept on schedule.

1.B Project Advisory Committee

Organization

The consultant will work with the Project Advisory Committee (PAC) to help guide the overall Study process. The PAC will consist of representatives from the City of Norwalk, CTDOT, WestCOG, and other stakeholders as requested by the city.

Discussion and Collaboration

The consultant will meet with the PAC four (4) times over the Study period at key project milestones to report findings and to seek input. These discussions will approximately follow the summary below:

- PAC Discussion #1: Kick off meeting: Vision, Goals, and Objectives
- PAC Discussion #2: End of Task 3: Define Issues/Opportunities
- PAC Discussion #3: End of Task 4: Identification of Implementation Concepts
- PAC Discussion #4: End of Task 5: Presentation of Final Report

WestCOG and the City of Norwalk will work with the consultant in scheduling PAC discussions. WestCOG will develop the contact list of the selected PAC members and share it with the consultant. The consultant will be responsible for presenting to the attendees and printing handouts. The consultant will attend, present, participate, and facilitate the meetings as appropriate. The consultant Project Manager will serve as the Study spokesperson at the direction of the WestCOG Project Manager and City of Norwalk.

The consultant will be responsible for developing brief 1–2-page digital meeting summaries. WestCOG will be responsible for sending the draft summaries to the City of Norwalk, the Department and/or PAC. The consultant will make one round of comments on each meeting summary before posting the final summary to the project webpage, after WestCOG approval.

Feedback from PAC 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.

Task 1 – Deliverables

- Proposed project schedule
- Monthly progress reports and invoices
- Coordination calls, as needed
- A vision statement with supporting goals and objectives
- Agendas, presentation material, handouts, meeting summaries for PAC discussions

Task 2: Community Engagement

The Study will include a public outreach effort that will include at least four public engagement events, social media outreach, and the posting of project information, documents, and plans on the project webpage. The public will be provided an on-going opportunity to provide input and comments.

The consultant, in cooperation with WestCOG and the City of Norwalk, will organize and conduct the following community engagement activities:

- Study Webpage –The consultant will develop content for a Study webpage. The Study webpage will contain general project information, meeting dates, and project deliverables. The webpage will also include a Study contact for the public to make direct inquiries to.
- Stakeholder Coordination: The consultant will coordinate with key stakeholders as needed or requested by the PAC, such as Norwalk Transit District, neighboring municipalities, higher education institutions, business community, and transit riders. The purpose of this coordination will be to gather information to advance the development of this plan.
- Public Meetings: The consultant will conduct at least four public meetings at select points in the Study. The first meeting will kick-off the study and provide background information, the second will present initial data findings, challenges, and opportunity areas, the third will present the draft recommendations to the public, and the fourth will present the final study.

The consultant will develop all social media outreach meeting advertising, presentation materials, handouts, and PowerPoint presentations to be utilized for the meetings. The consultant will facilitate these meetings and respond to questions. The consultant will be responsible for developing brief 1–2-page digital meeting summaries. WestCOG will be responsible for sending the draft meeting summaries to the City of Norwalk, the Department and PAC. The consultant will make one round of revisions on each meeting summary if any comments are received and post the final summaries on the project webpage.

Throughout the public involvement and planning process, the consultant will ensure compliance with the following laws:

- Title VI of the Civil Rights Act of 1964;
- Environmental Justice Executive Order 12898;
- Limited-English proficiency (Executive Order 13166)

Task 2 Deliverables:

- Study webpage
- Flyers and advertisements for all public meetings
- Meeting presentations, materials, and summaries
- Written summaries of any individual stakeholder interviews or meetings

Task 3: Project Discovery

3A. Data Collection and Review

Study Area Data Collection and Base Mapping

The consultant will collect and compile base maps, transportation data, land use data, and environmental data for Route 1 Study area (as defined above). Existing GIS base mapping will be provided by WestCOG and the City of Norwalk. The consultant will develop digital base maps at several scales to respond to the need to visually display a variety of data types over a range of investigation areas. Where appropriate for the information being presented, base maps will be developed to be displayed over CTDOT's latest available aerial photos or other photo bases.

