



## Board of Finance

Revised #6

Town Hall, 110 Myrtle Avenue  
Westport, CT 06880  
BOF@westportct.gov

WESTPORT™

### **NOTICE AND AGENDA OF BOARD OF FINANCE MEETING**

#### **SPECIAL NOTICE ABOUT PROCEDURES FOR THIS MEETING:**

**There will not be a physical location for this meeting. This meeting will be held electronically and live streamed on [westportct.gov](http://westportct.gov) and shown on Optimum Government Access Channel 79 and Frontier Channel 6020. Meeting materials will be available at [westportct.gov](http://westportct.gov) along with the meeting notice posted on the Meeting List & Calendar page.**

#### **INSTRUCTIONS TO ATTEND ZOOM MEETING:**

##### **Join Zoom Meeting**

<https://us02web.zoom.us/j/83992671388?pwd=cWVoaDBmVXB4MHh4UIZGRGR3WIIIQT09>

**Phone Number: +1 646 876 9923 US (New York)**

**Meeting ID: 839 9267 1388**

**Passcode: 228895**

The Board of Finance will hold its Public Meeting on **Wednesday, August 3, 2022 at 7:30 p.m. with remote participation** for the following purposes:

### **AGENDA**

1. To approve the Board of Finance Minutes of the July 6, 2022 Regular Meeting.
2. Financial Report from the Finance Director. (Discussion Only)
3. Status Update from the Audit Manager. (Discussion Only)
4. Upon the request of the Director of Human Services and the Westport Library, to approve a request for \$25,000.00 from the Westport's American Rescue Plan Act (ARPA) funds, to develop a new Job Search Support Program at the Library.
5. Upon the request of the Director of Parks and Recreation, to approve an appropriation of \$237,000.00 along with bond and note authorization to the Municipal Improvement Fund Account 30508810-500363-10122 for the installation of drainage on the Greens at Longshore Golf Course.
6. Upon the request of the Director of Public Works, to approve an appropriation of \$313,500.00 to the Capital and Non-Recurring Account #31503310-500364-10130 for a Traffic Study of the Cross Highway School Zone between North Avenue and Bayberry Lane.

*It is the policy of the Town of Westport that all Town-sponsored public meetings and events are accessible to people with disabilities. If you need assistance in participating in a meeting or event due to a disability as defined under the Americans with Disabilities Act, please contact Westport's ADA Coordinator at 203-341-1043 or [eflug@westportct.gov](mailto:eflug@westportct.gov) at least three (3) business days prior to the scheduled meeting or event to request an accommodation.*



## Board of Finance

Town Hall, 110 Myrtle Avenue  
Westport, CT 06880  
BOF@westportct.gov

**WESTPORT**<sup>SM</sup>

### **DRAFT MINUTES OF BOARD OF FINANCE MEETING**

The Board of Finance held its Public Meeting on **Wednesday, July 6, 2022 at 7:30 p.m. in the Auditorium of the Westport Town Hall** for the following purposes:

**Attendees: Sheri Gordon, Jim Foster, Brian Stern, Nancie Dupier, Lee Caney, Mike Keller, Jay DesMarteau (phone).**

#### **AGENDA**

1. To approve the Board of Finance Minutes of the June 1, 2022 Regular Meeting. **Motion to Approve - Dupier, Foster second. Vote 7-0-0.**
2. Financial Report from the Finance Director. (Discussion Only) **Gary Conrad presented.**
3. Status Update from the Audit Manager. (Discussion Only) **Lynn Scully presented.**
4. Upon the request of the Fire Chief, to approve an appropriation of \$195,000.00 to the Capital and Non-Recurring Account #31502220-500360 to purchase and outfit two (2) new hybrid or all-electric full-size SUV's to replace the 2007 and 2009 Ford Expeditions. **Motion to Approve - Gordon, Caney seconds. Vote 7-0-0.**
5. Upon the request of the Fire Chief, to approve an appropriation of \$1,885,000.00 along with bond and note authorization to the Municipal Improvement Fund Account 30502220-500361 for the purchase of two (2) Type 1 Fire Engines to replace both 2001 Sutphen Engines that have reached their end of life. **Motion to NOT do a "double bounce" and vote tonight. Motion to Approve - Stern, Gordon seconds. Vote 7-0-0. Motion to Approve the Appropriation - Dupier, Keller seconds. Vote 7-0-0.**
6. Upon the request of the Fire Chief, to approve an appropriation of \$145,700.00 along with bond and note authorization to the Municipal Improvement Fund Account 30502220-500362 to replace the Source Capture and Diesel Extraction Systems at the Firehouse. **A motion was made to make the following changes to this appropriation (1) change the wording from "at the Firehouse" to "to each firehouse" (2) change the funding for the appropriation from "bond and note authorization" to "come out of the Capital and Non-recurring Fund". Motion to Approve - Stern, second Dupier. Vote 7-0-0. Motion to Approve the Appropriation - Gordon, second Dupier. Vote 7-0-0.**
7. Continuation of the discussion coming out of the meeting with the BOE from June 28th on Capital Planning.

***Motion to Adjourn: Keller, Second Foster. Vote 7-0-0.***

***Meeting Adjourned: 9:25pm***

***Meeting notes respectfully submitted by James Foster, Vice Chair.***



THE DEPARTMENT OF HUMAN SERVICES

Item 4

TOWN HALL, 110 MYRTLE AVENUE  
WESTPORT, CT 06880  
(203) 341-1050 FAX (203) 341-1073  
EMAIL: HUMANSRV@WESTPORTCT.GOV

TO: Gary Conrad, Finance Director  
Sherry Gordon, BOF Chair  
Jen Tooker, First Selectwoman

CC: Bill Harmer, Westport Library

FROM: Elaine Daignault, DHS Director

DATE: June 10, 2022

RE: **BOF AGENDA REQUEST: July 6, 2022**

Please find the attached request from Westport Human Services and the Westport Library to consider a \$25,000 ARPA appropriation to develop a new Job Search Support Program at the Library.

