



**REQUEST FOR QUALIFICATIONS (RFQ)
FOR
METROPOLITAN TRANSPORTATION PLAN UPDATE ASSISTANCE**

Issue Date: January 28, 2026

Response Date/Time: March 2, 2026 (2:00pm)

Response Location: Electronic Only to cradzins@crcoget.gov

The Capitol Region Council of Governments (CRCOG) of Hartford, Connecticut is seeking a qualified and experienced consulting firm or team, hereafter referred to as “Consultant,” to assist CRCOG staff with tasks related to Metropolitan Transportation Plan (MTP) update efforts. The MTP is one the region’s core planning documents and is updated regularly. CRCOG’s most recent MTP was adopted in April 2023, and **CRCOG’s Policy Board must adopt the next MTP by March 2027**. The current MTP is available at <https://crcogct.gov/mtp/>. The horizon year for this update will be 2055.

1. BACKGROUND

The Capitol Region Council of Governments (CRCOG) is the largest of Connecticut’s nine regional planning organizations. The agency is established under the Connecticut General Statutes as a voluntary association of municipal governments currently serving 38 municipalities in the Metro Hartford area. CRCOG is also the Metropolitan Planning Organization (MPO) for the Capitol Region and serves as the lead agency for transportation planning and grant administration. Additional information about CRCOG and its transportation planning program can be found on the CRCOG website at <https://www.crcogct.gov>.

The metropolitan planning process promotes consistency between transportation improvements and State and local planned growth and economic development patterns. The MTP plays a major role in this process by helping define transportation goals, objectives, and strategies to implement within a realistic, fiscally constrained environment. These strategies directly influence the region’s Transportation Improvement Plan (TIP) and projects expenditures. Due to its impact of the use of public monies, it is important that the MTP be developed via a transparent process with a robust amount of stakeholder engagement, public outreach, and shared information. Additional areas of focus for this update include performance-based planning, fiscal constraint, and updating project lists and descriptions to incorporate new initiatives and remove outdated recommendations. CRCOG seeks to streamline and simplify its MTP to focus on the region’s highest priorities.

2. REQUIREMENTS

The selected Consultant must meet CRCOG, State, and Federal affirmative action and equal opportunity employment practices. Respondents should have experience preparing MTPs and be intimately familiar with federal guidance and regulations regarding the document.

The selected Consultant shall provide, and maintain for the duration of the contract, insurance coverages, naming CRCOG and its officers, agents, volunteers, and employees as additional insured, in conformance with Exhibit A. The selected Consultant shall provide worker’s compensation insurance, in accordance with the provisions of the CT Labor Code, for the duration of the contract, in conformance with Exhibit A.

Any Consultant wishing to be considered must submit a Statement of Qualifications. The statement must include:

- **Letter of Interest:** Include the name, title, phone number, and e-mail address of the Consultant’s contact person during the RFQ process.
- **Introduction, Staffing, Resumés:** Provide a description of your firm and team, relevant experience, number of years providing transportation planning and engineering, similar to those outlined herein, primary client types, and a summary of the services offered. Include company name and address, as well as an organizational chart showing the project manager, task leaders, and other key personnel. Include any roles of sub-consultant team

members and describe the level of previous working relationship between the firms. Resumés of key personnel should also be included.

- **Project Understanding & Approach:** Provide a description of your firm’s understanding of and approach to performing the services outlined in Section 3: Scope of Work Overview. Include a schedule demonstrating your ability to have the final MTP brought before the CRCOG Policy Board in March 2027 for adoption.
- **Recent Clients and References:** Provide a list of similar assignments or work products that have been completed within the past five (5) years for at least three (3) client references. Please include a description of each assignment, name of primary client contact, and their contact information including e-mail address and telephone number. Indicate your firm’s role in each effort and the date of completion of services.
- **Required Forms:** Include a signed copy of Exhibit B: CRCOG Equal Employment Opportunity and Disadvantaged Business Enterprise Certification, and Exhibit C: Organizational Conflict of Interest Statement. Also include federal GSA Form 330, part 2.

3. SCOPE OF WORK OVERVIEW

Provided below is a DRAFT Scope of Work outline for CRCOG’s MTP Update. This Scope of Work will be further refined following consultant selection, which may include the editing, addition of, and/or deletion of work tasks

Project Management

- Establish a project schedule and deadlines
- Regular coordination calls to discuss study progress
- Monthly reporting and invoicing

Community Involvement and Public Outreach

- Identify and define key regional and community stakeholders
- Form and facilitate focus groups
- Conduct public information meetings
- Gather, document, and respond to input from regional and community members
- Coordinate with CRCOG’s Transportation Committee and Policy Board to ensure feedback from these entities is thoroughly reflected in the MTP

