



**REQUEST FOR QUALIFICATIONS (RFQ)  
FOR  
LOT/CIP TRANSPORTATION ENGINEERING SERVICES**

**Issue Date:** November 27, 2024

**Due Date/Time:** January 29, 2025 (2:00 p.m. E.T.)

**Response Location:** Electronic Only to [smontanari@crcog.org](mailto:smontanari@crcog.org)  
Sotiria Montanari  
Submissions should be prepared as a single  
PDF

**CAPITOL REGION COUNCIL OF GOVERNMENTS**  
**REQUEST FOR QUALIFICATIONS (RFQ)**  
**FOR LOTCIP ENGINEERING SERVICES**  
**Program Management and Design Review Assistance**

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**I. INTRODUCTION**

The Capitol Region Council of Governments (CRCOG) is the largest of Connecticut's nine regional planning organizations. We are established under the Connecticut General Statutes as a voluntary association of municipal governments currently serving 38 Metro Hartford municipalities. CRCOG is dedicated to expanding the concept of voluntary cooperation among its member municipalities as the means to successfully respond to many of the region's pressing governmental and public challenges.

CRCOG is soliciting responses from qualified and experienced firms or teams (hereto referred to as consultants) to serve on the following On-Call Lists to assist with the Local Transportation Capital Improvements Program (LOTICIP) related tasks:

On-Call List 1: Municipal Engineering Design Phase Assistance

On-Call List 2: Municipal Engineering Construction Phase Assistance

In 2014 CRCOG established three on-call lists of consultants to assist municipalities with project delivery and to assist CRCOG with program management and peer design reviews for LOTICIP. Consultants currently appearing on Lists 1 and 2 have terms that will expire May 31, 2025, and therefore this RFQ is intended to identify four consultant firms that will serve on each of these lists beginning June 1, 2025, for a 36-month term. Consultant firms currently on CRCOG's On-Call List 3 are NOT eligible to apply for On-Call Lists 1 and 2.

Respondents should have experience performing transportation engineering services relevant to the tasks outlined in the included Scope of Service summaries (Section III). Respondents can request to be considered for one or both On-Call Lists. Respondents to the RFQ will enter a competitive process for each on-call list that will identify a small pool of consultants pre-qualified by CRCOG to perform the services described. Selected consultants will appear on a list for a 36-month period, provided the firm/team does not undergo any material changes that could affect its ability to serve the CRCOG and/or its member municipalities.

Consultants selected for either (or both) On-Call Lists 1 and 2 will automatically qualify to be retained on an on-call basis by any of CRCOG's member municipalities for work outlined in the Scope of Service summaries (Section III). CRCOG and its member municipalities make no guarantee of assignments associated with this RFQ.

## II. LOTCIP BACKGROUND AND GUIDELINES

In June 2013, Connecticut Public Act 12-239 was signed into Law, directing the Connecticut Department of Transportation (CTDOT) to create a Local Transportation Capital Improvement Program (LOTCIP). CTDOT has developed program guidelines, last updated November 2021, which establish the program responsibilities for municipalities, planning regions, and CTDOT. LOTCIP project eligibility mirrors that of the federal Surface Transportation Program requirements, and therefore most projects are surface transportation construction/reconstruction projects of a civil engineering nature (roadways, bridges, sidewalks, multi-use trails, etc.). CRCOG also has formulated its own guidelines, last updated November 2018, to help assure effective management of the program. The latest versions of the CTDOT and CRCOG LOTCIP guidelines can be accessed via the following link:  
<https://crocog.org/a-lotcip/>

LOTCIP guidelines were formulated with a goal of providing municipalities with a funding source for performing capital improvements with less burdensome requirements than available federal funding sources. After initial LOTCIP funding approval, municipalities assume full responsibility for all aspects of the design with minimal CTDOT review (CTDOT will not typically be performing design submission reviews). Similarly, municipalities are responsible for project advertising, bidding, construction oversight and inspection, materials testing, etc. Program management is mainly the responsibility of the Regional Planning Organizations.

State LOTCIP funds are available to the regions for project/program management and design reviews; and to municipalities for right-of-way costs, construction costs (based on low bid), construction contingencies (up to 10% of low bid), and any incidental construction costs such as construction inspection, materials testing, etc. (up to 10% of low bid). Municipalities are responsible for funding all design related costs including any design services during construction, construction contingencies beyond 10% of low bid, and incidental construction costs beyond 10% of low bid.

