



## **SPECIAL MEETING – ECONOMIC AND COMMUNITY DEVELOPMENT AGENDA**

**MARCH 17, 2025, 6:00 PM  
BY ZOOM VIRTUAL MEETING**

To allow public access, anyone may access a meeting by telephone and/or Zoom, or a recording in the City of Norwalk YouTube channel. Specific instructions and links can be found at [norwalkct.gov/meetings](https://norwalkct.gov/meetings).



Members of the public may call in to participate. Callers will not be able to see the meeting participants. All participants will be muted upon entering the meeting. To speak, dial \*9 on the phone and you will be called on by the host of the meeting during the public comment section. All speakers must state their name and address. Comments must be on a topic on the agenda, and are limited to three minutes. Anyone disrupting the orderly conduct of the meeting, including by using threatening, hateful, or sexually-explicit language, will be removed. Please find the information using the link above.



Members of the public who wish to provide "live comments" may also use the Zoom meeting platform. All participants will be muted upon entering the meeting. To speak, click the "raise your hand indicator" and you will be called by the host of the meeting during the public comment section. All speakers must state their name and address. Comments must be on a topic on the agenda, and are limited to three minutes. Anyone disrupting the orderly conduct of the meeting, including by using threatening, hateful, or sexually-explicit language, will be removed. Please find the information using the link above.



Members of the public who wish to provide public comment are encouraged to submit those via email in advance of the meeting. For these comments to be included into the record, they must be submitted by 12:00 p.m. the day of the meeting. Please email Sabrina Godeski at [sgodeski@norwalkct.gov](mailto:sgodeski@norwalkct.gov) with the subject line "Public Comment" to provide written public comment prior to the meeting.

- I. CALL TO ORDER**
- II. ROLL CALL**
- III. ACCEPTANCE OF MINUTES**

**A. Approval of the minutes of January 16, 2025 special meeting**

- IV. PUBLIC PARTICIPATION**
- V. NEW BUSINESS**

### **A. Transportation Mobility and Parking**

- 1. Authorize the Mayor, Harry W. Rilling, to enter into any and all Project Authorization Letters and other documents required by Conn. DOT needed for expenditure of funds**

under the Connecticut Department of Transportation's Urban Action Grant (UAG) Program for Route 53 Chestnut Hill Road Sidewalk Project.

**ACCT: 0924 3750 5777 C0824  
0925 3750 5777 C0824**

2. Authorize the Mayor, Harry W. Rilling to execute an Agreement between the City of Norwalk and VHB for 100% Design Services, Bid Advertisement, and Bid Analysis for the Roundabout at the Intersection of South Main Street, Meadow Street, Wilson Avenue, & Meadow Street Extension, in an amount not to exceed \$377,000.

**ACCT: 0924 3750 5777 C0835**

3. Authorize the Mayor, Harry W. Rilling, to enter into any and all documents and agreements required by the Connecticut Department of Transportation (CT DOT) to accept funding related to the West Rocks Road Sidewalk Project under both state project(s) 102-365 and 102-374.

**B. Planning and Zoning**

1. Authorize the Mayor, Harry W. Rilling, to execute any and all documents to amend the Plan of Conservation and Development to implement the recommendations of the Affordable Housing Action Plan.

**VI. OLD BUSINESS**

**VII. ADJOURNMENT**

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ATTENDANCE: Joshua Goldstein; Chair, James Frayer, Lisa Shanahan, Barbara Smyth,  
Heather Dunn, Jalin Sead, Sr., Darlene Young,

STAFF: Sabrina Godeski

OTHER: James Travers, Fred Eshraghi, Steve Kleppin, Nicole Eaddy, Stevan Ivan

**I. CALL TO ORDER**

Mr. Goldstein called the meeting to order at 7:01 p.m.

**II. ROLL CALL**

The roll was called as reflected above. A quorum was present.

**III. ACCEPTANCE OF MINUTES**

A. Regular Meeting: 12/05/24

**\*\* MS. DUNN MOVED TO APPROVE THE MINUTES.  
\*\* THE MOTION PASSED WITH SIX AYES AND ONE ABSTENTION  
(LISA SHANAHAN)**

**IV. PUBLIC PARTICIPATION**

There was no one present for public comment.

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## **V. OLD BUSINESS**

No old business was discussed.

## **VI. NEW BUSINESS**

### **A. Review and Discussion on FY25-26 Operating and Capital Budget**

Ms. Godeski did a readout of the report submitted by Bill Ireland. She also touched on the Chief of the Economic and Community Development budget.

Ms. Godeski answered Mr. Frayers question about hiring stating they didn't have anybody but the position was being advertised. Ms. Godeski said Mr. Ireland didn't wasn't concerned about finding a candidate. Mr. Frayer had pay scale concerns.

Ms. Godeski indicated there would be some cost savings because the Chief of Economic and Community Development wasn't filled. She also mentioned that the permitting and licensing software was a new request.

Ms. Godeski noted that the operating budget for Business Development and Tourism has not changed. She stated that her salary was the only salary in the operating budget; the other two salaries are funded by ARPA. She discussed the revenue generated by special events.

Ms. Godeski outlined plans for the newly designated Arts and Cultural District. She explained the Arts and Cultural Commission's operating budget and their request for a line item within their budget to support Artist Speaks. She discussed their Art in Public Places Capital request. She indicated they are applying for an NEA grant to help cover costs. She also noted their request for the Public Art Inventory.

Ms. Godeski answered Ms. Smyth's question about how much of the public art inventory had been done by the Historical Commission. She stated she thought it was around a 50/50 split. She pointed out they control the pieces they own. She indicated there is no comprehensive, cohesive inventory.

Mr. Kleppin discussed the operating budget for the Redevelopment Agency. He noted the numbers were static. He stated for the first time in two years they were at full staff. He indicated they now have two people who are full-time dedicated to inspection and enforcement. He

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indicated the only operating increase was for the Norwalk River Watershed Alliance. Mr. Kleppin then described the two Capital items, the Open Space plan and the digitization of the old land use records.

Mr. Frayer was interested in the payback they would get by digitizing the land use records. Mr. Kleppin responded that they couldn't pinpoint the number. He did describe the current process and the amount of man-hours involved in finding necessary documents. He stated it would allow them to be more efficient and organize their projects. Mr. Kleppin said it was in line with the Mayor's initiative to make Norwalk a Digital City.

Mr. Kleppin answered Ms. Dunn's question about people pulling permits. He said an online process is easier.

Mr. Sead noted this would bring them up to speed with neighboring towns. He pointed out it would be a time saver and make it easier all around.

Mr. Traverse indicated the Transportation, Mobility, and Parking operating budget was within the given guidelines. He noted the only changes were in the contractual salary increases. He noted there was an increase in the request for the Capital budget relative to the work and secured grants. He discussed the various projects that are part of the budget.

Mr. Ivan presented the budget requests for the Norwalk Redevelopment Agency. He described the various projects included in the budget.

Ms. Eaddy had a question about the timeline with so many projects going on. Mr. Travers explained the priorities for the various projects with a lot of activity this year.

#### B. Transportation Mobility and Parking

1. Authorize the Mayor, Harry W. Rilling, to execute an agreement with NY Conn Corp to provide On-Call Traffic Signal Emergency Services for an amount not to exceed \$21,572.32.

**ACCT: 0922 4120 5777 C0232**

**\*\* MS. SHANAHAN MOVED TO APPROVE THE AUTHORIZATION.**

Mr. Eshraghi explain the workings of the contract that would allow the TMP to use the selected contractor for emergency situations. He cited an example of how this would work. He also outlined the selection process used to choose.

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**\*\* THE MOTION PASSED UNANIMOUSLY.**

2. Authorize the Mayor, Harry W. Rilling, to enter into a Maintenance Agreement with the Connecticut Department of Transportation under Route 136 Rowayton Avenue – from Cudlipp Street to Pennoyer Street.

