



**REQUEST FOR QUALIFICATIONS (RFQ)
FOR
CAPITOL REGION ROUNDABOUT SCREENING**

Issue Date: September 17, 2020

Response Date/Time: Tuesday October 27, 2020 (2:00 p.m.)

**Response Format: Submit digital Statement of Qualifications to Roger Krahn,
rkrahn@crcog.org**

The Capitol Region Council of Governments of Hartford, Connecticut is seeking a qualified and experienced firm, hereafter referred to as “Consultant,” to assist in preparing a screening study that develops a list of existing intersection locations that are most likely to benefit from conversion to a single lane modern roundabout.

1. BACKGROUND

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

CRCOG is also the Metropolitan Planning Organization (MPO) for the Capitol Region and serves as the lead agency for transportation planning and grant administration. As an MPO, CRCOG conducts a rigorous multimodal transportation planning program. The program is conducted and administered by the CRCOG Planning Department and consultants selected for projects in the Unified Planning Work Program. Additional information about CRCOG and its transportation planning program can be found on the CRCOG website at <https://www.crcog.org>.

2. REQUIREMENTS

Consultants must demonstrate that they have sufficient and appropriate resources and experience to undertake the work defined under Section 3 and Exhibit D Preliminary Scope of Work. It is required that the prime Consultant will be prequalified by the Connecticut Department of Transportation (CTDOT) for at least one of the following Consultant Categories; 1) Highway Design, or 2) Traffic & Safety Engineering.

The selected Consultant must meet CRCOG, State, and Federal affirmative action and equal opportunity employment practices. The Disadvantaged Business Enterprises (DBE) goal requirement is 0%, however DBE participation is encouraged for this assignment.

The selected Consultant shall provide, and maintain for the duration of the contract, insurance coverages, naming CRCOG and its officers, agents, volunteers, and employees as additional insured, in conformance with Exhibit A. The selected Consultant shall provide worker’s compensation insurance, in accordance with the provisions of the CT Labor Code, for the duration of the contract, in conformance with Exhibit A.

Any Consultant wishing to be considered must submit a statement of qualifications. The statement must include:

- **Letter of Interest:** Include the name, title, phone number, and e-mail address of the desired contact person during the RFQ process.
- **Introduction, Staffing, Resumes:** Provide a description of your firm and team, experience in the industry, number of years providing traffic & safety engineering, and highway design

services similar to those outlined herein, primary client types, and a summary of the services offered. Include company name and address, as well as an organizational chart showing the project manager, task leaders, and other key personnel. Include any roles of sub-consultant team members and describe the level of previous working relationship between the firms. Resumés of key personnel should also be included.

- **Implementation Details:** Describe your implementation approach and methodology for screening intersection locations. Include a brief schedule for the tasks identified in Exhibit D Preliminary Scope of Work. Identify and discuss potential additional tasks that may also be needed to generate a useful roundabout screening study report, that identifies existing intersections in the region most likely to show meaningful operational and safety improvements if converted to a single lane roundabout.
- **Recent Clients and References:** Provide a list of similar assignments or work products for other clients completed within the past five (5) years. Provide at least three (3) client references contact information. Please include a description of each assignment, name of primary client contact, and their contact information including e-mail address and telephone number. Indicate your firm's role in each effort and the date of completion of services.
- **Required Forms:** Include a signed copy of Exhibit B - CRCOG Equal Employment Opportunity and Minority/Female Business Enterprise Certification, and Exhibit C – Organizational Conflict of Interest Statement. Also include federal GSA Form 330, part 2.

Respondents who submit a response to this RFQ may be required to give an oral presentation to CRCOG. This would provide an opportunity for the respondent to clarify or elaborate on the submitted response. Such a presentation would be a fact-finding and explanation session only and would not include any negotiation of fees. Such presentations may be conducted either in person or remotely utilizing Zoom, WebEx, or other such service if in-person meetings are not a feasible option at the time oral presentations are being scheduled.

3. SCOPE OVERVIEW

The Capitol Region Council of Governments (CRCOG), in coordination with the Connecticut Department of Transportation (CTDOT), is initiating a screening study to determine intersections in the CRCOG region that are most likely to see significant improvement in traffic operations and safety, if the existing intersection is converted into a modern single-lane roundabout.

The anticipated timeframe for this study is approximately 9 months. It will be led by CRCOG with the assistance of the selected Consultant. Representatives from CTDOT, municipalities, and other stakeholders may be consulted throughout the process. The scope of work expected follow the overview of tasks as shown in Exhibit D – Capitol Region Roundabout Screening Preliminary Scope of Work.

