

**Metropolitan Transportation Plan (MTP) Update Assistance
Request for Qualifications
Addendum #1
February 12, 2026**

Interview Details

In the interest of moving forward quickly with the MTP Update, short-listed Consultants will be interviewed between March 24-26, 2026. An exact date and time will be assigned to each interviewee no later than March 17, 2026. As noted in the RFQ, interviews will be held in person at CRCOG's office in Hartford, CT or via a teleconference platform such as Zoom or Microsoft Teams. CRCOG will not facilitate a hybrid format for interviews. Each interview will be organized to allow for a 20-minute presentation followed by up to 25 minutes of Q&A. Presentations should:

- Highlight the Consultant's approach to and understanding of the MTP Update
- Indicate the Consultant technical abilities and experience
- Provide an overview of similar efforts conducted by the Consultant

Questions and Answers

The following is a list of questions received related to the Request for Qualifications for Metropolitan Transportation Plan Update Assistance. The deadline for submitting questions was 2:00pm on February 10, 2026. Responses from CRCOG are noted in red.

1. Can you confirm that proposers only need to include SF330 Part 2 and no other elements of SF330 Part 1?
 - **Correct.**
2. The current MTP was completed recently and adopted in 2023. Are there specific elements of the MTP that CRCOG wants to focus on, reconsider, or overhaul in this update?
 - **CRCOG seeks to streamline and simplify its MTP. Areas of focus for this update include performance-based planning, fiscal constraint, and stakeholder/public outreach.**
3. What is the general budget allocated for this plan update?
 - **CRCOG does not share project budgets for its qualifications-based selection processes. The final contract value will be negotiated between CRCOG and the top-ranked Consultant based on the agreed upon scope of work, certified payroll rates, and a person-hour estimate. CRCOG's Policy Board has approved the use of two funding sources for this effort.**

4. For subcontractors, will you accept compensation methods other than a CTDOT-approved audited indirect cost rate—such as fully loaded hourly rates or a lump-sum fee—if supporting documentation is provided?
 - No financial information should be included in the RFQ responses, as this is a qualifications-based selection process. The final contract value will be negotiated between CRCOG and the most qualified Consultant based on the certified payroll rates and audited indirect cost rate of the prime Consultant. Personnel will be grouped into categories by title/position when developing the person-hour estimate for this effort. Because CRCOG’s contract is solely with the prime Consultant, we will not consider subcontractor financials during negotiations. The prime Consultant must incorporate anticipated subcontractor compensation into comparable personnel categories.
5. For air quality conformity, will CRCOG be coordinating with CTDOT on analysis (or will the selected consultant)?
 - CRCOG will be primarily responsible for coordinating with CTDOT related to air quality conformity. However, the selected Consultant will be involved in the project list preparation that will be transmitted to CTDOT for air quality conformity analysis.
6. Do the required forms count towards the 35-page limit?
 - Yes.
7. The RFQ states that profit margin will be “calculated as $24.09/(100+BFO\%)$.” We do not understand this reference – can CRCOG please clarify what this means (for example, what is BFO%)?
 - For example, if a Consultant has an audited Indirect Cost Rate (aka Burden, Fringe, and Overhead (BFO) Rate) of 150%, the allowable profit margin would be calculated as $24.09/(100+150)$, equaling 9.64%.
8. The insurance requirements state that “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.” Because it is not possible to name additional insureds on workers’ compensation coverage, will CRCOG delete the reference to section 3 in the above sentence so that CRCOG would be named as additional insured on commercial general liability and auto liability coverage only?
 - The “Additional Insured” requirement does not apply to Workers’ Compensation Insurance (note highlight above).