**\*\* MR. SEAD MOVED TO APPROVE THE AUTHORIZATION.**

Mr. Traverse described the particulars of the maintenance agreement.

Mr. Goldstein was curious about the projected timing of improvements. Mr. Travers responded in the Spring as soon as the weather warms up.

**\*\* THE MOTION PASSED UNANIMOUSLY.**

3. Authorize the Mayor, Harry W. Rilling to execute an amendment to increase the Fuss and O'Neill contract by \$471,000 for Additional Transportation Engineering and Related Design Services for Wall Street Corridor Improvements – Garrett Bolella & Jim Travers  
**Account(s): 0924 3750 5777 C0824**  
**0925 3750 5777 C0800**

**\*\* MS. SMYTH MOVED TO APPROVE THE AUTHORIZATION.**

Mr. Travers described the grant process and noted they had a considerable amount of funding place. He cited a number failed attempts at completion and explained the decision to break the project up into multiple phases. He indicated they were in the process of working on various aspects of phase two.

**\*\* THE MOTION PASSED UNANIMOUSLY.**

C. Business Development and Tourism

1. Authorize Mayor Harry W. Rilling to execute a license agreement for the use of

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three rooms, 729 sq. ft on the 2nd floor, at 3 Belden Avenue, Norwalk, CT, for a term of three (3) years, with two (2) one-year extension options, terminable on 90 days advance notice, for an annual fee of \$4.50 per square foot, which is equal to \$3,280 per year or \$273 per month.

2. In accordance with C.G.S. § 8-24, refer the proposed license agreement for the use of three rooms at 3 Belden Avenue to the Planning and Zoning Commission for review and report.

**\*\* MS. SHANAHAN MOVED TO APPROVE ITEMS 1 AND 2**

Ms. Godeski described the reason for the authorization.

**\*\* THE MOTION PASSED UNANIMOUSLY.**

3. Authorize Mayor Harry W. Rilling to execute a license agreement for the use of 468 sq. ft. on the 1st floor of 3 Belden Avenue, Norwalk, CT, for a term of three (3) years, with two (2) one-year extension options, terminable on 90 days advance notice, for an annual fee of \$4.50 per square foot, which is equal to \$2,106 per year or \$175.50 per Month.
4. In accordance with C.G.S. § 8-24, refer the proposed license agreement for the use of 468 sq. ft. at 3 Belden Avenue to the Planning and Zoning Commission for review and Report.

**\*\* MR. FRAVER MOVED TO APPROVE ITEMS 3 AND 4.**

Ms. Godeski described the reason for the authorization.

**\*\* THE MOTION PASSED UNANIMOUSLY.**

5. Authorize Mayor Harry W. Rilling to execute a license agreement for the use of 714 sq. ft. on the second floor of 3 Belden Avenue, Norwalk, CT, for a term of three (3)

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years, with two (2) one-year extension options, terminable on 90 days advance notice, for an annual fee of \$4.50 per square foot, which is equal to \$3,213 annually or \$268 per month.

6. In accordance with C.G.S. § 8-24, refer the proposed license agreement for the use of 714 sq. ft. at 3 Belden Avenue to the Planning and Zoning Commission for review and Report.

**\*\* MS. SHANAHAN MOVED TO APPROVE ITEMS 5 AND 6.**

Mss Godeski described the reason for the authorization.

**\*\* THE MOTION PASSED UNANIMOUSLY.**

7. Authorize the Mayor, Harry W. Rilling, to extend the agreement with Berry Dunn, McNeil & Parker, LLC, through December 31, 2025, at no additional cost.

Item 7 was dropped from the agenda because it didn't need to go to council for approval.

## **VII. DISCUSSION**

There were no topics brought up for discussion.

## **VIII. ADJOURNMENT**

**\*\* MS. SMYTH MOVED TO ADJOURN THE MEETING.**

**\*\* THE MOTION PASSED UNANIMOUSLY.**

The meeting ended at 8:09 p.m.

Respectfully submitted

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China Mayhew  
Telesco Secretarial Services

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CITY OF NORWALK  
**Transportation Mobility & Parking**  
P: 203-854-7260  
Norwalk City Hall  
125 East Avenue, PO Box 5125  
Norwalk, CT 06856-5125

**TO:** Economic and Community Development Committee of the Common Council

**FROM:** James Travers – Director of Transportation, Mobility and Parking

**CC:** Sabrina Godeski, BS, MPL, AICP – Director of Business Development & Tourism  
Garrett Bolella, P.E., PTOE, RSP1 – Assistant Director, Transportation, Mobility and Parking  
Greg Pacelli – Transportation Planner, Transportation, Mobility and Parking

**REF:** February 6th Meeting Agenda Item – Authorize the Mayor, Harry W. Rilling, to enter into any and all documents and agreements required by the Connecticut Department of Transportation (CT DOT) to accept grant funding under the Urban Action Grant Program.

**DATE:** January 31, 2025

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Memorandum

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In 2024, the city received \$600,000 through the Bond Commission for the construction of the Route 53 Chestnut Hill Road Sidewalk Project. The funding provides a grant-in-aid administered through the Connecticut Department of Transportation's Urban Action Grant (UAG) Program.

This project will involve the installation of new ADA Compliant sidewalks along State Route 53 Chestnut Hill Road from Newtown Avenue to Field Street, spanning approximately one (1) mile in length. The new sidewalk will establish a crucial pedestrian link between Route 53 (Newtown Avenue) and Field Street, which lies within the walkshed of Cranbury Elementary School.

Currently, as State Route 53 transitions from Newtown Avenue to Chestnut Hill Road, the sidewalks progressively narrow and deteriorate, eventually disappearing altogether along Chestnut Hill Road. This project aims to address these deficiencies and enhance pedestrian accessibility, connectivity, and safety in the area.

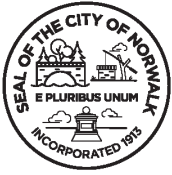
The Transportation, Mobility, and Parking Department plans to award a design consultant within the next month or so, allowing the design work to begin shortly after. The department plans to host a public information meeting in the spring 2025. We aim to complete all design activities by the summer, with the intent to begin construction in the fall 2025.

Authorize the Mayor, Harry W. Rilling, to enter into any and all Project Authorization Letters and other documents required by Conn. DOT needed for expenditure of funds under the Connecticut Department of Transportation's Urban Action Grant (UAG) Program for Route 53 Chestnut Hill Road Sidewalk Project.

**Account Numbers**

**0924 3750 5777 C0824**

**0925 3750 5777 C0824**



# Transportation Mobility & Parking

CITY OF NORWALK  
Transportation Mobility & Parking  
P: 203-854-7335  
Norwalk City Hall  
125 East Avenue, PO Box 5125  
Norwalk, CT 06856-5125

To: Economic and Community Development Committee of the Common Council

From: Benjamin Yeung, P.E. – Senior Traffic Engineer, Transportation, Mobility, and Parking (TMP)

CC: Sabrina Godeski, BS, MPL, AICP – Director of Business Development & Tourism  
James Travers – Director, TMP  
Garrett Bolella – Assistant Director, TMP

**Subject: March 2025 Agenda - Authorize the Mayor, Harry W. Rilling to execute an Agreement between the City of Norwalk and VHB for 100% Design Services, Bid Advertisement, and Bid Analysis for the Roundabout at the Intersection of South Main Street, Meadow Street, Wilson Avenue, & Meadow Street Extension, in an amount not to exceed \$377,000.**

**Date: March 10, 2025**

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The City of Norwalk is building the new South Norwalk Elementary School (the “School”) at 1 Meadow Street Extension, immediately adjacent to the intersection of South Main Street, Meadow Street (Rt. 136), Wilson Avenue (Rt. 136), and Meadow Street Extension (the “Intersection”). The School will be the first full-service elementary school in South Norwalk, accommodating up to 682 students. The School is currently under construction and plans to open in Fall 2025. The Traffic Impact Assessment prepared for the School estimates that 55% of vehicular traffic to and from the School will pass through the Intersection.

