



**REQUEST FOR QUALIFICATIONS (RFQ)
FOR
TRAVEL DEMAND MODELING AND DATA MANAGEMENT**

Issue Date: October 26, 2017

Response Date/Time: November 30, 2017 (4:00 p.m.)

**Response Location: Capitol Region Council of Governments
241 Main Street, 4th Floor
Hartford, CT 06106**

Request for Qualifications: Travel Demand Modeling and Data Management

The Capitol Region Council of Governments (CRCOG) of Hartford, Connecticut is seeking an individual or consulting firm(s), hereafter referred to as “consultant”, to provide high-level Travel Demand Modeling and Data Management as described in Section 3 Scope of Work, below.

1. Background

The Capitol Region Council of Governments (CRCOG) is the largest of Connecticut’s nine regional planning organizations. We are established under the Connecticut General Statutes as a voluntary association of municipal governments currently serving 38 Metro Hartford municipalities. CRCOG is dedicated to expanding the concept of voluntary cooperation among its member municipalities as the means to successfully respond to many of the region’s pressing governmental and public challenges.

CRCOG is also the Metropolitan Planning Organization (MPO) for the Capitol Region and serves as the lead agency for transportation planning and grant administration. As an MPO, CRCOG conducts a rigorous 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, occasionally with the assistance of one or more consultants. Additional information about CRCOG and its transportation planning program can be found on the CRCOG website at www.crcog.org.

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 consultant must have one staff member available to work in the CRCOG office at least one day per week and provide bi-weekly, or as determined acceptable by CRCOG, progress updates.

The selected Consultant must meet CRCOG, State, and Federal affirmative action and equal opportunity employment practices. A Disadvantaged Business Enterprises (DBE) set aside is not required. The fee will be negotiated on a Lump Sum basis per assigned task.

The selected 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 Consultant wishing to be considered must submit five (5) copies of a statement of qualifications. The statement must include: a letter of interest, general information on the firm (and any sub-consultants), name and resume of project manager, resumes of any key personnel that may assist the project manager, a signed copy of Exhibits B and C, and federal GSA form 330, parts 1 and 2. The statement must also include a description of staff experience in travel demand modeling, management of data, and deliverables/communication. The statement should also include an overview of the Consultant’s approach to the project tasks and listings of its pertinent experience.

Request for Qualifications: Travel Demand Modeling and Data Management

Consultants must document adequate pertinent experience to successfully complete assignments including work efforts of similar size and scope. Consultants must also provide an implementation approach that addresses demonstrated skills and experience for success to manage and support all tasks and activities, and provide references that can vouch for performance of similar projects related to Travel Demand Modeling and Data Management.

Consultants will be evaluated on the following basis:

- | | |
|--------------------------------------|-----|
| • Technical abilities and experience | 40% |
| • Understanding of the issues | 20% |
| • Communication | 20% |
| • Past record of performance | 20% |

3. Scope of Work

The primary work assignments and responsibilities will involve managing all aspects of CRCOG's travel demand model, overseeing socioeconomic data and forecasting efforts, and ensuring the freeway and arterial monitoring data is collected and integrated into modelling efforts. Secondary assignments are anticipated to include complying with various model run requests to meet the needs of corridor studies (specifically assisting in forecasting and alternatives analysis), and assisting with model run requests from CTDOT likely related to CTfastrak, the I-84 Hartford project, and other inter-departmental coordination needs. Additionally, other data management work tasks are anticipated to be assigned, potentially including work efforts associated with management and/or data analysis related to the Transit Data Repository, Safety Data, and Congestion Management Data.

