Request for Qualifications and Proposals
Northwest Hills Council of Governments
On-Call Engineering Services for the Torrington Transfer Station and the Northwest Resource Recovery Authority (NRRA)

RFQ/RFP EDC 11- 2026 -01

Purpose / Background

The Northwest Hills Council of Governments (NHCOG) is seeking proposals from qualified engineering firms to support the operations of the Torrington Transfer Station ("Facility"). At a minimum, we are looking for a firm who specializes in the operations of Municipal Solid Waste (MSW) and Recycling Transfer Stations to assist with site planning, facility and operational capacity analysis, evaluation of future programs and waste flows, and other engineering needs.

The Northwest Resource Recovery Authority (NRRA) assumed ownership of the Facility in July 2026. NRRA is currently developing a Strategic Plan to guide the long-term operation and growth of the Authority, including the future role of the Facility. Through a CT DEEP Sustainable Materials Management grant NHCOG is supporting the NRRA in developing this Strategic Plan. These Engineering Services work would complement and help guide the Strategic Plan.

The selected firm will coordinate with NHCOG, NRRA, and NRRA's Strategic Advisor/Strategic Planning Consultant. The engineering work is intended to support NRRA's ongoing operation, planning, and future development of the Torrington Transfer Station, while also providing technical analysis to inform the NRRA Strategic Plan and future capital investment decisions.

The Respondent's shall be delivered to the Northwest Hills Council of Governments, 355 Goshen Rd. PO Box 832, Litchfield CT, 06759 during normal office hours by no later than **11:00 AM, Monday November 30, 2026**. Submittals received after this date and time will not be accepted. Sealed envelope(s) should be clearly marked: **"RFQ/RFP EDC 11-2026-01 Northwest Hills Council of Governments – On-Call Engineering Services for the Torrington Transfer Station and the Northwest Resource Recovery Authority (NRRA)" (with the cost proposal submitted in a separate sealed envelope)**.

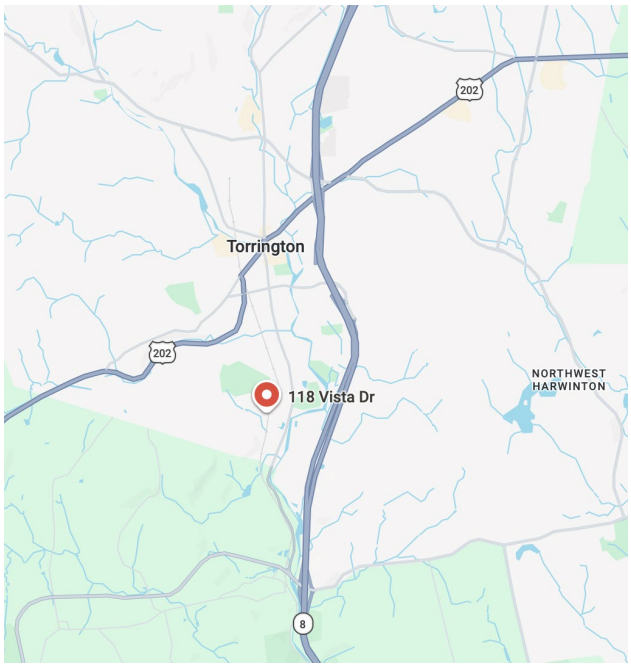
All questions must be submitted to Director of Economic and Community Development Rista Malanca at rmalanca@nhcogct.gov by **November 18, by 10:00am**. Questions will be answered through an addendum which will be posted on NHCOG's website. Interested firms should check the website 48 hours before the closing date. Firms mailing proposals should allow for normal delivery time to ensure timely receipt of their proposals. **Proposals may not be submitted by e-mail or fax.**

NHCOG reserves the right to accept or reject any or all proposals; to waive any informalities; to negotiate and award a contract that it determines best meets their needs and best serves the interests of NHCOG.

MBE's, WBE's and SBE's ARE ENCOURAGED TO APPLY
AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

About the Facility

The Torrington Transfer Station is located at 118 Vista Drive, Torrington, CT 06790.