Currently, the Intersection is configured as two very closely-spaced, skewed, T-intersections (**Figure 1**). The unusual configuration leads to inefficiencies in traffic flow, and poor sightlines at the Intersection lead to traffic safety issues. The hazards are exacerbated by a relatively high percentage of heavy vehicles (~15%). Crash data from January 2015 to December 2023, revealed that this Intersection is in the top ten percent most dangerous intersections by crash rate citywide, with several crashes involving vulnerable roadway users prior to 2020. The School is expected to generate increases in peak hour traffic volumes of 35-55% at the Intersection. Furthermore, higher rates of pedestrian crossings, including many schoolchildren, are expected at the Intersection due to the proximity of the School.

The non-standard configuration of the Intersection is related to an unused rail spur and associated wing wall structure in the northwest quadrant of the Intersection (**Figure 2**). The City of Norwalk recently acquired this vacant, abandoned rail spur property by eminent domain, with the transfer completed in December 2024. This allows us to align South Main Street, to the north, with Wilson Avenue to the south, such that a modern roundabout at the Intersection can be constructed (**Figures 3 & 4**). These needed roadway improvements will simplify turning movements, improve sightlines, and make it easier for drivers to anticipate the movements of other drivers and of vulnerable roadway users such as pedestrians and bicyclists.



Figure 1. Aerial View of the Intersection of South Main Street, Meadow Street, Wilson Avenue, and Meadow Street Extension



Figure 2. Overhead Photo showing wingwall for former rail spur, at the Intersection of South Main Street, Meadow Street, Wilson Avenue, and Meadow Street Extension



Figure 3. Proposed Roundabout Concept Plan – Aerial Image Background

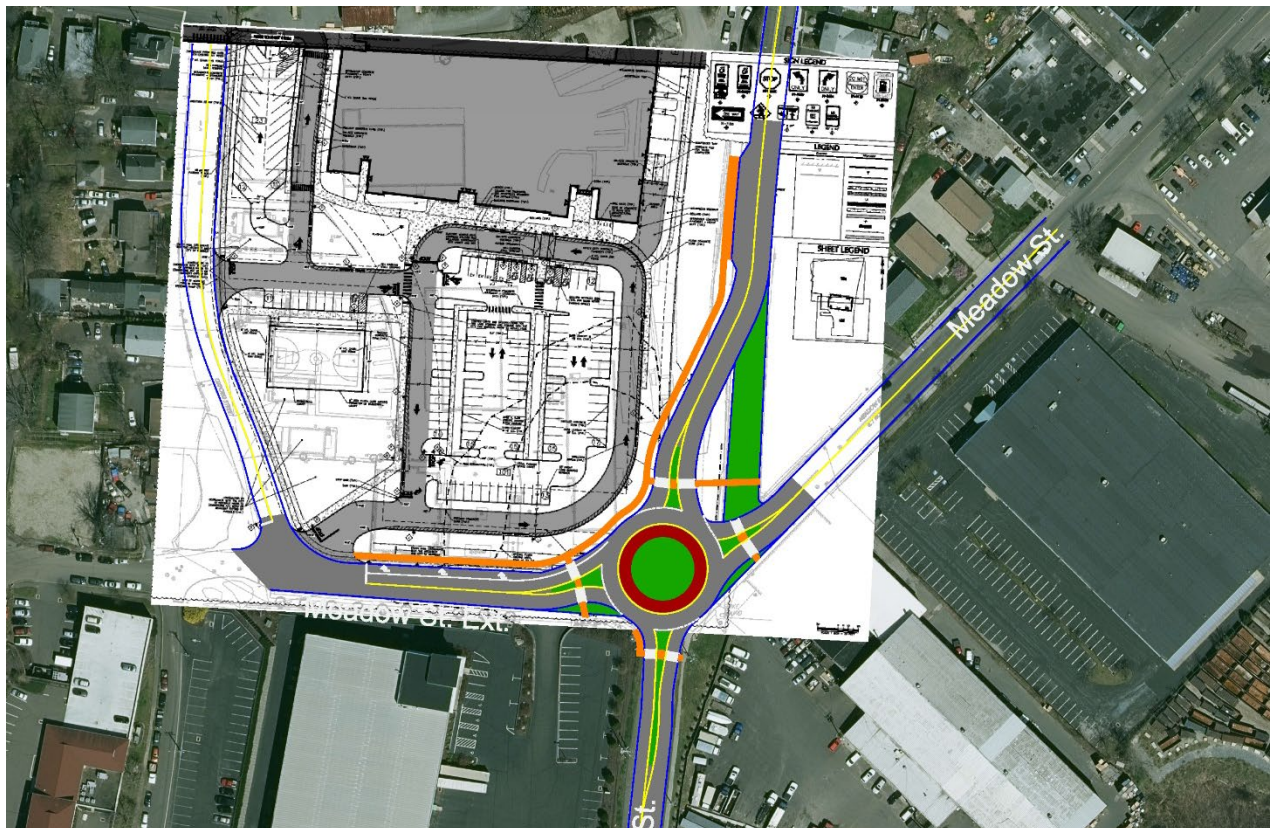


Figure 4. Proposed Roundabout Concept Plan – School Site Plan Background

Traffic analysis and engineering judgment show that these improvements will allow the Intersection to better accommodate future traffic demand and mitigate or eliminate existing safety issues. Crucially, the redesign will give pedestrians a safer, more comfortable walking experience by providing landscaped amenity zones between the sidewalk and the curb on all approaches to the Intersection, and it will provide marked pedestrian crosswalks across each leg of the roundabout. The redesign will also provide an opportunity to accommodate supplemental student pick-up and drop-off on South Main Street. The proposed roundabout will allow these vehicles to return northbound on South Main Street, mitigating cut through traffic in the local neighborhoods.

In the Fall of 2024, the City of Norwalk was awarded \$2.5 million in construction funding for this project through the Community Investment Fund 2030 (CIF), which is a State program for fostering economic development in historically underserved communities throughout Connecticut. In September 2023, the City's Common Council approved a special capital appropriation of \$1 million for the City's Transportation, Mobility, and Parking (TMP) Department for roadway improvements at this Intersection, which will be applied to this fee for VHB's services. Another \$1 million was appropriated to the City's Department of Public Works (DPW) to address flooding issues at the Intersection. Furthermore, the City has already begun investing into the area's multimodal transportation network with shared lane markings for bicycles and a bike lane on eastbound Meadow Street installed in 2023. The City is also managing an active project for upcoming construction of new sidewalks on Knapp Street, Lexington Avenue Extension, Laura Street, and Austin Street, with construction anticipated to start in Spring 2025. All these efforts, including the proposed roundabout, will collectively enhance mobility to and from the new School and around the South Norwalk neighborhood.

The expectation for the roundabout project is that initial site work, including the removal of the existing railroad embankment, will occur in the summer of 2025. The design of the roundabout would be finalized by early 2026 and construction on the roundabout itself would occur in the summer of 2026 to minimize traffic impacts during the school year.

VHB was selected through TMP's on-call traffic engineering contract as the consultant most qualified to complete this design, as well as provide support with bid advertisement and analysis. VHB has supported TMP on this project previously by developing preliminary conceptual designs and traffic analysis for the redesign of the Intersection. VHB served the City during the CIF grant application process and their expertise and responsiveness was essential to the City's success in securing the funding. VHB's proposed fee for this current scope of work is not to exceed \$377,000 and work can begin immediately upon authorization.

