

Capitol Region Council of Governments (CRCOG)

REQUEST FOR PROPOSALS: REGIONAL COMPLETE STREETS INVENTORY, ASSESSMENT, AND ACTION PLAN

Issued January 12, 2017

Proposal Deadline

SUBMITTALS MUST BE RECEIVED BY:

Monday, February 13, 2017

3:00 p.m. EST

Submit Proposals to:

Capitol Region Council of Governments

241 Main Street, Fourth Floor

Hartford, CT 06106

CAPITOL REGION COUNCIL OF GOVERNMENTS

REQUEST FOR PROPOSALS:

REGIONAL COMPLETE STREETS INVENTORY, ASSESSMENT, AND ACTION PLAN

I. INTENT

The Capitol Region Council of Governments (CRCOG) intends to hire a consulting firm to assist with inventorying complete streets infrastructure, conducting a needs/gap assessment, conducting research into best practices, and developing a complete streets policy and action plan. The consultant must have expertise in and knowledge of best practices in assessing existing complete streets infrastructure, as well as crafting model policies for municipalities in a variety of settings (from rural to urban). The consultant must also have a demonstrated ability to manage a study that includes the involvement of a range of stakeholders representing municipal officials, state officials, and advocacy groups. The consultant must have expertise with effective public engagement activities at a regional level and must have excellent knowledge of current practices in complete streets planning.

CRCOG will procure consultant services in accordance with the established policy of CRCOG. The project will commence upon selection of a consultant and issuance of a notice to proceed.

II. INTRODUCTION/BACKGROUND INFORMATION

CRCOG is the largest of Connecticut's nine regional planning organizations. CRCOG is established under the Connecticut General Statutes as a voluntary association of municipal governments serving the City of Hartford and 37 surrounding communities.

CRCOG developed its current Bicycle and Pedestrian Plan in 2008, with an addendum that was developed in 2015. That plan focused on the "Four E's" of bike/ped planning: engineering, education, encouragement, and enforcement. It contained a broad and ambitious vision for the future, with a list of concrete projects that should be pursued. The 2015 update was primarily designed to report on progress, add new municipal projects, and update the region's Multi-Use Trail Map.

Since 2008, a number of significant changes have occurred in the region and the state, necessitating a more substantial update than was undertaken in 2015. In the second half of 2015, the region grew by eight municipalities, going from 30 to 38. The region now comprises over 27% of the state's population and includes the state's largest university. In 2015, the state's first bus rapid transit system, CT*fastrak*, began operations. That system links the region's two largest cities, Hartford and New Britain, and is providing new opportunities for transit-oriented

development. The region also began a project to upgrade the *CTrail* Hartford Line service, bringing frequent train service to Hartford and the region. Not only have these transit investments brought new mobility to the region, but they have served to highlight the important link between transit and bike/ped infrastructure in the form of the “last mile gap”.

The state and the region have also embraced bicycle and pedestrian infrastructure and planning. The state now has a complete streets policy that applies to state-funded projects. Municipalities throughout the region have adopted or begun developing complete streets plans and policies of their own. Some have even begun experimenting with previously unused treatments in Connecticut, such as contra-flow bike lanes and buffered bike lanes. Significant progress has been made on the region’s (and state’s) multi-use trails, with large portions of the East Coast Greenway now complete. The state has also increased its funding for transportation projects, with a new emphasis on bike, pedestrian, and transit facilities. Finally, seven of CRCOG’s member municipalities are now Bicycle Friendly Communities.

Given all the changes in the region and the state, it is time to reevaluate and build upon the 2008 Bicycle and Pedestrian Plan. That plan recommended creating a complete streets policy, which has yet to be accomplished. The recent transit investments have also placed a new emphasis on complete streets as a guiding principal. The 2008 plan also contained a map of key regional on-road linkages, which needed to be evaluated for their suitability for bicycle and pedestrian traffic. That evaluation never happened and the map was based on the old 30 town region.

The intent of this project is to create a Complete Streets Inventory, Assessment and Action Plan that will replace the existing CRCOG Bicycle and Pedestrian Plan. The project will include a thorough inventory of complete streets infrastructure, and assess the quality and completeness of that infrastructure. It will also assess the needs and gaps that exist in that infrastructure, with an emphasis on truly complete streets that accommodate bicycles, pedestrians, and transit. Last mile connections are of particular importance in the region’s growing TOD areas. CRCOG also wants to provide resources, in the form of best practices research, for the growing number of municipalities that are interested in developing plans and policies of their own. Finally, CRCOG would like to develop a regional complete streets plan and policy.

