REQUEST FOR QUOTES:
Road Safety Audits in Burlington

Proposal Deadline

SUBMITTALS MUST BE RECEIVED BY:
Monday, March 16, 2015
2:00 p.m. EST

Submit Quotes to:
Capitol Region Council of Governments
241 Main Street, Fourth Floor
Hartford, CT 06106

CAPITOL REGION COUNCIL OF GOVERNMENTS
REQUEST FOR QUOTES:
Road Safety Audits in Burlington
I. INTENT
The Capitol Region Council of Governments (CRCOG), in partnership with the Northwest Hills Council of Governments (NHCOG), intends to hire a consultant to perform Road Safety Audits (RSA) at two intersections in Burlington, CT. The RSAs will be performed at the intersection of Route 4 and Covey Road, and the intersection of Route 4 and Punch Brook Road/Barnes Hill Road. Consultant selection criteria will include, but is not limited to, the following:

- Experience performing Road Safety Audits on existing intersections
- Experience working with local and state officials on safety reviews
- Experience designing safety improvements
- Familiarity with current best practices in Road Safety Audits and general traffic safety

CRCOG and NHCOG will procure consultant services in accordance with the established procurement policies of CRCOG, the Federal Highway Administration (FHWA), and the Connecticut Department of Transportation (ConnDOT). The project will commence upon selection of a consultant and issuance of a notice to proceed.

II. INTRODUCTION/BACKGROUND INFORMATION
The Capitol Region Council of Governments (CRCOG) is the largest of Connecticut’s nine regional planning organizations. CRCOG established under the Connecticut General Statutes as a voluntary association of municipal governments serving the City of Hartford and 37 surrounding communities.

The NHCOG is a coordinating body for chief elected officials maintained by twenty-one municipalities in northwest Connecticut. NHCOG’s mission is to make Northwest Connecticut a better place to live, do business, and visit by providing a forum for local officials to discuss issues of inter-municipal concern, promote regional cooperation, and direct various regional initiatives to enhance government planning, efficiency and service delivery.

CRCOG is the host of the Central Connecticut Metropolitan Planning Organization (CCMPO), a federally-designated transportation planning agency for the Central Connecticut Region. That region comprises the municipalities of Berlin, Bristol, Burlington, New Britain, Plainville, Plymouth, and Southington. CCMPO and CRCOG undertake a variety of transportation planning studies in the seven town region.

IV. CONSULTANT SCOPE OF WORK
Respondents to this request for quotes will represent a firm, company, team, or individual possessing experience and expertise in conducting Road Safety Audits (RSA). Respondents should be prepared to demonstrate a strong traffic safety background and familiarity with current best practices. Respondent should be familiar with the RSA guidelines published by the Federal Highway Administration.

The following is a description of project tasks to be undertaken by the chosen consultant:

1. **Reach out to ConnDOT and Town of Burlington**. The intersections that will be audited involve both state and municipally-owned roads. As such, participation by both ConnDOT and town staff will be essential. The consultant will act as the project lead and work with ConnDOT and Burlington to secure their involvement.
2. **Conduct initial meetings with stakeholders.** The consultant will meet with stakeholders to give them information on the project, to solicit input on the project, and to assemble a history of the subject intersections and their surroundings.

3. **Conduct background research on subject intersections.** The consultant will collect and analyze data related to safety at the two intersections. Such analysis will include, but not be limited to, a review of crash data, a review of traffic volume data (where available), and a review of as-built designs for the subject roads/intersections.

4. **Collect necessary data.** As needed, the consultant will collect primary data related to the intersections. This may include, but is not limited to, turning movements, traffic counts, and speed data.

5. **Analyze sightlines.** The consultant will perform a sightline analysis of both intersections. The analysis will consider sightlines for road users on both the state route and the town-owned roads.

6. **Organize and lead site visits/field reviews.** The consultant will organize site visits for both intersections. The consultant will lead interested stakeholders (primarily municipal and state staff) through a process to identify potential safety issues at both intersections.

7. **Conduct the audit analysis.** The consultant will review and analyze data collected in the field and through research. The result of this analysis will be the identification of any potential safety issues based on this review. The audit will be comprehensive in nature, taking into consideration elements that may affect how users interact with the roads/intersections, including but not limited to:
   a. Design elements of the road and intersection
   b. Topography
   c. Sightlines
   d. Adjacent land-use
   e. Existing traffic control devices
   f. Varying weather conditions
   g. Varying conditions due to the time of day (e.g., night driving)
   h. Observations of how users currently interact with the road
   i. Suitability of existing designs for current usage patterns
   j. Potential changes to use-patterns due to increased development and traffic generation

8. **Develop recommendations.** Based on the findings from the audit, the consultant will develop recommendations for mitigating safety concerns identified in the audit. It is understood by the project sponsors that any recommendations that come out of the study will require further review, design, and engineering that is outside the scope of this project.