**REQUESTED ACTION: Authorize the Mayor, Harry W. Rilling to execute an Agreement between the City of Norwalk and VHB for 100% Design Services, Bid Advertisement, and Bid Analysis for the Roundabout at the Intersection of South Main Street, Meadow Street, Wilson Avenue, & Meadow Street Extension, in an amount not to exceed \$377,000.**

**ACCT: 0924 3750 5777 C0835**

Sincerely,



Benjamin Yeung, P.E. – Senior Traffic Engineer, TMP

**PROPOSAL  
100% DESIGN SERVICES, BID ADVERTISEMENT, AND BID  
ANALYSIS  
Roundabout at Intersection of South Main Street, Meadow Street, Wilson Avenue,  
& Meadow Street Extension  
PREPARED FOR:  
THE CITY OF NORWALK  
TRANSPORTATION, MOBILITY, AND PARKING  
DEPARTMENT**

**PREPARED BY:  
VANASSE HANGEN BRUSTLIN (VHB)  
100 GREAT MEADOW ROAD, SUITE 200  
WETHERSFIELD, CT 06109**

**2-21-25**

**PROJECT DESCRIPTION**

The City of Norwalk has identified the need to improve roadway safety, calm traffic, and optimize traffic operations, at the intersection of South Main Street, Meadow Street (Rt. 136) (City-owned/controlled), Wilson Avenue (Rt. 136) (State-owned/controlled), and Meadow Street Extension (the "Intersection"). The Intersection is currently configured as two very closely-spaced, skewed, T-intersections. The unusual configuration leads to inefficiencies in traffic flow, and poor sightlines at the Intersection lead to traffic safety issues. The hazards are exacerbated by high percentages of heavy vehicles (~15%). Crash data from January 2015 to August 2022, revealed that the Intersection is in the top ten percent most dangerous intersections by crash rate citywide, with several crashes involving vulnerable roadway users.

This Request for Proposals is for Consultant Design Services for roadway and sidewalk improvements to the Intersection, including the upstream and downstream approach legs to the Intersection (i.e., the functional area). In September 2024, this project was recommended by the Community Investment Fund (CIF) Board for \$2,500,000 in construction funding, with approval from the Governor of the State of Connecticut and the State Bond Commission in October 2024. There is also \$1 million allotted for this project from City capital funds as well, for a grand total of \$3.5 million for design & construction.

The City of Norwalk is building the new South Norwalk Elementary School (the "School") at 1 Meadow Street Extension, immediately adjacent and northwest to the Intersection. The School is currently under construction and plans to open in Fall 2025 with the expectation that initial roadway preparation work will be completed by this project removing the existing railroad embankment in the initial phase for summertime 2025 construction. The next phase will be the roundabout construction in summer 2026.

The following tasks have been adopted from the City's Request for Proposal and modifications to the sequencing to separate the two major phases of the design and construction of the

improvements for 2025 and 2026 construction seasons. Additional language is included as necessary to identify VHB's role in performing these tasks *in italicized text within the scope*.

Please note:

VHB Tasks 1.1 to 1.7 = *City RFP Tasks 1-7*.

VHB Tasks 2.1 – 2.5 = *City RFP Tasks 8-13*.

## **SCOPE OF SERVICES – PRELIMINARY SITE WORK 2025**

### **TASK 1.1 - PRELIMINARY ENGINEERING AND REVIEW**

- VHB will review and become familiar with the concept plans shown in the RFP. VHB will also review the following supplemental documentation:
  - CIF grant application submitted by the City of Norwalk for this project on June 21, 2024.
  - Stormwater Management Analysis, Intersection of South Main and Meadow Streets, Norwalk, Connecticut, prepared by Langan CT, Inc., dated July 15, 2024.
  - Proposal for Professional Consulting Services, Design Development thru Construction Administration, Meadow and South Main Street Intersection, Norwalk, Connecticut, prepared by Langan CT, Inc., dated October 18, 2024.
  - Phase I Environmental Site Assessment for South Main Rail Corridor, Norwalk, Connecticut, prepared by Langan CT, Inc., dated October 20, 2023.
  - Phase II Environmental Site Investigation, South Main Rail Corridor, South Norwalk, Connecticut, prepared by Langan CT, Inc., dated March 28, 2024.
  - Traffic Impact Assessment for South Norwalk Elementary School, Norwalk, Connecticut, prepared by Langan CT, Inc., dated May 2023.
  - Traffic & Parking Management Plan, South Norwalk Elementary School, Norwalk, Connecticut, prepared by Langan CT, Inc., dated July 14, 2023.
  - Civil Plan Set for South Norwalk Elementary School (State Project No. 103-0264 N)
    - Planning and Zoning Submission, prepared by Langan CT, Inc., dated May 24, 2023.
    - Bulletin #2R1, prepared by Langan CT, Inc. and Tecton Architects, dated May 29, 2024.
- VHB will review the project for environmentally sensitive areas within its boundaries early in the process to determine whether any mitigating measures may be necessary. VHB will coordinate early and continuously with any affected agencies for the purpose of identifying permit and mitigation requirements and to facilitate subsequent application processes. VHB may be required to make presentations to agencies as early as the Preliminary Design phase to obtain feedback before and during the actual permit process. VHB will coordinate with agencies to ensure all the permit applications,

including all supporting documents are prepared in the required format. As part of this task, VHB will review potential land use restrictions. *VHB will also perform a desktop review for environmentally sensitive areas within the project limits including wetlands, watercourses, and floodplain areas. We will submit a Natural Diversity Database request to CTDEEP and an iPAC request to US Fish & Wildlife to identify any state and federally listed threatened/endangered species or species of concern that may be within the project area. For example, all proposed end-use features shall be 25 feet minimum from wetlands.*

- Note that the City Transportation, Mobility and Parking (TMP) has already secured a letter of concurrence from the State Historic Preservation Office (SHPO) dated October 3, 2024, that the proposed project will not have an impact on any historic properties.
- VHB will review the existing boundary and topographic survey completed for the South Norwalk Elementary School project, which was prepared conforming to A-2 horizontal accuracy and T-2 topographic accuracy per the "Standards for Surveys and Maps in the State of Connecticut" as adopted by the Connecticut Association of Land Surveyors, Inc. on September 26, 1996. VHB will determine if additional survey area will be needed in order to complete the proposed concept design. If so, VHB will conduct the necessary survey work by a licensed surveyor, conforming to the applicable standards for A-2 and T-2 accuracy.

## **TASK 1.2 – TRAFFIC AND SAFETY ANALYSIS**

- VHB will perform traffic analysis to evaluate the roundabout capacity by comparing the Future No-Action (maintain existing roadway configuration) and With-Action (proposed modern roundabout) Conditions. The proposed traffic volumes associated with the School at full capacity (per the Traffic Impact Assessment dated May 2023 from Langan) should be incorporated into both the No-Action and With-Action Conditions. The weekday AM and PM peak hours should be assessed, to coincide with anticipated arrival and dismissal times for the School.
  - Conduct one field review of the intersection operations during the peak hours.
  - The Synchro files associated with the School's May 2023 Traffic Impact Assessment will be provided by the City.
  - If needed, propose changes to the roundabout configuration to maintain a reasonable level of service (LOS) *D or better*. *VHB will review two potential revisions to consider the trade-off between operational efficiency, available ROW, and pedestrian crossing distance if proposing any additional auxiliary lanes.*
- VHB will review the historical crash data and crash reports for the most recent five years

at the Intersection and identify potential crash types that the proposed roundabout could help to mitigate. These safety benefits should be highlighted in the public information materials (Task 1-2).

- The City will provide all crash reports available for this Intersection from the Norwalk Police Department. VHB will also utilize the data available from the CT Crash Data Repository.
- VHB will investigate the potential need for, and feasibility of, rectangular rapid flashing beacons (RRFBs) at the crosswalks traversing each leg of the roundabout.

