



**REQUEST FOR QUALIFICATIONS (RFQ)
FOR
CAPITOL REGION BICYCLE AND PEDESTRIAN
PRIORITY NETWORK PLAN**

Issue Date: March 22, 2024

Response Date / Time: April 24, 2024 (3:00 P.M. ET)

Response Location: Electronic Only to mcipriano@crcog.org

No physical submissions (e.g., USB drive, paper hardcopies, etc.) will be accepted.

The Capitol Region Council of Governments of Hartford, Connecticut is seeking a qualified and experienced firm or team, hereafter referred to as “Consultant,” to assist in developing a Capitol Region Bicycle and Pedestrian Priority Network Plan.

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 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 and Development 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 <https://www.crcog.org>.

CRCOG is seeking assistance with the development of a regional bicycle and pedestrian network plan, which will develop a vision, identify regional corridors and provide an implementation plan. The network will build upon the [Capitol Region Complete Streets Plan](#) and [East Coast Greenway Gap Closure Study](#) and serve both utility/transportation cyclists and pedestrians as well as recreational users. The network will serve CRCOG communities as active transportation arterials connected to local bicycle and pedestrian infrastructure.

2. REQUIREMENTS

General

Consultants must demonstrate that they have sufficient and appropriate resources and experience to undertake the work defined under Section 3 and in the attached draft Scope of Work (Exhibit D). Because the Connecticut Department of Transportation (CTDOT) has determined that Modal Transportation Planning Studies do not necessitate prequalification, prequalification is not a requirement of this RFQ.

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.

Insurance

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.

Statement of Qualifications

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 desired contact person during the RFQ process.
- **Introduction:** Provide a description of your firm/team experience in the industry, number of years providing transportation planning services similar to those outlined herein, primary client type(s), and a summary of the services offered. Include company name(s) and address(es) 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.
- **Implementation Details:** Describe your implementation approach and schedule for the tasks identified in Section 3 and the attached draft Scope of Work (Exhibit D). Identify and discuss potential additional tasks that may also be needed to generate a quality, usable Regional Bicycle and Pedestrian Network Plan.
- **Recent Clients and References:** Provide a list of similar assignments or work products for other clients completed within the past five (5) years. Provide at least three (3) clients and their contact information. 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, project budget, and the date of completion of services.
- **Required Forms:** Include a signed copy of Exhibits B and C as well as federal GSA Form 330, part 2.

Oral Presentation

Respondents who submit a response to this RFQ may be required to give an oral presentation to CRCOG. This would provide an opportunity for the respondent to clarify or elaborate on the submitted Statement of Qualifications. Such a presentation would be a fact-finding and explanation session only and would not include negotiation. Such presentations would be conducted remotely utilizing either Zoom or MS Teams, as determined by CRCOG staff. Oral presentations are an option of CRCOG and may or may not be conducted.

3. SCOPE OVERVIEW

CRCOG, in coordination with CTDOT and the region's 38 member municipalities, are initiating a study to develop a Regional Bicycle and Pedestrian Network Plan.

The anticipated timeframe for this study is 18 months. It will be led by CRCOG with the assistance of the Consultant. Representatives from CTDOT, municipalities, and other stakeholders will be consulted throughout the process, and an advisory committee will help direct the study.

The study is expected to be broken into six (6) tasks, as follows:

Task 1: Project Management

- Task 2:** Stakeholder and Community Outreach
- Task 3:** Existing Conditions Review
- Task 4:** Network Identification
- Task 5:** Implementation Strategy
- Task 6:** Final Plan and Deliverables

The attached draft Scope of Work (Exhibit D) further discusses the anticipated requirements of these tasks as well as their associated deliverables. The final scope for this effort will be developed in coordination with the selected Consultant. We encourage respondents to develop alternative and innovative approaches to accomplishing this work.

4. QUESTIONS AND ADDENDA

Any questions should be directed in writing via email to Mike Cipriano (mcipriano@crcog.org). No questions will be accepted after 3:00 pm on April 5, 2024. CRCOG will post its response to questions and clarifications by the end of the workday on April 12, 2024 on the CRCOG website <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 addenda.**

5. SUBMISSION AND DEADLINE

CRCOG will accept only electronic submissions to this RFQ. Submissions should be prepared as a single PDF and be transmitted to Mike Cipriano (mcipriano@crcog.org). No physical submissions (USB drives, paper hardcopies, etc.) will be accepted.

