



**TOWN OF CANTON, CONNECTICUT
REQUEST FOR COST PROPOSALS
FOR THE DEVELOPMENT OF A COMPLETE STREETS AND VISION ZERO
ACTION PLAN**

The Town of Canton (Town) is soliciting cost proposals from qualified professional consultants for technical assistance in the development of a Town-wide Complete Streets and Vision Zero Action Plan (Action Plan) in accordance with the Scope of Services listed below.

The selected consultant(s) will work under the direction of the Board of Selectman Public Safety Subcommittee (Committee) and will be expected to demonstrate professional experience in federal, state, regional and local policies governing multi-modal transportation in Connecticut.

Scope of Services

This opportunity is funded under the federal Safe Streets and Roads for All (SS4A) Grant Program. The anticipated Scope of Services is generally described below.

The Action Plan will encompass a unified vision and goals of the Town's Complete Street's interests based upon public outreach, data collection, local road inventorying, network analysis, database establishment, and the development of associated graphics, materials, concepts, action steps, implementation measurement, and monitoring protocol, including a target date by which the Town will be able to achieve significant declines in roadway fatalities and serious injuries, with an eventual goal of zero.

The Action Plan will be coordinated with and supplement the Regional Transportation Safety Plan and Vision Zero Plan, currently being prepared by the Capitol Region Council of Governments (CRCOG), at the local level.

As a municipality on the boundary of two regional planning agencies, the Action Plan will consider safe connectivity options between the regions.

The Action Plan will incorporate the following eight key components as detailed in the Notice of Funding (https://www.transportation.gov/sites/dot.gov/files/2022-06/SS4A_Action_Plan_Components.pdf):

- Leadership commitment and goal setting
- Planning structure
- Safety analysis
- Engagement and collaboration
- Equity
- Policy and process changes
- Strategy and project selections
- Progress and transparency

Respondent proposals will be evaluated to determine the best possible work program that best meets the needs of the Town, in addition to attaining compliance with federal and state requirements. At a minimum the selected consultant will be responsible for the following tasks:

1. Initial kick-off meeting with Town staff, including specific key individuals and stakeholders as appropriate, to review project goals, existing conditions, and current infrastructure project status.
2. Assemble a comprehensive inventory of existing conditions related to the road network and active transportation infrastructure. This includes:
 - On the ground inspection and digital inventorying (photo and data) of all Canton roads, transit locations, recreational trails, and important community facilities.
 - Review and assemble relevant data from current and prior plans, and studies.
 - Identification of existing traffic patterns for freight, commercial vehicles, motor vehicles, transit, bicycle, and pedestrian trips.
 - Analysis of existing conditions and historical trends of traditional and alternative data (including but not limited to STRAVA, StreetLight, CTDOT Red Light Intersection Evaluator Tool (CT-RedV), CTDOT Vulnerable Road User Assessment Tool, CT Crash Data Repository (CTCDR) etc.) to provide a baseline of safety issues.
 - Analysis of the location, severity, contributing factors and types of crashes.
 - Analysis of systemic and specific safety needs (e.g., high-risk road features or specific safety needs of road users), usage volumes, usage patterns, desire lines, hazard points, and points of origin and destination.
 - Identification of underserved users of the transportation system.
 - Assess current policies, plans, guidelines, and/or standards to identify how processes currently prioritize safety.
 - Create tabulated and graphic information of all risk/ opportunity locations.

3. Public Outreach and Engagement

- Establish a project website and social media channels for the purposes of communicating information about the project with the public.
- Organize, promote, and conduct (a minimum of) three public information meetings in a format proven to facilitate participation, input, and collaboration.
- Organize focus groups with non-agency stakeholder groups and conduct workshops to develop an understanding of transportation needs, desires, and concerns.
- Schedule and conduct meetings with agency stakeholders (i.e. CRCOG/ CTDOT/ CT Transit, Dial-a-Ride, etc.), and appropriate officials from adjacent communities and regional offices.

4. Develop Recommendations to create a Town-wide Complete Streets Network that will ambitiously reduce fatalities and serious injuries.

