



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 planning and engineering firm to assist in administering SECOG's transportation program.

BACKGROUND

The Southeastern Connecticut Council of Governments 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 with Planning (PL) funded tasks carried out in support of regional transportation planning within Southeastern Connecticut. The selected firm will provide services in the fiscal years 2026 and 2027, not to exceed \$300,000.

Duties may include but are not limited to the following:

- MTP support including project estimation, acquisition of data.
- corridor studies/white papers/technical assistance (services might include data collection, analysis, synthesis, alternatives development, recommendations, preliminary plans(CAD and GIS) estimates, public outreach, phase and funding plans.)
- Assist SECOG in conducting other state/regional transportation funding programs including STP, TAP, CMAQ, Section 5310 and other formula and discretionary grants. Assist in reviewing local design plans, specifications, and cost estimates required for these grant programs.
- Supplementary planning required for implementation of CMP recommendations.
- Safety project planning including planning level engineering support for implementation of SAP recommendations.

- Complete Streets policy assistance- providing support to local municipalities for the creation of policies ensuring safe and equitable transportation access.
- Bike Ped Plan - planning level engineering to update the Bike and Pedestrian Plan and implement bicycle and pedestrian recommendations, data collection and analysis to update the existing plan.
- Local technical support- technical support to municipalities for regionally significant local transportation issues.
- Emerging technologies and issues - technical support and data collection/acquisition to respond to emerging technologies including but not limited to: EVs, EV charging, autonomous vehicles, parking management, connected vehicle technologies, etc.
- Freight planning - Technical support and data collection related to regional freight planning and freight land use and waste management.
- PL funded review of LOTCIP applications.
- Technical support for public outreach and stakeholder engagement (panel moderation, campaign materials, meeting logistics, etc.
- Direct Costs for permissible: data, data collection tools, public outreach expenses, printing, travel and food.

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 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.

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)

The individual's/firm's past experience and performance on comparable engagements for Council of Governments and MPOs. (20%)

The quality of the individual or firm's professional personnel to be assigned to the engagement. (25%)

Experience planning and estimating State and Federally funded capital projects. (20%)

Experience with municipal and state procedures for transportation capital improvement projects, and familiarity with transportation grant programs. (15%)

Demonstrated ability to respond to requests for assistance in a timely manner. (10%)

Overall approach to supervision of staff and quality assurance. (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:

- 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.
- 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 on-call contract will utilize the **Cost-Plus** payment model which provides reimbursement based on direct labor hours at specified fixed hourly rates plus benefits, fringe and overhead in addition to direct costs, subject to an agreement maximum amount. Progress payments will be made consistent with approved task orders. 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 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 June 5th, 2026 and a digital copy should be sent to krattan@secogct.gov. Questions should be submitted by May 29th, 2026.