III. CONSULTANT SCOPE OF WORK

Following are the key tasks which CRCOG wishes to have accomplished through this study.

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. Coordination and input from all stakeholders such as CTDOT will be ongoing. At a minimum, coordination conference calls every two weeks will be scheduled between the consultant and CRCOG to discuss study progress.

1.2 Reporting

Monthly progress reports and invoices will be prepared by the consultant to keep the project on schedule.

Task 1 Deliverables:

- Coordination conference calls every two weeks

- Monthly progress reports
- Monthly invoices

Task 2. Community Engagement

Members of the public are an integral part of the planning team for this project. As such, members of the public will be given the opportunity to be actively involved in each of the project's tasks. Methods will include:

- 2.1 Hold Steering Committee Meetings
- 2.2 Hold Technical Advisory Committee Meetings
- 2.3 Disseminate information through direct means (flyers, newsletters, direct mailings)
- 2.4 Disseminate information through the media (newspapers, radio, social media, television)
- 2.5 Hold focus group meetings with key stakeholders (including town staff, local businesses, institutions, and advocacy groups)
- 2.6 Create and maintain online public engagement platform
 - 2.6.1. Note: CRCOG will maintain a webpage with basic information about the project, but is interested in exploring more interactive web-based community engagement platforms to solicit input on the project.
- 2.7 Hold "pop-up" events at locations throughout the region. CRCOG anticipates attendance at up to 12 such meetings for this project.
- 2.8 Hold Public Information Meetings during major milestones throughout the process. CRCOG anticipates needing at least three meetings. CRCOG is open to proposals that involve more meetings, or meetings with a more interactive format.
- 2.9 Develop and distribute surveys
- 2.10 Update Town Councils, City Councils, Boards of Selectmen through written updates.
- 2.11 Present information on the project at a minimum of two CRCOG committee meetings (such as our Bike/Ped Committee, Transportation Committee, or Policy Board).

Task 2 Deliverables:

- Steering committee meeting materials
- Creation of flyers, newsletters, mailings
- Press releases
- Online public engagement platform
- Focus groups meeting materials
- Event attendance
- Public information meetings
- Town/City/Board of Selectmen updates
- Presentations at a minimum of two CRCOG committee meetings
- Project surveys
- Summary of community engagement efforts

Task 3. Data Collection and Inventory

An important task is to create a comprehensive inventory of completed and planned infrastructure related to complete streets. This inventory will include: multi-use trails; on-road bike facilities; pedestrian paths; bus rider accommodations (such as shelters); signs; and transit infrastructure. The inventory will be used to better understand the resources that are currently

Regional Complete Streets Inventory, Assessment, and Action Plan RFP: Page 4

available, as well as to assess the needs that have been previously identified in planning efforts. This inventory will build off the region's current bike path inventory.

- 3.1 Assemble existing data on bicycle and pedestrian traffic patterns (including CRCOG Bike/Ped Count, STRAVA data, and available trail count data)
- 3.2 Analyze traffic data to identify usage patterns and "hot spots"
- 3.3 Evaluate current inventory data
- 3.4 Collect inventory data from town/state agencies - data to include existing and planned regional routes including potential and proposed projects
- 3.5 Collect data from the field
- 3.6 Synthesize inventory data
- 3.7 Develop maps of inventory data

Task 3 Deliverables

- Data Collection Report
- Base maps
- Maps of data collected

Task 4. Needs Assessment and Development of a Regional Active Transportation Network

Based on the inventory created in Task 3, CRCOG and the Consultant will engage the public and its member municipalities in a needs assessment process to develop a Regional Active Transportation Network. The needs assessment will have three areas of focus. The first will be development of the needs assessment methodology, and identification of best practices for defining regional networks. The second will be an assessment of what currently exists throughout the region, and what condition it is in. This will allow regional and municipal leaders to develop a plan for improving and maintaining the existing infrastructure. It will also look at what sort of uses each facility accommodates and whether or not a facility can be upgraded to accommodate additional uses. For example, given enough right of way, a sidewalk can be widened into a multi-use path that better accommodates bicycles.

