

2.1 Design Requirements

2.11 ENGINEERING/ GENERAL DESIGN REQUIREMENTS

Engineering is not eligible for funding under the CCGP. However, projects approved for funding under the CCGP will require that a complete project design be prepared in accordance with the design standards designated under “Design Standards” below. Certain procedures must be followed, and documentation submitted to the Department as described in these Guidelines.

Municipalities may utilize their staff or consultants (or a combination thereof) to perform the project design activities.

The Municipality shall prepare a complete design, including, but not limited to, plans, specifications, and detailed cost estimate (PS&E).

NOTE: The Department will not perform any detailed technical reviews of project design and related documents during the engineering phase. Under the CCGP, such reviews are the responsibility of the Municipality.

2.12 DESIGN STANDARDS

All Projects must be designed in accordance with the following:

- The Manual of Uniform Traffic Control Devices (MUTCD)
- The 1990 Americans with Disabilities Act (ADA) and/or the 2011 Proposed Guidelines for Pedestrian Facilities in the Public Right of Way (PROWAG)

Recommended guidance for design of bicycle and pedestrian facilities:

- AASHTO Guide for the Development of Bicycle Facilities
- AASHTO Guide for Planning, Design, and Operation of Pedestrian Facilities

Municipally owned Facilities: Projects on locally owned roadways are to be designed in accordance with locally established design standards. In the absence of these, projects shall be designed in accordance with the latest edition of the American Association of State Highway and Transportation Officials (AASHTO) Policy on Geometric Design of Highways and Streets, or the Department’s Highway Design Manual.

State-owned Facilities: Projects on State-owned roadways, or that call for project components to be constructed within the State rights-of-way, shall be designed in accordance with the Department’s Highway Design Manual and **all** other applicable Department standards. For bridges and structures, design criteria shall be consistent with the latest edition of the AASHTO LRFD Bridge Design Specifications and the Department’s Bridge Design Manual.

By participation in this program and the associated certifications required in these guidelines, the primary responsibility for design standards, oversight, rights-of-way acquisition, environmental permitting, and quality assurance/quality control during construction is with municipal officials and not the Department. Initial review of municipal applications and related materials by Department staff is intended to determine eligibility and confirm project purpose and need. General reviews by Department staff at the application stage and of the final package are not to be construed as detailed checks of every aspect of the project.

2.13 ADA COMPLIANCE:

Background The Americans with Disabilities Act of 1990 (ADA) is built upon the foundation laid by Section 504 of the Rehabilitation Act. While Section 504 applies only to entities receiving federal financial assistance, the ADA covers all state and local governments, including those that receive no federal financial assistance. The Department's ADA policy is documented in Policy Statement EX.O.-17 Americans with Disabilities Policy. In 2013, the U.S. Access Board issued a proposed version of Public Rights of Way Accessibility Guidelines (PROWAG) to address access to sidewalks and streets, crosswalks, curb ramps, pedestrian signals, on-street parking, and other components of right-of-way. The Federal Highway Administration (FHWA) has recommended the use of PROWAG as a best practice since some rights-of-way features are not fully addressed in the current ADA Accessibility Guidelines (ADAAG) requirements.

All projects that include improvements in the public right of way must comply with applicable accessibility guidelines/requirements.

Municipal Guidance for CCGP Projects:

All temporary and/or permanent accessibility barriers within the limits of a proposed CCGP project must be addressed. On May 31, 2019, the Department issued an Engineering Directive, ED-2019-7, adopting the PROWAG for use in the development of updated accessibility design guidance as a best practice. Should the use of PROWAG for a specific design element be determined to be technically infeasible, ADAAG guidelines shall be followed if applicable. The technical infeasibility for any design element not satisfying PROWAG guidelines shall be documented and approved using the Department's ADA Technical Infeasibility Form (TIF Form) (see Appendix G). ADA Design Standards Minimum and maximum ADA design standards are provided in the TIF Form as a tool for the evaluation of existing pedestrian facilities, for the layout and inspection of new pedestrian facilities, and for assistance in completing the TIF Form. The pedestrian facilities in a CCGP project must meet the applicable values provided or be justified as non-standard facilities using the TIF Form. Municipal Approval and Acceptance of Non-compliant ADA Facilities For locally administered Federal-Aid and State-funded projects (including CCGP), the local Public Works Director or the highest-ranking official must sign the TIF Form.