9. **Develop and present final report to stakeholders.** The consultant will develop a final report detailing findings from the audit and recommendations for future improvements. The findings will be presented at a final stakeholder meeting.

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**V. PROJECT SCHEDULE**

The Consultant should be prepared to enter into a contract and begin work as directed by CRCOG in **April, 2015**. The contracted services as described in this RFQ must be completed and invoiced by **June, 31, 2015**.

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**VI. RESPONSE REQUIREMENTS**
A. Submission
E-mailed bids, in accordance with the format prescribed below, will be received by Tim Malone at tmalone@crcog.org, until 2:00 p.m. EST, Monday, March 16, 2015. Any responses received after this date and time shall be rejected.

Note that the submission of any bid indicates acceptance by the respondent of the terms and conditions contained herein, unless otherwise specifically noted in the proposal itself and confirmed in resulting contracts.

B. Questions
General inquiries concerning the Request for Quotes must be made to:
Timothy Malone
CRCOG
241 Main Street, 4th floor
Hartford, CT 06106
860-522-2217, ext. 224
tmaleon@crcog.org

However, no oral interpretations shall be made to any respondent as to the meaning of any of the RFQ documents. Every request for an interpretation shall be made in writing, faxed to (860) 724-1274 attention Timothy Malone, or emailed to tmalone@crcog.org. To receive consideration, such questions must be received by 3:00 p.m. on Monday, March 2, 2015.

CRCOG’s staff will arrange as addenda, which shall be made a part of this RFQ and any resulting contracts, all questions received following the above procedure and the decisions regarding each. By Wednesday, March 4, 2015, CRCOG will post a copy of any addenda to CRCOG’s website, located at www.crcog.org. It shall be the responsibility of each respondent to determine whether any addenda have been issued and if so, to download copies directly from the agency’s website.

C. Response Format
Respondents must submit complete responses to all of the information requested. Respondents who do not respond to the entire content of the RFQ may be disqualified. Quotes should identify the Consultant’s road safety audit approach, tasks, types and sources of information to be collected, and staff expected to be involved in the work.

Written quotes should include, at a minimum, the following information in the order requested:

1. **Cover Letter.** A letter signed by an officer of the firm or individual, binding the respondent to all of the commitments made in the proposal. The cover letter should be addressed to Timothy Malone, Capitol Region Council of Governments, 241 Main Street, Fourth Floor, Hartford, CT 06106.

2. **Contact Information.** The name, address and contact person of the respondent submitting the proposal. Please include telephone and fax numbers, as well as email and website.
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addresses.

3. **Statement of Qualifications and Experience.** Additional information can be in narrative form.
   a. The name(s), business address, phone number, e-mail address of firms and individuals proposed to participate in all tasks identified in the scope of work.
   b. Experience with conducting road safety audits. Please provide a minimum of three references, giving the name of the project, description of project, project period, and project cost. (Include the names of clients, primary contact person and phone number). The references should include traffic safety reviews and road safety audits conducted in the last five years.

4. **Scope of Work.** Proposed approach to the scope of work. The statement of approach should show that the consultant has experience with each task in the scope of work.

5. **Project Schedule.** Proposed project schedule in accordance with basic requirements of this RFQ. Note that all work must be completed and invoiced by June 31, 2015.

6. **Fee Proposal.** The fee proposal shall include costs associated with the delivery and provision of finished product(s), and costs associated with carrying out all tasks specified in Section IV Consultant Scope of Work, contained in this RFQ. The fee proposal should include:
   a. A complete rate schedule and pricing for staff and equipment to be utilized for this project.

7. **Insurance Documents.** Documentation of insurance coverage required under Section X of this Request for Quotes.

8. **Proposed Subcontractors.** The successful respondent will assume sole responsibility for the complete project as required in this RFQ. CRCOG will consider only one individual/firm/company as the sole point of contact with regard to contract matters, whether or not subcontractors are used for one or more parts of this project. Respondents who intend to subcontract one or more elements of this project to other firms/individuals shall identify those work elements to be subcontracted and the firm/individual subcontractor. All subcontractors shall be included in the respondent’s statement of qualifications. Subcontractors may not be substituted, nor any portions of the contract assigned to other parties, after contract award without the written consent of CRCOG.

The successful respondent may utilize the services of specialty subcontractors on those portions of the work that under normal contracting practices are performed by specialty subcontractors. The successful respondent shall be fully responsible to the Capitol Region Council of Governments for the performance, finished products, acts, and omissions of its subcontractors and persons directly or indirectly employed thereby. CRCOG will not pay an administration fee to the prime contractor for any subcontracted work.

