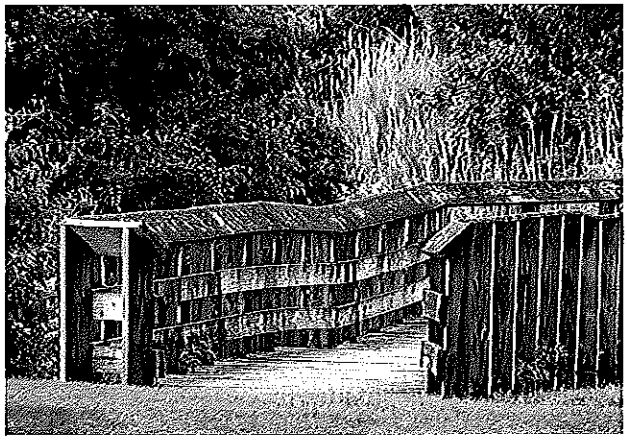
Request for Proposals 16683-Planning/Design & Implementation of Northern Section of Bluff Point to Preston Tri-Town Trail

Ledyard, Connecticut

March 18, 2014



LANDSCAPE ARCHITECTURE
KENT+FROST
1 HIGH STREET MYSTIC, CT 06355

STADIA ENGINEERING ASSOCIATES, INC.
ENGINEERS · ENVIRONMENTAL PLANNERS · SURVEYORS
516 Vauxhall Street • Suite 103 • New London, Connecticut 06320
Phone: (860) 237-4773 Web: www.stadiaeng.com

LANDSCAPE
KENT+
FROST
ARCHITECTURE
1 HIGH STREET
MYSTIC, CT 06355
860.572.0784
kentfrost.com

Brian Kent, PLA
Chad Frost, PLA

Landscape Architecture
Urban Planning
Sustainable Design
Project Management

March 19, 2014

Mayor John Rodolico
Mayor, Town of Ledyard
741 Colonel Ledyard Highway
Ledyard, CT 06339

Letter of Transmittal for: RFP – Planning/Design & Implementation of Northern Section of Bluff Point to Preston Tri-Town Trail

Dear Mr. Mayor,

With great interest the team of Kent + Frost Landscape Architecture presents Qualifications for this RFP. The project has exceptional value to all residents of Ledyard and is deserving of careful planning and wise investment. We have assembled a team that will meet this objective.

Kent + Frost is a Mystic based landscape architectural practice with expertise in a wide spectrum of planning, design and project management. As you are aware, we are currently designing the new Ledyard Police facility, recently completed the Ledyard Town Green Improvements, and developed the Master Plan for the Tri-Town Trail. We are currently providing planning and design services to the Mystic Seaport Museum for a major expansion, the Town of Chester for a Central District Master Plan, and the City of Middletown for a Bike and Pedestrian Master Plan. We are also partnering with the UCONN Community Research and Design Collaborative on a Connecticut Office of the Arts, Creative Placemaking Grant for New London's Riverside Park.

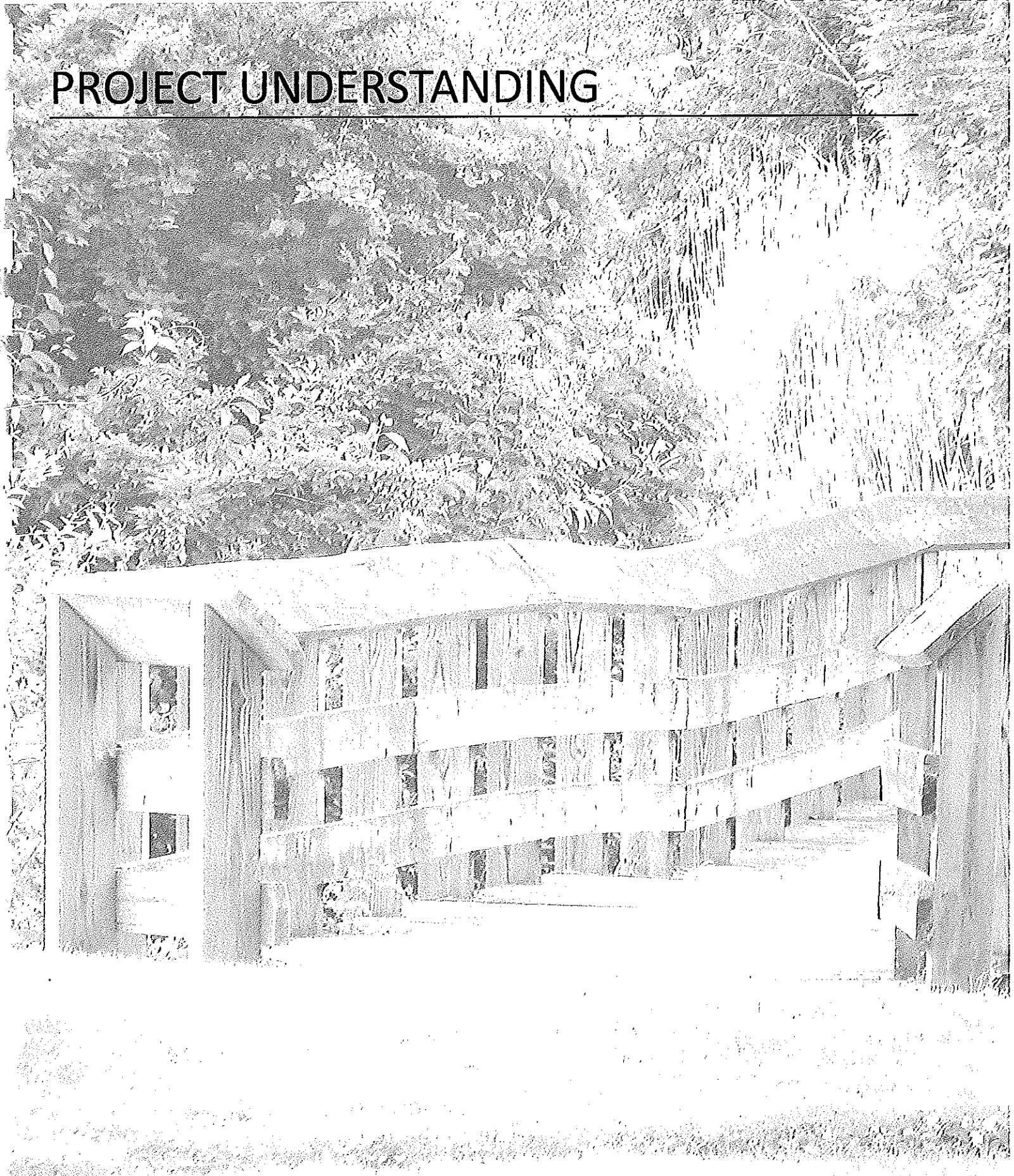
The K+F team presents unique qualifications for this project. We have recent and relevant experience on this project and in this community. We are passionate about the completion of the Tri-Town Trail, and have spent countless hours designing, planning and advocating for it. Our local presence will allow us to spend more time on-site, meeting abutters, assessing conditions and ensuring that trail alignments fit the landscape and avoid unnecessary permitting and construction barriers. Our familiarity with local and state permitting requirements will ensure that our design work is targeted towards a smooth permitting process. We will provide a high level of service that ensures a successful project.