- For all locations that occur on municipally owned transportation facilities, the TIF Form must be completed by the Municipality and retained in the project files.
- For all locations that occur on State property or State-maintained roadways, the TIF Form must be completed by the Municipality and forwarded to the Department's ADA Engineering Coordination Unit for review and acceptance. If the form is rejected due to lack of justification, the TIF Form shall be revised and resubmitted with attachments responding to the previous comments. The TIF Form shall be attached to an email and forwarded to dot.adatransitionplan@ct.gov.

2.14 UTILITIES

The Municipality is responsible for notifying the utility companies of the need for adjustments or relocation of any utility, as necessary. Design Plans should be forwarded to the utility companies as soon as they are developed. A coordination meeting should be held with the utility companies to review the project, any required relocations of utility facilities, and the project schedule. Utility relocation costs are the responsibility of the Utility Company or the Municipality and are not reimbursable with CCGP funds.

2.15 ENVIRONMENTAL DOCUMENTS

The Municipality is responsible for applying for and obtaining all required environmental permits. The Department will not be involved in permit preparation, review, or coordination with the regulatory agencies. Costs associated with environmental permitting are not eligible for funding under the CCGP.

The Department will perform an environmental screening review and complete an Environmental Screening Checklist. The purpose of these screenings is to assist the Municipality in identifying items relative to Flood Management, Natural Resources, Historical/Archaeological Resources and Regulated Contaminated Materials that may need to be investigated or addressed during the design phase. Upon completion of the screening by the Department, the results will be provided to the Municipality. The Municipality will then be responsible for addressing any items identified in the review. The Municipality may be contacted by the Department to provide supplemental information (project plans, detailed project narrative/description, etc.) that may be necessary to perform the screenings.

Flood Management - If work will be performed within a regulated flood plain, the project may qualify for a Flood Management General Certification approval via the Department. If identified on the Environmental Screening Checklist, the following information should be forwarded to the Project Manager at CTDOT.CCGP@ct.gov once available:

- Project description
- Location plan
- Description of Floodplain involvement and how project qualifies for general certification
- 8-1/2" by 11" excerpt copy of the FEMA Flood Insurance Rate Map (FIRM) and Floodway Boundary Map (if applicable)
- Design plans, with FEMA floodplain and floodway boundaries plotted, cross sections and profiles, as necessary, that clearly depict the floodplain involvement
- FEMA 100-year flood elevation plotted on elevation view (for structures)

Note: Requests for certification under the Department's Flood Management General Certification must come from the CTDOT Project Manager. The Department's office of Hydraulics & Drainage will not accept requests directly from municipal staff or their consultant.

The Department will not authorize the Municipality to advertise the project for bids or otherwise proceed with construction activities until all necessary environmental permits and/or concurrences have been acquired.

2.16 PUBLIC INVOLVEMENT

The Municipality is required to conduct a public involvement program to ensure the public is aware of the proposed project and has an opportunity to comment on the proposal. Typically, the Municipality would hold a public informational meeting. However, since the scope of most projects in the CCGP are minor in nature, a public meeting may not be necessary; publishing a notice of the project (with municipal contact information) in a newspaper having circulation in the project area and posting the notice on the municipal website may be adequate.

The extent and specific timing of public outreach for each project is dependent on the project's scope, location, and other factors. Sufficient public notice and an opportunity for public comment are expected. Abutting property owners are typically notified by direct mailing.

