



Response to Inquiries

MetroCOG Regional Safety Action Plan: Phase II

Crash Hot Spot Countermeasure Suitability Analysis and Demonstration Activities

Inquiries and responses will be posted at www.ctmetro.org no later than August 27th, 2026. Please note that MetroCOG will respond to technical questions only. No interpretive guidance, written or oral, regarding this RFQ will be given and no phone calls will be accepted. Written approval by MetroCOG is required prior to public disclosure of submissions intended for MetroCOG. Interested consultants are expected to monitor www.ctmetro.org for amendments and responses to inquiries.

The Connecticut Metropolitan Council of Governments received the following questions:

QUESTION #1: *Is there a budget range allocated for the study?*

RESPONSE: MetroCOG is following a Qualifications Based Selection (QBS) process for selecting the preferred consultant. As per the RFQ, responses will be reviewed by an RFQ Selection Committee established by MetroCOG. Responses will be reviewed on the evaluation criteria listed below.

- **Qualifications & Experience with Parking, Transportation, Placemaking, and Economic Development Studies**
- **Project Understanding/Approach to Scope of Services**
- **Project Organization, Schedule, and Staff Commitment**
- **Completeness, Feasibility, and Quality of Response**

Upon review of responses, the RFQ Selection Committee may elect to interview a select number of firms. Upon completion of the interviews, the RFQ Selection Committee will recommend the preferred consultant (or consultant team) and will authorize MetroCOG to notify the consultant of their selection and begin contract negotiations.

The preferred consultant will be notified of the decision of the RFQ Selection Committee and contract negotiations will commence immediately upon notification. MetroCOG and the preferred consultant will work to finalize the Scope of Services, Project Budget, and

legal Professional Services Agreement. At the end of the negotiations, the contract shall be awarded. If a negotiated agreement and fee cannot be mutually agreed to by both parties, MetroCOG will terminate negotiations and begin negotiations with the next highest rated firm.

QUESTION #2: Is there a certain timeline or project-length envisioned for this study?

RESPONSE: The project length is envisioned to last 12 months from the contract execution date.

QUESTION #3: Should parking turnover counts be included in this study and, if so, where?

RESPONSE: Yes, parking turnover counts on all street parking and municipal lots within the study area are to be included within the scope.

QUESTION #4: The Study Area Map on Page 16 of the RFQ, under Scope of Work, shows a combination of public and privately-owned parking facilities. Should all of the private parking facilities in the study area boundary be included, even if they are not shown on the map? For instance, the apartment parking at the (specific location redacted) does not appear on the map, but should it be included in the study?

RESPONSE: Yes, the map included within the SOW is illustrative. All private parking facilities in the study area boundary are to be included. A comprehensive GIS file of parking assets within the study area will be provided to the consultant upon the start of the project.

QUESTION #5: Will the Town be able to help with property-owner coordination to enter private property if/when needed?

RESPONSE: Yes, the Town will be able to help with property-owner coordination to enter private property upon agreement with the property owner.

QUESTION #6: Can the GIS file(s) for the Study Area Map on Page 16 of the RFQ be provided to the consultant who gets selected for this study?

RESPONSE: Yes, the GIS file of the Study Area Map and all relevant existing materials will be shared with the selected consultant at the outset of the study.

QUESTION #7: What existing parking data will be available at the start of the study, such as prior counts, permit or waitlist information, enforcement data, payment data, employee parking information, or GIS-based parking inventories?

RESPONSE: MetroCOG and the Town of Fairfield can provide GIS-based parking maps of on- and off-street parking within the study area. Data regarding the number of parking spaces and provision of ADA accessible spaces for all public and private surface lots are digitized based on 2013 imagery. The Town can further provide data on employee and

commuter parking and records on the number of permit holders and changes over time. The Town of Fairfield Police Department will provide information on enforcement.

QUESTION #8: For the required lunch and Friday/Saturday evening counts, does MetroCOG expect one representative count period for each, with multiple sweeps during that period, or multiple count dates? Should the counts include both on-street and off-street parking?

RESPONSE: **For the required lunch and Friday/Saturday evening counts, multiple count dates are expected. Counts should include both on-street and off-street parking.**

QUESTION #9: For the future parking and buildout analysis, is MetroCOG looking for a parcel-level buildout under current zoning, testing of revised parking standards, or both?

RESPONSE: **Both a parcel-level buildout under current zoning and a test of revised parking standards are preferred to understand what current zoning regulations allow and to model the impact of additional regulation changes.**

QUESTION #10: Will the Town help coordinate with private parking owners and provide available information on ownership, leases, or operating arrangements for private lots in the study area?

RESPONSE: **Yes, the Town will help coordinate with private parking owners and provide available information on ownership, leases, or operating arrangements for private lots in the study area.**

QUESTION #11: Is there an anticipated budget or funding range that teams should keep in mind when developing approach, staffing, and any recommended scope refinements?

RESPONSE: **Please see response to Question #1.**

QUESTION #12: What is the anticipated range of available funding?

RESPONSE: **Please see response to Question #1.**

QUESTION #13: Are references required for every project presented as comparable project experience?

RESPONSE: **Yes, references required for every project presented as comparable project experience.**

QUESTION #14: Are insurance certificates with MetroCOG named as additional insureds required with our Statement of Qualifications, or is this requirement only for the selected consultant?

RESPONSE: **This requirement only applies to the selected consultant.**