I look forward to an opportunity to discuss our proposal in more detail and to answer any questions about how our team can be of service to Ledyard.

Sincerely,

Chad Frost, Principlal

PROJECT UNDERSTANDING

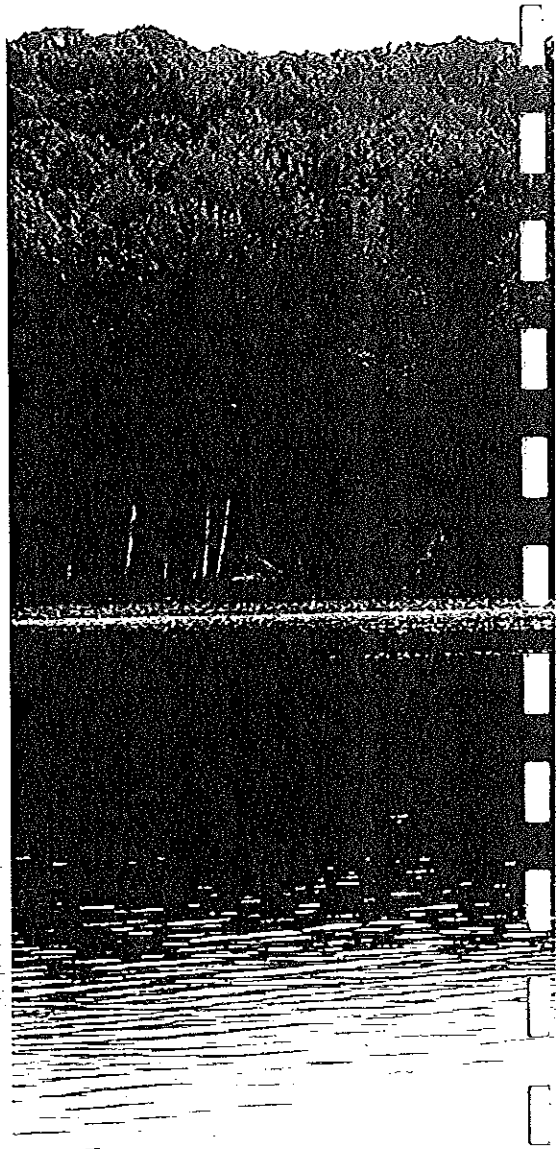


PROJECT UNDERSTANDING

The Tri-Town Trail, when complete, has the potential to change the recreational and alternative transportation paradigm in southeastern Connecticut. The northern section, as the first area of development, has to be completed very carefully and successfully to continue the momentum forward for the rest of the trail.

