

Request for Qualifications
FY2025
Transportation Planning Studies

Response Due: October 25, 2024 (12 noon local time)

Screened Firms Notified: October 28, 2024

Consultant Interviews: November 4, 2024

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

- Multi-Town Pavement Management Study
- Valley Service Road Safety and Traffic Calming Study
- Wallingford Intersection Safety Improvements 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.scrkog.org.

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:

Multi-Town Pavement Management Study ___ qualifications included ___ not responding.

Valley Service Road Safety Study ___ qualifications included ___ not responding.

Wallingford Intersection 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. 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 November 4, 2024, interview with phone and email.
- 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 not required in this submission; however, summary information relating to the approach can demonstrate an understanding of the project goals. This section should specifically identify the tasks necessary to meet the objectives of each study.
- 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 James Rode, *Director of Transportation Planning*, by October 25, 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, *Director of Transportation Planning* 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 October 28, 2024 to set up interviews which will be conducted on November 4, 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

Multi-community Pavement Management Study

This study will provide a road condition survey of all local roads in Hamden, North Branford, North Haven and Wallingford and develop an individual pavement management plan for each municipality. The study will determine a road condition rating, suggested pavement management method and estimated cost of maintenance for each town road segment.

The work plan envisioned for this study will involve:

- Review of town road conditions.
- Develop details and recommendations on pavement ratings.
- Establishment of appropriate ratings for local town road pavements.
- Detailed assistance to the town on implementation of pavement management program including costs and phased approach if necessary.

Valley Service Road Safety and Traffic Calming Study

This study will recommend safety improvements to Valley Service Road in North Haven. The road was originally a cul-de-sac and recently extended to provide access to an Amazon Warehouse. Given the existing road's flat and straight alignment, and the lack of developed properties along its length, it has become a speedway. Since its partial opening in Fall of 2022 there has already been a total of 15 accidents including 6 deemed serious and at least one fatality. The final deliverable will include recommended safety improvements, a survey, and concept plans for the recommended improvements.

Wallingford Intersection Safety Improvements Study

This study will recommend safety improvements to the Parker Farms Road, Hope Hill Road, and Highland Avenue intersection in Wallingford, Ct. The unusual geometry and challenging grades provide a challenge to implement typical safety improvement strategies. Since 2015, there have been 33 accidents reported with the majority being angle collisions. The final deliverable will include recommended safety improvements, a survey, and concept plans for the recommended improvements.