



## Request for Qualifications (RFQ) Consultant Services to Undertake a Corridor Study For West Main Street in Waterbury, CT

### Intent

The Naugatuck Valley Council of Governments (NVCOG) intends to select one qualified multidisciplinary team to conduct a corridor study along West Main Street in the City of Waterbury, Connecticut related to the development of a concept for the length of the corridor—either in full or in discrete segments—that will address safety and traffic flow concerns and provide for improved pedestrian, bicycle, and transit-user accessibility.

The Connecticut Department of Transportation (CTDOT) selected this corridor for study under its Corridor Study Program. The study will be overseen by a Project Advisory Committee comprising representatives from City government, the community, the NVCOG, and the CTDOT.

### Background and Purpose

West Main Street (SR 847) is the major connection across the Naugatuck River for intra-city surface traffic in Waterbury, as well as the primary connection between central Waterbury and Route 8. This route also serves as the trunk for the CTtransit Waterbury Division bus system, with 18 buses at peak hour, making connections to nearly all parts of the system west of the pulse point at Exchange Place. This section of roadway varies dramatically in typology block-by-block, ranging between two and six lanes. The variation in lanes and lane widths, combined with multiple limiting conditions such as closely-built buildings, an active railway, significant transit traffic, significant pedestrian traffic, and the connection with Route 8 all conspire to create a dangerous, congested main street.

The City of Waterbury is working directly on several projects that have impacted or will impact traffic flow in this corridor, including a TIGER-funded project adding a new connection to West Main Street, the rehabilitation of the Waterbury Green, the construction of the Naugatuck River Greenway, a CMAQ-funded traffic signal upgrade, and a LOTCIP-funded project to reduce the number of lanes on East Main Street and to provide adequate facilities for CTtransit Waterbury buses.

West Main Street is identified as a mixed use corridor in the current Waterbury Plan of Conservation and Development, calling for good pedestrian infrastructure and transit service.

Therefore, the purpose for this study is to develop a concept for the length of the corridor that will address safety and traffic flow concerns and provide for improved pedestrian, bicycle, and transit-user accessibility. The project concept should follow an analysis of the feasibility of a road diet along the corridor to accommodate increased pedestrian space, safe crossings, and appropriate transit stops and flows including the potential for a bus-only lane or a shared bus lane. The current traffic volumes lie on the border of recommended traffic volumes for road diets, and it is unclear whether a road diet would be feasible without close analysis.

### Information & Inquiries:

Updates and amendments to this RFQ can be found at <http://nvcogct.org/content/vendors> 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 submitted in writing via email to Christian Meyer, Supervising Transportation Planner, at [cmeyer@nvcogct.org](mailto:cmeyer@nvcogct.org)

Questions will be responded to up to seven days before the RFQ response deadline. All questions and their responses will be posted at <http://nvcogct.org/content/vendors>. No contact with any other NVCOG staff, town personnel or project partner other than the authorized contact person is allowed until such time as an award has been made.

## 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 this planned project.

Prospective consultant firm or team must be currently pre-qualified by the Connecticut Department of Transportation in a least one of the following categories: Traffic and Safety Engineering, Modal Transportation Planning Studies, or Highway 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
- The name, title, telephone number and email address of the individuals within the firm authorized to commit the company to this contract.
- The name, title, telephone number and email address of the individual NVCOG should contact regarding questions and clarifications.
- A statement that the Consultant's proposal will remain in effect for ninety (90) days after acceptance of the Consultant's proposal by NVCOG.

The **Technical Response** must contain a 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.
- Description of any special services required.
- Description of services offered by the consulting firm or team that support the Scope of Services.
- Name and required services of any subcontractors, including those intended to be used to meet the required DBE or SBE goals established for this project.
- Resumes of 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.
- Pertinent examples of related work prepared by the consultant.

