Request for Qualifications
West Hartford Road Diet Study

The Capitol Region Council of Governments (CRCOG) is seeking to obtain the services of a consulting firm to conduct a road diet study in the Town of West Hartford. The consultant must have expertise in transportation planning – including active transportation and be familiar with the concept and implementation of road diets. The consultant must also have a demonstrated ability to manage a transportation study that includes public involvement.

PROJECT DESCRIPTION.

The Capitol Region Council of Governments (CRCOG) in Partnership with the Connecticut Department of Transportation (CTDOT), the Town of West Hartford, CT and West Hartford Stakeholders are initiating a Road Diet Study.

This study will include: (1) project management; (2) community involvement; (3) data collection, organization, and analysis; (4) evaluation of road diet feasibility on one or more municipal facilities, (5) development of recommendations, an implementation plan and cost estimates and (6) final report and executive summary.

REQUIREMENTS.

The selected firm or team must demonstrate that they have sufficient and appropriately qualified staff to complete the project. Consultants must indicate who the project manager will be and where his/her primary office is located.

The selected firm must meet CRCOG, State, and Federal affirmative action and equal opportunity 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. In the event that outreach efforts related to Environmental Justice and Limited English Proficiency (Spanish) populations are required, the consultant will be required to provide oral and written translation services.

Firms wishing to be considered must submit six (6) copies of a statement of qualifications.

The statement must include: general information of the firm and its sub-consultants, name and resume of project manager, resumes of key personnel to be assigned to the project, and federal GSA form 330 – Part II for each firm. The statement must also include a description of staff experience in transportation and urban planning and public involvement/civic engagement.

Firms will be evaluated on the following basis:

- Technical skills and experience 30%
- Understanding of the issues 20%
- Public outreach skills and experience 20%
- Past record of performance 15%
- Project Management 15%

ADDITIONAL INFORMATION.

To submit questions, contact Michael Cipriano in writing at mcipriano@crcog.org with the subject heading “West Hartford Road Diet Study.” No questions will be accepted after 11 AM on Wednesday, January 14th, 2015. CRCOG will post its response to questions and clarifications by the end of the workday Friday, January 16th, 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 4 PM January 30th, 2015. Statements should be delivered to Jennifer Carrier, Director of Transportation Planning, Capitol Region
Council of Governments, 241 Main St., Hartford, CT 06106. Responses received after this date will not be considered.

CRCOG reserves the right to cancel this Request for Qualifications at any time, and to reject any or all submittals in whole or in part, or otherwise to proceed in the best interests of CRCOG. This Request for Qualifications in no manner obligates CRCOG or any of its agencies to the eventual purchase of any product or service, whether explicitly described or implied herein, until confirmed by a written contract. All costs of preparing a response to this Request belong to the responder.

CRCOG is an equal opportunity / affirmative action employer.
West Hartford Road Diet
Project Scope Overview

Project Background and Description
The Capitol Region Council of Governments (CRCOG) in partnership with the Connecticut Department of Transportation (CTDOT), The Town of West Hartford and West Hartford Stakeholders is initiating a study to evaluate the application of a road diet in the Town of West Hartford, Connecticut to better accommodate bicyclists and pedestrians traveling between the Town Center and the Bishops Corner Development on the north end of town. Specifically, the study will accomplish the following: (1) provide a summary of experience with road diets in the country particularly with 4 to 3 lane reductions and address their applicability to West Hartford; (2) Evaluate the feasibility for a road diet on North Main Street between Farmington Avenue and Albany Avenue; (3) identify other options for improved bicycle and pedestrian connections between West Hartford Center and Bishops Corner; (4) answer the question: what lessons can be learned from this study that can be applied elsewhere in West Hartford and Regionally?; and (4) provide preliminary cost estimates for any proposed options. It is expected that alternatives will be refined through a Design Workshop.

Demand for improved facilities for bicyclists have been growing across the state of Connecticut and specifically in West Hartford. The Town of West Hartford has an active Bicycle Advisory Committee comprised of 9 members appointed by the Town Council. Through outreach and development of various activities, this group has involved hundreds of citizens who are interested in West Hartford becoming more bike friendly. Recently, the Town Council directed town staff to develop a Complete Streets policy for the Town. Additionally, West Hartford’s state senator, a regular bike commuter and bike advocate, has moved several pieces of legislation forward to improve conditions for bicyclists, including the set aside of funding for this study. CRCOG was selected by the CT DOT to manage this study. Town staff, town elected officials and bicycle advocates are expected to be involved as this study progresses and local residents and business’s input will be sought.

Project Scope
Task I: Project Management
The Capitol Region Council of Governments (CRCOG) will serve as the lead agency with technical assistance by the Consultant for this 12-14 month study. CRCOG will direct the work of the Consultant. CRCOG will work with West Hartford representatives to appoint a Project Advisory Committee which will inform the study and act as key stakeholders. CRCOG will administer the project schedule, coordinate the Project Advisory Committee (PAC) - including working with the Town and West Hartford Bicycle Advisory Committee to establish its membership, Stakeholder meetings and workshops.

