The Capitol Region Council of Governments (CRCOG) is seeking to obtain the services of consulting firms/teams to conduct the Plainville and Southington Farmington Canal Heritage Trail (FCHT) Gap Closure and CTfastrak Connection Study. The consultant must have expertise in transportation planning, bike and pedestrian trail design, and must also have a demonstrated ability to manage transportation studies that include significant public involvement efforts.

This is not a normal rail-to-trail planning project as no suitable unused rail line exists in Plainville. As a continuation of an existing rail-to-trail project, however, this trail should be able to serve the same demographic as existing sections of the FCHT: families with children, inexperienced riders, and older riders. The basic test of successful planning for this project will be: will an older couple or a family with a couple of kids on their bikes feel truly safe and enjoy their ride, while having easy connectivity to Plainville itself?

**PROJECT DESCRIPTION.**

The Capitol Region Council of Governments (CRCOG) and the Connecticut Department of Transportation (CTDOT) are initiating the Plainville and Southington Farmington Canal Heritage Trail Gap Closure and CTfastrak Connection Study to evaluate potential alignments for the Farmington Canal Heritage Trail north of West Queen Street in Southington to the Farmington town line and a connection to the CTfastrak multi-use trail in New Britain. The project will be undertaken in two phases: the first will be focused on determining a preferred feasible alignment for the FCHT through Plainville; the second, which will begin following the identification of a preferred alignment in Phase One, will determine a preferred alignment for a connection to the CTfastrak multi-use trail in New Britain.

Each phase of the project will assess the feasibility and desirability of each potential route. Each potential alignment for both phases will be thoroughly assessed by technical experts (including the consultant, CRCOG, and CTDOT), a project advisory committee, and members of the public. The end result will be a feasibility analysis of potential alignments, an assessment of all foreseeable concerns or issues with those alignments, and a list of potential necessary infrastructure for each phase. Based on the feasibility analysis and solution selection matrix process, a preferred alignment for each phase will be chosen. Preliminary design and final design will be completed in separate follow-up projects.

Each phase of the study will include the following work tasks: (1) project management; (2) community involvement; (3) data collection and base maps; (4) assessment of existing conditions; (5) identification and analysis of alternatives; (6) implementation plan for preferred alternative; and (7) final report and executive summary. Attached is a preliminary scope of work for the study, which also includes a more detailed project description.

**REQUIREMENTS.**

Firms wishing to be considered for the study must submit nine (9) copies of a Statement of Qualifications. The statement must include a description of staff experience in performing transportation planning studies and with public involvement efforts. The selected firm or team must also meet CRCOG and State affirmative action and equal opportunity requirements.
employment practices. Prime consultants should engage in a good faith effort to include SBE, WBE, and/or MBE designated firms as part of proposed work efforts. CRCOG’s policies to reduce language barriers and to encourage involvement of low-income and minority residents will be followed. Is likely that outreach efforts related to Environmental Justice and Limited English Proficiency (Spanish and Polish) populations will be required (particularly in Phase Two), which will require the consultant to provide oral and written translation services.

Respondents are asked to organize their responses in accordance with the following format:

1. **Introduction.** Provide a description of your firm/team, experience in the industry, number of years providing transportation engineering services similar to those outlined herein, primary client type, and a summary of the engineering services offered. Include company name(s), address(es). For the prime consultant provide contact name, title, phone number, fax number, email and website address. Include Federal GSA form 330 - Part II for each firm.

2. **Recent Clients and References.** Provide a list of similar assignments or work products your firm/team has completed over the past 5 years. Include any relevant client reference information.

3. **Service Description.** Provide a detailed description of each of the services your firm/team offers that could support the scope(s) of work that your firm has requested to be considered for, along with related marketing materials. Include any roles of sub-consultants team members and describe the level of previous working relationship.

4. **Implementation Details.** Provide an outline of your implementation approach and envisioned timetable for each phase of the study. Each phase should be detailed separately. Please also include the names, qualifications and experience of personnel to be assigned to the project. Clearly identify the Project Manager and his or her responsibilities along with the resumes of key personnel.

**EVALUATION AND AWARD.**

Responses shall be evaluated by CRCOG and its selection committee after the response deadline. All information will remain confidential until consultant selections are finalized. The consultant selected for each phase of the study shall be the ones deemed fully qualified and best suited among the multiple firms submitting responses. After selections are made, man-hours and fees will be negotiated.

**Evaluation Criteria:**
1. Accuracy, overall quality, thoroughness, and responsiveness to the requirements;
2. The qualifications and experience of the firm, the designated Project Manager, and other key personnel to be assigned to work tasks;
3. Successful performance of similar work efforts;
4. Demonstrated ability to complete the study and study tasks in a timely manner;
5. Experience with public outreach, preferably as it applies to the planning process;
6. Experience with and knowledge of best practices in bicycle and pedestrian trail planning;
7. Overall approach to providing the consultant services requested.

**Selection Process:**
1. An Evaluation Committee will evaluate all responses received for completeness and the respondent’s ability to meet all requirements outlined in this RFQ;
2. Additional technical information may be requested from any respondent by the Evaluation Committee prior, during, or after interviews (if conducted) for clarification purposes, however, provided information will in no way revise original submitted responses;
3. After review of responses, the Evaluation Committee will decide to interview some or all respondents;
4. Based on results of the review of the Statements of Qualifications, interviews, and other provided supplemental information, the Evaluation Committee will select the firms/teams to perform each phase of the study. The selected consultants will be informed in writing.

ADDITIONAL INFORMATION.

A preliminary Scope of Services for the study has been prepared and attached. CRCOG reserves the right to award contracts for each phase of this study separately, or to opt not to award a contract for a given phase.

Any questions should be directed in writing to Timothy Malone (tmalone@crcog.org); no questions will be accepted after 11 AM on Wednesday, May 27, 2015. CRCOG will post its response to questions and clarifications by the end of the workday Friday, May 29, 2015 on the CRCOG website (www.crcog.org). IT IS THE RESPONDENT’S RESPONSIBILITY TO CHECK THE WEBSITE FOR ANY ADDENDUMS.

DEADLINE.

Statements of qualifications must be received by CRCOG no later than 11 AM, Thursday, June 18, 2015. Statements should be delivered to Mr. Timothy Malone, Principal Planner, Capitol Region Council of Governments, 241 Main St., Hartford, CT 06106. Responses received after this date will not be considered.