The third focus will be on gaps in the network. The Consultant will examine the infrastructure that currently exists and identify gaps in the network for cyclists, pedestrians, and transit riders. The initial focus will be on corridors that are nearly complete, but have a few gaps. Specific focus will be placed on areas prioritized by member municipalities, areas within two miles of a CTfastrak or CTrail-Hartford Line station, and areas identified in CRCOG's Active Transportation Plan.

A broad range of gaps and needs will be identified along with solutions that can be implemented in the short, medium, and long term. The Consultant will help CRCOG and its partners identify big ticket items that need significant further review, as well as smaller scale projects that can be implemented quickly. The result of this assessment and analysis process will be development of a Recommended Regional Active Transportation Network.

- 4.1 Develop needs assessment and network definition methodologies
 - 4.1.1. Establish regional active transportation network guiding principles
 - 4.1.2. Identify/confirm existing and planned regional routes including potential and proposed projects

- 4.1.3. Define applicable facilities customized to different contexts found throughout the region
- 4.1.4. Establish network density standards
- 4.1.5. Establish gap typology
- 4.2 Evaluation of current infrastructure, needs, and gaps
 - 4.2.1. Assess currently available infrastructure
 - 4.2.2. Identify and map activity centers
 - 4.2.3. Identify desired linkages between activity centers
 - 4.2.4. Identify and inventory linear and area gaps
 - 4.2.5. Identify and inventory linear and area barriers
 - 4.2.6. Identify and inventory linear routes that resolve area gaps
- 4.3 Development of Recommended Regional Active Transportation Network

Task 4 Deliverables

- Technical Memorandum on Needs Assessment Methodology
- Technical Memorandum on Best Practices for Defining Regional Networks
- Evaluation of Current Infrastructure, Needs and Gaps
- Development of Recommended Regional Active Transportation Network

Task 5. Develop Regional Complete Streets Policy and Action Plan

As part of this project, CRCOG will work collaboratively with its municipalities and outside stakeholders to develop a complete streets policy and action plan. The policy will contain broad recommendations on how best to achieve the region’s vision of an inclusive and connected transportation network and Regional Active Transportation Network as established in Task 4. In 2016, CRCOG was the recipient of technical assistance from the National Association of Chronic Disease Directors which led to the creation of a brief 5-goal action plan called the Action Plan to Increase Walking and Walkability which is aimed at implementing complete streets improvements in the Capitol Region. As part of this larger Action Plan process, the goal is to incorporate the existing 5 regional goals while establishing more firm guidelines on how to integrate multiple modes of transportation into CRCOG’s planning efforts, as well as the funding streams it controls. This will also include a set of best practices for municipalities as they pursue their own complete streets projects and policies. These best practices will be tailored to the different kinds of communities found throughout the region, from rural towns to urban centers.

The Complete Streets Action Plan prepared through this project will expand upon CRCOG’s existing Bicycle and Pedestrian plan and Action Plan to Increase Walking and Walkability to include a broader range of complete streets projects. The projects and recommendations included in this action plan will be designed to respond to conditions as they exist today and to achieve the region’s vision.

- 5.1 Gather and review existing plans including:
 - 2008 CRCOG Pedestrian and Bicycle Plan and 2015 Addendum
 - 2016 Action Plan to Increase Walking and Walkability
 - 2014 – 2024 Regional Plan of Conservation and Development (Transportation Chapter)
 - Regional Transportation Plan

- 5.2 Develop Draft Complete Streets Action Plan for the Capitol Region
 - 5.2.1. Conduct research of complete streets action plans, in the United States and overseas, with examples from a variety of contexts (rural, suburban, and urban)
 - 5.2.2. Develop best practices report with point person contact info from agencies across the country
 - 5.2.3. Draft CRCOG complete streets action plan for consideration and adoption
 - 5.2.4. Hold public engagement events (see Task 2)
- 5.3 Develop Draft Complete Streets Policy for the Capitol Region
 - 5.3.1. Conduct research of complete streets policy best practices that include a variety of contexts (rural, suburban, and urban)
 - 5.3.2. Develop best practices report, with model regulations and point person contact info from agencies across the country
 - 5.3.3. Draft CRCOG policy for consideration and adoption
 - 5.3.4. Hold public engagement events (see Task 2)
- 5.4 Develop Draft Complete Streets Map for the Capitol Region
 - 5.4.1. Based on inventory and gap analysis data, create a draft map of priority corridors for the region
 - 5.4.2. Hold public engagement events (see Task 2)
- 5.5 Develop Final Complete Streets Policy
- 5.6 Develop Final Complete Streets Action Plan
- 5.7 Develop Complete Streets Map
- 5.8 Present Plan to CRCOG Active Transportation Committee, Transportation Committee, and Policy Board

