



**SOUTH CENTRAL REGIONAL COUNCIL OF GOVERNMENTS**

*Planning for Our Region's Future*

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Bethany Branford East Haven Guilford Hamden Madison Meriden Milford  
New Haven North Branford North Haven Orange Wallingford West Haven Woodbridge

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Carl J. Amento, Executive Director

**Request for Qualifications**

**FY 2019 Transportation Planning Studies**

Response Due: June 1, 2018 (12 noon.)

Screened Firms Notified: June 6, 2018

Consultant Interviews: June 11, 2018

The South Central Regional Council of Governments (SCRCOG) seeks the services of one or more consultants for the following transportation planning studies during the 2019 Fiscal Year (July 1, 2018- June 30, 2019):

- City of Meriden, Town of Wallingford Route 5 Corridor Study
- City of New Haven Two Way Transit Study
- City of New Haven Fountain Street Corridor Study
- City of New Haven Transportation Demand Management Study

A brief summary of each project is included in Attachment A.

Funding for these studies was approved by the Council as a component of its FY 2018 and FY 2019 Unified Planning Work Program (UPWP) and will be provided through grants from the U.S. Department of Transportation, Federal Highway Administration, and Connecticut Department of Transportation. Funds will not be available until July 1, 2018 and no agreement for this work shall be executed until all approvals and funding are in place.

All terms and conditions included in the Agreement between SCRCOG and CTDOT shall be applicable to each of the studies listed and undertaken in this Request for Qualifications (RFQ).

The Council's FY 2018 and FY 2019 UPWP is available for review at [www.scrcog.org](http://www.scrcog.org).

Work is expected to begin in August, 2018 and must be completed by the end of June, 2019.

Consultants are invited to respond to any of the studies individually, or to propose a team to respond to as many of these projects as they are qualified for. Please fill out the response sheet on the following page and attach it to the inside front cover of your qualifications to indicate which of these projects you intend to respond to and to identify your designated contact person.

The consultant selection and contracting process will comply with applicable Connecticut DOT guidelines including Connecticut DOT's "Consultant Selection Requirements Outline" (undated) and "Consultant Selection, Negotiation and Contract Monitoring Procedures for Municipal Administered Project" (November, 2007, as updated).

The firm of \_\_\_\_\_ is responding to the SCRCOG RFQ as the prime consultant and wishes to be considered for the following projects as listed in the RFQ package and wishes to be considered for the following projects as listed in the RFQ package:

City of Meriden, Town of Wallingford Route 5 Corridor Study       qualifications included       not responding

City of New Haven Two Way Transit Study       qualifications included       not responding

City of New Haven Fountain Street Corridor Study       qualifications included       not responding

City of New Haven Transportation Demand Management Study       qualifications included       not responding

Designated Contact Person:

Please include name, title, office address, telephone, fax, and email.

### ***Consultant Focus***

Following selection, the consultant or consultants are expected to respond to the four assignments outlined in Attachment A with a detailed scope of work for each study including: public outreach, data collection, issue identification, development of a study problem statement, development of alternatives, evaluation of alternatives, refinement of alternatives and cost estimates. A negotiation with the selected firms will be undertaken to develop a final study scope of work and fee for each project.

Material available to the consultant includes a wide range of traffic and demographic data previously collected by SCRCOG and other agencies, the CTDOT digital orthophotos and CTDOT's most recent photolog, as well as SCRCOG's regional travel demand model in TransCAD format. Consultants are invited to contact SCRCOG staff to obtain more detailed technical information relative to the extent and format of existing data during both the RFQ and scoping phases. In their response to the RFQ, consultants should feel free to propose any modification or additional data collection that they feel would provide beneficial information to SCRCOG.

### ***Consultant Fee***

A negotiated fixed fee product related agreement will be developed with the selected firm or firms.

### ***Qualifications Statement***

To assist the Selection Committee in its review of multiple proposals, we request that interested firms provide a qualifications statement based upon the following format and incorporating the four identified sections. Please note that responses beyond 35 pages (exclusive of Federal Standard Form SF 330) will not be accepted.

#### **Section I – Firm Introduction**

- Provide an introduction to your firm, indicating the primary office location for the performance of this project, the type of firm, and areas of specialization. This section should also identify the proposed Project Director, as well as the subconsultant or associated firms who will participate in your project team(s). Provide a contact person for the June 11, 2018 interview with phone, email and fax number.
- Briefly summarize the most relevant qualifications, specialized capabilities and any other significant information relating to the composition of your team.
- This section should not exceed three (3) pages.

