



**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 2024 and FY205  
Transportation Planning Studies**

Response Due: November 22, 2023 (12 noon.)  
Screened Firms Notified: November 29, 2023  
Consultant Interviews: December 6-7, 2023

The South Central Regional Council of Governments (SCRCOG) seeks the services of one or more consultants for the following transportation planning studies:

- Guilford Town Center Traffic Study
- Northford Center Connectivity Study
- Congestion Management Study
- Regional Freight Study
- Regional Mobility Study for Aging and Disabled Community

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 2024 and FY 2025 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. 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 SCRCOG FY 2024 and FY 2025 UPWP is available for review at [www.scrkog.org](http://www.scrkog.org).

Work is expected to begin in March 2024 and must be completed by the end of December 2024, unless otherwise noted.

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" (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:

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|--|--|--|
| Guilford Town Center Traffic Study                       | <input type="checkbox"/> qualifications included | <input type="checkbox"/> not responding. |
| Northford Center Connectivity Study                      | <input type="checkbox"/> qualifications included | <input type="checkbox"/> not responding. |
| Congestion Management Study                              | <input type="checkbox"/> qualifications included | <input type="checkbox"/> not responding. |
| Regional Freight Study                                   | <input type="checkbox"/> qualifications included | <input type="checkbox"/> not responding. |
| Regional Mobility Study for Aging and Disabled Community | <input type="checkbox"/> qualifications included | <input type="checkbox"/> 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 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 December 6-7, 2023 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.

- 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 Approach**

- A detailed project approach is important to demonstrate an understanding of the project goals and must be included in this submission. This section should specifically identify the tasks necessary to meet the objectives of each study and the methods by which they will be accomplished.
- A public involvement Plan (PIP) that will outline key activities, milestones, and a schedule of public involvement tasks should be discussed.
- A data collection plan that identifies the types of data to be collected and the preferred data source and the process by which that will be accomplished should be included.

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

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

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

A detailed work program will be developed following the consultant selection for each study and is not be required for this submission but

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 November 22, 2023 (12 noon local time), five 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 James Rode, *Principal Planner* 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 committee and several prospective firms will be interviewed per Connecticut DOT “Consultant Selection Requirements”. Prospective firms will be contacted by November 29, 2023 to set up interviews which will be conducted on December 6-7, 2023. Consultant agreements will be approved by Federal Highway Administration (FHWA), Connecticut Department of Transportation, and SCRCOG.

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***

### ***Guilford Town Center Traffic Study***

Conduct a study of the traffic volumes, turning movements, parking and circulation around the Guilford town center to address conflicts and improve vehicle and pedestrian safety. The study should include growth for the next 20 years. This study will rely on data collection, data analysis and public input to make recommendations for improvements in the roadway system in the town center, including pedestrian safety and intersection improvements and on street parking.

### ***Northford Center Connectivity Study***

This project will assess and analyze recommendations from the Route 22 Corridor the study completed in 2006. With input from the community, this study will review current conditions, limitations and options for improved connectivity and circulation in Northford center. Alternatives to be considered include a realignment of the Route 17 and 22 intersection and a new access road between Ardsley Ave and Mansfield drive to provide improved access to businesses. The study will provide updated cost estimates for each alternative.

### ***Congestion Management Process Study Update***

Additional data collection and implementation of CMP recommendations from previous study. Continued input to tie our CMP efforts with the Lower Connecticut River Valley COG as the two main areas of the New Haven TMA

### ***Regional Freight Study***

The purpose of the Study is to identify key elements of the freight transportation system within the SCRCOG region. The study will describe the movement of goods and identify barriers and bottlenecks that impact freight movement. The study will identify opportunities for improvement to the Region's multi-modal transportation system to improve the flow of goods.

The Study will include sections on Freight Transportation by Mode within the Region. Including Highway, Truck Parking, Commercial Vehicle Safety, Marine, and Rail. The Study will include sections on the Future Freight Transportation System Demands including sections on Future Highway Traffic, Commodity Flows, and Land Use. And the Study will include a section on strategies for integrating freight into the transportation planning process.

### ***Regional Mobility Study for Aging and Disabled Community***

The South Central Regional Council of Governments (SCRCOG) wishes to gain a better understanding of the mobility needs of the growing population of seniors and persons with disabilities in the South Central Region. The regional mobility study for the aging and disabled community will serve as a crucial tool for ensuring equitable access to transportation and infrastructure, promoting inclusion, and enhancing the overall quality of life for these individuals. It will help municipalities, organizations, and other stakeholders make informed, evidenced-based decisions and take concrete actions to improve mobility for this demographic.

The primary objective of this regional mobility study is to assess, analyze, and propose strategies to improve transportation accessibility and options for the aging and disabled community within the specified region. The study aims to identify barriers, challenges, and opportunities to enhance their mobility, thereby promoting inclusivity and ensuring a higher quality of life for this segment of the population.