

# REQUEST FOR QUALIFICATIONS/PROPOSALS

The Southeastern Connecticut Council of Governments (SCCOG) invites qualified firms to submit written proposals to update the Regional Transportation Safety Action Plan for the Southeastern Connecticut Region. This planning effort is supported by the USDOT Safe Streets and Roads for All (SS4A) discretionary grant program, which awarded funds to SCCOG.

## BACKGROUND

The Southeastern Connecticut Council of Governments (SCCOG) is a public agency with representatives from twenty-two towns, cities, and boroughs, formed to provide a basis for intergovernmental cooperation in dealing with a wide range of issues. Non-voting affiliates from Mashantucket-Pequot and Mohegan Tribal Nations and representatives from the Naval Submarine Base, United States Coast Guard, and SEAT Transit District participate in regional planning and coordination. The SCCOG region encompasses 616 square miles and has a population of approximately 280,403 according to the 2020 Census.

## PURPOSE AND NEED

SCCOG adopted a Regional Transportation Safety Plan (RTSP) in January 2021 in alignment with the Connecticut Strategic Highway Safety Plan (CT SHSP). The RTSP was amended in 2022 to reaffirm the Connecticut Department of Transportation (CTDOT) Vision Zero Interagency Policy.

The Infrastructure Investment and Jobs Act or the Bipartisan Infrastructure Law (BIL) established the Safe Streets and Roads for All (SS4A) discretionary grant program with \$5 billion dollars of funding appropriated over a period of five years.

The Safety Action Plan should conform to the Safe Systems Approach guidelines utilized by the U.S. Department of Transportation (USDOT) and the Federal Highway Administration (FHWA).

## BUDGET

The total project cost shall not exceed \$175,000

## PROJECT TIMELINE

Project Start Date December 1, 2024

Presentation to the SCCOG Board November 17, 2025

45-Day Draft Review by Municipalities January 1, 2026

Adoption by the SCCOG Board March 18, 2026

## SCOPE OF SERVICES

The Safety Action plan must include all the components described by the U.S. Department of Transportation to qualify for later implementation funds. These components can be referenced in Table 1 in the SS4A 2023 NOFO: <https://www.transportation.gov/grants/ss4a/fy23-nofo> and in the Self-Certification Eligibility Worksheet:

<https://www.transportation.gov/sites/dot.gov/files/2024-02/SS4A-FY24-Self-Certification-Worksheet.pdf>

A comprehensive safety action plan shall include the following key components:

- Leadership commitment and goal setting that includes a goal timeline for eliminating roadway fatalities and serious injuries.
- Planning structure through a committee, task force, implementation group, or similar body charged with oversight of the Action Plan development, implementation, and monitoring.
- Safety analysis of the existing conditions and historical trends that provides a baseline level of crashes involving fatalities and serious injuries across a jurisdiction, locality, Tribe, or region.
- Engagement and collaboration with the public and relevant stakeholders, including the private sector and community groups, that allows for both community representation and feedback.
- Equity considerations developed through a plan using inclusive and representative processes.

- Policy and process changes that assess the current policies, plans, guidelines, and/or standards to identify opportunities to improve how processes prioritize transportation safety.
- Strategy and project selections that identify a comprehensive set of projects and strategies, shaped by data, the best available evidence, and noteworthy practices, as well as stakeholder input and equity considerations, that will address the safety problems described in the Action Plan.
- Progress and transparency methods that measure progress over time after an Action Plan is developed or updated, including outcome data.

## Project Management

The consultant will manage the plan development and coordinate plan documentation, public engagement events, data collection and analysis, and stakeholder coordination. The consultant will host regular meetings with SCCOG staff assigned to this planning process and will submit monthly progress reports documenting performed work, upcoming events and milestones, and status of the schedule. The consultant will package final study documents, study work products, web content, and mapping for transfer prior to the end of the consultant agreement.

## Data Collection

The consultant will collect, review and document relevant transportation safety plans, policies, guidelines, and standards. The consultant will identify and summarize current trends and notable strategies that other jurisdictions are using to address safety. They will identify programs that have shown significant safety performance, assess the success of these programs, and understand their efficacy and efficiency in achieving outcomes. This review should be completed at the beginning of the project.

## Stakeholder and Public Engagement

The consultant will prepare a plan for implementing an equitable and authentic public and stakeholder engagement process. The consultant should be prepared to host two to four public meetings hosted in accessible locations throughout the region. While in-person public engagement is preferred, virtual engagement methods will also be utilized as needed. The consultant will engage equity partners through both public and stakeholder engagement activities. Public participation opportunities shall conform to the requirements of Title VI regulations requiring the ability for Limited English-Speaking individuals to participate. A Safety Action Plan Stakeholder Committee will be approved by SCCOG and provide oversight of the Action Plan development, implementation, and monitoring. Members will provide representation for municipalities, vulnerable users, transit users, under-represented

communities, and other stakeholders. The consultant will facilitate meetings of the Stakeholder Committee and provide opportunities for input.

