



**REQUEST FOR QUALIFICATIONS (RFQ)  
FOR  
ENFIELD ROUTES 190 AND 220 TRAFFIC AND DEVELOPMENT EVALUATIONS**

**Issue Date: July 17, 2019**

**Response Date/Time: August 26, 2019 (11:00 a.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**  
**ENFIELD ROUTES 190 AND 220 TRAFFIC AND DEVELOPMENT STUDY**

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**I. Project Description**

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 assist CRCOG staff with tasks related to routes 190 and 220 corridor traffic and development study efforts in Enfield, Connecticut. Routes 190 and 220 are heavily travelled state roads in the north-central region of the state.

Of particular interest in this study is the potential for redevelopment of the Enfield Square Mall site. CRCOG is interested in exploring potential scenarios for the future of this area. CRCOG is also interested in evaluating the effectiveness of current traffic signals along the route, as well as the potential for greater coordination.

**II. SCOPE OF SERVICE OUTLINE**

The Connecticut Department of Transportation (CTDOT), Capitol Region Council of Governments (CRCOG), and the Town of Enfield (Town) are initiating a study to evaluate traffic and development issues surrounding Routes 190 and 220 in the Town of Enfield. The study will:

- (1) Address safety, congestion, traffic signals, the transit system, and pedestrian / bicycle mobility.
- (2) Assess travel demand growth and its impacts to area roadways, including traffic associated with development of underutilized properties within the Study Area (SA).
- (3) Assess the market feasibility of redevelopment at the Enfield Square Mall.

The Study Area (SA) is focused on the Routes 190 and 220 corridors, including the Enfield Square Mall. The SA extends approximately 2.8 miles from Route 5 along Route 190 to the intersection with North Maple St and approximately 1.9 miles from Route 5 along Route 220 to the intersection with George Washington Road. Interstate I-91 bisects the western portion of the SA and expressway access will be included as part of the study. Also included will be the intersecting side street approaches and access and egress to adjacent land uses. The SA is shown in Map 1.

The study will consider a variety of components, including but not limited to traffic signal systems improvements, modifications and additions to the existing multi-modal network, and improvements to underutilized properties. The study aims to identify immediately implementable solutions as well as long-term solutions, which will:

- Address the safety and congestion issues throughout the SA.
- Recommend appropriate access to Route 190 and 220 for planned developments.
- Identify opportunities to develop and support multi-modal transportation options.
- Identify constraints and opportunities to address existing transportation deficiencies and needs.
- Examine redevelopment potential and market feasibility within the SA with particular emphasis on the Enfield Square Mall, and analyze the ability of the existing roadway infrastructure to accommodate future growth.
- Evaluate future needs within the SA as they relate to new transportation infrastructure and zoning / land use modifications.
- Evaluate the potential for a closed loop traffic signal system in the SA.
- Develop a strategy for a safe and efficient transportation corridor consisting of implementable planning-level projects capable of obtaining funding from currently available programs.
- Evaluate potential funding sources and mechanisms that may be used to develop new or improved infrastructure, including the use of regulatory changes and Tax Increment Financing.

