

REQUEST FOR QUALIFICATIONS

Danbury and New Fairfield Corridor Study

The Western Connecticut Council of Governments (WestCOG) invites *Statements of Qualification* from consultants and/or firms with experience in transportation planning, transportation engineering, transit, land use and public involvement.

WestCOG has received funding from the Federal Highway Administration and Connecticut Department of Transportation to prepare a corridor study of a section of Route 37 between the City of Danbury and the Town of New Fairfield.

WestCOG will accept complete *Statements of Qualification*, by mail or in person, until 3:00 p.m. ET on Friday, February 8, 2019. Respondents must submit one (1) original and four (4) hard copies and one (1) digital PDF copy on a flash drive or CD of their *Statements of Qualification* to:

Victoria Ricks
Office Manager
Western Connecticut Council of Governments
1 Riverside Road
Sandy Hook, CT 06482

Statements of Qualifications that are incomplete will not be considered. Applications will not be deemed complete until all copies are received.

I. GENERAL INSTRUCTIONS AND REQUIREMENTS

Inquiries

Questions regarding this Request for Qualifications (RFQ) should be directed to Victoria Ricks at the address noted above or via e-mail at vricks@westcog.org by 11:59 p.m. ET, Wednesday, January 23, 2019. Questions will be posted on the WestCOG website on Friday, January 25, 2019 by 5:00 p.m. ET. Please note that it is WestCOG's policy to respond only to technical questions that are received no later than one week prior to the deadline to submit statements of qualification in response to the RFQ. Under no circumstances will WestCOG provide interpretive guidance.

CTDOT Prequalified Consultants for Year 2019

Respondents must be prequalified by CTDOT for category 11: Modal Transportation Planning Studies (Highway, Transit, Rail, Ferries/Ports/Waterways, and Bicycle/Pedestrian).

Freedom of Information

Respondents are advised that any and all material submitted in response to this RFQ and received by WestCOG shall be subject to the applicable provisions of the Connecticut Freedom of Information law (CONN. GEN. STAT. §1-200 et seq.)

Signature Requirements

Statements of Qualifications must be signed by a representative of the firm having legal authority to contract on behalf of the firm. *Statements of Qualifications* will be treated as bona fide offers and must remain open for a period of ninety (90) days from the closing date for submissions.

Statements of Qualifications from Consortia, Joint Ventures and Teams

Qualifications statements from consortia, joint ventures or teams will be accepted. In such cases, a lead firm must be identified for contracting purposes. A qualifications statement must be prepared for each member of the consortia, joint venture or team, and each qualifications statement should clearly identify the lead firm.

In selecting a lead firm, consortia, joint ventures and teams should consider the following: (1) the lead firm should have sufficient experience and expertise to perform or supervise all facets of the proposed project; (2) the lead firm will be legally responsible to WestCOG for performance of the total contract; (3) the lead firm must have sufficient resources to carry out the contractual responsibilities of the consortium, joint venture or team; and the lead firm must perform at least fifty one percent (51%) of the total work awarded under any contract issued as a result of this RFQ. Please note that firms that are subsidiaries or affiliates of another may not rely on the experience, expertise or resources of its parent firm to meet these requirements.

Submission of Qualifications Statements

WestCOG will accept complete *Statements of Qualification* by mail or in person, until 3:00 p.m. on Friday, February 8, 2019. Qualifications statements submitted via email or facsimile will not be accepted.

Please see the section entitled “Format for *Statements of Qualification*” for additional guidance.

Disadvantaged Business Enterprise (DBE) Requirement

DBE firms are strongly encouraged to respond to this RFQ. WestCOG will make its best efforts to ensure that DBEs have the maximum practicable opportunity to compete for work on this project. It is anticipated that a DBE requirement will apply to any contract awarded as a result of this solicitation. Details on the required DBE set-aside will be posted no later than the 25th of January, 2019.

