

**21****COMMUNITY
MITIGATION
FUND****APPENDIX D – TRANSPORTATION PLANNING GRANT APPLICATION****BD-21-1068-1068C-1068L-56499*****Please complete entire the Application***

1. PROJECT INFORMATION
a) NAME OF MUNICIPALITY/GOVERNMENT ENTITY/DISTRICT
City of Chicopee
b) PROJECT NAME (LIMIT 10 WORDS)
Chicopee Center Streetscapes Revisioning: Improved Safety and Equitable Jobs Access
c) BRIEF PROJECT DESCRIPTION (LIMIT 50 WORDS)
The proposed project includes advancing visioning and design efforts with an engineering and landscape architecture team directed towards Chicopee Center's streetscapes. Chicopee Center's streetscapes are auto-centric, confusing, and unsafe. By rethinking the streetscapes, it will provide MGM Springfield employees, future employees, and patrons safer and more equitable access to the Casino.
d) CONTACT PERSON(S)/TITLE (Persons with responsibility for this grant)
Lee M. Pouliot, AICP, ASLA Planning Director
e) PHONE # AND EMAIL ADDRESS OF CONTACT PERSON(S)
lpouliot@chicopeema.gov (413) 594-1516
f) MAILING ADDRESS OF CONTACT PERSON(S)
274 Front Street – 4th Floor City Hall Annex Chicopee, MA 01013

2. IMPACT DESCRIPTION/CONNECTION TO GAMING FACILITY

2021 TRANSPORTATION PLANNING GRANT APPLICATION**BD-21-1068-1068C-1068L-56499****Page 2****a) Please describe in detail the transportation related impact that is attributed to the operation of a gaming facility.**

Chicopee Center is the cultural heart of Chicopee, featuring many downtown amenities (bakeries, cafes, community centers, etc.) and a dense urban neighborhood approximately 4.5 miles from MGM Springfield. Chicopee Center qualifies as an Environmental Justice Community because 40.6% of residents in the area identify with racial minority groups and/or earn less than the state median household income, and the neighborhood was once home to large Brownfields sites (ACSD, 2019).

The City of Chicopee's transportation infrastructure strongly favors transport by personal vehicle, however, 10% of Chicopee residents do not own a vehicle and 3.5% use public transit or active transportation to get to work (ACSD, 2019). Furthermore, in some areas of Chicopee Center more than 20% of residents do not own a vehicle (ACSD, 2019). There are Pioneer Valley Transit Authority (PVTa) buses (G1 and P21) that run from Chicopee Center to Main Street Springfield every twenty minutes, forty-six times per day (PVTa, 2019). Although these bus lines provide direct access to MGM Springfield for employees and visitors, Chicopee Center does not offer adequate walking or biking infrastructure to safely reach PVTa bus stops and many Chicopee residents have expressed that the lack of shelter at PVTa bus stops deters them from riding (Envision Our Chicopee: 2040). This suggests that many residents must walk or bike along streets that are not built to accommodate pedestrians and cyclists, which leads to collisions.

For example, the intersection of Route 116 and Davitt Bridge is included in the top 5% of Chicopee's most dangerous intersections with approximately 5% of crashes leading to injury or death (MassDOT, 2021). This high morbidity and mortality rate is due to a lack of sufficient active transportation infrastructure (e.g. sidewalks, protected bike lanes) near the intersection. Pedestrians and cyclists must walk or bike close to vehicles that are quickly crossing the bridge.

When it opened in 2018, MGM Springfield created 2,538 jobs for a very diverse and local workforce, including a significant number of people who had been unemployed or underemployed previously (SEIGMA, 2020). These hires included many Chicopee residents who began commuting back and forth to downtown Springfield from Chicopee. Many Chicopee residents also began frequenting the casino as patrons; 41% of the casino's patrons are visitors from the immediate surrounding communities, one of which is Chicopee (SEIGMA, 2020).

It is likely that employees and patrons of the casino who must use public or active transit to reach the casino are at greater risk of injury or death during their commute due to lapses in walking and biking infrastructure in Chicopee Center. What is more, these unsafe commutes are barriers for possible casino employees and patrons who choose to avoid navigating dangerous or inconvenient streetscapes because they do not own a vehicle. This may be particularly true of Chicopee Center residents whose demographics correlate with those of MGM staff (UMass Amherst, 2020).

Overall, Chicopee Center is a downtown community whose lower-income residents likely access MGM for work or pleasure via public transit. Chicopee Center's walking, biking, and busing infrastructure is inadequate to safely transport residents from their homes to MGM.

b) Please provide documentation, specificity or evidence that gives support for the determination that the operation of the gaming facility caused or is causing the impact (i.e. surveys, data, reports)

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- Pioneer Valley Transit Authority Calendar Year 2019 Rider Data:
 - 46,210 trips originated out of Chicopee Center
 - Resulting in nearly 40 daily passengers from Chicopee Center to Downtown Springfield
- Envision Our Chicopee: 2040 - Community Survey Data (2020- present)
 - 81.2% of respondents who frequently visit Springfield noted they are patrons of MGM
 - 82.8% of respondents who discussed bike infrastructure wanted either additional or improved systems
 - 82.4% of respondents who discussed sidewalks want either additional or improved infrastructure
 - 85.7% of respondents who discussed transportation safety wanted improved safety in the City of Chicopee
 - 41.2% of respondents who discussed bus stops wanted increased shelter at bus facilities to protect riders from the rain and snow
- Marshall, E., & Ferencak, N. (2019). Why cities with high bicycling rates are safer for all users
 - Data suggests that high-bicycling-mode-share cities are safer for all road users, not just bicyclists
 - Assessed 13 years of data in 12 major United States cities
- Mass.gov: IMPACT. (2021). <https://apps.impact.dot.state.ma.us/cdp/home>
 - The intersection of Route 116 and Davitt Bridge is included in the top 5% of Chicopee's most dangerous intersections with approximately 5% of crashes at the intersection leading to injury or death.
- Federal Highway Administration. (2013). Chapter 3: Actions to increase the safety of pedestrians. *The U.S. Department of Transportation*.
 - Sidewalks need to have an appropriate width, surface, separation from motor vehicle traffic, lighting, and signage along roadways
 - Increasing the amount of space between pedestrians and traffic improves pedestrians' perceptions of safety
- American Community Survey Database. (2019). Census Data for Chicopee Center.
 - Income: \$27,285, +/- \$6,581
 - American Indian: 0.3%
 - Asian: 0.9%
 - Hispanic: 32.1%
 - Islander: 0.0%
 - Multiracial: 4.0%
 - Nonwhite: 40.6%
 - White: 59.4%
 - Population: 1,948

