



NECCOG

Northeastern Connecticut Council of Governments

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**REQUEST FOR QUALIFICATIONS (RFQ)
FOR
NECCOG REGIONAL TRANSPORTATION SAFETY
ACTION PLAN**

Issue Date: April 5, 2024

Submission Date/Time: April 29, 2024 (2:00 p.m.)

**Submission Format: Hard Copy Submission only to:
Jim Larkin
Northeast Ct. Council of Governments
125 Putnam Pike,
P.O. Box 759
Dayville, CT 063241
Jim.larkin@necog.org**

NECCOG Transportation Safety Action Plan

The Northeastern Connecticut Council of Governments (NECCOG) is seeking a qualified and experienced consulting firm, hereafter referred to as “Consultant,” to update and supplement the Northeastern CT Regional Transportation Safety Plan – Region (RTSP). The current RTSP is posted on the NECCOG website: <https://necog.org/wp-content/uploads/2023/11/Northeastern-CT-Regional-Safety-Plan-2021-Reduced.pdf>

This work is intended to develop the current RTSP as a comprehensive Safety Action Plan, as described by the Federal Highway Administration (FHWA). Work will be performed in accordance with Safe Streets and Roads for All (SS4A) Grant for the Supplement to the Regional Transportation Safety Plan, as awarded to NECCOG under the Fiscal Year 2022 Grant Program.

1. BACKGROUND

The Northeastern CT Council of Governments (NECCOG) is the smallest of Connecticut’s nine regional planning organizations by population with 96,169 people or 2.7 percent of the State’s population. The NECCOG Region is categorized as rural or suburban with portions of the Worcester and Putnam-Killingly urban areas. The Region is large (just over ten percent of Connecticut’s total area) - covering 562.8 square miles. The agency is established under the Connecticut General Statutes as a voluntary association of municipal governments currently serving 16 municipalities in the northeastern CT area. NECCOG is one of two rural regions in CT and serves as the lead agency for transportation planning and grant administration.

Additional information about NECCOG and its transportation planning program can be found on the NECCOG website at <https://www.necog.org>.

2. REQUIREMENTS

- A. **Pre-qualification:** It is required that the Consultant is prequalified by the Connecticut Department of Transportation and is listed on the Conn. DOT’s Prequalified Consultants list in the following category: Traffic and Safety Engineering. The selected Consultant must meet NECCOG, State, and Federal affirmative action and equal opportunity employment practices and possess the skills necessary for the tasks identified below. While the Disadvantaged Business Enterprises (DBE) goal requirement is 0%, small and minority businesses, and women’s business enterprises, are encouraged to participate in this assignment.
- B. **Affirmative Action:** NECCOG is the Recipient of a Fiscal Year 2022 SS4A Grant, and hereby notifies all Consultants of the following requirement.

“The Recipient, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that for any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.”

- C. **Insurance:** The selected Consultant shall provide, and maintain for the duration of the contract, insurance coverages, naming NECCOG 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.
- D. **Required Submissions:** Any Consultant wishing to be considered must submit a Statement of Qualifications. The statement must include:
1. **Letter of Interest:** Include the name, title, phone number, and e-mail address of the Consultant's contact person during the RFQ process.
 2. **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.
 3. **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.
 4. **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.
 5. **Required Forms:** Include a signed copy of Exhibit B: NECCOG Equal Employment Opportunity and Minority/Female Business Enterprise Certification, and (to the extent applicable) Exhibit C: Organizational Conflict of Interest Statement. Also include federal GSA Form 330, part 2.

Qualifications that are incomplete shall not be considered.

All costs associated with a submission to this RFQ, including the development of qualification statements and participation in the selection process, are the sole responsibility of the bidder. NECCOG shall not reimburse firms for such costs, nor will any selected firms be permitted to negotiate such costs at part of any contract or agreement with NECCOG.

