



**REQUEST FOR QUALIFICATIONS (RFQ)  
FOR  
FARMINGTON AREA CONNECTIVITY STUDY**

**Issue Date: February 26, 2021**

**Response Date/Time: March 23, 2021 (2:00 p.m.)**

**Response Format: Email Statement of Qualifications to Roger Krahn, [rkrahn@crcog.org](mailto:rkrahn@crcog.org)**

The Capitol Region Council of Governments of Hartford, Connecticut is seeking a qualified and experienced consulting firm, hereafter referred to as “Consultant,” to perform a Farmington Area Connectivity Study.

## **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**

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 Consultant’s contact person during the RFQ process.
- **Introduction, Staffing, Resumés:** Provide a description of your firm and team, relevant experience, number of years providing transportation planning and engineering, 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.
- **Project Understanding & Approach:** Provide a description of your firm’s understanding of and approach to performing the services outlined in Section 3: Scope of Work Overview.
- **Recent Clients and References:** Provide a list of similar assignments or work products that have been completed within the past five (5) years for at least three (3) client references. 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.

### **3. SCOPE OF WORK OVERVIEW**

This study will examine a proposed extension of Monteith Drive from Route 4, north of the Farmington River, to New Britain Avenue which runs along the south side of the river. This new roadway and bridge crossing over the Farmington River would directly benefit the Town of Farmington by providing a more direct connection for motor vehicles, pedestrians, bicyclists, and all roadway users, between the Town Hall, Town Library, High School on the north side of the river, to the Police Station, Community Center, Senior Citizen Center and Public Works facility on the south side of the river. This connection would also provide the opportunity to improve traffic operations to the larger regional area, which experiences significant peak hour congestion.

This study will include public outreach to identify public support or opposition to the project, based on the "Extension of Monteith Driver over Farmington River", preliminary design report and plans, developed by the Town of Farmington, Department of Public Works, in 2018. These documents are available on CRCOG's website at <http://crocog.org/rfprfq/>.

This study will include a traffic analysis of the transportation network surrounding the proposed Monteith Drive extension. The traffic analysis will include tasks such as performing intersection capacity analyses and an evaluation of multi-modal transportation facilities and demand.

This study will also assist in the development and documentation of a purpose and need statement that can be used to help advance the project through the National Environmental Policy Act (NEPA) and Connecticut Environmental Policy Act (CEPA) processes.

The Scope of Work is anticipated to include the tasks shown in Exhibit D: Farmington Connectivity Study Preliminary Scope of Work. However, CRCOG will work with the selected Consultant to develop a final Scope of Work.

### **4. ADDITIONAL INFORMATION**

Any questions should be directed in writing to Mr. Roger Krahn ([rkrahn@crocog.org](mailto:rkrahn@crocog.org)). **No questions will be accepted after 2:00 p.m. on Tuesday, March 9, 2021.** CRCOG will post its response to questions by 2:00 p.m. on Friday, March 12, 2021 on the CRCOG website at <http://crocog.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/or 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. Statements of Qualification should be prepared as a single digital document in PDF file format and be emailed to Roger Krahn

at [rkrahn@crcog.org](mailto:rkrahn@crcog.org). The response submission email subject line should include “*RFQ Response: Farmington Connectivity Study.*”

**Statements of Qualifications must be submitted via email no later than 2:00 p.m. on Tuesday, March 23, 2021.** *Statements of Qualifications 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.

- |   |                         |
|---|-------------------------|
| A. Accuracy, overall quality, and thoroughness of submission: | 10 points               |
| B. Technical abilities and experience:                        | 30 points               |
| ○ Traffic Capacity Analysis / Traffic Modeling                |                         |
| ○ Transportation Planning/Operations                          |                         |
| ○ Public Involvement  |                         |
| ○ Purpose and Need development for NEPA/CEPA                  |                         |
| C. Past record of performance:                                | <u>10 points</u>        |
|   | <b>Total: 50 points</b> |

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A shortlist of the top-ranked consultants will be developed by the Selection Panel. The shortlisted firms will be interviewed by the Selection Panel via a teleconference platform such as Zoom or Microsoft Teams. A final consultant selection will be made following the interviews. Following the selection of a Consultant, a final scope of work will be agreed to and then a fee for this effort will be negotiated on a Lump Sum basis. Consultant Fees shall be negotiated in agreement with CTDOT Policy No. F&A-30, dated July 23, 2015 (“Maximum Fees for Architects, Engineers and Consultants”) and utilize the guidelines stipulated in Policy No. EX.O.-33 dated June 25, 2015.

