

**CHECK LIST FOR ALDERMANIC SUBMISSIONS**

<input checked="" type="checkbox"/>	Cover Letter
<input checked="" type="checkbox"/>	Resolutions/ Orders/ Ordinances
<input checked="" type="checkbox"/>	Prior Notification Form
<input checked="" type="checkbox"/>	Fiscal Impact Statement - Should include comprehensive budget
<input checked="" type="checkbox"/>	Supporting Documentation
<input checked="" type="checkbox"/>	Disk or E-mailed Cover letter & Order

**IN ADDITION IF A GRANT:**

<input type="checkbox"/>	Notice of Intent
<input type="checkbox"/>	Grant Summary
<input type="checkbox"/>	Executive Summary (not longer than 5 pages without an explanation)

**Date Submitted:**

April 11, 2022

**Meeting Submitted For:**

April 18, 2022    May 16, 2022

**Regular or Suspension Agenda:**

Regular

**Submitted By:**

Giovanni Zinn, City Engineer

**Title of Legislation:**

Authorization for the Mayor to Sign a Project Authorization Letter (PAL) for Water Street Cycle Track Project which will utilize Local Transportation Capital Improvement Program (LOTICIP) funding

**Comments:**

LM-2022-0258

**Coordinator's Signature:**



**Controller's Signature (if grant):**



**Mayor's Office Signature:**



Call 946-7670 with any questions



..title

AUTHORIZATION FOR THE MAYOR TO SIGN A PROJECT AUTHORIZATION LETTER (PAL) FOR THE WATER STREET CYCLE TRACK PROJECT UTILIZING LOCAL TRANSPORTATION CAPITAL IMPROVEMENT PROGRAM (LOTICIP) FUNDING

..body

Whereas, the proposed Water Street cycle track will provide a crucial link between two other multi-use paths currently in construction: Farmington Canal Phase IV and Downtown Crossing Phase 2. Connecting these two paths from Union Avenue/State Street to Olive Street will facilitate safe, off-road bicycle access between Union Station, Long Wharf, Orange Street, and all the towns that the Farmington Canal trail services in both Connecticut and Massachusetts; and,

Whereas, examples of contemplated work include improving bike/pedestrian safety through the addition of 12-foot wide, approximately 1000-foot-long bi-directional cycle track between Union Avenue/State Street and Olive Street bike lanes, improved pedestrian lighting and traffic signals; and,

Whereas, the Water Street Cycle Track project was designed by the City and accepted by the South Central Regional Council of Governments (SCRCOG) as a candidate for the Local Transportation Capital Improvement Program (LOTICIP) at a 100% funding level for construction and inspection services; and,

Whereas: The project will be administered by the City of New Haven and upon approval by the State of Connecticut Department of Transportation of the lowest responsible bidder a grant payment will be made to the City of New Haven for the total amount; and,

Whereas: The Board of Alders previously authorized the Mayor to sign Project Authorization Letters (PALs) under the Master Municipal Agreement by resolution in September 2013 (LM-2013-0206);

NOW, THEREFORE BE IT RESOLVED, that the Mayor is Authorized to accept funding under the Local Transportation Capital Improvement Program (LOTICIP), and to sign any associated agreements with the State of Connecticut, Contractors, subsequent amendments, and other documents, any of which may include indemnification provisions, and which may have a term of longer than one year, that the Mayor deems necessary or desirable regarding the Water Street Cycle Track Project



# **PRIOR NOTIFICATION FORM**

## **NOTICE OF MATTER TO BE SUBMITTED TO THE BOARD OF ALDERMEN**

TO (list applicable aldermen/women):

ALL

DATE: **April 4, 2022**

FROM: Department  
Person

**Engineering**

**Giovanni Zinn, P.E.**

Telephone

**946-8105**

This is to inform you that the following matter affecting your ward(s) will be submitted to the Board of Aldermen.