4. ADDITIONAL INFORMATION

Any questions should be directed in writing to Mr. Roger Krahn (rkrahn@crcog.org). No questions will be accepted after 2:00 p.m. on Tuesday, October 6, 2020. CRCOG will post its response to questions by 2:00 p.m. on Thursday October 8, 2020, on the CRCOG website <http://crcog.org/rfprfq/>. No oral interpretations shall be made to any respondent as to the meaning

of any of the documents. **It is the respondent's responsibility to check the website for any responses to questions and addenda.**

5. SUBMISSION AND DEADLINE

Given that current work efforts are predominately being conducted in out-of-office settings, only electronic submissions will be accepted in response to this RFQ. Statement of Qualification responses should be prepared as a single digital document in PDF file format, and be emailed to Roger Krahn, (rkrahn@crcog.org). The response submission email subject line should include “*RFQ Response: Roundabout Screening.*”

Statements of Qualifications must be submitted no later than 2:00 p.m. on Tuesday October 27th, 2020. ***Statements received after that time will not be considered.*** Arrangements for transmission of large files should be made in advance, as technical difficulties in sending or receiving a submission shall not be a valid reason for missing the deadline.

6. TERMS AND CONDITIONS

CRCOG reserves the right to amend or cancel this Request for Qualifications (RFQ) at any time, to reject any or all submittals in whole or in part, or otherwise to proceed in the best interests of CRCOG. This RFQ in no manner obligates CRCOG or any of its agencies to the eventual purchase of any product or service, whether explicitly described or implied herein, until confirmed by a written contract. All costs of preparing a response to this RFQ belong to the respondent.

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 Freedom of Information provisions of Section 1-210 of the Connecticut General Statutes.

The Consultant implicitly states that by submitting a response, the 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.

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

7. EVALUATION AND SELECTION

A Consultant Selection Panel, assembled by CRCOG staff, shall be responsible for the evaluation of all properly submitted Statement of Qualification responses. The Statement of Qualifications will be reviewed and rated by the Selection Panel, based on the following scoring guidelines.

Capitol Region Roundabout Feasibility Screening: Request for Qualifications

- | | |
|---|------------------|
| A. Accuracy, overall quality, and thoroughness of submission: | 10 points |
| B. Technical abilities and experience: | 15 points |
| ○ Traffic Operation & Highway Safety Design | |
| ○ Roundabout Design | |
| ○ GIS, CADD, Data Collection, Mapping capabilities | |
| C. Roundabout Feasibility Screening Methodology and Approach: | 15 points |
| D. Past record of performance: | <u>10 points</u> |
| | 50 total |

A shortlist of the top-ranked consultants will be developed, and those firms will be interviewed by the Selection Panel. A final consultant selection will be made following the interviews. Following the selection of a Consultant, the fee for this effort will be negotiated on a Lump Sum basis.

EXHIBIT A
CRCOG Insurance Requirements

A) The CONSULTANT shall indemnify and hold harmless CRCOG, and its respective officers, servants and employees from and against damages, losses and expenses, including but not limited to reasonable attorney's fees, to the extent caused by CONSULTANT's negligent acts, errors or omissions in the performance of the services under this Agreement. The CONSULTANT and its insurers shall waive any and all rights of subrogation against CRCOG which may arise under any policies of insurance provided hereunder, except with respect to Professional Liability.

B) The CONSULTANT shall be required to furnish a Certificate of Insurance evidencing the following insurance coverage prior to the execution of this Agreement. Failure to maintain insurance coverage as required and to name the Capitol Region Council of Governments 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 notice of cancellation in accordance with the policy provisions.*
- f. *Insurance shall be issued by an insurance company licensed or authorized to conduct business in the State of Connecticut which has at least an "A-"VIII policy holders rating according to Best Publications latest edition Key Rating Guide.*

1. **Comprehensive General Liability, including Contractual Liability, Products/Completed Operations Insurance**, as applicable, with limits not less than \$1,000,000 for all damages because of bodily injury sustained by each person as the result of any occurrence and \$2,000,000 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 \$2,000,000 property damage aggregate per policy year. All, if any, deductibles are the sole responsibility of the CONSULTANT to pay and/or indemnify.
2. **Automobile Liability Insurance** including non-owned and hired vehicles in the same limits as indicated in Section 1, above.
3. **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.
4. **Excess Liability Umbrella Form** over sections 1, 2, and 3-Employers' Liability with limits up to \$4,000,000.
5. *The Capitol Region Council of Governments shall be named as an Additional Insured as its interest may appear on the appropriate coverage in sections 1, 2, 3 (except for Employers' Liability) and 4 in the section reserved for comments on the ACORD Form insurance certificate.*
6. **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.

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

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

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

(Consultant's Signature)

(Today's Date)

ONLY IF APPLICABLE:

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

Disadvantaged (Minority/Female) Business Enterprise (DBE) and is in compliance with federal and state rules and regulations pertaining to Disadvantaged Business Enterprise designations.

