

## Request for Qualifications (RFQ)

### On-Call Engineering Services Related to the Local Transportation Capital Improvement Program and Transportation Project Design Naugatuck Valley Planning Region

#### **Purpose and Overview:**

The Naugatuck Valley Council of Governments (hereafter “NVCOG”) is seeking professional engineering services for various technical, consulting, design and other work as may be required related to the state-funded Local Transportation Capital Improvement Program (hereafter “LOTICIP”). The LOTICIP allocates state funds along planning region boundaries. The NVCOG has been assigned the responsibility to select eligible projects and distribute funds to member municipalities to construct transportation improvement projects. As part of the program guidelines, the municipal sponsors are responsible for completing the design process and the NVCOG is required to certify that the project plans and specifications meet design standards established for the program.

The NVCOG is the federally designated transportation planning agency for the Naugatuck Valley planning region and is the regional council of governments. The Naugatuck Valley planning region comprises 19 cities and towns:

- Ansonia
- Beacon Falls
- Bethlehem
- Bristol
- Cheshire
- Derby
- Middlebury
- Naugatuck
- Oxford
- Plymouth
- Prospect
- Seymour
- Shelton
- Southbury
- Thomaston
- Waterbury
- Watertown
- Wolcott
- Woodbury

This RFQ is being issued to solicit responses from qualified and experienced engineering firms to perform on-call transportation engineering and program management related to the project design review and other tasks outlined in this RFQ. In the case of 3<sup>rd</sup> Party Reviews, consultants selected under this RFQ will not be assigned to a project for which they have designed whole or in part. In addition to design review services, the NVCOG is requesting qualifications related to providing municipal engineering design phase assistance at the discretion of municipal sponsors. The NVCOG anticipates selecting five or more firms/teams for one joint NVCOG Engineering On-Call List (hereafter, “On-Call List”)

## **Information & Inquiries:**

Updates and amendments to this RFQ can be found at [www.nvcogct.gov](http://www.nvcogct.gov) or can be obtained by contacting the NVCOG directly. Interested consultants are responsible for monitoring updates and amendments.

All inquiries regarding this RFQ must be in writing and must be delivered either by mail or electronically via email and addressed to:

Christian Meyer, Supervising Transportation Planner  
Naugatuck Valley Council of Governments  
49 Leavenworth Street, Third Floor  
Waterbury, CT 06702  
Email: [cmeyer@nvcogct.org](mailto:cmeyer@nvcogct.org)

Responses to questions will be provided to all interested consultants via amendments to this RFQ. No contact with any other NVCOG personnel other than the authorized contact person is allowed until such time as an award (or awards) has (have) been made. The deadline for submitting questions will be seven days before the RFQ response deadline.

## **Submission Requirements:**

By submitting a qualifications package in response to this RFQ, the prospective consultant represents that they have read, examined and understand the anticipated work as described herein and are capable of performing the work to achieve the objectives of providing independent design review services of municipal designs of LOTCIP funded projects.

Prospective consultant firm or team must be currently pre-qualified by the Connecticut Department of Transportation and listed under at least one of the following categories: Highway Design; Traffic and Safety Engineering; and Bridge and Structural Design.

Proposers are asked to submit responses in two parts: Letter of Interest and Technical Response.

The Letter of Interest must specify the following:

- The name and address of the consultant(s).
- General information on the firm and any proposed sub-consultants
- Name, title and telephone number of the individuals within the firm authorized to commit the company to the terms outlined herein.
- The name, title and telephone number of the individual NVCOG should contact regarding questions and clarifications.
- A statement that the consultant's offer will remain in effect for ninety (90) days after

acceptance of the consultant's qualifications by NVCOG.

