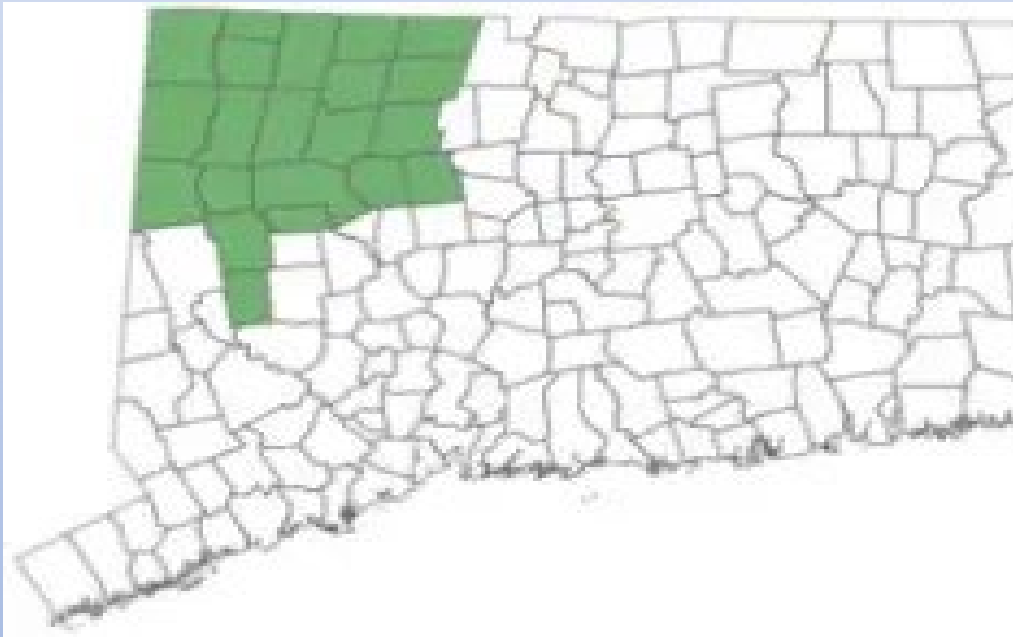


Request For Proposals
Safe Streets and Roads For All
(SS4A) Comprehensive Safety
Action Plan



June 2026



Northwest Hills Council Of Governments
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Barkhamsted | Burlington | Canaan/Falls Village | Colebrook |
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New Hartford | Norfolk | North Canaan | Roxbury | Salisbury | Sharon |
Torrington | Warren | Washington | Winchester

REQUEST FOR PROPOSALS (RFP)

Safe Streets and Roads for All (SS4A)

Comprehensive Safety Action Plan

Northwest Hills Council of Governments (NHCOG)
June 2026

Request for Proposals SS4A Comprehensive Safety Action Plan

Project Schedule

Milestone	Date
RFP Released	June 10, 2026
Questions Due	August 12, 2026
Responses Posted	August 19, 2026
Proposals Due	September 15, 2026
Interviews (if necessary)	October 2026
Contract Award	October 2026
Project Kickoff	November 2026
Draft Action Plan	May 2028
Final Action Plan	June 2029
MPO Adoption	July 2029
Final Report	July 2029

Questions and Contact Information

Questions regarding this Request for Proposals shall be directed to:

Erik Shortell
Northwest Hills Council of Governments (NHCOG)
Email: eshortell@nhcoct.gov

Submission Requirements

Responses will be received electronically only.

Electronic submissions shall be emailed to:

 eshortell@nhcoct.gov

1. Introduction

The Northwest Hills Council of Governments (NHTCOG) invites qualified consulting firms to submit proposals to develop a Comprehensive Safety Action Plan for the Northwest Hills Region under the USDOT Safe Streets and Roads for All (SS4A) discretionary grant program.

This planning effort is funded through the Bipartisan Infrastructure Law (BIL) and is intended to develop a comprehensive strategy to reduce and ultimately eliminate roadway fatalities and serious injuries throughout the region. Upon completion, the Action Plan will position NHTCOG and its member municipalities to pursue future SS4A implementation funding opportunities.

2. Regional Overview

The Northwest Hills Region is a predominantly rural area located in the northwest corner of Connecticut, bordered by Massachusetts to the north and New York to the west. The region consists of twenty-one municipalities characterized by rolling hills, rural roadways, historic town centers, and seasonal tourism destinations.

