

SOUTHEASTERN CONNECTICUT COUNCIL OF GOVERNMENTS

5 Connecticut Avenue, Norwich, Connecticut 06360

(860) 889-2324/Fax: (860) 889-1222/Email: office@seccog.org

SOLICITATION NOTICE REQUEST FOR QUALIFICATIONS TRANSPORTATION CORRIDOR STUDIES Project # 94-262 Project # 44-159

The Southeastern Connecticut Council of Governments (SCCOG) is seeking to engage one (1) or two (2) consulting firm(s) to conduct two (2) corridor studies. The first project area is State Route 32, New London, Connecticut. The second project area is State Route 161, East Lyme, Connecticut.

BACKGROUND

The Southeastern Connecticut Council of Governments (SCCOG) is pursuing corridor studies in two SCCOG municipalities. The first project area is State Route 32 in the city of New London (Project # 094-0262), specifically, Connecticut State Route 32 (Route 32) between Williams Street, New London and Benham Avenue, Waterford. The one-mile corridor including Connecticut College and the United States Coast Guard Academy (USCGA) is referred to as “College Hill District”. The study will analyze multimodal transportation accommodation and evaluate the impacts that new development and population increase will have on the existing transportation systems.

The second project area is State Route 161 in the town of East Lyme (Project # 044-0159), specifically, Connecticut State Route 161 (Route 161), beginning at the driveway to East Lyme High School and ending at Route 161’s southern terminus, its intersection with Connecticut State Route 156 (Route 156). This study intends to examine the multimodal functionality of the road, analyzing the corridor access and provide recommendations for corridor improvements; addressing congestion, vehicular crashes, improve bicycle and pedestrian access and comfort.

This RFQ, as well as the Scope of Services for each project and a Frequently Asked Questions document, will be maintained on the SCCOG website which can be accessed at this link: <http://seccog.org/rfpq>.

State Route 32 New London Scope of Services

The scope of the study will consist of data collection and assessment, traffic forecasting, existing and future conditions assessment, alternatives analysis, recommendations plan, cost estimate,

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implementation plan and an executive summary. Additionally, the consultant will handle all community involvement, including managing the project website, advisory committee, and public engagement. All data, public comments, maps, drafts, and documents must be provided to the SCCOG in electronic and, when necessary, hard copy form.

The consultant contract for the Route 32 New London Corridor study is valued at \$180,000.

State Route 161 East Lyme Scope of Services

The scope of the study will consist of data collection and assessment, traffic forecasting, existing and future conditions assessment, alternatives analysis, recommendations plan, cost estimate, implementation plan and an executive summary. Additionally, the consultant will handle all community involvement, including managing the project website, advisory committee, public engagement and public comment period. All data, public comments, maps, drafts, and documents must be provided to the SCCOG in electronic and, when necessary, hard copy form.

The consultant contract for the Route 161 East Lyme Corridor study is valued at \$225,000.

TIMELINE

Both projects will adhere to an eighteen (18) months' timeframe from the time that a contract is awarded to the selected consultant firm(s). Both projects must be completed no later than 10/06/2023.

SUBMISSION REQUIREMENTS

Interested applicants are permitted to express interest in one or both projects listed in this notice. If interest is expressed in both projects, the consulting firm will interview for each project separately.

The following information should be submitted as part of the Qualifications Statement:

1. Transmittal letter stating the proposer's understanding of the work to be done, and a statement why the individual/firm believes itself to be the best qualified to perform the services.
2. Information concerning the size of the firm, and the size of the firm's section which would be assigned to this work.
3. A list of the most similar engagements performed in the last five years that are similar to the scope described in this Request for Qualifications. Indicate the scope of work, date, and the name and telephone number of the principal client contact.
4. Current Burden, Fringe and Overhead rate approved by the Connecticut Department of Transportation (CTDOT).
5. Current Contractor Certification of Final Indirect Costs.
6. Current Affirmative Action Plan approved by CTDOT.
7. Current registration with Office of the Secretary of State to conduct business in the State of Connecticut.

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EVALUATION CRITERIA

Consulting firms applying for the project will be evaluated on the following criteria:

1. Specialized design and technical competence (40%)
2. Capacity and the capability to perform the work within the time allotted (25%)
3. Past record of performance on contracts with the SCCOG and other MPOs; ability to control costs, quality of work and cooperation with the client (25%)
4. Knowledge of Federal, State, and Municipal procedures (10%)

DISADVANTAGED BUSINESS ENTERPRISE (DBE)/SMALL BUSINESS ENTERPRISE (SBE)

Both projects have a DBE of five percent (5%).

