SOUTHEASTERN CONNECTICUT COUNCIL OF GOVERNMENTS

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REQUEST FOR QUALIFICATIONS/PROPOSALS
TRANSPORTATION ENGINEERING SERVICES

The Southeastern Connecticut Council of Governments (SCCOG) is requesting proposals from qualified firms or individuals to provide transportation engineering services to the SCCOG.

BACKGROUND

The Southeastern Connecticut Council of Governments is one of 9 regional planning organizations in Connecticut. Its membership includes the chief elected officials and professional managers of twenty-two municipalities. The southeastern region covers an area of 616 square miles and has a population of more than 286,000. SCCOG functions as the region's Metropolitan Planning Organization (MPO) and as such, receives federal and state funds to coordinate transportation planning throughout the region. SCCOG is a designated Transportation Management Area (TMA).

SCOPE OF WORK TO BE PERFORMED

The selected firm/individual will assist the SCCOG's Transportation Program Manager in conducting the SCCOG's transportation planning program. General duties include but are not limited to the following:

- Assistance to SCCOG member municipalities in assessing and providing feedback of their pre-applications and applications for LOTCIP funding.
- Evaluation of LOTCIP pre-applications and applications for funding for completeness, purpose and need statement, accurate cost estimates, thoroughness, and proposed design solution.
- Assistance in the SCCOG's solicitation, evaluation, and coordination and management of municipal projects which have received LOTCIP funds and other funds which the SCCOG has approved/endorsed including STP, PL, CMAQ, and TAP.
- Evaluation of region's freight transportation needs and issues, and recommendations for improving freight transport and delivery.
- Assistance in region's formulation of its Congestion Management Process (CMP), including analysis of performance metrics and conducting required arterial speed and delay studies.
- Assistance in development and evaluation of performance measures for the region.

- Provision of technical assistance to SCCOG member municipalities on an as-needed basis.
- Participation in SCCOG Corridor Studies and other transportation related work of the SCCOG.
- Participation in SCCOG Traffic Incident Management planning.
- Assistance in the implementation of projects that are recommended in SCCOG's 2019 Bike-Pedestrian Plan.

SUBMISSION REQUIREMENTS

The following information should be submitted as part of the proposal:

1. Transmittal letter stating the proposer's understanding of the work to be done, a statement why the individual/firm believes itself to be the best qualified to perform the services.
2. Information concerning the size of the firm, and the size of the firm's section which would be assigned to this work.
3. A list of the most similar engagements performed in the last five years that are similar to the scope described in this Request for Proposals. Indicate the scope of work, date, and the name and telephone number of the principal client contact.
4. A proposed hourly fee, which stipulates both direct and indirect costs, including information as to how out-of-pocket expenses would be billed.

EVALUATION CRITERIA

The following represents the principal selection criteria, which will be considered during the evaluation of proposals.

1. The individual is a P.E. or the firm employs P.E.s who would be assigned to this contract.
2. The individual's/firm's past experience and performance on comparable engagements.
3. The quality of the individual or firm's professional personnel to be assigned to the engagement.
4. Experience working with COGs and MPOs in Connecticut.
5. Experience estimating State and Federally funded capital projects.
6. Experience with municipal and state procedures for transportation capital improvement projects, and familiarity with LOTCIP guideline documents.
7. Demonstrated ability to respond to requests for assistance in a timely manner.
8. Overall approach to providing the consultant services requested.
9. Proposed hourly cost; however, cost will not be the primary factor in selection of an individual or firm.

DISADVANTAGED BUSINESS ENTERPRISE (DBE)/SMALL BUSINESS ENTERPRISE (SBE)

It is the policy of SCCOG to practice nondiscrimination based on race, color, sex, or national

origin in the award or performance of any contract. All firms qualifying under this solicitation are encouraged to submit proposals. Award of the contract will be conditioned upon the satisfying the evaluation criteria stated above. This contract is not subject to a DBE or SBE requirement.

INSURANCE

The selected individual/firm shall at their own expense and cost, obtain and keep in force, insurance during the duration of the contracted engagement. Insurance coverage shall cover the consultant, its agents, employees, and providers of service. The contract will require insurance for Errors and Omissions, General Liability and Property Damage, worker's Compensation, and Auto Liability and Property Damage.

RIGHT TO REJECT PROPOSALS

Submission of a proposal indicates acceptance by the firm of the conditions contained in this request for proposals unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the SCCOG and the firm selected.

SCCOG reserves the right without prejudice to reject any or all proposals or parts thereof for any reason, to negotiate changes to proposal terms and to waive minor inconsistencies with the request for proposal.

SUBMISSION DEADLINE

Qualified individuals/firms should submit three (3) copies of their proposal to: **James S. Butler, Executive Director, SCCOG, 5 Connecticut Avenue, Norwich, CT 06360 by 4:00 p.m. on Friday, August 28th, 2020.**