

# REQUEST FOR QUALIFICATIONS

## March 4, 2014

**Stamford Bus & Shuttle System Study**  
State Project No. 135-324  
Federal Project No. TBD

The South Western Regional Planning Agency (SWRPA) invites *Statements of Qualification* from consultants and/or firms having expertise in transportation planning and transit operations planning. The consultants and/or firms must be pre-qualified to provide transportation planning services by the Connecticut Department of Transportation (CTDOT) for calendar year 2013, and in calendar year 2014.

SWRPA has received funding from the Connecticut Department of Transportation and the U.S. Department of Transportation, to conduct a comprehensive operations analysis for the *Stamford Bus & Shuttle System Study*. The assignment may include additional study phases. **Funding Source: STP-B.**

SWRPA will accept complete *Statements of Qualification*, by mail or in person, until **12:00 p.m. (noon)** on **April 4, 2014**. Respondents must submit one (1) original, six (6) copies and one digital copy on CD of their *Statements of Qualification* to:

Mr. Craig Lader  
Sr. Transportation Planner  
South Western Regional Planning Agency  
888 Washington Boulevard, 3<sup>rd</sup> Floor  
Stamford, CT 06901

*Statements of Qualifications* that are incomplete or submitted via e-mail or facsimile will not be accepted.

### **I. GENERAL INSTRUCTIONS AND REQUIREMENTS**

#### **Inquiries**

Questions regarding this Request for Qualifications (RFQ) should be directed to Mr. Craig Lader via e-mail at [lader@swrpa.org](mailto:lader@swrpa.org). Inquiries and responses will be posted on SWRPA's procurement webpage <http://www.swrpa.org> on an ongoing basis up until April 4, 2014. Please note that it is SWRPA's policy to respond only to technical questions. Under no circumstances will SWRPA provide interpretive guidance.

#### **News Releases**

Written approval of SWRPA is required prior to any public disclosure of *Statements of Qualification* submitted in response to this RFQ or any other subsequent awards.

#### **Signature Requirements**

*Statements of Qualifications* must be signed by a representative of the firm having legal authority to contract on behalf of the firm. *Statements of Qualifications* will be treated as bona fide offers and must remain open for a period of ninety (90) days from the closing date for submissions.

#### **Statements of Qualifications from Consortia, Joint Ventures and Teams**

Qualifications statements from consortia, joint ventures or teams will be accepted. In such cases, a lead firm must be identified for contracting purposes. A qualifications statement must be prepared for each member of the consortia, joint venture or team, and each qualifications statement should clearly identify the lead firm.

In selecting a lead firm, consortia, joint ventures and teams should consider the following: (1) the lead firm should have sufficient experience and expertise to conduct or supervise all facets of the proposed project; (2) the lead firm will be legally responsible to SWRPA for performance of the total contract; (3) the lead firm must have sufficient resources to carry out the contractual responsibilities of the consortium, joint venture or team; and the lead firm must conduct fifty one percent (51%) of the total work awarded under any contract issued as a result of this RFQ. Please note that firms that are subsidiaries or affiliates of another may not rely on the experience, expertise or resources of its parent firm to meet these requirements.

### **Submission of Qualifications Statements**

SWRPA will accept complete *Statements of Qualification* by mail or in person, until 12:00 p.m. (noon) on April 4, 2014. Qualifications statements submitted via e-mail or facsimile will not be accepted.

Please see the section entitled "Required Format" on page 3 for additional guidance.

### **Disadvantaged Business Enterprise (DBE) Requirement**

The DBE goal for this assignment is ten (10%) percent of the total amount allocated to consultant services. However, DBE participation is encouraged and if a responding firm determines that subcontracting opportunities exist, the firm will be required to document their good faith effort to provide opportunities for DBE firms to participate. If a DBE is proposed, the qualifications statements must clearly identify the DBE firm, the role the DBE will play in the project and the tasks assigned to the DBE.