### III. SCOPES OF SERVICE SUMMARIES

To help maintain a safe and efficient transportation system for the region, it is CRCOG's goal to oversee a program that utilizes the region's entire allotment of LOTCIP funds annually (between \$9.2 million and \$20.7 million per year since FY2014). Projects vary in size and complexity, with construction costs generally in the \$300,000 to \$5,500,000 range. Therefore, in upcoming years approximately 6 to 12 project designs are projected to be completed, advertised, and funded for construction annually. To assist with project and program delivery, CRCOG is issuing this RFQ for on-call consultants for the following services:

- On-Call List 1: Municipal Engineering Design Phase Assistance
- On-Call List 2: Municipal Engineering Construction Phase Assistance

Each RFQ response must identify which, or which combination of services the consultant is interested in being considered for. Consultants may identify their interest in one or both On-Call lists. Consultants may be selected to appear on either or both On-Call Lists 1 and 2.

Below are envisioned Scope of Service summaries for each of the two On-Call Lists. Actual on-call work assignments may vary as the program's needs evolve.

#### **On-Call List 1: Municipal Engineering Design Phase Assistance**

CRCOG anticipates selecting four consultants for this on-call list. Each of these consultants will be available for selection by municipalities to assist with all LOTCIP project design phase tasks 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.

The consultants will be available to contract directly with the municipalities for specific LOTCIP tasks. Municipalities are not mandated to contract with the on-call consultants on CRCOG's list, however the selected firms will have already met the procurement requirements for many of CRCOG's municipalities. No contracts with CRCOG are anticipated, however for the consultant to remain active on CRCOG's on-call list, it is expected that they will work with the municipalities to ensure that scopes of service define tasks that are consistent with progressing projects through the LOTCIP process. Therefore, in scoping projects the consultant will need to be intimately familiar with both the CTDOT and CRCOG LOTCIP guidelines.

The municipal design submissions guidelines are as follows:

#### **Design Submissions under LOTCIP program**

***Per CRCOG guidelines, project design submissions will be made to CRCOG for each LOTCIP municipal project.***

A Preliminary Design (PD) Submission is required only for projects categorized as Reconstruction Projects, a Semi-Final Design Submission is optional for all projects, and a 90% and a Final Design Submission is required for all projects.

**Preliminary Design (PD) Review**

The consultant will provide preliminary plans for addressing transportation needs and conformance with applicable design standards, estimated preliminary construction costs, and the anticipated design and construction schedules.

**Semi-Final Design Review**

The consultant will assess constructability, attempt to resolve any major outstanding Preliminary Design Review issues, and identify the major outstanding efforts needed to advance to Final Design. The consultant will provide the project design plans, assess right-of-way, and review the project's schedule and estimated construction cost. In addition to plans, the consultant may provide draft contract documents (contract language, notice to contractors, special provisions, etc.).

**90% Design Submission**

The consultant will provide plans and contract documents and will review them for errors and omissions, constructability, level of completeness, and the reasonableness of construction costs and anticipated construction schedule.

**100% Design Submission**

The consultant will submit documents according to the [Final Design checklist](#).

**On-Call List 2: Municipal Engineering Construction Phase Assistance**

CRCOG anticipates selecting four consulting firms for this on-call list. Each of these firms will be available for selection by municipalities to assist with all LOTCIP project construction phase oversight tasks including, but not limited to construction inspection, materials testing, quality assurance procedures to monitor contractor performance, and recordkeeping. The consultants should be intimately familiar with both municipal and CTDOT project delivery processes.

#### IV. PREPARING A RESPONSE

By submitting a response, respondents represent that they have thoroughly examined and are familiar with the Scope of Service summaries outlined in this RFQ and can perform the work to achieve the objectives for the on-call list.

##### CRITICAL DATES

**Questions Deadline:** January 8, 2025, at 2:00 p.m. E.T.

**Proposal Deadline:** January 29, 2025, at 2:00 p.m. E.T.

##### QUESTIONS

General questions should be directed electronically to Sotoria Montanari, Program Manager at [smontanari@crcog.org](mailto:smontanari@crcog.org). **No oral interpretations shall be made** to any respondent as to the meaning of any of the documents. Every request for an interpretation shall be **emailed to [smontanari@crcog.org](mailto:smontanari@crcog.org)**. To receive consideration, such questions must be received by 2:00 p.m. E.T. on January 8, 2025.

