



**SOUTHEASTERN  
CONNECTICUT  
COUNCIL OF  
GOVERNMENTS**

5 Connecticut Avenue  
Norwich, CT 06360  
(860)889-2324  
secogct.gov

Representing 22 towns, cities, and  
boroughs in Southeastern  
Connecticut.

# **REQUEST FOR PROPOSALS**

## **WATERFORD – EASTERN SHORELINE PATH**

### **PLANNING SERVICES**

The Southeastern Connecticut Council of Governments (SECOG) is seeking the services of a transportation engineer or transportation planning and engineering firm to provide planning-level design for Eastern Shoreline Path facilities within Waterford, Connecticut.

#### **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 280,000. SECOG functions as the region's Metropolitan Planning Organization (MPO) and as such, receives federal and state funds to coordinate transportation planning throughout the region.

SECOG's 2019 Regional Bicycle and Pedestrian Plan recommends the completion of an Eastern Shoreline Trail that would provide a continuous bicycle route stretching from East Lyme to Rhode Island while connecting the towns of East Lyme, Waterford, New London, Groton, and Stonington. This study will provide planning-level design for Eastern Shoreline Trail facilities within Waterford, from the eastern border of New London to the western border of East Lyme. High level recommendations made in the 2019 Regional Bicycle and Pedestrian Plan will be validated through the planning process and current facility guidelines will be applied.

#### **SCOPE OF WORK TO BE PERFORMED**

The selected firm/individual will assist the SECOG staff with planning and preliminary engineering and estimation of Waterford sections of the Eastern Shoreline Path. The selected firm will provide services in the fiscal years 2026 and 2027, not to exceed \$77,237.

Duties may include but are not limited to the following:

- Gather and evaluate relevant data including, but not limited to, traffic volume, crashes, signals, speed data, rights-of-way (regional database), topography, environmental resource data, utility, structural data, land use data, crash data, and review of current geometry and planned and programmed road projects.
- Develop and evaluate facility alternatives (e.g. shared use path, separated bike lanes, bike lanes, sharrows) for feasibility and appropriateness.
- Create an “Eastern Shoreline Path Bikeway” wayfinding signage plan showing locations of all directional signs.
- Create planning level (30%) design of the recommended facility, including interim and long-term solutions.
- Evaluate impacts to rights-of-way.
- Enumerate permitting coordination requirements, and utility relocations.
- Gather pavement, bridge, and drainage data as available.
- Estimate costs, including phase breakout if appropriate.
- Stakeholder and public engagement, including at least one (1) in person opportunity for public input and utilization of digital engagement.

## SUBMISSION REQUIREMENTS

One (1) printed copies, and one (1) digital copy of the following information should be submitted as part of the Qualifications Statement:

1. Transmittal letter stating the proposer’s understanding of the work to be done and a statement of 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. Biography and relevant work of staff to be assigned to this contract.
3. Technical and Project Response including a scope of work, detailing tasks deliverables, performance standards and timelines. The proposal should illustrate the technical approach, methodology and demonstrate how the firm will meet the goals of the study application.
4. A list of the most similar engagements performed in the last five years that are similar to the scope described in this Request for Qualifications. Indicate the scope of work, date, and the name and telephone number of the principal client contact.
5. Current Contractor Certification of Final Indirect Costs and Current Schedule of Charges for anticipated assigned staff. These documents must be concealed in a separate sealed envelope and should be excluded from the digital copy.
6. Current registration with the Office of the Secretary of State to conduct business in the State of Connecticut.

## EVALUATION CRITERIA

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

1. The individual is a State of Connecticut licensed professional engineer or the firm employs professional engineers who would be assigned to this contract. (pass/fail)
2. The individual's/firm's past experience and performance on comparable engagements for Council of Governments and MPOs. (20%)
3. The quality of the individual or firm's professional personnel to be assigned to the engagement. (25%)
4. Experience estimating State and Federally funded capital projects. (20%)
5. Demonstrated experience with municipal and state procedures for bicycle and pedestrian improvement projects. (15%)
6. Demonstrated ability to respond to requests for assistance in a timely manner. (10%)
7. Overall project approach and management. (10%)

Following the identification of a top-rated consultant, the agreement for this engagement will be negotiated.

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

While this contract is not subject to a DBE or SBE requirement, SECOG is an affirmative action equal-opportunity employer and practices 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 satisfying the evaluation criteria stated above.

## INDIRECT RATE LIMITATIONS

This contract will be Federally funded and subject to the audited Benefit, Fringe, and Overhead rates per State of Connecticut Policy No. F&A-30. The contract will be subject to the following:

1. Indirect cost rates established in accordance with the Federal Acquisition Regulations for 1-year applicable accounting periods by a cognizant Federal or State government agency.

2. Apply indirect cost rates for the purposes of contract estimation, negotiation, administration, reporting, and contract payment and shall not be limited by administrative or de facto ceilings of any kind.

## TYPE AND METHODS OF PAYMENT

This contract will utilize the *lump sum* payment method. Progress Payments shall be made based on the percentage of work completed by task, subject to an agreement maximum amount. Task scoping and schedule are subject to COG and CTDOT approval, all invoices are reviewed and approved by SECOG.

## CONTRACT CONSISTENCY

Consultant work executed by the selected firm will be funded with PL administrative funds and is subject to all provisions within the CTDOT/SECOG PL contract. Title VI contract addendum will be included in the approved consultant contract.

## 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 SUBMISSIONS

Submission of a Qualifications Statement indicates acceptance by the firm of the conditions contained in this Request for Qualifications unless clearly and specifically noted in the statement submitted and confirmed in the contract between the SECOG and the firm selected.

SECOG reserves the right without prejudice to reject any or all submissions or parts thereof for any reason, to negotiate changes to the terms of this solicitation, and to waive minor inconsistencies with the Request for Qualifications.

## SUBMISSION DEADLINE

Qualified individuals/firms should submit proposals to: Kate Rattan, Director of Transportation, SECOG, 5 Connecticut Avenue, Norwich, CT 06360 by 3:30 p.m. on



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June 5<sup>th</sup>, 2026 and a digital copy should be sent to [krattan@secogct.gov](mailto:krattan@secogct.gov). Questions should be submitted by May 29<sup>th</sup>, 2026.

*If disability or language assistance is needed, contact SCCOG at 860-889-2324, [office@seccog.org](mailto:office@seccog.org)*

*Si necesita asistencia lingüística, por favor comuníquese a 860-889-2324, [office@seccog.org](mailto:office@seccog.org)*

Rúguǒ nín xūyào cáncǎng huò yǔyán bāngzhù, qǐng liánxì SCCOG, diànhuà:860-889-2324, Diànzǐ