### **Equal Employment and Nondiscrimination**

All contracts awarded as a result of this RFQ are subject to Section 4a-60 of the Connecticut General Statutes, "Nondiscrimination and affirmative action provisions in contracts of the state and political subdivisions other than municipalities." Contracts also are subject to all other applicable state and federal laws concerning civil rights, nondiscrimination and equal opportunities for employment.

### **Insurance Requirements**

Successful firms are required to maintain insurance coverage as required by state and federal law.

### **Addenda and Supplements**

In the event that revisions or additions to this RFQ are necessary, a copy of such revisions or additions will provided to each firm by mail.

### **Rejection Rights**

SWRPA reserves the right to reject any and all qualifications statements received in response to this RFQ. SWRPA also reserves the right to cancel this RFQ at any time and to reissue this or a substitute RFQ at a later date.

### **Multiple Awards**

SWRPA reserves the right to issue multiple awards. SWRPA also reserves the right to retain portions of the work described in the attached purpose and need for performance by its own staff, or to exclude portions of the work described in the attached scope of work from negotiated consultant agreements.

### **Cost of Qualifications Statement (QS) Preparation**

All costs associated with any response to this RFQ, including the development of qualifications statements and participation in the selection process, are the sole responsibility of the respondent firms. SWRPA will not reimburse any firms for such costs nor will any successful firms be permitted to negotiate such costs as part of any contract or agreement with SWRPA.

### **Interest of Members or Delegates to Congress**

No member of or delegate to the Congress of the United States shall be permitted to share or have interest in or benefit from, directly or indirectly, any contract or agreement resulting from this RFQ.

### **Prohibited Interest**

No member, officer or employee of SWRPA, or member of a local public body having jurisdiction within SWRPA's service area, during his or her tenure or one year thereafter, shall be permitted to share in, have interest in or benefit from, directly or indirectly, any contract or agreement resulting from this RFQ.

### **Other**

Any firm selected to perform any or all work associated with this RFQ will be required to execute an agreement with SWRPA and meet any conditions on use of funds imposed by the Connecticut Department of Transportation. All fees will be negotiated and stated in the agreement.

## **II. REQUIRED FORMAT**

The qualifications statement must contain the following information:

1. Letter of interest;
2. A statement describing the organizational framework for this project, including clear identification of the
  - a. lead firm,
  - b. project manager (include phone number, mailing and **e-mail address**)
  - c. sub-consultants, the roles and responsibilities of each sub-consultant,
  - d. DBE contractor(s) if applicable,Please disclose any shared interests among the firm and proposed sub-consultants, e.g. parent-subsidiary, joint ventures, formal affiliations, etc. Please provide an organizational chart that illustrates the major disciplines that will be represented during the study and the roles and responsibilities of key personnel;
3. Narrative, not to exceed (3) pages in length, that describes the suggested study approach, addresses the goals and objectives stated in Attachment A, and indicates the proposed staff assignment;
4. Statement summarizing the experience of the firm and proposed sub-consultants, including summaries of and references for at least two (2) comparable projects;
5. Resumes of key personnel to be assigned to this project, and the amount of time they will devote to this project (provide a staff assignment table that summarizes the estimated percentage time each team member will devote to the study);
6. A proposed work schedule;
7. Proof of current CTDOT DBE certification, if applicable;
8. Proof of inclusion on Connecticut DOT 2013 pre-qualified consultant list (for the lead firm only);
9. Current Federal Form SF-330 (for the lead firm only);
10. Current CTDOT CSO 255 form (for the lead firm only)

### **III. SELECTION PROCEDURES**

Responses to this RFQ will be evaluated in accordance with the following criteria:

1. Qualifications of the consultant;
2. Qualifications of subcontractors;
3. Qualifications of key personnel assigned to this project;
3. Understanding of study objectives;
4. Thoroughness, creativity, and clarity of suggested approach; and
6. Experience and proven record of success with comparable projects.

A Consultant Selection Team will be convened to evaluate qualifications statements received by the closing date stated in this RFQ. SWRPA will notify firms, consortia, joint ventures and teams selected for interview by the Consultant Selection Team within 60 days of the closing date. The Consultant Selection Team will rank the firms, consortia, joint ventures and teams it interviews according to the criteria identified in this RFQ and submit its recommendations to SWRPA.