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- American Community Survey Database. (2019). Work Commute Data for The City of Chicopee.
 - Public Transit: 1.3%
 - Walked to Work: 1.9%
 - Carpooled: 6.0%
 - Biked: 0.3%
 - Drove Alone to Work: 87.9%
 - Number of Workers above Age 16: 26,170
- Arup. (2016). Cities Alive: Towards a walking world.
 - A report discussing the impact that walkability has on the success of a city
 - A 5% reduction in vehicle traffic speed can result in a 30% reduction in fatal crashes
- Social and Economic Impacts of Gambling in Massachusetts. (2020). Patron and License Plate Survey Report: MGM Springfield 2019.
 - This report presents the results of the first patron survey at MGM Springfield, completed in 2019. Data was collected directly from casino patrons regarding their geographic origin and expenditures.
 - Patron Statistics:
 - 41% visit from surrounding community
 - 34% are below the median income
 - 32% are POC
 - 8.5% of patrons visit by public transit or active transportation
- University of Massachusetts at Amherst. (2020). Two Years After MGM Springfield Opened, Economic Benefits Noted But No Increase in Problem Gambling Detected
 - UMass Amherst SEIGMA researchers presented social and economic impact reports at a 2020 Public Research Day Webinar.

c) How do you anticipate your proposed remedy will address the identified impact.

Redesigning the streetscapes in Chicopee Center will ensure that local residents traveling to MGM Springfield, whether as employees or patrons, are able to do so safely. Current walking, biking, and busing infrastructure is inadequate to safely transport Chicopee residents without cars to MGM Springfield, despite the fact that many residents commute to the casino for work or recreational purposes. The City of Chicopee is dedicated to redesigning the streetscapes of Chicopee Center to make residents' commutes safer and more convenient.

To ensure the proposed street redesigns will effectively improve pedestrian and biking safety in Chicopee Center, the City of Chicopee will first hire a professional engineering and landscape architecture team to perform a comprehensive assessment of Chicopee Center's streetscapes. Although there is plentiful survey data supporting the community's desire for improved sidewalks, bike infrastructure, and safety in Chicopee Center, the professional team will identify the areas of greatest concern, and renovate the streetscapes to

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safely accommodate all types of travelers commuting back and forth to MGM Springfield (Envision Our Chicopee: 2040).

The redesigned streetscapes will ultimately result in reduced traffic speeds, increased quality and size of pedestrian areas, and newly-added bike infrastructure. The project will also produce improved signage and wayfinding information and convert street sequences from one-way to two-way roads throughout Chicopee Center. Each of these outcomes will result in improved pedestrian and bicyclist safety, therefore alleviating the identified transportation impact of MGM Springfield on Chicopee residents. The positive impact on safety that results from reducing traffic speeds has been well documented by a multitude of businesses, organizations, and researchers. For example, just a 5% reduction in speed can result in a 30% reduction in fatal crashes (Arup, 2016). The U.S. Department of Transportation supports the finding that increasing the size of sidewalks and other pedestrian areas located along roadways results in increased perceptions of safety (FHA, 2013). Research has also demonstrated that the addition of bike infrastructure improves the safety of not only bikers, but also of car users and walkers as well (Marshall & Ferencak, 2019).

The proposed remedy discussed in this application will ensure that local residents employed by MGM Springfield are able to safely access their place of work. Chicopee residents who enjoy visiting MGM Springfield but do not own personal vehicles will have new, safe alternatives for getting to the casino. Redesigning Chicopee Center's streetscapes will also encourage new residents once intimidated by the commute to take advantage of the employment and recreational opportunities offered by MGM Springfield.

Additionally, the City of Chicopee is serious about its goals to install complete streets and green streets infrastructure in Chicopee Center and its preliminary efforts are currently backed by other state grant programs. By May 2021, the City will install a 6-month pilot project to test an active transportation route in Chicopee Center. The project is funded by MassDOT's Shared Streets grant program and aims to improve safety and social distancing in highly trafficked areas and store-fronts in response to the COVID-19 Pandemic. This "Center Loop" will include a 1-mile protected walking-biking lane that connects pedestrians and cyclists to bus stops, a future Valley Bike Share station, parks, stores, restaurants, the Canal Walk, and City Hall. User data will inform next steps as the City prepares to install permanent complete streets infrastructure in Chicopee Center.

3. PROPOSED USE OF TRANSPORTATION PLANNING FUNDS (Please attach additional sheets/supplemental materials if necessary.)

a) Please identify the amount of funding requested.

\$200,000

b) Please identify the manner in which the funds are proposed to be used. Please provide a detailed scope, budget, and timetable for the use of funds

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Anticipated Scope of Services

The selected engineering and landscape architecture Team will work with the City's Department of Public Works and Department of Planning & Development throughout this project and is expected to address the following scope items:

PHASE I:

Task I: Streetscape Analysis

The selected Team will conduct an analysis of Chicopee Center's Downtown Streetscapes to determine existing conditions. The Streetscape analysis will be summarized in a report with recommended actions to address the City's and neighborhoods future objectives and needs.