The Consultant will prepare and submit monthly Progress Reports to the CRCOG Project Manager. These narrative and financial reports will track progress on a percent complete basis, benchmarked on the major tasks that comprise the scope of services under the CRCOG-Consultant contract. In addition, Consultant will submit monthly invoices to CRCOG.

Task II: Preliminary Data Collection
Prior to public outreach, the Consultant will undertake the following tasks:

I. Create a primer on road diets, with an eye to applicability of the lessons to the roads in West Hartford, and specifically North Main Street. Provide a listing of successful road diets (4 to 3) giving ADT, peak hour volume, both before and after road diet; lane widths; surrounding land use; block lengths; and driveway incidence. Include a summary of safety experience with 10 foot lanes in communities similar to West Hartford and with traffic volumes and type similar to North Main Street.
II. Collect current available ADTs Traffic Volumes, Speed and Accident Data* for North Main Street. Obtain cross section information for North Main Street.
   * UCONN Crash database and supplemental municipal crash data available

III. Conduct photo documentation of the corridor at specific locations so that they will be most useful in future comparisons and as documentation of any complete street deficiencies, signage/markings, etc.

IV. Create base maps to use in the Input and Exploration Task.

Task III: Input & Exploration

I. Project Kick-Off Workshop
   Consultant will facilitate a kick-off workshop with the PAC. This will be an interactive meeting to establish project expectations and seek direction and input from the PAC regarding key issues that face the community. The consultant will present information on road diets, parameters for success and what can be accomplished. The consultant will also present an overview of bicycle infrastructure design principles. This dialogue will help inform the inventory and analysis process and identify key stakeholders that need to be included in the process. Everyone will leave this workshop with a clear understanding of the guiding principles of this project.

II. Public Kick-Off
   Consultant/CRCOG will facilitate a Public Kick-off Session in order to introduce the project, identify key goals and issues, and outline the overall study process.

III. Stakeholder Interviews
   It is critical to meet with key stakeholders including those not already represented on the PAC in order to identify, first hand, the area’s opportunities and challenges. Stakeholders for this project will include the West Hartford Bicycle Advisory Committee, West Hartford Town Council, West Hartford Town Plan and Zoning Commission, West Hartford Municipal Staff (public safety, engineering and planning), study area residents, landowners and business owners. Specific study area stakeholders should include the West Hartford Center Business Association, the Bishops Corner Neighborhood Association, the American School for the Deaf and Montessori School and the Religious institutions along North Main Street between Farmington and Albany Avenues and others like CT Transit, etc. as determined by the Kick-Off Meeting. Interviews will be informal discussions over base maps, brief and focused on specific issues. Meeting notes will be prepared and summarized by the Consultant. Consultant shall provide meeting agendas, and any presentation materials.

IV. Survey
   Consultant will survey residents to collect feedback and opinions about the current use of the North Main Street as a route for pedestrians, bicyclists and motorists.

Task IV: Discovery & Analysis

I. Data Collection
   a. Urban Design Analysis
      The Consultant will review and assess existing plans and data in order to establish a common understanding of the physical and policy context. This analysis will include
      i. Existing Plans and Policies such as the Town Plan of Conservation and Development (POCD), the Town’s Master Bike Plan, Infrastructure Plans and CRCOG Regional Pedestrian and Bicycle Plan.
      ii. North Main Street inventory to include; street cross-section and lane dimensions, right of way, sidewalk inventory, curb cuts, street trees, on-street parking (location, duration, cost) bike facilities, and transit routes, street furniture, utilities, drainage and stop locations.
      iii. Consultant will create a summary map illustrating North Main Street and the issues and opportunities presented.

   b. Traffic Data and Analysis
i. Conduct turning movement counts during the AM, PM and Saturday mid-day peak hours at several locations on North Main Street to enable evaluation of the impact of a road diet.

ii. Conduct bicycle and pedestrian counts at peak periods at several locations on North Main Street.

iii. Based upon historical trends and upcoming development, including but not limited to, the re-use of the UConn-Greater Hartford Campus, determine what traffic growth rate should be used to project traffic volumes in 5 years.

iv. Create a Synchro model for traffic on North Main Street and calibrate for today’s conditions 2015 and 2020 conditions.

II. Generate preliminary sketch alternatives based upon the existing traffic analysis and kick-off sessions:
   a. Develop alternatives for North Main Street that will improve bicycle and pedestrian access and safety. This may include development of bike lanes along North Main Street.
   b. Identify other improvements that could be made to improve connections for bicyclists between West Hartford Center and Bishops Corner.

III. Test and refine alternatives:
   a. Test the alternatives for North Main Street for current conditions and projected 2020 traffic volumes.
   b. Identify preliminary, potential scenarios to serve as “starter ideas” for public input and discussion including various road diets or complete streets concepts to include bike facilities, pedestrian enhancements and/or transit enhancements; the consultant will work with the PAC to define the range of preliminary, potential scenarios for further evaluation and input from the public.
   c. Identify traffic impacts of the preliminary, potential scenarios to surrounding neighborhoods and roads, including Trout Brook Drive.

