

Naugatuck Valley Council of Governments

Request for Qualifications: Valley Transit District Bus Shelter Project

July 2020

Introduction

The Naugatuck Valley Council of Governments (NVCOG) is issuing an RFQ for the Valley Transit District (VTD) Bus Shelter project. The purpose of this project is to develop specifications, design and construction documents for the installation of new bus shelters in those communities. The NVCOG has completed a preliminary inventory and assessment of bus shelters at current locations. As part of this RFQ, the selected firm will verify the recommendations of NVCOG and assist in identifying new bus shelter locations.

This document outlines submission requirements, work description, and the evaluation criteria that NVCOG will take into consideration when selecting a contractor for this project.

Information & Inquiries:

Updates and amendments to this Request for Qualifications (RFQ) can be found at <https://nvcogct.gov/for-vendors/> or can be obtained by contacting the Naugatuck Valley Council of Governments (NVCOG) directly. Interested consultants are responsible for monitoring updates and amendments.

Prospective consultant firms or teams must be currently pre-qualified by the Connecticut Department of Transportation in the following category: Facility Design (All Modal Buildings/Vertical Structures)

All inquiries regarding this RFQ must be submitted in writing via email to Gabriel Filer, Transportation Planner, at gfiler@nvcogct.gov. The deadline for submitting this RFQ is **August 31, 2020 at 2:00 pm**.

Questions will be responded to up to seven days before the RFQ response deadline. All questions and their responses will be posted at <https://nvcogct.gov/for-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 Work Description and is capable of performing the work to achieve the objectives of this planned project.

Proposers are asked to submit responses, not more than twenty-five pages in length, 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 Work Requirements and demonstrate a commitment of sufficient staff resources with appropriate qualifications with specific reference to:

- Understanding and approach to Work Requirements.
- Comparable project experience.
- 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 organizational chart.
- Three references from comparable types of projects.

The proposer must provide one (1) digital copy of their submission emailed to gfiler@nvcogct.gov with the subject line clearly identifying the proposer and "VTD Bus Shelter Proposal" and four (4) paper copies by mail in an 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 "VTD Bus Shelter Proposal", and shall be delivered to:

Gabriel Filer, Transportation Planner
 Naugatuck Valley Council of Governments
 49 Leavenworth Street, 3rd Floor
 Waterbury, CT 06702

Work Description:

The purpose of this Request for Qualifications (RFQ) is to procure engineering services related to the installation of passenger bus shelters at various locations throughout Valley Transit District (VTD). NVCOG expects to install bus shelters at up to 20 locations in the cities of Ansonia, Derby, and Shelton and the town of Seymour. Locations are being selected along fixed route bus services to encourage ridership and protect riders from inclement weather during their wait. Several of these locations have old, deteriorated shelters that will need to be removed and replaced. The NVCOG anticipates requiring engineering services to:

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| Task 1 | Develop design specifications for bus shelters and associated bid documents for prefabricated bus shelter suppliers. |
| Task 2 | Conduct feasibility assessment at proposed locations. |
| Task 3 | Develop site and design plans for the installation of bus shelters for each selected location and associated construction bid documents. |

Requested Engineering Services:

Task 1: Bus Shelter Design Specifications

The selected engineering firm will produce bid ready design specifications for prefabricated bus shelters to meet the requirements of Task 1. The firm will provide an estimated cost to purchase the specified bus shelter(s) The selected firm will ensure that the designs for the bus shelters meet the following minimum requirements:

1. Shelter size shall be approximately 5' deep by 12' wide with 7' clearance height;
2. Shelters shall be computer designed (containing illustrations) and structurally engineered. The shelter frame shall be designed to be stable with or without a wall and or flooring;
3. Each shelter shall be prefabricated with complete roofs and have walls covering certain sections;
4. Shelters shall be designed to withstand wind gusts of 90 mph. Roof shall be designed to withstand minimum dead load of 25 PSF;
5. Design a 5' deep by 12' wide concrete landing pad for the bus shelter to be installed (when applicable)
6. Meet all ADA access requirements;
7. Provide opportunity to display advertising materials;
8. Either one or two variations on the design can be used to meet all location requirements;
9. Ensure there is a minimum 4 feet of walking clearance for passengers.

Task 2: Site Location Evaluation

The selected engineering firm will review the NVCOG's bus shelter inventory and preliminary recommendations report to assess and verify recommended locations. The firm will conduct field surveys and take field measurements to evaluate each proposed location for a bus shelter for feasibility. Consideration for bus shelter feasibility will include, among other things:

1. Access to electricity;
2. Underlying rights of way;
3. General slope and geography;
4. Compliance with local, State and Federal code;
5. Does not interfere with sight lines/sight distances as defined by AASHTO;
6. Is compliant with the Americans with Disabilities Act (ADA);
7. As necessary, the engineering firm will propose an alternative location.