Submissions should be marked in the email subject line with "RFQ Response: Regional Bicycle and Pedestrian Priority Network Plan".

Statements of Qualifications must be submitted no later than **3:00 pm on April 24, 2024**. Statements received after that time or day will not be considered. Arrangements for transmission of large files should be made in advance, using the contact information above, 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 provisions of Section 1-210 of the Connecticut General Statutes (re: Freedom of Information).

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.

The conduct of any Consultant shall be subject to the CRCOG Ethics Policy (found on the CRCOG website at <https://crcog.org/wp-content/uploads/2016/04/CRCOGEthicsPolicy.pdf>).

7. EVALUATION AND SELECTION

Responses shall be evaluated after the response deadline by an Evaluation Committee, which will be assembled by CRCOG staff. Consultants will be evaluated on the following basis:

- Accuracy, overall quality, and thoroughness of submission
- Technical abilities and experience
- Understanding of the issues / study approach
- Past record of performance

Following the identification of a qualified Consultant, the fee for this effort will be negotiated on a Lump Sum basis.

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

EXHIBIT D
Capitol Region Regional Bicycle and Pedestrian Priority Network Plan
DRAFT Scope of Work
March 2024

March 8, 2024

Regional Bicycle / Pedestrian Priority Network Plan

DRAFT Scope of Work

Outlined below is the preliminary scope of services, as well as a list of tasks and deliverables that are envisioned for this project. The Consultant is encouraged to suggest modifications to these tasks in the RFP response that, in their professional opinion, would facilitate a successful work program and collaboratively work with CRCOG to further refine and modify the scope to achieve the goals of the project.

Background and Study Area

The purpose of this study is to develop a vision and create an implementation plan for a regional bicycle and pedestrian network. Ideally, the network will:

- aim to meet bicycle and pedestrian Levels of Traffic Stress 1 (LTS 1) using approaches and designs appropriate to each segment of the network (LTS 1 is defined generally as facilities welcoming to users of all ages and abilities, for more information please reference [WSDOT's work on LTS](#)),
- serve utility/transportation cyclists and pedestrians by connecting people to destinations, while also allowing for recreational use,
- build on previous efforts such as the Capitol Region Complete Streets Plan and East Coast Greenway Gap Closure Study, and,
- serve the CRCOG communities as active transportation arterials that connect to local bicycle and pedestrian infrastructure.

The network will include both larger arterials and smaller segments that close gaps to the local networks. CRCOG expects that the network will emphasize facilities that are off-road or physically separated from vehicular traffic, but that there may be segments where LTS 1 can be met with on-road facilities.

Task 1 – Project Management

The consultant will support CRCOG with administrative and outreach activities related to the development of the Study.

Task 1A: Project Management Plan

The Consultant will prepare a Project Management Plan (PMP) that includes key project milestones over an 18-month project schedule. The PMP will include a project kickoff meeting, advisory committee meetings, public meetings, progress report and invoice schedule, task milestones and deliverable dates,

as well as coordination meetings between CRCOG and the Consultant. CRCOG will review the PMP to ensure the milestones and schedule are in line with the overall study strategy. The Consultant and CRCOG will together determine the method to share and store documents (e.g., SharePoint).

Deliverables:

- *Task 1A: Project Management Plan and study schedule*
- *Task 1A: SharePoint site set-up (or similar)*

Task 1B: Coordination Calls

The Consultant will participate in bi-weekly coordination calls with CRCOG staff. The calls will be a forum to discuss project status and issues, monitor progress, and ensure compliance with scope, budget, and schedule. On occasion, these calls may include additional invitees necessary to provide perspective and guidance. The Consultant will prepare a brief agenda, schedule calendar invites via Microsoft Outlook, and prepare a list of action items for each bi-weekly call based on the result of the coordination call.

Deliverables:

- *Task 1B: Coordination and participation in bi-weekly calls, including a schedule, agenda, and action items for each*

Task 1C: Monthly Progress Reports and Invoices

The Consultant will prepare monthly progress reports and invoices to submit to CRCOG. CRCOG will provide a template for progress reports and invoices that will be used throughout the project. The report will include narratives of work accomplished and summary of budget expended during the period. Invoices will be prepared in accordance with the latest CRCOG and Connecticut Department of Transportation (CTDOT) templates.