Data layers could include, but are not limited to, the following:

- Roadway geometry and potential opportunities
- Roadway edge of pavement and centerline
- Crash data (on-road v. private property)
- Sidewalks
- Property lines/right-of-way
- Grade
- Illumination
- Traffic control
- Wetlands
- Floodplains
- Water features
- Structures (i.e. building footprints)
- Evacuation route data
- Hazardous material locations
- Land use
- Driveways
- Demographic and socioeconomic data
- Major trip generators (to be approved by the Department)
- Transit routes and data (using APC data if available)
- Origin-Destination data (to be approved by the Department)
- Automatic Traffic Recorder (ATR) volumes (to be approved by the Department)
- Turning movement counts (TMCs) (to be approved by the Department)
- Railroad
- Preserved open space
- Historically significant locations
- Utility location – sewers, storm water drainage system, electrical, cable, telephone, gas, water, and fiber optic

Study area base map resources will be developed to ensure compatibility between presentation graphics and report graphics. It is anticipated that the corridor may be arranged in logical segments based on generalized land use and/or roadway configuration.

Transportation

The consultant will collect and assemble the following reports, studies, and data:

- **Previous and On-going Reports and Studies:** The consultant will collect data and review past transportation studies and/or comprehensive plans and their transportation components that have been conducted within and in the vicinity of the Study corridor. This data will be used to frame existing and future conditions within the Study area.
- **Currently Planned or Programmed Transportation Improvements:** The consultant will review reports and plans associated with planned or programmed transportation improvements within the Study area.
- **Existing Available Traffic Volumes:** The consultant will coordinate with CTDOT and review existing sources for any relevant available traffic volumes, for existing baseline conditions and future year no-build conditions.
- **Origin-Destination Data:** The consultant will coordinate with CTDOT and procure origin-destination data to develop a matrix. Data will be collected over a 30-day period, classified by trip purpose, and aggregated into specific time periods (all day, AM, mid-day, PM).
- **Turning movement counts (TMCs):** Miovision cameras will be utilized to capture peak period turning movement volume data by classification, including bicycles, and pedestrian crossings at major intersections. Peak periods will be determined from the data collected and coordinate with CTDOT and summary reports will be consistent with CTDOT requirements. Suggested peak period times include weekday 6-9 AM, 11AM-2PM and 3-7 PM, and weekend 11am-2pm Saturday.
- In coordination with turning movement counts at all locations, the consultant will obtain bicycle and pedestrian counts and heavy vehicle classification counts.
- Road geometry, roadway and sidewalk widths, amenity zones, and lane arrangement will be obtained from corridor aerials, photographs, and supplemented by field observations.
- **Crash Data:** The consultant will review the UCONN Crash Data Repository to obtain the most available recent three years of crash data for intersections and roadway segments within the Study area.
- **Signal data:** The consultant will obtain from CTDOT and field verify.
- **Travel run times:** The consultant will perform travel run times along the corridor at specific time periods.
- **Signing and Pavement Markings:** The consultant will inventory pavement marking and major regulatory and way-finding signage within the Study area.

- Inventory of Traffic Control Devices: The consultant will review the type and qualitatively assess the condition of intersection traffic control devices within the corridor.
- Driveways: The consultant will review and record all driveways for conformance with City standards and characterize the quality and frequency of driveways along the corridor grouped in logical segments. This will be completed through field review and documented on Study area mapping. This characterization will highlight issues such as driveway density, poor sightlines, wide driveways, substandard spacing, and poor alignment that could create safety and capacity issues along the corridor and where access management strategies would be most effective.
- Inventory of Bicycle and Pedestrian Facilities: The consultant will field review bicycle and pedestrian facilities (sidewalks and pedestrian trails/pathways) within the study area. Locations of gaps in bicycle and pedestrian facilities, substandard, or discontinuous facilities will be noted. The consultant will also identify bicycle and pedestrian networks within or near the Study area that have been established by municipalities, regional agencies, or conservation organizations as well as any state-designated bicycle routes.
- Transit Services Evaluation: The consultant will review existing commuter bus and rail transit facilities and services within the Route 1 Study area and will coordinate with the transit operators to understand ridership levels, operating characteristics, boardings and lightings, and plans for future changes to transit services and facilities.
- Freight: The consultant will assess the level of truck activity (percentage of heavy vehicles making key movements through the Study area) through available traffic counts and field observations.
- Review and document all drive-through locations within the corridor, internal circulation, and their impact to the road network