Please see the attached proposal for details.

APPROVED: \_\_\_\_\_

  
Jennifer S. Tooker  
First Selectwoman  
Date: 7/8/22

June 23, 2022

ARPA Request: \$25,000

***Job Search Support Services  
At the Westport Public Library, in Partnership with Westport Human Services***

**DEFINING THE PROBLEM:** In the wake of the pandemic, Westport Human Services and our community partners have identified a growing number of residents facing financial hardships due to job and income losses.

According to the April 2022 CT Department of Labor report, the unemployment rate in Fairfield County is 3.8%, and approximately 2.8% of Westport residents are unemployed. This data, combined with the number of residents who qualify for local, state, and federal financial assistance programs, represents a vast majority of under-employed and unemployed Human Services clients who have been adversely affected by COVID19. Regardless of socio-economic status, many residents seek support to secure better, higher-paying jobs to provide for their households more effectively.

Westport Human Services and the Westport Library frequently collaborate to address the needs of residents while also enhancing community engagement across all sectors of the population. Shared clientele from the Westport Housing Authority, Homes with Hope, and the Westport Library represent a diverse population of residents, including our most vulnerable, that would benefit from individualized employment services not currently offered in Town. With the exit of Goodwill's Career Center and the lack of local employment support, the Westport Library and Westport Human Services have become a hub for job seekers seeking lasting employment.

Innovative inter-agency collaboration brings together community stakeholders — family, friends, nonprofits, businesses, and municipalities to work together to build solutions that are right for our Town. This project acknowledges and addresses local barriers to support services. Ultimately, if more residents had access to employment services, households could become more financially stable, resulting in a stronger and more vibrant economy.

**GOAL:** To establish Job Search Support Services at the Library in partnership with the Department of Human Services, Homes with Hope, and the Westport Housing Authority by onboarding a part-time Career Coach to provide hands-on technical assistance for those experiencing unemployment or under-employment in the community.

**SERVICES OFFERED:**

- Individualized needs assessments with a professional job coach to determine interests, experience level, skills, etc
- Resume and cover letter writing assistance
- Establish/update LinkedIn or other professional profiles

- Develop and identify job search strategies
- Interview skills training
- Referral to community-based job training and job support opportunities
- Basic MS Office Training
- Weekly, coach-led job search support groups offer structure and accountability to the search process.

**BUDGET:**

- The number of referrals/participants will dictate the number of one-on-one and group sessions.
- Total Budget – 10 - 15 hours per week/ 47 weeks per year at a rate of about \$35 per hour. \$24,675 per year.



WESTPORT CONNECTICUT  
PARKS AND RECREATION DEPARTMENT  
LONGSHORE CLUB PARK  
260 COMPO ROAD SOUTH, WESTPORT, CT 06880

July 18, 2022

The Honorable Jennifer S. Tooker  
First Selectwoman  
Town Hall  
110 Myrtle Avenue  
Westport, CT 06880

Dear Ms. Tooker:

The Parks and Recreation Department respectfully requests to be placed on the Board of Finance Agenda for an appropriation of \$237,000.00 along with bond and note authorization to the Municipal Improvement Fund.

This request is for the installation of drainage on the greens at Longshore Golf Course.

Respectfully,

A handwritten signature in black ink, appearing to read 'Jennifer A. Fava', is written over a horizontal line.


Jennifer A. Fava  
Director of Parks and Recreation

cc: Gary Conrad



**WESTPORT CONNECTICUT**  
PARKS AND RECREATION DEPARTMENT  
LONGSHORE CLUB PARK  
260 COMPO ROAD SOUTH, WESTPORT, CT 06880

**MEMO TO:** Board of Finance

**MEMO FROM:** Jennifer A. Fava, Director of Parks and Recreation 

**DATE:** July 18, 2022

**RE:** **Appropriation Request for Greens Drainage at Longshore Golf Course**

Several years ago, XGD Greens Drainage Systems were installed on greens 2 and 6. It has made significant improvement to those greens. At this time, we are looking to install the same type of slit trench drainage system to the remaining 17 greens.

Anticipated Cost: \$215,752 + \$21,248 (10% contingency) = \$237,000  
Lifespan: 20-25 years  
Annual Payback Over 20 Years (estimated): \$17,327.42

This project is included in the Parks and Recreation Department's 5-Year Capital plan for FY21/22.

This project was approved by the Parks and Recreation Commission in October of 2021 (based on estimates) with an anticipation of completion in Spring 2022. However, it was determined that it would be better to do this project in the Fall. Additionally, due to the experience the Town has been having with bids and RFP's coming in higher than estimated, we wanted to complete the RFP process, so we have a solid cost figure. An RFP was issued for this project and proposals were received ranging from \$215,752.00 to \$449,800.00. Upon review of the proposals and reference checks, we believe the low respondent, Extreme Golf Management, is capable of completing this work in a satisfactory manner.

The plan is to start this work in October, and it is anticipated to be completed within four (4) weeks, with minimal disruption to the golf course and play.

Payback for this project was anticipated when golf fees were last raised and will cover the annual debt service. The anticipated additional revenue from the fee increases that were instituted with the 2021 season is approximately \$67,000.00, far exceeding the \$17,327.42 needed for this debt repayment.

Therefore, the Parks and Recreation Department requests an appropriation along with bond and note authorization to the Municipal Improvement Fund in the amount of \$237,000.00.