It is required that the Municipality keeps a record of the public involvement process, including all comments received and how they were addressed.

2.17 RIGHTS-OF-WAY

Rights-of-way is not an eligible expense under the CCGP. If the project requires rights-of-way acquisitions (easement or full/partial taking), the process should begin early in the project design phase. This will allow for sufficient time to acquire the necessary rights/properties by the advertising date. The Municipality is responsible for performing all rights-of-way acquisition activities for the project.

The municipality will be required to certify that all right of way activities associated with the project have been completed as evidenced by submission of documentation required by the Department's Engineering Directive for "State Funded Municipal Projects Requirements for Rights of Way Acquisitions". A copy of this directive can be found in Appendix F or at: [CT-Connectivity-CCGP](#).

*If the required property is donated to the Municipality for the project (i.e. no compensation is made to the property owner), Waivers of Compensation and Appraisal must be executed. A sample waiver can be provided by the Department upon request.

2.2 Final Design Submission

2.21 FINAL SUBMISSION PACKAGE

Upon completion of project design activities, and prior to issuing an Authorization to advertise /Notice to Proceed, the Municipality must forward the following information to the Department:

- a. Complete set of final project plans
- b. Specifications
- c. Draft Contract documents
- d. Final Construction Cost Estimate
- e. **If encroachment permit is required:** Approval Letter from District Special Services Section, stating plans are acceptable for issuance of an encroachment permit.
- e. Final Design Submission Documentation Form (Appendix C)
- f. Completed General Municipal Certification for Design Activities Form (Appendix B)

2.22 CERTIFICATIONS

The municipality and project designer (as applicable) will be required to certify that various aspects and elements of the project have been thoroughly vetted, addressed, and included in the design. These certifications will be documented by completing the General Municipal Certification for Design Activities Form, which should be included with the final submission to the Department upon completion of design. Copies of this form can be found in the appendix of this document and on the Community Connectivity website at: www.CT-Connectivity-CCGP.

After receipt and acceptance of the final design submission the Department will authorize the Municipality, in writing, to advertise the project for construction bids, or otherwise proceed with the construction of the project. The Municipality shall not advertise the project without authorization from the Department.

Note: It is not the intent of the Department to perform a detailed technical review. The submitted materials will be used to confirm that the project plans and cost estimates are consistent with the project scope and cost approved as part of the application process or as subsequently revised and approved.

2.23 BASIC CONTRACT PROVISIONS

In addition to typical front-end bid documents, project-specific technical specifications, etc., the following items must be adhered to:

- Effective October 1, 2015, new Small Business Enterprise (SBE) requirements apply to municipally held public works contracts as required by P.A. 15-5. The Commission of Human Rights and Opportunities (CHRO) is responsible for the administration of these requirements. Refer to the CHRO website for the most current SBE requirements that are to be included in the bid documents and legal notice. Further information can be found on the CHRO web page at www.ct.gov/chro. Questions regarding these requirements are to be directed to CHRO at 860-541-3400.

- Disadvantaged Business Enterprise (DBE)/Small Business Participation Pilot Program (SBPPP) goals will not apply to any construction contracts.
- State prevailing wage rates will be applicable to construction contracts; however, certain exclusions may apply. If applicability of prevailing wage rates to a given contract is in question, the Municipality must coordinate with the Department of Labor. <http://www.ctdol.state.ct.us/wgwkstnd/Contact.htm> . If applicable, the most recent State prevailing wage rates must be included in the construction contract at the time of advertising.
- Local bidder preferences are not allowed.
- It is required that the prime contractor self-perform a minimum of 50% of the total contract value.
- **The most current required contract provisions for State funded projects are to be included in the contract package. A copy of these documents can be found in Appendix E or at: [Construction-Contracts-Boilerplate-Language---State-Funded-Only---Final-Revised-July-2022.pdf](#)**