## Transportation Equity Review

The consultant will perform a transportation equity review to better understand how current transportation systems, services, and decision-making processes impact the lives of all users, including underserved and underrepresented communities. This should include an analysis of systems, services, and processes that support safe and easy-to-use multimodal options, amenities that are accessible to all populations for reaching destinations independently, and strategies to reduce socioeconomic disparities experienced by underserved and underrepresented communities. As part of this task, the consultant should develop and assess regional transportation indicators that easily measure transportation barriers in underserved and underrepresented areas and/or potential structural inequalities that different population groups may face. These indicators should include, at minimum, accessibility, connectivity, effectiveness, environment, health, mobility, safety, level of community engagement and other equity indicators as appropriate and will be incorporated into the recommendations and implementation plan. As part of the equity review, the consultant will identify equity stakeholders for inclusion in outreach.

## Crash Data Analysis

The consultant will collect and review crash, traffic, and roadway data for at least the most recent 5-year period to understand critical safety issues and provide insight into trends, causes, and patterns of transportation safety throughout the region. The data analysis and final recommendations will prioritize the “3 Es” of traffic safety: Engineering, Enforcement, and Education. Consultants will develop mapping conveying crash prevalence and severity as well as priorities determined through data analysis.

Through the analysis the project team will identify: 1. Emphasis Areas (high-risk areas with the highest fatal and severe injury crashes) consistent with CTDOT SHSP and regional data 2. Up to ten 1-mile high-risk corridors (with the highest fatal and severe injury crashes) 3. Up to 50 high-risk intersections (with the highest fatal and severe injury crashes) 4. Up to 30 high-risk locations for vulnerable users (with highest fatal and severe injury crashes)

## Recommendations and Implementation Plan

The consultant will develop an implementation matrix that identifies potential projects, strategies, recommendations, and a schedule for future grant opportunities. A project readiness timeline for each strategy and project should be included for short-term (0-5 years), mid-term (5- 10 years), and long-term (10+ years). Recommended projects will be

prioritized quantitatively, with input from the Stakeholder Committee, based upon exposure, risk, cost, readiness, equity and/or other identified factors.

## Administrative Draft/ Final Plan

The consultant will prepare an administrative draft of the Safety Action Plan for staff and steering committee review before finalizing the document. The final draft should be visually appealing, easy to read and consume and available in digital and print formats. GIS layers will be published identifying plan recommendations.

## SUBMISSION PROCESS

Proposals in accordance with the requirements above shall be delivered to the Southeastern Connecticut Council of Governments in electronic format, sent to Kate Rattan, Director of Transportation Planning at [krattan@seccog.org](mailto:krattan@seccog.org) no later than 12:00 p.m. on October 16, 2024. Any responses received after the advertised date and time shall not be considered. Do not include any pricing information in the Qualifications Package folder (electronic submissions must also abide by this rule and send Envelope A and Envelope B submissions in two separately packaged folders). Failure to comply with this requirement shall result in the rejection of your firm's response to this RFQ/P. All costs incurred in the preparation and presentation of the RFQ/P shall be wholly absorbed by the respondent. Any material submitted shall become the property of the Southeastern Connecticut Council of Governments and is available for review under the Freedom of Information Act. There is no specific Disadvantaged Business Enterprises (DBE) goal mandated for this contract; however, small and minority-owned businesses and women's business enterprises are encouraged to participate in this assignment.

## Evaluation of Proposals

Respondents to this RFQ/P shall represent a firm/team possessing experience and expertise in traffic safety engineering, transportation planning, and public outreach, and the professional standards thereof, to undertake and successfully complete the scope of work as outlined in this RFQ/P. Teams should be prepared to demonstrate a multimodal planning background and knowledge of or experience with state and federal transportation standards and policies. The selected consultant/firm must meet all State and Federal affirmative action and equal employment opportunity practices and other practices as outlined in Executive Orders Number Three, Sixteen and Seventeen. Consultant agreements may also be subject to the terms and conditions of the underlying federal grant.

After review of the RFQ/P responses, SCCOG may schedule and conduct interviews with the consultants/firms it judges to be the most qualified to perform the required services based upon the criteria in this RFQ/P. Depending on the number of responses received, SCCOG may limit the number of firms that it interviews or choose to proceed to vendor selection on the strength of submitted proposals without interviews.