FISCAL YEAR 20<sup>23</sup>

# TOWN OF WESTPORT, CT

## JUSTIFICATION FOR A CAPITAL PROJECT

### DEPARTMENT INFORMATION

DEPT NAME: Parks and Recreation

Date: 7-18-22

### PROJECT NAME AND DESCRIPTION

Greens drainage at Longshore Golf Course

IS IT LISTED IN THE 5-YR CAPITAL FORECAST?

YES  NO

If no, why not?

If yes, answer the following two questions:

Which FY was the project first proposed? FY18/19

Which FY was the project first planned? FY21/22

TOTAL COST IN CAPITAL PLAN: \$100,000

IS PLAN ESTIMATE STILL ACCURATE?

YES  NO

IF NO, ENTER NEW ESTIMATED COST HERE: \$215,752 + CONTINGENCY (10%) = \$237,000  
(when applicable) NEW TOTAL ESTIMATE

### SOURCE OF FUNDS:

CAPITAL BOND  GEN'L FUND  CNR  GRANT  STATE  OTHER

### ARE THERE GRANT FUNDS AVAILABLE FOR THIS PROJECT?

YES  NO   
EXPLAIN:

OTHER, DESCRIBE: \_\_\_\_\_

PAYBACK PERIOD (if applicable): 20 years

PROJECTED START DATE: Fall 2022 EST. COMPLETION DATE: Fall 2022

ESTIMATED USEFUL LIFE: 20-25 years

Is this project part of a larger capital project?

No

Has an RFP been issued?

YES  NO

Have bids been received?

YES  NO

Number of bids received: 5

Was the lowest bid the winner?

YES  NO

If not, why? \_\_\_\_\_



Who will benefit from the project? This will benefit the golfers, as well as the Town, as it will help to protect and improve the asset of the greens on the golf course by improving their drainage.

Has the Green Task Force been informed of this request? YES  NO

Is It a replacement? YES  NO   
If yes, describe condition of what is to be replaced:

Pictures attached? YES  NO


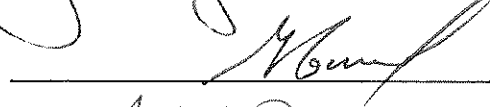

What other approvals/reviews are necessary to begin this project? Please include anticipated dates.  
P&R Commission - 10/6/21, RTM - 9/22

**FINANCE**

*This section to be completed by the Finance Director.*

EFFECT ON TOWN FINANCES, INCLUDING DEBT SERVICE:  
IF APPROVED:  
IF NOT APPROVED:

**REVIEW/SIGN-OFF**

DEPARTMENT HEAD		DATE: 7-18-2022
FINANCE DIRECTOR		DATE: 7-19-2022
FIRST SELECTWOMAN		DATE: 7/19/22



## WESTPORT, CONNECTICUT

DEPARTMENT OF PUBLIC WORKS  
TOWN HALL, 110 MYRTLE AVE.  
WESTPORT, CONNECTICUT 06880  
(203) 341 1120

July 28, 2022

Ms. Jennifer S. Tooker  
First Selectwoman  
Town Hall  
Westport, CT 06880

Re: Request for Appropriation of \$313,500 from Capital Non-Recurring fund for a Traffic Study of the Cross Highway School Zone between North Avenue and Bayberry Lane

Dear Ms. Tooker,

This office herein requests an appropriation of \$313,500 from Capital non-recurring funds for preparation of a comprehensive traffic study and design recommendations for the Cross Highway corridor between North Avenue and Bayberry Lane.

The Intersections at both North Avenue and Bayberry Lane are problematic for different reasons.

Cross Highway and Bayberry Lane has been the subject of at least 15 accidents over the past 4 years.

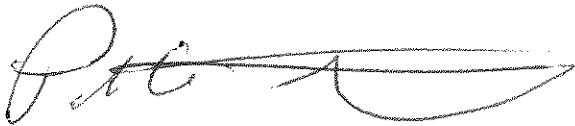
Cross Highway and North Avenue has been the subject of 17 accidents over the past 4 years. In addition, the geometry of the intersection makes it very challenging to improve sightlines or modify the intersection effectively. Cross Highway at North Avenue is also a location with high pedestrian volumes, but dysfunctional cross walks and a lack of sidewalks, make pedestrian crossing in this intersection problematic.

The Corridor between the two above mentioned intersections is used by pedestrians going to and from the school and athletic facilities at Bedford Middle School, and in recent years, the Town-owned Wakeman Town Farm facility. Pedestrian traffic in this corridor also uses Cross Highway to access a popular food store/market located at 161 Cross Highway. It has been suggested that an extension of a sidewalk between the Cross Highway/North Ave intersection and 161 Cross Highway, as well as a cross walk to go from the south side of Cross Highway to the North would improve pedestrian safety.

Owing to the above, the Town seeks a Traffic Engineering Firm to study the problems in the corridor, including but not limited to the above; to make recommendations to OSTA on the Town's behalf, and to develop both schematic designs for solutions to these issues, as well as construction documents for the agreed upon solution.

We anticipate the project will begin in September of 2022 and will be ready for construction in 2023. This effort represents the design portion of the project. It is listed in the Capital forecast at \$150,000. The project scope has been expanded since that estimate. The attached design proposal gives a breakdown of the design elements and costs. With a 10% contingency on the design proposal the total request is for \$313,500.00

Respectfully,

A handwritten signature in black ink, appearing to read 'Peter A. Ratkiewich', with a long horizontal flourish extending to the right.