The Statement of Qualifications must clearly identify the DBE firm(s), the role the DBE will play in the project and the tasks assigned to the DBE. Proof of Connecticut Department of Transportation DBE certification must be submitted with the DBE’s qualifications statement. Responses that fail to provide proof of DBE certification and description of project involvement will not be recognized as including DBE participation.

Equal Employment and Nondiscrimination

All contracts awarded by WestCOG as a result of this RFQ are subject to Section 4a-60 of the Connecticut General Statutes, “Nondiscrimination and affirmative action provisions in contracts of the state and political sub-divisions other than municipalities.” Contracts also are subject to all other applicable state and federal laws concerning civil rights, nondiscrimination, and equal opportunities for employment.

Insurance Requirements

Successful firms are required to maintain insurance coverage as required by state and federal law.

Addenda and Supplements

In the event that revisions or additions to this RFQ are necessary, a copy of such revisions or additions will be posted online where WestCOG posted the RFQ. It is the responsibility of the consultant to check for revisions or additions to this RFQ.

Rejection Rights

WestCOG reserves the right to reject any and all qualifications statements received in response to this RFQ. WestCOG also reserves the right to cancel this RFQ at any time and to reissue this or a substitute RFQ at a later date.

Multiple Awards

WestCOG reserves the right to issue multiple awards. WestCOG also reserves the right to retain portions of the work described in the attached scope of work for performance by its own staff, or to exclude portions of the work described in the attached scope of work from negotiated consultant agreements.

Cost of Qualifications Statement Preparation

All costs associated with any response to this RFQ, including the development of qualifications statements and participation in the selection process, are the sole responsibility of the respondent firms. WestCOG will not reimburse firms for such costs nor will any selected firms be permitted to negotiate such costs as part of any contract or agreement with WestCOG.

Interest of Members or Delegates to Congress

No member of or delegate to the Congress of the United States shall be permitted to share or have interest in or benefit from, directly or indirectly, any contract or agreement resulting from this RFQ.

Prohibited Interest

No member, officer or employee of WestCOG, or member of a local public body having jurisdiction within WestCOG's service area, during his or her tenure or one year thereafter, shall be permitted to share in, have interest in or benefit from, directly or indirectly, any contract or agreement resulting from this RFQ.

Other

Any firm selected to perform any or all work associated with this RFQ may be required to execute an agreement with WestCOG and meet any conditions on the use of funds imposed by WestCOG, Connecticut Department of Transportation, or United States Department of Transportation. All fees will be negotiated and stated in any agreement.

II. REQUIRED FORMAT

The qualifications statement must contain the following information:

1. Letter of interest;
2. A concise statement identifying the point of contact for the statement of qualification, their contact information (mailing address, email, and phone number), and proposed project manager.
3. General information (such as brochures) on the consultant and any proposed sub-consultants including description of current workloads;
4. Statement summarizing the experience of the consultant and any proposed sub-consultants, including at least five references and summaries of comparable projects (type, scale and scope) performed within the last five years that demonstrate knowledge and expertise in bicycle, pedestrian, and complete streets planning.

5. Statement describing the organizational framework for this project, including clear identification of the lead consultant, project manager, and sub-consultants (if any), the roles and responsibilities of each sub-consultant (if any), identification of DBE contractor (if any), and a clear, concise statement disclosing whether or not there are any shared interests among the firm and proposed sub-consultants, e.g. parent-subsidiary, joint ventures, formal affiliations, etc.
6. Narrative that describes the suggested project delivery approach and addresses the goals and objectives stated in the scope of work (Attachment A);
7. Resumes of key personnel to be assigned to this project and the percentage of time they will devote to project activities;
8. Proof of Connecticut DBE certification (if applicable); and
9. Current Federal Form SF-330 Part II.