3. RFQ Timeline

- A. Posting of RFQ – **April 5, 2024**. Bidding documents are available at <https://necog.org/about/notices-rfps-news/> and <https://portal.ct.gov/das/ctsource/portal-page>

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- B. Requests for Information – Any ambiguities in the Bidding Documents of which Bidder becomes aware and all requests for clarifications and interpretations of the Bidding Documents shall be emailed to James Larkin at Jim.larkin@neccog.org no later than **April 15, 2024, at 2:00 PM.**

- C. Addenda – Addenda will be issued by the end of day on **April 19, 2024** at <https://neccog.org/about/notices-rfps-news/> and <https://portal.ct.gov/das/ctsource/portal-page>
No oral interpretations shall be made to any bidder as to the meaning of any of the documents. **It is the bidder’s responsibility to check the website for any responses to questions and/or addenda.**

- D. Bid Deadline – **April 29, 2024, at 2:00 PM.** Sealed responses will be accepted in response to this RFQ. One hard copy of Statements of Qualification should be prepared, and the submission shall include a digital thumb drive of the document The submission should be clearly identified as “*RFQ Response: NECCOG Safety Plan.*” Neither email nor faxed submissions will be accepted. Late submissions shall be rejected and returned unopened. Submissions should be directed to Jim Larkin at Northeast Ct. Council of Governments, 125 Putnam Pike, Dayville CT Conference Room.

4. SCOPE OF WORK OVERVIEW

This scope of work outlines NECCOG’s tasks to supplement the Regional Transportation Safety Plan – Northeastern CT Region (RTSP). This scope of work includes a more detailed outline of tasks that were included in the Safe Streets and Roads for All (SS4A) Action Plan grant application submitted to the U.S. Department of Transportation in September 2022. The nine items listed below outline the overall CRCOG work plan to update the RTSP as a Safety Action Plan consistent with the eight action plan components as recently outlined in the SS4A Notice of Funding Opportunity issued in April 2023, and an additional task of preparing the RTSP document.

- A. Establish leadership commitment and goal setting** **NECCOG Task**

- B. Establish a NECCOG Vision Zero Task Force** **NECCOG Task**

- C. Update the RTSP Crash Analysis** **Consultant Task A**

- D. Conduct engagement and collaboration** **Consultant Task B**

- E. Equity Considerations** **Consultant Task C**

- F. Policy and Process Changes** **NECCOG Task**

- G. Strategy and Project Selection** **Consultant Task D**

H. Progress and Transparency

NECCOG Task

I. Regional Transportation Safety Plan Document

Consultant Task E

The Consultant tasks listed below (“Consultant Tasks”) will be the primary responsibility of the Consultant with review and support by NECCOG staff. A NECCOG Vision Zero Task Force Charter (see Exhibit D) has been approved by the NECCOG Policy Board, and is charged with oversight, development, implementation, and monitoring of the Regional Transportation Safety Plan. The Vision Zero Task Force will have leadership commitment and goal setting as a primary first task and will make a commitment that includes one or both of the following: 1) The target date for achieving zero roadway fatalities and serious injuries, or, 2) An ambitious percentage reduction of roadway fatalities and serious injuries by a specific date with an eventual goal of eliminating roadway fatalities and serious injuries.

5. CONSULTANT TASKS

A. Update the RTSP Crash Analysis

The existing RTSP includes analysis of three years of UCONN crash repository data (2015-2019). Provide an updated crash analysis of roads in the NECCOG Region over a five-year period (2019-2023) that includes the following elements.

1. Analysis of existing conditions and historical trends to baseline the level of crashes involving fatalities and serious injuries.
2. Analysis of the locations where there are crashes, the severity, as well as contributing factors and crash types.
3. Analysis of systemic and specific safety needs (e.g., high risk road features, specific safety needs of relevant road users)
4. A geospatial identification of crashes using the NECCOG Geographic Information System
5. Reevaluate the value and use of the top crash corridors and top crash intersections tables in the RTSP; and either update those tables; or provide a different type of summary listing of high priority locations.
6. To the extent practical, the analysis should include all roadways within the jurisdiction, without regard for ownership
7. Develop and describe project prioritization criteria
 - Consider suggested proven safety countermeasures
 - Consider using crash reduction percentages from FHWA proven safety measure fact sheets.
 - Consider using Highway Safety Manual analysis using Crash Modification Factors and for specific project locations, traffic volumes, and crash experience.
 - Consider rating the highest 3 potential crash reduction locations in each Town.
 - Consider systemic regionwide priorities.