Peter A. Ratkiewich, P.E  
Director of Public Works

cc: Gary Conrad, Finance Director  
G:\Pw\_off\PAR\APPRQST\CrossHwyTrafficDES.docx

JUSTIFICATION FOR A CAPITAL PROJECT

**DEPARTMENT INFORMATION**

DEPT NAME: Department of Public Works Date: 7/28/22

PROJECT NAME AND DESCRIPTION  
 Cross Highway School Zone traffic Study and corridor design

IS IT LISTED IN THE 5-YR CAPITAL FORECAST? YES  NO   
 If no, why not?  
 If yes, answer the following two questions:  
 Which FY was the project first proposed? 2020  
 Which FY was the project first planned? 2020

APPROXIMATE COST:	\$285,000	COST IN CAPITAL FORECAST: \$150,000
CONTINGENCY (10%):	28,500	
	\$313,500	←TOTAL REQUEST→ \$313,500

SOURCE OF FUNDS:

CAPITAL BOND <input type="checkbox"/>	GEN'L FUND <input type="checkbox"/>
CNR <input checked="" type="checkbox"/>	GRANT <input type="checkbox"/>
STATE <input type="checkbox"/>	OTHER <input type="checkbox"/>

OTHER, DESCRIBE:  
 PAYBACK PERIOD: N/A

PROJECTED START DATE: September 2022 EST. COMPLETION DATE: February 2023  
 ESTIMATED USEFUL LIFE:

Is this project part of a larger capital project? Yes – this is the design portion of the project. Construction of the improvements will occur after the study is complete and the design recommendations are accepted

Has an RFP been issued? YES  NO   
 Have bids been received? YES  NO  Number of bids received: five  
 Was the lowest bid the winner? YES  NO  The selected consultant was chosen through a Quality Based Selection method

Who will benefit from the project? School children and the general public that use the corridor

[Empty box]

Is it a replacement? YES  NO

If yes, describe condition of what is to be replaced: Please see attached letter to First Selectwoman

Pictures attached? YES  NO

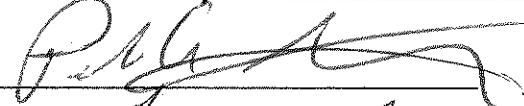
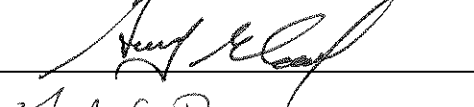

What other approvals/reviews are necessary to begin this project? RTM, BOS

**FINANCE**

*This section to be completed by the Finance Director.*

EFFECT ON TOWN FINANCES, INCLUDING DEBT SERVICE:  
IF APPROVED:  
IF NOT APPROVED:

**REVIEW/SIGN-OFF**

DEPARTMENT HEAD		DATE: <u>7-28-22</u>
FINANCE DIRECTOR		DATE: <u>7/29/2022</u>
FIRST SELECTMAN		DATE: <u>7/29/22</u>

W1993-0-P016  
July 25, 2022  
*Revised July 28, 2022*

Peter Ratkiewich, PE  
Director of Public Works  
Town of Westport  
110 Myrtle Avenue  
Westport, CT 06880

Re: **Proposal for Engineering Services for Traffic Study,  
Cross Highway School Zone**

Dear Mr. Ratkiewich:

At your request and in support of the Town's consultant selection process, Tighe & Bond has prepared this fee proposal to provide engineering services to the Town of Westport for the Cross Highway School Zone Traffic Study. Our proposal includes the full complement of services requested by the Town in the RFQ that are required to develop construction contract documents as detailed herein.

## **Scope of Services**

### **Phase I – Design Development, Permitting, and Bidding**

#### **Task 1 – Data Collection, Traffic Analysis, & Traffic Study Report**

Tighe & Bond will conduct a comprehensive traffic volume data collection program to serve as the basis for an operational assessment and Traffic Study Report. The intersection specific traffic data collection and analyses will be conducted at the Cross Highway intersections with North Avenue and Bayberry Lane. The traffic analyses will review both existing and future conditions and serve as the basis for identifying recommended improvements along Cross Highway. The following tasks are included:

1. Conduct 12-hour (7:00 AM to 7:00 PM) manual turning movement traffic counts during a typical non-holiday weekday when school is in session to record all vehicular turning movements, vehicle types, and pedestrians at the two study area intersections. The 12-hour count will also support the preparation of the traffic signal warrant study.
2. Conduct three automatic traffic recorder (ATR) counts at locations to be determined in coordination with the Town. The ATRs will be installed for a 72-hour period, Wednesday through Friday, collecting directional traffic volume flows, vehicular travel speeds, and vehicle classifications.
3. In support of the design process and future funding requests, we will compile Existing (2022) and Future (2042) Condition traffic volumes based on the collected traffic volume data. The twenty-year forecast is required as part of the LOTCIP application if the Town pursues that funding vehicle. The twenty-year forecast will be a simple expansion of existing traffic volumes based on an estimated simple compounding growth rate. The Existing Condition and Future Condition traffic volumes will serve as the basis of the operational analyses.



4. Obtain available traffic data and analyses from the Town, CTDOT, and OSTA including the following:
  - Historic Traffic volume data for study area roadways
  - Traffic data, estimated site-generated traffic, and traffic analyses from recently approved/proposed developments (if any) that may be directing traffic onto the project roadways
  - Proposed roadway improvement projects that may impact traffic flows in the area (if any)
5. Conduct one site visit to review current roadway conditions and existing traffic operations within the study area.
6. Observe intersection sight distances at the Cross Highway at North Avenue and Cross Highway at Bayberry Lane intersections.
7. Observe stopping sight distances along Cross Highway and evaluate according to the criteria set forth in the CTDOT Highway Design Manual based on the functional classification of the roadway and the observed travel speeds.
8. Prepare capacity and queue analysis models utilizing Trafficware Synchro plus SimTraffic 11 for the Existing and Future Condition traffic volumes. Summarize the analysis results in narrative and tabular format.
9. Obtain traffic crash information from the Connecticut Crash Data Repository from the beginning of 2017 through current available data. Review the data to determine whether any patterns exist that should be addressed by the proposed improvements. Summarize the data in tabular format. The crash data will also support the traffic control signal warrant analysis.
10. Prepare a traffic study report, detailing the results of the traffic analyses to be submitted to the Town for review. We will address one round of review comments and prepare the final study.