#### **Section II – Firm Experience**

- Past successful project experience will be a key selection factor. This section should specifically identify experience in similar studies, and work with SCRCOG, other metropolitan planning organizations, or other regional planning agencies. Please also identify any innovative or creative approaches that have been advanced in the areas of public outreach; community-oriented problem

identification; corridor, bicycle and pedestrian studies; and context sensitive design.

- A detailed project approach is not required in this submission; however, summary information relating to the approach used in similar studies may be provided as an indication of your overall qualifications.
- This section should not exceed fifteen (15) pages in length, including any supporting information or project descriptions. Supporting material for each individual study should not exceed three (3) pages per assignment.

### **Section III – Project Team Qualifications**

- Identify a Project Director who will serve as the primary contact for SCRCOG staff and will direct overall consultant efforts and allocation of resources. A no more than two (2) page resume for the Project Director should be included.
- You may provide up to twelve (12) resumes total for those key staff members (including both prime consultant and subconsultant staff) who will perform leading roles within each study effort. Up to three (3) additional resumes may be included to identify specialized staff members who will be available as a resource to the project team. Resumes for key staff should be in a one page format and should identify years of experience, years with the current firm, and specific roles and assignments for the study.
- An organization chart should also be provided indicating the structure of the project team and a Project Manager for each assignment. This chart may include an identification of additional supporting staff, as appropriate. Staff members may serve in a supporting role for more than one assignment, but each study should have a designated Project Manager.
- The Project Manager and team leaders for each study must be current full-time employees of either the prime consultant or their respective subconsultant firms.

### **Section IV - Federal SF 330**

- The submission must include a Standard Form SF 330 (only for the prime consultant).

### ***Additional General Requirements***

Detailed work programs will not be required for this submission, but will be developed following the consultant selection for each study.

Joint ventures and team arrangements are encouraged as appropriate to provide specialized expertise to the study teams for each assignment. A ten percent (10%) DBE (Disadvantaged Business Enterprise) participation is required for this assignment. DBE firms are strongly encouraged to respond as prime consultant or to play a significant role within the consultant team. Prime consultants should make every effort to utilize the services of qualified DBE firms recognized by the Connecticut Department of Transportation.

Please submit to Carl Amento, Executive Director, SCRCOG, by June 1, 2018 (12 noon local time), eight copies of your qualifications statements, not to exceed 35 pages exclusive of Standard Form SF 330, along with an electronic version in PDF format capable of being emailed to the Selection Committee. Please feel free to contact Stephen B. Dudley, P.E., Deputy Director/ Director of Transportation, with any questions or requests for clarification relative to this RFQ.

***Consultant Selection Procedures and Schedule***

Following receipt of qualifications statements, the consultant responses will be screened by a five person committee and several prospective firms will be interviewed per Connecticut DOT “Consultant Selection Requirements”. Prospective firms will be contacted by June 6, 2018 to set up interviews which will be conducted on June 11, 2018. Consultant agreements will be approved by Federal Highway Administration (FHWA), Connecticut Department of Transportation, and SCRCOG.

Funds will not be available until July 1, 2018 and no agreement for this work shall be executed until all approvals and funding are in place.

**SCRCOG reserves the right, in its sole discretion, to not award any of the studies noted above, even if a consultant has been recommended by the Selection Committee.**

***Attachment A***

The FY2018 and FY2019 SCRCOG Unified Planning Work Program (UPWP) is available at [www.scrkog.org](http://www.scrkog.org).

***City of Meriden, Town of Wallingford Route 5 Corridor Study***

Study to evaluate access options, safety improvements and configuration options and costs to improve safety and operations from Route 15 in Wallingford to Route 15 in Meriden.

***City of New Haven Two Way Transit Study***

Building on previous traffic two-way studies, study transit routing options made viable by changes to traffic flow directions on city streets.

***City of New Haven Fountain Street Corridor Study***

The corridor study will serve to identify existing transportation, environmental and development deficiencies and develop short and long term strategies for improving the corridor to include complete streets while maintaining the character of the Westville neighborhood. Significant public involvement and streetscape improvements are expected to make the roadway a complete street in accordance with the City's Complete Streets manual.

***City of New Haven Transportation Demand Management Study***

Study to plan and promote a Transportation Management Association with the City and major employers.