



Request for Qualification Statements for *CT Transit – Waterbury Bus Route and Operations Study*

The Council of Governments of the Central Naugatuck Valley (COGCNV), in cooperation with the Connecticut Department of Transportation (CT DOT), is seeking a consultant to analyze the routes and operations of the CT Transit – Waterbury bus system and make recommendations for feasible improvements (see Attachment A).

Intent

CT Transit – Waterbury is a state owned bus system operated by North East Transportation Company (NETCO) that consists of 23 fixed bus routes and 6 workplace tripper routes. The routes serve Waterbury and parts of Naugatuck, Watertown, Middlebury, and Wolcott in the Central Naugatuck Valley Region of Connecticut. In addition, one intercity bus route (operated by CT Transit – New Haven) runs hourly between Waterbury and New Haven via Cheshire and Hamden. The bus system operates on a pulse point, or timed transfer, meaning that buses arrive at Exchange Place and the Waterbury Green every 30 or 60 minutes. In 2013, CT Transit – Waterbury had an average of 9,998 trips on weekdays across daytime, tripper, and evening bus routes. Since 2009, ridership has increased by 40% on weekdays, and over 50% on weekends.

Purpose of the Study

While bus stops and routes are periodically modified, a comprehensive analysis of the CT Transit – Waterbury bus system has not been done for some time. The purpose of the bus operations and routing study is to reduce congestion, particularly in the central business district, and improve service for riders. The study would identify unserved or underserved destinations, neighborhoods, and times of day, based on new and existing data. It would also look at operational changes, assess changes to transit level of service, suggest new or changed bus stops, identify alternative locations for pulse points, and assess the feasibility of a non-pulse point system.

Previous efforts to relocate the bus system's pulse point off the Green identified new locations under the assumption that the bus system could be easily modified. However, Waterbury's radial street network proved incompatible with the selected locations. Alternative pulse point locations need to be analyzed as part of a comprehensive study of the bus system and should maintain or improve existing levels-of-service without significantly increasing operating costs.

The study should take into consideration the following future conditions:

- The relocation of the bus maintenance garage to Watertown
- Improvements to the downtown Green
- Improvements to the Waterbury Train Station
- The I-84 widening project in eastern Waterbury
- Downtown Waterbury Traffic Signal Retiming project
- CT Fastrak express bus service between Waterbury, New Britain, and Hartford
- Brownfield redevelopment
- Redevelopment of the Freight Street Corridor proposed in Waterbury's 2014 TIGER grant application
- New commercial developments downtown and along major retail corridors
- New residential developments
- The Naugatuck River Greenway

Scope of Work

- Conduct passenger and stakeholder surveys and outreach
- Create a comprehensive list of underserved or unserved destinations, neighborhoods, and times of day based on new and existing data
- Proposals for modified or new routes to serve these locations
- Identification of alternative pulse point locations in downtown Waterbury
- Assessment of bus operations from these locations with a comparison to a non-pulse point system and a no-build option
- Identification of passable roadways and bus turnaround locations for new or modified routes that can accommodate low floor buses without bottoming out
- Analyze operational changes including route interlining, driver shifts, fleet requirements
- Assessment of changes to transit level of service, passenger experience, trip length, and operating and capital costs
- New or changed bus stops
- ADA requirements for new or modified routes and bus stops
- Schedule changes

Response Requirements

The following information should be submitted with the Statement of Qualifications. Any additional information should be contained in a clearly marked appendix.

1. Qualifications of the firm and any proposed sub-consultants including name, size, and organizational structure under which the firm(s) and personnel will conduct the study must be included. Relevant experience in bus operations planning should be presented. All proposed sub-consultants and DBEs must be clearly identified. The location of the primary office to be used in the project should be included.

2. Qualifications (resumes) of key personnel to be assigned to the project and a description of their responsibilities in conducting project tasks must be included. Firms must meet COGCNV, State, and Federal affirmative action and equal opportunity employment requirements.
3. A timeline detailing the order and duration of potential tasks.
4. Description of other similar or related projects conducted by the firm (include references).
5. Insurance (general liability, auto, workers compensation, and professional liability coverage).
6. Completed "Notification to Bidders" form (see attached).
7. Compliance with all federal and state requirements.

Firms should notify COGCNV of their intent to submit a response to the RFQ. This will allow COGCNV to provide interested firms with any notices of revisions or clarifications to the RFQ. Provide the firm's name, contact person, phone number, mailing address and e-mail address. E-mail this information to Lauren Rizzo at lrizzo@cogcnv.org. Please put "CT Transit – Waterbury Bus Route and Operations Study RFQ Intent" in the subject line.

Inquiries

Questions should be directed to Pat Gallagher, Senior Planner, at pgallagher@cogcnv.org. Any questions and answers will be made publicly available at <http://cogcnv.org/content/vendors>. The identity of persons submitting questions will not be posted.

