

Agenda Item Summary

To: Policy Board; Transportation Committee

From: Sotoria Montanari, LOTCIP Program Manager

CC: Matthew W. Hart, Executive Director, Robert Aloise, Director of Transportation Planning; Cara Radzins, Deputy Director of Transportation Planning

Meeting Date: March 27, 2024 (Transportation Committee Meeting: March 25, 2024)

Subject: Authorizing Resolution for Execution of Agreements for Administration of the Local Capital Improvement Program

Background: CRCOG initially established the LOTCIP On-Call List 3 consultants in 2014 to assist CRCOG with program management and peer design reviews. Currently, CRCOG has contracted with List 3 consultants through May 31, 2024. In November 2023, CRCOG issued an RFP for these services and performed a Qualifications Based Selection (QBS) process to identify two consultant firms for On-Call List 3 to assist CRCOG with various LOTCIP tasks. The Selection Committee interviewed five (5) eligible firms. The two firms selected were BETA Group, Inc. (BETA) and Clough, Harbour and Associates, LLP (CHA).

The endorsement of the attached resolution related to the On-Call List 3 consultant firms selected is requested.

Benefit to Member Towns/CRCOG: On-Call List 3 consultants will assist staff with LOTCIP tasks including, but not limited to: design reviews, pavement analysis, municipal application reviews and cost estimate updates.

Financial/Operational Impact: CRCOG's LOTCIP administration costs (consultants and staff) are funded using LOTCIP funds under CTDOT/CRCOG grant agreement No DOTO7703279GR. LOTCIP administration costs amount to less than 3% of LOTCIP expenditures.

Project Schedule: The agreements with the two firms, BETA and CHA, will be from June 1, 2024 to May 31, 2028

Recommendation: CRCOG staff recommend approval of the Authorizing Resolution to negotiate and contract with the two firms, BETA and CHA, for a 48-month duration for LOTCIP program management and design reviews. The Transportation Committee will provide a recommendation at their meeting on March 25, 2024.

Attachments:

- Authorizing Resolution for Execution of Agreements for Administration of the Local Capital Improvement Program

RESOLUTION AUTHORIZING

EXECUTION OF AGREEMENTS FOR ADMINISTRATION OF THE LOCAL TRANSPORTATION CAPITAL IMPROVEMENT PROGRAM

WHEREAS, the Local Transportation Capital Improvement Program (LOTICIP) is to provide State monies to urbanized area municipal governments for Transportation projects; and

WHEREAS, a portion of the LOTICIP funding is being made available to CRCOG by Connecticut Department of Transportation (CTDOT) for tasks related to the regional administration of the program; and

WHEREAS, the CRCOG Transportation Committee and Policy Board have approved funding for CRCOG's administration of the LOTICIP program including the use of consultants; and

WHEREAS, CRCOG conducted a quality-based selection process to select two consultants for On-Call List 3, as identified by the selection committee to serve from June 1, 2024 to May 31, 2028, to assist CRCOG with tasks related to administration of the LOTICIP program; and

WHEREAS, CRCOG will be entering into a new assignment and fee negotiations with two consultants identified BETA Group, Inc. (BETA) and Clough, Harbour and Associates, LLP (CHA) and selected by the selection committee for On-Call List 3;

NOW THEREFORE BE IT RESOLVED, the Agency's Executive Director Mathew W. Hart, is authorized to act on behalf of the Capitol Region Council of Governments in negotiating, executing, and amending all appropriate and necessary contractual instruments with CTDOT, and with two firms (BETA and CHA) selected by the selection committee for On-Call List 3: CRCOG Program Management and Design Review Assistance, for the purposes of performing tasks related to administrating the LOTICIP program.

CERTIFICATE

I certify that the above is a true copy of the resolution adopted by the Policy Board at its meeting held on March 27, 2024.

BY: _____ DATE: _____
Jason Bowsza, Secretary