



**REQUEST FOR QUALIFICATIONS (RFQ)
FOR
LOT/CIP TRANSPORTATION ENGINEERING SERVICES**

Issue Date: November 29, 2023

Due Date/Time: January 31, 2024 (2:00 p.m.)

Response Location: Electronic Only to smontanari@crcog.org
Sotiria Montanari

CAPITOL REGION COUNCIL OF GOVERNMENTS
REQUEST FOR QUALIFICATIONS (RFQ)
FOR LOTCIP ENGINEERING SERVICES
Program Management and Design Review Assistance

I. INTRODUCTION

The Capitol Region Council of Governments (CRCOG) is the largest of Connecticut's nine regional planning organizations. We are established under the Connecticut General Statutes as a voluntary association of municipal governments currently serving 38 Metro Hartford municipalities. CRCOG is dedicated to expanding the concept of voluntary cooperation among its member municipalities as the means to successfully respond to many of the region's pressing governmental and public challenges.

CRCOG is soliciting responses from qualified and experienced firms or teams (hereto referred to as consultants) to serve on On-Call List 3: CRCOG Program Management and Design Review Assistance to assist with Local Transportation Capital Improvements Program (LOTICIP).

In 2014 CRCOG established this on-call list of consultants to assist CRCOG with program management and peer design reviews for LOTICIP. Consultants currently appearing on List 3 have terms from a contract extension that will expire May 31, 2024, and therefore this RFQ is intended to identify two consultants that will serve on this list beginning June 1, 2024, for either a 24-month or 48-month term. Consultant firms currently on CRCOG's On-Call List 1 or 2 are NOT eligible to apply for On-Call List 3.

Respondents should have experience performing transportation engineering and program management services relevant to the tasks outlined in Section II: Scope of Service Summaries. Respondents to the RFQ will enter a competitive process for the on-call list that will identify two consultants pre-qualified by CRCOG to perform the services described. Selected consultants will appear on a list for either a 24-month or 48-month period, provided the firm/team does not undergo any material changes that could affect its ability to serve the CRCOG and/or its member municipalities. If mutually agreed upon by CRCOG and the consultant, CRCOG reserves the right to extend their term on a list.

The Consultants selected for On-Call List 3 will be retained by CRCOG on an on-call basis. CRCOG makes no guarantee of assignments associated with this RFQ.

II. LOTCIP BACKGROUND AND GUIDELINES

In June 2013, Connecticut Public Act 12-239 was signed into Law, directing the Connecticut Department of Transportation (CTDOT) to create a Local Transportation Capital Improvement Program (LOTCIP). CTDOT has developed program guidelines, last updated November 2021, which establish the program responsibilities for municipalities, planning regions, and CTDOT. LOTCIP project eligibility mirrors that of the federal Surface Transportation Program requirements, and therefore most projects are surface transportation construction/reconstruction projects of a civil engineering nature (roadways, bridges, sidewalks, multi-use trails, etc.). CRCOG also has formulated its own guidelines, last updated November 2018, to help assure effective management of the program. The latest versions of the CTDOT and CRCOG LOTCIP guidelines can be access via the following link:
<https://crocog.org/a-lotcip/>

LOTCIP guidelines were formulated with a goal of providing municipalities a funding source for performing capital improvements with less burdensome requirements than available federal funding sources. After initial LOTCIP funding approval, municipalities assume full responsibility for all aspects of the design with minimal CTDOT review (CTDOT will not typically be performing design submission reviews). Similarly, municipalities are responsible for project advertising, bidding, construction oversight and inspection, materials testing, etc. Program management is mainly the responsibility of the Regional Planning Organizations.

State LOTCIP funds are available to the regions for project/program management and design reviews; and to municipalities for right-of-way costs, construction costs (based on low bid), construction contingencies (up to 10% of low bid), and any incidental construction costs such as construction inspection, materials testing, etc. (up to 10% of low bid). Municipalities are responsible for funding all design related costs including any design services during construction, construction contingencies beyond 10% of low bid, and incidental construction costs beyond 10% of low bid.

III. SCOPES OF SERVICE SUMMARIES

To help maintain a safe and efficient transportation system for the region, it is CRCOG's goal to oversee a program that utilizes the region's entire allotment of LOTCIP funds annually (between \$9.2 million and \$20.7 million per year since FY2014). Projects vary in size and complexity, with construction costs generally in the \$300,000 to \$5,500,000 range. Therefore, in upcoming years approximately 6 to 12 project designs are projected to be completed, advertised, and funded for construction annually. To assist with project and program delivery, CRCOG is issuing this RFQ for on-call consultants for the following services:

On-Call List 3: CRCOG Program Management and Design Review Assistance

On-Call 3 consultants can pursue, or team for, any LOTCIP Design or Construction Inspection work within CRCOG while under contract for On-Call List 3 but shall inform CRCOG's Program Manager as soon as possible following their selection. Selection for On-Call List 3 will not preclude a firm from pursuing non-LOTICIP related municipal work within the region.

