Request for Qualifications

FY 2024 and FY205
The South Central Regional Bicycle and Pedestrian Study

Response Due: February 5, 2024 (12 noon.)
Screened Firms Notified: February 6, 2024
Consultant Interviews: February 21, 2024

The South Central Regional Council of Governments (SCRCOG) seeks the services of one or more consultants for the South Central Regional Bicycle and Pedestrian Study. A summary of the project is included in Attachment A.

Funding for this study 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 this study listed and undertaken in this Request for Qualifications (RFQ).

The SCRCOG FY 2024 and FY 2025 UPWP is available for review at www.scrcog.org.

Work is expected to begin in April 2024 and must be completed by June 30, 2025. Final schedule to be negotiated with the selected Consultant(s).

Consultants are invited to respond individually or to propose a team to respond to this project. Please fill out the response sheet on the following page and attach it to the inside front cover of your qualifications to identify your designated contact person.

The consultant selection and contracting process will comply with applicable Connecticut DOT guidelines including Connecticut DOT’s “Handbook for Councils of Governments and Metropolitan Planning Organizations” Appendix 5-5 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 project as listed in the RFQ package:

South Central Regional Bicycle and Pedestrian Study

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 this 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 this 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 which will reflect the final agreed upon project scope.

**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 February 21, 2024 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 this study and the methods by which they will be accomplished.
- A Public Involvement Plan (PIP) outlining 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 this 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 organizational 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.
- The Project Manager and team leaders for this 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**

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 February 5, 2024 (12 noon local time), five copies of your qualification’s 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 at jrode@scrcog.org 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 February 6, 2024 to set up interviews which will be conducted on February 21, 2024. 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.
Attachment A

Regional Pedestrian & Bicycle Study.

This study will provide a conceptual framework for increasing the attractiveness, effectiveness and safety of bicycle and pedestrian transportation in the fifteen member municipalities of the South Central Regional Council of Governments. The plan will include summary information based on the existing conditions assessment, recommendations, and a priority ranking for safety improvements in the region. A regional map will be developed to display the bicycle network as well as priority areas for improvements. Additionally, a list of clearly defined projects and a plan for implementation will also be included in the final report.

A key goal of the study is to improve safety, with an emphasis on complete streets, enhanced signage, and roadway design for pedestrian and bicycle safety. The role of education and outreach efforts in promoting safer travel behavior for both younger pedestrians as well as adult drivers and cyclists will be evaluated.

Another goal is to improve system connectivity between member municipalities. Gaps and deficiencies in the bicycle and pedestrian networks will be identified through technical analysis of high-density crash areas in the region and in coordination with municipal officials, stakeholders, and advocacy groups.

This study will require a well-coordinated community outreach process and the selected consultant will need to consider the following.

**A visioning session** should be held to develop goals for the Plan and guide its development as well as gather public input on bicycle and pedestrian issues and potential improvements in the region.

**A Project Steering Committee** will be established to guide and oversee the development of the bicycle and pedestrian plan. At least one stakeholder from each member municipality and key bicycle and pedestrian organization representatives will be identified to serve as steering committee members.

**Stakeholder meetings** will be held throughout the region with local representatives and advocacy groups. These meetings will provide an opportunity to discuss local issues and concerns related to bicycling and walking as well as key features that each group feels should be included in the plan. Advocacy groups include, but are not limited to, Elm City Cycling, Shoreline Greenway, and Farmington Canal Rail-to-Trail Association.