The following factors will be evaluated and weighted appropriately in the selection process:

- The technical competence of the consultant/firm as communicated by the quality and feasibility of the proposed project approach and methodology.
- Demonstrated experience and quality of performance on similar past projects.
- Experience with state and federally funded transportation safety projects.
- Experience and qualifications of the proposed project team including any subcontractors.
- Cost-effectiveness of the proposal.
- References and past performance.

SCCOG reserves the right to reject any and all proposals. It shall be understood that the award made by SCCOG shall be final and conclusive and without recourse or appeal by the remaining consultants/firms. The successful consultant/firm will be expected to execute a standard contract for professional services as approved by SCCOG. This contract may be made available to USDOT for review and approval prior to execution. The successful respondent will assume sole responsibility for the project deliverables as required in this RFQ/P. Respondents who intend to subcontract one or more elements of these projects to other firms/individuals shall identify those work elements to be subcontracted and the firm/individual subcontractor. All subcontractors shall be identified, and to the extent necessary for review, their qualifications shall be provided. Subcontractors may not be substituted, nor any portions of the contract assigned to other parties, after contract award without the written consent of SCCOG. The successful firm may utilize the services of specialty subconsultants on those portions of the work that under normal contracting practices are performed by specialty subconsultants. The successful firm shall be fully responsible to SCCOG for the performance, finished products, acts, and omissions of its subconsultants and persons directly or indirectly employed thereby.

## Key Dates for Proposal Submission

The following schedule has been prepared for this RFQ/P process. Note that project constraints may cause the evaluation and selection related dates noted below to change.

RFQ/P Release Date: Wednesday, September 25, 2024

Requests for Information Due: Monday, October 7, 2024, by 4:00 P.M.

Responses/Addendum Posted: Friday, October 11, 2024, by 4:00 P.M.

RFQ/P Submissions Due: Wednesday, October 16, 2024, by 12:00 P.M.

RFQ/P Evaluations: Monday, October 21, 2024, to Friday, October 25, 2024

Interviews (if required): Monday, October 28, 2024, to Tuesday, October 29, 2024

Selection/Notification of Successful Firm: Friday, November 1, 2024

Anticipated Contract Start Date: Monday, December 2, 2024

Once SCCOG selects the consultant, they should be prepared to enter into a contract and begin work as directed by SCCOG on or about December 2, 2024. While a fifteen-month project timeline is anticipated, all grant-funded work must be completed per USDOT deadline by September 30, 2026.

## ADDITIONAL TERMS AND CONDITIONS

### Ownership of Proposals/Freedom of Information

All proposals submitted in response to this RFQ/P are to be the sole property of the Southeastern Connecticut Council of Governments and shall be subject to the provisions of Section 1-210 of the Connecticut General Statutes (re: Freedom of Information). Reports and materials developed by the successful respondent under a contract that may result from this RFQ/P are considered public information and may not be copyrighted.

Copies of information resulting from this RFQ/P are generally not available until a contract has been formally awarded. Please note that financial statements or other similar information submitted with such response may remain confidential, to the extent permitted by law, if provided in a separate envelope clearly marked "Confidential."

### Amending or Canceling Request

SCCOG reserves the right to amend or cancel this RFQ/P, prior to the due date and time, if it is deemed to be in the best interest of SCCOG. SCCOG reserves the right to decide not to consider any or all of the firms submitting information in response to this request.

### Waiver of Informalities

SCCOG reserves the right to accept or reject any and all responses to this RFQ/P, or any part thereof, and to waive any informalities and/or technicalities that are deemed to be in their best interest, and to advertise for new proposals, and to make awards as may be in the best interest of SCCOG.

## Collusion

By responding, the respondent firm implicitly states: that his/her proposal has not been made in connection with any other competing firm submitting a separate response to this RFQ/P; is in all respects fair; and has been submitted without collusion or fraud. It is further implied that the respondent firm did not participate in the RFQ/P development process, had no knowledge of the specific contents of the RFQ/P before its issuance, and that no employee of SCCOG participated either directly or indirectly in the respondent firm's proposal preparation. Respondent firms will be required to sign the certificate incorporated in this RFQ/P relative to non-collusion.

## Assigning/ Transferring of Agreement

Any successful firm is prohibited from assigning, transferring, conveying, subletting, or otherwise disposing of this agreement of its rights, title, or interest therein or its power to execute such an agreement to any other person, company or corporation without prior consent and approval in writing from the Southeastern Connecticut Council of Governments.

## Termination

SCCOG may terminate any contract(s) or any part of any contracts resulting from this process at any time for: cause, default, or negligence on the part of the respondent firm; or if the respondent firm fails, in the opinion of SCCOG, to meet the general terms and conditions of any resulting contract or to provide a level of service that is deemed to be in the best interest of SCCOG.

