



REQUEST FOR QUALIFICATIONS TRANSPORTATION ENGINEERING SERVICES

The Southeastern Connecticut Council of Governments (SECOG) is seeking the services of an on-call transportation engineer or transportation engineering firm to assist in administering SECOG's Local Transportation Capital Improvement Program (LOTICIP).

BACKGROUND

The SECOG is one of nine regional planning organizations in Connecticut. Its membership includes the chief elected officials and professional managers of 22 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.

SCOPE OF WORK TO BE PERFORMED

The selected firm/individual will assist the SECOG staff in administering the allocation of LOTICIP funds for municipal transportation projects within Southeastern Connecticut. The selected firm will provide services in the fiscal years 2026 and 2027, not to exceed \$200,000. <https://portal.ct.gov/dot/programs/lotcip>

Duties may include but are not limited to the following:

- Assist SECOG in conducting LOTICIP solicitations.
- Provide transportation and traffic engineering technical assistance to SECOG in the review of LOTICIP applications.
- Provide transportation and traffic engineering technical assistance to SECOG in the interim and final review of municipal LOTICIP design submissions.
- Prepare LOTICIP applications.
- Provide or subcontract pavement cores and test pits, and analysis to municipalities for application phase submissions.

SUBMISSION REQUIREMENTS

Three (3) 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 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. 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.
4. 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.
5. 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 Councils of Governments and MPOs. (20%)
3. The quality of the individual or firm's professional personnel to be assigned to the engagement. (20%)
4. Experience estimating State and Federally funded capital projects. (20%)
5. Experience with municipal and state procedures for transportation capital improvement projects, and familiarity with LOTCIP guideline documents. (20%)
6. Demonstrated ability to respond to requests for assistance in a timely manner. (10%)
7. Overall approach to supervision of staff and quality assurance. (10%)

Following the identification of a top-rated consultant, the fee 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 State funded and subject to State of Connecticut Policy EX.O.-33. The contract will be subject to the following:

1. Benefit, Fringe, Overhead and Profit – actual but not to exceed 165% for work utilizing a Home Office rate and 130% for work utilizing a Field Office rate.
2. Travel – Maximum is established per the State Travel Regulations (Manager’s Agreement).

TYPE AND METHODS OF PAYMENT

This on-call contract will utilize the *specific rates of compensation payment method* which provides for reimbursement based on direct labor hours at specified fixed hourly rates, including direct labor costs, indirect costs, and fee or profit, plus any other direct expenses or costs, subject to an agreement maximum amount. Task orders will be drafted by the consultant and approved by SECOG and CTDOT for each task within the contract.

CONTRACT CONSISTENCY

Consultant work executed by the selected firm will be funded with State of Connecticut LOTCIP funds and is subject to all provisions within the CTDOT/SECOG LOTCIP contract. Equal Opportunity Employer and 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: Debra Pierce, Senior Transportation Planner, **SECOG, 5 Connecticut Avenue, Norwich, CT 06360 by 3:30 p.m. on April 30, 2025.** Digital copies should be sent to dpierce@secogct.gov. Questions should be submitted by **April 15, 2025.**