



**REQUEST FOR QUALIFICATIONS (RFQ)  
FOR  
REGIONAL WAREHOUSING LAND USE AND  
TRAFFIC STUDY**

**Issue Date: May 17, 2024**

**Response Date/Time: June 14, 2024**

**Response Location: Electronic Only to [kshiel@crcog.org](mailto:kshiel@crcog.org)**

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



## Table of Contents

1) Background .....	2
2) Requirements .....	2
3) Scope Overview .....	3
4) Additional Information .....	4
5) Submission and Deadline.....	4
6) Terms and Conditions .....	5
7) Evaluation and Selection.....	5
EXHIBIT A: CRCOG Insurance Requirements .....	6
EXHIBIT B: CRCOG Equal Employment Opportunity and Minority/Female Business Enterprise Certification Form .....	7
EXHIBIT C:.....	8
Organizational Conflict of Interest Statement .....	8
EXHIBIT D: Scope of Work .....	9

The Capitol Region Council of Governments (CRCOG) of Hartford, Connecticut is seeking a qualified and experienced firm or team, hereafter referred to as “Consultant,” to assist in developing a Regional Warehousing Land Use and Traffic Study.

**1) Background**

Despite the explosive growth in e-commerce, policymakers lack critical details on trip generation, greenhouse gas emissions, local and regional impacts on brick-and-mortar retail, and transportation infrastructure and land development needs for warehouse and distribution centers. There is a lack of data on deliveries in defined geographies and whether e-commerce is creating additional trips or replacing trips. Warehousing and distribution centers are being sited closer to consumers, increasing demand for industrial real estate.

There has not yet been an effort to comprehensively study the regional warehousing landscape and its associated impacts on transportation, land use, and economic development. A study is needed to help state, regional, and local policymakers better understand the challenges and opportunities presented by the growth in e-commerce and associated logistics and warehousing centers. CRCOG’s Regional Warehousing Land Use and Traffic Study will provide critical data for assembling appropriate policy responses for transportation, planning, and economic development professionals.

**2) Requirements**

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.

Prior to contracting, the selected Consultant must have a current burden, fringe and overhead rate audit approved by the Connecticut Department of Transportation (CTDOT); a current Contractor Certification of Final Indirect Costs; a current affirmative action plan approved by CTDOT; and an up-to-date registration to conduct business in the State of Connecticut with the Office of the Secretary of State.

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.

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.

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, land use, and economic development 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 final report.
- **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 and the date of completion of services.
- **Required Forms:** Include a signed copy of Exhibit B, Exhibit C, and federal GSA Form 330, part 2.

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 response. Such a presentation would be a fact-finding and explanation session only and would not include negotiation. Oral presentations are an option of CRCOG and may or may not be conducted. Such presentations may be conducted either in person or remotely utilizing Zoom, Teams, or other such services in the event that in-person meetings are not a feasible option at the time oral presentations are being scheduled.

### 3) Scope Overview

The Capitol Region Council of Governments (CRCOG) is initiating a study to produce a Warehousing and Distribution Center transportation and land use playbook for municipalities that are currently grappling with the rapid growth and unknown impacts of this rapidly expanding land use and transportation sector.

This will include:

- Reviewing the latest warehousing trends and related land use, market and economic analysis, and traffic research;
- Conducting an analysis of the CRCOG region to determine land suitable for future warehousing/distribution center development;
- Identifying various warehouse and distribution center types and their typical land use requirements;
- Assessing trip generation, traffic, and delivery distribution (via counting and/or modeling) associated with operational large scale (est. 500,000+ square feet) warehousing,

## Regional Warehousing Land Use and Traffic Study: *Request for Qualifications*

distribution centers, including e-commerce trip delivery at larger scale residential buildings and within congested urban areas;

- Identifying warehousing/e-commerce related transportation infrastructure needs;
- Reviewing the economic consequences of warehouse siting (impacts and benefits) to the local community, municipality, and region;
- Determining the extent to which distribution centers are sited in environmental justice (EJ) communities and if there are disproportionate negative impacts in terms of traffic, noise, and/or air quality. The study should examine e-commerce related shifts in travel for multiple types of communities – urban, inner ring suburbs, suburbs, and rural areas.

The anticipated timeframe for this study is 12-18 months. It will be led by CRCOG with the assistance of the Consultant.