- Prepare a comprehensive set of projects and strategies to address safety problems.
- Establish project prioritization criterion and develop and propose specific project recommendations for feasible improvements to the Town's transportation network.
 - Evaluate potential of identified projects to create good-paying jobs with the free and fair choice to join a union and incorporate strong labor standards
- Recommend revisions to existing policies, or new policies, guidelines, and/or standards needed to improve safety.
- Provide mapping that includes barriers for non-motorized movements, new routes or connections that resolve gaps for non-motorized movements, areas and recommendations for traffic calming/ vehicle speed reductions, points of trip origination and destination, hot spot safety/ hazard locations, and areas of recommendations for mitigation.
- Prepare a database of state and local road projects, including planned, scheduled, or cyclical projects. (i.e. CTDOT Vendor-in-Place (VIP) schedule, road widenings, resurfacing, realignments, etc.).
- Prepare mapping of the town's future Complete Streets Network that combines information from prior tasks and identifies priority projects for implementation (separated by priority tier).
- Evaluate potential costs and associated impacts of proposed projects.
- Highlight projects that will achieve a significant decline in roadway fatalities and low cost-high impact projects.
- Provide drawings graphically demonstrating priority projects.

5. Action Plan

- Synthesize the results of the tasks above into a final Action Plan outlining a sequence of steps for implementation of project recommendations that will physically create a Complete Street Network for the Town.
- Establish a schedule for the sequence of steps for implementation, including a target date by which the Town will be able to achieve significant declines in roadway fatalities and serious injuries, with an eventual goal of zero.
- Assign responsibilities for a body established and charged with the plan's implementation and monitoring.
 - Provide a schedule for how the monitoring body will measure progress over time that includes, at a minimum annually reported outcome data including roadway data of serious injuries and fatalities and, equity impacts.
- The plan must be provided in a format that is readily able to be posted publicly online and routinely updated within the capabilities of the Town.

All work, as applicable is expected to utilize GIS-centric mapping and reporting, identifying all relevant roadway infrastructure, accessory components, and accompanying attributes, including locations, lengths, number, materials, condition, and status.

The Town of Canton reserves the right to modify or expand the Scope of Services in a manner that best services the interest of the Town.

Selected respondents will be responsible for ensuring compliance with all applicable federal and state requirements.

Submission of Statement of Qualifications

Interested consultants who wish to be considered for this work shall provide one printed and digital copy of the following information to Neil Pade, Town Planner, Town of Canton CT Land Use Office at 4 Market Street, P.O. Box 168, Collinsville, CT 06022-0168, no later than 4 pm local time on March 12, 2026.

1. Letter of Introduction
2. Firm's Information Package
3. An outline and description of the firm's understanding of the Project and proposed approach necessary to meet requirements of the Scope of Services
4. Detailed fee proposals identified by task, including a total cost and schedule for completing the initial Scope of Services.
5. Resumes of personnel who will work on the Project
6. Recommendations for the management of the Project
7. Qualifications for, and experience with conducting public workshops, soliciting public opinion.

8. Three references for on-going and recently completed similar municipal planning projects (including contact person and phone number)
9. Detailed and specific examples of similar work products.
10. Certificates of insurance evidencing the following coverages: (i) commercial/general liability; (ii) automobile; (iii) workers' compensation (Part A) and employers' liability (Part B); (iv) professional liability; and (v) umbrella/excess. All of the coverages by this RFP shall be in amounts and conditions acceptable to the Town.
11. Any additional information that will assist in evaluating the qualifications of the consultant

Schedule

It is expected that the process to develop the desired Action Plan will consider the following schedule.

March 12, 2026	Submission Deadline for Costs Proposals
April 2026 (TBD)	Consultant Interviews if required.
April 2026 (TBD)	Consultant Selection and Budget Determination
May 2026 (TBD)	Project Commencement
October 2026 (TBD)	Publication of Draft Recommendations
December 2026 (TBD)	Final Recommendations and Deliverables provided.

Fee

This project is being funded through a grant received by the Federal Highway Administration (FHWA) to complete this work. If the selected consultant is unable to complete the project within the amount of the grant award, the Town may select another consultant.

Additional Requirements

Respondents with questions regarding the submission requirements may contact the following purchasing agent **via email only** (telephone inquiries related to scope of services requirements shall not receive a response):

Neil S. Pade AICP, Director, Planning and Community Development
 Town of Canton
npade@townofcantonct.org

An electronic copy of this request for proposals, along with any changes, will be posted on the Town web page (<http://www.townofcantonct.org/>). It is the respondent's obligation to visit the web page frequently for any addendums.

