

To: Transportation Committee
From: Sotoria Montanari, CRCOG Program Manager
Cc: Rob Aloise, CRCOG Director of Planning
Cara Radzins, CRCOG Transportation Deputy
Date: January 14, 2022
Subject LOTCIP On-Call Lists 1, 2 and 3

On January 25, 2022, CRCOG is planning to issue a Request for Qualifications (RFQ) to identify qualified firms to serve on the following On-Call Lists for a 36-month timeframe to assist with Local Transportation Capital Improvements Program (LOTICIP) related tasks:

- On-Call List 1: Municipal Engineering Design Phase Assistance
- On-Call List 2: Municipal Engineering Construction Phase Assistance

In 2019 CRCOG established the above on-call lists of consultants to assist municipalities with project delivery. Four consultants currently appear on each list, each with terms that will expire May 31, 2022. Therefore, this RFQ is intended to identify four consultants to serve on each of these lists beginning June 1, 2022 and ending May 31, 2025.

Below are DRAFT target dates for this RFQ process:

January 25	Release RFQ
February 15	Question Period Ends – Addenda are posted
February 18	Question responses are posted
March 1	Consultant proposals due
March 4	Provide electronically to CRCOG Selection Committee
March 22	Proposal Ratings Due
March 25	Short lists and interview dates determined & confirmed with selection committee
March 28	E-mail invites for interviews sent; E-mail & letters to non-short-listed firms sent
Week of April 18	On-Call List 1 Interviews
Week of April 26	On-Call List 2 Interviews
May 5	Selection & non-Selection E-mails/Letters out
June 1	New On-Call List 1 & 2 firms on website, New On-Call List 3 firm under contract

In addition to On-Call Lists 1 and 2, CRCOG is currently contracted with BETA and CHA for On-Call List 3: CRCOG Program Management and Design Review Assistance. These consultants assist CRCOG with program management and peer design reviews. Each of these consultants' terms will expire on May 31, 2022, and staff recommends that each receive a two-year contract extension.

Staff recommends committee approval for a Request for Qualifications (RFQ) issuance in January to identify qualified four firms to serve on each LOTICIP On-Call Lists 1 and 2 for a 36-month timeframe, and to extend each of the two LOTICIP On-Call List 3 consultant's contracts for two-years.