Deliverables:

- *Task 1C: Monthly progress reports and invoices*

Task 2 – Stakeholder and Community Outreach

The Consultant will conduct public outreach to give members of the public opportunities to participate throughout the planning process. The regional community outreach needs to be customized to address a variety of community characteristics and needs. The CRCOG region encompasses 38 municipalities with a broad range of characteristics and needs. This Network will act as the spine of an active transportation corridor in urban, suburban, and rural locations and must meet the unique needs of all communities. Details of each of these outreach efforts are below.

Task 2A: Public Involvement Plan

The Consultant will prepare a Public Involvement Plan (PIP). The PIP will outline key activities, milestones, and a schedule of the public involvement tasks. In addition, the PIP will identify stakeholders and stakeholder groups, including environmental justice (EJ) and limited English proficiency (LEP) communities within the study area. Upon request, translation services will be offered at each public meeting, as well as translations of meeting minutes or recordings. The PIP will outline strategies to engage the public throughout the project, including targeted outreach to EJ and LEP stakeholders, as identified by CRCOG staff.

Deliverables:

- *Task 2A: Draft Public Involvement Plan*

Task 2B: Website, Social Media, and Newsletters / Fact Sheets

The Consultant will provide content for a webpage that will be hosted within the existing CRCOG website. Text content will be delivered in Word format (or other software/program agreed upon by CRCOG and the Consultant) with attachments (e.g. pictures, PDF documents etc.) as necessary. ArcGIS StoryMaps and other interactive media are encouraged. CRCOG will post updates on the study's progress on the website at least six (6) times over the course of the study, based on content provided by the Consultant.

In coordination with CRCOG's Communications Director, the Consultant will provide content for CRCOG to post on various social media platforms (e.g., Facebook, X (formerly Twitter), LinkedIn, and YouTube) to further engage the public, share findings, announce upcoming meetings, and solicit feedback. Study announcements will be frequently posted to these platforms to keep the public apprised of current activity, important outreach events, and other relevant news. The LEP/EJ analysis and PIP may guide language considerations for this outreach.

Additionally, up to three (3) newsletters or fact sheets will be produced by the Consultant to coincide with public meetings, documenting findings of the public reports, survey results, and similar information pertinent to the study at any point in time. These newsletters or fact sheets are intended to keep the public informed on this Study as it progresses by presenting information such as preliminary results, final results, and public engagement opportunities.

Deliverables:

- *Task 2B: Study website content updated up to six (6) times throughout the study*
- *Task 2B: Social media content (and social media calendar with regular posting frequency, as appropriate)*
- *Task 2B: Up to three (3) newsletters or factsheets at key milestones in the study*
- *Task 2B: Up to fifty (50) copies of each newsletter or factsheet publication*

Task 2C: Advisory Committee

CRCOG will establish an Advisory Committee prior to the start of the Consultant's work. The Advisory Committee will guide the study process and assist in evaluating the feasibility of potential arterials of the network. The Advisory Committee will also identify project goals and objectives and decision-making criteria, to provide a framework for future decision-making.

The Advisory Committee is anticipated to have 12 to 15 members. It is envisioned that some, but not all, members of the Advisory Committee will have a transportation-related background. The Advisory Committee will include representatives from major agency stakeholders, such as CRCOG, engineers or planners from member communities, CTDOT, bicycle and pedestrian advocates, and others. Ideally, members of Urban, Suburban and Rural municipalities will be represented to provide different perspectives in the planning process.

The consultant shall coordinate and confirm attendance with potential invitees for each meeting. The first meeting will confirm scope, communications protocol, and overall project schedule and serve as a means of data collection to identify the information needed, data or plans that exist, and best points of contact for the information.

The Advisory Committee is expected to meet up to six (6) times over the course of the project (approximately quarterly). These meetings can occur in either a hybrid or virtual format. For each meeting, the Consultant will prepare an agenda and draft and revise meeting notes.