The Technical Response must contain a detailed description of the consultant's proposed approach to performing the Assignment of Work and demonstrate a commitment of sufficient staff resources with appropriate qualifications with specific reference to:

- Understanding and approach to the scope of assignment contained herein.
- Explanation of your firm's areas of expertise.
- Description of any special services required.
- Description of services offered by the consulting firm or team that support the Assignment of Work described herein.
- Name and required services of any subcontractors.
- Resumes of all key personnel proposed to work on the assignment with emphasis on relevant experience.
- A detailed organization chart.
- A description and status of comparable project experience.
- Three references from comparable types of projects.
- Most recent pertinent examples of related work prepared by the consultant.

The submitter must include **six (6) paper** copies and **one (1) digital** copy of their qualifications package in a sealed envelope bearing on the outside the name of each firm, full address, and the date and time qualifications are due. All submissions shall be clearly marked "*Transportation Engineering Services.*" If forwarded by mail, the sealed envelope containing the qualifications must be enclosed in another envelope addressed to the NVCOG.

**The NVCOG must receive the qualifications package no later than 4:00 pm on Monday, August 12, 2019.** Packages received after the date and time prescribed shall not be considered and shall be returned to the submitter.

### **Selection Process:**

The NVCOG will follow a Qualifications Based Selection (QBS) process for selecting the on-call consultant(s). Consultants or consortia of consultants will be asked to demonstrate expertise and experience in all skill areas that may be appropriate to the work contemplated by this RFQ. All RFQs received will be reviewed and evaluated by a selection committee comprising NVCOG staff and representatives from the NVCOG Transportation Technical Advisory Committee (TTAC). The NVCOG may invite up to eight prospective consultants to participate in an interview and presentation to the selection committee. A recommendation of the preferred consultants will be made by the TTAC and presented to the NVCOG Board for concurrence and authorization for the selected consultants to compose the On-Call List.

The qualifications and consultants will be evaluated based on the following criteria:

- Corporate experience and capacity.

- Understanding of work to be performed.
- Project organization and staff commitment.
- Professional expertise of team.
- Prior experience relative to the skill area which demonstrates the firm's ability to perform the aforementioned design duties in a successful and conscientious manner.
- Completeness, feasibility and quality of scope of services and project schedule.
- Clarity and conciseness of presentation.
- How well the information presented meets the needs of this RFQ.

The selected consultants will be notified within 14 days of the decision by the NVCOG Board of their selection.

The firms selected as a result of being pre-qualified under this RFQ, must meet all municipal, state and federal affirmative action and equal employment opportunity practices.

This will include compliance with E.O. 11246, "Equal Employment Opportunity," as amended by E.O. 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and as supplemented by regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."

### **Assignment of Work – LOTCIP Project Design Review**

The NVCOG makes no guarantee of assignments associated with this RFQ. For third-party design reviews, assignments will be awarded by the NVCOG based on several criteria, including but not limited to proposed bid, adherence to design review scope, past performance, and current workload with the NVCOG. An Invitation For Bid will be issued to the On-Call List for each individual project review with a detailed scope of work. For a given assignment, it is anticipated that consultants selected under the LOTCIP Project Design Review task will be reimbursed on a cost plus basis, with RPO approval necessary for exceeding predefined upset limits.

Notwithstanding the selection process described above, prospective consulting firms must demonstrate they are in good standing with all NVCOG municipalities.

The project review process under the LOTCIP is expedited and will proceed as following: NVCOG staff will hold a "kick-off" meeting with the selected reviewer. Following this initial meeting, the reviewer will schedule an "on-board design review" meeting with the municipality and NVCOG within three weeks. Written review comments will be provided to the NVCOG at least one week before the scheduled on-board review meeting. Written comments will be further discussed and explained at the on-board meeting. NVCOG will review the comments to ensure that all of the requirements set forth have been appropriately addressed.

### **Assignment of Work – Municipal Engineering Design Phase Assistance**

For Municipal Engineering Design Phase Assistance, the consultants/teams will be made available to contract directly with the municipalities for specific transportation design tasks as needed in support of the LOTCIP or as defined by the municipality for non-LOTCIP projects.

