

**SCOPE OF WORK
FITZGERALD & HALLIDAY, INC.
ROUTE 7 CORRIDOR IMPROVEMENT PLAN
Phase 2**

INTRODUCTION

The purpose of the Route 7 Corridor Improvement Plan is to develop a pro-active plan to address current and long-range travel and community quality of life issues along Route 7 in southwestern Connecticut and to build on opportunities to enhance them. The study effort will focus on Route 7 within the Towns of Danbury, Ridgefield, Redding, and Wilton and does not include completed expressway sections in Norwalk and Danbury. The study area will generally include all of Route 7 as described above in a corridor of approximately 1/2 mile width from the edge of pavement on either side along the roadway. Where cohesive development abuts the roadway, the entire cluster of development may be considered. This interregional study will result in a coordinated land use and transportation system plan for Route 7 from the Norwalk – Wilton Line northerly to the short Expressway portion of Route 7 near I-84 in Danbury.

The focus of the study will be on maximizing the capacity of and improving safety on the existing two-lane cross section of Route 7, while factoring in smart growth planning along the entire roadway and considering transit oriented development (TOD) potential at selected nearby passenger rail stations and key locations. Improvement options for widening the current two-lane section of Route 7 to four lanes will be considered.

A review of issues concerning construction of a parallel Route 7 Expressway will not be included as part of this study. Analysis of transit oriented development (TOD) potential in the immediate vicinity of Cannondale Station will also not be included as part of this study. It is understood that this is a joint project of the Southwestern Regional Planning Agency (SWRPA) and Housatonic Valley Council of Elected Officials (HVCEO) with SWRPA as the lead agency providing direct liaison with Fitzgerald & Halliday, Inc. (FHI) as the FHI Team conducts the study tasks.

SUMMARY OF TASKS

The scope of services is for Phase 2 of this corridor study effort and will include the following tasks:

- Task 1: Project Management and Administration
- Task 2: Technical Committee and Public Involvement
- Task 3: Transit Oriented Development – Concept Development and Refinement
- Task 4: Access Management and Curb Cut Plan

TASK 1: PROJECT MANAGEMENT AND ADMINISTRATION

The FHI Team will provide technical assistance to SWRPA, who will serve as the lead agency for this study and HVCEO, the co-sponsor of this study.

The study will be conducted in a manner to encourage the participation of boards and commissions of the municipalities of Wilton, Ridgefield, Redding, and Danbury, CTDOT, the Norwalk Transit District (WHEELS), the Housatonic Area Regional Transit District (HART), MetroPool, Metro-North, SWRPA, HVCEO, affected property owners, business interests, and the public during this planning process. The Phase 2 efforts will build on the initial Phase 1 efforts and will integrate the appropriate community and agency participation based on the focused areas of study in Phase 2 as detailed in Task 2 below.

The Consultant will organize and maintain paper and digital copies of all project products for future use by the client. FHI will prepare invoices and monthly progress reports addressing work performed on the project (In electronic format only and provided to SWRPA for its use or distribution). These reports will provide a means to evaluate the progress of the project and help ensure the project is kept on schedule.

TASK 2: TECHNICAL COMMITTEE AND PUBLIC INVOLVEMENT

Public involvement will take place at three different levels, which together will provide the opportunity for broad interactive community involvement and in-depth stakeholder participation. The following describes each level of desired public, committee, and institutional involvement that will contribute to the preparation of the plan.

2.A Access Management Advisory Committee

2.A.1 Organization: The Consultant, in conjunction with SWRPA and HVCEO, will identify an Access Management Advisory Committee (AMAC) that will help guide the development of the Access Management and Curb Cut Plan. They may include some members from the Phase 1 Study Technical Advisory Committee (STAC) and will be invited to participate on the AMAC by SWRPA and HVCEO. The Access Management Advisory Committee will consist of municipal representation, representatives from CTDOT, and representatives from area employers, and property owners.

