



**REQUEST FOR QUALIFICATIONS (RFQ)  
FOR  
LOT CIP TRANSPORTATION ENGINEERING SERVICES**

**Issue Date: December 13, 2018**

**Due Date/Time: January 24, 2019 (2:00 p.m.)**

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

# CAPITOL REGION COUNCIL OF GOVERNMENTS

## REQUEST FOR QUALIFICATIONS (RFQ) FOR LOTCIP ENGINEERING SERVICES

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### I. INTRODUCTION

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 soliciting responses from qualified and experienced firms or teams (hereto referred to as consultants) to serve on the following On-Call Lists to assist with Local Transportation Capital Improvements Program (LOTICIP) related tasks:

On-Call List 1: Municipal Engineering Design Phase Assistance

On-Call List 2: Municipal Engineering Construction Phase Assistance

On-Call List 3: CRCOG Program Management and Design Review Assistance

In 2014 CRCOG established these three on-call lists of consultants to assist municipalities with project delivery, and to assist CRCOG with program management and peer design reviews. Consultants currently appearing on Lists 1 and 2 have terms that will expire May 31, 2019, and therefore this RFQ is intended to identify the consultants that will serve on each of these lists beginning June 1, 2019. This RFQ is also intended to identify two consultants to serve on On-Call List 3, who will join the one currently List 3 serving consultant that is receiving a contract extension. Consultants currently appearing on Lists 1 and 2 must (and are encouraged to) submit responses to this RFQ in order to be considered for a 36-month term on these lists.

Respondents should have experience performing transportation engineering and program management services relevant to the tasks outlined in the included Scope of Service summaries. Respondents can request to be considered for any, any combination of, or all three On-Call lists, however the consultants selected and contracted with for On-Call List 3 will be removed from consideration for On-Call Lists 1 and 2. Respondents to the RFQ will enter a competitive process for each on-call list that will identify a small pool of consultants pre-qualified by CRCOG to perform the services described. Selected consultants will appear on a list for a 36-month period, provided the firm/team does not undergo any material changes that could affect its ability to serve the CRCOG and/or its member municipalities. If mutually agreed upon by CRCOG and the consultant, CRCOG reserves the right to extend their term on a list.

Consultants selected for either (or both) On-Call Lists 1 and 2 will automatically qualify to be retained on an on-call basis by any of CRCOG's member municipalities for work outlined in the Scope of Service summaries. The Consultants selected for On-Call List 3 will be retained by CRCOG on an on-call basis. CRCOG and its member municipalities make no guarantee of assignments associated with this RFQ.

## II. LOTCIP BACKGROUND AND GUIDELINES

In June 2013, Connecticut Public Act 12-239 was signed to Law, directing the Connecticut Department of Transportation (CTDOT) to create a Local Transportation Capital Improvement Program (LOTCIP). CTDOT has developed program guidelines, last updated March 2016, which establish the program responsibilities for municipalities, planning regions, and CTDOT. LOTCIP project eligibility mirrors that of the federal Surface Transportation Program requirements, and therefore the vast majority of projects are surface transportation construction/reconstruction projects of a civil engineering nature (roadways, bridges, sidewalks, multi-use trails, etc.). CRCOG also has formulated its own guidelines, last updated November 2018, to help assure effective management of the program. The latest versions of the CTDOT and CRCOG LOTCIP guidelines can be access via the following link:

<http://crocog.org/2016/05/a-lotcip/>

LOTCIP guidelines were formulated with a goal of providing municipalities a funding source for performing capital improvements with less burdensome requirements than available federal funding sources. After initial LOTCIP funding approval, municipalities assume full responsibility for all aspects of the design with minimal CTDOT review (CTDOT will not typically be performing design submission reviews). Similarly, municipalities are responsible for project advertising, bidding, construction oversight and inspection, materials testing, etc. Program management is mainly the responsibility of the Regional Planning Organizations.

State LOTCIP funds are available to the regions for project/program management and design reviews; and to municipalities for right-of-way costs, construction costs (based on low bid), construction contingencies (up to 10% of low bid), and any incidental construction costs such as construction inspection, materials testing, etc. (up to 10% of low bid). Municipalities are responsible for funding all design related costs including any design services during construction, construction contingencies beyond 10% of low bid, and incidental construction costs beyond 10% of low bid.

### III. SCOPES OF SERVICE SUMMARIES

To help maintain a safe and efficient transportation system for the region, it is CRCOG's goal to oversee a program that utilizes the region's entire allotment of LOTCIP funds annually (between \$9.2 million and \$20.7 million per year since FY2014). Projects vary in size and complexity, with construction costs generally in the \$300,000 to \$3,500,000 range. Therefore, in upcoming years approximately 6 to 12 project designs are projected to be completed, advertised, and funded for construction annually. To assist with project and program delivery, CRCOG is issuing this RFQ for on-call consultants for the following services:

On-Call List 1: Municipal Engineering Design Phase Assistance

On-Call List 2: Municipal Engineering Construction Phase Assistance

On-Call List 3: CRCOG Program Management and Design Review Assistance

Each RFQ response must identify which, or which combination of services the consultant is interested in being considered for. Consultants may identify their interest for consideration on any one, any combination of two, or all three On-Call lists. Consultants may be selected to appear on either or both On-Call Lists 1 and 2; however, consultants selected for On-Call List 3 will be excluded from consideration for the other two lists. On-Call 3 consultants can pursue, or team for, any LOTCIP Design or Construction Inspection work within CRCOG while under contract for On-Call List 3, but shall inform CRCOG's Program Manager as soon as possible following their selection. Selection for On-Call List 3 will not preclude a firm from pursuing non-LOTCIP related municipal work within the region.

Below are envisioned Scope of Service summaries for each of the three on-call lists. Actual on-call work assignments may vary as the program's needs evolve.

#### **On-Call List 1: Municipal Engineering Design Phase Assistance**

CRCOG anticipates selecting four consultants for this on-call list. Each of these consultants will be available for selection by municipalities to assist with all LOTCIP project design phase tasks including, but not limited to: traffic, highway, pavement, and bridge design, drainage, specification and estimate preparation, utility coordination, permitting, right-of-way acquisition, bid document preparation, project advertising, responses to bidding questions, and construction contract preparation. In addition to survey and property maps preparation capabilities, the consultant should possess general right-of-way acquisition knowledge to guide municipalities through the acquisition process if requested. The consultant should be intimately familiar with both municipal and CTDOT project delivery processes.

The consultants will be available to contract directly with the municipalities for specific LOTCIP tasks. Municipalities are not mandated to contract with the on-call consultants on CRCOG's list, however the selected firms will have already met the procurement requirements for many of CRCOG's municipalities. No contracts with CRCOG are anticipated, however for the consultant to remain active on CRCOG's on-call list, it is expected that they will work with the municipalities to assure that scopes of service define work tasks that are consistent with progressing projects through the LOTCIP process. Therefore, in scoping projects the consultant will need to be intimately familiar with both the CTDOT and CRCOG LOTCIP guidelines.

### **On-Call List 2: Municipal Engineering Construction Phase Assistance**

CRCOG anticipates selecting four consulting firms/teams for this on-call list. Each of these firms will be available for selection by municipalities to assist with all LOTCIP project construction phase oversight tasks including, but not limited to: construction inspection, materials testing, quality assurance procedures to monitor contractor performance, and recordkeeping. The consultant should be intimately familiar with both municipal and CTDOT project delivery processes.

The consultants will be available to contract directly with the municipalities for specific LOTCIP tasks. Municipalities are not mandated to contract with the CRCOG selected on-call consultants, however the selected firms will have already met the procurement requirements for many of CRCOG's municipalities. No contracts with CRCOG are anticipated, however for the consultant to remain active on CRCOG's on-call list it is expected that they will work with the municipalities to assure that scopes of service define work tasks that are consistent with progressing projects through the LOTCIP process. Therefore the consultant will need to be intimately familiar with both CTDOT and CRCOG LOTCIP guidelines.

### **On-Call List 3: CRCOG Program Management and Design Review Assistance**

CRCOG anticipates selecting two consulting firms for this on-call list. These consulting firms will join the one consulting firm previously selected for this list, whose contract is being extended. The selected consultants will NOT be eligible for selection for either On-Call Lists 1 or 2. Consultants are expected mainly to be tasked with performing Design Submission Reviews, however they also may be requested to assist CRCOG with Program Management responsibilities. The majority of List 3 work is anticipated to be performed on a lump sum per task basis.

#### **Design Submission Reviews**

The focus of Design Submission Reviews is to assist municipalities with an independent review of Project Design Submissions. This is to be accomplished via submission review comments aimed to improve project designs, reduce municipal liability, and reduce the likelihood of unanticipated high-bids, change orders, and construction delays.

Per 2018 CRCOG guidelines, project design submissions will be made to CRCOG for each LOTCIP municipal project. A Preliminary Design (PD) Submission is required only for projects categorized as Reconstruction Projects, a Semi-Final Design Submission is optional for all projects, and a 90% Submission is required for all projects. CRCOG anticipates assigning the design submission review responsibilities to our On-Call List 3 consultants. CRCOG anticipates mainly assigning the following three types of Design Submission Reviews:

#### **1. Preliminary Design (PD) Review**

The consultant will provide a general review to assess the preliminary plans for addressing transportation needs and conformance with applicable design standards. Any opinions on estimated preliminary construction costs, the anticipated design and construction schedules, and any potential major project risks should be documented. Additionally, the review should highlight value engineering suggestions, if any, that could reduce costs, improve quality, or expedite schedule. At the option of the municipality, the review also may include an assessment of the proposed scope of work for final design.

## **2. Semi-Final Design Review**

The review will identify errors and omissions, assess constructability, attempt to resolve any major outstanding Preliminary Design Review issues, identify the major outstanding efforts needed to complete Final Design, and offer an opinion on any potential major project risks. The review will also include an independent assessment of the project's design, right-of-way, and the project's schedule and estimated construction cost. As this review may include a detailed review of specific design elements, various areas of technical expertise will be required. In addition to plans, the reviewer will also assess any draft contract documents (contract language, notice to contractors, special provisions, etc.) that are provided.

## **3. 90% Design Review of all Construction Documents**

The consultant will provide a review of all provided construction documents for errors and omissions, constructability, level of completeness, and the reasonableness of construction costs and anticipated construction schedule. The review will also offer an opinion on any potential major risks associated with the contract documents and identify any suggested revisions to the documents. As this is a detailed review, various areas of technical expertise will be required.

As a goal of the program is to provide a framework for expedited project delivery, an aggressively scheduled review process is envisioned. CRCOG generally schedules an "on-board design review" meeting between three (3) and five (5) weeks of receipt any design submissions. On-Call List 3 consultant's written review comments, including identification of any "Critical Comments" requiring municipal responses shall be completed and sent to the municipality and CRCOG at least one (1) week prior to the on-board meeting date. At the meeting, the review comments will be further explained. Except for comments that are identified by the reviewer or CRCOG as "Critical Comments", all comments will be suggestions to the municipality and will not require responses. Within a week following each meeting, the On-Call List 3 consultant will prepare a report-of-meeting documenting the meeting events including all responses to "Critical Comments".

### **Program Management**

Program Management assistance may consist of assisting CRCOG in preparing program documents, reviewing project applications, organizing/holding project kick-off meetings, monitoring a projects' design and construction progress, providing the CRCOG with independent opinions of project costs and scheduling during design, reviewing final design submissions for administrative completeness/bid-ability, and attending pre-construction meetings. It is anticipated that kickoff meeting tasks will include the distribution and explanation of CRCOG and CTDOT LOTCIP guidelines and project delivery process, a review of the responsibilities of all parties, a review of the project's schedule, cost, design issues, and milestones, and the introduction of CRCOG required LOTCIP language necessary in any contract/scopes. Project monitoring is anticipated to consist of obtaining and compiling project progress updates including submission of completed Construction Cost and Schedule Reports to CRCOG on a quarterly basis. Effective project monitoring may necessitate becoming familiar with and tracking projects' critical design issues by periodically coordinating with the project designers, municipalities, and CRCOG.

## IV. PREPARING A RESPONSE

By submitting a response, respondents represent that they have thoroughly examined and are familiar with the Scope of Service summaries outlined in this RFQ, and are capable of performing the work to achieve the objectives for the on-call list(s) they have chosen to be considered for.

### CRITICAL DATES

**Questions Deadline:** January 11, 2019 at 2:00 p.m. E.T.

**RFQ Deadline:** January 24, 2019 at 2:00 p.m. E.T.

### MINIMUM REQUIREMENTS

1. The consultant team shall include firms currently pre-qualified by CTDOT for the work being undertaken. Therefore, the following CTDOT pre-qualifications are viewed as minimum qualification for applying for On-Call assignments:
  - On-Call List 1: At least one of the following: Highway Design, Traffic and Safety Engineering, Bridge and Structural Design
  - On-Call List 2: Construction Engineering and Inspection (Road and Bridge)
  - On-Call List 3: Highway Design
2. The consultant shall demonstrate sufficient staff resources, with appropriate qualifications/accreditations, either in-house or through sub-consultants that would be available to assist CRCOG or its member municipalities with limited notice.
3. GSA Standard Form 330 Part II for the Consulting firm(s)/team. The firm/team shall have demonstrated experience providing similar engineering consulting services within the past five (5) years.

### COMPLETENESS AND FORMAT OF RESPONSE

Respondents are requested to prepare a single response document if requesting to be considered for either or both On-Call Lists 1 and 2, and a separate response document if requesting to be considered for On-Call List 3. Respondents are asked to organize their responses in the order requested, 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) and address(es). **For the firm/team, provide the name, title, phone number, and email of the desired contact person during the RFQ process.**

The introduction must also clearly indicate which (or which combination) of the following on-call lists your firm would be requesting to be considered for:

On-Call List 1: Municipal Engineering Design Phase Assistance

On-Call List 2: Municipal Engineering Construction Phase Assistance

On-Call List 3: CRCOG Program Management and Design Review Assistance

2. **Recent Clients and References.** Provide a list of similar assignments or work products, starting with municipal clients and followed by other clients (regional, state, federal, private, etc.) completed over the past 5 years. Provide at least five (5) clients and their contact information for each On-Call List that your firm/team is requesting to be considered for. Both On-Call Lists 1 and 3 involve design related tasks and therefore if a firm is submitting for both of these lists, the same five (5) references can be utilized. If a firm is submitting for On-Call List 2, please provide five (5) separate references specific to that assignment. Please include project names and locations, name of primary client contacts and their contact information including e-mail addresses and telephone numbers. Indicate your firm's role in each project (i.e. design, design review, construction inspection) and each project's cost and date of completion.
3. **Service Description.** Provide a detailed description of each of the services your company/team offers that could support the scope of work(s) for the on-call list(s) 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 timetable. Indicate how long it may take to perform envisioned scope tasks, and any thoughts your firm may have on those tasks and/or efficient delivery of LOTCIP projects. Please also include the names, qualifications, and experience of the project manager and key personnel to be assigned to the project.

Sealed responses must be received no later than **2:00 p.m. on Thursday, January 24, 2019.** Responses should be addressed, Rob Aloise, Director of Transportation Planning, and delivered to the Capitol Region Council of Governments, located at 241 Main Street, 4<sup>th</sup> Floor, Hartford, CT 06106. **Any responses received after this date and time will not be considered.**

**For On-Call 1 and/or 2 responses, please provide six (6) copies of your response. For On-Call List 3 responses, please provide six (6) copies of your response.** All submissions should be clearly marked "*LOTCIP Transportation Engineering Services RFQ.*"

## V. TERMS AND CONDITIONS

### **Questions**

General questions should be directed to Sotoria Montanari, Program Manager, at the:

Capitol Region Council of Governments  
241 Main Street, 4<sup>th</sup> Floor  
Hartford, CT 06106  
E-mail address: smontanari@crcog.org

However, **no oral interpretations shall be made to** any respondent as to the meaning of any of the documents. Every request for an interpretation shall be made in writing, addressed and forwarded either to the address above, **or emailed to smontanari@crcog.org**. To receive consideration, such questions must be received by 2:00 p.m. on January 11, 2019.

