



CAPITOL REGION COUNCIL OF GOVERNMENTS

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**REQUEST FOR QUALIFICATIONS (RFQ)
FOR
Complete Streets Demonstration and Training Project**

Issue Date: April 9, 2021

Response Date/Time: May 7, 2021 (2:00pm EST)

Response Location: Electronic Only to tmalone@crcog.org

The Capitol Region Council of Governments of Hartford, Connecticut is seeking a qualified and experienced firm or team, hereafter referred to as “Consultant,” to assist in coordinating and implementing a statewide Complete Streets Demonstration and Training Project.

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, representing nearly one million residents in a 1,047 square mile 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 including bus transit, freight, rail, and vulnerable users. The program is conducted and administered by CRCOG staff, under the Planning Department, occasionally with the assistance of one or more consultants. Additional information about CRCOG and its transportation planning program can be found on the CRCOG website at <https://www.crcog.org>.

CRCOG is seeking assistance with the coordination and implementation of a Complete Streets Demonstration and Training Project to be conducted statewide in conjunction with other COGs and local municipalities. This project is part of a larger five-year grant from the Connecticut Department of Public Health as the Active Transportation component of their Statewide Physical Activity and Nutrition (SPAN) Grant. This RFQ is seeking a consultant to begin work in June for a minimum of two years to complete the remaining years of the SPAN grant. Additional information about previous work completed as part of this work can be found on the CRCOG website at <https://crcog.org/2020/03/cdcproject/>.

Past projects have furthered the efforts of complete streets through educational trainings, implementation of demonstration projects, research of best practices and case studies for Connecticut town, small area plans, and more. The work of this project also specifically aims to consider geographic and demographic diversity, health equity and disparities, applicability to a wide range of urban and rural environments, and should benefit sensitive populations.

2. REQUIREMENTS

Consultants must demonstrate that they have sufficient and appropriate resources and experience to undertake the work defined under Section 3 and in the attached draft Scope of Work.

The selected Consultant must meet CRCOG, State, and Federal affirmative action and equal opportunity employment practices. Use of a Disadvantaged Business Enterprises (DBE) set aside is encouraged but not required.

The selected Consultant shall provide, and maintain for the duration of the contract, commercial general liability insurance naming CRCOG and its officers, agents, volunteers, and employees as additional

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insured(s) and shall include, but not be limited to, protection against claims arising from bodily and personal injury, including death resulting therefrom, and damage to property, resulting from any act or occurrence arising out of Consultant operations in the performance of the contract including, without limitation, acts involving vehicles. Additional requirements can be seen in 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:** 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(s), and a summary of the services offered. Include company name(s) and address(es) 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 schedule for the tasks identified in Section 3 and the attached draft Scope of Work (Exhibit D). Identify and discuss potential additional tasks that may also be needed to generate a quality, usable Implementation Strategy.
- **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) clients and their 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 Exhibits B and C as well as 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 negotiation. Oral presentations are an option of CRCOG and may or may not be conducted. Such presentations may be conducted either in person or remotely utilizing Zoom, Teams, or other such service in the event that 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 Department of Public Health (DPH), other Connecticut councils of government, municipalities awarded projects as part of this funding, and other organizations as appropriate, are continuing work begun under the SPAN grant from DPH to further implement and educate complete streets and active transportation in the State of Connecticut. This work expands on efforts started in years one through three under the same grant. This work may include but is not limited to:

- Working with CRCOG and the Active Living/Active Transportation Advisory Committee (formed in year one of this effort) to select and evaluate projects, report on progress, guide future project solicitations, and select speakers for events.

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- Enhancing “everyday destinations” as identified by the CDC as part of their Active People, Healthy Nation initiative, i.e. schools, grocery stores, libraries. This may include continued partnering with Bike/Walk CT (BWCT) to offer bicycle educational training to teachers and students at elementary schools.
- Offering training sessions for regional, municipal staff, or other.
- Conducting demonstration projects, develop small area plans, and develop policies for selected municipalities with a focus on enhancing existing everyday destinations.
- Coordinating bike rack purchases and distribution for selected municipalities.

The anticipated timeframe for this project is a minimum of two (2) years. It will be led by CRCOG with the assistance of the Consultant. Representatives from DPH, municipalities, and other stakeholders will be consulted throughout the process, and as previously mentioned the Active Living/Active Transportation Advisory Committee will help guide the implementation process.

Previous projects undertaken in years one through three include several demonstration projects using paint and delineators to reduce crosswalk distances, educational workshop on implementing complete streets in rural areas, small area pedestrian and bike access plan for a rural suburb, parklet design guides, educational webinar on managing parks and open space during a pandemic, support for the creation and implementation of an online state trail finder website, assistance with a regional bike network plan, implementation of a floating bus stop, and more.

