



**REQUEST FOR QUALIFICATIONS (RFQ)
FOR
INFRASTRUCTURE RELATED ECONOMIC ANALYSIS ON-CALL LIST**

Issue Date: October 4, 2023

Response Date/Time: November 14, 2023 (2:00PM EST)

Response Location: Electronic Only to amaher@crcog.org
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Hartford, CT 06106

CAPITOL REGION COUNCIL OF GOVERNMENTS
REQUEST FOR QUALIFICATIONS (RFQ)
FOR
INFRASTRUCTURE RELATED ECONOMIC ANALYSIS ON-CALL LIST

I. INTRODUCTION

The Capitol Region Council of Governments (CRCOG) is soliciting responses from qualified and experienced firms or teams (hereto referred to as Consultants) to serve on an Infrastructure Related Economic Analysis On-Call List.

Respondents should have experience performing transportation engineering, architectural, and economic analysis services relevant to the tasks outlined in Section III: Technical Expertise. Respondents to the RFQ will enter a competitive process for the on-call list that anticipates identifying two Consultants pre-qualified by CRCOG to perform the services described. Selected Consultants will appear on a list for a 36-month period, provided the firm/team does not undergo any material changes that could affect its ability to serve CRCOG and/or its member municipalities. If mutually agreed upon by CRCOG and the Consultant, CRCOG reserves the right to extend their term on the list.

Consultants selected will automatically qualify to be retained on an on-call basis by CRCOG and/or any of CRCOG's member municipalities to support infrastructure related studies and applications with economic analysis components, such as Benefit Cost Analyses (BCAs). CRCOG and its member municipalities make no guarantee of assignments associated with this RFQ.

II. BACKGROUND

The Capitol Region Council of Governments (CRCOG) is a voluntary Council of Governments formed to initiate and implement regional programs of benefit to our member municipalities and the region. CRCOG is guided by the chief elected officials of our 38 Metro Hartford municipalities. The mayors, first selectmen and women, and town/city council chairs who make up our governing Policy Board recognize that the future of our individual members is tied to the future of our region. Our members have collaborated for more than 50 years on a wide range of projects to benefit individual municipalities and the region as a whole. CRCOG serves the Capitol Region and all our municipalities by:

- Helping members improve governmental efficiency and save tax dollars through shared services and other direct service initiatives;
- Promoting efficient transportation systems, responsible land use and preservation of land and natural resources, and effective economic development;
- Strengthening the Capitol City of Hartford as the core of a strong region and as our economic, social, and cultural center;
- Advocating for the region and its member municipalities with the State and Federal governments;
- Strengthening our regional community by helping coordinate regional agencies and programs; and
- Assisting local governments and citizens in articulating, advocating for, and implementing the vision, needs, and values of their regional community.

On November 15, 2021, President Biden signed the Infrastructure Investment and Jobs Act (IIJA), also known as the Bipartisan Infrastructure Law (BIL), into law. BIL/IIJA allocated \$1.2 trillion to improve infrastructure. Connecticut is estimated to receive at least \$6 billion delivered in Fiscal Years 2022-2026, through a mix of funding. CRCOG is assisting member municipalities with securing funding for eligible projects that will optimize this historic funding opportunity. To receive funding directly from the federal government, municipalities and regional organizations must apply to each of these opportunities, often within a short window of time. Many applications require detailed economic analysis tasks that may require the support of a consultant.

III. TECHNICAL EXPERTISE

CRCOG anticipates selecting two consultants for this on-call list. This RFQ seeks to better connect municipalities and CRCOG to consultants who have the economic and engineering technical expertise to support studies and applications with economic analysis components, such as Benefit Cost Analyses (BCAs). Consultants must have a solid understanding of the nuances of architectural and transportation infrastructure related projects, among other project types. Consultants should identify their interest for consideration on the basis of their infrastructure technical expertise AND economic expertise.

Infrastructure Technical Expertise

Consultants should be familiar with planning and design for infrastructure projects, such as:

- Transportation infrastructure, including but not limited to roads, bridges, and transit;
- Utility infrastructure, including but not limited to stormwater management, waterlines, broadband, renewable energy, and other resilience infrastructure; and
- Architectural infrastructure, including but not limited to building and mechanical upgrades to promote energy efficiency and utilizing renewable energy technologies.