2.A.2 Access Management Advisory Committee Meetings: The Consultant Team will meet with the AMAC two (2) times during the development of the Access Management and Curb Cut Plan to seek input. The meeting agendas will approximately follow the summary below:

- AMAC Meeting #1: Plan development criteria and draft plan presentation and feedback
- AMAC Meeting #2: Review of public comments on draft plan and receive guidance on plan modification for Final Plan

SWRPA and HVCEO will work with the Consultant in scheduling AMAC meetings. The Consultant will notify attendees, develop presentation and handout materials for each meeting, as appropriate, attend and participate in these meetings and develop and distribute meeting summaries (in electronic format only). It is anticipated that most communication between FHI and the AMAC will be conducted via email.

The Consultant will be responsible for informing the AMAC members about these meetings and will develop digital meeting summaries to be utilized in publicizing the results of AMAC meetings on the project website (developed in Phase 1 of this study effort). Feedback from AMC members on study products or process following or in between meetings will be directed to the SWRPA for transmittal to FHI so that responses can be coordinated with SWRPA in an organized fashion. The Consultant Project Manager will serve as the study spokesperson at the direction of the SWRPA project manager, facilitating AMAC and presenting at Public Hearings.

2.B. Technical Meetings: Transit Oriented Development (TOD) Topic-Area Focused Technical Working Meetings: The FHI team will also participate in up to two (2) topic-area focused technical working meetings. The purpose of these meetings will be to assess in more detail some specific technical aspects associated with the development of TOD in the corridor.

Relevant agencies included in these meetings may include HVCEO, SWRPA, CTDOT, CT OPM, WHEELS, HART, Metro-North, and municipal departments. The Consultant will schedule these meetings in consultation with SWRPA and HVCEO. The Consultant will notify attendees, develop presentation and handout materials for each meeting, as appropriate, attend and participate in these meetings, and develop and distribute meeting summaries (in electronic format only).

2.C. Public Informational Meetings

A series of public information meetings (one in each community) will be held with the affected zoning commissions, at which the Consultant will make a presentation of the draft Route 7 Access Management Plan to commission members and the public and answer questions.

The purpose of these informational meetings is to provide an opportunity for residents, property owners, business owners, and public officials to discuss and comment on the recommendations of the draft Access Management Plan.

In preparation for the public hearing, the Consultant shall separate the draft Plan into the four municipal segments affected by the plan and prepare a digital copy and thirty (30) copies of each draft Plan segment in 11"x17" format for distribution to SWRPA, HVCEO, the Access Management Advisory Committee and the four affected zoning commissions.

The Consultant will draft a promotional press release for the four public hearings as well as an informational flyer to publicize the meetings for distribution by the Access Management Advisory Committee. The consultant will not publish meeting summaries or transcripts as this is typically covered by the Planning and Zoning Commissions' secretary.

2.D. MPO Meetings

2.D.1 Organization: The Consultant will work with SWRPA and HVCEO to develop agendas and presentation formats for one SWRMPO and one HVCEO MPO meeting. The meeting with each MPO will include a presentation and discussion of the both phases of the Route 7 Corridor Improvement Plan, prior to MPO consideration for endorsement.

2.D.2 Meetings: The Consultant will attend and present project findings at an MPO meeting for both regions. The Consultant will develop appropriate graphics, presentation materials, and PowerPoint presentations to be utilized during these meetings. The Consultant will facilitate these presentations and discussions and respond to questions.

2.E.2 Project Website: The Consultant will maintain the project website that was developed in Phase 1 of this study effort.

TASK 3: TRANSIT ORIENTED DEVELOPMENT (TOD) CONCEPT DEVELOPMENT AND REFINEMENT

The goal of Task 3 is to expand on the Transit Oriented Development (TOD) concepts that were developed in Phase 1 of this study effort.