Authorization for the Mayor to Sign a Project Authorization Letter (PAL) for Water Street Cycle Track Project which will utilize Local Transportation Capital Improvement Program (LOTICIP) funding

Check one if this an appointment to a commission

Democrat

Republican

Unaffiliated/Independent/Other

### **INSTRUCTIONS TO DEPARTMENTS**

1. Departments are responsible for sending this form to the alderperson(s) affected by the item.
2. This form must be sent (or delivered) directly to the alderperson(s) **before** it is submitted to the Legislative Services Office for the Board of Aldermen agenda.
3. The date entry must be completed with the date this form was sent the alderperson(s).
4. Copies to: alderperson(s); sponsoring department; attached to submission to Board of Aldermen.



**FISCAL IMPACT STATEMENT**

**DATE:** April 4, 2022  
**FROM (Dept.):** Engineering Department  
**CONTACT:** Giovanni Zinn, City Engineer **PHONE** 946-8105

**SUBMISSION ITEM (Title of Legislation):**

Authorization for the Mayor to Sign a Project Authorization Letter (PAL) for Water Street Cycle Track Project which will utilize Local Transportation Capital Improvement Program (LOTICIP) funding

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**List Cost:** Describe in as much detail as possible both personnel and non-personnel costs; general, capital or special funds; and source of funds currently budgeted for this purpose.

	<u>GENERAL</u>	<u>SPECIAL</u>	<u>BOND</u>	<u>CAPITAL/LINE ITEM/DEPT/ACT/OBJ CODE</u>
<b>A. Personnel</b>				
1. Initial start up				
2. One-time				
3. Annual				
<b>B. Non-personnel</b>				
1. Initial start up				
2. One-time		\$373,200		* TBD
3. Annual				

**List Revenues:** Will this item result in any revenues for the City? If Yes, please list amount and type.

NO	<input checked="" type="checkbox"/>
YES	<input type="checkbox"/>

1. One-time
2. Annual

**\*Other Comments:** Design was completed by Engineering Staff. Construction costs are 100% funded by the LOTICIP program administrated by the CTDOT





**Justin Elicker**  
Mayor

## ENGINEERING DEPARTMENT

City of New Haven  
200 Orange Street, Rm 503  
New Haven, CT 06510  
[www.newhavenct.gov](http://www.newhavenct.gov)



**Giovanni Zinn, P.E.**  
City Engineer

April 11, 2022

The Honorable Tyisha Walker-Myers, President  
New Haven Board of Alders  
165 Church Street  
New Haven, CT 06510

RE: Authorization for the Mayor to Sign a Project Authorization Letter (PAL) for Water Street Cycle Track Project which will utilize Local Transportation Capital Improvement Program (LOTICIP) funding

Dear President Walker-Myers:

The proposed action before you authorizes the Mayor to sign a Project Authorization Letter (PAL) for the Water Street Cycle Track Project for approximately \$373,000 from the State of Connecticut Department of Transportation (CTDOT) through the Local Transportation Capital Improvement Program (LOTICIP).

The proposed Water Street Cycle Track project will provide a crucial link between two other multi-use paths currently in construction: Farmington Canal Phase IV and Downtown Crossing Phase 2. Connecting these two paths from Union Avenue / State Street to Olive Street will facilitate safe, off-road bicycle access between Union Station, Long Wharf, Orange Street, and all the towns that the Farmington Canal trail services in both Connecticut and Massachusetts. The proposed project will construct a separated, 12-foot wide, approximately 1000-foot long bi-directional cycle track between Union Avenue/State Street and Olive Street, matching the two multi-use paths currently in construction. Additional work included will address traffic signal upgrades and improved pedestrian lighting.

Under LOTICIP, the City is responsible for creating the design, while LOTICIP covers 100% of the construction costs. The City has engaged with stakeholders on the project, including the public and the State of Connecticut.

Thank you for your consideration.