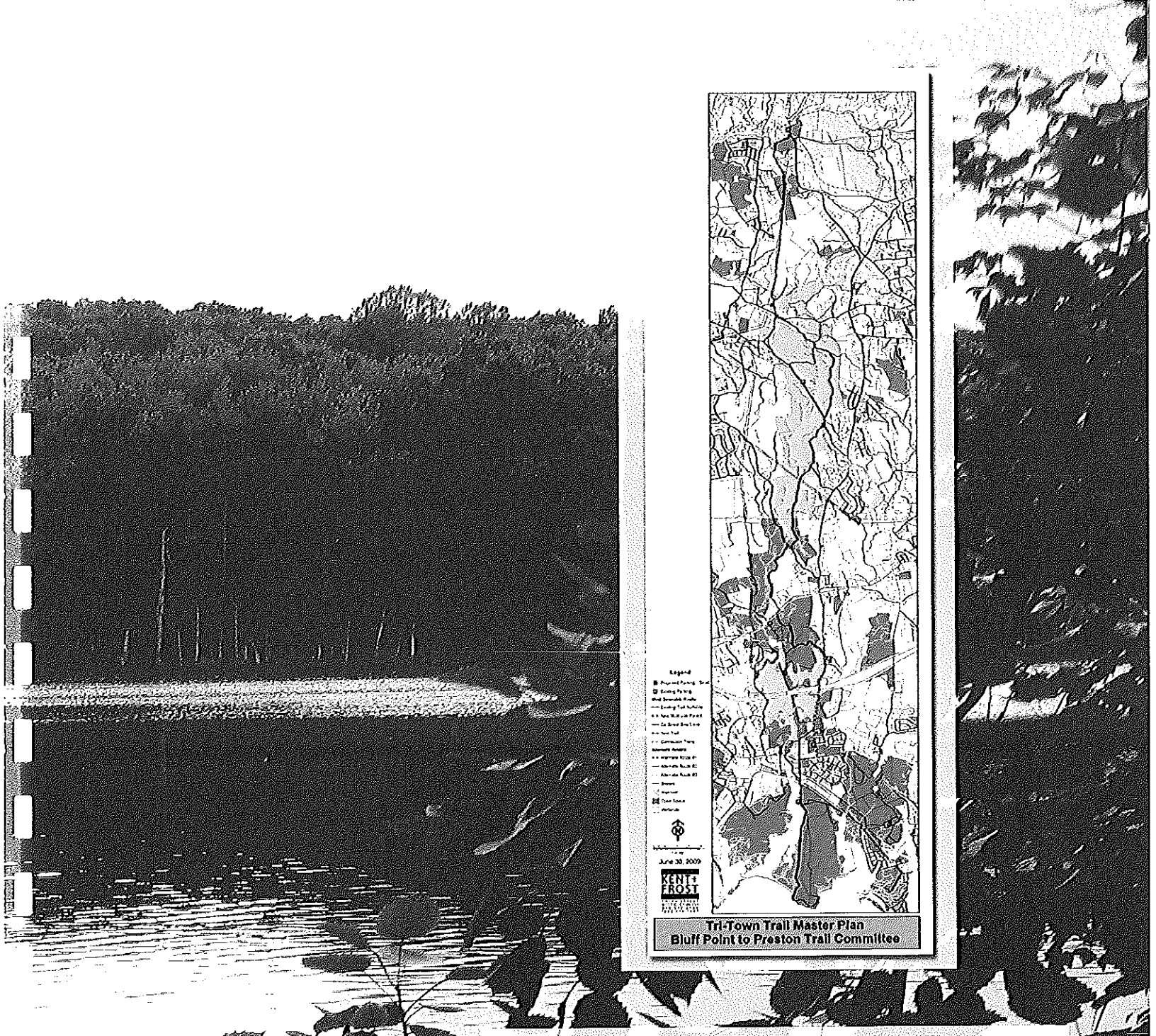
Project Scope: We understand that the northern section is the least developed area of the trail, however it also has the greatest number of individual landowners that the Town will need cooperation from in order to make the trail a reality.

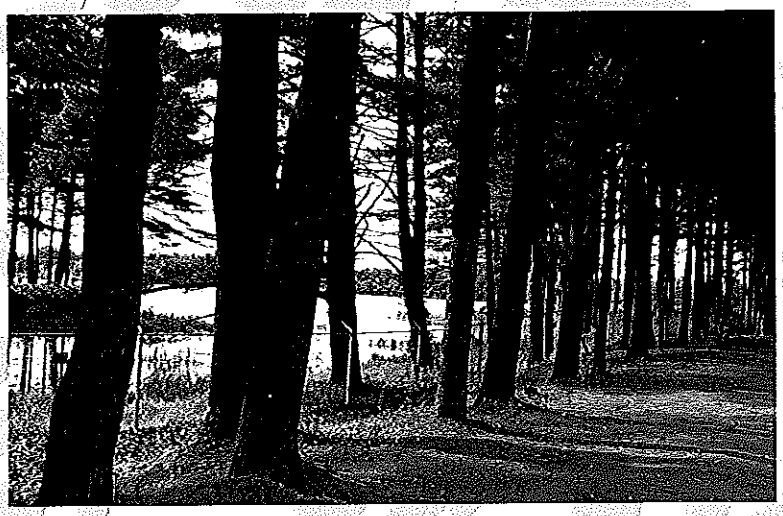
Much of the properties identified for the trail alignment are relatively undisturbed from its earlier agricultural use. Some of the Town owned land is still farmed, natural succession has replaced fields with forest in some areas, but some open meadows remain. The northern section starts low, amidst wetlands that will need great finesse to elegantly insert the trail without causing environmental degradation. The trail corridor then rises into a rocky upland typical of surrounding terrain before descending back to a lower elevation at route 214. This corridor utilizes the natural north/south valley, which is quite scenic and due to its lack of development, feels very remote even though developed areas are within a half miles from all sides. As the trail moves south, coordination with landowners becomes paramount. It is known that one landowner whose property was identified as a possible path has outright rejected the idea, and a new alignment possibly meaning additional landowners will have to be found.



We understand that the fully developed trail system should accommodate the full spectrum of users while avoiding unnecessary environmental impacts. We will design for ADA access, but as you will see in our approach, we are suggesting a phased implementation, that will allow for access sooner rather than later, and will accommodate full development in the future.

The proposed project will provide for development of an improved trail network within the region. Our understanding of the area's historical and current context will enable development of a plan that accounts for current funding, appropriate future uses, and connections to off-site trail networks.