3.A Transit Oriented Development (TOD) Potential: The Consultant will review the findings of Phase 1 of this study effort and relevant sections of CTDOT's Danbury Branch Study, and make an assessment of the potential to organize existing and future land and building use patterns to support TOD opportunities in the TOD opportunity areas identified in Phase 1 of this study effort. The Consultant will develop illustrative concept plans and map any additional area(s) where such potential has been identified and has not been recently illustrated.

Steps in this process will include:

1. Development of tabular description of potential land uses, land use mix, density, and organization for each potential TOD site
2. Documentation of assumptions used for each site
3. Review and discussion with SWRPA and HVCEO
4. Upon concurrence, development of draft illustrative concepts of each TOD site
5. One round of review and adjustments to the illustrative concepts
6. Draft and final TOD concept technical memorandum OR PowerPoint presentation for SWRPA and HVCEO future use.

It is assumed that up to four (4) TOD sites will be examined. The illustrative plans will be supplemented with a tabular listing of order-of-magnitude use by percentage for each land use type recommended for inclusion in the TOD area. They will also be accompanied by a written description of the assumptions used in crafting the concepts and assumed necessary for their implementation such as aggregation of parcels or location of potential station locations. In addition, the illustrative concepts will indicate:

- General pattern of land use and organization
- Proposed land use mix, density, scale (height/bulk)
- Pedestrian access/desire lines
- Bicycle access/desire lines
- Potential locales for public spaces/parks
- Potential locations for public parking
- Potential locales/linkages for intermodal connections
- Identification of major vehicle access locations
- Generalized streetscape treatments (i.e. trees, sidewalks)

Up to two illustrative concept plans for each TOD site will be developed. This is anticipated to include a two-dimensional conceptual site layout and one representative rendering,

Special Plan Emphasis Area at Branchville and Wilton Stations: In addition to TOD analysis, the Consultant will prepare an estimate of trip generation and define access needs for Route 7 and adjacent local roadways relative to the Branchville and Wilton Stations on the Danbury Branch Line.

The Consultant will then define site access and parking needs for the Branchville and Wilton Stations, unless products generated as part of the Danbury Branch Study are available and deemed suitable for use by SWRPA and HVCEO. Available planning materials will be consulted on these issues. Level of service for the forecast year shall be shown with and without recommended roadway improvements. Recommended roadway access and capacity improvements to stations will be illustrated on maps.

For each location, a preliminary layout for a transportation center including parking garage footprint, if warranted from the parking analysis, is to be prepared. This will include a two-dimensional conceptual site layout, up to 2 renderings, evaluation of the expected level and type of usage, diagrams of potential internal circulation patterns, parking layout, and order-of-magnitude construction cost estimates. Note that the 2002 Branchville and Wilton Plans presented preliminary sketches of their proposed garages and that the purpose of this task is to undertake more detailing, and possible revision, to these concepts so that they can proceed towards preliminary design. The goal is to determine the potential for multi-modal transportation centers as development nodes and to integrate of all travel modes at train stations.

Special Plan Emphasis Area at Georgetown Station: The Consultant will review estimated trip generation and proposed access needs for Route 7 and adjacent local roadways relative to the proposed Georgetown Station on the Danbury Branch Line based on information to be provided by Georgetown Land Development Company, LLC. It should be noted that this area has been studied extensively and that significant design detail, market feasibility, access, train station design, and off-site mitigation requirements are already available for this site. As such, the plans for this site will be documented and summarized, yet alternative development schemes will not be developed.

Special Plan Emphasis Area at I.park: In addition to TOD analysis, the Consultant will prepare an estimate of trip generation and define access needs

for Route 7 and adjacent local roadways relative to the I. park complex located at the Wilton/Norwalk border on Route 7. The Consultant will then define site access and parking needs for a potential rail station located at I.park. Available planning materials will be consulted on these issues.

A preliminary layout for a transportation center including parking garage footprint, if warranted from the parking analysis, is to be prepared. This will include a two-dimensional conceptual site layout, up to 2 renderings, evaluation of the expected level and type of usage, and order-of-magnitude cost estimates.