**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)

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**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.

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Signature and Date

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Title of Request for Qualifications

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Typed or Printed Name

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Title

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Company Name and Address



**Exhibit D**  
**Farmington Area Connectivity Study**  
**Preliminary Scope of Work**

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**Overview**

This study will examine a proposed extension of Monteith Drive from Route 4, north of the Farmington River, to New Britain Avenue which runs along the south side of the river. This new roadway and bridge crossing over the Farmington River would directly benefit the Town of Farmington by providing a more direct connection for motor vehicles, pedestrians, bicyclists, and all roadway users, between the Town Hall, Town Library, High School on the north side of the river, to the Police Station, Community Center, Senior Citizen Center and Public Works facility on the south side of the river. This connection also provides the opportunity to improve traffic operational benefits to the larger regional area which experiences significant peak hour congestion.

Key tasks are outlined below.

**Task 1. Project Management**

The Consultant will support the Capitol Region Council of Governments (CRCOG) with administrative and outreach activities related to the CRCOG Farmington Area Connectivity 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 an approximate 6-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. Public Outreach**

*Public Information Meeting:* The consultant will conduct a public information meeting to identify public support and/or opposition to the project. Public information material will utilize information and drawings included in “Extension of Monteith Driver over Farmington River”, preliminary design report and plans, developed by the Town of Farmington, Department of Public Works, in 2018. These documents are available on CRCOG’s website at: <http://crcog.org/rfprfq/>.

*Town Council Briefing:* Farmington Town Council will be briefed to obtain input from policy makers and to facilitate endorsement of the project.

*CRCOG Transportation Committee:* A presentation will be made to the CRCOG Transportation Committee to obtain comments and facilitate endorsement of the project.

## **Task 3. Traffic Analysis**

A traffic analysis will be performed of transportation network surrounding the Monteith Drive extension. The traffic analysis will include tasks such as performing intersection capacity analyses and an evaluation of multi-modal transportation facilities and demand. Intersections included in the analysis will include CT Route 4 & CT Route 177 intersection area in Unionville Center, CT Route 4 and 10 intersection area in Farmington Center, and CT Route 4 at CT Route 508 at the UConn Medical Center region. The specific boundaries of the study area are to be determined.

Consultant tasks will include:

A. Develop base mapping and existing conditions in the study area to support the study efforts as follows. Key features of the mapping will include:

- Planned or Programmed Transportation Improvements
- Traffic Control Devices
- Signage and Pavement Markings
- Roadway and Geometric Conditions
- Major Access Drives
- Transit and Commuter Facilities and Services
- School Bus Stops
- Bicycle and Pedestrian Facilities

B. Collect current traffic volumes and speeds, including conducting automatic traffic recorder counts in the study area to supplement existing traffic data provided by CRCOG, CTDOT, and the Town of Farmington. Collect morning and afternoon peak hour intersection turning movement counts at key study area intersections.

C. Develop a traffic model of the Farmington Avenue (Route 4) corridor and other key corridors and intersections in the study area, to complete an analysis of existing operations, resulting in

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performance measures such as level of service, delay and queueing. The model will also serve as the basis for the analysis of future traffic analyses and identification.

D. Coordinate with CRCOG and CTDOT to provide future traffic volumes based on the output from the CRCOG Travel Demand Model.

E. Perform a traffic operations analysis of the future traffic volumes for both “build” and “no-build” scenarios, resulting in a comparison with the existing operation performance measures.

F. Prepare a summary inventory of crashes in the study area using UConn Crash Repository data over a 3- year period.

G. Prepare a Traffic Impact Study Report summarizing the results of the traffic analysis and data collected under Task 3.

**Task 4. Develop a preliminary Project Purpose and Need Review**

This study will also include assisting in the development a preliminary purpose and need statement, that can be used to help advance the project through the National Environmental Policy Act (NEPA) and Connecticut Environmental Policy Act (CEPA) requirements. For example, this effort may include documenting the potential for a new Farmington River Bridge to provide increased resiliency to the regional transportation system; during major flooding events and during future reconstruction of the CT Route 177 bridge. Coordination with CTDOT will be needed for this effort. However, at this time, neither detailed identification of environmental resources, nor assessment of resource impacts, are anticipated to be included in this study.