1. Transportation Networks
 - Automobile movement patterns
 - Traffic volumes and counts (with anticipated future redevelopment projects)
 - Parking and parking management (public and private)
 - Bike networks
 - Pedestrian Networks
 - Public bus routes (PVTa)
 - Connection to regional systems
2. Existing Conditions
 - Row widths and usage types
 - Accessibility (ADA)
 - Parking
 - Urban forest
 - Stormwater management
 - Wayfinding
 - Safety and lighting
 - Management and maintenance
 - Street finishings and technology
3. Public Process (resident and business engagement)
4. Conceptual Redesigns and Recommendations
 - Anticipate three phased reconstruction plans to follow Combined Sewer Overflows (CSO) separation schedule

PHASE II:

Task II: Comprehensive Design Services

The selected Team shall provide comprehensive design services pertaining to the proposed redesign of the City's Downtown Streetscapes. Sub-tasks include:

- Schematic design
- Preparation of plans including takings if necessary
- 50% design with perspective renderings
- 100% design
- Engineering and bid packages
- Cost Estimates

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c) Please provide documentation (e.g. - invoices, proposals, estimates, etc.) adequate for the Commission to ensure that the funds will be used for the cost of mitigating the impact.

In anticipation of receiving this grant, the City of Chicopee has developed a Request for Qualifications (RFQ) package so the project can be put to bid immediately. The draft RFQ is attached to this grant submission.

d) Please describe how the mitigation request will address the impact indicated. Please attach additional sheets/supplemental materials if necessary.

The mitigation request will address the identified impact by improving multiple transportation networks between Chicopee Center and MGM Springfield that are currently unreliable or dangerous. The reward funds will be used to allow the City to work with a selected team of professional engineers and landscape architects to perform a comprehensive assessment of Chicopee Center's streetscapes. This assessment will identify with extensive quantitative detail the impact of commuting to MGM Springfield on the safety of Chicopee's residents, specifically those without cars. The remaining funds associated with the mitigation request will be used to re-vision the neighborhood's streetscapes improving the safety and equitable transportation access throughout the neighborhood.

e) How will you provide the data for reporting? How will you measure the effectiveness of the proposed project in mitigation impacts?

In order to provide data for reporting, the City of Chicopee will work closely with the selected professional team of engineers and landscape architects. While completing the comprehensive assessment of Chicopee Center's streetscapes, the professional team will collect and analyze data regarding traffic patterns, traffic safety, land use, spatial relationships between various amenities, and pedestrian uses, among other factors. Analyzing this data will inform the revisioning of Chicopee Center's streetscapes, and will allow the professional team to determine how to most efficiently and effectively mitigate the identified transportation impact discussed in this application. The City will measure the effectiveness of the proposed project in mitigation impacts through future survey data, traffic safety data, and PVTA ridership information, as well as through other metrics that will be determined during the comprehensive assessment phase of the proposed project.

The City will continue to coordinate planning efforts with the Pioneer Valley Planning Commission.

f) For joint grant requests, please state the amount requested for the joint request. Please also state the amount of any Regional Planning Incentive Award requested and provide separate detail on the use of these additional funds.

This is not a joint grant request.

4. CONSULTATION WITH MASSDOT/REGIONAL PLANNING AGENCY (RPA)/NEARBY COMMUNITIES

<https://massgaming.sharepoint.com/sites/MGC-FileShare/Shared Documents/2021 CMF/RFR Documents/submittal to commbuys/Appendix D Transportation Application.docx>

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The City of Chicopee's Planning Department has been in close contact with City officials from the Department of Public Works and the Engineering Department regarding the proposed project. These officials serve as the City's main points of contact for MassDOT, and have been able to affirm that the proposed project aligns with MassDOT's priorities of increasing pedestrian and bike safety, as well as implementing complete streets. Should a contact be needed, the City plans to consult directly with MassDOT to determine the potential for cooperative regional efforts.

b) Please provide details about the Applicant's consultation with the Regional Planning Agency serving the community and nearby communities to determine the potential for cooperative regional efforts regarding planning activities.

Consultation with the Pioneer Valley Planning Commission (PVPC) staff, as required as part of this application, occurred between Chicopee Assistant Planner Patrick McKenna and PVPC Transportation Section Head Gary Roux on January 7, 2021. It was agreed at this meeting that a Transportation Planning Grant for Chicopee Center would be consistent with the 2020 Regional Transportation Plan "Multimodal Goal" to provide a complete choice of adequate travel options that are accessible to all residents, students, visitors, and businesses. Transportation improvements realized as a result of this project will improve livability by enhancing public safety, increasing usable public space, making it easier for a variety of transportation modes to share the streets, and creating a more welcoming environment for local businesses.

5. MATCHING FUNDS FROM GOVERNMENTAL OR OTHER ENTITY**a) Please demonstrate that the governmental or other entity will provide significant funding to match or partially match the assistance required from the Community Mitigation Fund.**

The City does not anticipate the need to match these grant funds.

b) Please provide detail on what your community will contribute to the planning projects such as in-kind services or planning funds.

The City of Chicopee will be contributing through:

- Staff oversight of the process (Planning, DPW, and Engineering)
- Meeting Space
- Management of Public Engagement Process
- Grant Admin. Requirements

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6. RELEVANT EXCERPTS FROM HOST OR SURROUNDING COMMUNITY AGREEMENTS AND MASSACHUSETTS ENVIRONMENTAL POLICY ACT (MEPA) DECISION

a) Please describe and include excerpts regarding the transportation impact and potential mitigation from any relevant sections of any Host or Surrounding Community Agreement.

Following review of the City of Chicopee's Surrounding Community Agreement, there are no relevant excerpts related to the discussed transportation impact.

b) Please provide a demonstration that such mitigation measure is not already required to be completed by the licensee pursuant to any regulatory requirements or pursuant to any agreements between such licensee and applicant.