### **TASK 1.3 – GEOTECHNICAL & PAVEMENT DESIGN (*Direct Expense*)**

VHB will retain John Turner Consulting (JTC) for the majority of Task 1.3 services, building upon the previous pavement design work JTC has provided to VHB and the City of Norwalk.

#### **Pavement Condition Assessment and Mark Out**

A pavement condition assessment will be completed which will give input for the detailed consideration of existing pavement distresses and possible causes of those distresses. The pavement distresses will be evaluated based on severity and extent during the initial site visit. Each pavement segment (defined as a pavement area with consistent name, geometry, and condition) will be condition evaluated by recording the extent and severity of nine (9) classes of pavement distress for the hot mix asphalt (HMA) surfaces. The pavement condition index (PCI) will be assessed from individual numerical ratings for each deficiency found. The more pronounced and abundant pavement defects, the lower the PCI.

During this site visit, soil boring locations will be identified and marked within the project areas. The locations will be marked out in relation to the existing site features and under the constraints of drill rig access and/or utility conflicts, both within existing roadway and off-roadway in proposed new pavement areas, for future subsurface sampling and testing.

- JTC will mark the locations for soil boring excavations and obtain Call Before You Dig permits and approvals.
- JTC will prepare and submit City of Norwalk, CT street opening permits and bond requirements for boring excavation.
- JTC will provide a condition assessment and perform a photo log / video log of existing pavement conditions for each of the pavement sections.

#### **Pavement Material Testing & Soil Analysis**

Traffic management is anticipated to consist of traffic cones and vehicles with strobe lights to warn and guide traffic around the sampling operations. In addition, maintenance and protection of traffic will be provided by the Norwalk Police Department. JTC will arrange any traffic control details, with the associated costs being passed directly to the City of Norwalk.

JTC will evaluate the pavement and soils conditions by sampling and testing. JTC will perform up

to seven (7) borings within the existing roadways to a depth of 3 to 5 feet below ground surface or to practical refusal and up to three (3) borings in the vicinity of the proposed re-alignment of South Main Street and roundabout to a depth of up to 10 feet below ground surface or to practical refusal, for a total of ten (10) borings. As the borings are advanced through the pavement section, continuous standard penetration tests (SPTs) will be conducted, in general accordance with ASTM D 1586. JTC will remove each of the material layers in the boring locations up to a 36" depth by layer sampling, based on American Society of Testing and Materials (ASTM) techniques, then bag and tag for shipment to the materials testing laboratory. The remaining material layers past the 36" depth will be visually identified only, up to the final boring depth.

Upon completion, each boring will be backfilled with soil cuttings derived from the investigation. The existing roadway at the boring locations will be restored to the satisfaction of the City in accordance with the excavation permit. Pavement disturbed by drilling activities will be repaired with industry standard cold patch. Grouting the boreholes can also be performed for an additional fee, if required. If the City requires hot mix asphalt patching, this can be provided for an additional fee. We would initially patch the holes with cold patch during the drilling program, then return to the site if/when the HMA plants are open, remove the cold patch, and place/compact HMA patch.

Four-inch (4") diameter pavement cores will be extracted, and each hot mix asphalt layer will be evaluated for material type, quality, thickness, and bond. A visual observation will be provided for the base material below the pavement. Cores will be patched with industry standard cold patch.

In the laboratory, the materials will be evaluated for similar characteristics and a representative sample will be made on those materials prior to them being analyzed. JTC will test the pavement materials for depth and classification. For those materials that are present, JTC will provide American Association of State Highway and Transportation Officials (AASHTO) and Unified Soil Classifications, including Atterberg Limits, all in accordance with ASTM or AASHTO criteria. No analysis of the existing hot mix asphalt layers is included.

VHB with JTC supporting materials will prepare a pavement design and geotechnical engineering report in accordance with CTDOT guidelines. The report will include:

- Plan showing locations of subsurface explorations.
- Detailed logs of subsurface explorations.
- Summary of subsurface conditions.
- Laboratory testing results on selected soil samples.
- Recommendations on, but not limited to, the following topics:
  - Suitability of the proposed pavement section.
  - Need for removal or potential re-use of on-site soils.
  - Need for rock excavation and/or utility trench dewatering.

#### **TASK 1.4 – UPDATE CONCEPT PLAN & PUBLIC ENGAGEMENT**

- *Working with the City team, VHB will coordinate and present the project concept at one public information meeting (including the recording of meeting minutes) to share a full, public-facing version of the concept plan for the proposed layout of the intersection.*
- Prior to the meeting, VHB will modify the concept design plan, *with minor changes in layout*, in coordination with TMP. This work involves the production of colored concept drawings which depict horizontal and plan view improvements and include the aforementioned design elements that improve accessibility, connectivity, traffic operations and safety, and place making as well as a preliminary drainage plan.
- *City to coordinate and organize public comments during the two-week period after the public meeting and provide to VHB.* VHB will create a separate document outlining all comments collected along with responses by VHB will. VHB will provide this document to this City as part of a post meeting summary.

#### **TASK 1.5 – PRELIMINARY SITE WORK BID PACKAGE PREPARATION**

- VHB will prepare 100% Plans, Specifications and Cost Estimates for a Preliminary Site Work Construction Bid Package (no roundabout design)
  - The purpose of the Preliminary Site Work is to advance project-related construction activities to reduce the amount of time needed to complete the main construction package for the roundabout, since construction on the future roundabout could include impactful lane closures which may not be feasible during the school year (the School is planned to be operational by Fall 2025, though not at full capacity). Completing the Preliminary Site Work by removal of the abutment wall and earth embankment on the former rail spur property in advance will provide an advanced design for knowledge of the soil conditions and composition closer to the final roadway elevation and reduce the risk of last-minute design changes.
  - The Preliminary Site Work should consist of project-related construction activities which can be expected to need to be done regardless of minor differences between the current concept plan and the 100% Final Design. This may include, clearing and grubbing of the former rail spur property (in preparation for the realignment of South Main Street), *removal of the embankment material*, re-grading of the property, removal of the retaining wall, removal of contaminated fill on the rail spur property, and sedimentation and

erosion control for the site to remain in place until Phase 2 of the project is underway.

- Demolition Plan – This plan will depict the existing site features that will be removed within the limit of work (area encompassed by the removal of the rail spur, retaining wall, and mound/berm area). The demolition limits depicted in the plan are intended to aid the contractor during the bidding and construction process and are not intended to depict each and every element of demolition, as the contractor is responsible for identifying the detailed scope of demolition before submitting its bid/proposal to perform the work and shall make no claims and seek no additional compensation for changed conditions or unforeseen or latent site conditions related to any conditions discovered during execution of the work.
  - Grading & Drainage Plan – VHB will prepare a grading and drainage plan for the removal of the rail spur, retaining wall, and mound/ berm area in preparation of the future roundabout. This plan will show proposed contours and spot grade elevations of the improvements area.
    - It is anticipated that drainage improvements will not be necessary at this stage.
  - Erosion & Sediment Control Plan – This plan will depict the limits of clearing and grubbing in association with the removal of the rail spur, retaining wall, and mound/berm area. This plan will depict various applicable erosion and sediment control techniques such as silt fencing, temporary sediment traps (if needed) and temporary vegetation for stabilization. These techniques will be designed in conformance with the CT Erosion & Sediment Control Guidelines and City of Norwalk Engineering Standards.
  - VHB will provide an engineering Cost Estimate for the above-listed plans.
- *VHB will prepare a Soil Management Plan (SMP) to control potential exposure pathways for the Preliminary Site Work where residual soil and groundwater contamination may be present. VHB has reviewed the Phase II Environmental Assessment report prepared by Langan, dated March 28, 2024 . We understand the project includes removal of contaminated fill from the former rail spur. VHB will submit one draft of the SMP to the Client for review, prior to finalization.*
  - *The SMP will include relevant project information and best practices for the management of Site soils to be implemented by the contractors and site personnel during earth work / soil disturbance activities in areas of known contamination. The SMP will include the following:*
    - *Site background information*

