

Addenda – Responses to questions and requests for clarification:

WestCOG has provided responses to the best of its knowledge. If there is any conflict between state and federal guidance, federal guidance prevails.

#	Question	Response
1	Are the following items required from all proposed subconsultants/team members, or only from the prime consultant?	
	Required Federal and State Forms, Clauses, and Certifications	<p>For this Study, CTDOT is the Recipient and WestCOG is the Subrecipient. It is WestCOG’s interpretation that a prospective consultant and/or its subconsultants are defined as Third Party Participants in the FTA guidance. Further, WestCOG must include specific provisions in its contract with the prospective Consultant. It is WestCOG’s understanding that the ‘flow-down’ requirements include those specified in FTA Circular 4220.1G, particularly at pp. VI-20 – 22.</p> <p>Sources:</p> <ul style="list-style-type: none">- https://www.transit.dot.gov/sites/fta.dot.gov/files/2026-03/Third-Party-Contract-Provisions-Matrix-March-2026.pdf- https://www.transit.dot.gov/sites/fta.dot.gov/files/2025-11/FTA-Master-Agreement-v34-2025-11-26.pdf- https://www.transit.dot.gov/sites/fta.dot.gov/files/2025-01/Third-Party-Contracting-Guidance-%28Circular-4220.1G%29.pdf

	Insurance Coverage Documentation	<p>The prime Consultant would have to ensure to WestCOG that it (and its subconsultants) have insurance coverages which cover all work to be performed by all parties who will be involved in the Study. Certificate(s) of Insurance with named insured (WestCOG) coverage types and limits (ACORD forms) are the specific forms used to document insurance coverages.</p>
	Financial Statements	<p>Access to financial statements and related information:</p> <p>“Award to Responsible Third Party Contractors. The Recipient agrees to award third party contracts only to contractors able to carry out the procurement successfully, as provided in 49 U.S.C. § 5325(j), and before awarding a third party contract, it will consider the proposed contractor’s integrity, compliance with public policy, past performance, and financial and technical resources.” FTA Master Agreement 34, p. 67.</p> <p>https://www.transit.dot.gov/sites/fta.dot.gov/files/2025-11/FTA-Master-Agreement-v34-2025-11-26.pdf</p> <p>“Provide, and require its Third Party Participants at each tier to provide, sufficient access to inspect and audit records and information, including such records and information the Recipient or its Third Party Participants may regard as confidential or proprietary, related to its Award,.....” FTA Master Agreement 34, p. 48. Note that specific forms and supporting documentation are not specified by FTA.</p> <p>https://www.transit.dot.gov/sites/fta.dot.gov/files/2025-11/FTA-Master-Agreement-v34-2025-11-26.pdf</p>
	SAM Verification	<p>SAM Verification is required for the prime consultant and for all proposed subconsultants. WestCOG is required to periodically scan SAM.gov and ensure that all consulting parties (prime and subconsultants) are in good standing with this registration system. See FTA Master Agreement 34, pp. 44-45.</p> <p>https://www.transit.dot.gov/sites/fta.dot.gov/files/2025-11/FTA-Master-Agreement-v34-2025-11-26.pdf</p>

2	Sections 4 and 6 of the Regional Transit Study RFQ both list proposal requirements, but they are not consistent. Could you please confirm which is to be followed for content and order of sections?	Please follow Section 4. Note that Section 6.1 has been struck out; however, Sections 6.2 through 6.4 still apply.
3	Would WestCOG consider extending the proposal filing deadline by at least four business days?	WestCOG will extend the deadline for submittals to Monday, July 13th by 9:00 AM ET.
4	Would WestCOG consider releasing the names and contact information of pre-bid attendees?	Upon request, WestCOG is posting a list of pre-SOQ meeting participants here. Attached is a report generated by Zoom based upon information supplied by the meeting attendees.
5	Will you be posting a list of the participants of the pre-bid meeting? It would be helpful to those looking to connect with firms as a sub-consultant.	Upon request, WestCOG is posting a list of pre-SOQ meeting participants. Attached is a report generated by Zoom based upon information supplied by the meeting attendees.
6	For the Technical Capabilities section are you wanting a Tech Approach or to explain why we're qualified to do the exact task?	In this phase of the solicitation process, we are seeking the consultant team's qualifications to perform the tasks as outlined in the RFQ.
7	Is there any chance we can extend the due date?	WestCOG will extend the deadline for submittals to Monday, July 13th by 9:00 AM ET.
8	Can you clarify the type of ridership data that already exist? Does O/D data exist? Do stop-by-stop boarding counts exist? Is data compatible across three transit providers?	As this is a Request for Qualifications, this question would be appropriate for discussion between WestCOG and the selected consultant during the negotiations phase of this procurement process.
9	What is the anticipated project budget range or funding amount available for the study?	This project is funded by a FY23 USDOT Neighborhood Access & Equity Funding discretionary grant. Scope and fee negotiations will commence with the most qualified firm as selected by the consultant selection team.
10	What is the anticipated study schedule and duration following the notice-to-proceed?	To be discussed with the highest ranked consultant during the negotiations phase of this procurement process. WestCOG is requesting that all proponents develop a project schedule.