Submittal Deadline

Submit five copies, no later than **Friday, July 25, 2014 at 4:00 p.m.** to:

Patrick Gallagher, Senior Planner
Council of Governments of the Central Naugatuck Valley
49 Leavenworth Street, Suite 303
Waterbury, Connecticut 06702

Responses received after the stated deadline may be rejected.

Selection Schedule

The consultant selection committee will review the responses and select consultants for interviews. All consultants will be notified whether they were chosen for an interview once the selection committee makes this selection. Interviews will be arranged shortly after notification.

It is anticipated that a consultant will be selected for the study by September 15, 2014 at which time they will be requested to submit a proposed scope of work and budget to COGCNV and the study steering committee.

COGCNV reserves the right to reject any or all responses to the RFQ.

Disadvantaged Business Enterprise (DBE) Requirements

The DBE goal for this project is five percent (5%) of the total amount allocated to consulting services. Submissions must clearly identify the DBE firm, the role the DBE will play in the project and the tasks assigned to the DBE. If the firm does not succeed in obtaining DBE participation, the firm will be required to document their good faith effort to meet the project DBE goal.

Consultant Selection / Approval

A contract will be executed between COGCNV and the selected consultant dependent on the successful negotiation of a scope of work and budget, approval of CT DOT and FHWA, and the execution of a contract between CT DOT and COGCNV for the grant.

Multiple Awards

COGCNV reserves the right to issue multiple awards. COGCNV also reserves the right to retain portions of the work described in the attached scope of work for performance by its own staff, or to exclude portions of the scope of work from the final project.

Fees

The fee will be on a per task basis. Payment will be monthly, based on the percentage completion of each task, subject to 5% retainage.

Funding

Funding for the study will come from Surface Transportation Program – Urban (STP-U) funds from the Federal Highway Administration (FHWA), supplemented by funds from the Connecticut Department of Transportation.

Contract Compliance Requirements

The contract to be awarded is subject to contract compliance requirements mandated by Connecticut General Statutes, CT DOT, FTA, and FHWA.

Addenda and Supplements

In the event that it becomes necessary to revise any part of these instructions, a supplement to the instructions will be provided to each firm who has notified COGCNV of their intent to respond. It will also be posted on the COGCNV website at <http://cogcnv.org/content/vendors>

ATTACHMENT A

SCOPE OF WORK

CT Transit – Waterbury Bus Route and Operations Study

Study Organization

The Council of Governments of the Central Naugatuck Valley (COGCV) will be the lead organization on the study. On January 1, 2015, the Naugatuck Valley Council of Governments (NVCOG) will succeed COGCV as the lead organization. A Steering Committee made up state, regional, and local stakeholders will oversee the study. An experienced planning or engineering consultant will be selected through a request for qualifications (RFQ) process to work on the bus route operations study. A consultant selection committee will recommend a consultant to COGCV for the study. COGCV staff and the Steering Committee will complete some of the tasks listed in the scope of work and assist the consultant with others. COGCV will provide GIS data (bus stops, bus routes, parcels, census data, land use, etc.), and ridership and operations data from its 2013 passenger counts. COGCV's *Waterbury Regional Bus Ridership Study: 2013* can be found at:

<http://cogcv.org/sites/default/files/Waterbury-Regional-Bus-Ridership-Study-2013.pdf>

Tasks

- I. **Identify underserved or unserved locations, neighborhoods, and times of day**
 - a. Analysis of *Waterbury Regional Bus Ridership Study: 2013*
 - Bus ridership trends by route
 - Bus ridership trends by stop
 - Bus ridership trends by time of day
 - b. Public involvement and outreach
 - Bus rider surveys
 - Outreach to employers, retailers, social services, institutions, adult education, and property owners
 - c. Analysis of socioeconomic data
 - Demographic data
 - Identify where bus riders live and transit-supportive neighborhoods
 - Employment data
 - Identify employment centers that support or could support transit ridership
 - Population and employment projections
 - Identify areas with potential for population and employment growth that could have future demand for transit

- d. Identification and analysis of other trip transit generators
- e. Identify demand and need for inter-city transit connections

II. Proposals for new or modified routes to better serve bus riders

- a. Operating statistics for proposed or modified routes
 - Route length
 - Estimated travel time
 - Trip frequency
- b. Operational changes
 - Route interlines
 - Driver shifts
 - Identification of passable roadways and bus turn-around locations
- c. New or modified bus stop locations
- d. Expanded service hours (holidays, Sunday evenings, etc.)
- e. ADA requirements
 - Changes to ADA Paratransit service area
 - ADA accessibility at new or changed bus stops
 - Assessing future demand for handicap accessible transit service
- f. Infrastructure needs (rolling stock, bus stop signs, shelters, etc.)
- g. Impacts on ridership
- h. Impact of moving operations to the new CT Transit – Waterbury Bus Maintenance Facility