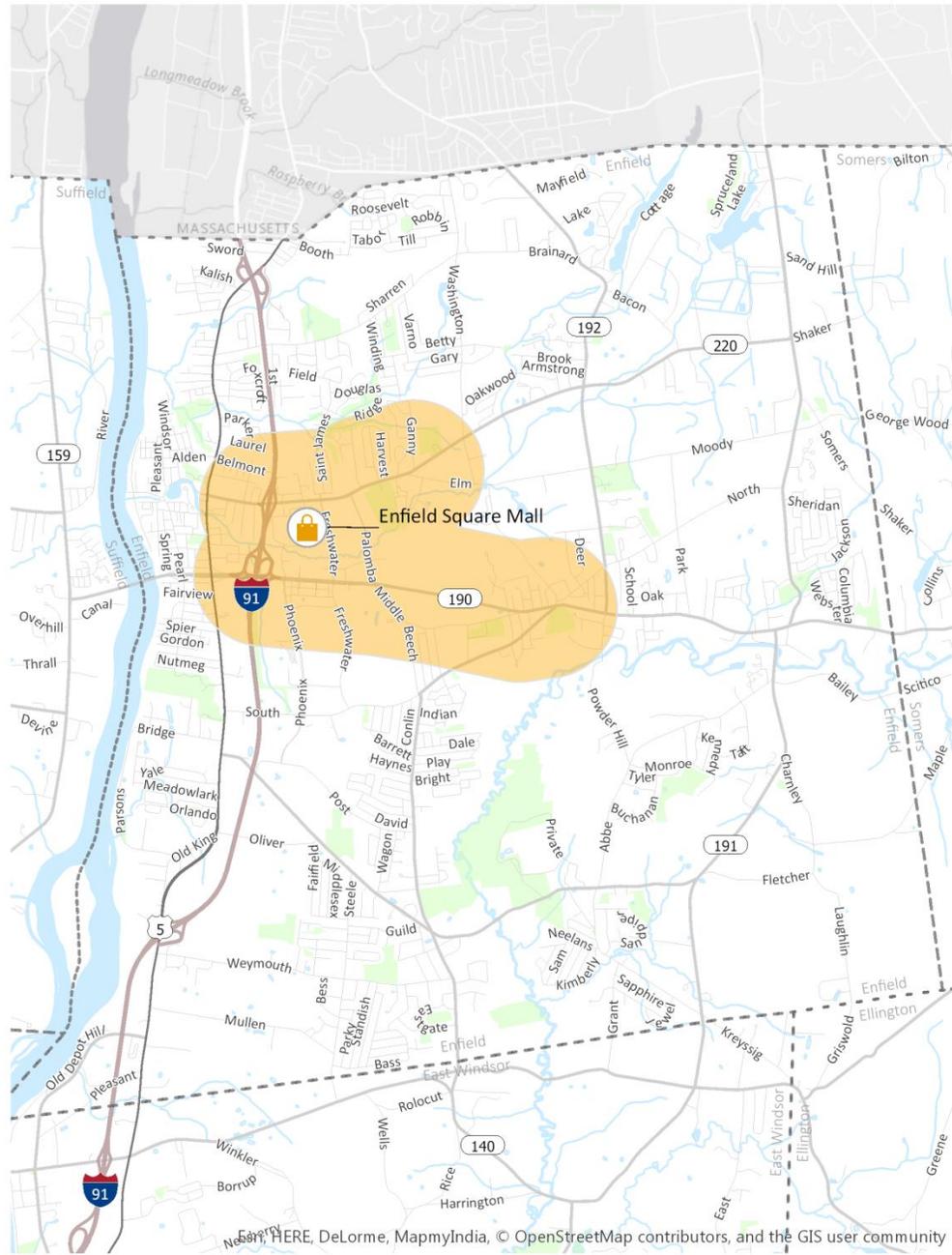
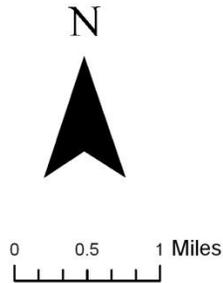
The anticipated timeframe for this study is 18 months. It will be led by CRCOG with the assistance of the Town and a consultant. Representatives from CTDOT and other stakeholders will be consulted throughout the process and an advisory committee will help direct the study.

**Map 1: Study Area**

Town of Enfield  
Route 190 & 220  
Corridor Study

 Study Area

For reference only



**Community Involvement**

Community involvement will be an important element of the study process. Residents and businesses in the area shall have ample opportunity to monitor the progress of the study and offer input throughout the study. A variety of techniques and methods will be used to achieve effective community stakeholder engagement. The primary approaches will consist of the formation of an advisory committee, holding on-going technical review meetings, and hosting public informational meetings. The following summarizes these efforts:

CRCOG will form an Advisory Committee (AC) for the study. The AC will guide the study team throughout the study process. It will include representatives of agencies, organizations, or groups with a special interest in the transportation system in the SA. The core element of the AC will be municipal representation. It is anticipated that a representative from the Town Council and other Town officials, possibly including planning, public works, law enforcement and economic development staff, will be appointed to the committee. Other potential groups represented on the AC will include CTDOT, CRCOG, *CTtransit*, business groups, and citizens appointed by the Town. All Advisory Committee meetings will be advertised and open to the public and public informational meetings will be held. CRCOG's public information policies will be followed.

CRCOG and the selected consultant will hold periodic meetings with other organizations such as CTDOT, Town staff, and *CTtransit*. Some of these meetings are intended to ensure technical aspects of the study are feasible. *CTtransit* will be invited to participate when discussing transit-related items. These meetings will help to facilitate coordination and communication between stakeholders.

### **Task Outline and Study Deliverables**

The study is expected to be broken into eight (8) tasks, summarized as follows:

- |               |  |
|---------------|--|
| <b>Task 1</b> | Project Management   |
| <b>Task 2</b> | Community Involvement  |
| <b>Task 3</b> | Data Collection  |
| <b>Task 4</b> | Assessment of Existing Conditions  |
| <b>Task 5</b> | Market Assessment of Redevelopment Options                                 |
| <b>Task 6</b> | Assessment of Future Conditions  |
| <b>Task 7</b> | Identification and Analysis of Alternatives                                |
| <b>Task 8</b> | Development of Transportation Improvement Alternatives and Management Plan |

The consultant will produce technical memorandums at the completion of the Tasks 4, 5, 6, and 7. A Transportation Improvement and Development Plan will be prepared which will identify recommended transportation improvements (i.e. access management, safety, operations, bike and pedestrian accommodations and amenities) and development management policies (land use and access management recommendations). The implementation plan shall also include a prioritized list of short and long-term improvements, identify benefits and impacts, and identify costs and potential funding sources. The final Transportation Improvement and Development Management Plan and Executive Summary will be the final study deliverables.

The attached Scope of Services outlines the requirements of these tasks and deliverables.

***U.S. Routes 190 and 220, Interstate 91  
and Enfield Square Area Corridor Study  
Consultant Scope of Services***

***TASK 1 - Project Management***

1.1 Management and Administrative Control

The study will be organized to give all affected parties the opportunity to provide input into the planning process. CRCOG shall serve as the lead agency. The Town of Enfield will act as the lead agency when organizing town meetings such as Planning and Zoning or Town Council briefings. Coordination and input from all stakeholders, such as CTDOT, shall be ongoing. CRCOG shall, at a minimum, hold coordination conference calls every two weeks between itself and any consultants hired for this project.

1.1 Reporting

In an effort to keep the Study on schedule, coordination calls will be held every two weeks and monthly progress reports and invoices shall be created.

***Deliverable: Coordination calls every two weeks; Monthly progress reports and invoices***

***TASK 2 - Community Involvement***

2.1 Advisory Committee (AC)

The role of the AC is to help guide the Study process and assist in evaluating the feasibility of alternatives. It is expected that the AC will meet nine (9) times over an approximately 18-month period. It shall include representatives of agencies, organizations, or groups with a special interest in the transportation system in the Study Area. The core members of the AC shall be municipal representatives. CRCOG and the Town of Enfield will get representation from groups represented on the AC, including CTDOT, CT*transit*, business groups, and citizens appointed by the town. All AC meetings shall be advertised and open to the public. The consultant will help organize the meetings, prepare agendas, prepare materials, and take minutes.

***Deliverable: AC meeting minutes***

2.2 Technical Review Meetings

The study will also involve periodic meetings held among other agencies such as CTDOT, town staff, and CT*transit*. Some of these meetings are intended to ensure that the technical aspects of the Study are feasible. CT*transit* shall be invited to participate when discussing transit-related items. It is expected that a minimum of six (6) meetings

shall be necessary. The consultant will help organize the meetings, prepare agendas, prepare materials, and take minutes.

***Deliverable: Technical Review Meetings Minutes***

2.3 Public Informational (PI) Meetings and Local Outreach

Residents and businesses in the area shall have opportunities to monitor the progress of the Study and offer input to the process. All AC meetings shall be advertised and open to the public, and a minimum of three (3) PI Meetings shall be held throughout the Study period. CRCOG's policies to reduce language barriers and to encourage involvement of low-income and minority residents shall be followed. The consultant will help organize the meetings, prepare advertising materials (including flyers, e-mail blasts, press releases, and web postings), prepare meeting materials, and take notes at the meetings.

***Deliverable: Meeting materials, promotional materials, meeting notes***

2.4 E-mail List and Content

The consultant will maintain a list of interested parties and send periodic updates via email. Updates will be sent prior to public meetings and at critical points in the study.

***Deliverable: Interested parties contact list; Email updates***

2.5 Stakeholder Interviews

The consultant will perform additional stakeholder and community outreach interviews with local citizens and business owners as well as other interviews as become apparent throughout the SA (such as the North Central Connecticut Chamber of Commerce). It is anticipated that at least 10 such interviews will be necessary.

***Deliverable: Summary of stakeholder interview results***

2.6 Surveys

The consultant will create at least one (1) survey of the general public. The survey shall ask questions about opinions regarding development and transportation issues in the SA. The survey will be available online and in paper form.

***Deliverable: Survey and analysis of results***

2.7 Town Council Meetings

The consultant shall attend at least two (2) Town Council Meetings

2.8 Newsletters

The consultant shall create and distribute at least two (2) newsletters reporting on the Study's progress at key points, when key deliverables are due.

***Deliverable: Newsletters***

2.9 Project Webpage

The consultant will create and maintain a webpage and develop press releases for various media in an effort to keep the community involved in the Study process, alternatives development, and final plan.

***Deliverable: Study webpage with up to date materials posted; Press releases***

2.10 Records of Outreach Efforts

The consultant shall ensure that proper records and documentation of meetings, public involvement efforts, and work products are kept on the webpage. Meeting minutes shall be prepared and made available to the public, following CRCOG guidelines and the mailing lists shall be kept in the project files.

***Deliverable: Mailing list and meeting minutes***

***TASK 3 - Data Collection***

The consultant shall collect various types of data, which are listed below, as part of this task. Once the data collection is completed, the consultant shall create scalable base maps based on available data. The consultant will also prepare multiple planning level maps illustrating traffic volumes, crashes, land use, transit, pedestrian/bicycle facilities, and other data as determined by CRCOG.

3.1 Data Gathering and Collection

Collect the following transportation data:

- Previous reports (including the CRCOG's Regional Transportation Plan and Regional Bicycle and Pedestrian Plan and Addendum), Signal Plans, CTDOT planned or programmed projects in the SA, and growth factors
- Turning movement data at approximately 28 key intersections (when school is in session, excluding holidays, Mondays, Fridays, and Weekends); see the suggested list at the end of this document. The final number will depend on consultant negotiations.
- Average daily traffic volumes, speeds, and accident data from existing sources
- Express bus service data (including ridership) from existing sources
- Signage database
- Field reconnaissance of the SA

Collect the following land-use and development data:

- Town of Enfield Plan of Conservation & Development
- The 2003 Route 190 Corridor Study (Final Report and Recommendations)
- 2013 Thompsonville Zoning Study
- 2012 Enfield Transit Study
- Regional Plan of Conservation & Development
- Land use, ROW and property delineation from existing sources
- Existing zoning & development regulations
- Population and employment data from existing sources
- Wetland & surface water resources from existing sources
- Enfield development plans

Collect data, from existing sources, related to Vulnerable Users, defined as: a pedestrian; a highway worker; a person riding or driving an animal; a person riding a bicycle; a person using a skateboard, roller skates or in-line skates; a person operating or riding on an agricultural tractor; a person using a wheelchair or motorized chair; or a blind person and such person's service animal. The following data will be collected:

- Existing sidewalks and sidewalk ramp condition
- Existing bicycle facilities

***Deliverable: Electronic transmittal of inventory mapping and other materials collected***

#### ***TASK 4 - Assessment of Existing Conditions***

The consultant shall create an assessment of existing conditions, which includes analysis of data collected under Task 3. The purpose of this assessment is to analyze existing needs and deficiencies that could be addressed through improvements to the transportation system and changes to land-use policies. The assessment shall be broken down into three categories: Roadways, Transit, and Traffic; Land Use and Development; and Vulnerable Users (including pedestrians and bicyclists).

##### **4.1 Roadway, Transit and Traffic**

- Roadway Corridor capacity analyses
- Existing Traffic Control Asset Inventory (including condition)
- AM, PM and Saturday Midday peak hour traffic analyses (using Synchro)
- Traffic simulation capability (for public meeting assistance)
- Queuing analyses
- Safety and congestion analysis (portion supported by NPMRDS)
- Existing roadway and geometric conditions review
- Analysis of express bus ridership and Magic Carpet Bus Service
- Review of driveway issues & access management analysis
- Identification of deficiencies and opportunities
- AM, PM and Saturday peak hour balanced traffic flow diagrams

#### 4.2 Land-Use and Development in Vicinity of Mall Area

- Map and inventory of existing land uses
- Identification of vacant and developable parcels
- Analysis of property reinvestment potential
- Identification of major traffic generators (existing and potential)
- Goals from plan of conservation and development
- Analysis of current land-use, environmental, and building regulations
- Identification of deficiencies and opportunities

#### 4.3 Vulnerable Users

- Interviews with stakeholders and users
- ADA compliance review
- Identification of system gaps
- Identification of deficiencies and opportunities

***Deliverable: Technical Memorandum – Assessment of Existing Conditions***

#### ***TASK 5 - Market Assessment of Redevelopment Options***

This task is focused on assessing the redevelopment potential for the Enfield Square Mall site. The mall is currently active, though underutilized.

#### 5.1 Market Analysis Research

- Research current and forecasted future market conditions for malls similar in size and context.
- Research redevelopments of other similarly sized malls from across the country.

#### 5.2 Develop Potential Alternatives

- Develop preliminary alternatives for the Enfield Square Mall property based on the market analysis research.
- Refine preliminary alternatives based on town staff and public feedback
- Conduct a feasibility analysis of alternatives based on current and future market conditions.
- Select preferred alternative based on feasibility analysis.

#### 5.3 Develop Potential Regulatory Amendments

Analyze current development regulations in Enfield in relation to preferred alternative redevelopment strategy. Create suggested amendments to development regulations to accommodate preferred alternative.

***Deliverable: Technical Memorandum on Redevelopment Potential and Market Feasibility***

## ***TASK 6 - Assessment of Future Conditions***

Following review of existing traffic volumes by CTDOT, the consultant will develop, to design year of 2045, a forecast of potential traffic growth in the SA and estimate potential impacts in the future design year. The consultant will also formulate transportation improvement and land-use alternatives to mitigate forecasted impacts.

### 6.1 Analysis of Future Development Potential

Identify major development projects and planning efforts (scale, land use, and timeframe) and:

- Create map of proposed land uses
- Identify vacant and developable parcels
- Analyze property reinvestment potential (supplemented by Task 5 deliverable)
- Identify major traffic generators (existing and potential)
- Analyze goals from Town's Plan of Conservation and Development
- Identify deficiencies and opportunities

### 6.2 Traffic Forecasts

#### 6.2.1 Develop two traffic forecasts:

- Baseline (includes programmed transportation projects and regional growth factor) traffic growth and operations analysis (delay and queue)
- Meet with CTDOT and CRCOG to validate the baseline conditions
- Potential Growth (includes programmed transportation projects, anticipated development, and regional growth factor) traffic growth and operations analysis (delay and queue)

#### 6.2.2 Traffic Operations Analysis

- Perform a traffic operations analysis (baseline and developed scenarios)
- Use Synchro to analyze AM, PM, and Saturday midday peak periods
- Perform a queuing analysis

### 6.3 Analyze the potential future demand for transit service in the corridor.

***Deliverable: Technical Memorandum – Assessment of Future Conditions***

## ***TASK 7 - Identification and Analysis of Alternatives***

This task includes establishing a vision and developing goals for the Study to be achieved through analysis of alternatives. Based on the current conditions and forecasted future growth, the consultant shall identify potential solutions and analyze different scenarios.

### **7.1 Preliminary Alternatives for Transportation Improvements**

Develop preliminary alternatives, including: sketch-level concept plans; high-level planning cost estimates for comparison purposes; identification of potential right of way, environmental, and other impacts. A minimum of three (3) preliminary alternatives shall be developed as part of this task, which take into consideration roadway, pedestrian, bicycle, and transit infrastructure.

### **7.2 Transportation Improvement Alternatives Refinement**

Assess and refine alternatives for priority areas / issues

#### **7.2.1 Create preliminary alternatives for the roadway system, focusing on improvements to the traffic signal system, which may include:**

- A closed-loop traffic signal system for the SA
- New equipment and technology (e.g. 360 degree video detection) and ITS applications along the corridors
- Enhancement of remote monitoring and integration into CTDOT's operations center
- Operational and maintenance needs of potential solutions
- Intersection improvements (operations, geometry)

Other potential improvements may also include:

- Access management; special attention shall be given to connections to new roads that may be constructed on redeveloped parcels
- Safety improvements
- Roadway realignment / new construction / widening
- Traffic calming
- Landscape treatments

***Deliverable: Roadway sketch-level concept plans and an alternatives matrix***

#### **7.2.2 Create preliminary alternatives for the pedestrian and bicycle system, which may include:**

- Sidewalk improvements / construction
- Bicycle infrastructure (i.e. line striping)
- Intersection treatments (i.e. textured crosswalks)
- Landscape treatments

***Deliverable: Pedestrian and Bicycle sketch-level concept plans and an alternatives matrix (as needed)***

7.2.3 Assess the transit system (as needed), including a review of the recently completed Comprehensive Transit Service Analysis and assess needed transit amenities / enhancements to transit.

***Deliverable: Transit sketch-level enhancements to transit***

### 7.3 Land-Use Alternatives

Based on the work performed in Task 5, as well as the analysis of future redevelopment potential in Task 6, develop preliminary alternatives for land-use regulation changes.

#### 7.3.1 Land-Use Vision, Goals, and Objectives

Engage stakeholders in a process of establishing a vision, goals, and objectives for land-use in the SA.

#### 7.3.2 Potential Land-Use Regulation Recommendations

Develop preliminary recommendations for changes to development regulations that will assist the Town of Enfield in achieving its vision for the corridor while supporting transportation, sustainability, and land-use goals.

***Deliverable: Proposed regulatory changes***

## ***TASK 8 - Development of Transportation Improvement Alternatives and Management Plan (including short-, mid-, and long-term)***

This section outlines detailed recommendations for transportation and traffic system improvements and enhancements. The recommendations shall address both existing issues and those resulting from the future growth that is forecasted in the SA.