## **Task 2 – Field Survey**

Tighe & Bond will secure the services of a Connecticut Licensed Land Surveyor to prepare an A-2/V-2/T-2 class accuracy field survey of the site referenced to NAD 83 Connecticut State Plane coordinates and NAVD 88 vertical datum. The Survey will capture Cross Highway between North Avenue and Bayberry Lane extending 250 feet down intersecting roadways at the North Avenue and Bayberry Lane intersections. The survey limits will extend approximately 10 feet past the edge of road through the project limits. The survey will also include elevations and structure information at the existing stone culvert bridge.

The following data collection activities will be performed:

- Investigate and obtain copies of geodetic control monumentation and rights-of-way mapping.
- Investigate the municipal land records to obtain copies of property maps, deeds and property owner names and addresses per the current Assessor's record.
- Request copies of all available maps and records indicating the location and size of utility lines and facilities.

Control survey activities will be performed as follows:

- Establish a network of horizontal control traverse which will serve as the basis for field survey. This network will be tied to NAD 83. Control points will be referenced by tie distances to nearby features. Traverse lines will be measured in the field using appropriate equipment and procedures so that the resulting error in position closure shall not exceed 1 part in 10,000 for primary control and 1 part in 5,000 for secondary control.
- Establish a network of vertical control tied to NAVD 88. A minimum of two project benchmarks will be permanent in nature and their description and location recorded to facilitate future recovery.

Boundary survey will be performed as follows:

- Locate all recoverable monumentation marking street lines.
- Compile existing rights-of-way and adjacent property boundaries on base mapping based on available maps and recovered monuments and property markers.
- Annotate names of adjacent property owners on base map.

Topographic survey and mapping will be performed within the limits previously described, collecting data regarding the location of existing physical features and representative ground elevations. Field data will be processed, and drafting performed to prepare mapping of the subject area depicting the following physical features:

- Contours of the ground surface at one-foot intervals extending to the survey limits.
- Spot elevations to the nearest 0.01 foot in an appropriate grid along sidewalks, curbs, gutter lines, edges and centerlines of paved roads, and edges of driveways and parking areas within survey limits.
- The horizontal and vertical geometry of the existing retaining walls, including breaks in alignment and grade.
- The locations of structures, steps, fences, and walkways.
- The perimeter of wooded areas and edge of watercourses.
- The location of wetland flags within 20 feet of the edge of road.
- The locations of ditches, channels, existing drainage pipes and culverts.
- The locations of utility poles, light standards, gate valves, utility access holes, and other evidence of utilities.
- The locations of drainage structures. Inverts will be captured for structures with removable grates or covers, unless the structures are silted in. Cleaning structures is excluded.
- The locations of signs and pavement markings.

### **Task 3 – Schematic Design**

The Tasks 1 & 2 analyses will serve as the basis for the schematic design task. We will conduct an alternatives analysis to identify and assess potential intersection improvements to facilitate the identification of the preferred improvements.

1. Conduct alternatives analysis for each intersection to consider the enhanced stop control, traffic signal, and roundabout options. The analysis will include a review of geometric constraints, proposed traffic operations, utility impacts, and relative costs.



2. Prepare a traffic control signal warrant analysis based on the Traffic Control Signal warrants set forth in the Manual on Uniform Traffic Control Devices. Based on the information known at this time we anticipate conducting a warrant assessment for Warrants 1 (8-hour), 2 (4-hour), and 7 (Crash Experience).
3. Because a roundabout at both study intersections is not anticipated, a full geometric concept design is not included. A limited roundabout feasibility determination at both study intersections will include capacity analysis using the Georgia Roundabout Analysis Tool and geometric fitment to define property impacts.
4. Review potential opportunities for pedestrian and bicycle accommodations along Cross Highway within the study area.
5. Prepare high-level conceptual design plans to present design alternatives for the enhanced stop control and signalization intersection improvements and sidewalk and bicycle facility improvements.
6. Meet with Town staff to select preferred alternative to advance to preliminary design.

#### **Task 4 – Preliminary Design**

Preliminary Design will move forward based on the preferred alternative (assumed to be two traffic signals and sidewalks through the project limits) and include the following:

1. Prepare preliminary design set of drawings in accordance with CTDOT Highway Design Manual, CTDOT Traffic Signal Design Manual (as applicable), CTDOT Form 818, and Town standards. We anticipate the Preliminary Design Drawings set will include the following sheets:
  - Cover
  - Legend, General Notes, & Abbreviations
  - Typical Sections
  - Construction Plans
  - Traffic Control Signal Plans – North Street and Bayberry Lane (if necessary)
  - Rectangular Rapid Flashing Beacon Plan
  - Erosion & Sedimentation Control Plans
  - Detail Sheets
2. Develop preliminary Opinion of Probable Construction Costs based on the Preliminary Design documents.
3. Meet with Town staff to review preliminary design plans.

