

**To:** Cost Review Subcommittee  
**From:** Sotoria Montanari, CRCOG Program Manager  
**Cc:** Rob Aloise, CRCOG Acting Transportation Director  
Transportation Committee  
**Date:** November 30, 2018  
**Subject:** LOTCIP On-Call Lists 1, 2, and 3 RFQ

---

On December 13, 2018, CRCOG is planning to issue a Request for Qualifications (RFQ) to identify qualified firms to serve on the following On-Call Lists for a 36-month timeframe 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 2017 CRCOG established the above 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 and ending May 31, 2022. 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. The two additional On-Call List 3 consultants' terms will begin on June 1, 2019 and end May 31, 2022 with the option for a contract extension.

Below are DRAFT target dates for this RFQ process:

December 13	Release RFQ
January 11	Question Period Ends - Addenda are posted
January 24	Consultant Proposals due
Late January	Deliver copies of proposals to Selection Committees
Mid-February	Proposals Ratings Due, Short lists and Interview dates determined
Late February	E-mail Invites for Interviews sent; Letters to non Short-listed firms sent
Late March	On-Call List 1, 2, & 3 interviews
Early April	Selection & non-Selection E-mails/Letters out
By June 1	New On-Call List 1 & 2 firms on website, New On-Call List 3 firm under contract

*Staff recommends committee approval for a Request for Qualifications (RFQ) issuance in December to identify qualified firms to serve on On-Call Lists (1,2 & 3) for a 36-month timeframe to assist with Local Transportation Capital Improvements Program (LOTICIP) related tasks.*