



**REQUEST FOR QUALIFICATIONS (RFQ)
FOR
ROUTE 20 CORRIDOR STUDY, WINDSOR LOCKS**

Issue Date: August 26, 2021

Response Date/Time: October 1, 2021 (3:00pm)

**Response Location: Electronic Only to ppandey@crcog.org or via
USB drive to:
Mr. Pramod Pandey
Capitol Region Council of Governments
241 Main Street, 4th Floor
Hartford, CT 06106**

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 investigating and evaluating current transportation infrastructure deficiencies around the Route 20 Corridor in the Town of Windsor Locks. The Consultant will also develop a recommendation plan to address current operational and connectivity concerns, as well as study the feasibility of broadband expansion within and adjacent to the corridor consistent with the CT Gigabit 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. 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. Town of Windsor Locks is a member town of CRCOG.

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 CRCOG staff, under both the Transportation Planning Department and the Policy and 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 investigating and evaluating current transportation infrastructure deficiencies along the Route 20 Corridor in the Town of Windsor Locks and developing a plan to address current operational and connectivity concerns. The effort will also include an assessment of the feasibility of broadband expansion within and adjacent to the corridor consistent with the CT Gigabit project.

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. A Disadvantaged Business Enterprises (DBE) set aside is 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 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, WebEx, 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 Connecticut Department of Transportation (CTDOT) and the Town of Windsor Locks, is initiating a study to develop a recommendation plan for the Route 20 corridor in the Town of Windsor Locks. This will include:

- An examination of existing conditions including traffic volumes; operations and safety analysis; access limitations to property vis-à-vis the ramps; and identification of vacant undeveloped or underutilized parcels
- Assessment of potential future conditions associated with various development scenarios to identify forecasted traffic impacts and associated mitigation strategies
- Identification of the location of and concept plan for a potential future bike/ped corridor along Route 20 and potential connections to areas adjacent to the corridor study area, including constructability, right of way, and environmental constraints

- An examination of the feasibility of incorporating high speed broadband in the corridor consistent with the CT Gigabit project.

The anticipated timeframe for this study is 12 to 18 months. It will be led by CRCOG with the assistance of the Consultant. Representatives from CTDOT, Windsor Locks, and other stakeholders will be consulted throughout the process, and an advisory committee will help direct the study.

The study is expected to be broken into Seven (7) tasks, as follows:

- Task 1:** Project Management
- Task 2:** Stakeholder and Public Outreach
- Task 3:** Data Collection
- Task 4:** Assessment of Existing Conditions
- Task 5:** Assessment of Future Conditions
- Task 6:** Identification and Analysis of Alternatives
- Task 7:** Development of Transportation Improvement and Development Management Plan

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.

4. ADDITIONAL INFORMATION

Any questions should be directed in writing to Mr. Pramod Pandey (ppandey@crcog.org). No questions will be accepted after 3:00pm on September 10, 2021. CRCOG will post its response to questions and clarifications by the end of the workday on September 17, 2021, 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 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 ppandey@crcog.org or via USB drive mailed to: Mr. Pramod Pandey, CRCOG, 241 Main Street, 4th Floor, Hartford, CT 06106. Submissions should be marked, either in the email subject line or on the mailing envelope, with "*RFQ Response: Route 20 Corridor Study, Windsor Locks*".

Statements of Qualifications must be submitted no later than **3:00pm on October 1, 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
- 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