Deliverables:

- *Task 2C: Coordination and participation of up to six (6) Advisory Committee Meetings, including agenda, presentation, materials, and notes*

Task 2D: Municipal Coordination

The Consultant will engage with the staff and officials of all 38 CRCOG municipalities at the start of the project to obtain their input, identify issues and opportunities in each city/town, and answer initial questions they may have about the project. Municipal complete streets plans shall be reviewed as a part of municipal engagement. The Consultant shall determine the best approach to meeting with each municipality in a cost-effective manner that still provides for direct engagement with local officials.

Deliverables:

- *Task 2D: Participation in up to twelve (12) small group municipal meetings including agenda and notes*

Task 2E: Public Workshop and Public Meeting

The Consultant will conduct two (2) Public Workshops during the start of the study. The intent of the public workshops is to collect information on pedestrian and bicycle destinations in the region and to identify initial opportunities and gaps. While context of the study should be presented, most of the Public Workshop should focus on engagement with the attendees and entail interactive approaches. The Public Workshops are to be conducted in-person but can be held in a virtual format if directed by CRCOG due to public health concerns due to COVID-19.

The Consultant will conduct one (1) Public Meeting toward the end of the project to present the final proposed network plan. The Public Meeting can be held virtually. The Consultant and CRCOG will coordinate to advertise the Public Workshops and the Public Meeting. Specific outreach to groups, organizations, or businesses that serve minority and low-income populations in the study area will be a priority.

Deliverables:

- *Task 2E: Planning and attendance at two (2) public workshops, including advertising, presentations, handouts, and meeting summaries*
- *Task 2E: Planning and attendance at one (1) final Public Meeting, including advertising, presentations, handouts, and meeting summaries*

Task 2F: Public Survey and Interactive Web Mapping Tool

The Consultant will work with CRCOG on a survey and an interactive online map. The interactive online map shall allow users the opportunity to provide comments and to identify barriers and opportunities for a regional bicycle and pedestrian network. The Consultant will be responsible for developing surveys (print and digital options) and an interactive mapping tool, for assisting CRCOG and the municipalities with dissemination, and for analyzing the results. The results will assist the Study team in the network identification process.

Deliverables:

- *Task 2F: One (1) public survey and interactive map in ArcGIS Online, and reporting of data results at key phase milestones*

Task 2G: Public Outreach Pop-ups

The Consultant will conduct direct community outreach via participation in up to eight (8) pop-up events across the region during the Network Arterial Analysis phase of this project. A pop-up event is defined

here as the project team attending a community event not organized by the project team, such as a cultural/heritage celebration or a farmer's market, to share information and solicit feedback on the Plan. There will be no new content created for these pop-up events. It is expected that these pop-ups will use the tools developed in Task 2F: Public Survey and Interactive Web Mapping Tool during these events.

Deliverables:

- *Task 2G: Planning and attendance at up to eight (8) pop-up events*

Task 2H: Stakeholder and Community Ambassador Meetings / Walk Audits

The Consultant will hold select stakeholder and community ambassador meetings for targeted outreach to special interest groups (e.g., Neighborhood Revitalization Zones, trail users, bicycling groups, elected officials, major employers, etc.). Meeting formats might include walk or bike audits in the field to discuss potential corridor concepts, attending meetings held by a target group to collect input, or other methods proposed by the Consultant.

Deliverables:

- *Task 2H: Preparation for and attendance at Stakeholder and Community Ambassador Meetings or Walk-Audits*

Task 2I: DOT Pitch Meeting

The Consultant will develop a presentation for CTDOT leadership that puts forward an implementation and funding strategy for advancing the completion priority corridors as well as locations where there are existing gaps in the network. Utilizing compelling graphics and analytics, the case for investment will describe the alternatives that were studied, the pros and cons for each option, and the final recommended program of investments. The overall strategy will seek to expedite implementation, prioritize closing the most critical gaps, maximize funding opportunities, and deliver key goals of equity, connectivity, mobility, and benefit/cost return on investment. This meeting is expected to occur at the conclusion of the study. CRCOG will schedule the meeting and invite attendees.

Deliverables:

- *Task 2I: Preparation for and attendance at up to one (1) DOT Pitch Meeting to discuss project next steps and implementation*

Task 2J: Milestone Presentations for CRCOG

The Consultant will prepare for and present at up to two (2) CRCOG Transportation Committee meetings. The Consultant will prepare and present at up to two (2) CRCOG Bicycle and Pedestrian Subcommittee meetings.