III. SELECTION PROCEDURES

Complete responses to this RFQ that meet all of the listed requirements will be evaluated in accordance with the following criteria:

1. Qualifications of the consultant;
2. Qualifications of sub-consultants (if any);
3. Qualifications of key personnel assigned to this project;
4. Thoroughness, creativity, and clarity of suggested approach;
5. Experience and proven record of success with comparable projects.

A Consultant Selection Team will be convened to evaluate statements of qualification received by the closing date stated in this RFQ. The highest scoring firms will be required to appear for an interview. WestCOG will notify firms, consortia, joint ventures and teams selected for interview with the Consultant Selection Team within 60 days of the closing date. The Consultant Selection Team will rank the firms, consortia, joint ventures and teams according to the criteria identified in this RFQ and submit its recommendations to WestCOG. Selection of any firm, consortium, joint venture or team for this project may be subject to the approval of Connecticut Department of Transportation.

IV. AWARD

Following selection of the most qualified firm, consortium, joint venture, or team, WestCOG will commence scope and fee negotiations with that firm, consortium, joint venture, or team. The lump sum fee for the project will be based on the scope of work, job titles, certified payroll records, burden, fringe, and overhead (BF&O) rates, and direct costs. In the event that an agreement cannot be reached on scope of work and cost, WestCOG reserves the right to terminate negotiations with that firm, consortium, joint venture or team and commence negotiations with the next most qualified firm, consortium, joint venture or team.

V. RESOURCES

Firms seeking to learn more about WestCOG are encouraged to visit: www.westcog.org.

Scope of Work

Danbury and New Fairfield Corridor Study

Draft Scope of Work

Overview

The purpose of this project is to study physical and operational characteristics of State Route 37 from Danbury to New Fairfield to facilitate development of appropriate improvement plans. The project is intended to solicit detailed evaluation of physical and operational characteristic of State Route 37 for future improvement purposes. The major objectives of the Study are to alleviate traffic congestion levels during peak travel hours, improve pedestrian mobility and to promote use of healthy and environmentally friendly modes of transportation. Specifically, improvement plans to accomplish the following are sought:

- **Provide safe pedestrian amenities (sidewalks, crosswalks etc)**
- **Provide wide roadway paved shoulders**
- **Minimize accidents by providing turning lanes at intersections**
- **Minimize congestion by widening selected roadway segments**
- **Explore feasibility of a multi-use trail stretching from Saw Mill Road intersection to Danbury and extending it to Bear Mountain Reservation.**

Work Program Outline

The study will follow a multi-task planning work program and will be guided by an advisory committee, hereinafter referred to as the Technical Advisory Committee (TAC). The work program and study outline consist of the following tasks:

Task 1: Project Management

1.A Technical Advisory Committee

1.A.1 Organization: The consultant, in conjunction with WestCOG, the City of Danbury and Town of New Fairfield, and CTDOT, will work with the Technical Advisory Committee (TAC) to help guide the overall study process. The TAC will consist of municipal representation, representatives from CTDOT, WestCOG, and the HART Transit District. Municipal representation may include staff from the City of Danbury and Town of New Fairfield from the following departments: Public Works, Planning and Zoning, and Police.

1.A.2 Technical Advisory Committee Meetings: The consultant will meet with the TAC at least four (4) times over the study period at key project milestones to report findings and to seek input. The meeting agendas will approximately follow the summary below:

- TAC Meeting #1: Kick off meeting: vision, goals and objectives, project schedule
- TAC Meeting #2: End of Task 3: Analyze & Define Issues/Opportunities
- TAC Meeting #3: End of Task 4: Identification of Implementation Alternatives
- TAC Meeting #4: End of Task 5: Presentation of Final Report

WestCOG, the City of Danbury and the Town of New Fairfield will work with the consultant in scheduling project meetings. The consultant will notify attendees, develop presentation and handout materials for each meeting, as appropriate, attend and participate in these meetings and develop and distribute meeting summaries. It is anticipated that most communication between the consultant and the TAC will be conducted via email.

