

To: CRCOG Transportation Committee

From: Rob Aloise, CRCOG Director of Transportation Planning

Date: June 17, 2024

Subject: Draft RFQ: Traffic Services On-Call Lists

CRCOG Staff discussed the idea of issuing a regional Request for Qualifications (RFQ) for On-Call Traffic Services at the May 2024 Transportation Committee Meeting and at the May 2024 Municipal Services Committee Meeting. Attached for review and comments is a draft of the discussed RFQ prepared by CRCOG Staff. The RFQ aims to select consultants for two on-call lists:

On-Call: ATESD Professional Services

This On-Call is intended to select a single Consultant for the main purpose of supporting the creation of municipal Automated Traffic Enforcement Device (ATESD) plans. ATESD Plans are required to be approved by OSTA before municipalities can implement ATESDs (red light cameras and/or speed cameras). The Consultant selected for this On-Call will be available to enter into an agreement with municipalities to produce and/or support producing ATESD Plans and other activities related to ATESDs.

On-Call List: Traffic and Safety Engineering Services

This On-Call List is intended to select two Consultants with traffic engineering and transportation safety technical expertise to be available for contracting with municipalities to support and/or conduct transportation related plans, studies, and analyses. The selected Consultant will be available to enter into an agreement with CRCOG and/or municipalities to provide these services.

CRCOG Staff welcome any comments from municipalities on this Draft RFQ.
Comments may be sent to Anaka Maher, CRCOG Senior Transportation Planner, at amaher@crcog.org by July 3, 2024.



DRAFT
REQUEST FOR QUALIFICATIONS (RFQ)
FOR
TRAFFIC SERVICES ON-CALL LISTS:

On-Call: ATESD Professional Services
On-Call List: Traffic and Safety Engineering Services

Issue Date: **XXX**, 2024

Response Date/Time: **XXX**, 2024 (2:00PM EST)

Response Location: Electronic Only to amaher@crcog.org
Anaka Maher
Capitol Region Council of Governments
350 Church Street, 3rd Floor
Hartford, CT 06103

CAPITOL REGION COUNCIL OF GOVERNMENTS

REQUEST FOR QUALIFICATIONS (RFQ) FOR TRAFFIC SERVICES ON CALL LISTS

I. INTRODUCTION

The Capitol Region Council of Governments (CRCOG) is soliciting responses from qualified and experienced firms or teams (hereto referred to as Consultants) to serve on the following On-Calls to assist with traffic engineering and automated traffic enforcement safety device (ATESD) related tasks:

On-Call: ATESD Professional Services

CRCOG anticipates selecting one Consultant for On-Call: ATESD Professional Services.

On-Call List: Traffic and Safety Engineering Services

CRCOG anticipates selecting two Consultants for On-Call List: Traffic and Safety Engineering Services.

Each RFQ response must identify which On-Call the Consultant is interested in being considered for. Consultants may identify their interest for one or both On-Calls. Separate submissions are required if applying for both lists. Selection for one on-call will not preclude that firm from being selected for the other on-call.

Respondents should have experience performing the transportation professional services relevant to the tasks outlined in Section III: Technical Expertise. Respondents to the RFQ will enter a competitive process to be pre-qualified by CRCOG to perform the services described. Selected Consultants will appear on a list for a 24-month period, provided the firm/team does not undergo any material changes that could affect its ability to serve CRCOG and/or its member municipalities. If mutually agreed upon by CRCOG and the Consultant, CRCOG reserves the right to extend their term on the list.

Consultants selected will automatically qualify to be retained on an on-call basis by CRCOG, any of CRCOG's 38 member municipalities, and/or any of the Capitol Region Purchasing Council's (CRPC) 135 member municipalities. The consultants will be available to contract directly with the municipalities for related tasks. Municipalities are not mandated to contract with CRCOG on-call consultants, however the selected firms will have already met the procurement requirements for many of CRCOG's and CRPC's municipalities. CRCOG, its member municipalities, and CRPC make no guarantee of a minimum number of assignments associated with this RFQ.