**Task 5 –Permitting & Public Involvement**

Tighe & Bond will prepare permit applications for the Town's review and submittal based on the preliminary design. We anticipate that the project will require the following approvals:

- Town of Westport Planning and Zoning
  - Town of Westport Conservation Commission: Wetlands and Watercourse Permit
  - CTDOT Office of the State Traffic Administration Traffic Signal Permit (if necessary)
1. Tighe & Bond will request pre-application meetings with regulatory review agencies for presentation of project concepts to reviewers and to confirm which approvals are required. We have assumed up to two meetings.
  2. Tighe & Bond will present to Westport Boards and Commissions as part of the permit review process. The Town has requested that Tighe & Bond attend four meetings to support the permitting process.
  3. A public information meeting will be held following preliminary design to present the proposed improvements to the corridor stakeholders and receive their feedback.
  4. Depending on the impacts to adjacent property, meetings with specific stakeholders may be necessary. We have assumed up to two stakeholder-specific meetings will be conducted in support of the public outreach efforts.

**Task 6 – Final Design**

1. Tighe & Bond will advance the project to Final Design documents based on the Town's Preliminary Design review and the permitting process.
2. We will prepare a written response to Town comments received on the Preliminary Design to advise the Town how we incorporated your comments.
3. The Final Design submission will include the Final Design drawings, an updated opinion of probable costs, and Special Provisions. We have assumed that the project will utilize Town of Westport and CTDOT Form 818 technical specifications as the basis of the construction activities and that Special Provisions would supplement the standard specifications.

**Task 7 – Utility Coordination**

1. Tighe & Bond will coordinate with utility companies affected by the project. We will identify potential conflicts between the proposed design and the utilities following the completion of the Preliminary Design submission and provide this information to the Town and the utility companies.
2. One field meeting with utility companies is anticipated. Any follow-up will be performed with the individual utility companies via electronic correspondence or informal virtual meetings.
3. Design files will be sent to utility companies for use in preparing relocation plans.
4. Drawings received from utility companies showing existing and proposed facilities will be incorporated into the contract documents as "For Information Only" plans.

**Task 8 – Bid Phase Services**

1. Tighe & Bond will prepare final contract drawings and special provisions to facilitate the Town bidding the project. We will also compile and prepare "front end" contract documents including bid forms, instructions to bidders, general conditions, supplementary general conditions, and any appendices as may be required to supplement the Town's standard forms. We assume that the Town will provide Tighe & Bond with a recent bid package and all required Town forms to include in the bid manual.
2. During bidding we will answer Contractor questions and prepare and issue addenda, if needed. One addendum is anticipated to be adequate for a project of this size.
3. Following receipt of bids, Tighe & Bond will review and summarize bids submitted and provide a recommendation for award of contract. The bid analysis will consist of reviewing each Contractor's qualifications compared to the contract requirements and reviewing pricing to identify abnormalities.

**Task 9 – Easement Mapping & Documents**

Tighe & Bond will prepare property maps depicting property acquisitions and/or easements for the properties impacted by the proposed improvements. We have assumed 2 maps may be required in our pricing. Street lines, property lines and property ownership will be established as described in Task 2 above.

The Town or its designated representative will be responsible for communicating with the individual property owners, and for executing the property acquisitions shown on the property maps.

**Task 10 – Shop Drawing Review**

Tighe & Bond will review shop drawings, working drawings, and other Contractor submittals required per the contract documents.

**Phase II – Construction Engineering, Survey, and Observation**

As requested by the Town, Tighe & Bond has included the following services in Phase II of this proposal. Recognizing that the construction phase of this project is likely to occur in 2023, we are open to revisiting the scope of services, level of effort, and fee associated with Phase II to align our scope tasks with the Town's needs to support the construction phase of the project.

**Task 11 – Construction Administration**

Tighe & Bond's office staff will provide support for the project during construction. We will review and respond to issues that develop during construction and prepare and provide documentation associated with Contractor Requests for Information (RFI's) and Requests for Change (RFC's).



**Task 12 – Construction Observation**

Tighe & Bond will provide Construction Observation services utilizing qualified staff as required in the RFQ. We understand that all inspection personnel assigned to the project must either be a Licensed Professional Engineer in Connecticut or possess a NICET Level 3 or higher certification in Transportation Engineering Technology / Highway Construction. Our services will include:

- Visual observation of construction operations performed by the Contractor and utility companies
- Coordination with our Licensed Land Surveyor to provide checking of project stakeout
- Coordination of material sampling and testing in conformance with the CTDOT "Construction Manual" by a NIST-NVLAP accredited Testing Agency
- Preparation and certification of construction orders and all partial, monthly, and final pay estimates
- Preparation of "as-built" plans, to be transferred to the Town upon completion of the project

**Task 13 – Construction Survey**

Tighe & Bond will provide horizontal and vertical control for the project utilizing a Connecticut Licensed Land Surveyor. Minimum control elements will include a project baseline referenced to NAD 83 Connecticut State Plane coordinates, and two benchmarks at either end of the project referenced to NAVD 88, Mean Sea Level. This information will be gathered during Phase I – Task 2 and provided on our design plans.

During construction, we will secure the services of a Connecticut Licensed Land Surveyor to provide checking of the project layout staking performed by the Contractor on an as-needed basis.

**Add-Alternate Services**

The following section generally describes additional services that are not part of our base proposal but may be required based on the Town's selection of the preferred improvement plan. These services will not be performed and invoiced without prior written approval from the Town. If the Town desires to include any of these tasks in our proposal, we can amend the Scope of Services and Fee accordingly and provide the Town with an updated proposal.

**Add-Alternate 1 – Wetlands Delineation, Reporting, & Additional Survey for Pedestrian Bridge**

Tighe & Bond will field-delineate wetland resource areas located at the project site and within regulatory setbacks identified in the Town of Westport's Waterway Protection Line Ordinance (WPLO) and Town's Inland Wetlands and Watercourses 100-foot upland review area. Wetlands will be identified, classified, and delineated with consecutively numbered survey tape or pin flags (wetland flags). In addition, a desktop review will be completed to identify and characterize wetland and environmental resource areas adjacent to the site:

We anticipate that the wetland flagging would take place prior to conducting the field survey in Task 2 so that the wetland delineation can be captured during the field work and shown on the project base mapping.