CRCOG staff will arrange an addenda, which shall be made as part of this Request for Qualifications, all questions received as above provided and the decisions regarding each. At least ten (10) days prior to the proposal deadline, CRCOG staff will post a copy of any addenda to CRCOG's website, located at: <https://crcog.org/rfp-rfq/> **shall be the responsibility of each respondent to determine whether any addenda have been issued and if so, to download copies directly from the agency's website.**

##### MINIMUM REQUIREMENTS

1. The consultant team shall include firms currently pre-qualified by CTDOT for the work being undertaken. Therefore, the following CTDOT pre-qualifications are viewed as minimum qualification for applying for On-Call assignments:
  - On-Call List 1: At least one of the following: Highway Design, Traffic and Safety Engineering, Bridge and Structural Design
  - On-Call List 2: Construction Engineering and Inspection (Road and Bridge)
2. The consultant shall demonstrate sufficient staff resources, with appropriate qualifications/accreditations, either in-house or through sub-consultants that would be available to assist CRCOG or its member municipalities with limited notice.
3. GSA Standard Form 330 Part II for the Consulting firm(s)/team. The firm/team shall have demonstrated experience providing similar engineering consulting services within the past five (5) years.

##### COMPLETENESS AND FORMAT OF RESPONSE

Respondents are requested to prepare a single response document to be considered for either or both On-Call Lists 1 and 2. Respondents are asked to organize their responses in the order requested, in accordance with the following format:

1. **Introduction.** Provide a description of your firm/team, experience in the industry, number of years providing transportation engineering services, primary client type, and a summary of the engineering services offered. Include company name(s) and address(es). **For the firm/team, provide the name, title,**

**phone number, and email of the desired contact person during the RFQ process.**

The introduction must also clearly indicate which (or which combination) of the following on-call lists your firm would be requesting to be considered for:

On-Call List 1: Municipal Engineering Design Phase Assistance

On-Call List 2: Municipal Engineering Construction Phase Assistance

- 2. Recent Clients and References.** Provide a list of similar assignments or work products, starting with municipal clients and followed by other clients (regional, state, federal, private, etc.) completed over the past 5 years. Provide at least five (5) clients and their contact information. On-Call List 1 involves design-related tasks and therefore if a firm is submitting for this list, three (3) references should be provided. If a firm is submitting for On-Call List 2, please provide three (3) separate references specific to that assignment. Please include project names and locations, name of primary client contacts and their contact information including e-mail addresses and telephone numbers. Indicate your firm's role in each project (i.e. design, design review) and each project's cost and date of completion. **Experience with LOTCIP projects will be highly favored.**
- 3. Service Description.** Provide a detailed description of each of the services your company/team offers that could support the scope of work(s) for the On-Call List 1 or 2, along with related marketing materials. Include any roles of sub-consultant's team members and describe the level of previous working relationship.
- 4. Implementation Details.** Provide an outline of your implementation approach and timetable. Indicate how long it may take to perform envisioned scope tasks, and any thoughts your firm may have on those tasks and/or efficient delivery of LOTCIP projects. Please also include the names, qualifications, and experience of the project manager and key personnel to be assigned to the project.

## **SUBMISSIONS**

Only electronic submissions are being accepted in response to this RFQ. Submissions should be prepared as a single PDF and may be transmitted to Sotoria Montanari at [smontanari@crcog.org](mailto:smontanari@crcog.org). **No physical submissions (USB drives, paper hardcopies, etc.) will be accepted.** Submissions should be marked in the email subject line with "RFQ Response: LOTCIP On-Call List 1" or "LOTCIP On-Call List 2" or "LOTCIP On-Call Lists 1 and 2".

Statements of Qualifications must be submitted no later than 2:00 p.m. E.T. on January 29, 2025. Statements received after that time or day will not be considered. Arrangements for transmission of large files should be made in advance, as technical difficulties in sending or receiving a submission shall not be a valid reason for missing the deadline.

## V. TERMS AND CONDITIONS

### **Questions**

No oral interpretations shall be made to any respondent as to the meaning of any of the documents. Any general questions or request for interpretations should be made to Sotoria Montanari, Program Manager **via e-mail at [smontanari@crcog.org](mailto:smontanari@crcog.org)**. To receive consideration, such questions must be received by 2:00 p.m. E.T. on January 8, 2025.

CRCOG staff will arrange an addendum, which shall be made a part of this Request for Qualifications and any resulting contracts, including all questions received as above provided and the decisions regarding each. At least ten (10) days prior to the submission deadline, CRCOG staff will post a copy of any addenda to CRCOG's website, located at: <https://crcog.org/a-lotcip/>

**It shall be the responsibility of each respondent to determine whether any addenda have been issued and if so, to download copies directly from the agency's website.**

### **LOTICIP Funding**

The LOTICIP program is dependent on annual funding by the State through CTDOT. All work referenced in this RFQ is contingent on adequate funding of the program.