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

- Task 1:** Project Management
- Task 2:** Stakeholder Engagement
- Task 3:** Economic Analysis of Warehousing/Logistics/E-commerce Sector
- Task 4:** Traffic Assessment
- Task 5:** Best Practices Guide: Warehousing Site Design Analysis and Proposal Review
- Task 6:** Final Report and Executive Summary

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) Additional Information

Any questions should be directed in writing to Mr. Kyle Shiel ([kshiel@crcog.org](mailto:kshiel@crcog.org)). No questions will be accepted after 3:00pm on May 31<sup>st</sup>, 2024. CRCOG will post its response to questions and clarifications by the end of the workday on June 4<sup>th</sup>, 2024, on the CRCOG website at <http://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

Only electronic submissions are being accepted in response to this RFQ. Submissions should be prepared as a single PDF and may be transmitted to [kshiel@crcog.org](mailto:kshiel@crcog.org). Submissions should be marked in the email subject line with “*RFQ Response: Regional Warehousing Study*”.

Statements of Qualifications must be submitted no later than **2:00pm on June 14, 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.

**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 <http://crcog.org/rfp-rfq/>).

**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 identification of a top-rated 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)

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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: Scope of Work**  
**REGIONAL WAREHOUSING LAND USE AND TRAFFIC STUDY**  
**April 2024**

**Overview**

This effort's primary purpose is to help state, regional, and local policymakers better understand the challenges and opportunities presented by the growth in e-commerce and associated warehousing and distribution/logistics centers. The study will help provide critical data for assembling appropriate policy responses for transportation, land use planning, and economic development professionals.

**Task 1. Project Management**

The Consultant will support the Capitol Region Council of Governments (CRCOG) with administrative and outreach activities related to the development of the Regional Warehousing Land Use and Traffic study.

Task 1A: Project Management Plan

The Consultant will prepare a Project Management Plan (PMP) that includes key study milestones over a 12-18-month schedule. The PMP will include such programmatic elements as a kickoff meeting, progress report and invoice schedule, and internal coordination meetings. CRCOG will review the PMP to ensure the milestones and schedule are in line with the overall study strategy.

Deliverables:

- Project Management Plan and Study Schedule

Task 1B: Study Kickoff Meeting

The Consultant will organize and conduct a study Kickoff Meeting with CRCOG and the Connecticut Department of Transportation (CTDOT) to confirm scope, communications protocol, and overall study schedule. The Consultant will prepare an agenda for the meeting and will provide meeting notes following the meeting.

Deliverables:

- Kickoff Meeting agenda and meeting notes

Task 1C: Coordination Calls

The Consultant will participate in bi-weekly (every two weeks) 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 meetings may include additional invitees necessary to provide perspective and guidance. The Consultant will prepare a brief agenda for each conference call, schedule each of these events via Microsoft Outlook, and prepare a list of action items to be addressed before the call.

Deliverables:

- Coordination of meeting schedule, agendas, and action items

Task 1D: Monthly Progress Reports and Invoices

The Consultant will prepare monthly progress reports to submit to CRCOG alongside monthly invoices. A template for progress reports will be drafted for CRCOG's approval and used throughout the study. 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 CTDOT templates.

Deliverables:

- Monthly progress reports and invoices

**Task 2. Stakeholder Engagement**

Task 2A: Stakeholder Engagement Plan

The Consultant will prepare a Stakeholder Engagement Plan. The Plan will outline key activities, milestones, and a schedule of the public involvement tasks. In addition, the PIP will identify stakeholders and stakeholder groups, with recommended strategies for engagement, focusing primarily on communities most likely to receive significant interest for warehousing and logistics center development.

Deliverables:

- Stakeholder Engagement Plan
- Maintained list of stakeholders / interested parties

Task 2B: Study Website

The Consultant will create content for a study website. The website will be hosted as a webpage within the existing CRCOG website. If the latter, the page will be maintained by CRCOG staff but will have its content created by the Consultant. Updates on the study's progress will be put on the website at least six (6) times over the course of the study.

Deliverables:

- Study website and content

Task 2C. Project Advisory Committee.

The role of the Project Advisory Committee is to provide guidance to the project team in defining goals and guiding principles for the study. The PAC will help identify major challenges and concerns for large-scale warehousing developments, both technical and related to community sentiment. The PAC is expected to meet three (3) times over the course of the study. The PAC will tentatively consist of officials from the municipalities of Bloomfield, East Granby, Enfield, South Windsor, Willington, and Windsor. The Consultant will organize the meetings, prepare agendas, prepare materials, and take notes.

Deliverables:

- Meeting agendas, materials, and notes

#### Task 2D. Stakeholder Coordination

The Consultant will also coordinate with selected local planning and zoning commissions to gather their feedback on previous warehousing and distribution center applications. PAC staff members representing the municipalities of Bloomfield, East Granby, Enfield, South Windsor, Willington, and Windsor will be asked to coordinate meetings with their respective commissions.

