



**REQUEST FOR QUALIFICATIONS (RFQ)  
FOR  
CRCOG REGIONAL TRANSPORTATION SAFETY PLAN**

**Issue Date: December 13, 2023**

**Response Date/Time: January 30, 2024 (2:00 p.m.)**

**Response Format: Electronic Submission only to  
Roger Krahn  
rkrahn@crcog.org**

## CRCOG Safety Plan RFQ

The Capitol Region Council of Governments (CRCOG) of Hartford, Connecticut is seeking a qualified and experienced consulting firm, hereafter referred to as “Consultant,” to update and supplement the Regional Transportation Safety Plan – Capitol Region (RTSP). The current RTSP is posted on the CRCOG website: <https://crcog.org/wp-content/uploads/2023/06/RTSP2023.pdf>

This work is intended to develop the current RTSP as a comprehensive Safety Action Plan, as described by the Federal Highway Administration (FHWA). Work will be performed in accordance with Safe Streets and Roads for All (SS4A) Grant for the Supplement to the Regional Transportation Safety Plan, as awarded to CRCOG under the Fiscal Year 2022 Grant Program.

### **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 also the Metropolitan Planning Organization (MPO) for the Capitol Region and serves as the lead agency for transportation planning and grant administration.

Additional information about CRCOG and its transportation planning program can be found on the CRCOG website at <https://www.crcog.org>.

### **2. REQUIREMENTS**

It is required that the Consultant is prequalified by the Connecticut Department of Transportation in the following category: Traffic and Safety Engineering. The selected Consultant must meet CRCOG, State, and Federal affirmative action and equal opportunity employment practices. While the Disadvantaged Business Enterprises (DBE) goal requirement is 0%, small and minority businesses, and women’s business enterprises, are encouraged to participate in this assignment.

CRCOG is the Recipient of a Fiscal Year 2022 SS4A Grant, and hereby notifies all Consultants of the following requirement.

*“The Recipient, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that for any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.”*

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.

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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 scope of work outlines CRCOG’s tasks to supplement the Regional Transportation Safety Plan - Capitol Region (RTSP). This scope of work includes a more detailed outline of tasks that were included in the Safe Streets and Roads for All (SS4A) Action Plan grant application submitted to the U.S. Department of Transportation in September 2022. The City of New Britain was a joint applicant in the 2022 grant , and the City will prepare a separate Safety Action Plan, in addition to CRCOG’s tasks. The nine items listed below outline the overall CRCOG work plan to update the RTSP as a Safety Action Plan consistent with the eight action plan components as recently outlined in the SS4A Notice of Funding Opportunity issued in April 2023; and an additional task of preparing the RTSP document.

- |  |                          |
|--|--------------------------|
| <b>1. Renew leadership commitment and goal setting</b> | <b>CRCOG Task</b>        |
| <b>2. Establish a CRCOG Vision Zero Task Force</b>     | <b>CRCOG Task</b>        |
| <b>3. Update the RTSP Crash Analysis</b>               | <b>Consultant Task A</b> |
| <b>4. Conduct engagement and collaboration</b>         | <b>Consultant Task B</b> |
| <b>5. Equity Considerations</b>                        | <b>Consultant Task C</b> |
| <b>6. Policy and Process Changes</b>                   | <b>CRCOG Task</b>        |

**7. Strategy and Project Selection**

**Consultant Task D**

**8. Progress and Transparency**

**CRCOG Task**

**9. Regional Transportation Safety Plan document**

**Consultant Task E**

The consultant tasks listed below will be the primary responsibility of the consultant with review and support by CRCOG staff. A CRCOG Vision Zero Task Force Charter (see Exhibit D) has been approved by the CRCOG Policy Board, and is charged with oversight, development, implementation, and monitoring of the Regional Transportation Safety Plan. The Vision Zero Task Force will have leadership commitment and goal setting as a primary first task and will make a commitment that includes one or both of the following:

1. The target date for achieving zero roadway fatalities and serious injuries , OR
2. An ambitious percentage reduction of roadway fatalities and serious injuries by a specific date with an eventual goal of eliminating roadway fatalities and serious injuries.

**A. Update the RTSP Crash Analysis**

The existing RTSP includes analysis of three years of UCONN crash repository data (2015-2017). Provide an updated crash analysis of roads in the Capitol Region over a five year period (2018-2022) that includes the following elements.

1. Analysis of existing conditions and historical trends to baseline the level of crashes involving fatalities and serious injuries
2. Analysis of the locations where there are crashes, the severity, as well as contributing factors and crash types
3. Analysis of systemic and specific safety needs (e.g., high risk road features, specific safety needs of relevant road users)
4. A geospatial identification of crashes using the CRCOG Geographic Information System
5. Reevaluate the value and use of the top crash corridors and top crash intersections tables in the RTSP; and either update those tables; or provide a different type of summary listing of high priority locations.
6. Develop and describe project prioritization criteria
  - Consider suggested proven safety countermeasures
  - Consider using crash reduction percentages from FHWA proven safety measure fact sheets
  - Consider using Highway Safety Manual analysis using Crash Modification Factors and for specific project locations, traffic volumes, and crash experience
  - Consider rating the highest 3 potential crash reduction locations in each Town
  - Consider systemic regionwide priorities
  - Develop a High Injury Network
7. Develop and describe project time ranges