Selection of Consultant(s)

A Qualifications Based Selection process will be applied in accordance with federal requirements. The Committee shall designate a selection panel. The selection panel shall evaluate the responses, and if desired, create a short list for the purpose of conducting interviews. The selection panel shall recommend the retention of a consultant(s) to the Chief Administrative Officer, who shall select the consultant(s) based upon Town administrative policy and procurement procedures.

All submissions shall be final and binding on the respondent for acceptance by the Town for 120 days from closing of this request for proposals.

A respondent filing a Statement of Qualifications thereby certifies that no officer, agent or employee of the Town who has a pecuniary interest in this request for proposals neither has nor shall participate in the contract negotiations on the part of the Town, that the proposal is made in good faith without fraud, collusion or connection of any kind with any other respondent of the same call for proposals, and that the respondent is competing solely in its own behalf without connection with or obligation to, any undisclosed person or firm.

Respondents must fully disclose, in writing to the Town on or before the closing date of this request for proposals, the circumstances of any possible conflict of interest or what could be perceived as a possible conflict of interest if the respondent were to become a contracting party pursuant to this request for proposals. The Town shall review any submissions by respondents under this provision and may reject any proposal where, in the opinion of the Town, the respondent could be in a conflict of interest or could be perceived to be in a possible conflict of interest position if the respondent were to become a contracting party pursuant to this request for proposals.

Respondents shall make all investigations necessary to inform it regarding the service(s) to be performed under this request for proposals.

Any act or acts of misrepresentation or collusion shall be a basis for disqualification of any proposal or proposals submitted by such person guilty of said misrepresentation or collusion. In the event that the Town enters into a contract with any respondent who is guilty of misrepresentation or collusion and such conduct is discovered after the execution of said contract, the Town may cancel said contract without incurring liability, penalty, or damages.

“Selected respondent(s) shall carry Commercial General Liability Insurance (Bodily Injury, Property Damage, Products and Completed Operations) in an amount of not less than one million dollars (\$1,000,000) per occurrence with a two million dollar (\$2,000,000) aggregate, combined single limits. Such coverage shall also include coverage for operations, completed operations, products and contractual liability insurance. Such policy shall name the Town of Canton as additional insured and shall be primary and noncontributory to any valid and collectible insurance carried by the town.

Selected respondent(s) shall provide errors and omissions liability insurance covering the respondent and the Town against loss for financial damages resulting from legal expenses and costs the Town may incur by fines, and penalties assessed against the Town through administrative or judicial proceedings caused by errors or omission in the billing by the Respondent in the amount of one million dollars (\$1,000,000) each wrongful act and \$1,000,000 in the aggregate.”

Minority and Woman Business Enterprises are encouraged to consider submitting qualifications for consideration. The Town is an Affirmative Action - Equal Opportunity Employer.

As a SS4A grant recipient, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, all potential respondents are hereby notified that it will affirmatively ensure that for any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

The selected respondent(s) shall comply with the General Terms and Conditions Under The Fiscal Year 2024 Safe Streets and Roads For All (“SS4a”) Grant Program: FHWA Projects, Date: June 13, 2024; Revised: October 1, 2024; Revised: March 17, 2025.

The Town is issuing this request for proposals for the purpose of determining the benefits of retaining consultants as independent contractors to provide the services described in this Scope of Services and reserves the right to reject any or all responses and to amend this Scope of Services in the process of selecting a consultant. The Town reserves the right to enter into a contracted service agreement with more than one consultant, to divide up services, and to include or not include portions thereof, within any such service agreement as may be required to meet the specialized needs of the Town.

Upon the execution of a contracted service agreement, the Town may take the proposed scope of work and responses (work program) to the legislative body for review and approval of funding. The selected consultant, at no cost to the Town, shall be responsible for attending any and all meetings, public or internal to secure funding for the contracted work program. The contract service agreement will be contingent upon municipal approval of funding.

The applicant is responsible for monitoring the Town website for any possible amendments to this request.