The study is expected to be broken into the following tasks:

Task 1: Project Management

Task 2: Coordination & Implementation of Complete Streets Demonstration & Training Projects (each project to be scoped individually with region or municipality)

Subtask 2.1: *Educational Trainings, Workshops, and Events*

Subtask 2.2: *Train-the-Trainer Workshops*

Subtask 2.3: *Demonstration Projects*

Subtask 2.4: *Plans and Policies*

Subtask 2.5: *Bicycle Racks*

Subtask 2.6: *Other Complete Streets and Active Transportation Efforts*

Task 3: Project Documentation

The attached draft Scope of Work (Exhibit D) further discusses the anticipated requirements of these tasks as well as their associated deliverables. The final scope for this effort will be developed in coordination with the selected Consultant. We encourage respondents to develop alternative and innovative approaches to accomplishing this work.

4. ADDITIONAL INFORMATION

Any questions should be directed in writing to Mr. Tim Malone (tmalone@crcog.org). No questions will be accepted after 3:00pm on April 19, 2021. CRCOG will post its response to questions and clarifications by the end of the workday on April 23, 2021 on the CRCOG website at <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 addenda.**

5. SUBMISSION AND DEADLINE

Given that current work efforts are predominately being conducted in out-of-office settings, only electronic submissions are being accepted in response to this RFQ. Submissions should be prepared as a single PDF and may be transmitted to tmalone@crcog.org. Submissions should be marked, either in the email subject line with "*RFQ Response: Complete Streets Demonstration and Training Project*".

Statements of Qualifications must be submitted no later than **2:00pm EST on May 7, 2021**. **Statements received after that time or day 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 provisions of Section 1-210 of the Connecticut General Statutes (re: Freedom of Information).

By submitting, the Consultant implicitly states that 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

Responses shall be evaluated after the response deadline by an Evaluation Committee, which will be assembled by CRCOG staff. Consultants will be evaluated on the following basis:

- Accuracy, overall quality, and thoroughness of submission
- Technical abilities and experience
- Experience in coordinating and installing demonstration projects in line with this effort
- Understanding of the issues / study approach
- Past record of performance

Following identification of a top-rated Consultant, the fee for this effort will be negotiated on a Lump Sum basis.

EXHIBIT A
CRCOG Insurance Requirements

The Consultant shall provide, and maintain for the duration of the contract, commercial general liability insurance naming the CRCOG and its officers, agents, volunteers, and employees as additional insured(s) and shall include, but not be limited to, protection against claims arising from bodily and personal injury, including death resulting therefrom, and damage to property, resulting from any act or occurrence arising out of Contractor operations in the performance of the contract including, without limitation, acts involving vehicles.

The amounts of liability insurance shall be not less than the following: single limit coverage applying to bodily and personal injury, including death resulting therefrom, and property damage, in the total amount of \$1,000,000 per occurrence. The Consultant shall supply the CRCOG with a fully executed insured endorsement upon execution of the contract subject to acceptance by CRCOG.

Worker's compensation insurance, in accordance with the provisions of the CT Labor Code, shall be maintained by the Consultant for the duration of the contract specifically against liability for injury of Contractor's employees. Prior to commencing the performance of the work under the contract, the Consultant agrees to obtain and maintain any employer's liability insurance with limits not less than \$1,000,000 per accident.

The following requirements apply to the insurance to be provided by the Consultant pursuant to this section:

- 1) The Consultant shall maintain all insurance required above in full force and full effect for the entire period covered by the contract
- 2) Certificates of insurance shall be furnished to the CRCOG upon execution of the contract and shall be approved in form by the CRCOG
- 3) Certificates and policies shall state that the policies shall not be canceled or reduced in coverage, or changed in any other material aspect, without thirty (30) days' prior written notice to the CRCOG

If the Consultant fails or refuses to produce or maintain the insurance required, or fails or refuses to furnish the CRCOG with required proof that insurance has been procured and is in force and is paid for, the CRCOG shall have the right to terminate the contract immediately.

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
COMPLETE STREETS DEMONSTRATION & TRAINING PROJECT
Draft Scope of Work
April 9, 2021

Overview

This effort's primary purpose is to build on previous efforts in years one through three of the SPAN grant and further the reach and understanding of complete streets throughout the State of Connecticut through continued cooperation with other councils of government and municipalities.

Task 1. Project Management and Administration

The Consultant will support the Capitol Region Council of Governments (CRCOG) with administrative and outreach activities related to the coordination and implementation of the Complete Streets Demonstration and Training Project.

Task 1A: Project Management

The Consultant will conduct administrative tasks for this effort and will prepare a project schedule. This task includes non-project specific administration for work necessary to coordinate, select and finalize individual project scopes for selected recipients (i.e. calls with a community about their application or creating initial scopes). This task will also include a project and invoice schedule to ensure selected projects under this effort are timed appropriately to ensure funding for the contract year is expended in time. This task may also include updates to the Active Living/Active Transportation Committee.

Deliverables:

- Project Schedule, Yearly Selected Project Budget Overview

Task 1B: Study Kickoff Meeting

The project may include a Kickoff Meeting scheduled by the Consultant with CRCOG, the Connecticut Department of Health (DPH), and the Active Living/Active Transportation Committee. The Consultant will prepare an agenda for the meeting and will provide meeting notes following the meeting.