Task V: Design Workshop and Scenario Refinement

Based on the existing traffic analysis and kick-off sessions, a series of preliminary, potential planning scenarios, or “starter ideas” will be refined. These scenarios are tailored to the unique conditions of West Hartford and designed to address the issues expressed by the community, particularly relating to North Main Street and north-south between Bishop’s Corner and West Hartford Center. These scenarios will be used to solicit initial input during the Workshop.

I. Design Workshop
   At a public Design Workshop the Consultant will present the preliminary, potential alternatives, design concepts and analysis results. PAC members along with other Stakeholders will be engaged in providing input into developing the concepts further. The Workshop will focus on refining and selecting a preferred approaches and outlining the urban design, transportation, and implementation strategy. It will serve as the foundation of the final alternatives and recommendations.

II. Scenario Refinement
   Building upon the workshop, data collection, existing conditions and modeling results. This analysis will be conducted based on a defined evaluation methodology that will include agreed upon assumptions for future traffic growth and planning horizon (future year analysis). Traffic impacts will be assessed and evaluated in order to focus the streetscape and urban design concepts on key scenarios, identify critical technical hurdles, and communicate the potential impacts of implementation.

III. Alternative Concepts
   The consultant will prepare an Alternatives Analysis Report that will summarize the identification, evaluation and development of alternatives based upon the results of the Design Workshop.
Task VI: Delivery of Final Products

I. Draft Recommendations & Report

Following the Design Workshop the Consultant will prepare a draft plan report that documents and refines the recommendations and public input from the workshop. This document will rely heavily on a graphic description of the identified recommendations along with a narrative outlining the overall process, public input, analysis, and implementation strategy. This Draft Report will include the following key deliverables:

a. Transportation and Streetscape Design Concepts – Design plans overlaid on aerial and typical street cross-sections for all key conditions outlining: street design standards, bicycle connections, pedestrian facilities, anticipated property impacts and other infrastructure projects related to the urban design of the recommended corridor transportation scenario.

b. Renderings & Sketches – Illustrative renderings and sketches will be utilized to communicate to the public and key stakeholders the visual intent and potential of the proposed vision for a Road Diet, transit enhancements or other improvements to enhance the West Hartford Center to Bishops Corner connection.

c. Policy Recommendations – Including any recommendations to plans referenced in Task IV, including the POCD which may include recommendations describing the form and setback of development in key areas and conditions. Also including itemization of conflicting town ordinance or State law which would require amendment.

d. Project Summary – A Project Summary will be produced that presents a graphic executive summary of the study’s recommendations and vision, including a preliminary implementation timeline and cost estimates. This summary should also include a one to two page brief on the lessons learned from this study that can be applied elsewhere in West Hartford and regionally.

II. Public Presentation

Following the review and finalization of the Draft Report, Project Summary and Implementation Plan, the Consultant will present the plan in a public open house presentation and receive final feedback from the public.

III. Final Recommendations & Report

The Draft Report will be revised and finalized following review by the Project Advisory Committee. The Final Recommendations and Report will additionally include:

a. Implementation Plan - a phased plan that outlines short (1-2 year) and long-term (3-5 year) steps to implementation.

b. Preliminary Cost Estimate – preliminary cost estimates will be developed based on the functional design, cross section concepts, signalization requirements, and streetscape recommendations. The Consultant will provide a phased implementation approach with a timeline and cost for each phase.
STATE OF CONNECTICUT
OFFICE OF POLICY AND MANAGEMENT

November 21, 1996

GENERAL LETTER NO. 97-1

TO: All State Agencies

FROM: Michael W. Kozlowski, Secretary
Office of Policy & Management

Subject: Contract Fees for Architects, Engineers and Consultants on State Projects

All Contracts for architects, engineers and consultants on capital projects or studies related thereto, shall be awarded on the following basis:

1. Principals - Maximum of $35/hour
   A. Corporations Principal is defined as follows:
      a. A corporate officer administratively responsible to the Corporation for the contract. The principal classification (whether corporate or other) is intended to include the principal’s effort on the contract relating only to managing, directing and/or administering of the contract. In no event will the number of Principal hours established be in excess of 5% of the total contract salary hours established during negotiations.
      b. A principal may also work on the contract in the “employee” classification. For example, as a Project Manager, Draftsman, Senior Engineer, etc. While performing those services for which qualified, the principal’s rate of pay shall be within the salary range for the specific classification.

2. Assistants - Actual payroll at straight time rates. Overtime at actual rates subject to prior approval.

3. Overhead and Profit - Actual but not to exceed 150% for a Home Office project; 125% for a Field Office project and 165% for an Environmental project.

4. Travel - Maximum is established per the Stare Travel Regulations (Manager’s Agreement.)

Each such contract must contain appropriate language to clearly acknowledge the parameters of this letter.