Town of Canaan
BRIDGE/INFRASTRUCTURE COMMITTEE
In person & via Zoom

Meeting Minutes
April 4, 2024 @ 5 PM

Present: Chris Kinsella (Selectman/Chairman), Dave Barger (First Selectman/Ex Officio), Judy Jacobs (Selectman), Tim Downs & Steve Dean (Members)

Chairman Kinsella called the meeting to order at 5 PM.

Public Comment: None

Motion to Approve March 7, 2024 Meeting Minutes by Jacobs, Second by Dean, unanimous.
Motion to Approve Dec. 5, 2023 Meeting Minutes by Jacobs, Seconded by Dean, unanimous.

Review proposal by Cardinal Engineering Associates for Scope of Services and Budget Estimate regarding 9 Town Bridges. Barger will respond to Cardinal that we are reviewing the details of the proposal.

Transfer Station: Kinsella reached out to Frank Gagliardo of DEEP about future capping of the bulky waste. Gagliardo sent a Pre App Questionnaire that needs to be completed. Discussion of Wi-Fi conduit at the Transfer Station and best way to get the Wi-Fi there and to the Recreation Center.

Jacobs met with Paul Bastiaanse of Valley Restoration to inspect the leaking roof at the Senior Center. They have submitted a proposal. Committee will look into whether we need 3 bids for the project.

Kinsella, Jacobs & Downs met with Ted Moy & Emily Petersen at the Recreation Center to review Rec Commissions plans and needs for the property and buildings. The main building needs the door & window repaired (Kinsella did the repair while there), cupolas installed, building and windows stained and painted. Pump house also needs to be stained. Downs reported that he is waiting for a quote from Drakely Pools for the pool surface repair work which would probably happen in the fall. Moy & Petersen indicated that the Rec Commission would like a pavilion and Wi-Fi available at the pool area.

Kinsella updated committee on solar initiatives. The Solar Committee recommended that no solar array be placed at the Town Farm/Recreation Center except for the area now covered with wood chips.

No other business.

No public comment.

Motion to adjourn at 6:05 PM by Dean, 2nd by Downs. Unanimous.

Respectfully submitted: Judy Jacobs
April 3, 2024

Mr. David Barge
First Selectman
Town of Canaan
108 Main Street, P.O. Box 47
Falls Village, Connecticut 06031

Re: Bridge Rehabilitation

Dear Mr. Barge,

Thank you for your interest in Cardinal Engineering Associates, Inc. for the referenced project. As requested, we are pleased to provide you with our Scope of Services and budget estimate to provide engineering services for the same.

SCOPE OF SERVICES

General Statement of Work

1. The project involves the following bridges:
   - 021001 - Undermountain Road over Whiting Brook
   - 021002 - Undermountain Road over Ledgy Brook
   - 021003 - Undermountain Road over Deming Brook
   - 021004 - Barns Road over Wangum Brook
   - 021005 - Canaan Mountain Road over Wangum Brook
   - 021006 - Canaan Mountain Road over stream
   - 021008 - Music Mountain Road over Flat Brook
   - 05195 - Undermountain Road over Wangum Brook
   - 05659 - Canaan Mountain Road over Wangum Brook

2. The project will be considered “bridge preservation.” As such, the goal is to extend the useful life of the structures and avoid large expenses of replacement or reconstruction.

3. In addition to repairing deteriorated elements of the bridges, major safety issues will be identified and proposed for upgrade.

We are proposing a two (2) step approach to the Pre-Construction phase of this assignment. Phase I will involve fieldwork and a general assessment of the condition of the bridges. Phase II will involve the preparation of contract documents for the repair work identified in Phase I as well as Contract/Construction Administration. In more detail, we are proposing the following:
Phase I - Inspection/Verification

Phase I includes field work and reporting on the condition of the bridges. Work effort to include:

1. Obtain all available documentation regarding the existing bridge, including any right-of-way plans, if available.
2. Review most recent Routine Inspection Report on file for the bridge.
3. Perform abbreviated bridge inspection to determine the present condition of the bridge using the above as the base.
4. Evaluate bridge improvement alternatives in adequate level of detail.
5. Develop preliminary estimates of construction cost.
6. Prepare a letter report documenting our findings and recommendations.
7. Meet with Town Staff to review findings and plan of action for Phase II.

