



Request for Qualifications (RFQ)

On-Call Engineering Services Related to the Local Transportation Capital Improvement Program (LOTICIP) Naugatuck Valley Planning Region

Purpose and Overview:

The Naugatuck Valley Council of Governments (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 (LOTICIP). The Program 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 is comprised of 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 the Scope of Services. 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 proposals related to providing Municipal Engineering Design Phase Assistance at the discretion of municipal sponsors. The NVCOG anticipates selecting two or more firms/teams for both on-call lists.

The NVCOG makes no guarantee of assignments associated with this RFQ. For a given assignment, it is anticipated that consultants selected under the Design Review Tasks will be reimbursed on a cost plus basis, with RPO approval necessary for exceeding predefined upset limits. For Municipal Engineering Design Phase Assistance, the consultants/teams will be made available to contract directly with the municipalities for specific LOTCIP tasks.

Information & Inquiries:

Updates and amendments to this RFQ can be found at www.nvcogct.org 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:

Mark Nielsen, Assistant Director
Naugatuck Valley Council of Governments
49 Leavenworth Street, Suite 303
Waterbury, CT 06702
Email: mnielsen@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 times 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 proposal in response to this RFQ, the prospective consultant represents that they have read, examined and understand the anticipated work as described in the Scope of Services and is 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 this contract.
- 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 proposal by NVCOG.

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

- Understanding and approach to scope of services (Schedule A).
- 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 Scope of Services described in Schedule A.
- 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 proposed must submit **six (6) paper** copies and **one (1) digital** copy of their proposal in a sealed envelope bearing on the outside the name of each firm, full address, and the date and time proposal is due. All submissions shall be clearly marked "*LOTICIP Transportation Engineering Services.*" If forwarded by mail, the sealed envelope containing the proposal must be enclosed in another envelope addressed to the NVCOG.

The NVCOG must receive the proposal no later than 4:00 pm on Tuesday, May 10, 2016. Proposals 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 preferred 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 the NVCOG's Transportation Technical Advisory Committee. Up to five prospective consultants will be selected and each will be requested to participate in an interview and presentation to the selection committee. A recommendation of the preferred consultant will be made by the TTAC and presented to the NVCOG Board for concurrence and authorization to add the selected consultants to the LOTICIP

on-call lists.

The proposals 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 of their selection and contract negotiations will commence immediately for consultants selected for On-Call List 1. A 60-day fee negotiation period will be provided for the selected consultants and NVCOG to finalize the contract fees, scope of service and agreement. At the end of the 60 day negotiation period, the Contract shall be awarded. If a negotiated fee cannot be mutually agreed to by both parties, the NVCOG will terminate negotiation.

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."

Other Requirements:

LOTICIP Program

Prospective firms/teams need to be familiar with state LOTICIP 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 outline in the Scope of Services.

LOTICIP Funding

The LOTICIP program is a state-funded program through the CTDOT. All work described in this RFQ and Scope of Services 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 Scope of Services and requested by the NVCOG. The proposal 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 agreement and work covered by this RFQ and Scope of Services shall extend for two years from the date of execution of an agreement between the NVCOG and the consulting firm or team with an NVCOG option to extend the agreement by one year. No delivery of services shall start without written contract issued by the NVCOG.

Contract/ Agreement

The successful bidder shall enter into a contract with the NVCOG and agree to abide by all state and federal contractual requirements. By signing the agreement with the NVCOG, the Consultant agrees to perform work as specified in the Scope of Services and accepts the terms and conditions set forth in the contract.

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.

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 proposal and selection will be based on conditioned upon satisfying the requirements described in this RFQ and Scope of Services. These requirements may apply to all proposers, including those who qualify as a DBE or SBE.

Schedule A
Scope of Services
On-Call Engineering Services Related to the LOTCIP

The state legislature created the Local Transportation Capital Improvement Program or LOTCIP to provide state funds to planning regions in lieu of the federal transportation funds allocated under the Surface Transportation Program, urban area account. The Regional Planning Organizations (RPO) of Connecticut are responsible for soliciting project proposals from their member municipalities, reviewing applications, and ranking and setting regional priorities. In addition, each RPO is responsible for developing its own guidelines for implementing and operating the program.

The initial allocation of LOTCIP funds was appropriated for FY 2014 and 2015. Because of the success and popularity of the program, the statewide funding allocation was increased substantially for FY 2016 and 2017. For the region, the NVCOG is expected to receive \$9,842,000 in LOTCIP funds each year for a total allocation of \$19,684,000 over the next two years. The current program includes seven active projects with a total financial commitment of \$17.3 million with average project cost of \$2.5 million. The state LOTCIP guidelines require a minimum project cost of \$300,000 and NVCOG has established an upset limit of \$3.5 million. Based these criteria, the NVCOG anticipates that seven new projects will be initiated and funded for construction over the next two-year cycle.