INSURANCE

The selected individual/firm shall, at their own expense and cost, obtain and keep in force, insurance during the duration of the contracted engagement. Insurance coverage shall cover the consultant, its agents, employees, and providers of service. The contract will require insurance for Errors and Omissions, General Liability and Property Damage, Worker's Compensation, and Auto Liability and Property Damage.

RIGHT TO REJECT SUBMISSIONS

Submission of a Qualifications Statement indicates acceptance by the firm of the conditions contained in this Request for Qualifications unless clearly and specifically noted in the statement submitted and confirmed in the contract between the SCCOG and the firm selected.

SCCOG reserves the right without prejudice to reject any or all submissions or parts thereof for any reason, to negotiate changes to terms of this solicitation, and to waive minor inconsistencies with the Request for Qualifications.

SUBMISSION DEADLINE

Qualified individuals/firms should submit three (3) hard copies and one electronic copy of their proposal to: **James S. Butler, AICP, Executive Director, SCCOG, 5 Connecticut Avenue, Norwich, CT 06360 by 4:00 p.m. (EST) on November 19th 2021.**

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ATTACHMENT: A

Consultant Scope of Services:

Connecticut State Route 32 Corridor Study, City of New London

Task 1 – Community Involvement

Task 1a – Project Website

The project website will be a vital link between the public, interested parties, the Advisory Committee, and the progress of the Corridor Study. The website will be continually updated with new project updates and documents.

Deliverables:

- Dedicated project website;
- Timely additions of project updates, technical memoranda, interim materials, meeting information, and other documents;
- Reporting to the City of New London and SCCOG regarding website updates.

Task 1b – Advisory Committee

The consultant firm(s) will consult with the City of New London to establish an Advisory Committee. Advisory Committee meetings will be open to the public. It is expected that Advisory Committee meetings will be held at least five times. More frequent meetings may be necessary at different phases of the project.

Deliverables:

- Attendance at Advisory Committee meetings;
- Coordination with Advisory Committee members and key staff regarding meeting plans and topics;
- Meeting agendas posted to the study website
- Advisory Committee meeting minutes and materials (as required), posted to the study website;
- Technical meetings and meeting notes with Advisory Committee member organizations, as needed.

Task 1c – Public Engagement

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The goal of public engagement will be to fulfill the necessary commitment to keep the public informed of each stage of the Corridor Study, as well as gain invaluable input from the eventual beneficiaries of the recommendations of the Corridor Study. Public engagement will be continuous and properly planned through a brief public engagement strategy.

Deliverables:

- Written public engagement strategy encompassing website updates, plans for public workshops, press strategy, etc.;
- One or more public workshops concurrent to Task 3;
- One final public meeting concurrent to Task 3;
- Press releases;
- Online survey and compiled survey results;
- Other public comments received through the website;
- Targeted engagement contact list.

Task 2 – Existing Conditions Report

Task 2a – Map Data Collection

The consultant firm(s) will obtain existing data, and create new data where necessary, to produce maps and a report of existing conditions for the entire Study Area corridor. Required data includes, but is not limited to, property and right-of-way boundaries, utilities locations and environmental data.

Deliverables:

- Existing conditions maps;
- Existing conditions report;
- GIS or other electronic files.

Task 2b – Traffic Data Collection and Forecasting

The consultant firm(s) will document existing traffic and forecast short- and long-term traffic patterns. Traffic analysis will be based on available and collected data and will consider planned development projects in New London and the region. This will require consultation with the CTDOT, City of New London and SCCOG. Turning movement for all signalized intersections will be included in the traffic analysis; additional turning

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movement counts, as required to supplement existing CT DOT data, will be obtained by the consultant firm(s). The traffic forecasts will inform the conceptual plan alternatives.

Deliverables:

- Interim data that will inform the forecast;
- Consultation with the City of New London and SCCOG regarding development projects that will impact traffic;
- Draft traffic forecasts, to be reviewed by CT DOT;
- Final traffic forecasts.

Task 2c – Assessment of Planned Projects and Plan Coordination

It is vital that the Corridor Study is ultimately aligned with planning efforts of the City of New London, Thames River Innovation Place (TRIP), Connecticut College, and the USCGA. The consultant firm(s) will review relevant plans and studies to ensure that the conceptual plan is harmonious, and identify areas of potential conflict. The consultant firm(s) will also consult with CT DOT and the City of New London to determine conflicts and synergies with transportation projects planned to move forward toward construction.