Deliverables:

- *Task 2J: Preparation for and attendance at up to two (2) CRCOG Transportation committee meetings and up to two (2) CRCOG Bicycle and Pedestrian subcommittee meeting.*

Task 2K. Comments, Contacts, and Response Database

The Consultant will identify and maintain a list of stakeholders, comments, and responses and other interested parties that will be updated throughout the study. The Consultant will provide comment updates to CRCOG and the committees at key milestones in the Study.

Deliverables:

- *Task 2K: Maintenance of an interested parties list and comment matrix throughout the study*

Task 3 – Existing Conditions Review

Task 3A: Existing Plans, Studies, and Related Efforts

The Consultant will review recent initiatives for relevant recommendations and coordinate with on-going regional planning efforts. Special attention will be given to the recommendations from CRCOG's Complete Streets Plan (2021), CRCOG's Pedestrian and Bicycle Plan (amended 2015), the current proposed routes identified by the ECGA, CRCOG's and the CTDOT Active Transportation Plan (2019). Additional relevant initiatives include, but may not be limited to, existing local, regional, and state bicycle and pedestrian plans and studies and complete streets.

Deliverables:

- *Task 3A: Existing Conditions Report Chapter Drafts*
 - *Review of Prior and Current Initiatives*

Task 3B: Identifying Local and Regional Destinations

The purpose of this task is to understand the local demographics and needs of the communities throughout the region and destinations that would drive regional bicycle and pedestrian activity along these identified priority corridors. For example, regional destinations such as cultural amenities or large employers/employment centers would likely be mapped along with key everyday destinations by residents such as grocery stores or schools. Additionally, historically disadvantaged populations, Environmental Justice (EJ) communities and other minority and low-income populations should be identified to help ensure future routes support equitable and safe access to both regional and local bicycle and pedestrian networks. Each municipality will have the opportunity to provide input on destinations. This mapping will be completed by the Consultant and have up to one (1) round of concurrent review from CRCOG and the Advisory Committee.

Deliverables:

- *Task 3B: Existing Conditions Report Chapter Drafts*
 - *Demographics and Destination Mapping*
- *Task 3B: Initial observations on possible priorities for corridors and segments*

Task 3C: Existing Conditions Data Assembly

The Consultant will assemble and review existing conditions data available to the public and through agency partners. This data will assist in the identification of potential alignments and will be utilized to evaluate the feasibility of each alternative alignment. Potential data sources to be incorporated and reviewed include, but are not limited to:

- Existing Bicycle and Pedestrian infrastructure (such as bicycle lanes, side paths, and multi-use pathways in public lands)
- Bicycle and pedestrian usage data (such as CRCOG bicycle and pedestrian count data, Strava data, and publicly available online resources such as trail counts from CT Trail Census)
- Roadway geometric data (such as roadway widths, lane arrangement, on-street parking etc.)
- Roadway speed limits
- Traffic data available from existing sources (such as University of Connecticut Crash Repository)
- Topography data from statewide LiDAR resources
- Right-of-way data, including ownership
- Public land data
- Parcel data
- Environmental data (such as wetland, flood data, Natural Diversity Data Base (NDDDB) maps, etc.)
- Micromobility in the region, such as scootershare in Hartford.

This task does not include field work or the creation of new data. Field verification of existing datasets may occur at the discretion of the Consultant to ensure the accuracy of the data presented. This data will be delivered to CRCOG in an ArcMap Geodatabase format (GDB) and uploaded for client and public review and comment on ArcGIS Online. PDF maps for existing conditions data will not be compiled. The data obtained in this task will be summarized in the Existing Conditions Report with full data available in the ArcGIS Online format. The Consultant will prepare static images of data for project members and/or members of the public that may not have access to a desktop computer for access to ArcGIS Online.

Deliverables:

- *Task 3C: A compilation of off-road multi-use infrastructure in ArcGIS*

Task 3D: Assessment of Existing Conditions

The Consultant will synthesize all data and municipal engagement completed to this point to create a report that pulls together prior efforts into an Existing Conditions Report. This report will be used as a starting point for developing preliminary alternatives and should identify network gaps, potential issues for certain route selections, opportunities for connections to existing networks and destinations, and other relevant factors. This should include potential opportunities to connect to major assets outside of the region. This report will be used as a basis for the evaluation of route alternatives developed in Task 4.