The proposer must provide six (6) paper copies and one (1) digital copy of their submission 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 “West Main Street Corridor Study, Waterbury, CT”, and shall be delivered to:

Christian Meyer, Supervising Transportation Planner  
Naugatuck Valley Council of Governments  
49 Leavenworth Street, 3rd Floor  
Waterbury, CT 06702

The proposal must be received no later than 2:00 pm on Friday, December 13, 2019. Proposals received after the date and time prescribed shall not be considered.

### 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 required in the Scope of Services. All RFQs received will be reviewed and evaluated by the selection committee that may comprise representatives of the NVCOG and the City of Waterbury or other stakeholders. A minimum of three and up to five prospective consultants will be selected and requested to participate in an interview and presentation to the selection committee.

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 project.
- Completeness, feasibility and quality of scope of services and project schedule.
- Clarity and conciseness of presentation.

The selected consultant will be notified of their selection within 14 days from the culmination of the interview process and contract negotiations will commence immediately upon notification. A 30-day fee negotiation period will be provided for the selected consultant and NVCOG to finalize the contract fees, scope of service and agreement. The selection committee will develop an independent estimate for the defined scope of work prior to receipt or review of the most highly qualified consultant's cost proposal. The independent estimate shall serve as the basis for negotiations of the fee for services. 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 and begin negotiation with the second ranked firm.

The firm awarded the contract 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:

### 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).

### Incurred Costs

This RFQ 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 is requesting 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 one year 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 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 and conditioned upon satisfying the requirements described in this RFQ and Scope of Services. These requirements apply to all proposers, including those who qualify as a DBE or SBE. Contracts awarded under this RFQ will be required to meet state and regional DBE or SBE goals.

## Scope of Services: West Main Street, Waterbury CT

### Task 1: Project Advisory Committee

A Project Advisory Committee (PAC) will be formed to provide oversight, direction for the study, and monitor the planning process. The PAC will comprise government, business, and civic representatives from the community. The Connecticut Department of Transportation will be invited to participate on the PAC. The Project Consultant will participate in PAC meetings, share documents and coordinate PAC activities.

The PAC will inform discussions on current corridor conditions, corridor improvements, and transit options. The NVCOG will be responsible for managing the following activities of the PAC:

- Set study goals and objectives
- Facilitate PAC meetings and provide guidance and direction for the study
- Work program development
- Set PAC meeting agendas, prepare meeting material and documents
- Prepare meeting minutes

#### *Project Consultant Tasks:*

Task 1A: Participate in up to three PAC Meetings.

Task 1B: Prepare presentations and display boards.

Task 1C: Present findings and lead discussion on existing conditions at PAC meeting

Task 1D: Present preliminary engineering study findings and recommendations and lead discussion at PAC meeting.

Task 1E: Set up correspondence/communications tools.

#### *Project Consultant Deliverables:*

- Present deliverables to PAC
- Up to three Power Point presentations to PAC of findings and recommendations

Note: all deliverables for this study – reports, documents, technical memoranda - will be provided in electronic files in a MS Word format. Data files will be in MS Excel format.

### Task 2: Public Outreach & Engagement

The project consultant will initiate and assist NVCOG in the conduct of a proactive public outreach and engagement process. The purpose of this task is to engage the public in a discussion regarding the future of the corridor and how improvements to the roadway can better and more safely integrate user needs. As part of this task, the project consultant will conduct two public information meetings. The NVCOG will create a project webpage. Information, documents, and plans relating to the project will be posted on a project website.

The NVCOG will develop and maintain a project webpage on its website.

#### *Project Consultant Tasks:*

Task 2A: Develop Public Outreach and Engagement Plan.

Task 2B: Conduct two public outreach meetings, including one meeting to present preliminary concepts and a second meeting to present final recommendations.

Task 2C: Prepare project summary and information brochure.

Task 2D: Prepare an on-line survey for the project to solicit input and comment.

Task 2E: Prepare presentation materials, including display board

Task 2F: Prepare PowerPoint presentation for public information meeting.

