Request for Qualifications

FY 2024 and FY 2025
Transportation Planning Studies

Response Due: February 5, 2024 (12 noon.)
Screened Firms Notified: February 6, 2024
Consultant Interviews: February 20, 2024

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

- Hamden- State St. Pedestrian Needs Study
- Madison- Pavement Management Study
- New Haven- Orchard Street Safety and Mobility Study

A brief summary of the 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.scrco.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:

Hamden- State St. Pedestrian Needs Study  □ qualifications included □ not responding.
Madison- Pavement Management Study      □ qualifications included □ not responding.
New Haven- Orchard Street 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 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 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 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 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. 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**

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 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 February 6, 2024 to set up interviews which will be conducted on February 20, 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.

**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

Hamden- State Street Pedestrian Needs Study
This study will evaluate the pedestrian infrastructure along State Street (Route 5) in Hamden, CT. The study will identify gaps in pedestrian infrastructure such as crosswalks, sidewalks, bus stops, and signage. It will identify pedestrian generators and destinations and suggest priority improvements. It will provide conceptual layouts and preliminary designs to correct priority needs identified in the inventory.

This study will complement the Town's recently approved Complete Streets Policy (August 7, 2023) and helps the Town identify major pedestrian improvements necessary along a state owned road. Significant portions of this roadway lack basic sidewalks, bus stops, and crosswalks. This lack of infrastructure presents a challenge to Hamden's residents who use public transit along this corridor.

Madison-Town Wide Pavement Management Study
This study will provide a road condition survey of all town roads using automated scanning techniques. It will determine a road condition rating, suggested pavement management method and estimated cost of maintenance for each town road segment.

The purpose of this study is to provide the Town with a cost effective pavement asset management plan. It is needed to maximize the benefit of pavement management funds and to improve the average condition of all town roads. As road conditions improve the cost for maintenance will be reduced and the safety for all road users will be improved for the overall town road network.

New Haven- Orchard Street Safety and Mobility Study
The City of New Haven's Transportation, Traffic and Parking Department is currently evaluating ways to improve safety and mobility along Orchard Street between Dixwell Avenue and Davenport Avenue. The scope of the study will include a limited review of crash data including identifying areas of high crashes, fatalities, and serious injuries, highlighting various crash factors along with developing up to two concepts for safety, mobility and connectivity improvements and a high-level cost of improvements. The scope will also include one public info meeting and meetings with Department staff. As part of this phase, no traffic analysis or engineering design are anticipated.

Orchard Street is an approximately 1.6 mile long corridor extending from Dixwell Avenue in the Dixwell neighborhood to Davenport Avenue in the Hill neighborhood. Over the last five years, the corridor has experienced significant safety issues with more than 400 crashes and multiple fatalities and serious injuries (fatal/serious injury crash rate/mi= 5.0).

The purpose of the study is to identify potential safety and mobility improvements along the corridor with an emphasis on active transportation modes. TT&P in future phases, anticipates conducting a detailed traffic and safety analysis along with further refining the design concepts, costs as part of the project planning and preliminary engineering phases.