**Add-Alternate 2 – Structural Evaluation of Stone Culvert Bridge**

Tighe & Bond will review previous structural evaluations and perform an updated structural evaluation of the existing stone culvert bridge over Deadman Brook if requested by the Town.

### **Add-Alternate 3 – Design of Standalone Pedestrian Bridge, Hydraulics & Permitting**

The Town may wish to move forward with a standalone pedestrian bridge adjacent the existing stone culvert bridge to provide pedestrian connectivity through the project corridor. This option would seek to span the floodway, but one abutment would touch down in the floodplain fringe south of the crossing, and as a result would require mitigation for lost storage volume and conveyance. Based upon a preliminary review of the topography and floodplain elevations, and the proximity of the driveway to the south, it may not be possible to raise the pedestrian bridge girders to one foot above the base flood elevation. Additionally, because the stone bridge overtops, elevating the pedestrian bridge deck above the roadway deck could adversely impact upstream flood elevations. We expect that a design exception would be required.

The Town's floodplain management requirements stipulate that an applicant must demonstrate that where a project encroaches into the floodplain, applicants are to show that the proposed improvements will not increase base flood elevations along the watercourse. Where any increase in the Base Flood Elevation cannot be confined to Town property, the Town would be required to purchase flooding rights. Channel and/ or hydraulic opening modifications may be required to maintain the existing base flood elevation. If the Base Flood Elevation is increased, a Conditional Letter of Map Revision (CLOMR) would be required to be submitted to FEMA. Our goal would be to minimize impacts to the floodplain such that only minor grading for compensatory storage would be required and to utilize the conveyance shadow of the bridge to make the bridge hydraulics as efficient as possible.

We have assumed that the Town has the hydraulic modeling files for Deadman Brook in electronic HEC-RAS format, which we would use as a starting point for our analysis. We will build upon the model and add additional cross sections, and/or modify existing cross sections to incorporate topography obtained from the project survey to create an existing conditions model of the crossing, then create successive proposed conditions models to evaluate potential bridge abutment and deck configurations.

We assume that we will use the flow rates developed in the Flood Insurance Study for design. We will compare hydrology from other sources to confirm that there are no significant differences which would necessitate design for a higher discharge rate than what is published in the FIS. We will use HEC-RAS to determine the impact of the proposed crossing improvements on the water surface elevation. Furthermore, HEC-RAS will also be used to assess compliance with the Town's floodplain management regulations for compensatory storage and equal conveyance.

Our analysis will also include a scour evaluation for abutment, pressure and contraction scour. The design will be in accordance with HEC-18, and as modified by the CTDOT Drainage Manual for abutment scour (Modified Froehlich Equation). Velocities and flow distributions would be taken from the HEC-RAS model. Similarly, if needed, where revetment stabilization is warranted, we will utilize HEC-23 to evaluate the stability of revetment lining materials. The scour analysis will inform the foundation design of the proposed structure to provide adequate scour countermeasures. Assuming that the pedestrian bridge will be partially funded through a CTDOT funding program, we would need to apply from a Floodplain Management Certification through CTDOT's FMC Memorandum of Understanding process with CTDEEP.

Additionally, the pedestrian bridge work would occur within wetland setback lines and the WPLO regulatory lines established by the Town of Westport, and would require review by the Town's Conservation Commission. The pedestrian bridge work may or may not encroach into wetland areas, which will be determined after a wetlands delineation is performed. Provided that the work directly disturbs wetland areas, additional permitting from the U.S. Army Corps

of Engineers Connecticut General Permit, GP#18 for Watercourse Crossings, and a 401 CTDEEP Water Quality Certification will be required. Depending on the extent of disturbance, the project may be eligible for a Self-Verification Notification or may require approval under the Pre-Construction Notification Process. For the purposes of this Add-Alternate, we have conservatively assumed that the Pre-Construction Notification Process will be required. As part of the UASCE permitting process, a project consultation form will need to be filed with the State Historic Preservation Office and the U.S. Fish and Wildlife Service. CTDEEP's December 2021 Natural Diversity Database Map does not show any species of concern known in the project area.

The design of the standalone pedestrian bridge is assumed to be based on developing the design of a prefabricated structure that would be set on spread footings. The design tasks, while not specifically defined in detail in this Add Alternate would include geotechnical investigations and design, structural design of the bridge abutments on spread footings, and working with the Town and a prefabricated bridge manufacturer to define the aesthetics of the structure. If the Town desires to proceed with the design of a standalone pedestrian bridge, a more detailed scope of services and associated fees will be provided.

## **Assumptions and Excluded Services**

In an effort to provide you with a reasonable fee for the requested services, we have prepared a detailed scope of services based upon our understanding of your needs. In this same regard, the following section describes our assumptions and those services that are not included in our proposal. If these services are desired by the Town of Westport, we will modify our proposal accordingly to meet your needs. Any modifications to the Scope of Services and cost changes that occur following the execution of an agreement shall be by a written change order signed by both parties.

- Improvements to the Cross Highway intersections with North Avenue and Bayberry Lane are assumed to be limited to enhanced stop sign control or installation of new traffic signals. An initial review of the intersection layouts and approximate right-of-way information from the Town of Westport Geographic Information System (GIS) suggests that modern roundabouts would be geometrically challenging and result in significant property impacts requiring partial takes and easements. The feasibility of modern roundabouts further discussed during our interview and our takeaway from the conversation that while the Town has a favorable view of roundabouts, the significant impacts associated with the project intersections would render roundabouts not feasible. Therefore, based on our review and the discussions during the interview design of modern roundabouts is excluded.
- The wetland delineation in Add Alternate 1 is limited to the area immediately adjacent to the stone culvert bridge over Deadman Brook. If the hydraulic studies result in the Town pursuing flood mitigation improvements along Deadman Brook, Tighe & Bond will provide an amendment to provide the additional design and permitting services associated with developing the design documents for those improvements.
- We have assumed that Tighe & Bond will provide the Town with property maps, if required, and the Town will be solely responsible for executing and completing the property acquisition process. We have assumed up to two maps in our proposed fee.
- We have assumed that the limited scope of the sidewalk improvements proposed along
- Illumination design and landscape architecture is excluded.