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- Develop a High Injury Network
8. Develop and describe project time ranges.

B. Conduct Engagement and Collaboration

1. Conduct engagement with the general public that includes public information meetings and outreach at community events. Develop a website for sharing NECCOG Vision Zero information and soliciting public input.
2. Conduct engagement with Town Engineers, Department of Public Works Directors, Town Planners related to infrastructure.
3. Conduct engagement with Police Departments to discuss current traffic enforcement and suggestions for improvement especially related to the safe speed's principles of the Safe Systems Approach.
4. Identify and engage with relevant private sector stakeholders and community groups. For example, consider engagement with emergency medical physicians, first responders, towing operators, AAA, etc.
5. Review other overlapping government agencies and jurisdictions involved with roadway safety (e.g., CT Department of Transportation, CT Department of Motor Vehicles) to ensure that the RTSP is aligned with those plans and planning processes as practical.
6. Engaging both young and old in the public engagement process. They bring energy and experience that can be valuable for shaping roadway projects, especially related to walking, biking, and using transit.
7. Coordinate NECCOG's outreach and engagement.
8. Incorporate the engagement and collaboration process as outlined above into the RTSP as appropriate.
9. Coordinate with NECCOG's Vision Zero Task Force.

C. Equity Considerations

The update of the RTSP will use inclusive processes. Underserved communities in the region will be identified through U.S. census data and latest U.S. DOT guidance. Engagement with the public will include public involvement for underserved communities. Key population groups for engagement include youth, seniors, persons with disabilities, and ethnic groups. These groups will be considered to ensure that impacts to these groups are understood and addressed.

Review the use and application of the FHWA STEAP (Screening Tool for Equity Analysis of Projects) for potential project locations in the NECCOG region.

D. Strategy and Project Selection

The RTSP Chapter 8 Emphasis Areas, which includes a comprehensive set of strategies, will be reviewed and revised. Time ranges when these strategies will be deployed will be explained. Strategies should include categories such as engineering, education, enforcement, and emergency response.

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A comprehensive set of projects shall be identified that incorporate proven safety countermeasures. A prioritized list of projects will include time ranges for projects and explain prioritization criteria.

The comprehensive set of strategies and projects will need to take into consideration the wide range characteristics (population size, number of crashes, type of development, etc.) of the 16 municipalities in the NECCOG region.

E. Regional Transportation Safety Plan Document

The Consultant shall prepare a draft Regional Transportation Safety Plan that includes key results of all the above tasks and is compliant with SS4A Action Plan requirements. The draft plan shall be submitted to the NECCOG Vision Zero Task Force no later than **January 31, 2025**. The final Action Plan shall be submitted to the NECCOG Vision Zero Task Force no later than **April 30, 2025**.

The Consultant will prepare an executive summary for each deliverable.

6. TERMS AND CONDITIONS

NECCOG 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 NECCOG. This RFQ in no manner obligates NECCOG 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 NECCOG 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 NECCOG either directly or indirectly assisted in the Consultant's response preparation.

7. EVALUATION AND SELECTION

A Consultant Selection Panel, assembled by NECCOG representatives, 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 the following scoring guidelines.

- A. Accuracy, overall quality, and thoroughness of submission: 5 points

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- B. Technical abilities and experience: 40 points
- Crash Data Analysis (Task A)
 - Engagement, Collaboration, and Equity (Task B & C)
 - Strategy and Project Selection (Task D)
 - RTSP document preparation (Task E)
- C. Past record of performance: 5 points
- Total: 50 points**

A shortlist of the top-ranked consultants will be developed by a Selection Panel. The shortlisted firms may be interviewed by the Selection Panel via a teleconference platform such as Zoom or Microsoft Teams. A final consultant selection will be made following the interviews.

