

CSO Solicitation No. 2167

Transportation Planning and Studies Services

THIS SOLICITATION IS BEING EXTENDED TO PREQUALIFIED FIRMS AND IS POSTED HERE FOR INFORMATION ONLY.

The Connecticut Department of Transportation (Department) is seeking responses from prequalified firms who can provide Modal Transportation Planning Study services. The Department requires one consulting firm to develop and implement a statewide travel demand model.

The selected firm will be responsible for the development and implementation of a new Travel Demand Forecasting Model (TDFM) for the Department. This will include an initial assessment of the current model's deficiencies and limitations. The consultant will be tasked with the development and implementation of a new TDFM that addresses the Department's current modeling requirements.

A brief summary of the desired features that may be considered further in a more detailed scope of services, are listed below:

- Direction of model format: Trip based or Activity based
- Recommend methods and solutions for the design and implementation of travel surveys required for model specification and calibration
- Execute and/or manage required travel surveys
- Expand the geographic scope of the model to include areas in adjacent states.
- Time-of-day capability
- High Occupancy Vehicle lanes
- Tolling / Value Pricing Mechanisms
- Enhanced mode choice and transit modeling, including non-motorized modes
- Capability of linking to small area micro-simulation traffic models
- Integrates with Department's GIS database
- Potential for sub-area extraction
- Coordination with and training of Department staff
- Potential to integrate with land use, economic growth, freight and emission model(s)

If your firm desires to be considered for this assignment, your submittal should consist of a one-page letter of interest and the Department Form CSO 255, with a maximum of five résumés. One of the résumés must be that of the proposed Project Manager in charge of the work, as well as the assurance that he/she will be available for work when required. **Four copies of the submittal are required, and they must be postmarked by Friday, May 18, 2012, or if hand delivered, by 4:00 p.m. on that date.**

Included in the submittal must be a brief narrative summarizing your current study workload, description of proposed staff, qualifications, and discipline experience and expertise in the following: (1) development of large scale travel demand forecasting models (trip-based and activity-based); (2) time-of-day modeling; (3) mode choice models, including non-motorized modes; (4) traffic micro-simulation and sub-area extraction; (5) GIS based networks; (6) expansion of model's geographic scope; (7) inclusion of High Occupancy Vehicle lanes, tolling and value pricing mechanisms; (8) design and implementation of travel surveys for model calibration; (9) travel demand model integration with other models including air quality emissions (MOVES 2010a software), land use, economic growth, and/or freight especially rail; (10) project management, including multi-project capability, scheduling and progress reporting; and (11) familiarity with the Department policies and procedures. Also, please indicate the location of the office where the work will be performed and the staff size of that office.

Please be advised that there is no disadvantaged business enterprise (DBE) goal assigned for this project. 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. All firms are advised that the prime consultant must perform the major part of the work with employees of the firm. Joint venturing will not be allowed.

Do not send additional documentation other than what is requested. The Consultant Selection Panel may reject your submittal, and your firm may not be considered for this project if you provide additional documentation such as corporate brochures, background information, and histories.

Prior to the negotiation process, the selected firm will be required to have a Department approved audit and affirmative action plan, as well as current corporate registration with the Secretary of State (partnership excluded). The selected firm will also be required to maintain insurance coverage from a firm approved to do business in the State of Connecticut. Proof of coverage must be submitted on forms acceptable to the State prior to the start of the negotiations process.

In accordance with the Connecticut General Statutes (CGS) Sections 4-252 and 4a-81, the selected firm(s) must complete the Office of Policy and Management's (OPM) Ethics Form 1 (Gift and Campaign Contribution Certification, Rev. 11-29-11) and Form 5 (Consulting Agreement Affidavit, Rev. 10-01-11), prior to the agreement/contract execution. Forms 1 and 5 apply to all consulting agreements/contracts which have a total value to the State of fifty thousand dollars (\$50,000) or more in a calendar or fiscal year. Any consultant that does not complete the certification (Form 1) required under subsection (e) of CGS 4-252 or refuses to submit the affidavit (Form 5) required under subsection (c) of CGS 4a-81 shall be disqualified and the Department shall award the agreement/contract to the next highest ranked consultant or seek new submittals in accordance with subsection (d) of CGS 4-252 and subsection (d) of CGS 4a-81. Further information on these requirements can be obtained online at <http://www.ct.gov/opm> via the Ethics Affidavits link.

Please note, in an effort to streamline the certification and affidavit process for contract/agreement execution, the Department is requiring selected firms to upload Forms 1 and 5 on the Department of Administrative Services (DAS) Business Network ("BizNet") website. Further information can be found at <http://das.ct.gov/cr1.aspx?page=371>, to subscribe to Biznet and obtain directions to upload the forms following the "Vendor Guide to Uploading Affidavits and Nondiscrimination Forms Online (pdf)".

For all State contracts as defined in CGS § 9-612(g)(1) having a value in a calendar year of \$50,000 or more or a combination or series of such agreements or contracts having a value of \$100,000 or more, the authorized signatory to this submission in response to the State's solicitation expressly acknowledges receipt of the State Elections Enforcement Commission's Notice titled "Notice to Executive Branch State Contractors and Prospective State Contractors of Campaign Contribution and Solicitation Limitations" (Notice) advising state contractors of state campaign contribution and solicitation prohibitions, and will inform its principals of the contents of the Notice. The State Elections Enforcement Commission's Notice is attached hereto and hereby made a part of this solicitation.

Circumstances may require the rescheduling or cancellation of projects. Should this action be necessary, the Department would be under no obligation to provide supplementary work for the firm selected for this assignment. The Department reserves the right to award study assignments to other qualified firms.

The Department reserves the right to add additional projects of a similar nature for a separate selection should additional projects becomes available prior to the interview phase of the selection process.

Please be advised that firms must continue to be prequalified in the categories specified in the particular year a shortlist is finalized and/or a selection is made.

All inquiries regarding this Request for Letters of Interest shall be directed to Mr. David Mancini, of the Consultant Selection Office, at (860) 594-3017.