Task 5 Deliverables:

- Existing Plans and Policies Technical Memorandum
- Complete Streets Action Plan Best Practices Technical Memorandum
- Complete Streets Policies Best Practices Technical Memorandum
- Model Complete Streets Policies
- Draft and Final Complete Streets Action Plan
- Draft and Final Complete Streets Policy
- Draft and Final Complete Streets Map

IV. MINIMUM QUALIFICATIONS

The following minimum qualifications must be present for an individual/firm to be considered for award of a contract under this RFP:

1. All required licensures, registrations and certifications to do business in the State of Connecticut. Please note any and all relevant certifications as part of your proposal.
2. Key personnel assigned to the CRCOG contract must have at least five years' experience working in public sector planning.
3. Verifiable experience working on projects of similar size and scope and for other public entities and/or consortia.

V. PROJECT SCHEDULE

The Consultant should be prepared to enter into a contract and begin work as directed by CRCOG on or about April 21, 2017. It is anticipated that the contracted services as described in this RFP shall be completed within 12-18 months from project initiation.

VI. RESPONSE REQUIREMENTS

A. Submission

Sealed proposals, in accordance with the format prescribed below, will be received at the Capitol Region Council of Governments, located at 241 Main Street, Hartford, CT 06106, until 3:00 p.m. EST, Monday, February 13, 2017. Any responses received after the advertised opening date and time shall be rejected. Envelopes must be clearly marked “CRCOG Regional Complete Streets Inventory, Assessment, and Action Plan Response” to ensure that they are recorded in connection with the correct solicitation. Firms are required to provide one (1) signed original and seven (7) printed copies of their response, as well as a CD or flash drive containing an exact copy of all requested materials.

Note that the submission of any proposal indicates acceptance by the firm of the terms and conditions contained herein, unless otherwise specifically noted in the proposal itself and confirmed in resulting contracts.

B. Questions

General inquiries concerning the Request for Proposals must be made to:

Timothy Malone, Principal Planner
CRCOG
241 Main Street
Hartford, CT 06106
860-522-2217, ext. 224

However, no oral interpretations shall be made to any respondent as to the meaning of any of the proposal 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 **3:00 p.m. on Thursday, January 19, 2017.**

CRCOG staff will arrange as addenda, which shall be made a part of this RFP and any resulting contracts, all questions received as above provided and the decisions regarding each. By Monday, **January 23, 2017**, CRCOG will post a copy of any addenda to CRCOG’s website, located at **www.crcog.org**. 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.

C. Response Format

Respondents must submit complete responses to all of the information requested. Respondents who do not respond to the entire content of the RFP may be disqualified.

Written proposals should include, at a minimum, the following information in the order
Regional Complete Streets Inventory, Assessment, and Action Plan RFP: Page 8

requested:

1. **Cover Letter.** A letter signed by an officer of the firm, binding the firm to all of the commitments made in the proposal. The cover letter should be addressed to **Timothy Malone, Principal Planner, Capitol Region Council of Governments, 241 Main Street, Fourth Floor, Hartford, CT 06106.**
 2. **Contact Information.** The name, address and contact person of the respondent submitting the proposal. Please include telephone and fax numbers, as well as email and website addresses.
 3. **Statement of Qualifications and Experience.** Additional information can be in narrative form.
 - a. The name(s), business address, phone number, e-mail address of firms and individuals proposed to participate in all tasks identified in the scope of work.
 - b. The company/firm/team history, background and relevant experience related to the consultant assistance being requested, including work on multi-town and/or regional planning projects.
 - c. Resumes summarizing the background, education and relevant experience of all team members proposed to participate in tasks identified in the scope of work. The project manager shall be identified along with the roles of other significant project participants.
 4. **References and Work Product Samples.** A list of references (preferably at least 5) for similar work performed in the last five years either as a consultant or as a government employee. For each reference provided, include the agency name, contact person, telephone number, email address and scope of services performed. Also provide samples of or electronic links to completed work products being indicated as samples. *Note that multi-town and/or regional references and samples are strongly preferred and should be furnished when available.*
 5. **Scope of Work.** Proposed approach to the scope of work defined in Section III above. The statement of approach should show that the consultant has experience with each task in the scope of work.
 6. **Project Schedule.** Proposed project schedule in accordance with basic requirements of this RFP, as stated in Section IV above.
 7. **Fee Proposal.** The fee proposal shall include costs associated with the delivery and provision of finished product(s), and costs associated with carrying out all tasks specified in Section III Consultant Scope of Work, contained in this RFP. The fee proposal should include:
 - a. A complete rate schedule and pricing for staff to be utilized in this project.
 - b. Total costs per task, itemizing personnel, subcontractors and direct expenses (such as travel, printing, etc.).
 - c. Total costs for the project, itemizing personnel, subcontractors, and direct expenses.
 8. **Proposed Subcontractors.** The successful respondent will assume sole responsibility
- Regional Complete Streets Inventory, Assessment, and Action Plan RFP: Page 9***