11	What datasets will be provided by WestCOG, CTDOT, HARTransit, Norwalk Transit District, and CTtransit?	As this is a Request for Qualifications, this question would be appropriate for discussion between WestCOG and the selected consultant during the negotiations phase of this procurement process.
12	Does WestCOG currently have access to O/D datasets (e.g., StreetLight, Locus, etc.), or traffic/travel time data (e.g. INRIX), or should consultants assume those resources would need to be provided by the consultant team?	No. WestCOG is requesting that all proponents identify and recommend those data tools that they believe are useful to undertake the Study.
13	Will existing rider survey data from recent studies (such as the Norwalk Transit District COA) be made available for use in this effort?	As this is a Request for Qualifications, this question would be appropriate for discussion between WestCOG and the selected consultant during the negotiations phase of this procurement process.
14	What assumptions should consultants make regarding the level of analysis and refinement expected for service alternatives and implementation strategies?	As this is a Request for Qualifications, this question would be appropriate for discussion between WestCOG and the selected consultant during the negotiations phase of this procurement process.
15	For scenarios that emphasize maintaining existing resources, are there any preferred assumptions or constraints regarding how service recommendations should be evaluated across participating transit providers?	As this is a Request for Qualifications, this question would be appropriate for discussion between WestCOG and the selected consultant during the negotiations phase of this procurement process.
16	What level of stakeholder coordination has occurred to date, and are there any key considerations or priorities that should inform the consultant team's approach?	As this is a Request for Qualifications, this question would be appropriate for discussion between WestCOG and the selected consultant during the negotiations phase of this procurement process.

17	Does WestCOG anticipate the consultant developing recommendations at the route level for all three transit operators, or primarily focusing on regional coordination opportunities and cross-provider travel markets?	As this is a Request for Qualifications, this question would be appropriate for discussion between WestCOG and the selected consultant during the negotiations phase of this procurement process.
18	Are there any corridors, service areas, or policy issues that WestCOG considers particularly high-priority for evaluation?	As this is a Request for Qualifications, this question would be appropriate for discussion between WestCOG and the selected consultant during the negotiations phase of this procurement process.
19	Can WestCOG provide an inventory of all transit ridership, GTFS, APC, AVL, farebox, and mobility datasets currently available for the study area, including data coverage periods and known quality limitations?	As this is a Request for Qualifications, this question would be appropriate for discussion between WestCOG and the selected consultant during the negotiations phase of this procurement process.
20	Does WestCOG expect the consultant to independently acquire supplemental mobility datasets if existing operator data is insufficient for origin-destination analysis?	Yes, WestCOG will be asking the selected consultant to acquire any datasets necessary to complete the tasks as identified in the Scope of Work.
21	What level of geographic granularity is expected for travel market analysis (TAZ, census tract, block group, municipality, corridor, etc.)?	WestCOG will be asking the selected consultant to recommend the appropriate data granularity necessary to prepare recommendations for the study.
22	Are there preferred third-party mobility, location intelligence, or demographic datasets that WestCOG would like incorporated into the analysis?	WestCOG does not have a preference. WestCOG is requesting that a prospective consultant identify and recommend the analytical tools to be used to perform this study.
23	Are there any restrictions on the use of anonymized mobile-device, crowdsourced, or location-based datasets for travel pattern analysis?	WestCOG is not aware of any restrictions upon the use of the datasets referenced in the question but would recommend that a selected consultant perform due diligence to identify any restrictions.