- *Identify impacts known on-Site*
  - *Summary of proposed work*
  - *Health and safety provisions*
  - *Excavation work plan activities*
  - *Soil screening/monitoring procedures*
  - *Stockpile management procedures*
  - *Decontamination plans for personnel and heavy equipment*
  - *Waste determination and characterization requirements*
  - *Waste transport and disposal protocol*
  - *Dust control and monitoring plan (if necessary)*
- Groundwater was not encountered by Langan during the Phase II so groundwater is assumed to be deeper than 10 feet below grade and *is not anticipated* be encountered during the project. It should be noted that some areas investigated by Langan had refusal of drilling at depths of 3 to 7 feet below ground that Langan presumed to be shallow bedrock. Early investigations show that contaminated fill may be limited to the first few feet below the surface. VHB will review the Phase I and Phase II Environmental Site Investigations previously completed by Langan for the former rail spur property, to guide in the development of the SMP. VHB will assume coordination with CT DEEP to understand and confirm their requirements in order to permit this work *with one virtual meeting if needed*.
  - *VHB will provide spot checks of soil management procedures at the Site during construction, including up to two site visits per week for up to eight weeks. In the event that impacted soils are observed or soil management practices observed are not in line with the SMP, then VHB will coordinate with the City and inform them of mitigation needed for correcting the procedures. VHB will perform the scope of services of this task on a Time and Materials basis at the standard hourly billing rates in effect at the time the work is performed.*
- Prior to finalizing, VHB will coordinate with utility companies as utility poles must be relocated in this phase and submit draft Plans to those with facilities affected by the proposed improvements. This may include any of the following:
    - Sending letters/plans to impacted utilities prior to Final submission of the Preliminary Site Work Bid Package.
    - Attending one (1) field utility meeting to familiarize companies with the proposed improvements and incorporate any recommendations or adjustments necessary based on the review of the utility owner(s).
  - Prior to finalizing, VHB will assume a stakeholder meeting and coordination with the City

of Norwalk School Construction Division and City of Norwalk DPW to *identify* critical issues on the regrading (including overall concept/layout and the Right-of-Way acquisition process) that arise in preparation of the Preliminary Site Work Construction Bid Package.

#### **TASK 1.6 – PRELIMINARY SITE WORK BID PACKAGE ASSISTANCE**

- VHB will compile the bid package for the Preliminary Site Work (as listed in Task 1.5), including special provisions (e.g., contractor work hours, working around/near school location/hours), in addition to Plans, Specifications & Estimates.
  - The City will provide assistance with the front matter of the bid package (e.g., invitation to bid document, etc.).
- VHB will assist the City in responding to *questions and developing a maximum of two* addendums during the open portion of the bid advertisement.
- *VHB will modify plans to reflect conflicts or additional information identified through the bid process* in a timely manner at no additional cost to the City.

#### **TASK 1.7 – PRELIMINARY SITE WORK BID ANALYSIS ASSISTANCE**

- Once the bids are publicly unsealed, VHB will assist the City in completing a Bid Analysis package.
- VHB will review the unsealed bid prices in comparison to other bids and the engineer's estimate.
- The Bid Package should include the following information regarding the Contractor:
  - Bid/Bidder Responsiveness
  - Bidder Responsibility Determination
  - Contractor Qualifications/Experience
- City will be responsible for reaching out to the low bidder and requesting documentation pertaining to the Federal System for Award Management (SAM).
- Develop a memorandum noting the results & following information in order to submit bid results and a request for construction funds.
  - Date of bid opening
  - Number of bidders
  - Bid Tabulation and analysis of a maximum of four (4) bids

- Recommendation from the Municipal Chief Administration Officer for award of the project, based on the bid analysis.
- City to provide Certificate of Compliance Form (Must be Included and Submitted by Contractor as part of bid document)
  - City to provide once bids are unsealed.
- Explanation and/or justification if the low bid is 10% above or below the final engineer's estimate.
- Explanation and/or justification if it is determined that the lowest responsible bidder is not the apparent low bidder.
- Anticipated award date

## **SCOPE OF SERVICES – ROUNDABOUT DESIGN 2025/2026**

### **TASK 2.1 – 30% DESIGN SUBMISSION**

- VHB will coordinate with utility companies and submit the 30% Design Plans to those with facilities impacted by the proposed improvements. This may include any of the following:
  - Sending letters/plans to impacted utilities after the 30% Design submission.
  - Attending one (1) field utility meeting to familiarize companies with the proposed improvements and incorporate any recommendations or adjustments necessary based on the review of the utility owner(s).
- VHB will assume a stakeholder meeting with the City of Norwalk School Construction Division, City of Norwalk DPW, and CT DOT Roundabout Committee to work through critical issues (including overall concept/layout and the Right-of-Way acquisition process) that arise in preparation of the 30% Design.
- VHB will anticipate responding to *a maximum of two rounds* of City comments compiled by Transportation, Mobility and Parking which may include comments from any affected City Departments (i.e., Department of Public Works, School Construction Division, etc.). VHB will also anticipate responding *to two rounds of comments* from the CT DOT Roundabout Committee.

### **TASK 2.2 – 60% DESIGN SUBMISSION, INCLUDING SPECIFICATIONS AND COST ESTIMATES**

This phase will incorporate comments from the final 30% Design review to produce 60% Plans, Specifications and Cost Estimates.

- VHB will modify the 30% plan, *as directed by the City*, based upon stakeholder feedback to produce a 60% design submission. Drawings which depict horizontal and plan view improvements and include the aforementioned design elements that improve accessibility, connectivity, traffic operations and safety, and place making as well as a proposed drainage plan.
- VHB will design a drainage system for the new roundabout that will integrate with the Langan design recommendations, as noted in the *draft* report titled “Stormwater Management Analysis Intersection of South Main St and Meadow Streets” dated July 15, 2024, to ensure consistency between the two projects and that project goals regarding flooding mitigation are met under the proposed roadway design.

- VHB will *request that the lighting vendor that supplies City of Norwalk lighting to conduct a photometric lighting analysis of the project area* to ensure uniform roadway and pedestrian illumination levels.
- VHB will *identify the need for* modular block/earth-retaining structures necessary to accommodate the new roadway alignment along the new section of roadway. If required, VHB will specify manufacturer who will provide the design of the earth-retaining structure.
- *VHB will work with Norwalk Public Works on the layout of the electrical lighting for the pedestrian lights.*
- All plans, reports and documents shall be submitted electronically to the City in both PDF and original AutoCAD, MS Word, MS Excel formats, as applicable.
- *VHB will retain the services of a utility test pit subcontractor to conduct test pits at up to ten (10) locations throughout the project area to verify conflicts with subsurface utilities. VHB will meet the subcontractor on site to mark the test pit locations as well as review the results and incorporate into the design.*
- *VHB will complete a Roundabout Fastest Path Analysis in accordance with NCHRP 1043.*
- *VHB will complete a Roundabout Swept Path Analysis (turning template maneuvers) for WB-62, school bus, and firetruck.*
- VHB will anticipate responding to *a maximum of two rounds* of City comments compiled by TMP which may include comments from any affected City Departments (i.e., Department of Public Works, School Construction Division, etc.). VHB will also anticipate responding to one round of comments from the CT DOT Roundabout Committee.
- In addition to an itemized construction cost estimate, VHB will *provide modifications to the established cost estimates to the City in support of the DECD Project Financing Plan*, which is necessary for the CIF grant funding for this project. The DECD Project Financing Plan includes a cost breakdown which is not specific to construction projects. The City will provide guidance/input on funding sources as needed.