Deliverables:

- Documentation of consultation with the City of New London, TRIP, Connecticut College, and the USCGA regarding planned projects;
- Project coordination with the City of New London and CT DOT;
- Review of plans and studies that may affect the final conceptual plan;
- Technical memorandum encompassing Tasks 2a, 2b and 2c for the project website.

Task 3 – Conceptual Plans

Task 3a – Draft Conceptual Plan Alternatives

The consultant firm(s) will develop draft conceptual alternatives that will be reviewed by the City of New London, SCCOG, and CT DOT, Connecticut College, and other identified stakeholders, as well as the public at large during a public workshop. Alternatives will be proposed where trade-offs exist to constrain costs and address right-of-way and other issues.

Deliverables:

- Draft conceptual alternatives in PDF format;

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- Identification of right-of-way needs and issues;
- Consultation with the City of New London, SCCOG, CTDOT, and other project stakeholders;
- Public workshop (*see Task 1c*).

Task 3b – Final Conceptual Plan

The consultant firm(s) will produce a final conceptual plan, narrative, and at least three (3) conceptual drawings for locations in the College Hill District that effectively communicate the overall concept. The final conceptual plan will be developed at a level of detail commensurate to a planning-level corridor study.

Deliverables:

- Final conceptual plan in PDF format;
- Final conceptual plan CAD, GIS, or other electronic files;
- Final conceptual plan narrative;
- At least three (3) conceptual drawings of representative locations, showing proposed improvements in the College Hill District;
- Access Management Plan;
- Technical memorandum for the project website.

Task 3c – Cost Estimate

The consultant firm(s) will produce a cost estimate for different phases of project construction, with an accounting of available sources of funding. The consultant firm(s) will also produce an analysis of needed local, state, and federal permits necessary to carry out completion of the proposed improvements.

Deliverables:

- Itemized cost estimate;
- Accounting of available funding sources;
- Implementation plan;
- Permit analysis;
- Executive Summary.

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ATTACHMENT: B

Consultant Scope of Services:

Connecticut State Route 161 Corridor Study, Town of East Lyme

Task 1 – Community Involvement

Task 1a – Public Engagement

The goal of public engagement will be to fulfill the necessary commitment to keep the public informed of each stage of the Corridor Study, as well as gain invaluable input from the eventual beneficiaries of the recommendations of the Corridor Study. Public engagement will be continuous and properly planned through a brief public engagement strategy. The public engagement efforts will comply with SCCOG, CTDOT and federal requirements for public involvement.

Deliverables:

- Written public engagement strategy encompassing website updates, social media announcements, plans for public workshops, press strategy, etc.;
- Two or more public workshops held during Tasks 3 and 4;
- Press releases;
- Online survey and compiled survey results;
- Other public comments received through the website;
- Public comment period;
- Targeted engagement contact list;
- Public engagement technical memoranda.

Task 1b – Project Website

The project website will be vital link between the public, interested parties, the Advisory Committee, and the progress of the Corridor Study. The website will be continually updated with new project updates and documents.

Deliverables:

- Dedicated project website;
- Timely additions of project updates, technical memoranda, interim materials, meeting information, and other documents;

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- Reporting to the Town of East Lyme and SCCOG regarding website updates.

Task 1c – Advisory Committee

The consultant firm(s) will work with the Town of East Lyme to establish an Advisory Committee. Advisory Committee meetings will be open to the public. It is expected that Advisory Committee meetings will be held at least once every two months. More frequent meetings may be necessary at different phases of the project. Special technical meetings with CTDOT as necessary.

Deliverables:

- Advisory Committee meeting management;
- Coordination with Advisory Committee members and key staff regarding meeting plans and topics;
- Meeting agendas posted on the study website;
- Advisory Committee meeting minutes;
- Technical meetings and meeting notes with Advisory Committee member organizations, as needed.