Following review of the City of Chicopee's Surrounding Community Agreement, the proposed mitigation is not a required mitigation measure.

c) Please also briefly summarize and/or provide page references to the most relevant language included in the most relevant MEPA certificate(s) or comment(s) submitted by the community to MEPA.

N/A

d) Please explain how this transportation impact was either anticipated or not anticipated in that Agreement or such MEPA decision.

Following review of the City of Chicopee's Surrounding Community Agreement, the discussed transportation impact was not anticipated.

e) If transportation planning funds are sought for mitigation not required under MEPA, please provide justification why funding should be utilized to plan for such mitigation.

Redesigning the streetscapes in Chicopee Center will ensure that local residents traveling to MGM Springfield, whether as employees or patrons, are able to do so safely. Current walking, biking, and busing infrastructure is inadequate to safely transport Chicopee residents without cars to MGM Springfield, despite the fact that many residents commute to the casino for work or recreational purposes. The City of Chicopee is dedicated to redesigning the streetscapes of Chicopee Center to make residents' commutes safer and more convenient.

7. INTERNAL CONTROLS/ADMINISTRATION OF FUNDS

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a) Please provide detail regarding the controls that will be used to ensure that funds will only be used to plan to address this transportation impact.

The City Council must accept grant funds pursuant to MGL Section 53A, and can only utilize the grant funds for the proposed project.

The City's financial policies are administered through the City's Auditing Department and will ensure funds are only utilized for the specified project.

b) Will any non-governmental entity receive funds? If so, please describe. If non-governmental entities will receive any funds, please describe what reporting will be required and how the applicant will remedy any misuse of funds.

The City will serve as the sole grant recipient should a grant be awarded the City will sign a contract with a selected design and engineering team, should an award be granted, and grant funds will be administered by the City to advance visioning and design work under such a contract.

***No Community is eligible for more than one
Transportation Regional Planning Incentive Award.***

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8. CERTIFICATION BY MUNICIPALITY/GOVERNMENTAL ENTITY

On behalf of the aforementioned municipality/governmental entity I hereby certify that the funds that are requested in this application will be used solely for the purposes articulated in this Application.



Signature of Responsible Municipal
Official/Governmental Entity

Date: 2-1-21

John L. Vlean

(print name)

Mayor of Chicopee

Title:



Kimberly H. Robinson, MUP
Executive Director

January 28, 2021

Mayor John L. Vieau
17 Springfield Street
Chicopee, Massachusetts 01013

Reference: Letter of Support for the MassGaming Community Mitigation Fund Transportation Grant Application by the City of Chicopee.

Dear Mayor Vieau:

The Pioneer Planning Commission (PVPC) supports the 2021 Community Mitigation Fund Transportation Planning Grant Application by the City of Chicopee to the Massachusetts Gaming Commission. Specifically, this project will allow investment in the Chicopee Center neighborhood to encourage greater use of bicycle, pedestrian and public transportation options to access the MGM Casino development in Springfield, MA.

Consultation with PVPC staff, as required as part of this application, occurred between Chicopee Assistant Planner Patrick McKenna and PVPC Transportation Section Head Gary Roux on January 7, 2021. It was agreed at this meeting that a Transportation Planning Grant for Chicopee Center would be consistent with the 2020 Regional Transportation Plan "Multimodal Goal" to provide a complete choice of adequate travel options that are accessible to all residents, students, visitors and businesses. Transportation improvements realized as a result of this project will improve livability by enhancing public safety, increasing usable public space, making it easier for a variety of transportation modes to share the streets, and creating a more welcoming environment for local businesses.

Sincerely,

A handwritten signature in black ink, appearing to read "Kimberly H. Robinson", written over a horizontal line.

Kimberly H. Robinson, MUP
Executive Director

**City of Chicopee
Request for Qualifications (RFQ)
Bid # 21-****

**Redesign of Downtown Streetscapes,
Traffic Engineering & Design Services**

Chicopee Center
Chicopee, Massachusetts
January 4, 2020

Introduction

The City of Chicopee through the Department of Planning & Development is seeking statements of qualifications and a proposed project approach for landscape architecture, transportation planning, and engineering services for the comprehensive assessment and redesign of Chicopee Center's streetscapes. The design shall aspire to recognize the Chicopee Center public realm and right of ways as a local and regional destination by completely rethinking the streetscapes to better support current and future neighborhood needs, make the Downtown area more accessible and equitable for users of all abilities, ages, and modes of transportation. By incorporating Complete Streets principles, Green Streets principles, and ADA best practices, the project seeks to increase safe pedestrian and cyclist traffic, promote alternative transportation means, improve navigation for all users, and encourage motorists to slow down, stay, shop, and visit as opposed to simply passing through the district.

Historical Context

Due to its proximity to major waterways, in the early 20th century Chicopee Center was ideally situated for industrial mill use. As mill complexes began to develop along the rivers, so too did villages of worker housing and village economies. Through the 20th century, reliance on the automobile increased exponentially, overwhelming the street infrastructure causing a shift in the perception and function of urban street layouts, like those in Chicopee Center. In 1964, in an effort to alleviate the bottlenecking traffic congestion of Route 116 through Chicopee Center, many of the streets in the neighborhood's radial grid layout were changed from two-way traffic flow to one-way flows. In its time, the move from two-way to one-way was highly contentious and strongly opposed by the local business community. In 1980, the congestion issue would ultimately be solved through the construction of Interstate 391, streamlining traffic between Springfield, Chicopee, and Holyoke. However, the damage to Chicopee Center's streetscapes and mill village character was done and has yet to heal.