The consultant will be responsible for developing digital meeting summaries to be utilized in publicizing the results of TAC meetings on the project website. Feedback from TAC members on study products or process following, or in between, meetings will be directed to the WestCOG for transmittal to the consultant so that responses can be coordinated with WestCOG in an organized fashion. The consultant Project Manager will serve as the study spokesperson at the direction of the WestCOG Project Manager, facilitating the TAC Meetings.

Task 1 – Deliverables

- Agendas, presentation material, handouts, meeting summaries for TAC meetings, and project schedule

Task 2: Data Collection and Review

Collect and acquire the base data needed to analyze existing conditions and determine general travel characteristics throughout the Route 37 corridor study area (as defined above).

This task includes the following sub-tasks:

2.A Review of Existing Data and Data Collection:

WestCOG and CTDOT will work with the consultant to gather relevant data regarding traffic conditions on Route 37 for the consultant to review. The data to be collected or obtained either through field surveys or from existing data files includes, but is not limited to:

- Automatic Traffic Recorder (ATR) volumes – 24 hour screen line counts by direction for nine (9) continuous days.
- Turning movement counts (TMCs)– Miovision cameras and technology will be utilized to capture peak period turning movement volume data by classification, including bicycles, and pedestrian crossings. Peak periods will be determined by the data collected.
- The consultant will coordinate with CTDOT about any activity related to State Projects 34-305 and 34-345.
- In coordination with turning movement counts at all locations, bicycle and pedestrian counts and heavy vehicle classification counts will be conducted using the Miovision system.
- Road geometry, widths and lane arrangement.
- Traffic signal permit plans for signalized intersections (from CTDOT).
- Crash data along the Route 37 study area (as defined above) for the most recent three-year period.

- Pedestrian features and facilities (crosswalks, sidewalks, pedestrian actuated signals and sidewalks).
- Environmental data including but not limited to known wetlands, flood plain delineation, presence of potential threatened or endangered species.
- Utility location – sewers, storm water drainage system, electrical, cable, telephone, gas, water, and fiber optic. All record plans for utility information will be provided by WestCOG, the City of Danbury and Town of New Fairfield. Utility information will be reviewed to identify general locations for conceptual design and estimating purposes.

2.B Prepare Base Mapping

The consultant will use data provided by WestCOG for base mapping. The base mapping will depict topography at specific intervals and road geometry; travel and turn lanes, traffic control devices, and pedestrian features.

Task 2 Deliverables

- Existing Conditions Report

Task 3: Analyze & Define Issues/Opportunities

In this task, the consultant will provide an overview of issues and opportunities in the study area based on the review and analysis of data collected in Task 2.

Task 3 will include the following sub-tasks:

3.A Traffic Operations

The data collected under Task 2 will be summarized to reflect base conditions. Existing traffic operations will be analyzed and assessed using a Synchro model. Analyses include, but are not limited to, intersection operational conditions, including level of service, capacity, delay, queuing, traffic signal timing and phasing optimization, vehicular and pedestrian safety problems, and operating speeds. Conditions will be assessed for existing baseline conditions and 2040 future year no-build conditions based on background traffic volume projections to be provided by CTDOT. Peak hour traffic networks to be analyzed will include three weekday peak hours (AM, Midday, PM), and one weekend peak hour. The specific peak hours to be analyzed will be based on review of ATR data.

Future Build traffic patterns and operating conditions will be assessed and compared with no-build metrics.

3.B Safety Assessment

The crash data collected under Task 2 will be tabulated and summarized. The safety assessment will look at the number, type and severity of the crashes, pedestrian and bicyclist crashes, as well as contributing factors. Crash incidence will be compared with accident indexes to determine if the actual crash rates exceed what would be expected given traffic volumes and road classification. Any high accident locations will be reviewed in further detail to assist in determining patterns and potential mitigation.