Task 2G: Prepare draft meeting notes for public meeting; NVCOG to review and approve before finalizing.

### *Project Consultant Deliverables:*

- Public Outreach Plan
- Two Public Information Meeting
- Meeting summary and notes

### **Task 3: Data Collection and analysis of Existing Conditions**

The proposed study area is West Main Street from the Waterbury Green to Watertown Avenue on the west side of Route 8. Traffic, transit, and pedestrian data will be compiled for the study area. Where necessary additional data will be gathered to develop the necessary models needed to evaluate operations within the corridor.

### *Project Consultant Tasks*

Task 3A: Within the study area, identify existing transportation facilities and infrastructure, including: varied cross sections, intersections, lanes, roadway width, vertical restrictions, pedestrian facilities, ADA accessibility, transit services, accessibility of bus stops and other transit facilities, cyclist facilities, residential density within the corridor, employment density within the corridor, and roadway widths.

Task 3B: Gather data on crashes along the corridor and intersection, pedestrian usage and roadway crossing habits, non-motorized usage, transit service and ridership, AADT, traffic volume for critical time periods determined with PAC input, intersection turn movements, roadway capacity, east-west connectivity, and volume through the corridor.

Task 3C: Review past studies related to the corridor: Waterbury Next; POCD; Waterbury Area Transportation Study; 2013 NVCOG Ridership Survey;

Task 3D: Interview community stakeholders for first hand insight into the strengths and weaknesses of the corridor

Task 3E: Place corridor within the context of other planning initiatives: Jackson Street Extension (WATER), Mixmaster rehab, Mixmaster redesign, WBL Expanded Service, East Main Street redesign, Waterbury Green reconstruction

Task 3F: Develop traffic models to identify level of service at intersections and throughout the corridor and forecast future growth.

Task 3G: Determine inter-municipal travel and journey-to-work patterns using within the study area corridors.

Task 3H: Determine travel times and speeds via transit (based on schedules) and highway modes over the length of the corridor and at and between key intermediate point.

### *Project Consultant Deliverables*

- Inventory of transportation facilities and infrastructure
- Existing conditions technical memo
- Travel patterns through corridor
- Level of service at each intersection in corridor including approach lanes and corresponding queue length

## Task 4: Alternatives Analysis

The project consultant will develop preferred alternatives to balance safety and placemaking improvements against traffic requirements. The varied cross sections and high traffic volumes through this corridor require a careful analysis of how a consistent corridor can be created to improve driver expectancy, including but not limited to the consideration of the impacts of executing a road diet along portions of the corridor. Where a full road diet is not the preferred alternative, recommendations will be provided for alternative improvements. Conceptual drawings will be provided to accompany preferred alternatives. Coordination with the CTDOT District maintenance office to allow for coordination between the delivery of study recommendations and re-surfacing of West Main Street west of Willow/Meadow Streets scheduled for 2021.

### *Project Consultant Tasks*

Task 4A: Analyze corridor for opportunities to reduce the number of lanes as part of a road diet, including: identifying the impacts on traffic operations, levels of service, transit, and non-motorized users.

Task 4B: Develop alternative recommendations for spot improvements to intersections, traffic signals and adjoining streets along the corridor.

Task 4C: Develop corridor-wide plan for pedestrian facilities (ADA needs, accommodating pedestrian cross walks...)

Task 4D: Develop corridor-wide capital plan for transit amenities (pull offs, shelters...)

Task 4E: Develop corridor-wide plan for cyclist facilities

Task 4F: Develop corridor-wide and spot improvement concept drawings for preferred alternatives

### *Project Consultant Deliverables*

- Report on preferred alternatives
- Concept drawings for each preferred alternative

## Task 5: Future Development

A market analysis for future development along the corridor will be conducted to identify opportunities for real estate development and place making.

### *Project Consultant Tasks*

Task 5A: Real estate market analysis

Task 5B: Economic impact analysis

### *Project Consultant Deliverables*

- Report on real estate development and economic development potential