FHI will include a list of implementation action items supportive of encouraging sustainable TOD in the identified locales. This may include (but may not be limited to);

- Supportive zoning language and modifications to public policy
- Opportunities for public-private partnerships
- Marketing strategies
- Public investment strategies – such as for transportation infrastructure
- Development incentive programs

Sample design guidelines for TOD will be included as an appendix to the TOD technical memorandum, if drafted, or as a supplement to the Phase 1 study report.

TASK 4: ROUTE 7 CORRIDOR: ACCESS MANAGEMENT AND CURB CUT PLANS

Plan Purpose

An Access Management and Curb Cut Plan will be updated for the segment of Route 7 extending from the Norwalk - Wilton Line north to Miry Brook Road near the Route 7 Expressway in Danbury. The Plan will affect portions of Wilton, Redding, Ridgefield and Danbury.

The purpose of the Access Management Plan is to provide guidance to municipalities for the regulation of access to property fronting on Route 7, in a manner that supports the recommendations of the Route 7 Corridor Transportation Improvement and Management Plan.

The municipalities affected by this plan will encourage applicants seeking zoning approvals to consult the plan as they prepare site layouts for development. In addition, municipal zoning commissions will use the plan's recommendations as a guide to making decisions about the adequacy of driveway configurations shown on site development applications during the course of the formal zoning process.

Plan Product

The Route 7 Access Management Plan will provide a written narrative and a mapped conceptual arrangement of curb cuts/driveways. The Access Management Plan will recommend, where needed, improvements to the existing arrangement of driveways along Route 7, propose recommendations for the location of future driveways that may be required to serve currently undeveloped and underdeveloped properties, and where appropriate, propose the internal interconnection of adjacent properties, indicating municipal preferences for access patterns. The plan will also recommend general changes to the zoning regulations in each municipality to enhance access management through the local development approval process.

The final Access Management Plan document will be divided in four segments, one for each of the four municipalities affected by the Plan. This format will facilitate the review and adoption of the Plan by affected municipalities.

Plan Development Process

4.A Access Management Advisory Committee

As presented in Task 2, SWRPA and the HVCEO will create the Access Management Advisory Committee (AMAC) for the preparation of the Access Management Plan. The Access Management Advisory Committee will advise SWRPA and HVCEO during the preparation of the Access Management Plan by the Consultant, including the identification of issues of local concern, review and comment on plan development

criteria, recommendations, and participate in the public presentations of the Route 7 Access Management Plan.

4.B Identification of Plan Development Criteria

At the initiation of this study the Consultant shall propose, for the Access Management Advisory Committee's review, the design criteria to be used in the development of the Access Management Plan. Criteria will be developed to respond to the differing characteristics of highway segments within the study area.

Design criteria shall, at a minimum, consider the following influencing factors: the functional classification of the roadway segment analyzed; posted speed limits; sight distances; parcel zoning to establish the resulting type and volume of traffic that may require access; and local, regional, and state transportation plans affecting the roadway.

4.C DATA COLLECTION AND INFORMATION PREPARATION

The purpose of this task is to develop a body of information to support the preparation of the parcel-based Route 7 Access Management Plan.

4.C.1 Review Traffic Studies:

The Consultant will coordinate with the affected municipalities, the State Traffic Commission, CTDOT staff in their Newington and District offices, and SWRPA and HVCEO staff, to review completed traffic analyses, safety data, and transportation improvement recommendations relevant to the Route 7 study area. Most of this information will be available from the completed portions of the Route 7 Improvement Plan.

