

**TOWN OF CANAAN**  
**Bridge/Infrastructure Committee**  
**Special Meeting**

September 23, 2025, 6 PM  
Town Hall  
108 Main Street, Falls Village, CT  
IN PERSON

**MINUTES**

Meeting began at 6 PM with Chris Kinsella, Dave Barger, Tim Downs, Lee Baldwin, Steve Dean & Judy Jacobs in attendance.

Committee reviewed and discussed Cardinal Engineering's proposal to prepare contract documents for the rehabilitations of the Cobble Road Bridge over the Hollenbeck River dated September 12, 2025. Proposal documents attached.

It is estimated that it would cost \$266,000 to temporally repair the bridge. The bridge is scheduled to be replace in about 5 years. Steve Dean was going to look at the cost of a temporary bridge. No action was taken.

Lee Baldwin motioned to adjourn at 7:10 PM, seconded by Chris Kinsella. Unanimous.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Judy Jacobs", written in dark ink.

Judy Jacobs

**CARDINAL**  
ENGINEERING ASSOCIATES

180 Research Parkway | Meriden, CT 06450 | T 203-238-1969 | F 203-630-2056 | cardinal-engineering.com  
457 Bantam Road | Litchfield, CT 06759

September 12, 2025

Mr. David Barger, First Selectman  
Town of Canaan  
108 Main Street  
Falls Village, Connecticut 06031

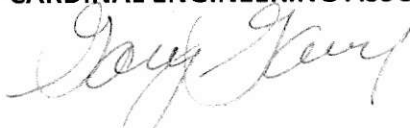
Re: Bridge No. 05191  
Cobble Road over Hollenbeck River

Dear Mr. Barger:

Enclosed, as requested, is our proposal to prepare contract documents for the rehabilitation of the Cobble Road Bridge over the Hollenbeck River. Reference is made to CTDOT's letter dated May 9, 2025, regarding the condition of the bridge and the evaluation performed by CTDOT. The attached proposal is based on this evaluation. If acceptable, please return one signed copy to this office.

If you should have any questions, or require additional information, please do not hesitate to call.

Very truly yours,  
**CARDINAL ENGINEERING ASSOCIATES, INC.**



Gary Giroux, P.E.  
Senior Project Manager

September 10, 2025

**PROPOSAL FOR  
ENGINEERING SERVICES FOR  
REPAIR OF BRIDGE NO. 05191  
TOWN OF CANAAN, CT**

**ARTICLE I. PROJECT DESCRIPTION**

This project consists of preparing contract documents for the repairs to the superstructure of Bridge No. 05191. The Connecticut Department of Transportation (CTDOT) recently performed an evaluation of the load-carrying capacity of the subject bridge following the most recent inspection of the bridge. This evaluation revealed that repairs are needed at nine stringer ends at the piers due to significant corrosion of the steel members. CTDOT requires either repairs to be made, or the bridge be closed to vehicular traffic (presently the bridge is posted for a 4-ton limit). The completed repairs will allow the Town of Canaan to keep the bridge open to truck traffic.

**ARTICLE II. SCOPE OF SERVICES**

**Proposed Repairs**

Proposed repairs will consist of installing supplemental web plates and bearing stiffeners to reinforce the ends of affected stringers at the piers. The work will require localized paint and rust removal and removal of existing deteriorated steel.

Proposed structural design services include the following tasks:

- 1 Review existing documents prepared by CTDOT, including latest Routine Bridge Inspection Report dated March 25, 2025, and Bridge Load Rating documentation.
- 2 Conduct site inspection of the affected stringers to verify existing conditions and to obtain field measurements required for the preparation of design of repairs.
- 3 Prepare design of repairs of the nine-stringer end location identified in the CT DOT May 9, 2025 letter from Mary Baker to the Town. Per CT DOT recommendations, all legal and EV rating factors will be above 1 after repairs are completed.
- 4 Prepare drawings and technical specifications for the proposed repairs.
- 5 Provide review of project submittals and limited technical consultation during construction. Site visits are not included as part of this work.

Note: Per CT DOT Inspection Frequency Change Request (BRI-8) which states the following, all inspection work will be done using ladders:

*"March 2025 Inspection used a 30' UBIU, New Load Rating Report rates bridge unsafe for all trucks. Future inspections should be done with ladders."*

Additionally, if required by CTDOT, the bridge load rating will be updated to reflect completed repairs.

### **Preparation of Contract Documents**

Prepare 100% Design Submissions for review and comment by the town. The Contract Documents will be in a booklet form – Project Manual, which will include the "Front End" bidding and contract documents based on Town Canaan standard boiler plate. Prepare Notices to Contractor, Special Provisions and Technical Specifications based on the Connecticut Department of Transportation Standard Specifications for Roads, Bridges, Facilities and Incidental Construction, Form 820, as amended as well as construction details for the various repair work.

### **Bidding and Award**

Provide the Town with assistance throughout the bidding period, including answering contractor questions and issuing any required addenda. Cardinal will attend the pre-bid meeting, the bid opening, review and tabulate all bids received, review contractor qualifications, and make a recommendation of the lowest qualified bidder to the Town.

### **Construction Contract Administration**

Upon the award of the construction contract pursuant to this Agreement, Cardinal Engineering Associates, Inc. shall provide the following Construction Contract Administration Services:

- 1 Review shop drawings and working drawings submitted by the contractor. It is assumed that a maximum of two reviews will be required for each submission.
- 2 Furnish consultation and advice during construction. This shall include the following:
  - i. Conduct preconstruction conference.
  - ii. Attend progress meetings.
  - iii. Analysis and review of job problems.
  - iv. Preparation of change orders.
- 3 Make periodic site visits.
- 4 Review Applications for Progress Payments made by the construction contractor.

- 5 Make a final inspection and prepare a written report to ensure that the completed work is acceptable and in substantial conformance with the requirements of the construction contract.

**COMPENSATION**

**Structural Desing Services, Contract Documents & Bidding**

For all services under this task, the Lump Sum of \$31,500.

**Construction Contract Administration**

For all services under this task, actual payroll cost  
times 3.00 Estimated fee: TBD

**Direct Costs**

Actual Invoice plus 10% and mileage \$0.60/mile  
Allowance \$ 500.

**APPROVED: TOWN OF CANAAN**

*The Town of Canaan hereby authorizes Cardinal Engineering Associates to proceed with the attached Scope of Services and Fee Proposal.*

Signed: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_