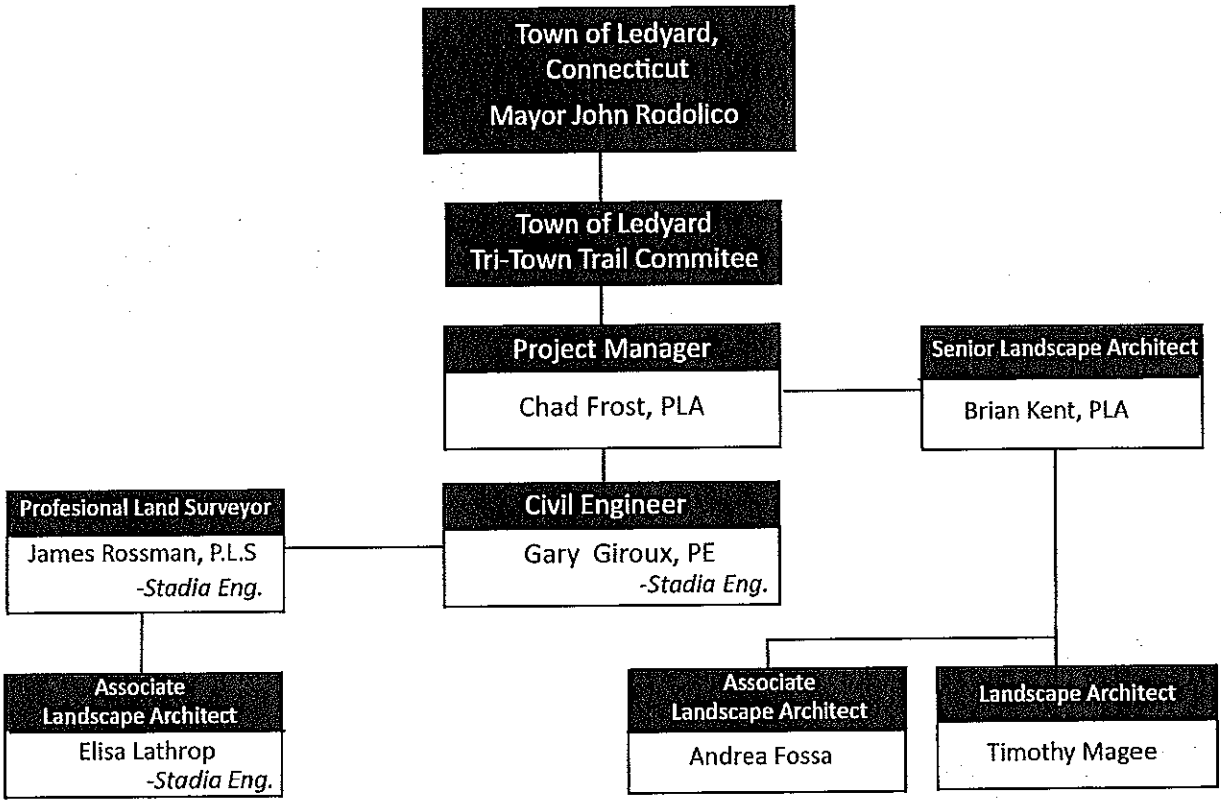


LANDSCAPE ARCHITECTURE KENT + FROST URBAN PLANNING

PROJECT APPROACH

PROJECT APPROACH

The Kent + Frost team has tailored its approach specifically to meet the needs of this project. K+F is very aware of the strong desire of members of the Tri-Town Trail Committee, the public and the Town to see actual improvements on the ground. The grant funding this design project is the first large source of funding for the Trail, and although the grant was written as "pre-construction activities", K+F has made every effort possible to streamline the process, in the hope that unutilized funds from this grant may be used to start some level of construction. The team composition, including Ledyard's role as Project Owner is shown below:



Scope of Services

This **Scope of Services** has been prepared to reflect the issues and unique needs of the project:

Phase 1 – Alignment Definition

- Task 1- Project Startup & Data Collection- Base Map
- Task 2- Suitability Analysis
- Task 3- Stakeholder & Neighbor Input- Participation Map
- Task 4- Wetlands Identification and location
- Task 5- Historical and Environmental Assessment
- Task 6- Conceptual Designs
- Task 7- Finalized Centerline Design

PROJECT APPROACH

Phase 2 – Easements & Stakeout

- Task 8- Individual Easement Documentation
- Task 9- Stakeout Centerline of Trail

Phase 3 – Permitting & CD's

- Task 10- Individual Easement Documentation
- Task 11- Stakeout Centerline of Trail
- Task 12- Construction Documents
- Task 13- Bidding & Construction Phase Services

Brian interviewing trail users

Task 1- Project Startup & Data Collection

Following contract approval, the K+F team will conduct a Project Start-up meeting with the Project Committee to establish project goals and objectives, confirm the schedule and fine-tune the level of stakeholder input. Project leadership, day to day management and chain of communication will be finalized.

1. **Data Collection**

   K+F will review all relevant data to be provided by the Town:

   - Current public & stakeholder input (if applicable)
   - Paper and/or digital (CAD) versions of existing surveys & GIS
   - Zoning & other Town regulations
   - Additional information to be determined

   This information is important for planning accuracy and to complement our team's understanding of the project area, its context, and the stakeholders it will impact.

Site Inventory

2. **Site Inventory**

   The K+F team will document all existing conditions both natural and man-made through a review of pre-existing data, site inspection and inventory of relevant features including:

   - Existing infrastructure: utilities, signage, parking & trails
   - Natural features such as topography, hydrology & vegetation
   - Aesthetic resources such as views & landform character
   - Historical resources

   Deliverable: Existing Conditions Report

3. **Base Map**

   The K+F team will compile a base map from all existing documentation. This base map will be suitable for trail planning, design, easements and construction, however it should be noted that due to the size of the area, a full A2-T2 survey of the entire corridor will not be included at this time.

   Deliverable: Existing Conditions Base Map

PROJECT APPROACH

Task 2- Suitability Analysis

Suitability means that certain elements suggested by the Town and/or Stakeholders may not be feasible or must be modified due to constraints like cost or regulations. Suitability also means that the best possible fit between project program and site can be outlined before time and resources are invested in planning and design. The result of this exercise will be a concise analysis of the project's viability as envisioned.

Deliverable: Suitability Report

Task 3- Stakeholder & Neighbor Input

The K+F team believes that effective planning and design is reinforced and legitimized by stakeholder and community input. Close interaction with the Town and key stakeholders is essential for the confirmation of project goals and outcomes. This project will have a direct impact on landowners within the corridor, their participation is essential. K+F proposes to have multiple landowner meetings to ascertain their participation and support. We would suggest these meetings be a variety of day/evening and group/ private settings, and will determine the appropriate method of stakeholder interaction through discussions with the Town.

