Capitol Region Council of Governments  
Hartford, CT  
Transportation Planning Public Participation Plan Update  
September 24, 2014

The Capitol Region Council of Governments (CRCOG) of Hartford, Connecticut is seeking an individual or consultant firm (hereafter referred to as “consultant”) to provide assistance with the update of its Transportation Planning Public Participation Plan, as described in Section 3 Scope of Work, below.

1. Background

CRCOG is the largest of Connecticut’s regional planning organizations. It was established under the Connecticut General Statutes as a voluntary association of municipal governments serving the City of Hartford and 37 surrounding suburban and rural communities. The Capitol Region covers 1,047 square miles and houses a diverse population of approximately 974,000.

CRCOG’s Policy Board is the Council’s governing body that is responsible for establishing policy, setting the CRCOG agenda, and taking administrative actions on behalf of the Council.

CRCOG is also the Metropolitan Planning Organization (MPO) for the Capitol Region and serves as the lead agency for transportation planning and grant administration. CRCOG’s Transportation Committee does a preliminary review and advises the Policy Board on all transportation issues that come before the Council.

CRCOG conducts an extensive multi-modal transportation planning program. The program is conducted and administered by CRCOG staff, under both the Transportation Planning Department and the Policy Development and Planning Department. The transportation planning effort is guided by federal regulations and its Public Participation Plan. This plan was first adopted in 2000, and updated twice since. During that time, both an Environmental Justice Action Plan and sections on outreach to persons with Limited English Proficiency were added. The current version was adopted in 2007, and incorporated additional legislative requirements.

Additional information about CRCOG and its transportation planning program can be found on the CRCOG website at www.crcog.org. Click through the Civil Rights link to access the existing Public Participation Plan and related documents.

2. Requirements

Consultants must demonstrate that they have sufficient and appropriate resources to undertake the work defined under Section 3. Consultants must indicate who the project manager will be and where his/her primary office is located.

The selected firm(s) must meet CRCOG, State, and Federal affirmative action and equal opportunity employment practices. A Disadvantaged Business Enterprises (DBE) set aside is not
required. However, DBE firms are encouraged to submit a response to the RFQ, and/or to participate with other consultants in a response.

Prior to executing any awarded contract, the selected firm must submit its Affirmative Action Plan and/or Policy Statement and required CTDOT Equal Opportunity forms for review and approval by the Connecticut Department of Transportation.

The fee for contracted services will be negotiated on a Lump Sum basis and may also include a budget for Direct Costs.

The Consultant shall provide, and maintain for the duration of the contract, commercial general liability insurance naming the CRCOG and its officers, agents, volunteers, and employees as additional insured(s) and shall include, but not be limited to, protection against claims arising from bodily and personal injury, including death resulting therefrom, and damage to property, resulting from any act or occurrence arising out of Consultant operations in the performance of the contract including, without limitation, acts involving vehicles. Additional requirements can be seen in Exhibit A.

Any firm wishing to be considered must submit four (4) copies of a statement of qualifications. The statement must include: a letter of interest, general information on the firm and its sub-consultants, name and resume of project manager, resumes of any key personnel that may assist the project manager, a signed copy of Exhibit B, and federal GSA form 330, parts 1 and 2. The statement must also include a description of staff experience with developing public participation plans that meet the requirements of the Federal Highway Administration, the Federal Transit Administration and Title VI, and with each of the Tasks described in the Scope (Exhibit C). The statement should also include an overview of the firm’s approach to the project tasks and listings of the firm’s experience pertinent to public involvement and specific outreach to protected populations.

The consultant must document adequate related experience to successfully complete assignments, including descriptions of projects of similar size and scope that have been completed. The consultant must provide an implementation approach that addresses demonstrated skills and experience for success to manage and support all tasks and activities. The Consultant must provide references that can vouch for performance of similar projects related to transportation planning and public outreach.

**Firms will be evaluated on the following basis:**

- Technical abilities, skills and practical experience 50%
- Understanding of the issues 20%
- Public outreach skills and experience 20%
- Past record of performance 10%

3. **Scope of Work: See Exhibit C**
4. Additional Information

Any questions should be directed in writing to Karen Olson, (kolson@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.

5. Form of Submission and Deadline

Sealed Statements of Qualification shall be submitted on standard 8 ½” x 11” paper. One (1) original and three (3) copies of the Statement shall be supplied. Each Statement shall be labeled on the outside to clearly indicate that it is in response to the Transportation Planning Public Participation Plan Update Request for Qualifications. Faxed or e-mailed proposals are not acceptable.