Consultants should be familiar with funding opportunities offered by entities such as the U.S. Department of Transportation (USDOT) (including Federal Highway Administration (FHWA), Federal Transit Administration (FTA), and Federal Railroad Administration (FRA)), Connecticut Department of Transportation (CTDOT), Connecticut Department of Energy & Environmental Protection (CT DEEP), Connecticut Department of Economic and Community Development (DECD), U.S. Federal Emergency Management Agency (FEMA), U.S. Joint Office of Energy and Transportation, U.S. Department of Energy (DOE), U.S. Housing and Urban Development (HUD), U.S. Economic Development Administration (EDA), and U.S. Environmental Protection Agency (EPA).

Economic Analysis Expertise

Consultants are expected to support studies and applications with economic analysis components, such as Benefit Cost Analyses (BCAs). Respondents should be familiar with the BCA guidance that may be offered from the entities listed above under “Infrastructure Technical Expertise.” Respondents must also be prepared to adjust BCAs to meet requirements for specific funding opportunities such as USDOT Rebuilding American Infrastructure with Sustainability and Equity (RAISE); FHWA Promoting Resilient Operations for Transformative, Efficient, and Cost-Saving Transportation (PROTECT); FEMA Hazard Mitigation Grant Program (HMGP); FEMA Building Resilient Infrastructure and Communities (BRIC); FEMA Flood Mitigation Assistance (FMA); and EPA Climate Pollution Reduction Grants. Respondents should have demonstrated success in submitting state and federal grant applications and securing awards.

The above funding opportunities are expected to be a significant source of potential work for Consultants on this on-call list; however, assistance is not limited to these efforts. Respondents are expected to be experienced in other infrastructure related economic analyses, including but not limited to, economic analysis for other state or federal transportation funding applications, transportation related economic impact studies, and economic analysis associated with Transit-Oriented Development (TOD).

IV. PREPARING A RESPONSE

By submitting a response, respondents represent that they have thoroughly examined and are familiar with the Scope of Service summaries outlined in this RFQ and are capable of performing the work to achieve the objectives of the on-call list.

CRITICAL DATES

Questions Deadline: October 30, 2023 (2:00PM EST)

RFQ Deadline: November 14, 2023 (2:00PM EST)

MINIMUM REQUIREMENTS

1. The Consultant shall demonstrate sufficient staff resources, with appropriate qualifications/accreditations, either in-house or through sub-consultants that would be available to assist CRCOG or its member municipalities with limited notice.
2. GSA Standard Form 330 Part II for the Consulting firm(s)/team. The firm/team shall have demonstrated experience providing similar consulting services within the past five (5) years.
3. Exhibit A: CRCOG Equal Employment Opportunity and Minority/Female Business Enterprise Certification Form.

COMPLETENESS AND FORMAT OF RESPONSE

Respondents are requested to prepare a single response document, referred to as a Statement of Qualifications. Respondents are asked to organize their responses in the order requested, in accordance with the following format:

1. **Introduction.** Provide a description of your firm/team, experience in the industry, number of years providing services similar to those outlined herein, primary client type, and a summary of the services offered. Include company name(s) and address(es). **For the firm/team, provide the name, title, phone number, and email of the desired contact person during the RFQ process.**
2. **Recent Clients and References.** Provide a list of similar assignments or work products, starting with municipal clients and followed by other clients (regional, state, federal, private, etc.) completed over the past five (5) years. Provide at least three (3) clients and their contact information. Please include project names and locations, name of primary client contacts and their contact information including e-mail addresses and telephone numbers. Indicate your firm's role in each project (i.e. design, design review, construction inspection) and each project's cost and date of completion.
3. **Service Description.** Provide a detailed description of each of the services your company/team offers that could support various potential assigned tasks, along with related marketing materials. Include any roles of sub-consultants team members and describe the level of previous working relationship.

4. **Implementation Details.** Provide an outline of your implementation approach and timetable. Indicate how long it may take to perform envisioned scope tasks, and any thoughts your firm may have on those tasks. Please also include the names, qualifications, and experience of the project manager and key personnel to be assigned to the project.
5. **Required Forms.** Include signed copies of GSA Standard Form 330 Part II and Exhibit A: CRCOG Equal Employment Opportunity and Minority/Female Business Enterprise Certification Form.

Only electronic submissions are being accepted in response to this RFQ. Statements of Qualifications should be prepared as a single PDF and may be transmitted to amaher@crcog.org or via USB drive mailed to: Anaka Maher, CRCOG, 241 Main Street, 4th Floor, Hartford, CT 06106. Submissions should be marked in the email subject line with “*Infrastructure Related Economic Analysis On-Call List*”.

