

# CLA Engineers, Inc.

Civil • Structural • Survey

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February 24, 2022  
(Revised August 17, 2022)

Mr. Steve Masalin  
Director of Public Works  
Ledyard Town Hall  
741 Col. Ledyard Highway  
Ledyard, CT 06339

RE: Proposal – Town Ordinance Review and Technical Standards Consolidation  
Ledyard, CT  
CLA-p3605

Dear Steve:

The following is our proposal for providing professional engineering services to review and consolidate the Town's current Ordinances and Technical Standards as they pertain to stormwater management, roadway design and the new requirements set forth in the Small Municipal Separate Storm Sewer Systems (MS4) Permit.

## **Project Understanding**

The Town's current requirements governing the technical design of public and private development is disseminated across multiple Ordinances including a 'Road' Ordinance and two 'Stormwater' Ordinances.

The creation of a single Technical Standards Document for Land Development and Roadway Construction would provide for a single reference to which all Regulations (including the Subdivision and Zoning Regulations) would refer. Updates to technical standards occur as new products and practices are adopted within the environmental and engineering industries. Updates to technical standards would be conducted administratively under the authority of the Public Works Director without the need for Town Council approval process.

## **Scope of Services**

1. Collect, digitize and review existing town Regulations and Ordinances to identify references to technical standards including:
  - a. Ordinance 300-016 Stormwater Ordinance
  - b. Ordinance 300-017 Regulating the Management of Stormwater Runoff
  - c. Ordinance 300-025 Regulating the Addition of Any New Street or Highway to the Highway System of the Town of Ledyard
  - d. Subdivision Regulation
  - e. Zoning Regulations
  - f. Inland Wetlands and Watercourses Regulations
2. Create outline of Technical Standards Document and submit for Review
3. Meet with Client to review and update Document outline

4. Update existing town technical standards to ensure compliance with current industry practices and specifications.
5. Update existing design requirements to ensure compliance with current environmental policy and guidelines and the General Permit for the Discharge of Stormwater from Small Municipal Separate Storm Sewer Systems (MS4 General Permit).
6. Create a singular Technical Standards Document for Land Development and Road Construction Document (Microsoft Word and Adobe PDF format).
7. Review and update Standard Infrastructure Details for incorporation into the Technical Standards Document (assume approx. 40 details).
8. Provide 'Redline' recommendations for revisions to Subdivision and Zoning Regulations for review and comment.
9. Extract technical requirements from drainage and roadway Ordinances
10. Address comments from Preliminary Submission and submit Final Submission

**Deliverables**

1. Technical Standards Document for Land Development and Roadway
2. Recommendations for revisions to Subdivision and Zoning Regulations.
3. New consolidated roadway and drainage Ordinance stripped of technical requirements.

**Fee Schedule**

The above engineering services are proposed at the following lump sum fees to be billed monthly based on work complete:

1. Create Technical Standards Document Outline (Tasks 1 thru 3)	\$ 4,200.00
2. Preliminary Submission (Tasks 4 thru 8)	\$ 18,200.00
3. Final Submission (Task 9)	\$ 2,700.00

**Total Fee**      **\$ 25,100.00**

Thank you for the opportunity to submit our proposal for engineering services and we look forward to hearing from you.

Sincerely,



Robert A. DeLuca, P.E.