II. BACKGROUND

The Capitol Region Council of Governments (CRCOG) is a voluntary Council of Governments formed to initiate and implement regional programs of benefit to our member municipalities and the region. CRCOG is guided by the chief elected officials of our 38 Metro Hartford municipalities. The mayors, first selectmen and women, and town/city council chairs who make up our governing Policy Board recognize that the future of our individual members is tied to the future of our region. Our members have collaborated for more than 50 years on a wide range of projects to benefit individual municipalities and the region as a whole. CRCOG facilitates the Capitol Region Purchasing Council (CRPC) which functions as a supplemental procurement office and a central clearinghouse for the collection and distribution of purchasing-related information and expertise for its 135 member municipalities.

CRCOG serves the Capitol Region and all our municipalities by:

- Helping members improve governmental efficiency and save tax dollars through shared services and other direct service initiatives;
- Promoting efficient transportation systems, responsible land use and preservation of land and natural resources, and effective economic development;
- Strengthening the Capital City of Hartford as the core of a strong region and as our economic, social, and cultural center;
- Advocating for the region and its member municipalities with the State and Federal governments;
- Strengthening our regional community by helping coordinate regional agencies and programs; and
- Assisting local governments and citizens in articulating, advocating for, and implementing the vision, needs, and values of their regional community.

III. TECHNICAL EXPERTISE

On-Call: ATESD Professional Services

Public Act 23-116 (Connecticut General Statute 14-307c) allows the use of automated traffic enforcement safety devices (ATESDs) by municipalities. In order to operate such devices, municipalities must develop an ATESD plan that supports the implementation of ATESDs. The plan includes requirements such as synthesis of transportation and demographic data, ongoing engineering and education measures to improve safety, and justification that the ATESDs are being placed equitably and effectively for the goal of improving safety. The Consultant selected for this On-Call will be available to enter into an agreement with municipalities to produce and/or support producing ATESD Plans and other activities related to ATESDs.

CRCOG anticipates selecting one Consultant for this on-call list. Consultants should identify their interest for consideration on the basis of their expertise in the following anticipated areas of work:

- Familiarity with Connecticut's ATESD requirements,
- Expertise in transportation safety projects,
- Understanding of ATESD site selection, particularly safety and equity considerations,
- Expertise in the data and engineering requirements of the ATESD plans; which include:
 - a. Signal timing of clearance intervals and pedestrian phasing for municipally owned traffic signals,
 - b. Understanding of school zone and pedestrian safety zone designation processes and signage requirements,
 - c. Experience with UConn's Connecticut Crash Data Repository (CTCDR), Connecticut Roadway Safety Management System (CRSMS), and CT Red Light Intersection Evaluation Tool (CT-REDV),
 - d. Implementation of roadway safety countermeasures,
 - e. Crash data analysis, including use of UConn's Connecticut Crash Data Repository (CTCDR), Connecticut Roadway Safety Management System (CRSMS), and CT Red Light Intersection Evaluation Tool (CT-REDV),
- Experience with Roadway Safety Audits (RSAs) and speed studies,
- Expertise in effective educational measures to improve safety,
- Experience in public outreach and engagement on transportation safety,
- Experience working with projects funded through federal grants, such as SS4A,
- Experience in preparing Categorical Exclusions in compliance with National Environmental Policy Act (NEPA) coordination associated with traffic engineering projects,
- Other activities related to ATESDs, such as annual ATESD reporting.

On-Call List: Traffic and Safety Engineering Services

This RFQ seeks to better connect municipalities and CRCOG to consultants who have the traffic engineering and transportation safety technical expertise to support and/or conduct transportation related plans, studies, and analyses. Consultants should be experienced in providing effective and innovative solutions tailored to the unique context and needs of each project and community. The selected Consultant will be available to enter into an agreement with CRCOG and/or municipalities to provide these services.

CRCOG anticipates selecting two Consultants for this on-call list. Consultants should identify their interest for consideration on the basis of their expertise in the following anticipated areas of work:

- Traffic safety studies,
- Traffic signal timing plans,
- Traffic impact analyses,
- Capacity analyses,
- Traffic control device design and implementation, including traffic signal and signage supporting structures and foundations,
- Feasibility studies, such as for roundabouts, road diets, and other transportation projects,
- Traffic counts,
- Origin-destination studies,
- Speed studies,
- Transportation safety strategies and implementation, including traffic calming and improving safety for vulnerable users,
- Peer reviews of transportation studies/analyses,
- Crash data analysis, including use of UConn's Connecticut Crash Data Repository (CTCDR) and Connecticut Roadway Safety Management System (CRSMS),
- Public engagement and education on transportation projects,
- Other tasks supporting or related to traffic and transportation safety.