## Incurred Costs

This Request for Qualifications does not commit SCCOG to award a contract or to pay any costs incurred in the preparation of a response to this request. SCCOG will not be liable in any way for any costs incurred by firms in replying to this RFQ/P.

## Other Terms and Conditions

The firm assigns to SCCOG all rights, title, and interests in and to all causes of action it may have under Section 4 of the Clayton Act, 15 USC 15, or under Chapter 624 of the general statutes. This assignment occurs when the consultant is awarded the contract.

The firm agrees that it is in compliance with all applicable federal, state and local laws and regulations, including but not limited to Connecticut General Statutes Sections 4a-60 and 4a-60a. The firm also agrees that it will hold SCCOG and its member municipalities harmless and indemnify SCCOG and its member municipalities from any action which may



arise out of any act by the firm concerning lack of compliance with these laws and regulations. All purchases will be in compliance with Section 22a-194 to Section 22a-194g of the Connecticut General Statutes related to product packaging.

The contract arising from the RFQ/P is subject to the provisions of Executive Order No. Three of Governor Thomas J. Meskill promulgated February 15, 1973 regarding nondiscrimination in employment practices and policies, Section 16 of P.A. 91-58 Nondiscrimination Regarding Sexual Orientation, the provisions of Executive Order No. Seventeen of Governor Thomas J. Meskill promulgated February 15, 1973 regarding listing all employment openings with the Connecticut Employment Services, and the provisions of Executive Order No. Sixteen of Governor John G. Rowland promulgated August 4, 1999 regarding Violence in the Workplace Prevention Policy.

The contract arising from the RFQ/P may be subject to the provisions of §1-218 of the Connecticut General Statutes, as it may be modified from time to time. In accordance with this section, each contract in excess of two million five hundred thousand dollars between a public agency and a person for the performance of a governmental function shall (1) provide that the public agency is entitled to receive a copy of records and files related to the performance of the governmental function, and (2) indicate that such records and files are subject to the Freedom of Information Act and may be disclosed by the public agency pursuant to the Freedom of Information Act. No request to inspect or copy such records or files shall be valid unless the request is made to the public agency in accordance with the Freedom of Information Act. Any complaint by a person who is denied the right to inspect or copy such records or files shall be brought to the Freedom of Information Commission in accordance with the provisions of sections 1-205 and 1-206 of the Connecticut General Statutes. Incorporated by reference into the resulting contract is Section 4-61dd(g)(1) and 4-61dd(3) and (f) of the Connecticut General Statutes which prohibits contractors from taking adverse action against employees who disclosed information to the Auditors of Public Accounts or the Attorney General.

The contract arising from the RFQ/P may be subject to the terms and conditions of the underlying grant funding agreement, available [here](#).

## Insurance Requirements

SCCOG requires the Contractor to carry commercial General liability insurance to protect it from loss. The following minimum limits shall be met:

**Bodily Injury and Property Damage:** \$1,000,000 each occurrence; \$2,000,000 aggregate

**Professional Liability (Errors and Omissions):** \$2,000,000 each occurrence

**Commercial Automobile Coverage including owned, non-owned, leased and hired vehicles:** \$1,000,000 combined single limit for each accident

**Workers' Compensation:** Shall be in accordance with State of Connecticut requirements at the time of Proposal. The policy must contain a waiver of subrogation in favor of SCCOG, executed by the insurance company.

**Umbrella/Excess Liability:** \$2,000,000 each occurrence; \$2,000,000 aggregate and providing coverage over the Commercial General Liability, Commercial Automobile Liability and the Employer Liability section of the Workers Compensation coverage.

SCCOG, its officers, employees, and agents shall be named as additional insured on all policies, except Professional Liability and Workers Compensation, on a primary and non-contributory basis.

All insurance required hereunder (except Workers' Compensation and Professional Liability) shall contain waivers of subrogation in favor of the SCCOG, its employees, agents and elected or appointed officers. The insurance required hereunder shall be primary insurance, not excess or contributory, without any right of contribution by any insurance maintained by or on behalf of SCCOG.

Thirty (30) days' notice of cancellation is required and must be provided to SCCOG via certified mail.

## Reimbursable Expenses

No fee or mark-up shall be charged for reimbursable expenses. Expenses for printing, postage, photocopying, and reproducible drawings shall be reimbursed at the engineering firm's actual expense. All travel shall be reimbursed at the current IRS rate.

## POINT OF CONTACT

Questions regarding the RFQ/P may be submitted to Kate Rattan, Director of Transportation Planning by email to [krattan@seccog.org](mailto:krattan@seccog.org) no later than 4:00 P.M. on Monday, October 7, 2024. Responses to questions received shall become an addendum to the RFQ/P and made part of the request and any resultant contract and will be posted online at <https://seccog.org/rfpq> by 4:00 P.M. on Friday, October 11.