Work tasks which may be undertaken by the selected Consultant (all elements subject to change) are listed below. This is a Preliminary outline of Work Tasks, which will be refined through negotiations with the Consultant:

TRAVEL DEMAND MODEL MAINTENANCE AND DEVELOPMENT

- *Model Maintenance.* Work with CRCOG staff and possibly other consultants to maintain and update the TransCAD software. Keep CRCOG staff apprised of related additional support resources that may be necessary (including staff, equipment, and software).
- *Model Data and Calibration.* Ensure the model's highway and transit network, and the socioeconomic data (including population, households, employment, and land use) is as up-to-date as possible. This will also require calibrating model predicted traffic volumes and ridership to match field collected data from other sources. In addition to more traditional data sources, there are a number of on-going initiatives that may provide solid input for Travel Demand Model refinement (e.g. Travel Surveys, I-84 Viaduct Model Calibration, and Statewide Household Survey). Constantly monitor and provide input on preliminary findings and ensure the data is accurately reflected in the model and deliverables.
- *Time-of-Day Model.* Review the work on the time-of-day model performed for the I-84 Viaduct reconstruction project and ensure the final product is understandable and able to be used by the region. Work to incorporate the time-of-day model into future projects.

Request for Qualifications: Travel Demand Modeling and Data Management

TRAVEL DEMAND FORECASTING

Use the model to prepare travel forecasts for all studies at CRCOG. Anticipated projects include:

- *Interstate 84 Highway Viaduct Planning.* CTDOT completed a congestion pricing study for Interstate 84 in Hartford. In addition, CTDOT is advancing environmental planning for viaduct structure replacement. Working in partnership with CRCOG staff and CTDOT, the consultant should be available to provide guidance and needed model assistance as they begin to advance the reconstruction project and assess financing options for the project.
- *Eastern Gateways; Farmington and Hartford Transportation Safety and Improvement Study; Silver Lane – East Hartford; Route 5 – East Windsor; Other Studies as assigned.* CRCOG is advancing a number of studies that require modeling assistance including forecasting daily link volumes and peak hour turn volumes at a minimum. Prior to developing forecasts, the consultant will be responsible for coordinating with CRCOG staff to refine and calibrate the model within a given study area. Technical assistance in responding to CTDOT comments will also be necessary.

TRAVEL DEMAND MODEL DOCUMENTATION & QUALITY CONTROL

- *Model Improvement Log.* Continue to maintain a log / binders documenting model changes and improvements.
- *Model Manual/ Documentation.* Work toward developing a methodology for documenting the model, coordinating with on-going consultant efforts associated with the I84 Viaduct Reconstruction project.
- *Quality Control.* Develop a quality control methodology for model updates.

DATA MANAGEMENT

- *Transit Data Repository User Interface.* Develop a user friendly interface (SQL preferred) for querying data from the CT*transit*/ CTDOT Transit Data Repository with the goal of allowing for easy extraction of meaningful transit data and metrics for use by Transit Planners. Coordinate with CRCOG staff regarding the needs and general design of the interface.
- *Congestion Management Database.* Compile, analyze and summarize the data from the NPMRDS dataset (and possibly CTDOT's Regional Traffic Management System) for freeway and principal arterials for purposes of the Congestion Management Process. These efforts may involve the creation of database tools that query and analyze data for purposes of federal performance measure reporting.
- *Safety Data Management/Performance.* Working with UConn's Crash Data Repository, ensure safety data is consumable to CRCOG planners and our municipalities. Assist CRCOG staff, CTDOT officials, and other stakeholders in understanding safety trends and statistics as they relate to setting regional performance measure targets.
- *Technology.* Ensure that available technologies (such as CTDOT Photolog and NPMRDS datasets) are being used to their capability by CRCOG staff and others. Bring to the attention of CRCOG staff innovations and best practices as they relate to modeling, data management and data mining.

4. Contract Term

The initial term of a contract resulting from this RFQ shall be for a term ending June 30, 2019. The contract, upon mutual agreement of the parties, may be renewed for additional terms.

5. Additional Information

Any questions should be directed in writing to Robert Aloise, (raloise@crcog.org), no questions will be accepted after 4 p.m. on Tuesday, November 21, 2017. CRCOG will post its response to questions and clarifications by the end of the workday Thursday, November 23 on the CRCOG website <http://crcog.org/rfprfq/>. **It is the respondent's responsibility to check the website for any addendums.**

6. Form of Submission and Deadline

Sealed Statements of Qualification shall be submitted on standard 8 ½" x 11" paper. One (1) original and four (4) 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 Travel Demand Modeling and Data Management 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: **4:00 p.m. on November 30, 2017.**
Statements received after that time or day will not be considered.