Torrington serves as the region's primary urban center. The region experiences significant seasonal tourism activity due to its historic architecture, outdoor recreation opportunities, and scenic character.

According to the NHTCOG Plan of Conservation and Development, the region continues to experience an aging population and long-term population decline, with projections indicating that approximately 28% of residents will be of retirement age by 2026.

3. Project Purpose

The purpose of the SS4A Action Plan is to improve roadway safety through data-driven planning, stakeholder engagement, and implementation strategies designed to significantly reduce or eliminate roadway fatalities and serious injuries.

The Action Plan shall incorporate the Safe System Approach and address the safety needs of all roadway users, including:

- Motorists
- Pedestrians
- Bicyclists
- Transit users
- Micromobility users
- Commercial vehicle operators

NHTCOG will establish a project advisory structure to oversee development, implementation, and monitoring of the Action Plan. The NHTCOG Board will formally endorse the final plan and establish safety goals and timelines.

4. Scope of Services

The selected consultant shall work closely with NHCOC staff, municipalities, stakeholders, and the public to prepare a Comprehensive Safety Action Plan for the Northwest Hills Region.

The project shall include, but not be limited to:

- Safety data analysis
- Public engagement and outreach
- Equity analysis
- Policy and process review
- Identification and prioritization of safety projects
- Implementation strategies
- Progress measurement and reporting

The final Action Plan shall include prioritized recommendations and implementation strategies that position NHCOC and member municipalities to pursue future SS4A implementation funding.

5. Project Tasks

Task 1 – Project Management

The consultant shall provide ongoing project management, coordination, and reporting throughout the duration of the project.

Deliverables:

- Bi-weekly coordination meetings
- Monthly progress reports
- Project schedule updates
- Meeting summaries

Task 2 – Engagement, Collaboration, and Equity

The consultant shall develop and implement a comprehensive public outreach and stakeholder engagement strategy.

Outreach activities may include:

- Public meetings and workshops
- Stakeholder interviews
- Community outreach events
- Website content and updates
- Social media coordination
- Public comment tracking

The consultant shall ensure that equity considerations and underserved populations are incorporated into the planning process.

Task 3 – Safety Analysis

The consultant shall perform a comprehensive safety analysis utilizing available crash, roadway, demographic, and GIS data.

Analysis shall include:

- Crash trends and patterns
- High Injury Network identification
- Contributing crash factors
- Systemic safety analysis
- Vulnerable roadway user analysis

Deliverables:

- Draft Technical Memorandum
- Final Technical Memorandum
- Supporting maps and graphics

Task 4 – Strategy and Project Development

The consultant shall develop safety strategies, policy recommendations, and prioritized projects consistent with the Safe System Approach.

Deliverables:

- Draft Action Plan
- Final Action Plan
- Implementation framework

6. Project Schedule

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7. Proposal Requirements

Proposals shall include the following:

1. Firm qualifications and organizational structure
 2. Resumes of key personnel
 3. Relevant project experience
 4. Proposed project approach and methodology
 5. Detailed scope of work
 6. Project schedule
 7. Cost proposal
 8. Current workload and availability
 9. Proof of insurance
 10. Statement of compliance with federal, state, and local laws
-

8. Submission Requirements

Electronic submissions only.

Proposals shall be submitted electronically to:

Erik Shortell

Northwest Hills Council of Governments

Email: eshortell@nhcogct.gov

9. Federal Requirements

This project is funded in part through the Federal Highway Administration (FHWA) and is subject to all applicable federal and state requirements, including 2 CFR 200.

10. Title VI Assurances

NHCOG, in accordance with Title VI of the Civil Rights Act of 1964, ensures that disadvantaged business enterprises will be afforded full and fair opportunity to submit proposals and will not be discriminated against on the basis of race, color, or national origin.

11. Additional Information

NHCOG reserves the right to:

- Reject any or all proposals
- Waive informalities
- Request additional information
- Negotiate with selected firms
- Re-solicit proposals if deemed in the best interest of NHCOG

**APPENDIX A
NHCOG
REQUEST FOR PROPOSALS
SS4A Safety Action Plan
INSURANCE REQUIREMENTS**

Certificate of Insurance: All insurance policies must include a Waiver of Subrogation whereby the insured waives its right to subrogate against the Northwest Hills Council of Governments and the State of CT, its subsidiaries, employees, volunteers, directors and officers. Proof of proper insurance coverage, Workers Compensation Insurance, Liability and Property damage, and Vehicle Insurance shall be filed with the Northwest Hills Council of Governments within 10 days after the award of the bid. The Certificate of Insurance must name the Northwest Hills Council of Governments 355 Goshen Rd, Litchfield, CT, and the State of CT, their subsidiaries, employees, volunteers, directors & officers as the "Additional Insured" and filed with the Purchasing Agent prior to commencement of work. Renewal Certificates of Insurance must be mailed to the Purchasing Agent 10 days prior to the expiration of the required coverage.