IV. PREPARING A RESPONSE

By submitting a response, respondents represent that they have thoroughly examined and are familiar with the Scope of Service summaries outlined in this RFQ and are capable of performing the work to achieve the objectives of the on-call list.

CRITICAL DATES

Questions Deadline: XXX, 2024 (2:00PM EST)

RFQ Deadline: XXX, 2024 (2:00PM EST)

MINIMUM REQUIREMENTS

1. The Consultant shall demonstrate sufficient staff resources, with appropriate qualifications/accreditations, either in-house or through sub-consultants that would be available to assist CRCOG or its member municipalities with limited notice.
2. GSA Standard Form 330 Part II for the prime consultant and all subconsultants.
3. The firm/team shall have demonstrated experience providing consulting services demonstrating technical expertise in related tasks within the past five (5) years.
4. Exhibit A: CRCOG Equal Employment Opportunity and Minority/Female Business Enterprise Certification Form.
5. Must be a prequalified CTDOT firm for Traffic Engineering (required for On-Call List: Traffic and Safety Engineering Services ONLY)

COMPLETENESS AND FORMAT OF RESPONSE

Respondents are requested to prepare a single response document, referred to as a Statement of Qualifications. A separate response must be completed for each on-call list if applying for both. Respondents are asked to organize their responses in the order requested, in accordance with the following format:

1. **Cover Letter.** Provide the name, title, phone number, and e-mail address of the desired contact person during the RFQ process. Indicate which on-call list the submission is to be considered for.
2. **Introduction, Staffing, Resumes.** Provide a description of your firm/team, experience in the industry, number of years providing services similar to those outlined herein, primary client type, 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.

- 3. Implementation Approach.** Indicate what types of tasks your firm can perform that fit into the anticipated areas of work, how long it may take to perform envisioned tasks, and any thoughts your firm may have on those tasks.
- 4. Recent Clients and References.** Provide a list of relevant assignments or work products, starting with municipal clients and followed by other clients (regional, state, federal, private, etc.) completed over the past five (5) years. Provide at least three (3) clients and their contact information. Please include project names and locations, name(s) of primary client contacts and their contact information including e-mail addresses and telephone numbers. Indicate your firm's role in each project (i.e. design, design review, construction inspection) and each project's cost and date of completion.
- 5. Required Forms.** Include signed copies of GSA Standard Form 330 Part II and Exhibit A: CRCOG Equal Employment Opportunity and Minority/Female Business Enterprise Certification Form.

Only electronic submissions are being accepted in response to this RFQ. Statements of Qualifications should be prepared as a single PDF with a maximum of 30 pages for each response. Statements may be transmitted to amaher@crcog.org or via USB drive mailed to: Anaka Maher, CRCOG, 350 Church Street, 3rd Floor, Hartford, CT 06103. Submissions should be marked in the email subject line with the name of the on-call list the submission is to be considered for.

Statements of Qualifications must be received by CRCOG no later than **2:00pm on XXX, 2024**. ***Statements received after that time or day will not be considered.*** Arrangements for transmission of large files should be made in advance, as technical difficulties in sending or receiving a submission shall not be a valid reason for missing the deadline.

V. TERMS AND CONDITIONS

Questions

General questions should be directed to Anaka Maher, Senior Transportation Planner, at:

Capitol Region Council of Governments
350 Church Street, 3rd Floor
Hartford, CT 06103
E-mail address: amaher@crcog.org

However, **no oral interpretations shall be made to** any respondent as to the meaning of any of the documents. Every request for an interpretation shall be made in writing, addressed and forwarded either to the address above, **or emailed to amaher@crcog.org**. To receive consideration, such questions must be received by 2:00 p.m. on **XXX**, 2024.

CRCOG staff will arrange an addendum, which shall be made a part of this Request for Qualifications and any resulting contracts, including all questions received as above provided and the decisions regarding each. At least seven (7) days prior to the submission deadline, CRCOG staff will post a copy of any addenda to CRCOG's website, located at: <http://crcog.org/rfp-rfq/>

It shall be the responsibility of each respondent to determine whether any addenda have been issued and if so, to download copies directly from the agency's website.