III. Bus Operations Downtown

- a. Identify strategies to minimize bus congestion in the Central Business District
 - Alternative bus stop locations downtown
 - Improvements in signal timing
 - Turning restrictions
- b. Improve passenger experience downtown and at heavily used bus stops outside of downtown
 - Passenger waiting areas
 - Shelters
 - Seating
 - Trash and recycling bins
 - Bus information kiosks
 - Public restrooms
 - Intelligent transportation systems
 - Snow removal
 - Pedestrian Safety

- ADA compliance
- Crosswalks
- Lighting
- c. Address business concerns at downtown bus stops
 - Sidewalk overcrowding
 - Loitering
 - Vagrancy
 - Littering

IV. Intermodal Connectivity

- a. Identify ways to improve intermodal connections between local buses, Metro North, CT Fastrak, and intercity buses
- b. Investigate improved intercity bus connections between the CT Transit – Waterbury bus system, Bristol, and Danbury, and the Route 8 corridor
 - Model existing and future demand for service

V. Development of Alternatives

- a. No build
 - Modification of routes and stops within the current pulse-point system at Exchange Place and the Green
- b. Identification of alternative pulse point locations
 - Identification of suitable locations
 - Property owner outreach
 - Bus rider surveys
 - Impacts on bus operations and ridership
 - Impacts on vehicular traffic
 - Pedestrian accessibility
- c. Non-pulse (schedule-based)
 - Determination of route headways
 - Trip frequency
 - Route modification
- d. Hybrid pulse/scheduled system

VI. Comparison of Alternatives

An analysis of alternatives including a “no build” option, alternative pulse point locations, non-pulse point (schedule-based), and a hybrid pulse/scheduled system

- a. Analyze operational changes
 - Route interlining
 - Driver shifts
 - Passable roadways and end of route turn around areas

- Fleet requirements
 - Impacts on ADA paratransit service
 - ADA accessibility requirements at new or changed bus stops
 - Title VI compliance
- b. Assessment of changes to transit level of service
- Passenger experience
 - Trip length
 - Trip frequency
 - Transfer time
 - Ridership projections
- c. Analyze operating and capital costs
- Capital costs
 - Operating costs
 - Impacts on fares
 - Cost/benefit analysis

NOTIFICATION TO BIDDERS

The contract to be awarded is subject to contract compliance requirements mandated by Section 4-114a of the Connecticut General Statutes; and, when the awarding agency is the state, Section 46a-71(d) of the Connecticut General Statutes. There are Contract Compliance Regulations codified at Section 4-114a-1 et. seq. of the Regulations of Connecticut State Agencies which establish a procedure for the awarding of all contracts covered by Sections 4-114a and 46a-71(d) of the Connecticut General Statutes.

According to Section 4-114a-3(9) of the Contract Compliance Regulations, every agency awarding a contract subject to the contract compliance requirements has an obligation to “aggressively solicit the participation of legitimate minority business enterprises as bidders, contractors, subcontractors and suppliers of materials.” “Minority business enterprise” is defined in Section 4-114a of the Connecticut General Statutes as a business wherein fifty-one percent or more of the capital stock, or assets belong to a person or persons: “(1) Who are active in the daily affairs of the enterprise; (2) who have the power to direct the management and policies of the enterprise; and (3) who are members of a minority, as such term is defined in subsection (a) of Section 32-9n.” “Minority” groups are defined in Section 32-9n of the Connecticut General Statutes as “(1) Black Americans...(2) Hispanic Americans...(3) Women...(4) Asian Pacific Americans and Pacific Islanders; or (5) American Indians...” The above definitions apply to the contract compliance requirements by virtue of Section 4-114a-1 (10) of the Contract Compliance Regulations.

The awarding agency will consider the following factors when reviewing the bidder’s qualifications under the contract compliance requirements:

- (a) the bidder’s success in implementing an affirmative action plan;
- (b) the bidder’s success in developing an apprenticeship program complying with Sections 46a-68-1 to 46a-68-17 of the Connecticut General Statutes, inclusive;
- (c) the bidder’s promise to develop and implement a successful affirmative action plan;
- (d) the bidder’s submission of EEO-1 data indicating that the composition of its work force is at or near parity when compared to the racial and sexual composition of the work force in the relevant labor market area; and
- (e) the bidder’s promise to set aside a portion of the contract for legitimate minority business enterprises. See Section 4-114a-3 (10) of the Contract Compliance Regulations.

INSTRUCTIONS: Bidder must sign acknowledgment below and return acknowledgment to Awarding Agency along with bid proposal.

The undersigned acknowledges receiving and reading a copy of the "Notification to Bidders" form.

Signature:

Date:

On behalf of:
