Request for Qualifications

Transportation Safety and Improvements Study: Farmington and Hartford

The Capitol Region Council of Governments (CRCOG) is seeking to obtain the services of consulting firms/teams to conduct the Transportation Safety and Improvements Study: Farmington and Hartford. The consultant must have expertise in transportation planning and must also have a demonstrated ability to manage transportation studies that include significant public involvement efforts.

PROJECT DESCRIPTION.

The Capitol Region Council of Governments (CRCOG) and the Connecticut Department of Transportation (CTDOT) are initiating the Transportation Safety and Improvements Study: Farmington and Hartford to assess and recommend improvements for transportation to and from the UConn Medical Center area in Farmington and the future site of the UConn Greater Hartford Branch in Hartford. The study will undertake a multi-modal approach to transportation, including roadway, biking, walking, and transit assessments and recommendations.

The study will include the following work tasks: (1) project management; (2) community involvement; (3) integration of UConn travel pattern analysis results (from NextGenCT Pathways to UConn: Easter Gateways Study); (4) data collection and base maps; (5) assessment of existing conditions; (6) assessment of future conditions; (7) identification and analysis of alternatives; (8) transportation strategy and implementation plan; and (9) final report and executive summary. Attached is a preliminary scope of work for the study.

REQUIREMENTS.

Firms wishing to be considered for the study must submit six (6) 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 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. It is likely that outreach efforts related to Environmental Justice and Limited English Proficiency (Spanish) populations will be required, 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. 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 after the response deadline. All information will remain confidential until consultant selections are finalized. The consultant selected for each study shall be the ones deemed fully qualified and best suited among the multiple firms submitting responses. After selections are made, manhours and fees will be negotiated, with conditions contained in the attached OPM General Letter No. 97-1 governing.

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. 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 study. The selected consultants will be informed in writing.

ADDITIONAL INFORMATION.

A preliminary Scope of Services for the study has been prepared and attached.

Any questions should be directed in writing to Robert Aloise (raloise@crcog.org); no questions will be accepted after 11 AM on Wednesday, October 15, 2014. CRCOG will post its response to questions and clarifications by the end of the workday Friday, October 17, 2014 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, Friday, October 24, 2014. Statements should be delivered to Ms. 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.
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.