CRCOG staff will arrange as addenda, which shall be made a part of this Request for Qualifications and any resulting contracts, including all questions received as above provided and the decisions regarding each. At least three (3) days prior to the receipt of bids, CRCOG staff will post a copy of any addenda to CRCOG's website, located at:

<http://crcog.org/2017/02/rfq-2017-lotcip-transportation-engineering-services/>

**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.**

### **LOTICIP Funding**

The LOTICIP program is dependent on annual funding by the State through CTDOT. All work referenced in this RFQ is contingent on adequate funding of the program.

### **Freedom of Information**

Respondents are advised that any and all materials submitted in response to this RFQ shall become the sole property of CRCOG 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 qualifications does not commit the CRCOG or any of its Municipalities to award a contract or to pay any costs incurred in the preparation of a response to this request. Neither the CRCOG nor its member municipalities will be liable in any way for any costs incurred by respondents in replying to this RFQ.

### **Severability**

If any terms or provisions of this Request for Qualifications 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.

### **Work Products**

All drawings, reports, data, and other documents prepared by the consultant shall be submitted to the contracting entity (municipality or CRCOG) for review and approval. Resulting work products of the Consultant pursuant to this solicitation shall be provided in both print and digital format and shall become the property of the entity in which the consultant is contracted with.

No such approval shall in any way be construed to relieve the consultant of responsibility for technical adequacy or operate as a waiver of any of Municipality or CRCOG rights. The consultant shall remain liable according to applicable laws and practices for all damages to the CRCOG caused by the Consultants negligent performance of any of services furnished relative to any agreements resulting from this solicitation.

### **Oral Presentation**

Respondents who submit a response to this RFQ may be required to give an oral presentation to the CRCOG. This provides an opportunity for the respondent to clarify or elaborate on the response. These are fact-finding and explanation sessions only and do not include negotiation. CRCOG will schedule the time and location of these presentations. Oral presentations are an option of the CRCOG and may or may not be conducted.

### **Subcontracting**

Consultants may team as they deem necessary to respond to this RFQ. In their response, the prime consultant and all subconsultants should be clearly identified along with the responsibilities of each. The successful respondents may utilize the services of specialty, currently unidentified subconsultants on those unforeseen portions of the work that under normal practices are performed by specialty firms. In this event, the Consultant shall obtain and make available fee proposals from qualified sub-consultants for those services. For services eligible for LOTCIP funding, additional state procurement requirements may apply.

The successful respondent shall not award any portion of the work to a firm that is not on the selected project team without **prior written approval** of the entity it is contracted with (CRCOG or its member municipality). The acceptance of any and all subconsultants shall reside with the entity the consultant is contracted with, and their decision shall be final. The successful respondent shall be fully responsible for the performance, finished products, acts, and omissions of his subcontractors and persons directly or indirectly employed thereby.

### **Compliance with Local, State, and Federal Law**

The successful respondent shall comply with any additional terms and conditions required by participating municipalities not contained herein. All delivery of services shall comply in every respect with all applicable laws of the Federal Government and/or the State of Connecticut.

### **Assigning/Transferring of Agreement**

Any successful firm 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 CRCOG.

### **Acceptance or Rejection by the Capitol Region Council of Governments**

CRCOG reserves the right to accept and or reject any or all responses submitted for consideration or to negotiate separately in any manner necessary to serve the best interests of the CRCOG. Respondents whose responses are not accepted shall be notified in writing.

### **Amending or Canceling Request**

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

### **Waiver of Informalities**

CRCOG reserves the right to accept or reject any and all responses to this Request for Qualifications, or any part thereof, and to waive any informalities and/or technicalities that are deemed to be in its best interest.

### **Collusion**

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

### **Termination**

CRCOG may terminate a consultant's status on the on-call list due to cause, default or negligence on the part of the consultant; or if the consultant fails, in the opinion of CRCOG or its member municipalities, 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 the CRCOG or its member municipalities.