Goals, Objectives, and Performance Metrics

- Using input gathered in the task above as well as analysis of best practices and national trends, develop streamlined goals and objectives for each mode, including but not limited to – highway, transit (bus, rail, microtransit), complete streets (bicycle, pedestrian, micromobility), airport ground access, freight, and emerging technologies (electric and automated/connected vehicles)
- Identify measurable metrics for each goal/objective and develop a white paper outlining the publicly available data sources that CRCOG Staff can use to track these metrics over time

Financial Plan

- Conduct a financial analysis of projects included in the MTP, including demonstration of fiscal constraint

- Coordinate with CRCOG and CTDOT staff to ensure consistency of fiscal constraint frameworks between the MTP and TIP

MTP Document

- Develop new project descriptions and a project list that includes new projects (including from the Greater Hartford Mobility Program and other recent studies/initiatives) and deletes completed projects and outdated recommendations. Any new projects must be identified for submission to CTDOT before July 1, 2026.
- Develop a template for the MTP that is aesthetically pleasing and easy to follow. The documents should also be easily editable by CRCOG staff for future updates.
- Draft sections of the document for review and edit by CRCOG Staff
- A full draft of the document must be available for a 30-day public comment period. Maintain a log of comments received during this time and work with CRCOG staff to respond to each, incorporating feedback into the Final version of the MTP as appropriate.
- Following approval of the final MTP, prepare a standalone Executive Summary document in English, Spanish, and Polish.

4. ADDITIONAL INFORMATION

Any questions should be directed in writing to Ms. Cara Radzins (cradzins@crcogct.gov) by **2:00pm on Tuesday, February 10, 2026**. CRCOG will post its response to questions by February 17, 2026 on the CRCOG website at <https://crcogct.gov/rfp-rfq/>. No oral interpretations shall be made to any respondent as to the meaning of any of the documents. **It is the respondent's responsibility to check the website for any responses to questions and/or addenda.**

5. SUBMISSION AND DEADLINE

Only electronic submissions will be accepted in response to this RFQ. Statements of Qualification should be prepared as a single digital document of no more than 35 pages in length in PDF file format and be emailed to Cara Radzins at cradzins@crcogct.gov. The response submission email subject line should include “*RFQ Response: MTP Update Assistance.*”

Statements of Qualifications must be submitted via email no later than **2:00pm. on Monday, March 2, 2026**. *Statements of Qualifications received after that time 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.

6. TERMS AND CONDITIONS

CRCOG reserves the right to amend or cancel this Request for Qualifications (RFQ) at any time, to reject any or all submittals in whole or in part, or otherwise to proceed in the best interests of CRCOG. This RFQ in no manner obligates CRCOG or any of its agencies to the eventual purchase of any product or service, whether explicitly described or implied herein, until confirmed by a written contract. All costs of preparing a response to this RFQ belong to the respondent.

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 Freedom of Information provisions of Section 1-210 of the Connecticut General Statutes.

The Consultant implicitly states that by submitting a response, the 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.

The conduct of any Consultant shall be subject to the CRCOG Ethics Policy (found on the CRCOG website at <https://crocogct.gov/rfp-rfq/>).

7. EVALUATION AND SELECTION

A Consultant Selection Panel, assembled by CRCOG staff, shall be responsible for the evaluation of all properly submitted Statement of Qualification responses. The Statement of Qualifications will be reviewed and rated by the Selection Panel, based on: 1) accuracy, overall quality, and thoroughness of submission; 2) technical abilities and experience; and 3) past record of performance.

A shortlist of the top-ranked Consultants will be developed by the Selection Panel. The shortlisted firms may be interviewed by the Selection Panel in person at CRCOG's Office in Hartford, CT or via a teleconference platform such as Zoom or Microsoft Teams. A final consultant selection will be made following the interviews. CRCOG will not facilitate a hybrid format for interviews.

Following the selection of a Consultant, a final scope of work will be prepared and approved by CRCOG.

Fee negotiations will use a person-hour proposal submitted by the Consultant. Hourly rates will be established using the firm's certified payroll and audited Indirect Cost Rate as most recently approved by CTDOT, with profit margin calculated as $24.09/(100+BFO\%)$.

EXHIBIT A
CRCOG Insurance Requirements

A) The CONSULTANT shall indemnify and hold harmless CRCOG, and its respective officers, servants, and employees from and against damages, losses and expenses, including but not limited to reasonable attorney's fees, to the extent caused by CONSULTANT's negligent acts, errors or omissions in the performance of the services under this Agreement. The CONSULTANT and its insurers shall waive any and all rights of subrogation against CRCOG which may arise under any policies of insurance provided hereunder, except with respect to Professional Liability.