Land Use

The consultant will review the base map layers provided by WestCOG and related to land use data and inventory information in existing reports and studies including the WestCOG Regional POCD, Norwalk POCD, state plans, zoning and subdivision regulations, population and employment statistics, vacant land, visual, historic, and architectural resources, etc. In addition, the consultant will analyze existing land use, existing and planned future public utility service levels, planned, or programmed developments reasonably expected to be constructed, and current zoning regulations to assess and characterize current development trends within the corridor. The City of Norwalk is moving towards a form-based code. This should be taken into consideration throughout the Study's development. Recommended improvements should be complimentary to the City's updated Land Use policies.

Environmental

The consultant will review the most up to date GIS data and available CTDEEP or WestCOG mapping that illustrates the following information within and nearby the Study area: steep slopes (above 15% grade),

coastal resources, environmental contamination or hazards, wetland areas, waterbodies or watercourses, flood plains, surface water, preserved open space, and historically significant locations and buildings. Using this data, the consultant will analyze, describe, and evaluate existing environmental conditions which will influence future transportation network options.

Economic Development

The City of Norwalk will provide parcel data, existing inventory of all business in the study area, land use, zoning, site plans and expansions 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 to assess future operations within the study area without any roadway improvements (subject to Department review and approval).

Development build out analysis will be incorporated into future conditions traffic modeling, as well as incorporated into the Study concepts.

3B: Issues and Opportunities Analysis

The consultant will analyze the data collected in Task 3.A to address needs and deficiencies that can be addressed through improvements to the transportation system.

Traffic Operations and Safety

The consultant will provide an overview of issues and opportunities in the Study area based on the review and analysis of data collected. Task 3B will include the following:

- **Traffic Operations:** The consultant will utilize traffic data collected to determine the peak hour factor and heavy vehicle adjustment by approach for all signalized and significant unsignalized Study area intersections under AM, midday, PM, and one weekend peak hour scenarios. This information along with the traffic volume networks will be coded into the latest Synchro traffic model to evaluate the signalized and key unsignalized intersection capacity for the Study area intersections. The following measures of effectiveness will be reported for each intersection: overall control delay, level of service, and queue length (95th percentile).
- **Roadway and Geometrics Review:** The consultant will qualitatively assess the condition of Route 1 within the Study area based on appropriate design recommendations set forth through CTDOT and AASHTO, including but not limited to pavement and sidewalk condition, pavement width, horizontal alignment, vertical grades, and stopping sight distance at major intersections or where the community outreach process identifies critical safety locations. Areas determined to have design deficiencies will be noted.
- **Crash Analysis:** The consultant will provide an assessment of crash information along the Route 1 Study corridor utilizing the most recent three years of data. The number of reported crashes will be highlighted for intersections and roadway segments, along with a tabular summary of incident types, time of day, and roadway conditions. The consultant will not do

in-depth crash analysis by location, instead, the purpose of this effort is to identify safety issues and incorporate safety countermeasures into the overall conceptual design.

- Origin-Destination Matrix – The origin-destination data will be used to develop a matrix of zones in Norwalk to better determine the travel patterns in the city. The data will be processed into specific time periods and disaggregated by trip purpose. The results from this analysis will identify transportation demands and help inform the recommendations for the transportation network.

Bicycle, Pedestrian, Rail and Transit

The consultant will develop an inventory of bicycle, pedestrian, and transit facilities and locations of gaps in bicycle, pedestrian, and transit facilities, ADA compliance, substandard, or discontinuous facilities. The consultant will identify bicycle and pedestrian networks within or near the project corridor that have been established by municipalities, regional agencies, or conservation organizations as well as any state designated bicycle routes. The consultant will identify deficiencies and opportunities within the project corridor.

