



**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 PROPOSAL

SEAT PUBLIC TRANSIT STUDY CONSULTING SERVICES

The Southeastern Connecticut Council of Governments (SECOG) is seeking the services of a transit planner or transit planning firm to assist in the analysis of the Southeast Area Transit District (SEAT) local transit service in New London, Connecticut. The study will consider service operations within New London, including existing routes 12, 13, 14, 15, as well as Smart Ride microtransit service. The study will not anticipate significant revision to the intermunicipal routes 1, 2, 3, and 108, but should include coordination between local and intermunicipal routes.

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 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.

The Southeast Area Transit District provides public transit options for 9 towns in southeastern Connecticut, offering accessible fixed route, paratransit, and microtransit services. Although primarily relying on State funding, SEAT is a local government agency, not a State agency.

SCOPE OF WORK TO BE PERFORMED

The selected firm/individual will assist the SECOG staff in performing a study of local transit service offered by SEAT within New London. The study will estimate revenue and costs to enable the SEAT Board to implement fare or service changes consistent with their Title VI policy. The selected firm will provide services in the fiscal years 2026 and 2027, not to exceed \$50,000.

Duties may include but are not limited to the following:



Perform operational and fiscal analysis of SEAT's New London local service to evaluate performance, costs, and ridership trends, and provide fiscally feasible alternatives for fixed route, hybrid, and microtransit service.

Develop service recommendations, including proposed routes, headways, timetables, fare structures, and service areas based on analysis of existing service statistics, demographic data, and stakeholder and public input.

Conduct public outreach efforts, including one (1) digital and in-person survey, one (1) public outreach event with both in-person and remote participation options, digital engagement on social media and website, one (1) public hearing (if required by the Federal Transit Administration), and board adoption of the study.

Coordinate between the City of New London, SEAT, and SECOG to ensure alignment of project goals, stakeholder engagement, and implementation strategies throughout the study process.

SUBMISSION REQUIREMENTS

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

The individual is a professionally certified or the firm employs professionally certified planners who would be assigned to this contract. (5%)

The individual's/firm's past experience and performance on comparable engagements for transit districts, Councils of Governments and MPOs. (15%)

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

Demonstrated experience estimating State and Federally funded transit services. (20%)

Demonstrated experience with federal and state procedures for transit operations. (15%)

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

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:

- 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 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 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 5th, 2026 and a digital copy should be sent to krattan@secogct.gov. Questions should be submitted by May 29th, 2026.

If disability or language assistance is needed, contact SECOG at 860-889-2324, office@seccog.org

Si necesita asistencia lingüística, por favor comuníquese a 860-889-2324, office@seccog.org

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