Task 4 – Wetland Identification and Location

The proposed trail takes advantage of the natural corridor with the least amount of topographical change by occupying the valley, however this also means that the location will have more wetlands to contend with. The wetlands on both the north and south ends of this section of trail are fairly significant, and will take careful work to integrate the trail. To that end, our team plans to spend several days, walking various route options and identifying the wetland impacts at the beginning of the design process.

Task 5 – Historical and Environmental Assessment

The K+F team will utilize known State databases to evaluate the potential impacts on Historical, Cultural and Environmental resources. The team will utilize the assessments to influence the design to keep any potential impacts to an absolute minimum. At the conclusion of the design process the team will provide required letters from the Natural Diversity Database, and the State Historic Preservation Office for compliance.

Task 6 – Conceptual Design

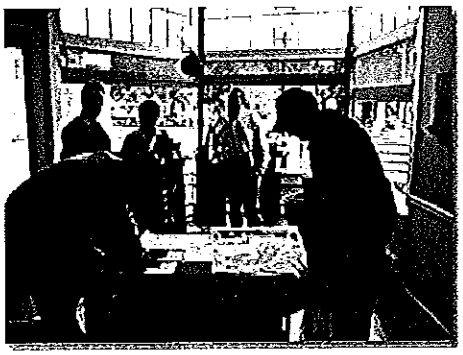
The Conceptual Design phase is where creative output is overlaid on the analytical steps that precede it. The physical configuration of Program Elements takes form within the framework of suitability in a variety of design options. K+F will explore these options as influenced by constraints and opportunities that reinforce the Project's economic feasibility and Sense of Place.

Our approach to trail layout involves use of a combination of data including: existing aerial photography/GIS data, new on-site assessment, GPS data collection and conceptual CAD design.

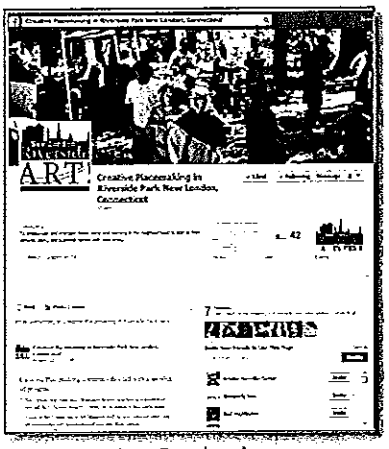
Newly collected data (including Site Inventory GPS) will be combined with existing mapping to generate an updated base trail network drawing where potential trail alignments scenarios will be created. The alternative trail alignments will be taken back to the field utilizing the survey-grade

Project Stakeholder Meeting, Jewett City Main Street Plan

Facebook community meeting invitation



Meeting with a business owner at their store. Chester Village Center Master Plan



Project Facebook page

PROJECT APPROACH

GPS to gage their impacts on criteria such as topography, soils and hydrology, vegetation, historical and visual resources. Each concept alternative we present to the Town will thus be ground proofed for viability. Our team's local presence will ensure thorough site assessment and realistic concept alternatives.

Throughout the conceptual design process the K+F team will consider and evaluate opportunities to incorporate principles of sustainability that reduce storm water runoff, energy consumption, and utilize recycled and local materials.

K+F will prepare options that stand up to the test of suitability, cost and sustainability. The most acceptable options will be formalized in a set of drawings and reviewed with the Town and stakeholders for input. The outcome of this review will be a preferred Concept Plan Alternative.

Deliverables: Each viable concept alternative will be graphically represented with annotated plans in paper and digital formats.

Task 7 – Finalized Centerline Design

The preferred concept (or hybrid of more than one) will be fully elaborated and presented to the Town and stakeholders as the Finalized Design Plan. This plan will also be the culmination of all of the neighboring property owner negotiations. The plan will graphically articulate the necessary easements on each individual property where one is required. Thus, each landowner will fully understand the potential impacts to his/her property. This plan will contain at a minimum these specific components:

- Trail Layout
- Typical Trail Design Elements
- Signage/Wayfinding
- Cost Estimate

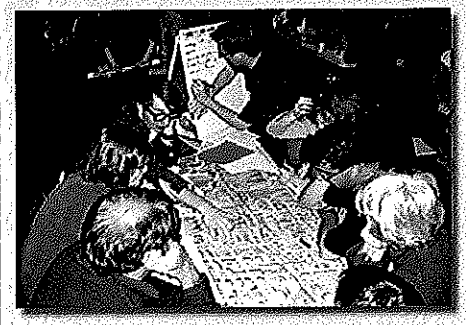
Cost Estimation

The K+F team considers cost implications at all steps of the planning process. The integrity of decisions made during Preliminary Design depends on accurate cost estimating.

Deliverables: Full sized color drawings (plus b&w copies suitable for reproduction) and Cost Estimate organized on standard CSI categories and detail. All documents will be submitted in paper and digital format.

Phase 2 – Easements & Stakeout

The K+F team has been working towards making this trail a reality since 2008. Additionally we've been involved with the proposals for the Groton section going back nearly 15 years. We understand how deeply citizens and Committee members want to see improvements on the ground. Because of that understanding, we are proposing to stake out the entire centerline of the approved trail, so that the alignment and corridor are marked on the ground. Once staked, volunteers (and paid crews if funds allow) could begin to create a rustic, natural surface trail. This would get people using, engaging, and supporting the trail without having to wait for large sums of money to build a fully designed trail.



Planning Workshop

On-site evaluation of Concept Designs.

Public Presentation of Village Center Plan. Chester, Ct.