for the complete project as required in this RFP. CRCOG will consider only one individual/firm/company as the sole point of contact with regard to contract matters, whether or not subcontractors are used for one or more parts of this project. Respondents who intend to subcontract one or more elements of this project to other firms/individuals shall identify those work elements to be subcontracted and the firm/individual subcontractor. All subcontractors shall be included in the respondent's statement of qualifications. Subcontractors may not be substituted, nor any portions of the contract assigned to other parties, after contract award without the written consent of CRCOG.

The successful firm may utilize the services of specialty subcontractors on those portions of the work that under normal contracting practices are performed by specialty subcontractors. The successful firm shall be fully responsible to the Capitol Region Council of Governments for the performance, finished products, acts, and omissions of its subcontractors and persons directly or indirectly employed thereby.

9. **Insurance Documents.** Documentation of insurance coverage required under Section IX.I of this Request for Proposals.
10. **Response Page.** See ATTACHMENT A.
11. **Non-Collusion Statement.** See ATTACHMENT B.
12. **Equal Employment Opportunity and Minority/Female Business Enterprise Certification Form.** See ATTACHMENT C.

VII. SELECTION CRITERIA

CRCOG desires to award a contract to the respondent who demonstrates the ability to provide the highest quality service within the \$350,000 available budget. To accomplish this goal, CRCOG's criteria for selection will include, but not be limited to:

- Completeness of response, in relation to RFP requirements
- Technical skills and experience
- Understanding of the issues
- Experience with inventorying, assessing, and developing complete streets networks
- Experience and knowledge of best practices related to complete streets plans and policies
- Proposed approach to the tasks outlined in the Scope of Work (Section III)
 - CRCOG is open to creative approaches to, and modifications of, the subtasks within the provided Scope of Work.
- Past record of performance, including references and feedback from clients
- Management of similar projects
- Fee proposal

Based upon the evaluation of proposals submitted, CRCOG intends to select finalists who may be required to make formal presentations before a review committee regarding their

Regional Complete Streets Inventory, Assessment, and Action Plan RFP: Page 10

qualifications, project approach, and ability to provide the required services to best serve the needs of CRCOG.

CRCOG and the review committee may elect to negotiate with the top ranked firms and to accept modifications to the proposed scope of services and/or price when such action is in the best interest of the participants to do so. Additional clarifying information may be requested to aid in the decision-making process. All proposals submitted shall be considered valid for at least one-hundred and twenty (120) days from the opening date.

VIII. PROCUREMENT SCHEDULE: SUMMARY OF KEY DATES

The following schedule has been prepared for this RFP process. Note that project constraints may cause the evaluation and selection related dates noted below to change.

RFP Release Date:	Tuesday, January 10, 2017
RFP Questions Due to CRCOG:	Thursday, January 19, 2017 by 3:00 pm
Answers/Addendum Posted:	Monday, January 23, 2017
Proposals Due:	Monday, February 13, 2017 by 3:00 pm
Evaluation Period:	February 14, 2017 through March 31, 2017
Target Date for Consultant Selection:	April 3, 2017

IX. ADDITIONAL TERMS AND CONDITIONS

A. Compliance with Applicable Laws

The firm assigns to CRCOG all rights, title and interests in and to all causes of action it may have under Section 4 of the Clayton Act, 15 USC 15, or under Chapter 624 of the general statutes. This assignment occurs when the consultant is awarded the contract.

The firm agrees that it is in compliance with all applicable federal, state and local laws and regulations, including but not limited to Connecticut General Statutes Sections 4a-60 and 4a-60a. The firm also agrees that it will hold CRCOG and its member municipalities harmless and indemnify CRCOG and its member municipalities from any action which may arise out of any act by the firm concerning lack of compliance with these laws and regulations. All purchases will be in compliance with Section 22a-194 to Section 22a-194g of the Connecticut General Statutes related to product packaging.