### 8.1 Refine and Reassess Alternatives

- Develop more detailed concept drawings, cross sections, and impact determinations, including: right of way impacts, construction cost estimates, and operations/maintenance cost estimates.
- Develop more detailed language for regulator changes, in addition to a summary of development potential in the SA under the proposed changes.
- Develop traffic signal improvement and circulation (coordination) plan for Route 190 and Route 220 corridors.

## 8.2 Selection of Preferred Alternatives

- Develop concept-engineering plans, sample typical sections, constructability review, planning-level cost estimates, and finalized impact estimates.
- Develop a minimum of three (3) visualizations of proposed improvements.
- Research potential funding opportunities for the selected improvements. Potential funding opportunities will include local, state, and federal sources.
- Research best practices related to land-use regulation changes that may support construction of transportation infrastructure by private developers. This shall include the use of Tax Increment Financing.
- Develop a final recommended regulatory framework for Enfield Square Mall Area.

## 8.3 Draft Report

Create a Draft Report and Executive Summary

- Allow for two (2) reviews of the Draft Report and Executive Summary with revisions and resubmissions following each review.

***Deliverable: Draft Transportation Improvement and Development Management Plan; Visualizations of proposed improvements***

## 8.4 Final Report and Executive Summary

Create a Final Report and Executive Summary

***Deliverable: Final Transportation Improvement and Development Management Plan and Executive Summary***

**Town of Enfield Suggested Study Area Intersections**

<b>Street</b>	<b>Cross Street</b>
Enfield Street	North Main Street
Enfield Street	High Street
Enfield Street	Franklin Street
Enfield Street	Frew Terrace
Hazard Ave	Phoenix Avenue
Hazard Ave	Freshwater Boulevard
Hazard Ave	Palomba Drive
Hazard Ave	Middle Road
Hazard Ave	Elm Street
Hazard Ave	Maple Street
Elm Street	North Street
Elm Street	Shaker Road
Shaker Road	Ganny Terrace
Shaker Road	George Washington Road
Elm Street	Spring Garden Road
Elm Street	Palomba Drive
Elm Street	Freshwater Boulevard
Elm Street	I-91
Elm Street	Summer Street
Elm Street	St. Thomas
Elm Street	Harvest St
Cranbrook Blvd	Freshwater Boulevard
Cranbrook Blvd	Palomba Drive
Hazard Ave	Red Robin/TJ Maxx
Hazard Ave	Chick-fil-A/Shop Rite
Elm St	Mobil/Mall
Elm St	Friendlys/Mall
Freshwater Blvd	Mall

### III. PREPARING A RESPONSE

Questions and responses received after the following critical deadlines will not be considered:

**Questions Deadline:** July 26, 2019 at 11:00 a.m. E.T.

**RFQ Response Deadline:** August 26, 2019 at 11:00 a.m. E.T.

Responses should be sealed and marked “*RFQ Response – Routes 190 & 220 Corridor Study*”. **Please provide six (6) copies of your response** addressed to Mr. Timothy Malone, Principal Planner, and delivered to the CRCOG, 241 Main Street, 4<sup>th</sup> Floor, Hartford, CT 06106.

#### MINIMUM REQUIREMENTS

By submitting a response, respondents represent that they have thoroughly examined and are familiar with the outlined Scope of Service and are capable of performing the work described.

1. Prime consultant CTDOT pre-qualification for **Modal Transportation Planning Studies** is viewed as the minimum qualification for applying.
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 with limited notice.
3. Ability to meet the minimum Disadvantaged Business Enterprise (DBE) set aside requirement of 5%.
4. GSA Standard Form 330 Parts I and II for the Consulting firm(s) and demonstrated experience in providing similar services within the past five (5) years is required.
5. Completed and signed versions of the attached Exhibits A and B

#### COMPLETENESS AND FORMAT OF RESPONSE

Respondents are to prepare their response documents in accordance with the following format:

1. **Introduction.** Provide a description of your firm/team, experience in the industry, number of years providing transportation planning services similar to those outlined herein, primary client type, and a summary of the services offered. Include company name(s) and address(es). For the firm/team, provide the name, title, phone number, and e-mail of the desired contact person during the RFQ process.
2. **Recent Clients and References.** Provide a list of similar assignments or work products for other clients completed over the past five (5) years. Provide at least five (5) clients and their contact information. Please include a description of each assignment, name of primary client contacts, and their contact information including e-mail addresses and telephone numbers. Indicate your firm’s role in each effort including the date of completion of services.
3. **Service Description.** Provide a detailed description of each of the services your company/team offers that could support the envisioned scope of service, along with related marketing materials. Include any roles of sub-consultant 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 envisioned approach to them. Please

also include the names, qualifications, and experience of the project manager and key personnel to be assigned to the project.

## IV. TERMS AND CONDITIONS

### Questions

General questions should be directed to Timothy Malone, Principal Planner at:

Capitol Region Council of Governments  
241 Main Street, 4<sup>th</sup> Floor  
Hartford, CT 06106  
Fax: (860) 724-4221  
E-mail address: tmalone@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, **faxed to (860) 724-1274, or emailed to tmalone@crcog.org**. To receive consideration, such questions must be received by 11:00 a.m. on July 26, 2019.

CRCOG staff will arrange as addenda, which shall be made a part of this Request for Qualifications and any resulting contracts, all questions received and the decisions regarding each. At least three (3) days prior to the receipt of responses, CRCOG staff will post a copy of any addenda to CRCOG's website, located at: <http://crcog.org/rfprfq/>. ***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.***

### 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 CRCOG to award a contract or to pay any costs incurred in the preparation of a response to this request. Neither 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 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 CRCOG.

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 CRCOG rights. The consultant shall remain

liable according to applicable laws and practices for all damages to CRCOG caused by the Consultant's 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 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 subconsultants for those services.

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 CRCOG. 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 State and Federal Law**

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

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 or 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 agreement due to cause, default or negligence on the part of the consultant; or if the consultant fails, in the opinion of CRCOG, 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 CRCOG.

### **Ethics**

The conduct of any consultant shall be subject to the CRCOG Ethics Policy (found online at: <http://crcog.org/rfprfq/>).

### **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, as per Federal Order 11246. By responding to this RFQ all consultants agree to this condition of doing business with CRCOG, and should CRCOG 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. The selected firm(s) must meet CRCOG, State, and Federal affirmative action and equal opportunity employment practices. A Disadvantaged Business Enterprises (DBE) set aside of 5% is required.

### **Issued Purchase Order Required Before Work**

No delivery of services shall start without a written contract/work task issued by CRCOG in accordance with their own policies and procedures.

### **Billing**

Invoices for payment shall be submitted to CRCOG according to the terms set forth in the contract.

### **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 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.

## **V. EVALUATION AND AWARD**

Responses shall be evaluated by CRCOG after the response deadline. All information will remain confidential until consultant selection is finalized.

After selection is made, the project scope will be fully developed, followed by lump sum fee negotiations. It is anticipated that the lump sum fee will be based on job titles, certified payroll, burden, fringe and overhead (BF&O) rates, and a determined office profit margin of  $22.73/(100+BFO\%)$ .

### **Evaluation Criteria:**

1. Accuracy, overall quality, thoroughness, and responsiveness to the requirements as summarized herein;
2. Experience with transportation and land-use development studies;
3. The qualifications and experience of the firm(s), 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. 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. The selection of a consultant will be based on results of the review of the Statements of Qualifications, interviews (if conducted), and other provided supplemental information. The Evaluation Committee shall determine in its sole discretion which respondents are fully qualified, or that one respondent is more highly qualified than the others under consideration. The selected consultant will be informed in writing.

**EXHIBIT A**

**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.

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Signature and date

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Title of Request for Qualifications

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Typed or Printed Name

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Title

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Company Name and Address

**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)

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**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)