9. **Response Page.** See ATTACHMENT A.
10. **Non-Collusion Statement.** See ATTACHMENT B.
11. **Equal Employment Opportunity and Minority/Female Business Enterprise**
VII. MINIMUM QUALIFICATION
The following are the Minimum Qualification Requirements for this RFQ.
1. The firm must have experience conducting Road Safety Audits (RSAs)
2. The firm must submit three recent examples of similar work
3. The firm must be able to meet the deadlines contained in this RFQ

VIII. PROCUREMENT SCHEDULE: SUMMARY OF KEY DATES
The following schedule has been prepared for this RFP process. Note that project constraints may cause the evaluation and selection related dates noted below to change.
RFQ Release Date: Monday, February 23, 2015
RFQ Questions Due to CRCOG: Monday, March 2, 2015 by 3:00 pm
Answers/Addendum Posted: Wednesday, March 4, 2015
Quotes Due: Monday, March 16, 2015 at 2:00 pm
Notification of Successful Respondent: Late March 2015

IX. ADDITIONAL TERMS AND CONDITIONS
Compliance with Applicable Laws
The successful consultant shall comply with all applicable federal, state and local laws and regulations as may be applicable. Funding for this project is provided by the Connecticut Department of Transportation and the United States Department of Transportation. Respondents are advised to review all applicable federal and state regulations prior to submitting a proposal.

Grant Funding
Work performed as part of this contract may be funded a grant from the Connecticut Department of Transportation.

Freedom of Information
Respondents are advised that any and all materials submitted in response to this RFP shall become the sole property of the Capitol Region Council of Governments and shall be subject to the provisions of Section 1-210 of the Connecticut General Statutes (re: Freedom of Information).

Incurred Costs
This request for quotes does not commit the Capitol Region Council of Governments to award a contract or to pay any costs incurred in the preparation of a response to this request. The Capitol Region Council of Governments will not be liable in any way for any costs incurred by respondents in replying to this RFP.

Severability

Certification Form. See ATTACHMENT C.
If any terms or provisions of this Request for Proposal shall be found to be illegal or unenforceable, then such term or provision shall be deemed stricken and the remaining portions of this document shall remain in full force and effect.

**Oral Presentation**
Respondents who submit a proposal in response to this RFP may be required to give an oral presentation of their proposal to the Capitol Region Council of Governments. This provides an opportunity for the respondent to clarify or elaborate on the proposal. These are fact-finding and explanation sessions only and do not include negotiation. The Capitol Region Council of Governments will schedule the time and location of these presentations. Oral presentations are an option of the Capitol Region Council of Governments and may or may not be conducted.

**Subcontracting**
The successful respondent may utilize the services of specialty subcontractors on those portions of the work that under normal contracting practices are performed by specialty subcontractors. The successful respondent shall not award any portion of the work to a subcontractor without prior written approval of the Capitol Region Council of Governments. The acceptance of any and all subcontractors shall reside with the Capitol Region Council of Governments, and the Capitol Region Council of Governments decision shall be final. The successful respondent shall be fully responsible to the Capitol Region Council of Governments for the performance, finished products, acts, and omissions of his subcontractors and persons directly or indirectly employed thereby.

**Assigning/Transferring of Agreement**
Any successful respondent is prohibited from assigning, transferring, conveying, subletting or otherwise disposing of the resulting agreement or its rights, title, or interest therein or its power to execute such an agreement to any other person, company or corporation without prior consent and approval in writing from the Capitol Region Council of Governments.

**Acceptance or Rejection by the Capitol Region Council of Governments**
CRCOG reserves the right to accept and or reject any or all quotes submitted for consideration or to negotiate separately in any manner necessary to serve the best interests of the CRCOG. Respondents whose quotes are not accepted shall be notified in writing.

**Amending or Canceling Request**
CRCOG reserves the right to amend or cancel this RFP, prior to the due date and time, if it is deemed to be in its best interest to do so.

**Waiver of Informalities**
The Capitol Region Council of Governments reserves the right to accept or reject any and all responses to this Request for Quotes, or any part thereof, and to waive any informalities and/or technicalities that are deemed to be in its best interest.

**Collusion**
By submitting a proposal, the respondent implicitly states: that his/her proposal has not been made in connection with any other competing respondent submitting a separate response to this RFP; is in all respects fair; and has been submitted without collusion or fraud. It is further implied that the respondent did not participate in the RFP development process, had no knowledge of the specific contents of the RFP before its issuance, and that no employee of CRCOG either directly or indirectly assisted in the vendor’s proposal preparation.

**Termination**

CRCOG may terminate any contract(s) or any part of any contracts resulting from this process at any time for: cause, default or negligence on the part of the selected respondent; or if the selected respondent fails, in the opinion of CRCOG, to meet the general terms and conditions of any resulting contract or to provide a level of service that is deemed to be in the best interest of CRCOG.