Deliverables:

- Kickoff Meeting agenda and meeting notes

Task 1C: Coordination Calls

The Consultant will participate in bi-weekly (every two weeks) coordination calls with CRCOG staff. The calls will be a forum to discuss project status and issues, monitor progress, and ensure compliance with scope, budget, and schedule. On occasion, these meetings may include additional invitees necessary to provide perspective and guidance. The Consultant will prepare a brief agenda for each conference call, schedule each of these events via Microsoft Outlook, and prepare a list of action items to be addressed before the call.

Deliverables:

- Coordination of meeting schedule, agendas, and action items

Task 1D: 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. Coordination & Implementation of Complete Streets Demonstration & Training Projects

This project involves the selection, scoping and budgeting of awarded projects by lump sum for each awarded project. Various types of projects and trainings qualify for assistance through this project (see subtasks below for project types and examples). The Consultant will create a scope to be approved by CRCOG and the applicant (typically a town or a council of government) and determine a lump sum fee for the work, which shall be approved by CRCOG. The fee will include all necessary Consultant time, materials, public outreach, and labor to complete and coordinate the selected project. Some or all of the following subtasks may occur.

Subtask 2.1. Educational Trainings, Workshops, or Events

The Consultant shall conduct educational trainings or workshops that CRCOG or the Active Living/Active Transportation Committee elects to hold per grant year and/or may include educational trainings submitted by an applicant. The Consultant shall conduct the trainings and/or identify speakers, create presentation content, provide or coordinate with the CRCOG and applicant the appropriate forum including Zoom or similar platforms, or in-person events if appropriate. The Consultant should be able to secure professional continuing education credits (i.e. AICP, ITE, other) as appropriate.

Examples of previous efforts: A workshop requested by the Northwest Hills Council of Government entitled “Rural Communities Complete Streets Workshop” that introduced complete streets policies compatible with rural contexts and included Connecticut case studies. A “Bike & Ped Booth” for the town of Stratford to share information on the Town’s bike and pedestrian planning efforts, general safety information, and solicit feedback for streetscape improvements.

Subtask 2.2. Train-the-Trainer Workshops

The Consultant, in concert with a local bike and pedestrian advocacy group(s) and schools and/or school districts, help coordinate and provide curriculum materials necessary to train elementary school physical education teachers on teaching bicycle use and safety to children. The consultant will coordinate purchase and delivery of bicycle racks to participating schools upon completion of their train-the-trainer workshop.

Subtask 2.3. Demonstration Projects

The Consultant shall coordinate and implement a variety of temporary, “quick build” demonstration projects that further complete streets and encourage active transportation such as painted streets, parklet installation, alterations to intersection geometry, pilot bike lanes, bike boulevard/street diverters, and others. In addition to other project administration typically

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expected, the Consultant shall purchase materials and coordinate and/or provide labor for installation.

Examples of previous efforts: Curb extensions in the City of Hartford with paint and delineators to reduce crosswalk distances. Purchase and installation of a modular “floating” bus stop in New Haven. Traffic calming measures in Norwich including new painting crosswalks and reduced crossing distances with bump outs, and marking parking areas. Using paint and delineators to square up an intersection in Simsbury to improve turning movements and slow vehicles.

Subtask 2.4. Plans and Policies

This task can include a variety plans and policies that further complete streets such as complete streets policies, small area plans, parklet design guidelines, bike network plans, neighborhood traffic calming plans, and many more.

Examples of previous efforts: A two-day workshop was held in Easton to solicit public input on bike and pedestrian safety and accessibility along Sport Hill Road that included an online survey and conceptual plans. A bike network plan was created for the neighboring towns of Darien and New Canaan to conceptualize a 25.5-mile bike loop. Creation of an interactive mapping tool to solicit feedback on a regional bike plan for RiverCOG.

Subtask 2.5. Bicycle Racks

The Consultant shall coordinate purchase and delivery of bicycle racks with selected communities as a means of enhancing “everyday destinations.”

Subtask 2.6. Other Complete Streets and Active Transportation Efforts

This task could include other efforts proposed by applicants not otherwise anticipated by this scope but that qualify for assistance under this project

Deliverables for each subtask, as appropriate, may include but are not limited to:

- Maintained list of stakeholders / interested parties
- Project website/content
- Meeting agendas, materials, and notes
- Public meeting materials (advertising, presentations, handouts, etc.)
- Report of each public meeting and attendance list
- Final Reports, plans, guidelines
- Conceptual Plans
- Presentations
- Display boards for public meetings

Task 3. Project Documentation.

The Consultant will save all necessary documents in a place agreed to with CRCOG for purposes of project documentation. The Consultant will create project sheets for each completed project and will compile a final report of all previous efforts. At the request of DPH, a “Success Story” may be required.

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Deliverables:

- Project Sheets
- Final Report
- DPH “Success Story”