B) The CONSULTANT shall be required to furnish a Certificate of Insurance evidencing the following insurance coverage prior to the execution of this Agreement. Failure to maintain insurance coverage as required and to name the Capitol Region Council of Governments as the Additional Insured will be grounds for termination of the contract. In addition:

1. *The insurance requirements shall apply to all subcontractors and/or consultants.*
2. *All policy forms shall be on the occurrence form. Exceptions must be authorized by CRCOG unless the coverage is for Professional Liability where the common form is claims made.*
3. *Acceptable evidence of coverage will be on the ACORD form or a form with the same format.*
4. *All renewal certificates shall be furnished at least 10 days prior to policy expiration.*
5. *Each certificate shall contain a notice of cancellation in accordance with the policy provisions.*
6. *Insurance shall be issued by an insurance company licensed or authorized to conduct business in the State of Connecticut which has at least an "A-"VIII policy holders rating according to Best Publications latest edition Key Rating Guide.*

1. **Comprehensive General Liability, including Contractual Liability, Products/Completed Operations Insurance**, as applicable, with limits not less than \$1,000,000 for all damages because of bodily injury sustained by each person as the result of any occurrence and \$2,000,000 bodily injury aggregate per policy year and limits of \$1,000,000 for all property damage sustained by each person as a result of any one occurrence and \$2,000,000 property damage aggregate per policy year. All, if any, deductibles are the sole responsibility of the CONSULTANT to pay and/or indemnify.
2. **Automobile Liability Insurance** including non-owned and hired vehicles in the same limits as indicated in Section 1, above.
3. **Workers' Compensation Insurance** at the Connecticut statutory limit including Employers' Liability with limits of \$100,000 each accident, \$500,000 for each disease/policy limit, and \$100,000 for disease for each employee.
4. **Excess Liability Umbrella Form** over sections 1, 2, and 3-Employers' Liability with limits up to \$4,000,000.
5. *The Capitol Region Council of Governments shall be named as an Additional Insured as its interest may appear on the appropriate coverage in sections 1, 2, 3 (except for Employers' Liability) and 4 in the section reserved for comments on the ACORD Form insurance certificate.*
6. **Professional Liability Insurance** with limits up to \$2,000,000 aggregate limit issued on claims made basis for the term of the contract and continuing for two years following the completion of the contract at the CONSULTANT's cost.

EXHIBIT B
CRCOG Equal Employment Opportunity and
Disadvantaged Business Enterprise Certification Form

The undersigned certifies that _____ is an Equal
(Name of Company)

Opportunity Employer and is in compliance with federal and State rules and regulations pertaining to Equal Employment Opportunity .

(Consultant's Signature)

(Today's Date)

ONLY IF APPLICABLE:

The undersigned certifies that _____ is a
(Name of Company)

Disadvantaged Business Enterprise (DBE) and is in compliance with federal and state rules and regulations pertaining to Disadvantaged Business Enterprise designations.

(Consultant's Signature)

(Today's Date)

EXHIBIT C
Organizational Conflict of Interest Statement

Each entity that enters into a contract with the Capitol Region Council of Governments (CRCOG) is required, prior to entering into such contract, to inform CRCOG of any real or apparent Organizational Conflict of Interest (OCI). An OCI exists when any of the following circumstances arise:

1. Lack of Impartiality or Impaired Objectivity. When the CONSULTANT (*proposer, bidder, etc.*) is unable, or potentially unable, to provide impartial and objective assistance or advice to CRCOG due to other activities, relationships, contracts, or circumstances.
2. Unequal Access to Information. The CONSULTANT has an unfair competitive advantage through obtaining access to nonpublic information during the performance of an earlier contract.
3. Biased Ground Rules. During the conduct of an earlier procurement, the CONSULTANT has established the ground rules for a future procurement by developing specifications, evaluation factors, or similar documents.

Organizational Conflicts of Interest Prohibition and Non-Conflict Certification

The CONSULTANT warrants that, to the best of his/her/its knowledge and belief, and except as otherwise disclosed, there are no relevant facts or circumstances which could give rise to organizational conflicts of interest. The proposer agrees that, if after award, an organizational conflict of interest is discovered, an immediate and full disclosure in writing must be made to CRCOG, which must include a description of the action, which the CONSULTANT has taken or proposes to take to avoid or mitigate such conflicts. If an organizational conflict of interest is determined to exist, CRCOG may, at its discretion, cancel the contract award. In the event the CONSULTANT was aware of an organizational conflict of interest prior to the award of the contract and did not disclose the conflict to CRCOG, CRCOG may terminate the contract for default. The provisions of this clause must be included in all subcontracts for work to be performed similar to the service provided by the prime consultant, and the terms “contract” and “CONSULTANT” modified appropriately to preserve CRCOG’s rights.

Organizational Conflict of Interest - Proposer’s Signature and Certification

The undersigned on behalf of the CONSULTANT hereby certifies that the information contained in this certification is accurate, complete, and current.

Signature and Date

Title of Request for Qualifications

Typed or Printed Name

Title

Company Name and Address