### **Freedom of Information**

Respondents are advised that any and all materials submitted in response to this RFQ shall become the sole property of CRCOG and shall be subject to the provisions of Section 1-210 of the Connecticut General Statutes (re: Freedom of Information).

### **Incurred Costs**

This request for qualifications does not commit CRCOG to award a contract or to pay any costs incurred in the preparation of a response to this request. CRCOG will not be liable in any way for any costs incurred by respondents in replying to this RFQ.

### **Severability**

If any terms or provisions of this Request for Qualifications shall be found to be illegal or unenforceable, then such term or provision shall be deemed stricken and the remaining portions of this document shall remain in full force and effect.

### **Work Products**

All drawings, reports, data, and other documents prepared by the consultant shall be submitted to the contracting entity (CRCOG) for review and approval. The resulting work products of the Consultant pursuant to this solicitation shall be provided in digital format and shall become the property of the entity in which the consultant is contracted with.

No such approval shall in any way be construed to relieve the consultant of responsibility for technical adequacy or operate as a waiver of any of Municipality or CRCOG rights. The consultant shall remain liable according to applicable laws and practices for all damages to CRCOG caused by the Consultant's negligent performance of any of services furnished relative to any agreements resulting from this solicitation.

### **Oral Presentation**

Respondents who submit a response to this RFQ may be required to give an oral presentation to CRCOG. This provides an opportunity for the respondent to clarify or elaborate on the response. These are fact-finding and explanation sessions only and do not include negotiation. CRCOG will schedule the time and location of these presentations. Oral presentations are an option of CRCOG and may or may not be conducted.

### **Subcontracting**

Consultants may team as they deem necessary to respond to this RFQ. In their response, the prime consultant and all subconsultants should be clearly identified along with the responsibilities of each. The successful respondents may utilize the services of specialty, currently unidentified subconsultants on those unforeseen portions of the work that under normal practices are performed by specialty firms. In this event, the Consultant shall obtain and make available fee proposals from qualified sub-consultants for those services. For services eligible for LOTCIP funding, additional state procurement requirements may apply.

The successful respondent shall not award any portion of the work to a firm that is not on the selected project team without **prior written approval** of the entity it is contracted with (CRCOG). The acceptance of any and all subconsultants shall reside with the entity the consultant is contracted with, and their decision shall be final. The successful respondent shall be fully responsible for the performance, finished products, acts, and omissions of his subcontractors and persons directly or indirectly employed thereby.

### **Compliance with Local, State, and Federal Law**

The successful respondent shall comply with any additional terms and conditions required by participating municipalities not contained herein. All delivery of services shall comply in every respect with all applicable laws of the Federal Government and/or the State of Connecticut.

### **Assigning/Transferring of Agreement**

Any successful firm is prohibited from assigning, transferring, conveying, subletting, or otherwise disposing of the resulting agreement or its rights, title, or interest therein or its power to execute such an agreement to any other person, company or corporation without prior consent and approval in writing from CRCOG.

### **Acceptance or Rejection by the Capitol Region Council of Governments**

CRCOG reserves the right to accept and or reject any or all responses submitted for consideration or to negotiate separately in any manner necessary to serve the best interests of CRCOG. Respondents whose responses are not accepted shall be notified in writing.

### **Amending or Canceling Request**

CRCOG reserves the right to amend or cancel this RFQ, prior to the due date and time, if it is deemed to be in its best interest to do so.

### **Waiver of Informalities**

CRCOG reserves the right to accept or reject all responses to this Request for Qualifications, or any part thereof, and to waive any informalities and/or technicalities that are deemed to be in its best interest.

### **Collusion**

By submitting, the consultant implicitly states that his/her response has not been made in connection with any other competing firm submitting a separate response to this RFQ; is in all respects fair; and has been submitted without collusion or fraud. It is further implied that the firm did not participate in the RFQ development process, had no knowledge of the specific contents of the RFQ before its issuance, and that no employee of CRCOG either directly or indirectly assisted in the consultant's response preparation.

### **Termination**

CRCOG may terminate a consultant's status on the on-call list due to cause, default or negligence on the part of the consultant; or if the consultant fails, in the opinion of CRCOG or its member municipalities, to meet the general terms and conditions of any resulting contract or to provide a level of service that is deemed to be in the best interest of the CRCOG or its member municipalities.