Below are envisioned Scope of Service summaries for On-Call list 3. Actual on-call work assignments may vary as the program's needs evolve.

On-Call List 3: CRCOG Program Management and Design Review Assistance

CRCOG anticipates selecting two consulting firms for this on-call list. The selected consultants will NOT be eligible for selection for LOTCIP On-Call Lists 1 or 2 (Municipal Design and Construction Pre-Qualification Lists) when they are up for renewal on May 31, 2025. Consultants are expected mainly to be tasked with performing Design Submission Reviews; however, they also may be requested to assist CRCOG with Program Management Reviews. Most of the List 3 work is anticipated to be performed on a lump sum per task basis.

Design Submission Reviews

The focus of Design Submission Reviews is to assist municipalities with an independent review of Project Design Submissions. This is to be accomplished via submission review comments aimed to improve project designs, reduce municipal liability, and reduce the likelihood of unanticipated high bids, change orders, and construction delays.

Per 2018 CRCOG guidelines, project design submissions will be made to CRCOG for each LOTCIP municipal project. A Preliminary Design (PD) Submission is required only for projects categorized as Reconstruction Projects (full-depth, major rehabilitation, intersection improvement, etc.), a Semi-Final Design Submission is optional for all projects, a 90% Submission and a non-technical review of a 100% submission is required for all projects.

As the goal of the program is to provide a framework for expedited project delivery, an aggressively scheduled review process is envisioned. CRCOG generally schedules an "on-board design review" meeting between three (3) and five (5) weeks of receipt of any design submissions. On-Call List 3 consultant's written review comments, including identification of any "Critical Comments" requiring municipal responses shall be completed and sent to the municipality and CRCOG at least one (1) week prior to the on-board meeting date. At the meeting, the review comments will be further explained. Except for comments that are identified by the consultant or CRCOG as "Critical Comments", all comments will be suggestions to the municipality and will not require

responses. Within a week following each meeting, the On-Call List 3 consultant will prepare a report-of-meeting documenting the meeting events including all responses to “Critical Comments”.

CRCOG anticipates assigning the design submission review responsibilities to our On-Call List 3 consultants, which include the following four types of Design Submission Reviews:

1. Preliminary Design (PD) Review

The consultant will provide a general review to assess the preliminary plans for addressing transportation needs and conformance with applicable design standards. Any opinions on estimated preliminary construction costs, the anticipated design and construction schedules, and any potential major project risk(s) should be documented. Additionally, the consultant review should highlight value engineering suggestions, if any, that could reduce costs, improve quality, or expedite the design schedule. The review will also include an independent assessment of the project’s design, right-of-way, and the project’s schedule and estimated construction cost. At the option of the municipality, the consultant may include an assessment of the proposed scope of work for final design.

2. Semi-Final Design Review (optional)

The consultant will identify errors and omissions, assess constructability, attempt to resolve any major outstanding Preliminary Design Review issues, identify the major outstanding efforts needed to complete Final Design, and offer an opinion on any potential major project risks. The review will include an independent assessment of the project’s design, right-of-way, and the project’s schedule and estimated construction cost. As this review may include a detailed review of specific design elements, various areas of technical expertise will be required. In addition to plans, the consultant will also assess any draft contract documents (contract language, notice to contractors, special provisions, etc.) that are provided.

3. 90% Design Review of all Construction Documents

The consultant will provide a review of all provided construction documents for errors and omissions, constructability, level of completeness, and the reasonableness of construction costs and anticipated construction schedule. The review will also offer an opinion on any potential major risks associated with the contract documents and identify any suggested revisions to the documents. As this is a detailed review, various areas of technical expertise will be required.

4. Final (100%) Design Submission (Required for all projects)

Per CTDOT guidelines, a Final Design Submission to CTDOT (through CRCOG) is required. CRCOG and CTDOT will only review the final submission for the presence of required deliverables, bid-ability, and compliance with certain required contract stipulations, and other administrative type items. The project related engineering content of the Final Submission will not be reviewed. For the Final Design Submission, an electronic .pdf of each item below is required:

- Complete set of Final Project Plans, including the signature of the Municipality Official and signature and seal of the Professional Engineer (Designer of Record)

- Specifications and Contract Documents, including the signature and seal of the Professional Engineer preparing the project documents (Designer of Record)
- Construction Cost Estimate
- Final Design Submission Documentation, including required reports
- Encroachment permit letter (if applicable)
- ROW documentation (if applicable)
- Required Certifications

Program Management

Program Management assistance may consist of the following:

- Assisting CRCOG in preparing program documents
- Reviewing project applications
- Organizing/holding project kick-off meetings
- Providing CRCOG with independent opinions of pavement analysis, project costs and scheduling during design
- Reviewing final design submissions for administrative completeness/bid-ability and attending pre-construction meetings.