Task 3: Construction and Installation Plans

The selected engineering firm will produce construction ready plans for each site, accompanied with the necessary notations and documentation. Development of plans will include a draft plan, a review period and the development of a final construction ready plan. An estimated cost to prepare each site and install the bus shelters shall be developed for each site. At a minimum, final plans should:

1. Clearly depict existing site conditions;
2. Call out hazards, such as nearby utilities;

3. Indicate "Sight Triangle" criteria as defined by the American Association of State Highway & Transportation Officials (AASHTO) and the Manual on Uniform Traffic Control Devices (MUTCD);
4. Contain all necessary construction notes, which would be needed by NVCOG's construction contractor to successfully complete a proposed project.

The selected firm will coordinate with local utility providers, as well as municipal and State agencies to assist NVCOG in the acquisition of all necessary permits and authorizations.

The selected firm will use survey information that they gather to recommend changes to NVCOG's proposed priority bus shelter locations, so as to achieve necessary compliance, efficiency and improve customer experience.

The selected engineering firm may be asked to, on a limited basis, provide design services during construction to NVCOG's selected construction contractor(s) in answering questions and clarifying any ambiguities during construction or complete additional work required to meet the spirit of this RFQ.

Evaluation Criteria

NVCOG is soliciting firms and/or individuals who have established knowledge and expertise in all aspects of the services requested in this RFQ. Minimum requirements are as follows:

- Have a minimum of three (3) similar projects within the last five (5) years providing the same or similar services requested in this RFQ.
- Have sufficient staff and/or sub-consultants available with experience in the disciplines required for this service.
- Provide reference(s) of agencies you have contracted with, providing the same or similar services.
- Have no outstanding or pending complaints as determined through the Better Business Bureau or State of Connecticut Department of Consumer Protection.
- Be registered as a Prequalified Consultant or Contractor by the Connecticut Department of Transportation (CT DOT)
- Not be on CT DOT's list of debarred or suspended firms
- Have the administrative and fiscal capability to provide and manage the proposed services.
- Are able to adhere to, comply with and execute all required Federal Transit Administration (FTA) certifications and assurances

A. EVALUATION CRITERIA

1. Qualifications, Related Experience, and References (15%)

- Technical experience in performing work of a closely similar nature
- Experience working with public agencies
- Strength and stability of the firm; strength, stability, experience and technical competence of subcontractors
- Assessment by client references
- References with demonstrated success in providing similar services

2. Staffing and Project Organization (25%)

- Qualifications of project staff, particularly key personnel and especially the project manager
- Key personnel's level of involvement in performing related work cited in "Qualifications of the Firm" section
- Logic of project organization
- Adequacy of labor commitment
- Concurrence in the restrictions on changes in key personnel

3. Technical Response (30%)

- Depth of contractor's understanding of NVCOG's requirements as set forth in the Work Description, overall quality of work plan
- Logic, clarity and specificity of work plan
- Appropriateness of labor distribution among the activities
- Ability to meet all service start dates
- Reasonableness of service operations as proposed
- Utility of suggested technical or procedural innovations

5. Completeness of Response (30%)

- Completeness of response in accordance with RFQ instructions
- Exceptions to or deviations from the RFQ requirements that the NVCOG cannot or will not accommodate
- Any other relevant factors not considered elsewhere

B. EVALUATION PROCEDURE

An evaluation and selection committee comprising members of the NVCOG staff and VTD staff, in accordance with the above criteria, will evaluate all proposals received as specified. The evaluators in applying the major criteria to the proposals may consider additional sub-criteria beyond those listed. During the evaluation period, NVCOG reserves the right to interview some or all the proposing firms.

C. AWARD

The selection committee will select the preferred consultant based on the evaluation procedures described above. The selected consultant will be notified within 14 days of the decision by the NVCOG of their selection and contract negotiations will commence immediately upon notification. A 60-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 negotiation 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 rated firm.

The firm awarded the contract 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.

D. NOTIFICATION OF AWARD AND DEBRIEFING

Contractors who submit a proposal in response to this RFQ shall be notified in writing regarding the firm who was awarded the contract. Such notification shall be made within three (3) days of the date the contract is awarded. Contractors who were not selected may obtain a prompt explanation concerning the strengths and weaknesses of their proposal. Unsuccessful contractors, who wish to be debriefed,

must request the debriefing in writing and NVCOG must receive it within three (3) days of notification of the contract award.

Other Requirements:

FTA Section 5307 Program Funding

Funding to complete this project was allocated from FTA Section 5307 administered through the Federal Transit Administration. 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).

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 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 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.