Road Diet Study: West Hartford

Request for Qualifications

ADDENDUM #1

January 9, 2015

The following summarizes questions received related to the Request for Qualifications for the Road Diet Study: West Hartford along with CRCOG’s responses. Additional questions received after today will be posted as addenda on our website (www.crcog.org) along with corresponding responses.

As it relates to the mandatory principal rate of $35 per hour cited in the November 1996 memorandum, when billing the principal’s services would overhead rate and profit be added to the mandatory base hourly rate?
The mandatory principal rate of $35 per hour cited in the November 1996 memorandum is the actual maximum billable rate (overhead and profit cannot applied to result in a rate exceeding $35 per hour). Please note that an individual acting in the “Principal” role as described in the letter (i.e., managing, directing and/or administering the contract) must adhere to the $35/hour maximum hourly rate. However, that same individual may perform work in a separate “employee” capacity (i.e., Project Manager, Draftsman, Senior Engineer, etc.) at the rate for that work task. This study is expected to be a lump sum contract based on approved rates and negotiated man-hours.

In your review of candidate qualifications - how important is location of the firm?
CRCOG will be selecting a consultant based on qualifications and a firm with experiences similar to this type of study will be a benefit. We do not feel that the location of the firm will have a negative impact, unless the firm has issues committing to attending advisory meetings and workshops in-person. Given today’s technologies web conferencing and email can be used for technical submissions, day to day questions, and project management assignments.

When reviewing Public Outreach qualifications – must the firm have current or past experience working directly with the West Hartford communities and CRCOG? How important is this in your evaluation of qualifications? Will the absence of current or past experiences eliminate or hamper the firm from further consideration?
CRCOG’s rating criteria will be focused on your firm’s general experience with public outreach, not specifically your experience work directly with the Town or CRCOG. A solid summary of your outreach experiences with similar sized suburban communities (within or outside of the state) and varying stakeholders / interests would be a benefit.
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The RFQ states “Prime consultants should engage in a good faith effort to include SBE, WBE, and/or MBE designated firms as part of proposed work efforts.” Do SBE, WBE and /or MBE firms that submit as Prime Consultants satisfy the good faith requirement or must a SBE, WBE or MBE sub consultant also be included on the team?

If a SBE, WBE or MBE firm submits as a Prime Consultant, no other good faith efforts would be required.

Is there an estimated budget for the work program outlined in the RFQ?
The Road Diet Study will be funded with State monies that were secured by West Hartford’s State Senator. CRCOG reserves the right to request federal monies in the event a pilot project or extension of work is needed. Knowing this, CRCOG is following a Qualifications Based Selection Process. The budget will be directly linked to the final scope of work and CRCOG may decide to assume some tasks to get the best product. The project budget will be developed based on negotiated fees and man hours, no tangible financials can be disclosed at this time.

Is there a proposed or envisioned schedule for the proposed scope – with start and end dates?
Upon the selection of a firm (could take 1 month from submission of RFQ) and completion of scope refinement and negotiations (which could take 3 months) CRCOG expects the study to take 12-24 months.

Is there an incumbent that has performed similar or preliminary work related to the work outlined in the RFQ? If yes – is there a site where relevant work products can be reviewed? If yes – do you know if the incumbent will be competing for this RFQ assignment?
We suggest checking with APA or on-line for other studies that may be similar. CRCOG is familiar with the Road Diet that the Town of East Hartford and Connecticut Department of Transportation worked on but it was not at the same scale as this study. This RFQ was posted in a number of publications and issued electronically to pre-qualified CTDOT consultants.