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REQUEST FOR PROPOSALS CONSULTANT REGIONAL ENGINEER

A. INTRODUCTION

The Northwest Hills Council of Governments (NHCOC) is seeking to pre-qualify an engineering consultant(s) or engineering firm(s) to assist the NHCOC and member towns in a variety of civil engineering activities. Some of these tasks will be paid directly by the NHCOC; others will be paid by the requesting municipality.

The goal is to help member towns and the region improve government efficiency and save tax dollars through shared engineering services. For example, it is anticipated that by pre-qualifying a regional consultant(s) and/or engineering firm(s), towns will save staff time and resources in the municipal procurement of engineering and associated services.

The NHCOC consists of the Mayors and First Selectmen from the following 21 member towns: Barkhamsted, Burlington, Canaan, Colebrook, Cornwall, Goshen, Hartland, Harwinton, Kent, Litchfield, Morris, New Hartford, Norfolk, North Canaan, Roxbury, Salisbury, Sharon, Torrington, Warren, Washington and Winchester.

B. OVERVIEW OF WORK TASKS

Local officials and the NHCOC are interested in pre-qualifying an engineering consultant(s) or engineering firm(s) to provide technical engineering assistance on an on-call, as needed basis for a number of activities including:

1. Assist the NHCOC in developing a 5-Year Capital Improvement Plan for the use of the annual funds allocated to the NHCOC under ConnDOT's STP_Rural Program, Transportation Rural Improvement Program (TRIP) and Local Transportation Capital Improvement Program (LOTICIP)*.
2. Based on the 5-Year Capital Improvement Plan, assist municipal officials in the development of applications for funding under the STP-Rural, TRIP and LOTICIP*.
3. For those towns that elect to prepare a LOTICIP application in-house, or with the assistance of an engineer that is not pre-qualified by the NHCOC, provide a "third-party" engineering review of such applications and the subsequent design plans*.

4. Prepare design, specifications, and cost estimates for municipal projects awarded funding under the STP-Rural and LOTCIP programs**.
5. Conduct inspection services and provide administration services for projects constructed under the STP-Rural or LOTCIP programs**.
6. Attend meetings with individual town officials (i.e. Mayor/First Selectman, Road Supervisor) upon request and in cooperation with NHCOG staff to discuss municipal engineering needs, issues, and priorities within the constraints of available funding*.
7. Assist towns with stormwater management planning (MS4 and general permit requirements for municipal facilities) and other DEEP and EPA mandates for permitting and licensing**.
8. Advise NHCOG towns on grant opportunities to advance projects listed in the NHCOG's Regional Transportation Plan*.
9. Assist NHCOG member towns with other engineering tasks as needed (e.g. local roadway and bridge design or improvement, drainage needs, material testing, subdivision review, dam review/projects, improvements to town facilities, sanitary sewer and utility projects, budget estimates for construction activities) **.

* - payment by NHCOG

** - payment by requesting municipality

C. PROJECT SCHEDULE AND ADMINISTRATION

1. *May 6, 2026* - Request for Proposals released.
2. *June 15, 2026* - Consultant Proposals Due
3. *June 22, 2026*- Consultant Interviews (if needed, at discretion of NHCOG)
4. *June 29, 2026* - Consultant Recommendation(s) to the NHCOG board for approval at their July meeting

The selected consultant(s) or engineering firm(s) will be required to sign a contract with the NHCOG. The contract can be extended upon mutual consent.

D. EVALUATION OF PROPOSALS AND SELECTION OF CONSULTANT(S)

A selection committee comprised of representatives from the NHCOG will review the submitted proposals. The selection committee may request interviews with the top ranked consultants following a review of the written proposals. The recommendation of this selection committee will be forwarded to the NHCOG for selection of the pre-qualified consultant(s). The following criteria will be used in evaluating proposals:

1. Quality of proposal and presentation.
2. Previous experience in the services required and overall qualifications of the consultant or firm.
3. Qualifications of key personnel assigned to provide services.
4. Consultant hourly rate schedule for engineering, inspection, and support services (note: consultants are encouraged to provide documentation of a percentage discount off standard rates for municipal and regional assistance).
5. Results of consultant interview (if conducted) and reference checks.

6. Reasonable proximity to the Northwest Hills Region to avoid undue travel costs. Preference will be given to a regional or Connecticut-based firm.
7. Any past or ongoing litigation with a government client.

E. SUBMISSION OF PROPOSALS

Responses should include a written proposal which demonstrates an understanding of the services to be provided; an hourly rate schedule for consultant assistance by position, the qualifications of the key personnel to be assigned to this work effort, the experience of the consultant in the services required, documentation of any past or ongoing litigation with a government client, and at least three professional references from municipalities or regions served during the past five years.

The NHCOC reserves the right to reject any and all responses, and to select more than one pre-qualified consultant and/or engineering firm to provide municipal and/or regional services at local or regional options. The consultant(s) and/or engineering firm(s) selected to be pre-qualified to provide services will be requested to execute a contract with the NHCOC. A separate contract with individual municipalities may be required for municipal level assistance. Towns may select a prequalified consultant, negotiate among multiple consultants, or utilize another consultant for individual municipal projects.

To be considered, consultant qualification statements must be submitted in electronic form by email to eshortell@nhcogct.gov and be received by the NHCOC by 2:00 pm on June 15, 2026.

All questions or inquiries about this Request for Proposals must be received in writing by June 8, 2026 and addressed to Erik Shortell, NHCOC Transportation Director at eshortell@nhcogct.gov. All responses to questions received will be sent to all consultants that have been sent a copy of this Request for Proposals.

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NHCOC retains the right to reject any submittals, request additional information, or re-issue this RFP.