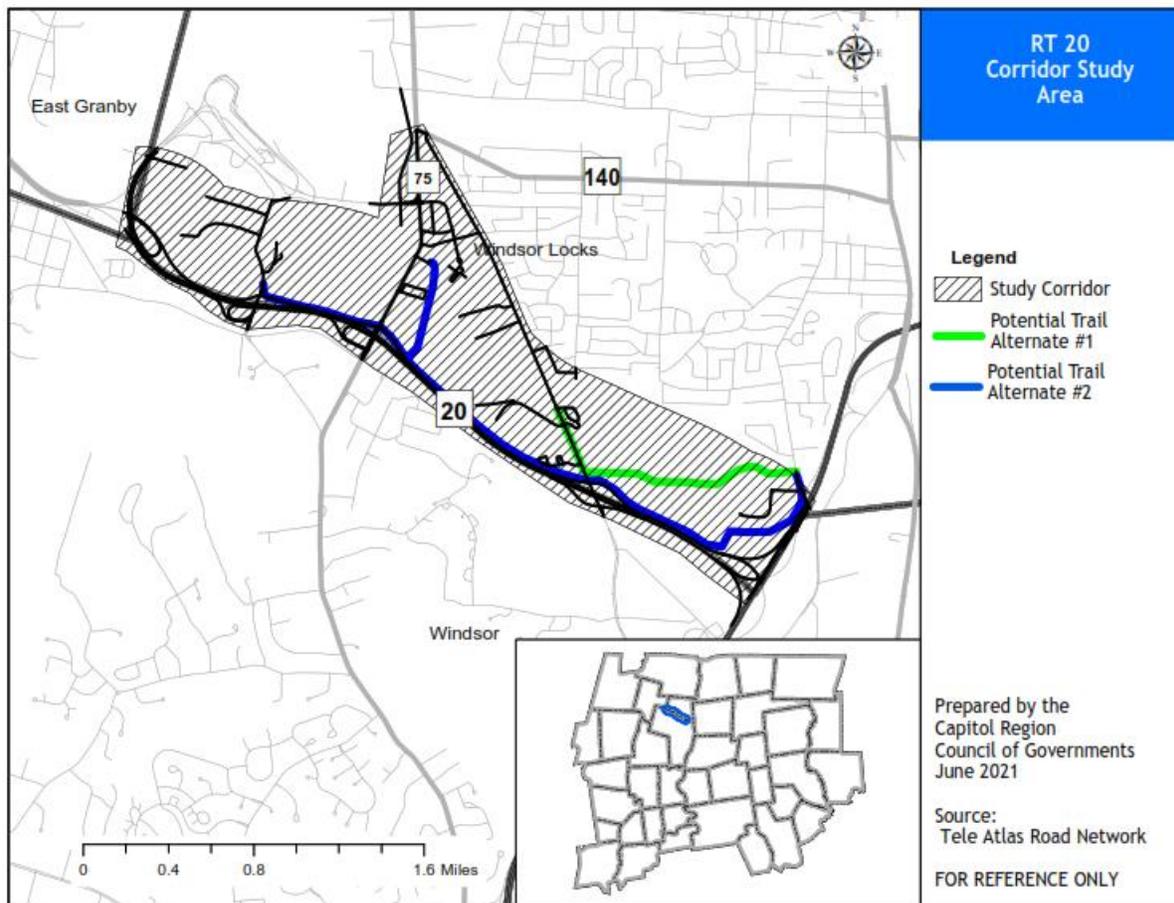
Company Name and Address

EXHIBIT D
Route 20 Corridor Study, Windsor Locks
DRAFT Scope of Work
August 2021

Overview

The primary purpose of this effort is to investigate and evaluate current transportation infrastructure deficiencies along on and off ramps along Route 20 as well as adjacent roadways as shown in the Map 1, address current operational and connectivity concerns, and spur economic growth within and adjacent to the corridor in the Town of Windsor Locks. The study is not anticipated to conduct a full analysis of access management for every driveway on Route 75 but will include the intersection of Route 75 and Route 140 as well as other major intersections. Attach map shows the detailed study area and included roadways. The Route 20 Corridor is a highly visible and highly traveled limited access highway that serves the Bradley International Airport. Its land use mix includes residences, existing industrial buildings, and several large vacant parcels of land that are well positioned for development. The study will also examine the feasibility of incorporating high speed broadband in the corridor consistent with the CT Gigabit project.

Map 1. Route 20 Corridor Study Area



Task 1. Project Management

The Consultant will support the Capitol Region Council of Governments (CRCOG) with administrative and outreach activities related to the development of the Route 20 Corridor Study, Windsor Locks. It is anticipated that the Consultant will perform and provide deliverables as needed for the following efforts.

Task 1A: Project Management Plan

The Consultant will prepare a Project Management Plan (PMP) that includes key project milestones over a 12 to 18-month project schedule. The PMP will include such programmatic elements as a project kickoff meeting, progress report and invoice schedule, and internal coordination meetings. CRCOG will review the PMP to ensure the milestones and schedule are in line with the overall study strategy.

Task 1B: Study Kickoff Meeting

The Consultant will organize and conduct a study Kickoff Meeting with CRCOG, the Connecticut Department of Transportation (CTDOT), and the Town of Windsor Locks to confirm scope, communications protocol, and overall project schedule. The Consultant will prepare an agenda for the meeting and will provide meeting notes following the meeting.

Task 1C: Coordination Calls

The Consultant will participate in bi-weekly 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.

Task 1D: Monthly Progress Reports and Invoices

The Consultant will prepare monthly progress reports to submit to CRCOG alongside monthly invoices. 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.

Task 2. Stakeholder and Public Outreach

Task 2A: Public Involvement Plan

The Consultant will prepare a Public Involvement Plan (PIP). The PIP will outline key activities, milestones, and a schedule of the public involvement tasks. In addition, the PIP will identify stakeholders and stakeholder groups, including environmental justice (EJ) and Limited English Proficiency (LEP) communities within the study area, as recommended by the EJ/LEP memo prepared for the study by CRCOG, and will outline strategies to engage the public throughout the project. The list of stakeholders and other interested parties will be updated throughout the study as new individuals/groups are identified.

Task 2B: Study Website

The Consultant will provide required contents to create and maintain a study website. The website will be hosted as a webpage within the existing CRCOG website. The page will be maintained by CRCOG staff but will have its content created by the Consultant.