Deliverables:

- *Task 3D: Existing Conditions Report Chapter Drafts*
 - *Existing Conditions Data Summary*
- *Task 3D: Regional maps included in the chapter drafts, including:*
 - *Population density*
 - *Minority Population*
 - *Low-income population*
 - *One and no-car households*
 - *Employment density*
 - *Transit stations and bus stops with significant activity*
 - *K-12 Schools*
 - *College Campuses*
 - *Other institutions (such as hospitals and other civic institutions)*
 - *Cultural amenities (such as theaters, stadiums etc.)*
 - *Everyday destinations (such as grocery stores, libraries, town halls, etc.)*
- *Task 3D: Existing Conditions Data ArcGIS Geodatabase (GDB)*
- *Task 3D: Existing Conditions Data uploaded to ArcGIS Online*

Task 4 – Network Identification

Task 4A. Preliminary Network Identification

The goal of this task is to identify an initial network that will best serve our communities and connect regional destinations. For this task, a higher-level approach is envisioned that will focus more on identifying whole corridors as opposed to trying to determine the design of segments or the type of facility at specific locations.

The preliminary Bicycle/Pedestrian Priority Network Plan should build on CRCOG's Complete Streets Plan and Network as well as on the data collection and results from engagement with stakeholders completed in prior tasks and other prior plans. This preliminary plan may include multiple preliminary concept plans for the network. For example, there may be a draft of a spoke and wheel configuration and draft of a grid configuration or there may be multiple options for connections between the same destinations.

The consultant will describe the general benefits of and the rationale for each corridor and evaluate potential opportunities and barriers.

Deliverables:

- *Task 4A: High-level sketch concept maps prepared in ArcGIS*
- *Task 4A: A summary describing the preliminary network and general benefits that can be used in presentations*

Task 4B. Network Evaluation

Following the identification of the preliminary Bicycle/Pedestrian Priority Network Plan, the consultant shall design a process to solicit feedback and evaluate the network options to identify a Final Bicycle/Pedestrian Priority Network. Preliminary network options will be presented at the public design workshops (Task 2E).

Factors to be evaluated may include:

- Feedback from public input (i.e. preferred network and prioritization),
- improved connectivity to places, people, other existing low stress bicycle/pedestrian networks,
- safety benefits for all transportation network users,
- facility type (LTS 1 with separated and/or protected facilities preferred),
- cost and speed of implementation,
- environmental impacts,
- and measures of equity.

This framework will be developed by the Consultant and confirmed with meetings with CRCOG and the Advisory Committee prior to the start of identifying the Final Bicycle/Pedestrian Priority Network Plan. More detailed analysis may be required for three to five key segments/corridors. Such key segments/corridors should be selected with the approval of CRCOG and the Advisory Committee.

Deliverables:

- *Task 4B: Network Evaluation Methodology*
- *Task 4B: Network Evaluation Report*

Task 4C. Recommended Bicycle and Pedestrian Priority Network Plan

Based on the evaluation, the Consultant will propose a Final Bicycle/Pedestrian Priority Network Plan. In addition to the key corridors, the Consultant shall include opportunities to connect to both local and interregional bicycle and pedestrian infrastructure, as identified in earlier analysis. The Plan will be reviewed by CRCOG staff and the Advisory Committee. The Consultant shall update and amend the Plan based on feedback.

Deliverables:

- *Task 4C: Bicycle/Pedestrian Priority Network Plan*

- *Task 4C: Bicycle/Pedestrian Priority Network Plan map prepared in ArcGIS Online and in shareable image and pdf formats*

Task 4D. Preferred Design Typologies for Final Bicycle and Pedestrian Priority Network Plan

The Consultant will take each conceptual corridor and identify the preferred or likely typology for each segment of the corridor. Examples of typologies are on-road protected lanes, sidepaths, multi-use trails, shared streets, etc. The typologies should account for general characteristics of the corridor and allow for the identification of barriers. The consultant shall prepare general cost estimates for the typologies.

More detailed analysis may be required for three to five key segments/corridors. Such key segments/corridors should be selected with the approval of CROG and the Advisory Committee.