Current Efforts and Prioritized Elements

The City and its community partners are excited to reimagine the Chicopee Center streetscapes beyond its current functions with an eye towards the future! Over the last five years the City has demonstrated its interest in assessing the challenges associated with the neighborhoods streetscapes. A variety of planning efforts have been conducted to focus on these challenges and their findings collectively serve as a basis for this streetscapes redesign Request.

The following are examples of the planning efforts that have recently been conducted in Chicopee Center.

- In 2012, the Pioneer Valley Planning Commission with partners assembled the West End Brownfields Area-wide Plan. The West End Brownfields AWP seeks to reinvigorate and spark reinvestment in the West End by mitigating local environmental conditions at brownfields and re-branding the area as an attractive, green neighborhood where people can live, work, learn and play.
- In 2015, Utile Design conducted a complete assessment of Chicopee Center's Downtown Streetscape, detailing current conditions, focus areas, challenges, recommendations, that may be referenced in Appendix IV.
- In 2018, WalkBoston, a regional nonprofit focused on the improvement of pedestrian and non-auto transportation, conducted a walk assessment of Chicopee Center Downtown Streetscapes. Their full assessment and recommendation are available in Appendix V.
- In 2020, OverUnder, an urban design team began a neighborhood branding and wayfinding community process. Their design standard recommendations are available in Appendix VI.

The City is planning a phased Combined Sewer Separation (CSO) project for the Chicopee Center neighborhood. This provides the City with an incredible opportunity to advance two critical projects simultaneously thus saving substantial tax payer money. This this will require the Proposing Team to develop a parallel phased and prioritized plan for the combined street construction.

This effort seeks to equitably prioritize a variety of safe mobility types through the streetscapes, transform the public realm into a premier local and regional destination, advance a legible and harmonious brand identity for the neighborhood, focus on the continued success and strength of the neighborhood small businesses, and ensure future autonomous vehicle technology are prepared for.

The City has identified the following project elements as priorities to be fully addressed through this effort.

- **Conversion of One-Way Streets and Road Diets:** The neighborhood currently has a number of one-way roads in the Downtown area that incentivize individuals to pass through the neighborhood quickly as opposed to visiting, exploring, or shopping. Teams are asked to reimagine the neighborhoods traffic patterns and overall street layout, with an eye towards returning both two-way traffic and excess street area to create protected bike lanes and a premier pedestrian realm. By reducing vehicle speeds through the neighborhood, safety will increase for both automobile and non-automobile travelers, an increased consciousness among travelers will be better for the local business community, and it will be easier for all to navigate.
- **Improve Public Realm and Pedestrian Friendly Spaces:** While the City has a wealth of sidewalks and public space throughout the Downtown area, these spaces would not be

considered a destination and are not overtly welcoming. The project will look to incorporate pedestrian friendly spaces. This could take the form of converting narrow spaces between parcels into pocket parks, repurposing unused spaces into dynamic spaces people oriented spaces, widening or extending walkways to appropriately accommodate pedestrians and create more space between them and traffic, and assessing and prioritizing sidewalks in need of augmentation and repair. Designs for walkways must also incorporate Complete Street Principles along with ADA guidelines.

- **Bike Friendly Circulation through Neighborhood:** Over the past few years, the City has made steps to address its lack of bike infrastructure through the Downtown area. Partnering with the Pioneer Valley Planning Commission (PVPC), the City has been part of the process to develop the “Connecticut Riverwalk & Bikeway”. This project will eventually add approximately 7 miles of multiuse trails along the Connecticut and Chicopee Rivers, and have multiple connections into Chicopee Center via the Chicopee River Walk, Delta Park, and the Connecticut River Walk (South Section). All future connections must be harmoniously incorporated in design schemes. When exploring road diets through the neighborhood streets, protected and dedicated bike lanes should be explored whenever possible, with particular consideration given to connections to Elms College, Bay State Medical Center, the mills, and any other identified destinations.
- **Signage and Wayfinding:** The City is aware that relevant signage pertaining to wayfinding throughout Chicopee Center is lacking. The City is currently partnering with MassDevelopment’s Transformative Development Initiative (TDI), urban design group OverUnder, and District Partnership to develop a brand identity and wayfinding strategy for the neighborhood. Teams will be asked to incorporate the proposed design standards and wayfinding strategy outlined through this community process.
- **Urban Forestry:** The City of Chicopee is a designated Municipal Vulnerability Preparedness (MVP), Green Community and a participant in the Commonwealth’s Greening the Gateway Cities program. The City has made a commitment to increasing urban forestry throughout the City and including it in all projects deemed fit. Project will address the significant need to increase and diversity the neighborhoods urban forest while ensuring the principles of Green Streets are incorporated into designs.
- **Preparation for the Future of Transportation:** Over the past years there have been many revelations that have made it clear autonomous technology will become increasingly prevalent in our communities. Despite optimism about the technology there is a high degree of uncertainty about how they will be deployed in urban environs, particularly with regard to street design. The City wants to ensure autonomous vehicle technology best practices are incorporated throughout this project particularly with regards to parking, curbside pickups, roadway design and narrowing, etc.

Scope of Services

The following Scope of Services has been developed to provide potential Teams with a comprehensive view of the efforts the City intends to complete through this project. If upon review

of this Scope, a Proposing Team feels that clarifications or changes are necessary to best achieve the above described goals; such suggestions may be presented as part of the Proposing Team's proposal.

The selected Team will work with the City's Department of Public Works and Department of Planning & Development throughout this project.

PHASE I:

Task I: Streetscape Analysis

The selected Team will conduct an analysis of Chicopee Center's Downtown Streetscapes to determine existing conditions. The Streetscape analysis will be summarized in a report with recommended actions to address the City's and neighborhoods future objectives and needs.

