



**REQUEST FOR QUALIFICATIONS (RFQ)
FOR
TASK-BASED TRAVEL DEMAND MODELING AND DATA MANAGEMENT**

Issue Date: September 20, 2023

Response Date/Time: October 24, 2023 (2:00 pm)

**Response Location: Capitol Region Council of Governments
241 Main Street, 4th Floor
Hartford, CT 06106**

Request for Qualifications: Travel Demand Modeling and Data Management

The Capitol Region Council of Governments of Hartford, Connecticut is seeking an individual or consulting firm(s), hereafter referred to as “Consultant”, to provide Task-Based Travel Demand Modeling and Data Management. A representative sample of anticipated work tasks are described in Section 3: Sample Work Task Assignments, below.

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 as a means 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 CRCOG staff, under both the Transportation Planning Department and the Regional 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 www.crcog.org.

2. Requirements

Consultants must demonstrate that they have sufficient and appropriate resources to undertake the work defined under Section 3. Consultants must indicate who the project manager will be and where his/her primary office is located. Although the majority of the consulting work is envisioned to take place remotely, the consultant should be able to provide an in-person staff member from time to time upon request.

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 fee will be negotiated on a Lump Sum basis per assigned task.

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 five (5) copies of a statement of qualifications. The statement must include: a letter of interest, general information on the firm (and any sub-consultants), name and resumé of project manager, resúmes of any key personnel that may assist the project manager, a signed copy of Exhibits B and C, and federal GSA form 330, part 2. The statement must also include a description of staff experience in travel demand modeling,

Request for Qualifications: Travel Demand Modeling and Data Management

management of data, and deliverables/communication. Consultants must document adequate pertinent experience to successfully complete assignments including work efforts of similar size and scope. Consultants must also provide an implementation approach that addresses demonstrated skills and experience for success to manage and support all tasks and activities. References that can vouch for performance of similar projects related to Travel Demand Modeling and Data Management must be provided.

Consultants will be evaluated on the following basis:

- | | |
|--------------------------------------|-----|
| • Technical abilities and experience | 40% |
| • Understanding of the issues | 20% |
| • Communication | 20% |
| • Past record of performance | 20% |

3. Sample Work Task Assignments

The primary work assignments and responsibilities are anticipated to involve collaborating with CRCOG staff to manage all aspects of CRCOG's travel demand model, including overseeing socioeconomic data and forecasting efforts, model base year updating, scenario planning efforts, and ensuring that freeway and arterial monitoring data is collected and integrated into modeling efforts. Additional important assignments are anticipated to include complying with various model run requests to meet the needs of corridor studies (specifically assisting in forecasting and alternatives analysis) and assisting with project related model run requests from CTDOT, data management associated with various efforts including performance measure assessment, and other inter-departmental coordination needs. Additionally, other data management work tasks are anticipated to be assigned, potentially including work efforts associated with management and/or data analysis related to safety data and congestion management data.

Examples of task-based work assignments which may be assigned to the selected Consultant include those listed below (all elements subject to change). This is a Preliminary list of potential Work Tasks, which are intended to be refined, negotiated with, and assigned to the Consultant at various times during the contract's duration. Additional task-based work assignments may be identified in the future.

TRAVEL DEMAND MODEL MAINTENANCE AND DEVELOPMENT

- *General Model Maintenance.* Work with CRCOG staff and possibly other consultants to maintain and update the TransCAD software. Consult with CRCOG Staff on additional modeling-related resources and training that may be necessary (including staff, equipment, and software).
- *Model Data and Calibration.* Work with CRCOG Staff to ensure the model's highway and transit network as well as the socioeconomic data (including population, households, employment, and land use) is as up-to-date as possible. This will also require calibrating model predicted traffic volumes and ridership to match field collected data from other sources. Constantly monitor and provide input on preliminary findings and ensure the data is accurately reflected in the model and deliverables.
- *Assist with Developing Strategy for Updating CRCOG Model.* Work with appropriate CRCOG staff to determine what areas of the CRCOG model could be most improved as part of the next model update.

Request for Qualifications: Travel Demand Modeling and Data Management

- *Staff Training:* Train designated staff in the practice of travel demand modeling and work with them on assigned modeling tasks.

TRAVEL DEMAND FORECASTING

- Use the model to prepare travel forecasts for all studies at CRCOG. Anticipated projects include but are not limited to two corridor studies, where CRCOG staff will assist with a significant amount of the work.

TRAVEL DEMAND MODEL DOCUMENTATION & QUALITY CONTROL

- *Model Improvement Log.* Continue to maintain a log documenting model changes and improvements.
- *Model Manual / Documentation.* Review and maintain model documentation.
- *Quality Control.* Develop and maintain a quality control methodology for model updates.

MODELING-RELATED DATA ANALYSIS AND MANAGEMENT

- *Incorporating Various Data Sources into Modeling Practice.* Work with CRCOG Staff to identify and incorporate various data sources into modeling practice. Although these data may not be directly fed into the model, they could be used for additional analyses and calibration, and the model update. Data types included but are not limited to: General Transit Feed Specification (GTFS), freight data, NPMRDS data, and cellphone-based origin-destination data etc...
- *Technology.* Ensure that available technologies (such as CTDOT Photolog and NPMRDS datasets) are being used to their capability by CRCOG staff and others. Bring to the attention of CRCOG staff innovations and best practices as they relate to modeling, data management, and data science.

MODEL UPDATE

- *Update CRCOG Model.* Undertake a model update to an appropriately determined base year in coordination with CRCOG Staff.
- *Highway & Transit Network, and Traffic Analysis Zone Modifications.* Work with staff to expand and update the highway and transit network used by the model as well as the system of traffic analysis zones used in the model.
- *Further Improvements to Model Functionality.* Explore and potentially implement additional improvements to the model as allowed by time and resources.

4. Contract Term

The initial term of the contract resulting from this RFQ shall be for a term ending June 30, 2026. The contract, upon mutual agreement of the parties, may be renewed for additional terms.

5. Additional Information

Any questions should be directed in writing to Mr. Devon Lechtenberg (dlechtenberg@crcog.org). No questions will be accepted after 4:00 pm on Tuesday, October 10, 2023. CRCOG will post its response to questions and clarifications by the end of the workday Friday, October 13, 2023, on the CRCOG website <http://crcog.org/rfp-rfq/>. No oral interpretations shall be made to any

Request for Qualifications: Travel Demand Modeling and Data Management

respondent as to the meaning of any of the documents. **It is the respondent's responsibility to check the website for any addendums.**

6. Form of Submission and Deadline

Sealed Statements of Qualification shall be submitted on standard 8 ½" x 11" paper and shall not exceed 30 pages. One (1) original and four (4) copies of the Statement shall be supplied. Each Statement shall be marked "*RFQ Response – Travel Demand Modeling.*" Faxed or e-mailed proposals will not be accepted.

Statements shall be submitted to:

Mr. Robert Aloise
Director of Transportation Planning
Capitol Region Council of Governments
241 Main Street, 4th Floor
Hartford, CT 06106

Statements of Qualifications must be submitted no later than ***2:00pm on Tuesday, October 24, 2023. Statements received after that day and time will not be considered.***

CRCOG reserves the right to 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.

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/ \$2,000,000 aggregate. 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.

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