SWRPA will negotiate with the most qualified firm, consortium, joint venture or team to develop a detailed scope of services and reach agreement on terms and fees for professional services. In the event that an agreement cannot be reached, SWRPA reserves the right to terminate negotiations with that firm, consortium, joint venture or team and commence negotiations with the next most qualified firm, consortium, joint venture or team. All contracts will be negotiated on a lump sum basis.

Selection of any firm, consortium, joint venture or team is subject to the approval of the Connecticut Department of Transportation.

### **IV. RESOURCES**

Firms seeking to learn more about SWRPA and its transportation program are encouraged to visit SWRPA's website at <http://www.swrpa.org> .

## **SCOPE (ATTACHMENT A)**

### **STAMFORD BUS AND SHUTTLE SYSTEM STUDY**

#### **Project Objectives**

CTTRANSIT Stamford operates 15 local bus routes. Many routes operate 7 days a week. CTTRANSIT Stamford buses connect with other state-subsidized services in Norwalk, with the New Haven Line in several locations, the Harlem Line on Metro-North Railroad, and with Bee-Line buses in Westchester County New York. CTTRANSIT Stamford also operates the I-BUS, an express service between downtown Stamford and White Plains, New York.

The Stamford Bus and Shuttle study will be conducted by SWRPA on behalf of the City of Stamford and the Connecticut Department of Transportation (CTDOT) which operates bus and shuttle services in the Stamford area as well as the Stamford Transportation Center. A study technical committee will be established, and a robust public involvement program will aim to involve diverse and interested stakeholders.

This will be the first comprehensive study of bus transit and shuttles for Stamford. The study will evaluate current CT Transit operations, services, rates and develop service and investment alternatives that will guide future investment in the bus and shuttle services and jitneys, with a focus on service in the area covering Stamford's Downtown and South End neighborhoods. The Study will also evaluate the private shuttles that serve the Stamford Transportation Center, their impacts on bus operations and traffic circulation in and around the Stamford Transportation Center and their governance. In support of the bus and shuttle study, an analysis of the transportation system network for roads and non-motorized users will be developed; and, land use and development conditions and potential will be documented. Funding, organizational and support opportunities will be identified. The study will take into account the following future conditions:

- Anticipated operations of the rail transit network
- Completion of Stamford Urban Transitway
- Completion of the Atlantic Street Bridge and related improvements
- Growth of Stamford's employment base
- Residential housing opportunities
- Stamford Transportation Center facility improvements (TIGER and other grants)
- Transit oriented development near the Stamford Transportation Center and Stamford's East Side
- Transportation improvements proposed, planned, in design or construction
- Development capacity and approved or proposed projects

#### **Study Framework**

The study will be administered by SWRPA in cooperation with CTTransit, and CTDOT. Consultant services will be retained for certain study components based on a qualifications based selection process. A Technical Advisory Committee will be created to work on this effort.

#### **Study Scope**

The work program tasks include:

1. Existing condition/data collection
2. Passenger and stakeholder surveys
3. Field review of operations and marketing assessment
4. Public involvement and outreach

5. Bus service evaluation/alternatives and financial requirements
6. Shuttle and jitney evaluation/alternatives and recommendations
7. Transportation network needs assessments and improvement alternatives
8. Funding, organizational and support opportunities
9. Recommendations – bus/shuttle/intermodal and transportation network improvement plan
10. Implementation Plan – draft and final

**Task 1: Existing Conditions - Analyze Data Sources Available**

Including, but not limited to: Bus Network existing conditions - ridership by stop, location of trip attractors/activity centers, ridership by time of day, development trends, demographic projections, residential and employment density, historical context (past route adjustments). Transportation Network - traffic operations and circulation (in vicinity of Stamford Transportation Center), including level of service and roadway operations and intersection analysis; Non-motorized Transportation; Description of existing plans/ proposed network improvements; Private Shuttles and Jitneys - Description, ridership, service characteristics, governance. Existing and anticipated land use and development potential will be identified.