- We have assumed that the only potential utility relocations involved with this project would involve relocating utility poles and that all utility relocation design would be the responsibility of the facility owner. Tighe & Bond's role is limited to coordinating with affected utility companies to engage them in the project and to obtain their relocation documents for incorporation in the bid documents.
- If tests pits are needed to confirm the locations of existing underground facilities, we have assumed those will be performed by the respective utility companies. Additional field survey for test pits is not included. Locations of existing facilities exposed by test pits shall be captured by the subject utility companies using ties to surveyed features.
- Geotechnical engineering services are excluded.
- Environmental services are excluded.
- Phase II – Construction Engineering, Survey, and Observation estimates scope and fees for the Base Proposal only. Phase II services for the design provided within the Add-Alternates is not included.
- Permits beyond those described in the proposal are excluded. We recommend that Tighe & Bond and the Town meet following the completion of Schematic Design to better define the comprehensive permitting requirements for the project and amend our fee as appropriate. Permit fees are excluded. We assume that permit fees will be paid directly by the Town.
- Additional meetings beyond the number included in the scope of services are excluded.
- Services not explicitly described in the Scope of Services are excluded.

## Fee

Tighe & Bond will perform **Phase I Services** for a lump sum fee of \$180,000, invoiced monthly based on percentage complete. **Phase II Services** can be provided on a time and materials basis, and we have estimated a fee of \$63,700 for those services. In the event that the scope of work is increased for any reason, the lump sum fee to complete the work shall be mutually revised by written amendment. Tighe & Bond anticipates executing an agreement with the Town of Westport based on previously negotiated Terms and Conditions on other recent assignments. If our proposal is acceptable, we will modify a recent agreement to address this project's details and coordinate with the Town Attorney.

For information purposes, the below summary provides the anticipated break out of the project. The summary is presented to give the Town a better understanding of how the project budget was developed. Invoices will be submitted based on the total project fee and not individual line-item budgets. The fees for Add-Alternates are also provided below.

<b>Phase I – Design Development, Permitting and Bidding (Base Proposal)</b>		
1.	Data Collection, Traffic Analysis, & Traffic Study Report	\$18,000
2.	Field Survey	\$21,000
3.	Schematic Design	\$20,000
4.	Preliminary Design	\$48,000
5.	Permitting & Public Involvement	\$22,000
6.	Final Design	\$23,000
7.	Utility Coordination	\$4,000
8.	Bid Phase Services	\$10,000
9.	Easement Mapping & Documents (\$2,000 per map - 2-Maps)	\$4,000
10.	Shop Drawing Review	\$10,000
<b>Total Fee, Phase I (Base Proposal) Total</b>		<b>\$180,000</b>
<b>Phase II - Construction Engineering, Survey, and Observation</b>		
11.	Construction Administration 8 hours/week for 16 weeks at \$150/hour rate	\$19,200
12.	Construction Observation 20 hours/week for 16 weeks at \$125/hour rate	\$40,000
13.	Construction Survey 3 Survey Crew Days at \$1,500	\$4,500
<b>Estimated Fee (Base Proposal), Phase II</b>		<b>\$63,700</b>
<b>Add-Alternate Services</b>		
Add-Alternate 1 – Wetlands Delineation, Reporting, & Additional Survey for Pedestrian Bridge		\$40,000
Add-Alternate 2 – Structural Evaluation of Stone Culvert Bridge		\$10,000
Add-Alternate 3 – Design of Standalone Pedestrian Bridge, Hydraulics, & Permitting		\$13,700





## Schedule

We will commence work on this project upon receipt of an executed proposal (per the Acceptance section below) which we will identify as the formal notice to proceed. We anticipate completing the scope of services described herein within the timeline outlined in the attached schedule and as outlined below:

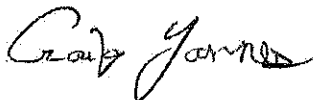
Proposal Acceptance and NTP	September 15, 2022
Traffic Study & Schematic Design	February 15, 2023
Preliminary Design	July 15, 2023
Final Design	January 15, 2024
Construction Contract Solicitation	February/March 2024
Construction Contract NTP	April 2024

The schedule noted above is based on the schedule presented in the original proposal and is contingent on executing an agreement with the Town following the Town securing funding for the assignment. The schedule also assumes accelerated review of project deliverables with timely input from project stakeholders, including the Town, public and private utilities, and permitting agencies. The construction phase of the project is contingent upon the Town identifying construction funding and the timeline for construction is provided for comparative purposes only.

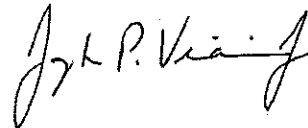
The main person responsible for this effort will be Craig Yannes serving as the Project Manager. Christopher Granatini will represent Tighe & Bond as Project Director. If you have any questions or comments, please do not hesitate to contact us. We look forward to continuing our work with you on this project.

Sincerely,

**TIGHE & BOND, INC.**



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Joseph P. Viamari  
Senior Vice President

Enclosures: Project Schedule

<https://tighebond.sharepoint.com/sites/WestportCrossHighway/Shared Documents/2022-07-15 Cross Highway Fee Proposal.docx>