Sincerely,

Giovanni Zinn, P.E.  
City Engineer

mf

Enclosures: BOA Submission Packet

c: Regina Rush Kittle, Chief Administrative Officer  
Michael Piscitelli, Economic Development Administrator  
Sandeep Aysola, Transportation, Traffic and Parking





**STATE OF CONNECTICUT**  
**DEPARTMENT OF TRANSPORTATION**



2800 BERLIN TURNPIKE, P.O. BOX 317546  
 NEWINGTON, CONNECTICUT 06131-7546

February 24, 2022

The Honorable Justin Elicker  
 Mayor  
 City of New Haven  
 165 Church Street  
 New Haven, Connecticut 06510

Dear Mayor Elicker:

**Subject: Local Transportation Capital Improvement Program (LOTICIP)**  
**Commitment to Fund**  
 Cycle Track  
 State Project No. L092-0005  
 Water Street (Route 1)  
 City of New Haven

The Department of Transportation (Department) has received the LOTICIP application prepared by the City of New Haven (Municipality) and submitted through the South Central Regional Council of Governments (COG) relative to the subject project. The Department has reviewed the application materials along with the revised cost estimate provided by the Municipality and subsequently endorsed by the COG.

The LOTICIP application for this project has been approved. The Department hereby commits to fund eligible project costs as follows:

Rights of Way:	\$	0
Eligible Utilities:	\$	0
Contract Items:	\$	311,000
Contingencies:	\$	31,100
<u>Incidentals to Construction:</u>	<u>\$</u>	<u>31,100</u>
<b>Total Funding Commitment:</b>	<b>\$</b>	<b>373,200</b>

This Commitment to Fund is subject to funding availability and general conditions including, but not limited to, the following:

1. The project is to be administered by the Municipality in accordance with the *Local Transportation Capital Improvement Program Guidelines*, dated November 2021, as may be revised. The guidelines are available on the Department’s LOTICIP web page at <https://portal.ct.gov/DOT/Office-of-Engineering/Highway-Design---Local-Roads---LOTICIP>.

2. The project costs identified in this Commitment to Fund letter are based on estimates provided by the Municipality and endorsed by the COG. These costs are to be considered capped until adjustment, based on low bid or otherwise revised, in accordance with the LOTCIP guidelines.
3. Any scope revisions and/or twenty percent (20%) changes in cost identified during the design phase must be approved by the COG and the Department, as specified in the LOTCIP guidelines.
4. Upon completion of project design activities, the Municipality must forward to the Department, through the COG, a Final Design Submission along with supporting documentation and certifications, as defined in the LOTCIP guidelines.
5. The Municipality must execute and deliver a Project Authorization Letter (PAL) issued pursuant to the Master Municipal Agreement for Construction Projects and comply with its terms. The PAL will be forwarded to the Municipality for execution, subsequent to the receipt of the Final Design Submission package by the Department.

This commitment is further subject to the following project-specific conditions:

1. This project may require environmental permits. In accordance with the LOTCIP guidelines, the Municipality will be responsible for the acquisition of all environmental permits that may be required. Please be advised that any project that involves work within waters or wetlands may require State and/or Federal environmental permits. **It is critical that the Municipality or their consultant contact the Connecticut Department of Energy and Environmental Protection (DEEP) - Inland Water Resources Division early in the design process** to discuss permitting requirements, and to identify specific environmental concerns and design considerations. Failure to establish early coordination with DEEP may result in significant time delays in the permitting process due to the need for design changes and/or denial of permit applications. Please note the Department hosts a monthly Interagency Coordination (Municipal) meeting where municipalities (and their consultants) can discuss municipal projects with the various regulatory agencies relative to permitting requirements, identification of specific environmental concerns and design considerations. Due to the nature of this project and the potential for significant permit involvement, **it is required that the Municipality attend a future Interagency Coordination meeting to discuss the project. Attendance at the meeting should be arranged through the following contact:**

Mr. David W. Harms  
Supervising Transportation Engineer  
(860)-594-3291  
[DOT-EPC@ct.gov](mailto:DOT-EPC@ct.gov)

2. The LOTCIP application materials indicate that this project is not anticipated to require right of way acquisitions. Should it be determined during the design phase that right of way acquisitions will be required, including construction easements, the Municipality through the

