

## REQUEST FOR QUALIFICATIONS

### Task-Based Transportation Engineering Services

#### I. BACKGROUND

The Western Connecticut Council of Governments (WestCOG) invites *Statements of Qualifications* from consultants and/or firms to perform transportation engineering services for municipalities under tasked-based agreement(s).

The WestCOG is a regional planning organization, established under Connecticut General Statutes, serving 18 municipalities. Consultants selected through this solicitation will be available to contract directly with WestCOG municipalities for specific tasks and will have already met the procurement requirements for many of the municipalities. No contracts with WestCOG are anticipated.

WestCOG is soliciting responses from qualified and experienced consultants to serve on the following Task-Based Lists to assist with:

List 1: Municipal Engineering Design Phase Assistance

List 2: Municipal Engineering Construction Phase Assistance

Consultants may submit *Statements of Qualifications* and be selected for either or both lists.

The Local Transportation Capital Improvement Program (LOTICIP) was created through enactment of Connecticut Public Act 12-239. The Connecticut Department of Transportation (CTDOT) developed, and periodically updates, program guidelines establishing responsibilities for municipalities, Councils of Government (COGs), and CTDOT. LOTICIP project eligibility mirrors that of the federal Surface Transportation Program requirements. LOTICIP is intended to provide municipalities with funding for transportation capital improvements with less burdensome requirements than are applicable to federal funding sources. Under the LOTICIP, COGs are responsible for soliciting, ranking and prioritizing their municipal members' project proposals. The CTDOT reviews project Applications prepared by municipalities and endorsed by the COG to determine eligibility, and to confirm project purpose and need and service life of the proposed improvements. The CT DOT also reviews final contract documents prior to solicitation of construction bids and the resulting bids prior to contract award.

Municipalities are responsible for all aspects of the design and are also responsible for project advertising, bidding, construction oversight and inspection, materials testing, etc. Consultant agreements resulting from this solicitation will primarily be for LOTCIP projects; however, if this solicitation satisfies a municipality's procurement requirements for consultant services related to other programs, such a municipality may, at its discretion, enter into an agreement with a selected consultant.

WestCOG will accept complete *Statements of Qualifications*, by mail or in person, until 3:00 p.m. ET on Wednesday, March 25, 2020. 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 Qualifications* 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.

## **II. 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](mailto:vricks@westcog.org) by 11:59 p.m. ET, Wednesday, March 18, 2020. Questions will be posted on the WestCOG website on Friday, March 20, 2020 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 Qualifications* in response to the RFQ. Under no circumstances will WestCOG provide interpretive guidance.

### **CTDOT Prequalified Consultants for Year 2020**

Respondents must be prequalified by CTDOT in one or more of categories as specified in the Scope of Work section titled "*Minimum Requirements*."

### **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 the contracting municipality 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 Qualifications* by mail or in person, until 3:00 p.m. on Friday, March 25, 2020. Qualifications statements submitted via email or facsimile will not be accepted.

Please see the section titled "*Format for Statements of Qualifications*" for additional guidance.

### **Disadvantaged Business Enterprise (DBE) Requirement**

DBE firms are strongly encouraged to respond to this RFQ.

DBEs should have the maximum practicable opportunity to compete for work awarded through this solicitation. A DBE requirement may apply to any contract(s) awarded by member municipalities. The Statement of Qualifications should identify DBE firm(s) anticipated to be engaged in projects and the roles and tasks anticipated to be assigned to the DBE(s). Proof of CT DOT DBE certification must be submitted with the DBE's qualifications statement. Responses that fail to provide proof of DBE certification or describe expected project involvement will not be recognized as including DBE participation.

### **Equal Employment and Nondiscrimination**

All contracts awarded as a result of this RFQ are subject to all applicable state and federal laws concerning civil rights, nondiscrimination, and equal opportunities for employment.

### **Insurance Requirements**

Selected 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 municipalities reserve the right to issue multiple awards. WestCOG municipalities also reserves the right to retain portions of the work described in the attached scope of work for performance by municipal 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.

### **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 a WestCOG municipality and meet any conditions on the use of funds imposed by said municipality or the Connecticut Department of Transportation. All fees will be negotiated and stated in any agreement.

## **III. FORMAT FOR STATEMENTS OF QUALIFICATIONS**

The qualifications statement must contain the following information:

1. Letter of interest to include, but not limited to, an indication of which task-based services list(s) the consultant wishes to be considered and identifying the primary point of contact for this submission;
2. General information (i.e. brochures) on the consultant and proposed sub-consultants including description of current workloads;
3. 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 transportation engineering, transportation planning, and/or transportation program management.