The contract arising from the RFP is subject to the provisions of Executive Order No. Three of Governor Thomas J. Meskill promulgated February 15, 1973 regarding nondiscrimination in employment practices and policies, Section 16 of P.A. 91-58 Nondiscrimination Regarding Sexual Orientation, the provisions of Executive Order No. Seventeen of Governor Thomas J. Meskill promulgated February 15, 1973 regarding listing all employment openings with the Connecticut Employment Services, and the provisions of Executive Order No. Sixteen of

Governor John G. Rowland promulgated August 4, 1999 regarding Violence in the Workplace Prevention Policy.

The contract arising from the RFP may be subject to the provisions of §1-218 of the Connecticut General Statutes, as it may be modified from time to time. In accordance with this section, each contract in excess of two million five hundred thousand dollars between a public agency and a person for the performance of a governmental function shall (1) provide that the public agency is entitled to receive a copy of records and files related to the performance of the governmental function, and (2) indicate that such records and files are subject to the Freedom of Information Act and may be disclosed by the public agency pursuant to the Freedom of Information Act. No request to inspect or copy such records or files shall be valid unless the request is made to the public agency in accordance with the Freedom of Information Act. Any complaint by a person who is denied the right to inspect or copy such records or files shall be brought to the Freedom of Information Commission in accordance with the provisions of sections 1-205 and 1-206 of the Connecticut General Statutes. Incorporated by reference into the resulting contract is Section 4-61dd(g)(1) and 4-61dd(3) and (f) of the Connecticut General Statutes which prohibits contractors from taking adverse action against employees who disclosed information to the Auditors of Public Accounts or the Attorney General.

B. Ownership of Proposals/Freedom of Information

All proposals submitted in response to this RFP are to be 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). Reports and materials developed by the successful respondent under a contract that may result from this RFP are considered public information and may not be copyrighted.

Copies of information resulting from this RFP are generally not available until a contract has been formally awarded. Please note that financial statements or other similar information submitted with such response may remain confidential, to the extent permitted by law, if provided in a separate envelope clearly marked "Confidential".

C. Amending or Canceling Request

CRCOG reserves the right to amend or cancel this RFP, prior to the due date and time, if it is deemed to be in the best interest of the CRCOG to do so. The Capitol Region Council of Governments reserves the right to decide not to consider any or all of the firms submitting information in response to this request.

D. Waiver of Informalities

The Capitol Region Council of Governments reserves the right to accept or reject any and all responses to this Request for Proposals, or any part thereof, and to waive any informalities and/or technicalities that are deemed to be in the best interest of CRCOG.

E. Collusion

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

municipal staff or official of CRCOG member municipalities participated either directly or indirectly in the respondent firm's proposal preparation. Respondent firms will be required to sign the certificate incorporated in this RFP (see Attachment B) relative to non-collusion.

F. Assigning/ Transferring of Agreement

Any successful firm is prohibited from assigning, transferring, conveying, subletting or otherwise disposing of this agreement of 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.

G. Termination

CRCOG may terminate any contract(s) or any part of any contracts resulting from this process at any time for: cause, default or negligence on the part of the respondent firm; or if the respondent firm 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.

H. Ethics

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

I. Insurance Requirements

The consultant shall be required to furnish a Certificate of Insurance evidencing the following insurance coverage prior to the execution of an Agreement. Failure to maintain insurance coverage as required and to name the Capitol Region Council of Governments and CRCOG member municipalities as the Additional Insured will be grounds for termination of the contract. In addition:

- a. The insurance requirements shall apply to all subcontractors and/or consultants.
- b. All policy forms shall be on the occurrence form. Exceptions must be authorized by CRCOG unless the coverage is for Professional Liability where the common form is claims made.
- c. Acceptable evidence of coverage will be on the ACORD form or a form with the same format.
- d. All renewal certificates shall be furnished at least 10 days prior to policy expiration.
- e. Each certificate shall contain a 30 day notice of cancellation.
- f. Insurance shall be issued by an insurance company licensed to conduct business in the State of Connecticut which has at least an "A-" policy holders rating according to Best Publications latest edition Key Rating Guide.