PROJECT APPROACH

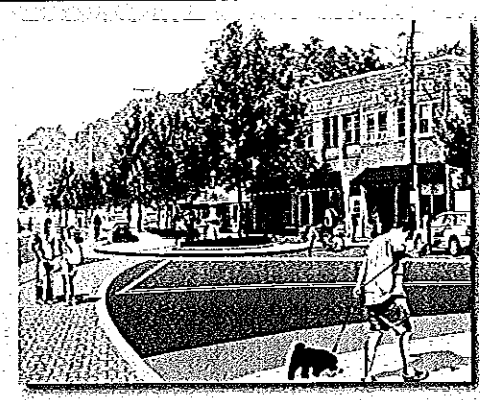
Task 8 – Individual Easement Documentation

Although the proposed trail utilizes two Town owned properties, much of the proposed trail will be within easements on private property. Our team's familiarity with the landowners to date will allow us to continue at a faster and more efficient rate. Throughout our successful explanation/negotiation with landowners, our team will planimetrically show each individual land owner the potential impacts to their property. Upon Town and landowner approval, the K+F team will complete the necessary easements, based on centerline layouts, for each property effected.

Task 9 – Stakeout Centerline of Trail

Upon Town and Landowner approval, the K+F team will stakeout the entire centerline of the proposed trail. This will provide "on the ground" delineation for people to start using the trail, and crews to start improving it. Additionally, the K+F team will provide 1000 aluminum trail identification tags, complete with trail name and logo, to

Public Presentation, Chester.



Hodges Square Streetscape Visualization

Phase 3 – Permitting and CD's

Once the trail has been aligned and approved, the K+F team will proceed into permitting and construction documents for whatever portion(s) of the trail the Town and Committee deem necessary. Because a natural surface, mostly volunteer built trail might be acceptable for the foreseeable future, our team would be flexible to design, permit, and provide construction documents for only what is deemed necessary in the near future. This option could allow for more of the funds of this grant to go to actual trail improvements instead of plans that might not be able to be constructed for several years.

Task 10 – Permitting Documents

For the determined areas/amenities the K+F team will create drawings, details and specifications necessary for the required approvals and permits.

Task 11 – Permitting Process

Applications and relevant documents will be submitted to local and state agencies for permit approvals. The K+F team will attend meetings and public hearings necessary to achieve approvals.

Task 11 – Permitting Process

After close coordination with the Town, a complete set of biddable CD's will be prepared for the Project Area(s). The exact scope of work will reflect priorities set after review of the Preliminary Design and reflect budget and funding commitments. The K+F team uses industry standards for cost estimation in addition to actual construction cost information from recent and ongoing area projects.

CD's will include full project detailing with sections based on project categories and contain at a minimum: plans and profile views, cross-sections, details, notes and technical specifications. All CD's will be submitted to the Town for review at the semi-final stage.

PROJECT APPROACH

Task 13 – Bidding & Construction Phase Services

The K+F team will provide comprehensive services ensuring a predictable project outcome that concludes on time and within budget. We will review and evaluate bids, including a detailed analysis of the three lowest bids.

Construction services will include at a minimum: interpretations, job meetings, site inspections, review of materials testing, and payment request reviews.

Storrs Center Town Square.
begins construction- December 2013

Fee Proposal

Kent + Frost Landscape Architecture proposes the following lump sum and percentage based fee for the work described within this RFP.

Itemized Breakdown

Phase 1 - Alignment Definition

Task 1	Project Startup / Data Collection / Base Map	$ 6,700.00
Task 2	Suitability Analysis	$ 3,200.00
Task 3	Stakeholder & Neighbor Input	$ 9,500.00
Task 4	Wetlands Identification & Location	$ 13,820.00
Task 5	Historical and Environment Assessment	$ 2,000.00
Task 6	Conceptual Designs	$ 14,500.00
Task 7	Finalized Centerline Design	$ 16,600.00
	Phase 1 Lump Sum Price	**$ 66,320.00**

Phase 2 - Easements & Stakeout

Task 8	Individual Easement Documentation	$ 800 /EA
Task 9	Stakeout Centerline of Trail	$ 4,700.00
	Phase 2 Price	**T.B.D.**

Phase 3 - Permitting and CD's

Task 10	Permitting Documents	10-15%*
Task 11	Permitting Process	
Task 12	Construction Documents	
Task 13	Bidding & Construction Phase Services	
	Phase 3 Price	**T.B.D.**