COG must notify the Department. All right of way acquisitions are to be performed in accordance with the LOTCIP guidelines. In addition, any acquisitions adjacent to Route 1 must be closely coordinated with the Department's Office of Rights of Way through the following contact:

Mr. Thomas H. Melzen  
Supervising Property Agent  
(860) 594-2451  
[Thomas.Melzen@ct.gov](mailto:Thomas.Melzen@ct.gov)

3. This project will require work be performed within the State-owned right of way along State Route 1. As such, an encroachment permit will be required. **It is imperative that the design of the improvements proposed under this project be coordinated with the Department during the design phase to ensure conformance with applicable requirements relative to proposed work within State-owned right of way or otherwise affecting State-owned facilities. Establishing early coordination relative to the encroachment permit process is recommended.** All matters relative to the encroachment permit process for this project are to be coordinated through the following Department contact:

Mr. Paul Mozzicato  
Special Services Section Manager (District 3)  
(203) 389-3010  
[Paul.Mozzicato@ct.gov](mailto:Paul.Mozzicato@ct.gov)

4. Modifications to traffic control signals, devices, signs, and markings for public highways/roadways require review by the Local Traffic Authority and/or by the Office of the State Traffic Administration (OSTA) and/or by the Department's Division of Traffic Engineering. This project proposes to eliminate one of the westbound lanes across the bridge. In addition, traffic signal modifications may be needed at the intersection of Route 1 and State Street North and at the intersection of Route 1 and Olive Street to facilitate connection with the Farmington Canal Heritage Trail State Project No. 0092-0621. All new traffic control signals are subject to approval from OSTA; as such, coordination with OSTA should begin early in the design process. For further information regarding any approval requirements, please contact OSTA: <http://www.ct.gov/dot/osta>

Office of the State Traffic Administration  
Connecticut Department of Transportation  
2800 Berlin Turnpike  
Newington, CT 06131  
Phone: (860) 594-3020  
Fax: (860) 594-2552  
[DOT.OSTA@ct.gov](mailto:DOT.OSTA@ct.gov)

Please be informed that, in accordance with the LOTCIP guidelines, the Department will initiate a Permit Need Determination and an Environmental Screening Review for this project to assist the Municipality in identifying items relative to natural resources, historic/archaeological resources, etc. that may need to be investigated or addressed during the design phase. The Environmental Screening Review is expected to be completed within approximately ninety (90) days. The Permit Need Determination is expected to be completed within approximately ninety (90) days. The results will be forwarded to the Municipality and the COG, when received.

If the Municipality accepts this Commitment to Fund, please sign below and return a copy of this letter to this office within thirty (30) days. Transmission via e-mail is acceptable.

If you have any questions, please contact the Project Manager, Mr. William Grant, P.E., at (860) 594-3229 or by e-mail at [William.E.Grant@ct.gov](mailto:William.E.Grant@ct.gov).

Very truly yours,

*Michael N. Calabrese*  
Digitally signed  
by Calabrese,  
Michael  
Date: 2022.02.23  
07:22:49-05'00'

Michael N. Calabrese, P.E.  
Division Chief of Highway Design  
Bureau of Engineering and Construction

Accepted By: \_\_\_\_\_  
The Honorable Justin Elicker  
Mayor

Date \_\_\_\_\_

- cc: Mr. Giovanni Zinn, P.E., City Engineer, City of New Haven
- Mr. Carl J. Amento, Executive Director, South Central Regional Council of Governments
- Mr. Steven B. Dudley, Deputy Director/Director of Transportation, South Central Regional Council of Governments

Vitalij V. Staroverov/vvs:

bcc: Michael N. Calabrese – Hugh H. Hayward – William E. Grant  
Darren E. Meyers – Jennifer N. Trio – Kelly Cain – Tawana M. Forte  
Steven L. Degen – Thomas H. Melzen  
Sherri L. Ruiz Clark – John D. Haggerty  
Andrew S. Morrill  
Paul Mozzicato  
[DOT.COGCoordinationUnit@ct.gov](mailto:DOT.COGCoordinationUnit@ct.gov)