Selection of the design firm is at the discretion of the municipal sponsor. To assist in the selection of qualified firms/teams, the NVCOG provides the On-Call List to member municipalities from which they may select a consulting engineer to complete design work. Prospective firms/teams must possess expertise and capabilities to design a variety of traffic, highway, pavement, drainage and bridge projects, prepare project bid packages and specification, and develop detailed itemized cost estimates. Utility coordination, permitting, right-of-way acquisition, project advertising, responses to bidding questions, and construction contract preparation are also required task items. 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 selected design firm may also be asked to perform administration and inspection during construction. This task will be at the discretion of the municipality.

**Municipalities are not mandated to contract with the on-call consultants on the On-Call List;** however, the selected firms will have already met the procurement requirements for many municipalities. Municipalities will contract directly with consultants.

Consultants will work with the municipalities to assure that for any LOTCIP projects, the respective scopes of service define work tasks that are consistent with the program. Therefore, in scoping projects the consultant will need to be intimately familiar with the CTDOT LOTCIP guidelines.

## **Other Requirements:**

### LOTICIP Program

Prospective firms/teams need to be familiar with state LOTCIP guidelines and must possess expertise in bridge, roadway, traffic signal, bicycle facility and pedestrian facility design, and demonstrate that they have successfully performed transportation engineering and program management services relevant to tasks outlined herein.

### LOTICIP Funding

The LOTCIP is a state-funded program through the CTDOT. All LOTCIP related work described in this RFQ is contingent upon adequate program funding.

### Freedom of Information

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

### Incurring Costs

This request for qualifications does not commit the NVCOG or any of its Municipalities to award a contract or to pay any costs incurred in the preparation of a response to this request. Neither the NVCOG nor its member municipalities will be liable in any way for any costs incurred by respondents in replying to this RFQ.

### Insurance

The NVCOG requires consultants to provide and maintain adequate professional liability for errors and omissions in the minimum amount of Two Million Dollars (\$2,000,000) and automobile liability insurance in the minimum amount of One Million Dollars (\$1,000,000). The consultant(s) and subcontractors shall carry workman's compensation insurance. Proof of adequate insurance must be included in the bid application.

### Personnel

The contractor shall provide the professional services identified in this RFQ and requested by the NVCOG. The qualifications package must identify the person or persons who will be responsible for conducting the work as listed in this scope of services, and include a copy of each person's resume, experiences with municipal/government clients and listing of references.

The NVCOG requires that a senior experienced person be the primary representative for your firm in actually performing the services.

### Length of Service

It is expected that the term of the On-Call List developed under this RFQ shall extend for three years from the date of endorsement by the NVCOG Board with an NVCOG option to extend the term by one year. No delivery of services shall start without written consent issued by the NVCOG Board or the municipality in the case of local design service agreements.

### Contract/ Agreement

By accepting inclusion on the On-Call List, the consultant shall agree to abide by all state and federal contractual requirements. The consultant agrees to perform work as specified herein and accepts the terms and conditions set forth in the subsequent contracts.

### Acceptance or Rejection by the NVCOG

The NVCOG reserves the right to accept and or reject any or all responses submitted for consideration, to waive any informalities and/or technicalities, or to negotiate separately in any manner necessary to serve the best interests of the NVCOG. Respondents whose responses are not accepted shall be notified in writing via email.

### Amending or Canceling RFQ

The NVCOG 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.

#### Affirmative Action

The NVCOG and its member municipalities participating in this RFQ are equal opportunity employers and require an affirmative action policy from all consultants as a condition of doing business with the NVCOG or its member municipalities, as per Federal Order 11246. By responding to this RFQ, all consultants agree to this condition of doing business with the NVCOG 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 NVCOG 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 a qualifications package and selection will be based on satisfying the requirements described in this RFQ. These requirements may apply to all proposers, including those who qualify as a DBE or SBE.