Statements of Qualifications must be received by CRCOG no later than **2:00pm on November 14, 2023. 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.

V. TERMS AND CONDITIONS

Questions

General questions should be directed to Anaka Maher, Senior Transportation Planner, at:

Capitol Region Council of Governments
241 Main Street, 4th Floor
Hartford, CT 06106
E-mail address: amaher@crcog.org

However, **no oral interpretations shall be made to** any respondent as to the meaning of any of the documents. Every request for an interpretation shall be made in writing, addressed and forwarded either to the address above, **or emailed to amaher@crcog.org**. To receive consideration, such questions must be received by 2:00 p.m. on October 30, 2023.

CRCOG staff will arrange an addendum, which shall be made a part of this Request for Qualifications and any resulting contracts, including all questions received as above provided and the decisions regarding each. At least seven (7) days prior to the submission deadline, CRCOG staff will post a copy of any addenda to CRCOG's website, located at: <http://crcog.org/rfp-rfq/>

It shall be the responsibility of each respondent to determine whether any addenda have been issued and if so, to download copies directly from the agency's website.

Contracting

Selected consultants will be available to contract directly with the municipalities or CRCOG for specific related tasks. Municipalities are not mandated to contract with CRCOG selected on-call consultants; however, the selected firms will have already met the procurement requirements for many of CRCOG's municipalities. Selection for this on-call list will not preclude a consultant from pursuing other municipal work within the region. Actual on-call work assignments may vary as new funding/project opportunities become available.

Freedom of Information

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).

Incurred Costs

This request for qualifications does not commit CRCOG or any of its municipalities to award a contract or to pay any costs incurred in the preparation of a response to this request. Neither CRCOG nor its member municipalities will be liable in any way for any costs incurred by respondents in replying to this RFQ.

Severability

If any terms or provisions of this Request for Qualifications shall be found to be illegal or unenforceable, then such term or provision shall be deemed stricken and the remaining portions of this document shall remain in full force and effect.

Work Products

All drawings, reports, data, and other documents prepared by the Consultant shall be submitted to the contracting entity (municipality or CRCOG) for review and approval. Resulting work products of the Consultant pursuant to this solicitation shall be provided in both print and digital format and shall become the property of the entity in which the Consultant is contracted with. Concerns about proprietary work products should be addressed during contracting and shared in the Consultant's RFQ Response.

No such approval shall in any way be construed to relieve the Consultant of responsibility for technical adequacy or operate as a waiver of any Municipality or CRCOG rights. The Consultant shall remain liable according to applicable laws and practices for all damages to CRCOG caused by the Consultant's negligent performance of any of services furnished relative to any agreements resulting from this solicitation.

Oral Presentation

Respondents who submit a response to this RFQ may be required to give an oral presentation to CRCOG. This provides an opportunity for the respondent to clarify or elaborate on the response. These are fact-finding and explanation sessions only. CRCOG will schedule the time and location of these presentations. Oral presentations are an option of CRCOG and may or may not be conducted.

Subcontracting

Consultants may team as they deem necessary to respond to this RFQ. In their response, the prime consultant and all subconsultants should be clearly identified along with the responsibilities of each. The successful respondents may utilize the services of specialty, currently unidentified subconsultants on those unforeseen portions of the work that under normal practices are performed by specialty firms.

The successful respondent shall not award any portion of the work to a firm that is not on the selected project team without **prior written approval** of the entity it is contracted with (CRCOG or its member municipality). The acceptance of any and all subconsultants shall reside with the entity the consultant is contracted with, and their decision shall be final. The successful respondent shall be fully responsible for the performance, finished products, acts, and omissions of his subcontractors and persons directly or indirectly employed thereby.

Compliance with Local, State, and Federal Law

The successful respondent shall comply with additional terms and conditions required by participating municipalities not contained herein. All delivery of services shall comply in every respect with applicable laws of the Federal Government and/or the State of Connecticut.

Assigning/Transferring of Agreement

Any successful firm is prohibited from assigning, transferring, conveying, subletting, or otherwise disposing of the resulting agreement or its rights, title, or interest therein or its power to execute such an agreement to any other person, company, or corporation without prior consent and approval in writing from CRCOG.

Acceptance or Rejection by the Capitol Region Council of Governments

CRCOG reserves the right to accept and or reject any or all responses submitted for consideration. Respondents whose responses are not accepted shall be notified in writing.