Task 2C: Technical Advisory Committee (TAC)

The role of the TAC is to help guide the Study process and assist in evaluating the feasibility of alternatives. It is expected that the TAC will meet multiple times during the study duration. The core members of the TAC shall be representatives of CTDOT and municipal representatives. The TAC may also include representatives of agencies, organizations, or groups with a special interest in the development of transit priority corridors. All TAC meetings shall be advertised and open to the public. The Consultant will organize the meetings, prepare agendas, prepare materials, and take notes.

Task 2D. Public Outreach

The Consultant will conduct public outreach to give members of the public opportunities to participate throughout the planning process. The public outreach approach will be detailed in the Public Involvement Plan and could include pop-up meetings at transit hubs and community events; traditional evening/daytime meetings; and/or online events. The Consultant will develop strategies to conduct public outreach as recommended by the EJ/LEP memo prepared for the study by CRCOG. It is anticipated that a public survey (or surveys) may also be developed in order to reach as many individuals as possible. The Consultant will be responsible for developing these surveys and analyzing the results.

Task 2E. Municipal Coordination

The Consultant will work closely with municipal representatives to ensure that recommendations have local buy-in from the town. It is anticipated that this coordination will include presentations to Town Council as well the potential to invite councilmembers to participate in relevant TAC meetings.

Task 3. Data Collection

This task involves an extensive data collection process in order to assess existing conditions. Various types of data, which are listed below, will be collected as part of this task. Once the data collection is completed, the consultant will create scalable base maps and relevant report based on available data. The consultant will also perform field verification of data and prepare multiple planning level maps illustrating traffic volumes, crashes, land use, development, transit, pedestrian/bicycle, and broadband facilities. Results will be documented in Technical Memorandum.

It is anticipated that the Consultant will collect the following data in order to assess existing conditions:

Transportation Data

- Previous Reports (including CRCOG's Regional Transportation Plan and Regional Bicycle and Pedestrian Plan and Addendum), Signal Plans, CTDOT planned or programmed projects in the study area, and growth factors
- On/off Ramp Data including crashes and constraints
- Turning Movement Data
- Average Daily Traffic Volume, Speeds, Accident Data
- School Bus Stops
- Signage Database

- Field Reconnaissance

Land Use and Development Data

- Town Plan of Conservation & Development
- Regional Plan of Conservation & Development
- Land Use, ROW and Property Delineation
- Existing Zoning & Development Regulations
- Population and Employment Data
- Wetland & Surface Water Resources
- Environmental Constraints
- Meetings with Windsor Locks staff to understand their development plans

Pedestrians, Bicyclists, and Vulnerable Users

- Existing Sidewalks
- Existing Bicycle Facilities

Broadband

- Existing broadband connection & availability in the corridor.

Task 4. Assessment of Existing Conditions

The assessment of existing conditions 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 will be broken down into four (4) categories: Roadways and Traffic; Land Use and Development; Pedestrians, Bicyclists, and Vulnerable Users; and existing broadband facilities. Results will be documented in a Technical Memorandum.

Task 5. Assessment of Future Conditions

The assessment of future conditions includes developing a forecast of potential traffic growth in the study area and estimating the potential impacts in the future design year. The study team will formulate transportation improvement and land use alternatives to mitigate forecasted impacts.

It is anticipated that a Technical Memorandum will document the following:

- Future Development Potential: Identify major development projects or planning efforts (scale, land use, and time horizon).
- Traffic Forecast: 2050 Baseline (includes programmed transportation projects and regional growth factor) traffic growth and operations analysis (delay and queue)
- Traffic Forecast: 2050 Potential Growth (includes programmed transportation projects, anticipated development, and regional growth factor) traffic growth and operations analysis (delay and queue)
- Traffic Operations Analyses (Baseline and Developed Scenarios)
- Bike-Ped Potential: Analysis of potential future demand for transit and bike-ped service in the corridor.
- Broadband Potential: Potential of expanding high speed broadband in the corridor

Task 6. Identification and Analysis of Alternatives

This task includes establishing a vision and developing goals for the study area to be achieved through analysis of alternatives. Based on the current conditions and forecasted future growth, this task will identify potential solutions and analyze different scenarios. It is anticipated that a Technical Memorandum will document the following Subtasks.

Task 6A. Develop Preliminary Alternatives

This will include the development of sketch-level concept plans; high-level planning cost estimate for comparison purposes; and potential right of way, environmental, and other impacts identified for improvement to the ramp system along Route 20. Alternatives will be developed for Roadway Systems, Pedestrian and Bicycle System, and Broadband Expansion.

Task 6B. Assess and Refine Alternatives

Based on feedback from the TAC, CTDOT and other screening considerations, alternatives will be assessed and refined.

Task 7. Development of Transportation Improvement and Development Management Plan (Near Term / Long Term)

The Consultant will develop detailed recommendations for transportation and traffic system improvements and enhancements as well as an implementation plan for broadband expansion in the corridor. The recommendations shall address both existing issues and those resulting from the future Transportation and Broadband demand that is forecasted in the study area and will be documented in a Final Report with Executive Summary. The consultant shall provide at least (10) printed copies of the Final Report.