**Ethics**

The conduct of any contracted consultant shall be subject to the CRCOG Ethics Policy (found online at: http://www.crcog.org/about/rfqs.html).

**Affirmative Action**

CRCOG is an equal opportunity employers and require an affirmative action policy from all contractors and vendors as a condition of doing business with CRCOG, as per Federal Order 11246. By signing the proposal sheet for this bid, all vendors and contractor agree to this condition of doing business with CRCOG and should CRCOG choose to audit their compliance, the respondent agrees to cooperate fully.

**Insurance Requirements**

The consultant (CONSULTANT) shall be required to furnish a Certificate of Insurance evidencing the following insurance coverage prior to the execution of this Agreement. Failure to maintain insurance coverage as required and to name the Capitol Region Council of Governments and CRCOG member municipalities as the Additional Insured will be grounds for termination of the contract. In addition:

A. The insurance requirements shall apply to all subcontractors and/or consultants.
B. All policy forms shall be on the occurrence form. Exceptions must be authorized by CRCOG unless the coverage is for Professional Liability where the common form is claims made.
C. Acceptable evidence of coverage will be on the ACORD form or a form with the same format.
D. All renewal certificates shall be furnished at least 10 days prior to policy expiration.
E. Each certificate shall contain a 30 day notice of cancellation.
F. Insurance shall be issued by an insurance company licensed to conduct business in the State of Connecticut which has at least an “A-” policy holders rating according to Best Publications latest edition Key Rating Guide.

Required insurance coverage:
A. Comprehensive General Liability, including Contractual Liability as applicable, with limits not less than $1,000,000 for all damages because of bodily injury sustained by each person as the result of any occurrence and $2,000,000 bodily injury aggregate per policy year and limits of $1,000,000 for all property damage sustained by each person as a result of any one occurrence and $2,000,000 property damage aggregate per policy year. All, if any, deductibles are the sole responsibility of THE CONSULTANT to pay and/or indemnify.

B. Automobile Liability Insurance including non-owned and hired vehicles in the same limits as indicated in Section 1, above.

**Hold Harmless and Indemnification**

In addition to its obligation to provide insurance as specified above, the CONSULTANT, its subcontractors, agents and assigns shall indemnify and hold harmless the Capitol Region Council of Governments and its member municipalities, including but not limited to, its elected officials, and its officers, from any and all claims made against the CRCOG, including but not limited to, damages, awards, costs and reasonable attorney’s fees, to the extent any such claim directly and proximately results from the negligent acts, errors, or omissions in performance of services by the CONSULTANT during the CONSULTANT's performance of this Agreement or any other Agreements of the CONSULTANT entered into by reason thereof. CRCOG agrees to give the CONSULTANT prompt notice of any such claim and absent a conflict of interest, an opportunity to control the defense thereof.
Capitol Region Council of Governments
REQUEST FOR QUOTES

**DATE ADVERTISED:** February 23, 2015

**DATE / TIME DUE:**
Monday March 16, 2015
2:00 p.m. EST

**NAME OF PROPOSAL**
Road Safety Audits in Burlington

<table>
<thead>
<tr>
<th>Type or Print Name of Individual</th>
<th>Doing Business as (Trade Name)</th>
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<tbody>
<tr>
<td>Signature of Individual</td>
<td>Street Address</td>
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<tr>
<td>Title</td>
<td>City, State, Zip Code</td>
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<td>Date</td>
<td>Telephone Number / Fax Number</td>
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<td>E-mail Address/Website</td>
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ATTACHMENT B

CAPITOL REGION COUNCIL OF GOVERNMENTS

NON-COLLUSION STATEMENT

The company responding to this Request for Quotes certifies that it is being submitted without any collusion, communication or agreement as to any matter relating to it with any other respondent or competitor. We understand that this response must be signed by an authorized agent of our company to constitute a valid response.

Date: ________________________________

Name of Company: ________________________________

Name and Title of Agent: ________________________________

By (SIGNATURE): ________________________________

Address: ________________________________

____________________________________________________________________

____________________________________________________________________

Telephone Number: ________________________________
ATTACHMENT C

CAPITOL REGION COUNCIL OF GOVERNMENTS
EQUAL EMPLOYMENT OPPORTUNITY AND MINORITY/FEMALE
BUSINESS ENTERPRISE CERTIFICATION FORM

The undersigned certifies that _______________________________________ is an
(Name of Company)
Equal Opportunity Employer and is in compliance with federal and State rules and regulations
pertaining to Equal Employment Opportunity and Affirmative Action.

_______________________________________
(Respondent's Signature)

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IF APPLICABLE:
The undersigned also certifies that ______________________________________
(Name of Company)
is a Minority/Female Business Enterprise and is in compliance with federal and state rules and
regulations pertaining to Minority/Female Business Enterprise designations.

_______________________________________
(Respondent's Signature)

_______________________________________ (Today’s Date)