The Town reserves the right to accept or reject any and all proposals in whole or in part if it deems to be in the best interest of the Town.

The individual or firm selected will be required to abide by the Town Municipal Code of Ethics.

All respondents, through their submission hereby agree to during the performance of an executed contract, and will incorporate the following into any sub-contract agreements, the following:

(1) The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, or national origin. The contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, sexual orientation, gender identity, or national origin. Such action shall include, but not be limited to the following: Employment, upgrading, demotion, or transfer, recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of this nondiscrimination clause.

(2) The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin.

(3) The contractor will not discharge or in any other manner discriminate against any employee or applicant for employment because such employee or applicant has inquired about, discussed, or disclosed the compensation of the employee or applicant or another employee or applicant. This provision shall not apply to instances in which an employee who has access to the compensation information of other employees or applicants as a part of such employee's essential job functions discloses the compensation of such other employees or applicants to individuals who do not otherwise have access to such information, unless such disclosure is in response to a formal complaint or charge, in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or is consistent with the contractor's legal duty to furnish information.

(4) The contractor will send to each labor union or representative of workers with which it has a collective bargaining agreement or other contract or understanding, a notice to be provided by the agency contracting officer, advising the labor union or workers' representative of the contractor's commitments under section 202 of Executive Order 11246 of September 24, 1965, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

(5) The contractor will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.

(6) The contractor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by the rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the contracting agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.

(7) In the event of the contractor's non-compliance with the nondiscrimination clauses of this contract or with any of such rules, regulations, or orders, this contract may be canceled, terminated or suspended in whole or in part and the contractor may be declared ineligible for further Government contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.

(8) The contractor will include the provisions of paragraphs (1) through (8) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The contractor will take such action with respect to any subcontract or purchase order as may be directed by the Secretary of Labor as a means of enforcing such provisions including sanctions for noncompliance: Provided, however, that in the event the contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction, the contractor may request the United States to enter into such litigation to protect the interests of the United States.

Termination for Convenience

The Town may terminate any contract agreement, in whole or in part, for its convenience and without cause, upon written notice to the consultant. Such termination shall be effective on the date specified in the notice.

In the event of termination for convenience, the consultant shall be compensated solely for authorized, allowable, and allocable services satisfactorily performed and costs incurred through the effective date of termination, in accordance with this agreement, the SS4A grant award, and 2 CFR Part 200. The consultant shall not be entitled to anticipated profits, unperformed work, or costs incurred after the effective date of termination.

Termination for Cause

The Town may terminate any contract agreement, in whole or in part, for cause if the consultant fails to perform the services in accordance with the terms of this agreement, fails to comply with the requirements of the SS4A grant, violates applicable federal, state, or local laws or regulations, or otherwise materially breaches this agreement.

Except where immediate termination is warranted to protect the Town's interests or comply with federal requirements, the Town shall provide written notice describing the nature of the default and allowing the consultant a reasonable opportunity to cure the deficiency within a stated time period. If the consultant fails to cure the deficiency within the time provided, the Town may terminate the agreement for cause upon written notice.

In the event of termination for cause, the Town shall be obligated to pay only for services satisfactorily performed and allowable costs properly incurred up to the effective date of termination. The Town may withhold payments to offset any damages, disallowed costs, or additional expenses incurred as a result of the consultant's failure to perform.

Manner of Effecting Termination

All notices of termination shall be in writing and delivered in accordance with the notice provisions of this agreement. Upon receipt of a notice of termination, the consultant shall immediately discontinue work as directed, take reasonable steps to minimize further costs, and promptly deliver to the Town all work products, data, reports, analyses, records, and other materials developed or obtained under this agreement up to the effective date of termination.

Basis for Settlement

The basis for settlement following termination shall be the reasonable value of services performed and allowable costs incurred prior to the effective date of termination, as determined by the Town in accordance with this agreement, the SS4A grant award, and 2 CFR Part 200. Final payment, if any, shall be subject to the availability of SS4A grant funds and compliance with all applicable federal, state, and local requirements, including audit and documentation standards.

All work products produced under this agreement shall remain subject to the ownership, access, and record retention requirements of the SS4A program and applicable federal regulations.

Dated at Canton, CT this 11th day of February, 2026.

Mark Penney
Chief Administrative Officer