### **TASK 2.3 – FINAL DESIGN SUBMISSION, INCLUDING PLANS, SPECIFICATIONS, CONTRACT (BIDDING DOCUMENTS) AND FINAL CONSTRUCTION COST ESTIMATE**

This phase will incorporate comments from the 60% Design review to produce Final Design Plans, Specifications and Cost Estimates.

- All draft plans, reports and documents shall be submitted electronically to the City in both PDF and original AutoCAD, MS Word, MS Excel formats, as applicable.
- VHB will anticipate responding to *two rounds* of City comments compiled by Transportation, Mobility and Parking which may include comments from any affected City Departments (i.e., Department of Public Works, School Construction Division, etc.). VHB will also anticipate responding to 1 round of comments from the CT DOT Roundabout Committee.
- A minimum of one original and one (1) hard copy of all final plans, reports and documents shall be submitted to the City in addition to a digital/electronic copy. Digital/electronic plans shall be submitted electronically in both PDF and AutoCAD formats. All reports and documents shall be submitted electronically to the City in both PDF and original MS Word or MS Excel formats, as applicable.
- The Final (100%) Design Plan shall consist of at minimum:
  - Title Sheet
  - Index Plan
  - Existing Conditions Plans
  - Construction Details
  - Alignment and Baseline Tie Plans
  - Profiles
  - Construction Staging and Temporary Traffic Control Plans (*to maintain traffic during construction*)
  - Roadway/Sidewalk Construction Plans w/Rights for Construction Designations
  - Grading, Drainage (Existing, and Bioswales) and Erosion & Sedimentation Control Plans
  - Electrical Plans for Pedestrian lighting and *connections to adjacent power*
  - Pavement Marking & Signage Plans
  - Landscaping & Planting Plan and Details
  - Cross Sections
- VHB will continue to coordinate with utility companies and submit the Final Design Plans to those with facilities impacted by the proposed improvements. This may include any of the following:
  - Sending letters/plans to impacted utilities after the Final Design submission.
  - Continued coordination with utility owners for design adjustments, potential conflicts, and/or project scheduling.
- VHB will assist with the submittal of 100% final design and cost estimate, along with any

documentation of project design or financing plan changes, for Connecticut Department of Economic Community Development (CT DECD) review as part of CIF grant program requirements. VHB will provide assistance in responding to questions or comments raised by CT DECD during their review.

#### **TASK 2.4 – CONSTRUCTION BID PACKAGE ASSISTANCE**

- VHB will compile the bid package including special provisions (e.g., contractor work hours, working around/near school location/hours), in addition to Plans, Specifications & Estimates.
  - The City will provide assistance with the front matter of the bid packages (e.g., invitation to bid document, etc.).
- VHB will assist the City in responding to *questions and developing a maximum of two* addendums during the open portion of the bid advertisement.
- *VHB will modify plans to reflect significant, conflicts, additional information, etc. identified through the bid process* in a timely manner at no additional cost to the City.

#### **TASK 2.5 – CONSTRUCTION BID ANALYSIS ASSISTANCE**

- Once the bids are publicly unsealed, VHB will assist the City in completing a Bid Analysis package.
- VHB will review the unsealed bid prices in comparison to other bids and the engineer's estimate.
- The Bid Package should include the following information regarding the Contractor:
  - Bid/Bidder Responsiveness
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- City will be responsible for reaching out the low bidder and requesting documentation pertaining to the Federal System for Award Management (SAM).
- Develop a memorandum noting the results & following information in order to submit bid results and a request for construction funds.
  - Date of bid opening
  - Number of bidders
  - Bid Tabulation and analysis of a maximum of four (4) bids

- Recommendation from the Municipal Chief Administration Officer for award of the project, based on the bid analysis.
- City to provide Certificate of Compliance Form **(Must be Included and Submitted by Contractor as part of bid document)**
  - City to provide once bids are unsealed.
- Explanation and/or justification if the low bid is 10% above or below the final engineer's estimate.
- Explanation and/or justification if it is determined that the lowest responsible bidder is not the apparent low bidder.
- Anticipated award date

### **CITY-FURNISHED INFORMATION**

It is understood that VHB will perform services under the sole direction of the City TMP Department. The City will provide VHB with project-related information and technical data including, but not limited to:

- Permission to access the project areas and any off-ROW access points for field assessment
- GIS shapefile data from the City GIS database on the ROW for this segment will be provided to VHB
- AutoCAD files for City developed concept plans and survey data from school project
- Access to all studies listed in the RFP
- Access to any site plans for the school project
- Copies of recent City roadway construction project plans, specifications and estimate in electronic formats
- City traffic count and crash data
- Sanitary sewer and storm drainage invert data (from survey)
- Copy of final Stormwater Management Report for South Norwalk Elementary School and/or design explanation of compensatory flood mitigation measures for filling within FEMA Flood Zone AE as a result of the School's grading

VHB will rely upon the accuracy and completeness of client-furnished information and studies, plans, and reports completed by others in connection with the performance of services under this Agreement. VHB will not, as part of this Agreement, independently verify the accuracy and completeness of work prepared by others.

## ASSUMPTIONS

The following assumptions are provided for the project scope of work tasks:

- The project area is almost entirely within a FEMA Flood Zone AE. Any proposed filling within this area will require compensatory flood storage volume. Due to the limited area, it is assumed that raising grades (i.e., filling in the Flood Zone) may be infeasible.
- The stormwater management study for the South Norwalk Elementary School will be readily available for VHB to review. It is assumed this study, or another study by Langan, has thoroughly addressed the school's filling in the FEMA Flood Zone AE and has provided adequate compensatory flood volume to offset the fill.
- Full depth pavement reconstruction will be minimized through reuse of existing roadway grades as much as possible *such as on the approaches where curblines are unaffected*.
- Design for utility relocations is excluded.
- Meetings beyond those specified herein will be negotiated as an amendment.
- Public notice fees and/or permit application fees are excluded.
- Public meeting notices will be handled by the City TMP.
- City will lead coordination efforts with CTDOT.
- Test pit contractor costs beyond the contract allowance will be negotiated as an amendment prior to work being completed.
- Any additional tasks beyond that identified in the preceding Scope of Work will be deemed out of scope and completed under an amendment to this original contract.
- Waste Characterization Sampling is excluded.
- Arranging off-site disposal of contaminated soils is excluded.
- Comprehensive CEPA review or documentation is excluded.
- Wetland Delineations, Mitigation, or Habitat Assessments is excluded.
- Noise, Air, and Vibration studies are excluded.
- Groundwater Dewatering during construction is excluded.
- *Limited number of roundabout comments as defined during reviews*

## PAYMENT FOR VHB SERVICES

VHB will perform the Scope of Services contained in this agreement on a lump sum basis for the above **Tasks** for a total labor fee of **\$320,800** excluding reimbursable expenses.

In addition to the labor compensation, VHB will be reimbursed for expenditures made specially for the project including retaining a test pit contractor, printing, reprographics, and travel. These direct expenses will be billed at cost plus 10%. If subconsultants and subcontractors are engaged by VHB for this project, and are therefore under contract to VHB, their services will be invoiced at 1.10 times their actual cost. This adjustment covers the additional expense of coordination/administration. For budgetary purposes, VHB estimates that reimbursable expenses will be \$56,200. Within this amount, pavement design/geotechnical report services are included and an allowance of \$20,000 is allocated for test pits for utilities, to be confirmed with updated plans at the 60% design level. If the test pit quotes exceed this allowance, VHB will

renegotiate this allowance as an amendment.

