

2022 CDTC/CDRPC Community Planning Technical Assistance Program

City of Rensselaer Riverside Avenue Access Improvements Scope of Work

CDTC and CDRPC will assist the City of Rensselaer with the facilitation of stakeholder and local enforcement agency meetings to discuss options to discourage trucks from accessing the port via Riverside Avenue and instead use the designated truck route on State Route 9J. These meetings will allow for discussion as to the extent of the truck issue and desirable solutions including potential design treatments that could be suitable for the neighborhood given the \$65,000 budget available to the City to implement one or more low-cost options. The City does not expect any design or other preliminary planning/engineering work - only recommendations for cost effective treatment options that the City can pursue independently.

Task 1: Project Kick-Off

CDTC and CDRPC staff will meet with City staff to discuss the project purpose, study area, scope of work, data needs and anticipated work products.

Task 2: Existing Conditions Assessment

City of Rensselaer staff will assess the physical conditions of Broadway/Riverside Avenue including roadway signage, roadway widths and other physical characteristics. CDTC will compile this data for use in the stakeholder meetings.

Task 3: Draft Tech Memo

CDTC and CDRPC staff will prepare a draft Technical Memorandum (Tech Memo) outlining potential solutions to address truck traffic concerns. The Tech Memo will identify a range of solutions, from low-cost education and enforcement programs to more complex truck-rerouting/traffic pattern changes, if warranted. The Tech Memo will be a tool for use in the Stakeholder Meetings defined in Task 4.

Task 4: Stakeholder Meetings

CDTC, CDRPC and City of Rensselaer staff will hold two meetings with residents and stakeholders in and around the study area. These meetings will inform the range of design treatments that might be utilized to enhance pedestrian safety and improve quality of life.

Task 5: Final Tech Memo with Recommendations

CDTC and CDRPC staff will prepare a final Technical Memorandum (Tech Memo) outlining potential solutions to address truck traffic concerns. The Tech Memo will identify a range of solutions, from low-cost education and enforcement programs to more complex truck-rerouting/traffic pattern

changes, if warranted. Input received at the Stakeholder Meetings will be compiled and summarized. Solutions will be prioritized in coordination with the City, based on level-of-effort and order-of-magnitude cost.

Total Project Value:

CDTC and CDRPC have developed a total project value based on the value of CDTC and CDRPC staff time and the Town's pledge of in-kind staff support. At the conclusion of the project, the Town will be required to document the local in-kind staff or volunteer contribution of not less than 25% of the project value using the Match Documentation Form on page 4.

CDTC/CDRPC Staff Time

Description	Total Amount
CDTC Staff Budget	\$6,000.00
CDRPC Staff Budget	\$1,500.00
Total CDTC/CDRPC Staff Time	\$7,500.00

Local In-Kind Match – Salaries / Wages / Travel

Activity Description	Rate (\$/hr)	Estimated Total Hours	Value (Rate * Hours)
Existing Conditions/Stakeholder Engagement (Ketura Vics)	\$48.50/hour	33 hours	\$1,600.50
Existing Conditions (Bill Smart)	\$85.00/hour	11 hours	\$935.00
Total Local In-Kind Match			\$2,535.50 (meets the 25% match requirement)

Total Project Value and Match

Total Value CDTC/CDRPC Staff Time: \$7,500.00

Total Local Match*: \$2,535.50

Total Project Value: **\$10,035.50**

Additional Local Match: \$0

*Documentation of in-kind match contributions is required valued at a minimum of 25% of the value of CDTC/CDRPC staff time. Documentation of any additional local match is appreciated.