Contracting

Selected consultants will be available to contract directly with the municipalities or CRCOG for specific related tasks. Municipalities are not mandated to contract with CRCOG selected on-call consultants; however, the selected firms will have already met the procurement requirements for many of CRCOG's and CRPC's member municipalities. Selection for this on-call will not preclude a consultant from pursuing other municipal work within the region. Actual on-call work assignments may vary as new funding/project opportunities become available.

Freedom of Information

Respondents are advised that any and all materials submitted in response to this RFQ shall become the sole property of CRCOG and shall be subject to the provisions of Section 1-210 of the Connecticut General Statutes (re: Freedom of Information).

Incurred Costs

This request for qualifications does not commit CRCOG, CRPC, or any of their member municipalities to award a contract or to pay any costs incurred in the preparation of a response to this request. Neither CRCOG nor its member municipalities will be liable in any way for any costs incurred by respondents in replying to this RFQ.

Severability

If any terms or provisions of this Request for Qualifications shall be found to be illegal or unenforceable, then such term or provision shall be deemed stricken and the remaining portions of this document shall remain in full force and effect.

Work Products

All drawings, reports, data, and other documents prepared by the Consultant shall be submitted to the contracting entity (municipality or CRCOG) for review and approval. Resulting work products of the Consultant pursuant to this solicitation shall be provided in both print and digital format and shall become the property of the entity in which the Consultant is contracted with. Concerns about proprietary work products should be addressed during contracting and shared in the Consultant's RFQ Response.

No such approval shall in any way be construed to relieve the Consultant of responsibility for technical adequacy or operate as a waiver of any Municipality or CRCOG rights. The Consultant shall remain liable according to applicable laws and practices for all damages to CRCOG caused by the Consultant's negligent performance of any of services furnished relative to any agreements resulting from this solicitation.

Oral Presentation

Respondents who submit a response to this RFQ may be required to give an oral presentation to CRCOG. This provides an opportunity for the respondent to clarify or elaborate on the response. CRCOG will schedule the time and location of these presentations. Oral presentations are an option of CRCOG and may or may not be conducted.

Subcontracting

Consultants may team as they deem necessary to respond to this RFQ. In their response, the prime consultant and all subconsultants should be clearly identified along with the responsibilities of each. The successful respondents may utilize the services of specialty, currently unidentified subconsultants on those unforeseen portions of the work that under normal practices are performed by specialty firms.

The successful respondent shall not award any portion of the work to a firm that is not on the selected project team without **prior written approval** of the entity it is contracted with (CRCOG, CRPC, or a member municipality). The acceptance of any and all subconsultants shall reside with the entity the consultant is contracted with, and their decision shall be final. The successful respondent shall be fully responsible for the performance, finished products, acts, and omissions of his subcontractors and persons directly or indirectly employed thereby.

Compliance with Local, State, and Federal Law

The successful respondent shall comply with additional terms and conditions required by participating municipalities not contained herein. All delivery of services shall comply in every respect with applicable laws of the Federal Government and/or the State of Connecticut.

Assigning/Transferring of Agreement

Any successful firm is prohibited from assigning, transferring, conveying, subletting, or otherwise disposing of the resulting agreement or its rights, title, or interest therein or its power to execute such an agreement to any other person, company, or corporation without prior consent and approval in writing from CRCOG.

Acceptance or Rejection by the Capitol Region Council of Governments

CRCOG reserves the right to accept and or reject any or all responses submitted for consideration. Respondents whose responses are not accepted shall be notified in writing.

Amending or Canceling Request

CRCOG reserves the right to amend or cancel this RFQ, prior to the due date and time, if it is deemed to be in its best interest to do so.

Waiver of Informalities

CRCOG reserves the right to accept or reject any and all responses to this Request for Qualifications, or any part thereof, and to waive any informalities and/or technicalities that are deemed to be in its best interest.

Collusion

By submitting, the consultant implicitly states that 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.

Termination

CRCOG may terminate a consultant's status on the on-call list due to cause, default or negligence on the part of the consultant; or if the consultant fails, in the opinion of CRCOG or its member municipalities, to meet the general terms and conditions of any resulting contract or to provide a level of service that is deemed to be in the best interest of CRCOG or its member municipalities.