Deliverables:

- Stakeholder meeting materials (presentations, handouts, etc.)
- Report of each stakeholder meeting

### **Task 3. Economic Analysis of Warehousing/Logistics/E-Commerce Sector**

#### Task 3A. Market Analysis

The Consultant will review and analyze the broad economic and market trends across the warehousing, logistics, and e-commerce sector(s), both nationally and within the CRCOG region. The intent of this task is to better understand the primary drivers influencing the increased demand for warehousing/distribution centers in the CRCOG region.

Deliverables:

- Market Analysis: Warehousing/Logistics/E-Commerce Sector

#### Task 3B. Projected Trends and Market Demand

The Consultant will develop projections of future trends and market demand for the warehousing/distribution center sector, considering the national market but also specifically for the CRCOG region. This task should help inform policy makers about likely future demand for warehousing-related uses in the CRCOG region, incorporating not only market and economic data but also potentially viable sites for such uses in the region, based on existing zoning and basic site characteristics. As the industry is rapidly evolving, the Consultant should interview 4-5 relevant sector experts during the study period to better understand emerging trends.

Deliverables:

- Projected Future Demand and Potential Sites for Warehousing and Distribution Centers in the CRCOG region
- Focus Group or Interview Summaries with E-Commerce/Logistics sector experts

### **Task 4. Traffic Assessment**

#### Task 4A. Guidance on Traffic Impact Analyses for Warehousing

The Consultant will review traffic patterns and trip counts at selected existing and fully operational warehousing and distribution sites in the CRCOG region, and potentially elsewhere if deemed appropriate. These figures will be compared against data from the ITE Trip Generation Manual to provide more accurate on-the-ground empirical traffic data and help municipal staff and commissions better evaluate specific warehousing development proposals. At minimum, the traffic analysis should include data on the following: projected trips for all

vehicular types (employee vehicles, truck, vans, etc.); site design, including ingress, egress, and circulation; pedestrian and bicycle accommodations; amount of parking.

Task 4B. Special Considerations for Delivery Vehicles

The Consultant will develop a methodology to analyze online vehicle delivery patterns and volumes. This task will help provide data on the last-mile impacts of e-commerce delivery and if there is substantial substitution from in-person retail trips to online orders. The Consultant will work with CRCOG staff and the PAC to delineate appropriate study areas, potentially identifying by typology, such as dense urban neighborhoods, predominantly single-family suburban neighborhoods or potentially at a more localized site level, such as a large multi-family development.

Task 4C. Regional Truck Parking Recommendations

The lack of truck parking is also a long-standing issue, which leads to highway safety and operational concerns due to illegal truck parking. Previous studies have identified a shortage of rest areas, service plaza and other areas that could meet the demand for truck parking. The consultant should build off the recently completed [Connecticut Truck Parking Study](#) from CT DOT to estimate future off-site truck parking demand and possible accommodations/location(s) in the CRCOG region.

Deliverables:

- Traffic Impact Analysis

**Task 5. Best Practices Guide: Warehousing Site Design Analysis and Proposal Review**

Task 5A. Best Practice Guide for Proposal Review

The Consultant will review and analyze existing warehousing and logistics center sites in Connecticut and the northeast. Based on these findings, the Consultant shall produce a best practice guide for municipalities considering such development proposals. The guide should include recommendations and model code language about zoning and site plan review, building codes, proposal review, mitigation, tax incentives, and post-development monitoring.

Deliverables:

- Analysis of existing warehousing and logistics center sites
- Best Practice Guide for Warehousing/Logistics Center Proposals and Site Plan Review

**Task 6. Final Report and Executive Summary**

Based on work completed in previous Tasks, the Consultant will develop a final report, including a separate executive summary, to include actionable steps for municipalities to take when considering a warehousing and logistics center development proposal.

Task 6A. Draft Final Report and Executive Summary

The Consultant will combine the deliverables and prepare an internal draft final report and executive summary for CRCOG and PAC review before releasing the drafts for public review. During the required 30-day public review period for the public drafts, the Consultant will maintain

## Regional Warehousing Land Use and Traffic Study: *Request for Qualifications*

a log of comments received and prepare draft responses to each comment to be reviewed and finalized by CRCOG staff. This log of comments and responses will be incorporated into the final document.

### Deliverables:

- Final Report (Internal Draft, Public Draft)
- Executive Summary (Internal Draft, Public Draft)
- Log of Comments and Responses on the Public Draft

### Task 6B. Final Report and Executive Summary

Following the public review period, the Consultant will incorporate comments and finalize the Report and Executive Summary. The Consultant will then supply CRCOG with electronic and hardcopy versions of this document. It is expected that PDF documents will be produced in an electronically accessible format.

### Deliverables:

- Final Report Study (Final Draft)
- Executive Summary: Municipal Playbook for Evaluating Warehousing and Distribution Center Applications
- Final presentation of findings to CRCOG Transportation Committee and Policy Board