## **B. Conduct engagement and collaboration**

1. Conduct engagement with the general public that includes public information meetings and outreach at community events. Develop a website for sharing CRCOG Vision Zero information and soliciting public input.
2. Conduct engagement with Town Engineers, Department of Public Works Directors, Town Planners related to infrastructure.
3. Conduct engagement with Police Departments to discuss current traffic enforcement and suggestions for improvement especially related to the safe speeds principles of the Safe Systems Approach.
4. Identify and engage with relevant private sector stakeholders and community groups. For example, consider engagement with emergency medical physicians, first responders, towing operators, AAA, etc.
5. Review other overlapping government agencies and jurisdictions involved with roadway safety (e.g., CT Department of Transportation, CT Department of Motor Vehicles) to ensure that the RTSP is aligned with those plans and planning processes as practical.
6. Engaging young people in the public engagement process. They bring energy and experience that can be valuable for shaping roadway projects, especially related to walking, biking, and using transit.
7. Coordinate CRCOG's outreach and engagement with efforts be conducted by the City of New Britain.
8. Incorporate the engagement and collaboration process as outlined above into the RTSP as appropriate.
9. Coordinate with CRCOG's Vision Zero Task Force.

## **C. Equity Considerations**

The update of the RTSP will use inclusive processes. Underserved communities in the region will be identified through U.S. census data and latest U.S. DOT guidance . Engagement with the public will include public involvement for underserved communities. Key population groups for engagement include; youth, seniors, persons with disabilities, and ethnic groups. These groups will be considered to ensure that impacts to these groups are understood and addressed.

Work with at least one municipality to review and evaluate a sidewalk inspection and inventory program, which could be used a potential model for other municipalities to help advance equity and ADA compliance.

Review the use and application of the FHWA STEAP (Screening Tool for Equity Analysis of Projects) for potential project locations in the CRCOG region.

<https://hepgis.fhwa.dot.gov/fhwagis/BufferTool/>

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### **D. Strategy and Project Selection**

The RTSP will be modified to include the results of the final CRCOG Roundabout Screening project, which will soon be completed.

The RTSP Chapter 7 Emphasis Areas, which includes a comprehensive set of strategies, will be reviewed and revised. Time ranges when these strategies will be deployed will be explained. Strategies should include categories such as engineering, education, enforcement, and emergency response.

A comprehensive set of projects shall be identified that incorporate proven safety countermeasures. A prioritized list of projects will include time ranges for projects and explain prioritization criteria.

The comprehensive set of strategies and projects will need to take into consideration the wide range characteristics (population size, number of crashes, type of development, etc.) of the 38 municipalities in the CRCOG region.

### **E. Regional Transportation Safety Plan document**

Prepare an updated Regional Transportation Safety Plan document that includes key results of all the above tasks and is compliant with SS4A Action Plan requirements.

Incorporate the results of the City of New Britain's Safety Action Plan which is anticipated to be included as a document in the appendix.

The consultant will prepare an executive summary. The executive summary will be translated in Spanish and Polish and separate documents prepared.

## **4. ADDITIONAL INFORMATION**

Any questions should be directed in writing to Mr. Roger Krahn ([rkrahn@crcog.org](mailto:rkrahn@crcog.org)). **No questions will be accepted after 2:00 p.m. on Tuesday, January 2, 2024.** CRCOG will post its response to questions by Tuesday, **January 9, 2024** on the CRCOG website at <https://crcog.org/rfp-rfq/> . 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**

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: CRCOG Safety Plan."*

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**Statements of Qualifications must be submitted via email no later than 2:00 p.m. on Tuesday, January 30, 2024.** *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 <https://crcog.org/rfp-rfq/>)

**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: | 5 points                |
| B. Technical abilities and experience:                        | 40 points               |
| o Crash Data Analysis (Task A)                                |                         |
| o Engagement , Collaboration, and Equity (Task B & C)         |                         |
| o Strategy and Project Selection (Task D)                     |                         |
| o RTSP document preparation (Task E)                          |                         |
| C. Past record of performance:                                | 5 points                |
|   | <b>Total: 50 points</b> |

A shortlist of the top-ranked consultants will be developed by a Selection Panel. The shortlisted firms may 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 prepared, and approved by CRCOG.

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Fee negotiations will use a person-hour proposal submitted by the firm. Hourly rates will be established using the firm's certified payroll and audited Indirect Cost Rate as most recently approved by CTDOT; with profit margin and annual escalation calculated per CRCOG guidance.

**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**

**Vision Zero Task Force Charter  
October 2023**

1. The Task Force will advise CRCOG's Transportation Committee and Policy Board.
2. Recommendations of the Task Force will initially be submitted to the Transportation Committee, and then to the Policy Board as needed.
3. The Task Force may make suggestions for agenda items to be addressed by the Transportation Committee and other CRCOG committees.
4. The Task Force will, at a minimum, be established for the duration of the SS4A grant agreement ending date of September 30, 2026. (Note that elements of the SS4A grant activities are anticipated to be completed in advance of that final agreement ending date).
5. The Task Force is charged with oversight, development, implementation, and monitoring of the Regional Transportation Safety Plan.
6. The number of Task Force members is not to exceed 15.
7. The Task Force members will be approved by the Transportation Committee, from a multi-disciplinary group among the following organizations and positions.
  - Town/City Engineers and DPW Directors
  - Town/City Planners
  - Police Department
  - Fire Department
  - EMS and Traffic Incident Responders
  - Educators
  - Vulnerable Transportation Users (Bicycles , Pedestrians, etc.)
  - Local Traffic Authorities (LTA Officials)
  - UConn Transportation Technology Center
  - CTDOT
  - FHWA
  - Outreach / Publicity personnel
  - CRCOG Staff