Ethics

The conduct of any consultant shall be subject to the CRCOG Ethics Policy, which can be found online at: <http://crcog.org/wp-content/uploads/2016/04/CRCOGEthicsPolicy.pdf>

Affirmative Action

The entities participating in this RFQ are equal opportunity employers and require an affirmative action policy from all consultants as a condition of doing business with CRCOG or its member municipalities, as per Federal Order 11246. By responding to this RFQ, all consultants agree to this condition of doing business with CRCOG, CRPC, or their member municipalities and should they choose to audit for compliance, the consultant agrees to cooperate fully.

Disadvantaged Business Enterprise (DBE)/Small Business Enterprise (SBE)

It is the policy of CRCOG to practice nondiscrimination based on race, color, sex, or national origin in the award or performance of this contract. All firms qualifying under this solicitation are encouraged to submit. Award of this contract will be conditioned upon satisfying the requirements described in this RFQ. These requirements apply to all respondents/offerors, including those who qualify as a DBE or SBE. Selection for this on-call list will not be subject to DBE or SBE requirements.

Issued Purchase Order Required Before Work

No delivery of services shall start without a written contract/work task issued by CRCOG or its member municipality in accordance with their own policies and procedures. Such work tasks will contain a detailed Scope of Work, Reimbursement Provisions, individual CRCOG or Municipal required information, and other important data.

Billing

Invoices for payment shall be submitted to CRCOG or its member municipality according to the terms set forth in each contract/work task. It is understood and agreed by the consultant that CRCOG shall have no liability whatsoever to the consultant for any work to be performed under a contract/work task issued by a member municipality to the consultant.

Insurance

Selected consultants shall at their own expense and cost, obtain and keep in force, insurance during the duration of any contracted work tasks. Insurance coverage shall cover the consultant, all of its agents, employees, subcontractors and providers of services, in the amount specified by the contracting entity (municipality or CRCOG). Each contract's requirements may include, but may not be limited to, insurance for Errors and Omissions, General Liability and Property Damage, Worker's Compensation, and Auto Liability and Property Damage.

VI. EVALUATION AND AWARD

Responses shall be evaluated by CRCOG after the response deadline. All information will remain confidential until consultant selections are finalized and each on-call list is established.

CRCOG anticipates selecting one Consultant for On-Call: ATESD Professional Services and two Consultants for On-Call List: Traffic and Safety Engineering Services. Selections for the on-call lists shall be made of respondents deemed to be fully qualified and best suited among those submitting responses for the scope of services in the response format requested in this Request for Qualifications. Successful candidates will be included on the applicable on-call list for selection and contracting with CRCOG or its municipalities.

Evaluation Criteria for On-Call: ATESD Professional Services:

1. Accuracy, overall quality, thoroughness, and responsiveness to the requirements outlined in this RFQ;
2. The qualifications and experience of the firm, the designated project manager, and other key personnel to be assigned to work tasks; particularly for efforts associated with municipal ATESD Plans;
3. Demonstrated ability to respond to requests for assistance in a timely manner;
4. Approach to work efforts relevant to ATESD Plans;
5. Experience in public outreach and engagement on transportation safety;

Evaluation Criteria for On-Call List: Traffic and Safety Engineering Services:

1. Accuracy, overall quality, thoroughness, and responsiveness to the requirements outlined in this RFQ;
2. The qualifications and experience of the firm, the designated project manager, and other key personnel to be assigned to work tasks; particularly for traffic safety studies, traffic impact analyses, crash data analyses, signal phasing and timing plans, and capacity analyses;
3. Demonstrated ability to respond to requests for assistance in a timely manner;
4. Approach to work efforts relevant to traffic and safety engineering;
5. Experience in public outreach and engagement on transportation safety;

Selection Process:

1. For each on-call list, an Evaluation Committee will evaluate all responses received for completeness and the respondent's ability to meet all requirements outlined in this RFQ.
2. Additional technical information may be requested from any respondent prior to, during, or after interviews (if conducted) for clarification purposes, however, provided information will in no way revise original submitted responses.
3. After reviews of responses, the Evaluation Committee(s) may decide to interview some or all respondents.
4. Based on results of the review of the Statements of Qualifications, interviews (if conducted), and other provided supplemental information, the Evaluation Committee will select the respondent(s) to appear on the on-call lists. The Evaluation Committee shall determine in its sole discretion which respondents are fully qualified and select the respondent(s) to appear on the lists. The selected on-call consultants will be informed in writing.

EXHIBIT A
CRCOG Equal Employment Opportunity and
Minority/Female Business Enterprise Certification Form

The undersigned certifies that 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)