NON-DISCRIMINATION

The respondent agrees and warrants that in the performance of the contract pursuant to this solicitation he/she will not discriminate or permit discrimination against any person or group of persons on the grounds of sex, race, color, religion, age, marital status, ancestry, national origin, past history of mental disorder, mental retardation or physical disability or other basis in any manner prohibited by the laws of the United States, the State of Connecticut or the Northwest Hills Council of Governments

INDEMNIFICATION

To the fullest extent permitted by law, the Firm shall indemnify and hold harmless the Northwest Hills and their respective consultants, agents, and employees from and against all claims, damages, losses and expenses, direct, indirect or consequential (including but not limited to fees and charges of attorneys and other professionals and court and arbitration costs) arising out of or resulting from the performance of the Firm's work, provided that such claim, damage, loss or expense is caused in whole or in part by any negligent act or omission by the Firm, or breach of its obligations herein or by any person or organization directly or indirectly employed or engaged by the Firm to perform or furnish services, or anyone for whose acts the Firm may be liable, regardless of whether or not it is caused in part by a party indemnified hereunder.

As to any and all claims against the Northwest Hills Council of Governments or any of its consultants, agents or employees by any employee of Firm, by any person or organization directly or indirectly employed by Firm to perform or furnish any of the work, or by anyone for whose acts Firm may be liable, the indemnification obligation under this section shall not be limited in any way by any limitation on the amount of type of damages, compensation or benefits payable by or for Firm under worker's or workman's compensation acts, disability benefit acts or other employee benefit acts.

**APPENDIX B
NHCOG
REQUEST FOR PROPOSALS
SS4A Safety Action Plan**

Acceptance of Terms of this Agreement

Name of Proposer: _____

Contact Person: _____

Address: _____

City/State/Zip: _____

Telephone: _____ **Fax:** _____

E-mail: _____

Authorized Signature _____ **Title:** _____

Name Printed: _____ **Date:** _____

Federal Tax Identification Number: (FEIN) _____

It is agreed by the above signed proposer that the signature and submission of this proposal represents the proposer's acceptance of all terms, conditions, and requirements of the proposal specifications, and, if awarded, the proposal will represent the agreement between the parties.

The proposer agrees that the cost of any work performed, materials furnished, services provided, or expenses incurred, which are not specifically delineated in the proposal documents, but which are incidental to the scope, intent, and completion of this contract, shall be deemed to have been included in the prices for the various items scheduled.

Authorized Signature

APPENDIX C

NHCOG

REQUEST FOR PROPOSALS

SS4A Safety Action Plan

NON-COLLUSION AFFIDAVIT

STATE OF _____ COUNTY OF _____

I, _____, being first duly sworn, deposes and says that:

1. I am _____
of _____, the

Bidder that has submitted the attached Bid for “_____”.

2. I am fully informed respecting the preparation and contents of the attached Bid and of all pertinent circumstances respecting such bid;

3. Such Bid is genuine and is not a collusive or sham Bid;

4. Neither the said Bidder nor any of its officers, partners, owners, agents, representatives, employees or parties of interest, including this affiant, has in any way colluded, conspired, connived or agreed directly or indirectly with any other Bidder, firm or person to submit a collusive or sham Bid in connection with such Contract, for which the attached Bid has been submitted nor has it in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Bidder, firm or person to fix the price or prices in the attached Bid or of any other Bidder, or to fix any overhead, profit or cost element of the Bid price or the price of any Bidder, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the Northwest Hills Council of Governments or any person interested in the proposed Contract; and

5. The price or prices quoted in the attached Bid are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the Bidder or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

(Printed) _____

(Signed) _____

(Title) _____

Subscribed and sworn to before this _____ day of _____, 20_____.

Notary Public Printed

Notary Public Signature

My Commission Expires ___

(Notary Seal)

NOTE: Documents must be signed before and sealed by a Notary Public. Only documents bearing a notary seal will be accepted.