4.C.2 Collection/Preparation of Pertinent Study Resource Information:

The Consultant shall secure, review, develop, and incorporate the following information into the data base used in the preparation of the Route 7 Access Management Plan:

- Digital parcel base map of properties accessed from Route 7;
- The latest aerial photos available for the area taken at a scale suitable for base mapping at 1"=100';
- Identification and annotation of building uses on the base map of the Plan;
- Available public road right-of-way plans;
- Pavement width and roadway striping in the study corridor;
- Existing, historical, and projected traffic volumes (ADTs) that may be available from CTDOT, HVCEO, SWRPA and the towns;
- CTDOT and municipal crash experience data for the most recent five year period including any TASR and SLOSS locations;
- Speed percentile data available from CTDOT and/or municipal police departments; and other speed/traffic studies the municipalities may supply;

- Identification of pedestrian and bicycle facilities within the study corridor;
- Available planning and engineering studies affecting traffic conditions within the study corridor;
- Planned or programmed roadway improvements within the study corridor;
- Zoning ordinances and subdivision and town driveway regulations;
- Available municipal zoning maps;
- State encroachment permit requirements for the study corridor;
- Available municipal plans of conservation and development;
- Currently approved and/or proposed developments within the study corridor,
- CT OPM, CT DECD and other state agency policies, programs, studies, and planning documents.

4.D Assessment of Existing Corridor Conditions Relative to the Study

4.D.1 Driveway and curb cut inventory:

The Consultant will prepare detailed mapping of existing driveways including any programmed new driveways as shown on approved site plans but not yet constructed. This will be accomplished with a combination of review of aerial mapping, discussion with each municipal planning and zoning office, and field verification. This mapping will be used as the base map for the curb cut management plan and will be shown on aerial mapping.

4.D.2 Assessment of Highway Safety:

The Consultant will review the latest available Traffic Accident Surveillance Report (TASR) and Suggested List of Surveillance Study Sites (SLOSSS) from CTDOT and will review the latest three-year history of accident records for Route 7 to assess accident patterns as they might affect the preparation of the Access Management Plan. Most of this information will be available from the completed portions of the Route 7 Corridor Improvement Plan.

4.D.3 Assessment of Highway Operations:

The Consultant shall review the relevant materials contained in the completed portions of the Route 7 Corridor Improvement Plan and make additional field investigations of traffic patterns and traffic queuing conditions as they may affect the preparation of the Access Management Plan.

4.D.4 Roadway Deficiency Issues:

The Consultant shall review the relevant materials contained in the completed portions of the Route 7 Corridor Improvement Plan and make additional field investigations of areas with poor horizontal and vertical alignments, poor intersection geometry, sight distance restrictions, and other conditions as they may impact curb cut and access management recommendations for properties within the study area.

4.D.5 Pedestrian and Bicycle Issues

The Consultant shall review the relevant materials contained in the completed portions of the Route 7 Corridor Improvement Plan and make additional field investigations of pedestrian and bicycle conditions where needed for the preparation of the Access Management Plan.

4.D.6 Landscape and Other Physical Features:

The Consultant will comment on recommended landscape treatments and other physical features recommended in the Route 7 Corridor Improvement Plan as they may affect curb cuts and access management recommendations within the study area.

4.D.7 Overview of Existing Operational Conditions:

The Consultant will prepare a descriptive overview and accompanying map of existing conditions within the study area relative to the preparation of the Access Management Plan. This analysis shall identify the characteristics of highway segments and the corresponding criteria to govern curb cut and access management recommendations for those segments.

4.D.8 Overview of Existing Zoning Language for Access Management:

The Consultant will prepare a descriptive overview of the zoning language relative to access management within the zoning regulations of each of the four corridor municipalities. This analysis shall identify strengths and weaknesses of the regulations for controlling the location, spacing, and design of access points onto Route 7.

4.E Prepare Draft Access Management Plan: Elements of the Plan

The Consultant will provide a mapped conceptual planning arrangement of driveways, and where appropriate, the internal interconnection of adjacent properties. The Consultant will use a report and mapping format approved by HVCEO and SWRPA.