It is anticipated that kickoff meeting tasks will include the distribution and explanation of CRCOG and CTDOT LOTCIP guidelines and project delivery process, a review of the responsibilities of all parties, a review of the project's schedule, cost, design issues, and milestones, and the introduction of CRCOG required LOTCIP language necessary in any contract/scopes.

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 can perform the work to achieve the objectives for the on-call list.

CRITICAL DATES

Questions Deadline: January 3, 2024, at 2:00 p.m. E.T.

Proposal Deadline: January 31, 2024, at 2:00 p.m. E.T.

MINIMUM REQUIREMENTS

1. The consultant team shall include firms currently pre-qualified by CTDOT for the work being undertaken. Therefore, the following CTDOT pre-qualifications are viewed as minimum qualification for applying for On-Call assignments:
 - CTDOT On-Call List 3: Highway Design, Traffic and Safety Engineering, Bridge and Structural Design
2. 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.
3. GSA Standard Form 330 Part II for the Consulting firm(s)/team. The firm/team shall have demonstrated experience providing similar engineering consulting services within the past five (5) years.

COMPLETENESS AND FORMAT OF RESPONSE

Respondents are requested to prepare a single response document to be considered for On-Call List 3. 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 transportation engineering services, primary client type, and a summary of the engineering 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.**

The introduction must also clearly indicate that firm is requesting to be considered for: On-Call List 3: CRCOG Program Management and Design Review Assistance

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 5 years. Provide at least five (5) 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) and each project's cost and date of completion. **Experience with LOTCIP projects will be highly favored.**

3. **Service Description.** Provide a detailed description of each of the services your company/team offers that could support the scope of work(s) for the On-Call List 3, along with related marketing materials. Include any roles of sub-consultant's 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 and/or efficient delivery of LOTCIP projects. Please also include the names, qualifications, and experience of the project manager and key personnel to be assigned to the project.

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 Sotoria Montanari, Program Manager at smontanari@crcog.org. Submissions should be marked in the email subject line with "LOTCIP On-Call List 3".

Statements of Qualifications must be received no later than **2:00pm on Wednesday, January 31, 2024**. 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

No oral interpretations shall be made to any respondent as to the meaning of any of the documents. Any general questions or request for interpretations should be made to Sotoria Montanari, Program Manager **via e-mail at smontanari@crcog.org**. To receive consideration, such questions must be received by 2:00 p.m. on January 3, 2024.

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 ten (10) days prior to the submission deadline, CRCOG staff will post a copy of any addenda to CRCOG's website, located at: <https://crcog.org/a-lotcip/>

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.

LOTICIP Funding

The LOTICIP program is dependent on annual funding by the State through CTDOT. All work referenced in this RFQ is contingent on adequate funding of the program.

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 to award a contract or to pay any costs incurred in the preparation of a response to this request. CRCOG will not 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 (CRCOG) for review and approval. The resulting work products of the Consultant pursuant to this solicitation shall be provided in digital format and shall become the property of the entity in which the consultant is contracted with.

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 of 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 and do not include negotiation. 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. In this event, the Consultant shall obtain and make available fee proposals from qualified sub-consultants for those services. For services eligible for LOTCIP funding, additional state procurement requirements may apply.

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). 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 any additional terms and conditions required by participating municipalities not contained herein. All delivery of services shall comply in every respect with all 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 or to negotiate separately in any manner necessary to serve the best interests of CRCOG. 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 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 his/her 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 the CRCOG or its member municipalities.

Ethics

The conduct of any consultant shall be subject to the CRCOG Ethics Policy (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. Contracts 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 the 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 (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 3 has been established.

Selection for On-Call List 3 shall be made of multiple 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 for the on-call will be included on the respective on-call list for selection and contracting with CRCOG. After selections are made, fee schedules will be established for each firm. It is anticipated that these will be based on job titles, certified payroll, burden, fringe and overhead (BF&O) rates, a determined office profit margin of 24.09/(100+BFO%). However, fee schedule rates for On-Call Lists 3 will be modified as necessary to be in conformance with the attached CTDOT Policy No. Ex.O.-33 dated June 25, 2015. These fee schedules should be utilized in determining compensation for all work performed directly related to this RFQ, including for any estimating of lump sum task proposals.

Evaluation Criteria:

1. Accuracy, overall quality, thoroughness, and responsiveness to the requirements as summarized herein.
2. Experience with municipal and state procedures for transportation capital improvement projects, and familiarity with LOTCIP guideline documents.
3. The qualifications and experience of the firm, the designated project manager, and other key personnel to be assigned to work tasks.
4. Demonstrated ability to respond to requests for assistance in a timely manner.
5. Performance on similar work efforts.
6. Ability to provide engineering services and possession of expertise in a broad range of transportation capital improvement related disciplines.
7. Overall approach to providing the consultant 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 list 3. For 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 each list. The selected on-call consultants will be informed in writing.