**Task 2: Design/Conduct/Analyze Rider Satisfaction Survey**

**Task 3: Conduct field reviews of operations and marketing assessment**

**Task 4: Public Involvement and Outreach**

- Conduct interviews with management representatives and key stakeholders
- Conduct focus groups with key audiences (i.e.: office workers, hotels, residents, CTTransit, commuters, businesses)
- A project website and stakeholders list will be created and maintained via the SWRPA website.
- All deliverables, media releases, newsletters, etc. will be posted on the project website.
- Public presentations will be made at integral junctures during the study process.

**Task 5: Develop Bus Service Evaluation/Alternatives and Financial Requirements**

**Task 6: Shuttle and Jitney Evaluation/Alternatives and Recommendations**

**Task 7: Develop Transportation Network Needs Assessments and Improvements Alternatives**

**Task 8: Funding, Organizational and Support Opportunities**

- Evaluate the feasibility and desirability of a transportation management association (TMA)
- Identify traditional (government) and non-traditional funding sources
- Identify best practices that support multimodal transportation improvements, transportation services, TOD and economic development

**Task 9: Recommendations**

**A. Bus/Shuttle& Jitney/Intermodal**

Recommend operational, routing, physical and marketing strategy changes necessary to ensure the continued success of the CT Transit bus and commuter services. Recommend strategies to address private shuttle and jitney operations and coordination with other modal operations at Stamford Transportation Center. Recommendations should address: route, schedule, funding, operating entity, fare, and vehicles, current and future conditions.

- Identify existing performance trends and establish benchmarks for ridership for next 5 years.
- Identify service modification recommendations including but not limited to the following:
  - Route modifications/expansions/eliminations
  - Route and schedule simplifications
  - Hours of operation modifications

- Frequency modifications
  - Stop modifications
  - Fare structure
  - Identify opportunities for coordination with existing privately operated services.
  - Identify opportunities for cost savings within existing operation.
  - Conduct a review of best practices for funding and operations
- B. Transportation Network Improvement Plan
- Provide recommendations for improvements to the Transportation Center in conjunction with the current study/redevelopment of the station to best accommodate buses, bicyclists and pedestrian activity.
  - Provide recommendations for other non-motorized transportation modes to complement the Bus & Shuttle/Jitney Recommendations
  - Propose road network operational improvements

### **Task 10: Implementation Plan - Draft and Final**

Develop an implementation plan for identified service modifications including an opinion of probable cost and/or investment requirements.

#### **Products**

- Public Involvement Plan (at beginning of Task 4)
- Technical Memo and Mapping: Land use and development with existing conditions and forecast as well as maximum build out scenarios (Task 1)
- Technical Memo: Existing Conditions, Survey Findings, Operations and Marketing Review (at conclusion of Task 2)
- Technical Memo: Transportation network assessment and improvement alternatives (Task 7)
- Technical Memo: Bus Transit Service Evaluation/Alternatives and Financial Requirements (at conclusion of Task 5)
- Technical Memo: Shuttle and Jitney Evaluation/Alternatives and Recommendations (at conclusion of Task 6 – this task is to be an early deliverable as well as Tasks 9 and 10)
- Technical Memo: Funding, Organizational and Support Opportunities (Task 8)
- Technical Memo: Recommendations (at conclusion of Task 9)
- Public Involvement Plan and Outreach Report (in Task 4, and as part of draft and final plans – Task 10)
- Draft and Final Implementation Plans (at conclusion of Task 10)

#### **Schedule**

The study will be initiated in FY2014 and completed in FY2015.

The study may be conducted in phases and subject to available funding. A potential Phase II of the study may be necessary. Determination of the need for a Phase II will be determined during the course of Phase I of this Study, if appropriate and subject to available funding.

**SWRPA Project Manager:** Craig Lader, Senior Transportation Planner ([lader@swrpa.org](mailto:lader@swrpa.org))