(Consultant's Signature)

(Today's Date)

EXHIBIT C
Organizational Conflict of Interest Statement

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

An OCI exists when any of the following circumstances arise:

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

Organizational Conflicts of Interest Prohibition and Non-Conflict Certification

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

Organizational Conflict of Interest - Proposer’s Signature and Certification

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

Signature and Date

Title of Request for Qualifications

Typed or Printed Name

Title

Company Name and Address

Exhibit D
Capitol Region Roundabout Feasibility Screening
Preliminary Scope of Work
September 17, 2020 RFQ

Overview

The primary purpose of this effort is to determine locations where it is feasible to convert existing intersections in the CRCOG region, to modern single-lane roundabouts, to improve safety and traffic operations. The use of roundabouts is a proven safety strategy for improving intersection safety by eliminating or altering conflict types, reducing crash severity, and causing drivers to reduce speeds as they proceed into and through intersections (NCHRP Report 672).

Task 1. Project Management

The Consultant will support the Capitol Region Council of Governments (CRCOG) with administrative and outreach activities related to the CRCOG Roundabout Feasibility Study.

a. Kickoff Meeting

The Consultant will organize and conduct a kickoff meeting with CRCOG to confirm scope tasks, consultant staff roles, communications protocol, and discuss the overall project schedule. The Consultant will prepare an agenda for the meeting and will provide meeting notes following the meeting.

Deliverables: Kickoff Meeting agenda and meeting notes.

b. Project Management Plan

The Consultant will develop a Project Management Plan (PMP) that identifies key personnel and responsibilities over a 9-month project schedule. The PMP will include such programmatic elements as a project kickoff meeting, monthly coordination meetings, monthly progress report sample, and monthly invoice format. Milestone deliverables will be described. CRCOG will review the PMP to ensure the deliverables and schedule are consistent with the overall roundabout screening goals.

Deliverables: Coordination meetings, schedule, agendas, and action items.

c. Monthly Progress Reports and Invoices

The Consultant will prepare monthly progress reports to submit to CRCOG alongside monthly invoices. A template for progress reports will be drafted for CRCOG's approval and used throughout the project. The report will include narratives of work accomplished and summary of budget expended during the period. Invoices will be prepared in accordance with the latest CRCOG and CTDOT templates.

Deliverables: Monthly progress reports and invoices

Task 2. Develop Draft Selection Criteria and Methodology

This screening study is intended to identify existing intersection locations in the region where conversion of the intersection configuration to a roundabout would result in significant improvements to traffic operations or traffic safety. Both state owned and municipally owned roads should be included. However, intersections that include limited access facility exit or exit ramps should not be included. These ramp locations generally occur only at state owned roadways, and generally include more complex traffic operations, and may have right of way imitations due to the limited access facility, therefore these will be excluded, from the scope of this screening study.

The Consultant will develop selection criteria that will be used to determine locations that are feasible to construct single-lane roundabouts. Selection criteria will give consideration to the following elements:

- a. Crash Data (UConn Crash Data Repository) and/or Draft Capitol Region Transportation Safety Plan
- a. Traffic Count Data (use available count data, obtaining new traffic counts is not anticipated)
- b. Design criteria (for single-lane roundabouts only)
- c. Right-of-way available
- d. Improvement of oddly shaped intersection or other poor geometric condition

Develop a screening methodology for potential sites based on chosen selection criteria. The methodology should also consider if obvious site factors present major obstacles to developing a roundabout conversion. Obstacles could include constructability issues, major utility relocation, sensitive environmental impacts (natural, historic, architectural, etc.), known past local public opposition.

The methodology should include identifying the primary benefit of conversion of the intersection to a roundabout; traffic operational improvement, traffic safety improvement, or both.

Deliverables: Technical memo that describes the selection criteria and methodology.

Task 3. Review Existing Conditions and Collect Screening Data

The Consultant will collect the screening data for intersections, using the criteria and methodology developed and approved in Task 2.

Deliverables: Provide regular updates to CRCOG showing progress on data collection, and the sample format of the data being collected.

Task 4. Review and Prepare Draft Report with Suggested Locations & Review with CRCOG

The Consultant will develop a recommended list of locations that are most likely to result in significant safety and operational improvements resulting from developing single-lane roundabout conversion projects. Note that this task may include a review of the screening process with the CT DOT Roundabout Committee or municipal planners and engineers from CRCOG Towns, in addition to review by CRCOG staff. The consultant will prepare a draft report that includes a description of the methodology, data collected, suggested top locations resulting from the screening methodology, and a matrix that lists the key features of selected locations and benefits.

Deliverables:

- Matrix of most suitable roundabout locations
- Draft Report submission to CRCOG

Task 5. Final Feasibility Screening Report

- Revise Draft Report based on CRCOG comments
- Prepare a draft final screening report for review and comment by CRCOG
- Present key findings of the screening study to the CRCOG Transportation Committee
- Prepare Final Report

Deliverables:

- Final Roundabout Feasibility Screening Report