Phase II – Design

Upon completion of Phase I and with the approval of the Town, Cardinal will proceed with Phase II of the project. Work effort to include:

1. Perform field survey (if needed)
2. Prepare plans and details to correct the issues identified in Phase I.
3. Prepare technical specifications.
4. Submit the preliminary construction drawings and specifications to the Town Staff for review.
5. Assist the Town with obtaining permits (as needed)
6. Submit construction plans to the utility companies (if needed). Attend one utility meeting.
7. After receiving Project approval and permits from the applicable Local and State agencies, incorporate any applicable comments/requirements into the construction drawings, and specifications and finalize them for bidding.
8. Assist the Town in the preparation of the Bid Documents including up front or “Boilerplate” sections of the Bid Documents. Provide the plans, specifications, and bid documents in electronic (pdf) format for the Town’s use in obtaining bids.

Phase III – Bid and Award

1. Assist the Town during the bidding process by arranging, attending, and preparing minutes for a Pre-Bid Meeting, responding to Requests for Information (RFI’s), preparing, and issuing addenda and attending the Bid Opening.
2. Review the submitted Bids, determine the three (3) Lowest Bidders, check their qualifications, and contact references and then prepare a Letter of Recommendation to the Town on the Bid Results.
3. Provide assistance to the Town in the final selection and award of the Contract to the selected Bidder.

**Phase IV – Construction Administration Services**

Upon completion of Phase III and with the approval of the Town, Cardinal can proceed with Phase III of the project. Work effort can include any or all of the following:

- Attending a Pre-Construction Meeting.
- Attending Construction Job Meetings.
- Performing Construction Observation.
- Performing Shop Drawing Review.
- Approving Requisitions for Payment.
- Processing Change Orders.
- Issuing Addenda/Sketch Plans.
- Preparing Final Punch List /Project close-out.

**COMPENSATION**

The Town shall pay the Consultant the following sums for the services listed below:

- **Phase I - Inspection/Verification**
  - $2,000.00 per bridge
- **Phase II – Design**
  - TBD
- **Phase III – Bidding and Award**
  - TBD
- **Phase IV - Construction Administration Services**
  - TBD
- **Direct Costs (Printing and mileage budget):**
  - $ 500.00
- **Easement Mapping (If required):**
  - TBD

**TBD**-To Be Determined - the exact scope is not known at this time and will be determined after completion of Phase II. Likewise, Phases III and IV fees will be determined at the end of Phase II (if the Town desires these services).

**INFORMATION / ASSISTANCE TO BE PROVIDED BY THE TOWN:**

Cardinal anticipates the Town will provide the following information:

- Copies of plans for the various Conceptual Plan alternatives previously considered, if applicable
- Assistance in arranging meetings, if necessary
• Available bridge plans
• As-built utility plans for Town owned utilities, if required

ASSUMPTIONS

The following assumptions were made by CEA in the preparation of this Scope and Fee Proposal:
• All survey and mapping, including property lines, street lines, existing easements/rights-of-way, will be provided by the Town. If not available and necessary Cardinal will provide an additional service.
• It is assumed that there will be no modifications to local roads.
• Any utility modifications or relocations will be designed by the utility companies.
• The Town will advertise for bidding.
• The Town will pay for all permit fees.
• Army Corps of Engineers, CTDEEP, or Town of Canaan Inland Wetland Permits will be determined after Phase I.

WORK NOT INCLUDED

• In-depth inspection of the bridges
• Soil borings and geotechnical analysis
• Scour analysis.
• Hydrologic / hydraulic analysis
• Traffic analysis
• Load ratings.

Cardinal Engineering Associates, Inc. appreciates the opportunity to submit this Scope of Services and Fee as defined above to provide professional engineering services as outlined. Should you have any questions, or require additional information, please do not hesitate to contact me.

Very truly yours,
CARDINAL ENGINEERING ASSOCIATES, INC.

[Signature]
Gary Giroux, P.E.
Sr. Project Manager

C: Christopher Kinsella
   Judy Jacobs