4. 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 disclosure of any shared interests among the firm and proposed sub-consultants, e.g. parent-subsidiary, joint ventures, formal affiliations, etc.
5. Narrative that describes the suggested service delivery approach and addresses the goals and objectives stated in the scope of work (Attachment A);
6. Resumes of key personnel to be assigned to this project and the amount of time they will devote to project activities;
7. Proof of Connecticut DBE certification (if applicable); and
8. Current Federal Form SF-330 Part II.

#### IV. SELECTION PROCEDURES

Responses to this RFQ 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. Understanding of service objectives;
5. Thoroughness, creativity, and clarity of suggested approach;
6. Experience and proven record of success with comparable projects.

A Consultant Selection Team will be convened to evaluate qualifications statements 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 by the Consultant Selection Team within 60 days of the closing date. The Consultant Selection Team will rank by list the firms, consortia, joint ventures and teams according to the criteria identified in this RFQ and submit its recommendations to WestCOG.

#### V. AWARD

Following selection for each of the two task-based services lists, WestCOG will establish fee schedules based on job titles, certified payroll records, burden, fringe, and overhead (BF&O) rates, profit margin (maximum 10%), and periodic cost escalations.

The fee schedules will be used by WestCOG municipalities to estimate lump sum costs for tasks assigned by municipalities and performed by consultants appearing on either list. In the event that an agreement cannot be reached, WestCOG municipalities reserve 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.

## VI. RESOURCES

Firms seeking to learn more about the WestCOG and its member municipalities are encouraged to visit the [web site](http://westcog.org) (westcog.org)

## Scope of Work Task-Based Transportation Engineering Services

**Purpose.** Perform transportation engineering and construction engineering and inspection for municipal-led transportation capital improvements, primarily those funded by the Local Transportation Capital Improvement Program (LOTICIP).

**Service Area.** The service area comprises eighteen member municipalities of the Western Connecticut Council of Governments (WestCOG): Bethel, Bridgewater, Brookfield, Danbury, Darien, Greenwich, New Canaan, New Fairfield, New Milford, Newtown, Norwalk, Redding, Ridgefield, Sherman, Stamford, Weston, Westport, and Wilton.

**Service Objectives.** Primary service objectives are as follows:

1. Perform engineering design services for municipalities
2. Perform construction engineering and inspection services for municipalities

**Service Framework.** Consultants selected for these services will be assigned to one or both task-based lists:

- List 1: Municipal Engineering Design Assistance. Municipalities may contract directly with consultants on this list for their services.
- List 2: Municipal Engineering Construction Assistance. Municipalities may contract directly with consultants on this list for their services

The consultants will work cooperatively with municipalities, and when applicable, the WestCOG and Connecticut Department of Transportation to perform the assigned tasks.

### **List 1: Municipal Engineering Design Assistance**

WestCOG intends to select at least two consultants for this list. Municipalities may select consultants from this list to assist with all design phases of a transportation project including but not limited to: traffic, highway, pavement, and bridge design, drainage, specification and estimate preparation, utility coordination, permitting, right-of-way acquisition, bid document preparation, project advertising, responses to bidding questions, and construction contract preparation. In addition to survey and property maps preparation capabilities, the consultant should possess general right-of-way acquisition knowledge to guide municipalities through the acquisition process if requested. The consultant should be intimately familiar with both municipal and CTDOT project delivery processes, including those applicable to LOTICIP.

Municipalities are not required to contract with or assign tasks to the consultants selected for this list. Selecting a consultant from this list should satisfy the procurement requirements of the municipality. It is expected that consultants who appear on this list will work with municipalities to assure that the assigned tasks and services performed are consistent with advancing projects through the design process.

### **List 2: Municipal Engineering Construction Assistance**

WestCOG intends to select at least two consultants for this list. Municipalities may select consultants from this list to assist with all construction phases of a transportation project including but not limited to: construction engineering, materials testing, inspection, quality assurance procedures to monitor contractor performance, and recordkeeping. The consultant should be intimately familiar with both municipal and CTDOT project delivery processes, including those applicable to LOTCIP.

Municipalities are not required to contract with or assign tasks to the consultants selected for this list. Selecting a consultant from this list should satisfy the procurement requirements of the municipality. It is expected that consultants on this list will work with municipalities to assure that the assigned tasks and services performed are consistent with advancing projects through the construction process.

### **Minimum Requirements**

To be eligible for selection lists, the consultant shall appear on the 2020 CTDOT prequalified consultant list as noted below:

- List 1: Municipal Engineering Design Assistance (prequalified in one or more of)
  - Bridge and Structure Design (Category 1)
  - Highway Design (Category 3)
  - Traffic and Safety Engineering (Category 5)
- List 2: Municipal Engineering Construction Assistance (prequalified in)
  - Construction Engineering and Inspection (Roadway, Bridge) (Category 9)

### **Schedule**

Firms selected for these services may remain on one or more task-based services lists for a term of 24 to 60 months subject to available funding. Firms selected for these services may be subject to periodic review.