1. Transportation Networks
 - a. Automobile movement patterns
 - b. Traffic volumes and counts (with anticipated future redevelopment projects)
 - c. Parking and parking management (public and private)
 - d. Bike networks
 - e. Pedestrian Networks
 - f. Public bus routes (PVT A)
 - g. Connection to regional systems
2. Existing Conditions
 - a. Row widths and usage types
 - b. Accessibility (ADA)
 - c. Parking
 - d. Urban forest
 - e. Stormwater management
 - f. Wayfinding
 - g. Safety and lighting
 - h. Management and maintenance
 - i. Street finishings and technology
3. Public Process (resident and business engagement)
4. Conceptual Redesigns and Recommendations
 - a. Anticipate three phased reconstruction plans to follow CSO schedule

PHASE II:

Task II: Comprehensive Design Services

The selected Team shall provide comprehensive design services pertaining to the proposed redesign of the City's Downtown Streetscapes. Sub-tasks include:

- Schematic design
- Preparation of plans including takings if necessary
- 50% design with perspective renderings
- 100% design
- Engineering and bid packages

The selected Team will be responsible for producing all design development and construction documents. If necessary, the Team will be responsible for selecting sub-consultants for their design team as determined necessary.

Task III: Final Bidding Documents & Administration of Construction Bidding Process

Complete design plans, specifications and bid package to bid project construction.

- Finalize construction and bid documents per the City's direction
- Coordinate bidding process with the City's Purchasing Department
- Review all submitted bids, determine if bidders are responsive/responsible and make Recommendation of Award to the City
- Coordinate contract execution with recommended bidder

PHASE III:

Task IV: Construction Oversight

The selected Consultant will provide oversight of construction activities.

- Provide on-site observation of construction activities
- Ensure proper construction and installation of all project components
- Maintain required records, warranties and other project files

Task V: Meetings

Proposing Teams shall suggest the number of meetings appropriate to complete the Scope of Services and will provide a general schedule in the proposal.

Minimum Qualifications

The Team must minimally meet the following criteria:

- Must include at least one Registered Landscape Architect, licensed in the Commonwealth of Massachusetts with a minimum of five (5) years professional experience.
- Must include at least one Professional Engineer, licensed in the Commonwealth of Massachusetts, with a minimum of five (5) years professional experience;
- Must include at least one member whose experience and professional background focus is on the following:
 - o Urban planning
 - o Transportation planning;
 - o Streetscape design;
 - o Knowledge of Complete Streets Principles, Green Streets Principles, and ADA best practices;
 - o Documented experience with parking management, bike networks, and urban forestry.
- Experience completing similar projects for municipal clients, having completed five (5) such municipal projects in the past five (5) years.

Instructions to Proposing Teams

1. All proposals, one (1) original and nine (9) copies must be received at the City of Chicopee's Purchasing Office **no later than Monday, November 23, 2020 at 11:00a.m.:**

Brian Salamon, Purchasing Agent

Purchasing Department
Second Floor, City Hall Annex
274 Front Street
Chicopee, MA 01013

It is the sole responsibility of the Proposing Team to insure that its proposal arrives on time at the designated place.

2. Proposals should be submitted, clearly marked on the outside as follows: **“City of Chicopee: Redesign of Downtown Streetscapes Traffic Engineering & Design Services.”**
3. Proposing Teams are limited to twenty (20) pages, printed double-sided and three (3) appendices (Resumes, Required Forms & Standard Designer Application Form).
4. Complete proposals must include the following:
 - A cover letter prepared on the Proposing Team’s business stationary. The letter should contain a brief statement that the Proposing Team is responding to the City of Chicopee’s RFQ. Other items outlined in the letter include:
 - o Company name, address, telephone number and email address;
 - o Contact person, address, telephone number and email address;
 - o A statement that all terms and conditions contained in the proposal are valid for 180 days from the proposal closing date;
 - o A statement as to why the Proposing Team is interested in this project;
 - o A unique fact about every member of the Proposing Team (preferably not work related);
 - o Statement that the attached proposal is complete as submitted; and
 - o The letter must be signed by a representative who is authorized to contractually obligate the Proposing Team or consortium of Proposing Teams.
 - Concise summary of the Proposing Team’s history, background and area(s) of expertise and those of any proposed sub-consultants on for the project.
 - A list of the five (5) most relevant projects for which the Proposing Team provided similar services including the project name, location, scope and budget. Projects should have been completed in the last five (5) years. Such a list shall include the name, address and phone number of a contact person for the owner/agency of each listed project.
 - Documentation of ‘Minimum Qualifications’ as set forth above.
 - Proposing Team’s anticipated project approach as related to the provided Scope of Services and any additions to the Scope the Proposing Team is suggesting.
 - Proposing Team’s anticipated project schedule.
 - Whether the Proposing Team has ever been debarred or been the subject of any type of censorship by any local, state or federal government unit, body or agency.

- Whether the Proposing Team has ever had a contract terminated by any owner on any project for any reason. Please provide an explanation of such termination and the reasons for the same, along with the name, address and phone number of a contact person for the owner of such project.

5. Prospective Proposing Teams who have any questions regarding this RFQ should contact:

Brian Salamon, Purchasing Agent
Purchasing Department
Second Floor, City Hall Annex
274 Front Street
Chicopee, MA 01013
Phone: 413-594-1557
Fax: 413-594-1577

All inquiries must be made via phone or fax and responses, if required, will be sent to all Proposing Teams of record. **Inquiries received later than five (5) business days before the deadline for the receipt of proposals will not be considered.**

Selection Process

The City will establish a Selection Committee to review submitted proposals. Proposals will be evaluated for responsiveness to the Minimum Qualifications and the Proposing Team's stated qualifications. Comments from previous client references will also be considered. Teams will be evaluated on the basis of qualifications and experience in the planning, design and administration of public design projects. Individuals expected to work on the project shall be identified. Those individuals will be evaluated on the basis of the organization presented and the extent to which their respective disciplines are considered necessary to address all tasks within their scope of responsibility. The Principal-in-Charge, project manager and other key individuals including sub-consultants shall be identified with summaries of their qualifications and the amount of their time to be committed to the work.