- Bicycle and Pedestrian Facilities: The primary focus of this analysis will be to identify gaps in the multi-modal system to help determine strategies for the continuity of bicycle and pedestrian networks and transit access within the Study area. Existing pedestrian desire lines currently lacking pedestrian accommodations will be identified. Roadway conditions affecting bicycle travel within the corridor (i.e. shoulder widths, vehicular travel speeds, percent heavy vehicles, etc.) will be reviewed and deficiencies noted. The consultant will supply a list of quick hit recommendations for adding bike and pedestrian facilities (i.e. roadway markings, bike racks, ADA curb ramps, crosswalks, etc.) within the corridor.
- Transit and Commuter Facilities: The consultant will summarize the findings of the review of existing transit facilities and services, including service frequencies by route, train and bus stop locations, and ridership levels.

Task 3 Deliverables:

- Raw data for base mapping and analysis
- Existing Conditions Technical Report

Task 4: Project Concept Design

4A: Transportation Improvement Concept Development

Based on the results of the traffic and safety assessments, possible transportation improvement concepts for the Study area will be developed, accounting for several factors including, but not limited to the following:

- Traffic flows
- Pedestrian and bicycle amenities
- Relocation and/or undergrounding of utilities
- Capacity
- Parking and access management
- Safety
- Evacuations

- Connectivity and access
- Coordination of traffic signals
- Condition and age of traffic signals
- Consideration will be given to ADA compliance and accessibility throughout the course of the study and in development of recommendations.

At least three improvement alternatives to address the factors noted in the bulleted list above, will be compared to the no-build condition to assess the benefits of each alternative considered.

The development of the transportation improvements should complement current planning efforts and programmed improvements in the City of Norwalk. Potential transportation improvements will be coordinated with the city to ensure each alternative is feasible and acceptable (as well as CTDOT). The consultant will determine the impact on traffic in relation to the implementation of adaptive traffic signals, bus priority, and complete streets concepts (bike/pedestrian amenities, lane reductions, lane width reductions). Improvements will be grouped by short term, medium term, and long term.

Permits will be identified.

Task 4 Deliverables:

- Draft Transportation Improvement Concepts

Task 5: Project Reporting

5A: Preliminary Concept Plan and Report Preparation

The consultant will prepare a schematic plan and visualization for the proposed transportation improvements of the Study area, including all applicable intersections within the Study area, which 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, pedestrian network, and streetscape environment. Draft concept plan will be reviewed by the Department and PAC prior to public review. The concept plan will include:

- Layout of the preferred improvements at a scale that is appropriate to best illustrate the recommended improvements.
- Typical cross section, including pedestrian and bicycle;
- Plan view drawings of intersection improvements;
- Green infrastructure recommendations, in the form of recommended improvements, materials, and generalized areas for enhancements;
- Identification of likely property acquisitions, including both partial and full property takings
- Estimate cost to conduct and complete environmental documentation required, including documentation needed to satisfy NEPA requirements;
- Identification of necessary state and local permits including the issuing agency, reason for permit, the scope and extent to prepare the permit and estimated timeframe to obtain permits;
- Estimate design and construction costs; and
- Overall benefits expected from implementation of recommended improvements.

5B: Final Report and Public Presentation Creation

The consultant will prepare a final, user-friendly report and an Executive Summary. The final report will include an Implementation Plan that summarizes the various “projects” that result from the Study. The summary table will identify each project, its components, phasing/priority, cost, potential funding sources, and suggested champion. The final report should utilize ArcGIS story map with 3D scenario and have web-based, interactive capabilities.

A final PowerPoint presentation will be developed that provides background into the development of Study recommendations; and detail on each individual action, its associated timeframe for implementation, and cost.

WestCOG will be responsible for sending the draft report to the City of Norwalk, the Department and/or PAC. WestCOG will compile the comments on the draft report and provide guidance to the consultant on addressing each comment. The consultant will make one round of revisions on the report when all comments are received. The approval will follow a public presentation of the proposed plan recommendations. The final report will be a synthesis of the data collection, analyses, assessments, public input, and recommendations. The consultant will post the final report on the project webpage.

Task 5 Deliverables:

- Preliminary report
- Concept plan for the recommended improvements
- Digital and two-hard copies of the final web-friendly report
- Final PowerPoint presentation