Task 2 – Data Collection and Assessment

Task 2a – Data Plan

The consultant firm(s) will establish a data plan that will include an accounting of the data necessary to carry out the Corridor Study. The data plan will identify the source of required data and methods for creating data where data creation is necessary. The data plan will include new traffic counts as needed to supplement existing data. All new counts will include non-motorists. Non-motorist specific counts will be taken at locations where existing vehicular traffic data can reasonably be utilized, but where no non-motorist data exists. There are 7 signalized intersections, 16 un-signalized intersections and 2 mid-block crossings within this corridor. The intersections within the State Project 44-156 will not be recounted. The traffic data plan will be sufficient to determine alternatives feasibility, and may selectively omit counts at some un-signalized intersections to be agreed upon with the Advisory Committee. Traffic counts shall be done between May and October.

Deliverables:

- Written data plan;
- Data collection and creation.

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Task 2b – Existing Conditions Assessment

The existing conditions assessment will make the best use of available data identified in the data plan. The existing conditions assessment will include right-of-way information, including location of different transportation facilities, utilities, and adjacent facilities, dangerous conditions, land use and zoning of adjacent property, crash data, including type and cause, traffic counts, including bicycle and pedestrian and freight counts, major generators of vehicular, freight, and bicycle and pedestrian traffic, transit ridership, bus stop locations and attributes, natural resource information, as well as other spatial and non-spatial data necessary to carry out the Corridor Study. Online survey results will be a component of the existing conditions report, and should include mode preference and usage, user destinations, and other information deemed appropriate.

Deliverables:

- Online survey and compiled survey results;
- Existing conditions assessment draft report, summarizing existing conditions as they relate to traffic patterns, mode choice, safety, points of conflict, land use and development, transit ridership, environmental analysis, historical, and other factors;
- Existing conditions maps;
- Existing conditions assessment technical memorandum, summarizing findings, for posting to the website;
- Existing conditions final report.

Task 2c – Future Conditions Assessment

The future conditions assessment will assess the likely changes in safety, traffic patterns and volumes, signal operations, mode choice, and other relevant factors, based on the potential for population growth and increased industrial and commercial development in the corridor.

Deliverables:

- Future conditions assessment draft report, expanding on the factors identified in the existing conditions assessment;
- Future conditions maps;
- Future conditions technical memorandum summarizing findings, for posting to the website;
- Future conditions final report.

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Task 3 – Alternative Development

Task 3a – Develop Draft Alternatives

The consultant firm(s) will use the existing conditions assessment and future conditions assessment to make recommendations for physical improvements along the entire length of the corridor, as well as methods for improving transit ridership. A charrette-style public workshop will be held prior to this task. Recommendations must be captured in at least two comprehensive alternatives for physical improvements and at least one alternative for transit improvements. The consultant must include separate “no-build” or “do-nothing” alternatives for physical improvements and transit service improvements.

Deliverables:

- Options for physical transportation improvement recommendations, captured in two or more comprehensive alternatives, with supporting conceptual designs, graphics, drawings, and narratives;
- Options for enhancing transit ridership, captured in at least one comprehensive alternative for enhancing transit ridership/capture.
- No-build/do-nothing alternatives.

Task 3b – Recommendations and Cost Estimates

The consultant firm(s) will prepare itemized cost estimates pertaining to short-, medium-, and long-term recommendations, which correspond to each alternative identified in Task 3a. The consultant firm(s) will work with the Advisory Committee to recommend a preferred alternative for physical improvements and a preferred alternative for transit enhancement. The consultant firm(s) will identify potential funding sources for the preferred alternatives.

Deliverables:

- Identification of preferred alternatives;
- Itemized cost estimates for short-, medium-, and long-term recommendation applicable to each alternative identified;
- Technical memorandum detailing each alternative, including cost estimates, for sharing and posting to the project website;
- Identification of funding sources.

Task 4 – Final Corridor Study and Recommendations

Task 4a – Public Comment Period

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The consultant firm(s) will prepare a draft final Corridor Study to be posted to the project website, and issue a press release regarding a 30-day public comment period. The Advisory Committee will hold a 30-day public comment period in order to gain final public input into the Corridor Study, so that the possible solutions identified in the Corridor Study have the backing of the public. The Advisory Committee may also hold a public hearing.

Deliverables:

- Draft final Corridor Study in PDF format and printed copies (5);
- Press release;
- Public comments.

Task 4b –Final Corridor Study

The AC will review and approve the draft Corridor Study. The consultant firm(s) will deliver the completed, final Corridor Study to the Advisory Committee.

Deliverables:

- Final Corridor Study in PDF format, as well as format used for its development;
- Final Corridor Study printed copies (5);
- Executive Summary;
- GIS data created and used in the Corridor Study.

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