Amending or Canceling Request

CRCOG reserves the right to amend or cancel this RFQ, prior to the due date and time, if it is deemed to be in its best interest to do so.

Waiver of Informalities

CRCOG reserves the right to accept or reject any and all responses to this Request for Qualifications, or any part thereof, and to waive any informalities and/or technicalities that are deemed to be in its best interest.

Collusion

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.

Termination

CRCOG may terminate a consultant's status on the on-call list due to cause, default or negligence on the part of the consultant; or if the consultant fails, in the opinion of CRCOG or its member municipalities, to meet the general terms and conditions of any resulting contract or to provide a level of service that is deemed to be in the best interest of CRCOG or its member municipalities.

Ethics

The conduct of any consultant shall be subject to the CRCOG Ethics Policy, which can be found online at: <http://crcog.org/wp-content/uploads/2016/04/CRCOGEthicsPolicy.pdf>

Affirmative Action

The entities participating in this RFQ are equal opportunity employers and require an affirmative action policy from all consultants as a condition of doing business with CRCOG or its member municipalities, as per Federal Order 11246. By responding to this RFQ, all consultants agree to this condition of doing business with CRCOG or its member municipalities and should they choose to audit for compliance, the consultant agrees to cooperate fully.

Disadvantaged Business Enterprise (DBE)/Small Business Enterprise (SBE)

It is the policy of CRCOG to practice nondiscrimination based on race, color, sex, or national origin in the award or performance of this contract. All firms qualifying under this solicitation are encouraged to submit. Award of this contract will be conditioned upon satisfying the requirements described in this RFQ. These requirements apply to all respondents/offerors, including those who qualify as a DBE or SBE. Selection for this on-call list will not be subject to DBE or SBE requirements.

Issued Purchase Order Required Before Work

No delivery of services shall start without a written contract/work task issued by CRCOG or its member municipality in accordance with their own policies and procedures. Such work tasks will contain a detailed Scope of Work, Reimbursement Provisions, individual CRCOG or Municipal required information, and other important data.

Billing

Invoices for payment shall be submitted to CRCOG or its member municipality according to the terms set forth in each contract/work task. It is understood and agreed by the consultant that CRCOG shall have no liability whatsoever to the consultant for any work to be performed under a contract/work task issued by a member municipality to the consultant.

Insurance

Selected consultants shall at their own expense and cost, obtain and keep in force, insurance during the duration of any contracted work tasks. Insurance coverage shall cover the consultant, all of its agents, employees, subcontractors and providers of services, in the amount specified by the contracting entity (municipality or CRCOG). Each contract's requirements may include, but may not be limited to, insurance for Errors and Omissions, General Liability and Property Damage, Worker's Compensation, and Auto Liability and Property Damage.

VI. EVALUATION AND AWARD

Responses shall be evaluated by CRCOG after the response deadline. All information will remain confidential until consultant selections are finalized and the on-call list is established.

CRCOG anticipates selecting two consultants for this on-call list. Selection for the on-call list shall be made of respondents deemed to be fully qualified and best suited among those submitting responses for the scope of services in the response format requested in this Request for Qualifications. Successful candidates will be included on the on-call list for selection and contracting with CRCOG or its municipalities.

Evaluation Criteria:

1. Accuracy, overall quality, thoroughness, and responsiveness to the requirements outlined in this RFQ;
2. The qualifications and experience of the firm, the designated project manager, and other key personnel to be assigned to work tasks;
3. Demonstrated ability to respond to requests for assistance in a timely manner;
4. Performance on similar work efforts;
5. Expertise in a broad range of transportation capital improvement related disciplines, benefit cost analyses, and general economic analysis;
6. Overall approach to providing the services requested.

Selection Process:

1. An Evaluation Committee will evaluate all responses received for completeness and the respondent's ability to meet all requirements outlined in this RFQ.
2. Additional technical information may be requested from any respondent prior to, during, or after interviews (if conducted) for clarification purposes, however, provided information will in no way revise original submitted responses.
3. After reviews of responses, the Evaluation Committee may decide to interview some or all respondents.
4. Based on results of the review of the Statements of Qualifications, interviews (if conducted), and other provided supplemental information, the Evaluation Committee will select the respondent(s) to appear on the on-call list. The Evaluation Committee shall determine in its sole discretion which respondents are fully qualified, or that one respondent is clearly more highly qualified than the others under consideration, and select the respondent(s) to appear on the list. The selected on-call consultants will be informed in writing.

EXHIBIT A
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)