

Request for Qualifications

Metro-North Railroad New Canaan Branch Noise Pollution Abatement Feasibility Study

The Western Connecticut Council of Governments (WestCOG) invites Statements of Qualifications from consultants and/or firms with experience in transportation planning, transportation engineering, traffic engineering and public involvement.

WestCOG will use funding from the Connecticut Department of Transportation for a study to determine a cost-effective approach to implementing noise reduction measures, quiet zone(s) or other methods, along the New Canaan Branch Line of the Metro-North Railroad. The goal of the study is to reduce the environmental impacts for the residents and businesses around the crossings while also improving the safety of all users at the railway-highway grade crossings.

WestCOG will accept complete Statements of Qualifications, by email only, until 4:00 p.m. ET on Friday, January 14, 2022. Statements of Qualification must be submitted to:

Cricket Carpenter
Office Manager
Western Connecticut Council of Governments (WestCOG)
1 Riverside Road
Sandy Hook, CT 06482
ccarpenter@westcog.org

Statements of Qualifications that are incomplete will not be considered.

I. General Instructions and Requirements

Inquiries

Questions regarding this Request for Qualifications (RFQ) should be directed to Cricket Carpenter at the email address noted above, ccarpenter@westcog.org by 11:59 p.m. ET on Friday, December 31, 2021. Questions will be posted on the WestCOG website on Friday, January 7, 2022 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 2021

Respondents must be prequalified by CTDOT in the following categories:

9. Rail Design

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, consortium, joint venture or team, and the lead firm must perform at least fifty one (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 email until 4:00 p.m. on Friday, January 14, 2022.

Please see the section entitled, "Required Format" for additional guidance.

Disadvantaged Business Enterprise (DBE) Requirement

DBE firms are encouraged to respond to this RFQ. WestCOG will strive to ensure that DBEs have the maximum practicable opportunity to compete for work on this project.

The selected Consultant must meet WestCOG, State, and Federal affirmative action and equal opportunity employment practices. A Disadvantaged Business Enterprises (DBE) set-aside is not required.

Equal Employment and Nondiscrimination

All contracts awarded by WestCOG as a result of this RFP 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

If revisions or additions to this RFQ are necessary, a copy of such revisions or additions will be posted online where WestCOG posted this 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 evaluating traffic congestion and developing mitigation projects.
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.
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 Qualifications received by the closing date stated in this RFQ. The firms whose proposals receive the highest aggregate ranking will be requested to appear for an interview. WestCOG will notify firms, consortia, joint ventures, and teams selected for interview with the Consultant Selected 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 the 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. If 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.