It can be anticipated that Access Management Plan maps and diagrams will be drawn on 11"x17" sheets at a scale of 1"=100'. CTDOT's latest aerial photos (or other aerial photos approved by HVCEO/SWRPA) will be used as the base, upon which the Access Management Plans will be drawn. The Consultant shall obtain from CTDOT the most recent mapping of lane configuration and curb lines for those portions of Route 7 affected by widening projects and use the information developed for the Route 7 Corridor Improvement Plan for the balance of the study area. This information shall be overlaid onto the aerial base map. The Plan maps will include digitally mapped parcel boundary information available from the affected municipalities.

The Plan will include a text description of recommendations that follow the geographic order of the affected highways from South to North, describing the objectives for curb cut and access management in the Study corridor. Text recommendations will include general recommendations for enhancements to local zoning to strengthen access

management and be complemented with map drawings containing supplementary text annotations that provide a visual description of plan recommendations.

4.E.1 Prepare, Present, and Discuss the Draft Plan:

The Consultant will prepare a draft of the Route 7 Access Management Plan and Executive Summary for distribution to the Access Management Committee in 11"x17" format for review. A digital copy plus twelve (12) paper copies shall be provided to SWRPA and HVCEO.

The Consultant will organize a meeting of the Access Management Advisory Committee (AMAC Meeting #1) to review the plan development criteria used and to discuss the draft Plan recommendations. Following this meeting, the Consultant will make revisions to the draft Plan and Executive Summary, as may be requested by the Access Management Committee, and prepare an updated draft to be used for a Public Information Meeting on the draft Plan with the Consultant's participation.

4.F. Public Information Meetings

4.F.1 Public Information Meetings:

The intent of this access management planning product is for its eventual incorporation into the zoning ordinances of the four municipalities included in the study. To that end, a series of public information meetings (one in each community) will be held with the affected zoning commissions, at which the Consultant will make a presentation of the draft Route 7 Access Management Plan to commission members and the public and answer questions.

The purpose of these informational meetings is to provide an opportunity for residents, property owners, business owners, and public officials to discuss and comment on the recommendations of the draft Access Management Plan.

In preparation for the public hearing, the Consultant shall separate the draft Plan into the four municipal segments affected by the plan and prepare a digital copy and thirty (30) copies of each draft Plan segment in 11"x17" format for distribution to SWRPA, HVCEO, the Access Management Committee and the four affected zoning commissions.

The Consultant will draft a promotional press release for the four public hearings as well as an informational flyer to publicize the meetings for distribution by the Access Management Advisory Committee.

4.F.2 Access Management Advisory Committee Follow-up Meeting:

Following the four public hearings, the Consultant will meet with the Access Management Advisory Committee (AMAC Meeting #2) to discuss the comments

received at the public information meetings and identify changes to be made to the Access Management Plan prior to the Consultant's preparation of the Final Draft Plan.

4.G Preparation of the Final Plan

4.G.1 Prepare, Present, and Discuss Draft Final Report:

The Consultant will prepare the Draft Final Report of the Route 7 Access Management Plan and Executive Summary and present it to the Access Management Advisory Committee for review and discussion.

4.G.2 Prepare Final Report:

Following this meeting of the Access Management Advisory Committee, the Consultant will make requested revisions and prepare the final report of the Route 7 Access Management Plan and Executive Summary.

The final report will consist of an Executive Summary, an overview introduction and four separate sections for the Wilton, Redding, Ridgefield, and Danbury portions of the Route 7 study area. The overview will be written to link the purpose of this plan to the implementation of the Route 7 Corridor Improvement Plan.

4.H. Deliverables:

The Consultant shall prepare 40 printed copies of the final report in 11x17" format. The final report will also be provided to HVCEO and SWRPA in Adobe .pdf format, in "press quality" and "smallest file size," for printing in both 11"x17" and 8.5"x11" size. These latter resources will be utilized by HVCEO and SWRPA for printing additional copies as needed and for posting of the report on their respective web sites.

The report and report graphics used in the preparation of the final report will also be provided to HVCEO and SWRPA in their native digital file format.