Following the selection of a Consultant, NECCOG will commence scope and fee negotiations with chosen bidder. Fee negotiations will include an hourly fee proposal based on the level of expertise of the individuals from the firm. Hourly rates will be established using the firm's certified payroll and audited Indirect Cost Rate as most recently approved by CTDOT.

EXHIBIT A
NECCOG Insurance
Requirements

A) To the fullest extent permitted by law, The CONSULTANT shall defend, indemnify, and hold harmless NECCOG, and its respective officers, servants, and employees from and against claims, judgments, damages, losses and expenses, including but not limited to reasonable attorney's fees, that arise from and are alleged to arise from CONSULTANT's negligent acts, errors or omissions, in whole or in part, in the performance of the services under this Agreement. The CONSULTANT and its insurers shall waive any and all rights of subrogation against NECCOG which may arise under any policies of insurance provided hereunder, except with respect to Professional Liability. This waiver shall be endorsed on a certificate of insurance.

B) The CONSULTANT shall be required to furnish a Certificate of Insurance evidencing the following insurance coverage prior to the execution of this Agreement and endorse to add NECCOG as additional insured per contract on a primary and noncontributory basis. Failure to maintain insurance coverage as required and to name the Northeastern Connecticut Council of Governments as the Additional Insured will be grounds for termination of the contract. In addition:

- a. *The insurance requirements shall apply to all subcontractors and/or consultants.*
- b. *All policy forms shall be on the occurrence form. Exceptions must be authorized by NECCOG unless the coverage is for Professional Liability where the common form is claims made with an extended reporting period of at least 3 years post termination of this Agreement.*
- c. *Acceptable evidence of coverage will be on the ACORD form or a form with the same format.*
- d. *All renewal certificates shall be furnished at least 10 days prior to policy expiration.*
- e. *Each certificate shall contain a notice of cancellation in accordance with the policy provisions.*
- f. *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 in the amount of 1 million dollars**, including also 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,

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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 Northeastern CT Council of Governments shall be named as an Additional Insured on a primary and non – contributory basis 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 at least two years following the completion of the contract at the CONSULTANT's cost.

C) To the fullest extent permitted by law, Consultant shall indemnify and defend NECCOG and all of its individual members from and against all claims, judgments and expenses, including attorney fees, that arise from and are alleged to arise from the performance of this Agreement.

This provision will survive termination of this Agreement.

CONSULTANT is an independent contractor. There is no employment or agency relationship, express or implied, between the parties to this Agreement.

EXHIBIT B
NECCOG Equal Employment Opportunity
and
Minority/Female 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 and Affirmative Action.

(Consultant's Signature)

(Today's Date)

ONLY IF APPLICABLE:

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

Disadvantaged (Minority/Female) 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 Northeastern CT Council of Governments (NECCOG) is required, prior to entering into such contract, to inform NECCOG 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 NECCOG 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 NECCOG, 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, NECCOG 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 NECCOG, NECCOG 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 NECCOG’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

Exhibit D

**Vision Zero Task Force Charter
January 2024**

1. The Task Force will advise NECCOG's Transportation Committee and Policy Board.
2. Recommendations of the Task Force will initially be submitted to the Transportation Committee, and then to the Policy Board as needed.
3. The Task Force may make suggestions for agenda items to be addressed by the Transportation Committee.
4. The Task Force will, at a minimum, be established for the duration of the SS4A grant agreement ending date of July 31, 2025. (Note that elements of the SS4A grant activities are anticipated to be completed in advance of that final agreement ending date).
5. The Task Force is charged with oversight, development, implementation, and monitoring of the Regional Transportation Safety Plan.
6. The number of Task Force members is not to exceed 12.
7. The Task Force members will be approved by the Transportation Committee, from a multi-disciplinary group among the following organizations and positions.
 - Town/Regional Engineers and DPW Directors
 - Town Planners
 - Police/Fire/EMS
 - Educators
 - Vulnerable Transportation Users (Bicycles, Pedestrians, etc.)
 - UConn Transportation Technology Center
 - CTDOT
 - FHWA
 - Outreach / Publicity personnel
 - NECCOG Staff