CRCOG reserves the right to cancel this Request for Qualifications at any time, 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.

EXHIBIT A

CRCOG Insurance Requirements

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 Contractor operations in the performance of the contract including, without limitation, acts involving vehicles.

The amounts of liability insurance shall be not less than the following: single limit coverage applying to bodily and personal injury, including death resulting therefrom, and property damage, in the total amount of \$1,000,000 per occurrence. The Consultant shall supply the CRCOG with a fully executed insured endorsement upon execution of the contract subject to acceptance by CRCOG.

Worker's compensation insurance, in accordance with the provisions of the CT Labor Code, shall be maintained by the Consultant for the duration of the contract specifically against liability for injury of Contractor's employees. Prior to commencing the performance of the work under the contract, the Consultant agrees to obtain and maintain any employer's liability insurance with limits not less than \$1,000,000 per accident.

The following requirements apply to the insurance to be provided by the Consultant pursuant to this section:

- 1) The Consultant shall maintain all insurance required above in full force and full effect for the entire period covered by the contract
- 2) Certificates of insurance shall be furnished to the CRCOG upon execution of the contract and shall be approved in form by the CRCOG
- 3) Certificates and policies shall state that the policies shall not be canceled or reduced in coverage, or changed in any other material aspect, without thirty (30) days' prior written notice to the CRCOG

If the Consultant fails or refuses to produce or maintain the insurance required, or fails or refuses to furnish the CRCOG with required proof that insurance has been procured and is in force and is paid for, the CRCOG shall have the right to terminate the contract immediately.

EXHIBIT B

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

The undersigned certifies that _____ is an Equal
(Name of Company)
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)

ONLY IF APPLICABLE:

The undersigned certifies that _____ is a
(Name of Company)
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
Organizational Conflict of Interest Statement

Each entity that enters into a contract with the Capitol Region Council of Governments (CRCOG) is required, prior to entering into such contract, to inform CRCOG of any real or apparent Organizational Conflict of Interest (OCI).

An OCI exists when any of the following circumstances arise:

1. Lack of Impartiality or Impaired Objectivity. When the CONSULTANT (*proposer, bidder, etc.*) is unable, or potentially unable, to provide impartial and objective assistance or advice to CRCOG due to other activities, relationships, contracts, or circumstances.
2. Unequal Access to Information. The CONSULTANT has an unfair competitive advantage through obtaining access to nonpublic information during the performance of an earlier contract.
3. Biased Ground Rules. During the conduct of an earlier procurement, the CONSULTANT has established the ground rules for a future procurement by developing specifications, evaluation factors, or similar documents.

Organizational Conflicts of Interest Prohibition and Non-Conflict Certification

The CONSULTANT warrants that, to the best of his/her/its knowledge and belief, and except as otherwise disclosed, there are no relevant facts or circumstances, which could give rise to organizational conflicts of interest. The proposer agrees that, if after award, an organizational conflict of interest is discovered, an immediate and full disclosure in writing must be made to CRCOG, which must include a description of the action, which the CONSULTANT has taken or proposes to take to avoid or mitigate such conflicts. If an organizational conflict of interest is determined to exist, CRCOG may, at its discretion, cancel the contract award. In the event the CONSULTANT was aware of an organizational conflict of interest prior to the award of the contract and did not disclose the conflict to CRCOG, CRCOG may terminate the contract for default. The provisions of this clause must be included in all subcontracts for work to be performed similar to the service provided by the prime consultant, and the terms “contract” and “CONSULTANT” modified appropriately to preserve CRCOG’s rights.

Organizational Conflict of Interest - Proposer’s Signature and Certification

The undersigned on behalf of the CONSULTANT hereby certifies that the information contained in this certification is accurate, complete, and current.

Signature and date

Title of Request for Qualifications

Typed or Printed Name

Title

Company Name and Address