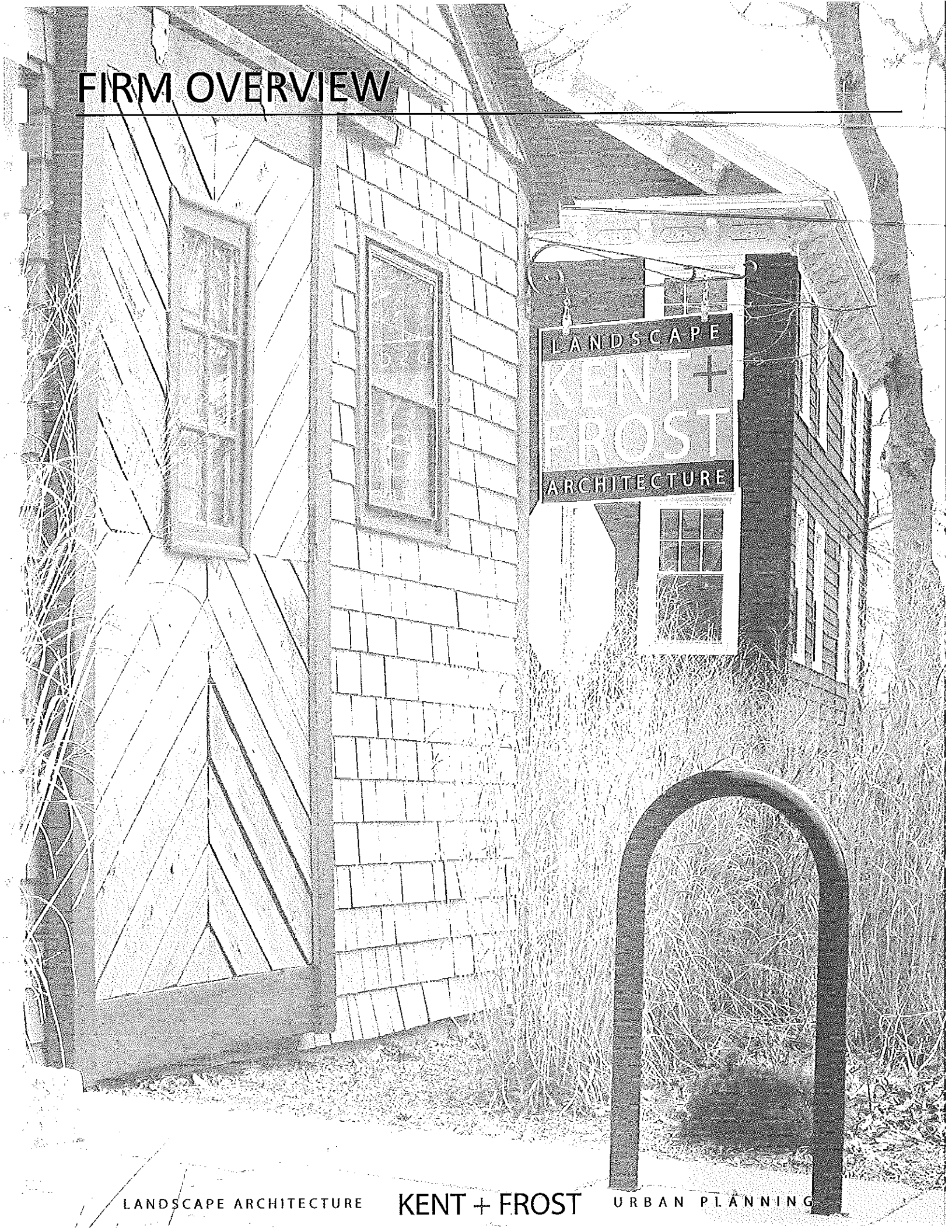
*Percentages based on total construction value of work detailed and designed

$0-$200,000 = 15%
$200,000-$500,000 = 12%
$500,000-$1,000,000 = 11%
$1,000,000 and above = 10%

Reimbursable Expenses

Materials and/or Services obtained specifically for the completion of a project will be invoiced as Reimbursable Expenses at cost. Printing and Mileage are the most common expenses.

FIRM OVERVIEW



HISTORY

Kent + Frost is a professional landscape architecture firm located in Mystic, Connecticut specializing in planning, design, and project management. The firm was founded in 2000 by Brian Kent, a BLA graduate of the University of Georgia and a registered landscape architect since 1985. Chad Frost, a BLA graduate of the University of Connecticut and registered landscape architect joined the firm in 2003 and became partner in 2007.

The firm has completed a wide variety projects including residences, commercial developments, urban streetscapes, parks, municipal facilities, and town-wide master plans. Our most successful projects are notable for their collaborations with architects, engineers, artists, open-minded clients and involved citizens.

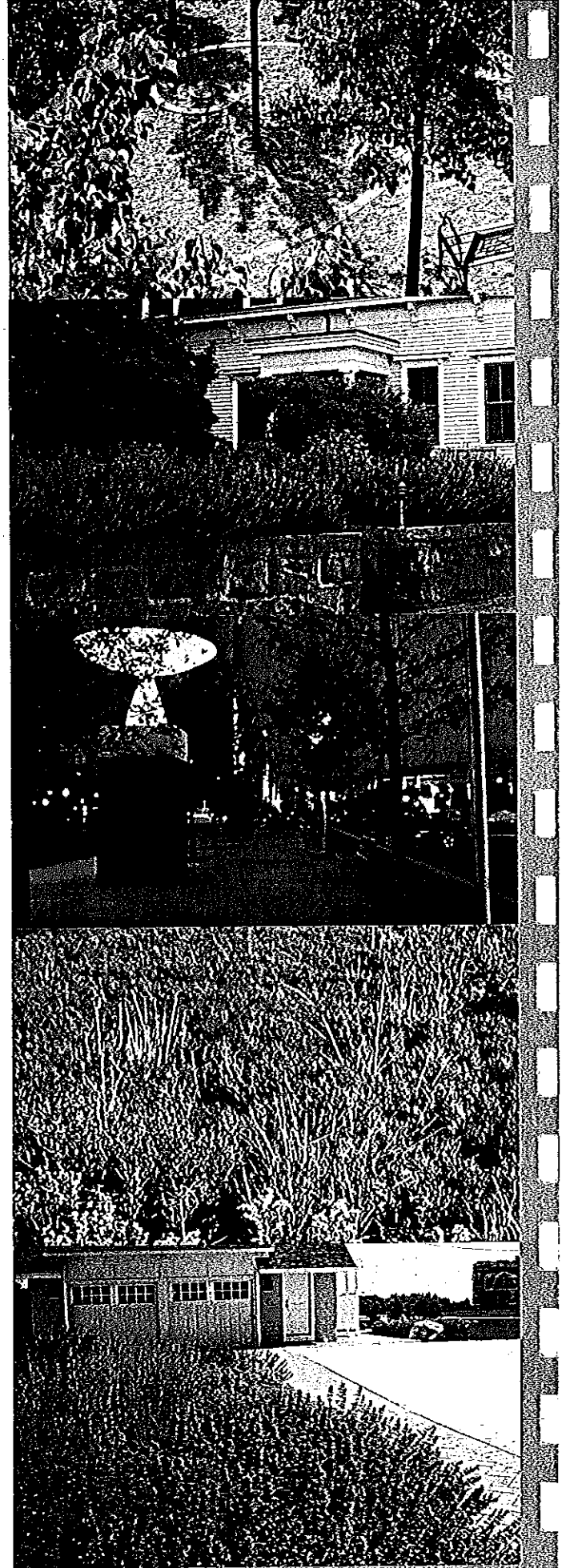
PROFESSIONAL APPROACH

Kent + Frost has developed a balanced approach to landscape architecture that incorporates art and science in the creation of meaningful and memorable landscapes. We believe in the ability of ecologically based design to accommodate both site development and environmental conservation.