24	Which transit operators have formally committed to participating in data sharing and stakeholder engagement activities for the study?	WestCOG anticipates that the three public transit agencies which directly deliver fixed-route bus services in the region (HARTransit, CTtransit Stamford, and Norwalk Transit District) will participate. A broader group of transit agencies serving areas adjacent to the region will be notified of the Study, including Westchester County Bee Line, Greater Bridgeport Transit Authority, North Western Connecticut Transit District, Putnam Area Rapid Transit, Valley Transit District). Data sharing and stakeholder engagement activity outreach does not include intercity bus operators, Transportation Networking Companies, or private transportation operators.
25	How many Technical Advisory Committee meetings are anticipated, and does WestCOG have target participation requirements?	See Section 3.4b: Technical Advisory Committee.
26	What minimum response targets or statistical confidence levels does WestCOG expect for rider surveys?	As this is a Request for Qualifications, this question would be appropriate for discussion between WestCOG and the selected consultant during the negotiations phase of this procurement process.
27	Does WestCOG anticipate conducting surveys only of existing riders, or should non-riders and latent demand populations also be surveyed?	As this is a Request for Qualifications, this question would be appropriate for discussion between WestCOG and the selected consultant during the negotiations phase of this procurement process.
28	Are multilingual survey instruments expected, and if so, which languages should be prioritized?	As this is a Request for Qualifications, this question would be appropriate for discussion between WestCOG and the selected consultant during the negotiations phase of this procurement process.
29	Are public engagement activities expected to be conducted in-person, virtual, or hybrid, and are there minimum participation goals?	As this is a Request for Qualifications, this question would be appropriate for discussion between WestCOG and the selected consultant during the negotiations phase of this procurement process.
30	How will environmental justice, equity, and disadvantaged communities be weighted in evaluating service alternatives?	As this is a Request for Qualifications, this question would be appropriate for discussion between WestCOG and the selected consultant during the negotiations phase of this procurement process.

31	Is there an expected methodology for evaluating transit access to jobs, healthcare, education, and other essential destinations?	As this is a Request for Qualifications, this question would be appropriate for discussion between WestCOG and the selected consultant during the negotiations phase of this procurement process.
32	Does WestCOG have predefined performance measures for evaluating alternatives, or should the consultant propose an evaluation framework?	As this is a Request for Qualifications, this question would be appropriate for discussion between WestCOG and the selected consultant during the negotiations phase of this procurement process.
33	What level of operational and financial feasibility analysis is expected for recommended service improvements?	As this is a Request for Qualifications, this question would be appropriate for discussion between WestCOG and the selected consultant during the negotiations phase of this procurement process.
34	For revenue-neutral scenarios, should recommendations remain within individual operator budgets or be evaluated regionally across providers?	As this is a Request for Qualifications, this question would be appropriate for discussion between WestCOG and the selected consultant during the negotiations phase of this procurement process.
35	Will WestCOG provide current operating cost, subsidy, and fare revenue data for all participating operators?	As this is a Request for Qualifications, this question would be appropriate for discussion between WestCOG and the selected consultant during the negotiations phase of this procurement process.
36	Are there specific state or federal funding programs that recommended improvements should be aligned with?	As this is a Request for Qualifications, this question would be appropriate for discussion between WestCOG and the selected consultant during the negotiations phase of this procurement process.
37	Does WestCOG expect recommendations to include implementation phasing, funding strategies, and grant-readiness assessments?	As this is a Request for Qualifications, this question would be appropriate for discussion between WestCOG and the selected consultant during the negotiations phase of this procurement process.
38	Will the selected consultant be expected to create a reusable regional transit data platform or dashboard that WestCOG can maintain after project completion?	As this is a Request for Qualifications, this question would be appropriate for discussion between WestCOG and the selected consultant during the negotiations phase of this procurement process.

39	Does WestCOG anticipate the need for GIS-based public engagement tools, interactive dashboards, or web-based visualization products as project deliverables?	As this is a Request for Qualifications, this question would be appropriate for discussion between WestCOG and the selected consultant during the negotiations phase of this procurement process.
40	Would WestCOG consider integrating anonymized real-world behavioral and mobility sources to supplement traditional rider surveys and improve demand forecasting?	As this is a Request for Qualifications, this question would be appropriate for discussion between WestCOG and the selected consultant during the negotiations phase of this procurement process.
41	How will evaluation scores be weighted among technical approach, project team qualifications, transit planning experience, public engagement strategy, and innovation?	Scoring criteria is outlined in Section 6.2.
42	Will interviews or presentations be conducted as part of consultant selection, and if so, what evaluation criteria will be used?	See Section 6.2.
43	The RFQ does not identify an estimated budget or funding ceiling. Can WestCOG provide the anticipated budget range available for the study, including expectations regarding data acquisition, public engagement, and technical analysis activities?	This project is funded by a FY23 USDOT Neighborhood Access & Equity Funding discretionary grant. Scope and fee negotiations will commence with the most qualified firm as selected by the consultant selection team.

Pre-SOQ Meeting June 16, 2026 – Attendee List

Below is a report generated by Zoom based upon information supplied by the meeting attendees.

Attendee Details		
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