### **Ethics**

The conduct of any consultant shall be subject to the CRCOG Ethics Policy (found online at: <http://crcog.org/wp-content/uploads/2016/04/CRCOGEthicsPolicy.pdf>)

### **Affirmative Action**

The entities participating in this RFQ are equal opportunity employers and require an affirmative action policy from all consultants as a condition of doing business with CRCOG or its member municipalities, as per Federal Order 11246. By responding to this RFQ, all consultants agree to this condition of doing business with CRCOG or its member municipalities and should they choose to audit for compliance, the consultant agrees to cooperate fully.

### **Disadvantaged Business Enterprise (DBE)/Small Business Enterprise (SBE)**

It is the policy of CRCOG to practice nondiscrimination based on race, color, sex, or national origin in the award or performance of this contract. All firms qualifying under this solicitation are encouraged to submit. Award of this contract will be conditioned upon satisfying the requirements described in this RFQ. These requirements apply to all respondents/offerors, including those who qualify as a DBE or SBE. Contracts will not be subject to DBE or SBE requirements.

### **Issued Purchase Order Required Before Work**

No delivery of services shall start without a written contract/work task issued by CRCOG or its member municipality in accordance with their own policies and procedures. Such work tasks will contain the Detailed Scope of Work, Reimbursement Provisions, individual CRCOG or Municipal required information, and other important data.

**Billing**

Invoices for payment shall be submitted to CRCOG or its member municipality according to the terms set forth in each contract/work task. It is understood and agreed by the consultant that CRCOG shall have no liability whatsoever for any work to be performed under a contract/work task issued by a member municipality to the consultant.

**Insurance**

Selected consultants shall at their own expense and cost, obtain and keep in force insurance during the duration of any contracted work tasks. Insurance coverage shall cover the consultant, all of its agents, employees, subcontractors and providers of services, in the amount specified by the contracting entity (CRCOG). Each contract's requirements may include, but may not be limited to, insurance for Errors and Omissions, General Liability and Property Damage, Worker's Compensation, and Auto Liability and Property Damage.

## VI. EVALUATION AND AWARD

Responses shall be evaluated by CRCOG after the response deadline. All information will remain confidential until consultant selections are finalized and the On-Call Lists 1 and 2 have been established.

Selections for On-Call List 1 and On-Call List 2 shall be made of multiple respondents deemed to be fully qualified and best suited among those submitting responses for the scope of services in the response format requested in this Request for Qualifications. Successful candidates for the on-call will be included on the respective on-call list for selection and contracting with the municipalities. After selections are made, suggested fee schedules for use by municipalities will be established for each firm. It is anticipated that these will be based on certified payroll, CTDOT accepted indirect cost rates, and a profit percentage of **22.73**/(100 + Indirect Cost Rate %). Fee schedules will be limited to be in conformance with the attached CTDOT Policy No. Ex.O.-33 dated June 25, 2015. The fees for List 2 (construction phase services) are required to be in conformance with CTDOT Policy No. Ex.O.-33 because those fees are eligible for payment with CTDOT LOTCIP funds. List 1 (design phase services) are paid using municipal funds.

### **Evaluation Criteria:**

1. Accuracy, overall quality, thoroughness, and responsiveness to the requirements as summarized herein.
2. Experience with municipal and state procedures for transportation capital improvement projects, and familiarity with LOTCIP guideline documents.
3. The qualifications and experience of the firm, the designated project manager, and other key personnel to be assigned to work tasks.
4. Demonstrated ability to respond to requests for assistance in a timely manner.
5. Performance on similar work efforts.
6. Ability to provide engineering services and possession of expertise in a broad range of transportation capital improvement related disciplines.
7. Overall approach to providing the consultant services requested.

### **Selection Process:**

1. An Evaluation Committee will evaluate all responses received for completeness and the respondent's ability to meet all requirements outlined in this RFQ.
2. Additional technical information may be requested from any respondent prior to, during, or after interviews (if conducted) for clarification purposes, however, provided information will in no way revise original submitted responses.
3. After reviews of responses, the Evaluation Committee may decide to interview some or all respondents.
4. Based on results of the review of the Statements of Qualifications, interviews (if conducted), and other provided supplemental information, the Evaluation Committee will select the respondent(s) to appear on lists 1 and 2. For the on-call lists, the Evaluation Committee shall determine in its sole discretion which respondents are fully qualified, or that one respondent is clearly more highly qualified than the others under consideration and select the respondent(s) to appear on each list. The selected on-call consultants will be informed in writing.