A healthy and sustainable landscape that accommodates human uses is an intrinsically beautiful thing in itself. But when the visible elements are carefully composed from harmonious materials like stone, plants, sculptured earth and architecture, the result is especially rewarding. Kent + Frost adheres to a philosophy that each site, client, and project program is unique – and therefore, each design solution must be unique – within a framework of appropriateness, practicality and environmental sensitivity.

GREEN DESIGN

From single-family residential properties to commercial developments to regional parks, Kent + Frost creates beautiful and functional landscapes that mitigate the negative impacts of development and enhance environmental quality. Whether through the use of recycled construction materials, invasive plant management programs, onsite storm water treatment and infiltration, habitat restoration, or plant community diversification, the science of landscape architecture is fully exploited in our work.



COMMUNITY DESIGN

Successful community design results in projects with positive aesthetic, environmental, social, and economic consequences. Kent + Frost believes in the essential value of public participation, interdisciplinary collaboration, and consensus in the development of creative, yet practical solutions to community needs. We offer experience and expertise in:

Complete Streets conversions
Mixed use & Brownfield development
Urban tree planting and management
Waterfronts

MASTER PLANNING

Effective master planning forms a bridge between land and appropriate land use. We achieve land use objectives through an integrated coordination of client needs, ecological principles, and rigorous planning methods. The firm prepares master plans for:

Housing
Urban redevelopment
Educational institutions
Mixed use developments
Camps and environmental centers
Greenways, trails and parks
Hospitals, churches, and synagogues

RECREATION SERVICES

An important measure of a community's quality of life is its offering of recreation services. We assist local governments in providing a total system of Recreation, Arts, and Environmental education:

Community recreation master planning
Parks and open space
Specialized athletic and recreation facilities
Arts centers and public art installations
Nature centers

LANDSCAPE DESIGN

Always mindful of the restorative power of the garden as a sanctuary from the fast pace of contemporary life, Kent + Frost shapes beautiful landscapes from a palette of earth, plants, water, architecture, and art. We are committed to the use of native plants and ecological principles to establish sustainable landscapes that are appropriate to their place. We offer expertise in a range of settings:

Public parks, plazas, roof-top gardens
Interpretive environments
Sculpture Gardens and courtyards
Private gardens

STADIA ENGINEERING ASSOCIATES, INC

Company Profile

Stadia Engineering Associates, Inc. is a full-service consulting firm that provides professional land surveying, environmental planning and engineering. *Stadia Engineering Associates, Inc.* principals have over 60 years combined experience in land surveying and consulting services, which provides the foundation of our solid reputation.

Stadia Engineering Associates, Inc. employs a talented staff of surveyors, planners, engineers and support personnel, providing professional, technical and administrative services to meet all of the requirements of a project. The diverse engineering, technical background and experience of our staff are crucial elements in the assembly of a comprehensive team that can meet the needs of any given project. Our experience includes extensive work in both the public and private sectors. Our field and office teams utilize cutting-edge technology along with their broad knowledge and expertise to provide our clients with an accurate, reliable and sustainable design that is delivered on time & within budget.

Stadia Engineering Associates, Inc. values its relationships with our clients and strives to provide them with unparalleled levels of quality and professionalism. Our commitment to superior customer service provides our clients with accurate, detailed designs. We measure our success by our ability to earn the loyalty of our clients. Everything from our state-of-the-art equipment to our friendly client oriented professional staff is at your service.

Stadia Engineering Associates, Inc. Services:

Surveying

Existing Condition / Topographic Surveys
ALTA/ACSM Land Title Surveys
Boundary Surveys
Photogrammetric Control
Hydrographic and Flood Plains
Utility & Subsurface Infrastructure Surveys
Record Surveys (As-Built Survey)
FEMA Elevation Certificates
Title Search Services
Legal Descriptions & Exhibits
Litigation & Expert Witness Services
Condominium Mapping / Documents
ROW / Easement Mapping

Environmental Planning

Site Selection / Land Uses Feasibility Studies
Master Planning and Site Analysis
Residential / Commercial Developments
Mixed Use Developments
Conceptual Design and Graphic Presentations
Zone Changes / Open Space Planning
Wetland Delineation and Mitigation
Grant Assistance

Engineering

Highway and Roadway Design
Structure Design (Bridges, Culverts and Retaining Walls)
Streetscape Enhancement
Pedestrian & Bikeway Design
Hydrologic and Hydraulic Analysis & Design
Flood Studies
Stormwater Management / Design
Subsurface Utility Engineering
Erosion & Sedimentation Control
Site Plans / Design
Athletic Field Design
Local / State / Federal Permitting
Environmental Permitting
Water Diversion Permits
Stormwater, Coastal and Marine Permits

Construction Services

Construction Phase Services
Horizontal & Vertical Control Surveys
Settlement & Structural Monitoring
Construction Layout Services
Volumetric Surveys (Pits & Stockpiles)
Environmental Compliance Inspections

Stadia Engineering Associates, Inc. is committed to providing *Sustainable Low Impact Designs* using proper stormwater management, best management practices, and use of renewable resources/materials. We embrace the *Context Sensitive Solutions* design process.

We are committed to providing our clients with the highest *Quality, Professional Service* that is delivered in a *Timely* manor, meeting your strictest deadlines. We are a firm that provides a broad *Experienced* and *Professional* staff that can be your *Trusted* partner.