Task 3 Deliverables:

- Traffic Impact, Safety and Future Conditions Report

Task 4: Develop Transportation Improvement Alternatives

Based on the results of the traffic and safety assessments, possible transportation improvement alternative scenarios for the study area will be developed, accounting for several factors including, but not limited to the following:

- Traffic flows
- Pedestrian and bicycle amenities
- Relocation of Utilities
- Capacity
- Parking and Access Management
- Safety
- Connectivity and Access
- Coordination of traffic signals
- Multi-use trail

The development of the transportation improvements should complement current planning efforts and programmed improvements in Danbury and New Fairfield. Transportation improvements will be coordinated with the Town to ensure each alternative is feasible and acceptable to Department staff (as well as CTDOT). The consultant will determine the impact on traffic in relation to the implementation of complete streets (bike/pedestrian amenities, lane reductions, lane width reductions).

4.A Identify Permits

This task will research the required state and local permits and summarize the issuing agency, reason for the permit, the permit requirements, scope and extent of work needed to prepare the permit and the estimated timeframe for approval.

Task 4 Deliverables:

- Draft Transportation Improvement Alternatives

Task 5: Prepare Preliminary Concept Plan and Study Report

Prepare a schematic plan and visualization for the proposed transportation improvements of the study area (as defined above), including all applicable intersections within the study area, which meet the project design objectives. The design of the new roadways will include, as much as practical, “complete streets” elements that consider green infrastructure, bicycle accommodation and streetscape environment. The concept plan will include:

- Layout of the preferred alignment at a scale of 1" = 40';
- Typical cross section, including pedestrian and bicycle;
- Illustration of the new intersections;
- Preliminary landscaping plan and layout of green infrastructure elements;
- Estimate property acquisition, including both partial and full property takes, and right-of-way costs;
- Estimate cost to conduct and complete environmental document that may be required for the project, including documentation needed to satisfy NEPA requirements;
- Estimate design and construction costs;

- and Traffic impact analysis.

Task 5 Deliverables:

- Alternative Scenarios Report, including conceptual plans for each improvement
- Concept Plan for the Alternative Scenarios

Task 6: Public Outreach

The project study will include a public outreach effort that will adhere to the principles of a Context Sensitive Solutions approach. It will include public information meetings and the posting of project information, documents and plans on the City of Danbury’s, Town of New Fairfield’s and WestCOG’s websites. The public will be provided on-going opportunity to provide input and comment.

During the study, the following outreach efforts will be conducted:

- Public information meetings – at least three public meetings to be held throughout the study. The first meeting will occur at the start of the study to introduce the project and its goals. The second will provide the public with an opportunity to discuss existing challenges and provide input on the preliminary alternative concepts. The last public meeting will present the final alternatives and the final project plan. The consultant is required to attend, participate and prepare all meeting materials, including presentations and handouts, for these public information meetings; and
- Website – The City of Danbury, Town of New Fairfield and WestCOG will work with the consultant to determine the best location to host a project website. The project website will contain general project information, meeting dates and project deliverables obtained from the lead consultant. The website will also include a comment section where the public will be able to make direct inquiries to the project team. The consultant will be responsible for hosting, developing and managing the website; and
- Stakeholder Coordination - Consultants will coordinate with key stakeholders, such as utility companies and the Department of Public Health, as needed or requested by the TAC.

Task 6 Deliverables:

- Meeting summaries
- Public Outreach Findings Report

Task 7: Final Report and Public Presentations

A final report will be prepared and reviewed and approved by TAC. The approval will follow a public presentation of the draft final plan recommendations. The final report will be a synthesis of the data collection, analyses, assessments, public input and recommendations. The consultants will also present the final report to the New Fairfield Board of Selectmen and a committee or board requested by the City of Danbury.

Task 7 Deliverables:

- Final Project Plan
- Final Presentations to Danbury and New Fairfield

Schedule

This project is expected to take twelve-to-eighteen months to complete.