Compliance with Minimum Qualifications will be rated either "Responsive" or "Nonresponsive."

The rating scale for qualifications results in a maximum number of 100 possible points awarded by each member of the Selection Committee, as detailed below. Proposing Teams will be rated Highly Advantageous, Advantageous, Not Advantageous, or Unacceptable by the below thresholds of total points awarded.

- 85-100 total Score will be considered Highly Advantageous
- 70-84 total score will be considered Advantageous
- 55-69 total score will be considered Not Advantageous
- A total score below 55 will be considered Unacceptable

1. Team Background & Experience (possible 25 points): The Proposing Teams and all proposed sub-consultants, as an aggregate, will be evaluated on overall experience in conducting Streetscape assessments and overall design experience. The Selection Committee members will consider relevant, similar experience and the overall team qualities that qualify the team to pursue the Downtown Streetscape Project. Teams that have previous experience working together on similar projects should also discuss that experience in the proposal. The Selection Committee will consider the relevance of similar work the Proposing team has completed, as is presented in the proposal.

2. Professional Qualifications & Professional Registrations (possible 30 points): The Selection Committee will review the professional qualifications and individual experience of each team member for relevance towards the proposed Downtown Streetscape Project. The Criteria allows for the Selection Committee to award up to 30 points, 5 of which will be awarded for completeness of qualifications and experience. The remaining 25 points will be awarded up to 5 points per the team members with licensure/experience as described below:

- Registered Landscape Architect(s), so licensed in the Commonwealth of Massachusetts
- Licensed Engineer(s) so licensed in the Commonwealth of Massachusetts
- Member(s) with experience and professional background in:
 - o Urban planning
 - o Transportation planning;
 - o Streetscape design;
 - o Knowledge of Complete Streets Principles, Green Streets Principles, and ADA best practices;
 - o Documented experience with parking management, bike networks, and urban forestry.
- Member(s) that have completed similar projects for municipal clients

3. Project Approach & Schedule (possible 20 points): Proposing Teams will be evaluated on the project approach and schedule as presented in the proposal. Selection Committee members will consider the Proposing Team's review of the proposed Scope of Services, any suggested additions/edits to the Scope of Services, approach to the overall assessment and design process and the efficient completion of the project over the Team's proposed timeline.

4. Quality of Work (possible 10 points): The Selection Committee will consider the overall quality of work of the Proposing Team as presented in the proposal and as confirmed by communications with provided references. The Selection Committee will contact all provided references to discuss the projects presented in the proposal.

5. Public Sector Knowledge (possible 5 points): The Scope of Work includes assessment, preparation of plans and specifications and oversight during future bidding and construction stages. The Selected Team must be familiar with Massachusetts public construction laws, procedures and procurement regulations.

6. Capacity (possible 5 points): The Proposing Team must demonstrate a manageable workload and clear ability to complete the Scope of Work on a qualitative and timely basis. The Proposing Team should detail the Team's ability fully participate in the project to meet the proposed schedule

while also being available to observe construction and handle field changes and other contingencies that may arise during construction.

7. Completeness of Proposal (possible 5 points): The Selection Committee will consider the overall completeness of the proposal including the Proposing Team's response to the Minimum Qualifications and Proposal Requirements. The Committee will also consider the proposal's professionalism, presentation and respect for the recommended length.

PLEASE NOTE: The Selection Committee will not review proposal pages in excess of the twenty (20) page limit or additional appendices beyond the three (3) required. Proposing Teams are expected to be clear and concise in developing proposals for submission.

In reviewing proposals, the Selection Committee reserves the right to conduct interviews of selected Proposing Teams, at its discretion.

The City reserves the right to reject any and all proposals, waive informalities and to recommend the award of a contract as may be in the best interest of the City. All proposals, materials, documents, etc. submitted in conjunction with the selection process shall become the property of the City and shall be considered public information.

The Selected Team shall be expected to comply with all applicable federal, state and local laws and regulations in the performance of these services. In addition, the Selected Team shall be expected to provide evidence to financial stability.

Other Requirements

Legal Requirements

Nonresident Processing; Signatures

Every Designer who is a nonresident of the Commonwealth or a nonresident co-partner of a Designer hereby appoints the Secretary of the Commonwealth of Massachusetts and his successor in office to be his/her true and lawful attorney in and for Massachusetts, upon whom all lawful processes in any action or proceeding arising out of this contract may be served. When legal process against any such person is served upon the Secretary of State, a copy of such process shall be forthwith sent by registered mail with a return receipt requested by the Mayor or its lawful Attorney to said Designer or nonresident co-partner at the address set forth in the contract. Said Designer or said nonresident co-partner hereby stipulates and agrees that any lawful process against it which is served on said attorney shall be of the same legal force and validity as if served on said Designer or on said co-partner. Such authority shall continue in force so long as any liability remains outstanding against said Designer or said co-partner.

Access To Contractor's Records (Executive Order #195)

The Governor or his designee, the Secretary of Administration and Finance and the State Auditor or his designee shall have the right at reasonable times and upon reasonable notice to examine the books, records and other compilations of data of the contractor which pertain to the performance and requirements of this contract.

Administrative Requirements

1. Financial Management: Accounting Standards; the selected Architectural Teams agrees to comply with Attachment F of OMB Circular A-110 and agrees to adhere to the accounting principles and procedures required therein, utilize adequate internal controls and maintain necessary source documentation for all costs incurred.