The NVCOG anticipates creating two on-call consultant lists related to the LOTCIP program.

On-Call List 1:

To assist with project delivery and ensure complete and accurate design plans, specifications and bid packages, the NVCOG is seeking professional engineering expertise and issuing this RFQ for design review services.

The NVCOG anticipates selecting one or more consultant(s) for this on-call list to perform independent reviews of project design plans being prepared by municipalities and their engineering design consultants. The intent of the independent review is to provide and submit comments aimed at improving project designs, ensuring that all costs associated with the project are identified and estimated accurately, reducing municipal liability, ensuring that any safety concerns have been properly addressed and reducing the potential for unanticipated high bids, change orders and construction delays. As this service will include a review of specific design elements, the selected consultant(s) will be required to demonstrate expertise in various technical areas.

Independent review of project design plans may be required for each NVCOG LOTCIP project at the following phases of design:

1. Preliminary Design Review (30%)

The consultant will provide general review of preliminary design plans to assess adherence to applicable design standards and CTDOT LOTCIP guidelines, and ensure the plans address the transportation purpose and needs as listed in the project application. Opinions on preliminary construction costs, anticipated design and construction schedules, and any potential project risks will be provided and documented. The consultant will be required to perform a field review of the project site to ensure that all pertinent aspects and existing features within and nearby the project limits have been carefully examined, identified and reported on to date. A report on the results of the field review will be required. Any possible value engineering suggestions that could reduce project costs, improve quality and expedite the schedule should be included in the review. The review may, at the discretion of the municipality, include an assessment of the project scope of work for final design.

An independent review at the Preliminary Design phase will be required for all projects funded under the LOTCIP.

2. Semi-Final Design Review (70%)

The review at the Semi-Final completion phase will identify errors and omissions, assess constructability of the project, attempt to resolve any major outstanding issues identified from the Preliminary Design review, identify the design elements needed to be completed in the Final Design plans, and offer opinions on any project risks. In addition, the CE will provide an independent assessment on the completeness of the design plans and specifications, ensuring that the design plans and specifications are in agreement with each other. Review will determine need for and completeness of right-of-way maps, environmental permits, and compliance with CEPA. Adherence to applicable design standards will be evaluated and opinions will be offered on whether or not the project is being designed in accordance with established design standards. A Semi-Final design review will be required for projects categorized as a road reconstruction or bridge replacement project. Any project that requires the acquisition of property will also be subjected to a Semi-Final Design review.

3. Detailed Final Design Review (90%)

A Final Design review will be conducted to ensure completeness of project plans and design elements before preparation of Bid Documents and Project Specifications and Estimates (PS&E). It will include a review of documents for omissions and errors, and an assessment of the constructability of the project. Recommendations will be made regarding revisions that need to be made to the plans. This task involves a detailed review of the plans, quantities, specifications and estimates based on the most recent project cost data, and requires technical expertise in various areas.

The LOTCIP program is intended to provide a framework for expediting project design and delivery. As such, an aggressive review process and schedule is envisioned. The reviewer will schedule an “on-board design review” meeting with the municipality and NVCOG within three (3) weeks of receiving the plan submission. Written review comments will be provided to the NVCOG at least one (1) 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 in this document have been appropriately addressed.

On-Call List 2:

The LOTCIP programs requires the municipal sponsors to undertake design of the planned project. Selection of the design firm is at the discretion of the municipal sponsor. To assist in the selection of qualified firms/teams, the NVCOG anticipates selecting two or more consultants to be placed on an On-Call List from which municipalities may select to complete the design phase. Prospective firms/teams must possess expertise and capabilities to design a variety 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.

The consultants/firms/teams selected for this On-Call list will be available to contract directly with the municipalities for specific LOTCIP tasks and projects. **Municipalities are not mandated to contract with the on-call consultants on NVCOG’s list;** however, the selected firms will have already met the procurement requirements for many of municipalities. No contracts with NVCOG are anticipated; however, for the consultant to remain active on NVCOG’s on-call list, it is expected that they will work with the municipalities to assure that scopes of service define work tasks that are consistent with progressing projects through the LOTCIP process. Therefore, in scoping projects the consultant will need to be intimately familiar with the CTDOT LOTCIP guidelines.