Statements shall be submitted to:

Jennifer Carrier
Director of Transportation Planning
Capitol Region Council of Governments
241 Main Street
4th Floor
Hartford, CT 06106

 Statements of Qualifications must be submitted no later than: 11:00 AM on Friday, October 24, 2014. Statements received after that time or day 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.
EXHIBIT A

CRCOG Insurance Requirements:
The following language will be included in any Agreement executed as a result of this RFQ

The 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 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-”VIII policy holders rating according to Best Publications latest edition Key Rating Guide.

1. Comprehensive General Liability, including Contractual Liability, Products/Completed Operations Insurance, as applicable, with limits not less than $2,000,000 for all damages because of bodily injury sustained by each person as the result of any occurrence and $1,000,000 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 $1,000,000 property damage aggregate per policy year or a combined single limit of $1,000,000. All, if any, deductibles are the sole responsibility of the CONSULTANT to pay and/or indemnify.

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

3. Workers’ Compensation Insurance at the Connecticut statutory limit including Employers’ Liability with limits of $100,000 each accident, $500,000 for each disease/policy limit, and $100,000 for disease for each employee.

4. Excess Liability Umbrella Form over sections 1, 2, and 3-Employers’ Liability with limits up to $2,000,000.

5. The Capitol Region Council of Governments shall be named as an Additional Insured as its interest may appear on the appropriate coverage in sections 1, 2, 3-Employers’ Liability and 4 in the section reserved for comments on the ACORD Form insurance certificate.

6. Professional Liability Insurance with limits up to $1,000,000 aggregate limit issued on claims made basis for the term of the contract and continuing for two years following the completion of the contract at the CONSULTANT’s cost.
EXHIBIT B

CRCOG Equal Employment Opportunity and Minority/Female Business Enterprise Certification Form

The undersigned certifies that ________________________________ is an Equal Opportunity Employer and is in compliance with federal and State rules and regulations pertaining to Equal Employment Opportunity and Affirmative Action.

__________________________________________________________________________
(Consultant's Signature)

__________________________________________________________________________
(Today’s Date)

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**ONLY IF APPLICABLE:**
The undersigned certifies that ________________________________ is a
Disadvantaged (Minority/Female) Business Enterprise (DBE) and is in compliance with federal and state rules and regulations pertaining to Disadvantaged Business Enterprise designations.

__________________________________________________________________________
(Consultant's Signature)

__________________________________________________________________________
(Today’s Date)
EXHIBIT C

PUBLIC PARTICIPATION PLAN UPDATE: SCOPE

1. Update Public Participation Plan, including:
   a. General requirements
   b. Outreach to special, protected and underserved populations:
      i. Environmental Justice: low-income and minority populations
      ii. Limited English Proficiency, including four-factor analysis (NEW)
      iii. Low literacy (NEW)
      iv. Disabled populations (NEW)

2. Conduct public outreach to engage the public in:
   a. Review of the existing plan
   b. Commenting upon the draft plan
   c. Both efforts must include general populace outreach as well as outreach to special protected populations

3. Product: final public participation plan
   a. Meets the requirements of the existing transportation legislation (MAP21 or its successor legislation, as much as possible within the timeframe of this project)
   b. Meets the requirements of Title VI
   c. Is accessible to the general public (understandable and attractive)

4. Product: executive summary of the final plan
   a. Maximum one page, printed both sides
   b. English and Spanish versions
   c. Is accessible to the general public (understandable and attractive)

5. Product: tech memo on plan implementation
   a. Review of federal literature, FHWA and FTA, including but not limited to https://www.fhwa.dot.gov/planning/public_involvement/publications
   b. Review of national best practices
   c. Review recent efforts by CRCOG
   d. Recommendations for additional efforts that CRCOG might undertake that can be both “cost effective” as well as “effective”

6. Product: tech memo on EJ Burdens and Benefits process for TIP and LRP
   a. Review CRCOG’s EJ Burdens and Benefits process
   b. Review of national best practices for assessing EJ Burdens and Benefits
   c. Recommend EJ Burdens and Benefits process improvements

7. Product: tech memo on CRCOG website accessibility
   a. Review CRCOG website for accessibility
   b. Recommend website accessibility improvements
8. **Product: tech memo on best practices for outreach to protected and/or underserved populations**
   a. Conduct outreach to these populations in the Capitol Region for input to this memo
   b. Review national best practices for outreach to these populations
   c. Recommend outreach improvements

9. **Develop a social media program for CRCOG**
   a. Design a Transportation Facebook page that will be maintained by CRCOG staff
   b. Design a Transportation Twitter account that will be maintained by CRCOG staff