Deliverables:

- *Task 4D: A graphic illustration of each recommended typology (not necessarily site-specific)*
- *Task 4D: Addition of the typologies to the Recommended Bicycle/Pedestrian Priority Network Plan prepared in ArcGIS Online*

Task 5. Implementation Strategy

Task 5A. Prioritization

The Consultant will recommend which segments of the identified network to be implemented in short-term and long-term. The recommendations will be used to inform the implementation plan and schedule. These recommendations will be reviewed and endorsed by the Advisory Committee.

Deliverables:

- *Task 5A: Prioritization of each network segment*

Task 5B. Identify Potential Funding Sources

The Consultant in coordination with the Advisory Committee will research and recommend potential funding sources for the design and construction of the improvements in the Plan. These may range from Federal, to State, to Local and private funds. The consultant shall provide guidance on the most feasible sources of funding based on project timelines, project location and typology, and eligibility restrictions or requirements.

Deliverables:

- *Task 5B: Report on funding sources and recommendations*

Task 5C. Identify Maintenance Best Practices and Funding Strategy

The Consultant in coordination with the Advisory Committee will research and recommend best practices for maintenance of the Bicycle/Pedestrian Priority Network. The consultant shall provide context sensitive recommendations on how to fund and implement regional maintenance.

Deliverables:

- *Task 5C: Report on maintenance best practices and recommendations*

Task 5D. Establish Implementation Plan and Schedule

The Consultant will draft an Implementation Plan for the Bicycle/Pedestrian Priority Network which will include the results of Tasks 5A, 5B, and 5C, and a schedule of implementation to complete the network. The schedule should include the responsible party and others that will need to be coordinated with to implement each potential project. This Implementation Plan will be used by CRCOG and its municipalities.

Deliverables:

- *Task 5D: Preliminary Implementation Plan and Schedule Matrix*

Task 5E. Recommend Updates to CRCOG's Complete Streets Policy and Plan

The Consultant shall determine if any updates to CRCOG's Complete Streets Policy and CRCOG's Complete Streets Plan are warranted based on the final Bicycle/Pedestrian Priority Network Plan.

Deliverables:

- *Task 5E: A memorandum identifying potential updates to CRCOG's Complete Streets Policy and Plan.*

Task 6. Final Plan and Deliverables

This task combines relevant deliverables from all prior tasks into a document that will be available for use by all for information and reference when moving forward with the design of the project.

Task 6A. Final Plan for Public Review

The Consultant will assemble all relevant deliverables from prior tasks into a Final Plan and Executive Summary. The report will summarize and reference prior reports (Existing Conditions Report and the Bicycle/Pedestrian Priority Network Report) but not include all information provided in these reports.

The Executive Summary will be a standalone, bi-fold booklet that is visually appealing and easily consumable. This booklet will be eight (8) to twelve (12) pages. The Consultant will translate the Executive Summary in accordance with the Public Involvement Plan.

CRCOG staff will review and distribute the report and executive summary to members of the Advisory Committee for review. The Consultant shall integrate comments.

During the required 30-day public review period for the public draft, the Consultant will maintain a log of comments received and prepare draft responses to each comment, which will be reviewed and finalized by CRCOG staff. The Consultant will incorporate comments and finalize the Executive Summary.

Deliverables:

- *Task 6C: Final Plan (electronic) and ten (10) hardcopies*
- *Task 6B: Executive Summary (electronic) and two hundred fifty (250) hardcopies*

Task 6B. Media Materials

The Consultant will create a press release and provide to each community at the culmination of the study. These materials will be translated in accordance to the Public Participation Plan.

Deliverables:

- *Task 6B: Up to three (3) press releases (electronic).*

Task 6C. Final Files Export

After finalizing the development of the GIS files for the plan along with annotations (e.g., issues and constraints identified, opportunities, etc.), the Consultant will export in an approved file format for continued concept planning. Additionally, any raw design files for reports, presentations, graphic handouts, etc. will be packaged and provided to CRCOG.

Deliverables:

- *Task 6C: ArcGIS StoryMap*
- *Task 6C: GIS files or other mapping files*
- *Task 6C: Raw design files for all other graphic work and reports (i.e. InDesign or Illustrator)*