### **Ethics**

The conduct of any consultant shall be subject to the CRCOG Ethics Policy (found online at:

<http://crocog.org/wp-content/uploads/2016/04/CRCOGEthicsPolicy.pdf>

### **Affirmative Action**

The entities participating in this RFQ are equal opportunity employers and require an affirmative action policy from all consultants as a condition of doing business with CRCOG or its member municipalities, as per Federal Order 11246. By responding to this RFQ, all consultants agree to this condition of doing business with CRCOG or its member municipalities and should they choose to audit for compliance, the consultant agrees to cooperate fully.

**Disadvantaged Business Enterprise (DBE)/Small Business Enterprise (SBE)**

It is the policy of CRCOG to practice nondiscrimination based on race, color, sex, or national origin in the award or performance of this contract. All firms qualifying under this solicitation are encouraged to submit. Award of this contract will be conditioned upon satisfying the requirements described in this RFQ. These requirements apply to all respondents/offerors, including those who qualify as a DBE or SBE. Contracts will not be subject to DBE or SBE requirements.

**Issued Purchase Order Required Before Work**

No delivery of services shall start without a written contract/work task issued by CRCOG or its member municipality in accordance with their own policies and procedures. Such work tasks will contain the Detailed Scope of Work, Reimbursement Provisions, individual CRCOG or Municipal required information, and other important data.

**Billing**

Invoices for payment shall be submitted to CRCOG or its member municipality according to the terms set forth in each contract/work task. It is understood and agreed by the consultant that CRCOG shall have no liability whatsoever to the consultant for any work to be performed under a contract/work task issued by a member municipality to the consultant.

**Insurance**

Selected consultants shall at their own expense and cost, obtain and keep in force, insurance during the duration of any contracted work tasks. Insurance coverage shall cover the consultant, all of its agents, employees, subcontractors and providers of services, in the amount specified by the contracting entity (municipality or CRCOG). Each contract's requirements may include, but may not be limited to, insurance for Errors and Omissions, General Liability and Property Damage, Worker's Compensation, and Auto Liability and Property Damage.

## **VI. EVALUATION AND AWARD**

Responses shall be evaluated by CRCOG after the response deadline. All information will remain confidential until consultant selections are finalized and the on-call lists are established.

Selection for each on-call list shall be made of multiple respondents deemed to be fully qualified and best suited among those submitting responses for the scope of services in the response format requested in this Request for Qualifications. Successful candidates for each on-call will be included on the respective on-call list for selection and contracting with CRCOG or its municipalities. After selections are made for each on-call list, fee schedules will be established for each firm. It is anticipated that these will be based on job titles, certified payroll, burden, fringe and overhead (BF&O) rates, a determined office profit margin of  $22.73/(100+BFO\%)$  and field profit margin of  $20.45/(100+BFO\%)$ , and a 3% annual provision for pay rate escalation. However, fee schedule rates for On-Call Lists 2 and 3 will be modified as necessary to be in conformance with the attached CTDOT Policy No. Ex.O.-33 dated June 25, 2015. These fee schedules should be utilized in determining compensation for all work performed directly related to this RFQ, including for any estimating of lump sum task proposals. The fee schedules will be available to CRCOG and its member municipalities prior to contracting with any on-call firm.

### **Evaluation Criteria:**

1. Accuracy, overall quality, thoroughness, and responsiveness to the requirements as summarized herein;
2. Experience with municipal and state procedures for transportation capital improvement projects, and familiarity with LOTCIP guideline documents;
3. The qualifications and experience of the firm, the designated project manager and other key personnel to be assigned to work tasks;
4. Demonstrated ability to respond to requests for assistance in a timely manner;
5. Performance on similar work efforts;
6. Ability to provide engineering services and possession of expertise in a broad range of transportation capital improvement related disciplines;
7. 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 prior to, during, or after interviews (if conducted) for clarification purposes, however, provided information will in no way revise original submitted responses.
3. After reviews of responses, the Evaluation Committee may decide to interview some or all respondents.
4. Based on results of the review of the Statements of Qualifications, interviews (if conducted), and other provided supplemental information, the Evaluation Committee will select the respondent(s) to appear on each list. For each of the on-call lists, the Evaluation Committee shall determine in its sole discretion which respondents are fully qualified, or that one respondent is clearly more highly qualified than the others under consideration, and select the respondent(s) to appear on each list. The selected on-call consultants will be informed in writing.