Insurance coverage required is as follows:

- a. **Comprehensive General Liability, including Contractual Liability, Products/Completed Operations Insurance**, as applicable, with limits not less than \$2,000,000 for all damages because of bodily injury sustained by each person as the result of any occurrence and \$1,000,000 bodily injury aggregate per policy year and limits of \$1,000,000 for all property damage sustained by each person as a result of any

one occurrence and \$1,000,000 property damage aggregate per policy year or a combined single limit of \$1,000,000. All, if any, deductibles are the sole responsibility of the CONSULTANT to pay and/or indemnify.

- b. **Automobile Liability Insurance** including non-owned and hired vehicles in the same limits as indicated in section a, above.
- c. **Workers' Compensation Insurance** at the Connecticut statutory limit including Employers' Liability with limits of \$100,000 each accident, \$500,000 for each disease/policy limit, and \$100,000 for disease for each employee.
- d. **Excess Liability Umbrella Form** over sections a, b and c--Employers' Liability with limits up to \$4,000,000.
- e. **Professional Liability Insurance** with limits up to \$2,000,000 aggregate limit issued on claims made basis for the term of the contract and continuing for two years following the completion of the contract at the CONSULTANT's cost.

J. Hold Harmless and Indemnification

In addition to its obligation to provide insurance as specified above, the consultant, its subcontractors, agents and assigns shall indemnify and hold harmless the Capitol Region Council of Governments and its member municipalities, including but not limited to, its elected officials, and its officers, from any and all claims made against the CRCOG, including but not limited to, damages, awards, costs and reasonable attorneys fees, to the extent any such claim directly and proximately results from the negligent acts, errors, or omissions in performance of services by the consultant during the consultant's performance of this Agreement or any other Agreements of the consultant entered into by reason thereof. CRCOG agrees to give the consultant prompt notice of any such claim and absent a conflict of interest, an opportunity to control the defense thereof.

K. Affirmative Action

The Capitol Region Council of Governments, through its policies on Equal Employment Opportunity and Affirmative Action, pledges its support and cooperation to private and public agencies that are promoting public policy in this vital area of human relations. Respondent firms will be required to sign the certificate incorporated in this RFP (see Attachment C) relative to Equal Employment Opportunity and Minority/Female Business Enterprise and return it with their response.

L. Severability

If any terms or provisions of this Request for Proposals 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.

M. Incurred Costs

This Request for Proposals does not commit the Capitol Region Council of Governments to award a contract or to pay any costs incurred in the preparation of a response to this request. The Capitol Region Council of Governments will not be liable in any way for any costs incurred by firms in replying to this RFP.

ATTACHMENT A

RESPONSE PAGE

**Capitol Region Council of Governments
REQUEST FOR PROPOSALS**

**DATE ADVERTISED:
January 10, 2017**

**DATE / TIME DUE: Monday,
February 13, 2017
3:00 p.m. EST**

NAME OF PROPOSAL

**Regional Complete Streets Inventory,
Assessment, and Action Plan**

_____ Type or Print Name of Individual	_____ Doing Business as (Trade Name)
_____ Signature of Individual	_____ Street Address
_____ Title	_____ City, State, Zip Code
_____ Date	_____ Telephone Number / Fax Number
_____ E-mail Address/Website	_____ SS # or TIN#

ATTACHMENT B

CAPITOL REGION COUNCIL OF GOVERNMENTS

NON-COLLUSION STATEMENT

The company responding to this Request for Proposals certifies that it is being submitted without any collusion, communication or agreement as to any matter relating to it with any other respondent or competitor. We understand that this response must be signed by an authorized agent of our company to constitute a valid response.

Date: _____

Name of Company: _____

Name and Title of Agent: _____

By (SIGNATURE): _____

Address: _____

Telephone Number: _____

ATTACHMENT C

**CAPITOL REGION COUNCIL OF GOVERNMENTS
EQUAL EMPLOYMENT OPPORTUNITY AND MINORITY/FEMALE
BUSINESS ENTERPRISE CERTIFICATION FORM**

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

Equal Opportunity Employer and is in compliance with federal and State rules and regulations pertaining to Equal Employment Opportunity and Affirmative Action.

(Bidder's Signature)

IF APPLICABLE:

The undersigned also certifies that _____
(Name of Company)

is a Minority/Female Business Enterprise and is in compliance with federal and state rules and regulations pertaining to Minority/Female Business Enterprise designations.

(Bidder's Signature)

(Today's Date)