Total Contract Amount: \$320,800 (Lump sum) + \$56,200 (Direct Expense) = **\$377,000**

See table of fees below:

|                          |                                 |                    |
|--------------------------|---------------------------------|--------------------|
| Tasks 1.1-1.7            | Site Work Package (Summer 2025) | \$56,800           |
| Tasks 2.1-2.5            | Design Package (Summer 2026)    |                    |
|                          | 30% Design Submission           | \$26,300           |
|                          | 60% Design Submission           | \$82,000           |
|                          | 100% Design Submission          | \$155,700          |
|                          | <b>Subtotal Labor</b>           | <b>\$320,800</b>   |
|                          | Pavement/Geotech Design         | \$26,000           |
|                          | Utility Test Pits               | \$20,000           |
|                          | Miscellaneous Expenses          | \$10,200           |
|                          | <b>Subtotal Expenses</b>        | <b>\$56,200.00</b> |
| <b>Total Project Fee</b> |                                 | <b>\$377,000</b>   |

## PROFESSIONAL EXPERIENCE

VHB's experience in roundabout studies, design and construction support services includes over 50 roundabout projects. VHB's team includes uniquely qualified roundabout experts from CTDOT as well as industry leading designers and the Chair of the Institute of Transportation Engineers (ITE) Roundabout Committee. These experts are supported by a team of roundabout designers with three completed roundabouts in Connecticut in the last three years. These include the award-winning Norwich roundabout, UCONN Storrs campus roundabout and Climax Road roundabout in Avon.

## SCHEDULE

VHB anticipates performance of services, including City and CTDOT reviews, to be completed to allow for Summer 2025 construction of the initial phase and the Summer 2026 construction of the roundabout. This schedule will allow for a 2025 summer construction season start with authorization by March 14. The schedule is dependent upon expedited City, CTDOT Roundabout Committee, and reviews of the project plans at each phase. VHB anticipates a mid-March 2025 authorization with the first public information meeting expected to be held in April/May 2025.

VHB will begin performance of the above services upon receipt of written authorization to proceed. The schedule is also subject to timely delivery of information and reviews promised by the City. If the City requests that work under this Proposal be stopped, the schedule is subject to renegotiation when written authorization to proceed is received.

Should circumstances beyond the control of VHB, such as changes or an increase in the *scope of work*, or change in City personnel managing the project or limitations caused by the condition

under which the services are to be provided (i.e. snow, leaf, sand, ice coverage, or frost penetration) require an extension of time, VHB will notify the City in writing as to why the specified period of time is inadequate and will submit a revised project schedule. If the City *and* VHB determine that an extension is warranted, both parties will agree to an acceptable completion date. This extension of time will be VHB's only remedy for delays or hindrance except when such delay or hindrance lasts for more than one year, after which the City and VHB agree to renegotiate the compensation for services remaining to be performed.



CITY OF NORWALK  
Transportation Mobility & Parking  
P: 203-854-7260  
Norwalk City Hall  
125 East Avenue, PO Box 5125  
Norwalk, CT 06856-5125

**TO:** Economic and Community Development Committee of the Common Council

**FROM:** James Travers – Director of Transportation, Mobility and Parking

**CC:** Sabrina Godeski, BS, MPL, AICP – Director of Business Development & Tourism  
Garrett Bolella, P.E., PTOE, RSP1 – Assistant Director, Transportation, Mobility and Parking  
Greg Pacelli – Transportation Planner, Transportation, Mobility and Parking

**REF:** March 17th Meeting Agenda Item – Authorize the Mayor, Harry W. Rilling, to enter into any and all documents and agreements required by the Connecticut Department of Transportation (CT DOT) to accept funding related to West Rocks Road Sidewalk Project under state project(s) 102-365 and 102-374.

**DATE:** March 13, 2025

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Memorandum

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This request includes two state projects, 102-365 and 102-374, along the West Rocks Road corridor. Together, these projects will improve pedestrian accessibility, enhance connectivity, reduce vehicular speeds, and overall, increase safety for all roadway users along the corridor.

Project 102-365 is funded through the Local Road Accident Reduction Program (L.R.A.R.P) and administered by the Connecticut Department of Transportation (CTDOT). This project will involve the installation of ADA-compliant sidewalk ramps at key crossing locations along the corridor. Additionally, it will incorporate traffic calming measures, including multiple raised crosswalks, Rectangular Rapid Flashing Beacons (RRFB), and Speed Sign Flashing Beacons. Collectively, these treatments will enhance pedestrian safety at crossings and effectively reduce vehicular speeds, addressing concerns identified by existing data that indicates this corridor to experience excessively high speeds.

Additionally, in 2022, the city was allocated \$1.4 million through Congressman Jim Himes as part of the Congressionally Directed Spending. These federal funds, designated for Project 102-374, are also being administered by the Connecticut Department of Transportation (CTDOT). This project is dedicated to the installation of new 5 ft. wide ADA-compliant sidewalks along the West Rocks Road corridor, extending from Adams Avenue to Creeping Hemlock Drive, which is approximately 2 miles in length. The addition of these sidewalks will provide a safe and separated pedestrian pathway in a heavily trafficked corridor that serves three schools. This

project stems from the city's 2012 Pedestrian Bikeway Transportation Plan where West Rocks Road was listed as a Priority 1 Corridor due to the presence of three schools along the corridor.

The Transportation, Mobility, and Parking Department plans to consolidate projects 102-365 and 102-374 into one single construction bid, with the advertisement scheduled for release by the end of March. The goal is to award the contract in the spring and initiate construction in early summer 2025 after school is out for the summer.

Authorize the Mayor, Harry W. Rilling, to enter into any and all documents and agreements required by the Connecticut Department of Transportation (CT DOT) to accept funding related to the West Rocks Road Sidewalk Project under both state project(s) 102-365 and 102-374.

**Account Numbers**

**0925 3750 5777 C0706**



## Memorandum

**March 17<sup>th</sup>, 2025**

**To:** Josh Goldstein, Chairperson – Economic and Community Development

**From:** Planning & Zoning Staff

**Re: Amendment to the Citywide Plan – Affordable Housing Action Plan**

Dear Common Council,

At the joint meeting of Common Council and Planning and Zoning Commission held January 30<sup>th</sup>, the consultant presented Norwalk's Affordable Housing Action Plan (Plan) draft. The consultant has made some edits to the plan based off of feedback received. The next step is the inclusion of Affordable Housing Action Plan within the Citywide Plan (POCD) which requires the Plan to be referred to you.

To note as the Plan gets formally adopted the Ad Hoc Affordable Housing Committee has been working closely with staff on priority items and tasks to move forward. This includes discussions on community land trusts, tax incentives options, and some changes to the workforce housing regulations. Provided below is the proposed amendment into the POCD.

*Proposed Amendment:*

Page 75, Chapter 4, Housing Choice & Healthy Life, Action V.

v. **Implement the recommendations of the Affordable Housing Action Plan (2025, as amended). The City will further evaluate, modify as necessary and implement recommendations within the plan.** ~~Develop a Norwalk Housing Plan that establishes a set of housing data to monitor and analyze, a policy framework, and an implementation plan. Before developing the plan itself and hiring a consultant, the housing planner should prepare a housing policy white paper to structure the process—identifying the elements for the plan in terms of data, policy options, types of housing solutions, administration of housing functions, and so on.~~

**When:** 2025-2029

**Who:** Common Council; Mayor's office; Planning & Zoning;

**Resources:** Staff Time

The draft Plan can be view at:

[https://www.norwalkct.gov/DocumentCenter/View/35067/Norwalk-AHAP\\_2025-01-10-merged](https://www.norwalkct.gov/DocumentCenter/View/35067/Norwalk-AHAP_2025-01-10-merged)

For your convenience, I have attached the full page 250 of the Citywide Plan. The Citywide Plan can be viewed at: <https://tomorrow.norwalkct.org/wp-content/uploads/2020/10/Norwalk-Citywide-Plan.pdf>