The selected Architectural Teams shall maintain all records required by the Federal regulations specified in 24 CFR Part 570.506 that are pertinent to the activities to be funded under this Agreement. Such records shall include but not be limited to: Records providing a full description of the activity undertaken; financial records as required by 24 CFR Part 570.502, and OMB Circular A-110. The selected Architectural Teams shall retain all records pertinent to expenditures incurred under this Agreement for a period of seven (7) years after the termination of all activities funded herein. Records for non-expendable property acquired under this contract shall be retained for seven (7) years after final disposition of such property. Records for any displaced person must be kept for seven (7) years after he/she has received final payment. Notwithstanding the above, if there is litigation, claims, audits, negotiations or other actions that involve any of the records cited and that have started before the expiration of the seven (7) year period, then such records must be retained until completion of the actions and resolution of all issues or the expiration of the seven (7) year period, whichever occurs later.

2. Audits and Inspections: The selected Architectural Team's records with respect to any matters covered by this project shall be made available to the City, grantor agency, their designees or the Federal Government, at any time during normal business hours, as often as the City or grantor agency deems necessary, to audit, examine and make excerpts or transcripts of all relevant data. Any deficiencies noted in audit reports must be fully cleared by the selected Architectural Team within thirty (30) days after receipt by the selected Architectural Team. Failure of the selected Architectural Team to comply with the above audit requirements will constitute a violation of the Agreement and may result in the withholding of future payments.

3. Equal Employment Opportunity & Non Discrimination: In the performance of services within this Agreement the selected Architectural Team shall abide by the mandates of Presidential Executive Order 11246; as amended by Executive Order 11375; of Executive Order 11063; of Title VI of the Civil Right Act of 1964; of Title VIII of the Civil Rights Act of 1968; of the Code of Federal Regulations, Title 24, Part 130; of the Code of Federal Regulations, Title 24, Part 135. These documents are herein incorporated and made part hereof.

4. Non Collusion and Tax Certification: The selected Architectural Team declares that, as of the date of this Agreement, no City official or employee, directly or indirectly, has a financial interest in this Agreement and furthermore, the selected Architectural Team pledges that it will notify the Mayor in writing should any City official or employee acquire, directly or indirectly, a financial interest in this Agreement. The selected Architectural Team further declares that as of the date of this Agreement, it has not given or donated or promised to give or donate, directly or indirectly, to any official or employee of the City, or to anyone else, for his/her benefit, any sum of money or any other thing of value, for aid or assistance in obtaining any contract with the City of Chicopee. The selected Architectural Team certifies under the pains and penalties of perjury and pursuant to

Massachusetts General Laws, Chapter 62C, Section 49 A, that all state tax returns have been filed and that all state taxes have been paid as required by law.

5. Supplier Diversity Program (SDP) Requirements (Attachment I): The City of Chicopee abides by the requirements set by the Commonwealth of Massachusetts Supplier Diversity Program (SDP). Massachusetts Executive Order 524 established a policy to promote the award of state contracts in a manner that develops and strengthens Minority and Women Business Enterprises (M/WBEs) that resulted in the Supplier Diversity Program in Public Contracting. M/WBEs are strongly encouraged to submit responses to this RFQ, either as prime vendors, joint venture partners or other type of business partnerships. Similarly, Executive Order 546 established the Service-Disabled Veteran-Owned Business Enterprise (SDVOBE) Program to encourage the participation of businesses owned and controlled by service-disabled veterans in all areas of state procurement and contracting, thereby including them in the SDP. All bidders must follow the requirements set forth in the SDP section of the RFQ, which will detail the specific requirements relating to the prime vendor's inclusion of M/WBEs and/or SDVOBEs. Bidders are required to develop creative initiatives to help foster new business relationships with M/WBEs and/or SDVOBEs within the primary industries affected by this RFQ. In order to satisfy the compliance of this section and encourage bidder's participation of SDP objectives, the Supplier Diversity Program (SDP) Plan for large procurements greater than \$150,000 will be evaluated at 10% or more of the total evaluation. Once an SDP commitment, expressed as a percentage of contract revenues, is submitted, negotiated and approved, the agency will then monitor the contractor's performance, and use actual expenditures with SDO certified M/WBE contractors and the Center for Veterans Enterprise certified SDVOBEs to fulfill their own SDP expenditure benchmarks. M/WBE and SDVOBE participation must be incorporated into and monitored for all types of procurements regardless of size; however, submission of an SDP Plan is mandated only for large procurements over \$150,000.

Unless otherwise specified in the RFQ, the following SDP forms are required to be submitted by the deadlines noted below in order to meet the mandatory participation requirements of the SDP:

SDP Plan Form #/Name	Submitted By	When Submitted
SDP Plan Form #1 – SDP Plan Commitment	All Bidders	With Bid Response
SDP Plan Form #2 – Declaration of SDP Partners	Newly Awarded Contractors	Within 30 days of contract execution
SDP Plan Form #3 – SDP Spending Report	Contractors	Within 45 days of the end of each quarter

Supplier Diversity Program (SDP) Resources:

- Resources available to assist Prime Bidders in finding potential Minority Business Enterprises (MBE) and Women Business Enterprises (WBE) partners can be found on the (www.mass.gov/sdp).
- Resources available to assist Prime Bidders in finding potential Service-Disabled Veteran-Owned Business Enterprise (SDVOBE) partners can be found on the [Supplier Diversity Office Webpage \(www.mass.gov/sdo\)](http://www.mass.gov/sdo).

- The Supplier Diversity Program offers training on the SDP Plan requirements. The dates of upcoming trainings can be found on the [OSD Training & Outreach Webpage](#). In addition, the SDP Webinar can be located on the [Supplier Diversity Program Webpage](#) (www.mass.gov/sdp).

Appendices *(located in the provided URL)*

- I. Required Forms
- II. Supplier Diversity Program Documents & Forms
- III. Standard Designer Application Form
- IV. Utile's West End Streetscape Study
- V. WalkBoston's Walk Assessment Overview
- VI. OverUnder Design Standard Recommendation
- VII. Connecticut Riverwalk & Bikeway Design Plans & Presentation
- VIII. Chicopee West End Area-Wide Plan