The approximately four-acre site includes a scale house, MSW transfer building and tipping floor, recycling structure, paved operational areas, and associated site infrastructure. The Facility is adjacent to the Naugatuck Railroad, although rail is not currently used for Facility operations.

The Facility has historically served municipalities in Northwest Connecticut, with prior annual throughput of approximately 20,000 tons of MSW and 4,000 tons of recycling, compared with current annualized throughput of approximately 8,000 tons under NRRA ownership. The Facility currently operates under a CT DEEP General Permit for a Municipal Transfer Station and associated registration and operating requirements.

NRRA currently provides transfer station operations through contracted service providers. The Facility continues to serve as regional solid waste infrastructure for NRRA's member municipalities.
NRRA is evaluating the Facility's longer-term role, including its ability to accommodate additional municipal tonnage, materials, programs, and public services. Future use may include increased regional participation, expanded diversion and recycling programs, public drop-off, organics, and other material streams, and other opportunities identified through NRRA's ongoing planning efforts.

Services Requested

The selected consultant(s) or engineering firm(s) will be required to sign a contract with the NHCOG. However, the contract and rates may be extended to the NRRA upon mutual consent. NHCOG/NRRA is seeking the following services, including but not limited to:

1. Baseline Facility & Operational Assessment

Establish a baseline of the Facility's existing condition, infrastructure, operations, regulatory requirements, and practical operational capacity. Review available plans, permits, operating documents, and prior studies; conduct necessary site visits; identify infrastructure, maintenance, compliance, and capital needs; and evaluate constraints affecting current or future operations.
This task will also include completion of the annual compliance audit required under the Connecticut General Permit for a Municipal Transfer Station.

2. Programs & Expansion

Evaluate the Facility's ability to accommodate additional programs, services, and materials, including public drop-off, additional recyclable materials, organics/food scraps, reuse, bulky materials, and other opportunities identified through the NRRA Strategic Plan.

Evaluation should consider physical space, site configuration, traffic, infrastructure and equipment, operations, permitting, environmental requirements, and preliminary capital costs.

3. Wasteshed & Capacity Analysis

Evaluate existing and potential future waste flows to the Torrington Transfer Station, including current NRRA members and potential additional municipal participation.

Develop reasonable future tonnage scenarios and evaluate whether the existing Facility can accommodate those flows. Identify practical capacity, operational and infrastructure constraints, and improvements that may be necessary to accommodate additional tonnage or materials.

4. On-Call Engineering Services

Provide additional engineering and technical services as requested by NHCOG/NRRA, including conceptual or preliminary design, permitting assistance, site planning, stormwater or traffic analysis, cost estimating, regulatory documentation, capital planning, and technical assistance associated with Facility operations and implementation of the NRRA Strategic Plan.

Submittal Requirements

Firms or consultant teams responding to this Request for Qualifications and Proposals (RFQ/RFP) must provide the following information to enable a complete and fair evaluation of their qualifications and approach. Proposals that do not contain all required elements may be considered non-responsive.

1. **Cover Letter**

A cover letter signed by an authorized representative of the primary firm, binding the firm to all commitments made in the proposal.The letter must include: Identification of the prime consultant and all subconsultants,Contact information for the primary point of contact (name, title, address, phone, and email).

Note: NHCOG will contract solely with the primary consultant/firm. All subconsultants will be considered subcontractors under the executed agreement.

2. **Project Team Project Management Plan and Qualifications**

Provide the names, business addresses, phone numbers, and email addresses of all firms and individuals proposed to participate in each task identified in the Scope of Work. Clearly indicate each team member’s role and area of responsibility.Submit a detailed Project Management Plan that

- Identifies key personnel and their roles in performing the integrated services described in the Scope of Work
- Demonstrates the team’s ability to manage a multidisciplinary project effectively and deliver high-quality results within schedule and budget.
- Includes a summary of each firm’s qualifications and resumes for all key personnel (limited to two pages each).

3. **References**

Provide three (3) references for projects of similar scope and complexity. Each reference must include: Project name and brief description,Project period and total cost, and Client name, primary contact person, title, and current phone number.

4. **Technical Approach and Methodology**

Provide a clear and concise narrative outlining the proposed Scope of services, Approach, methodology, and process used to develop the scope, and Strategies for implementing the project tasks effectively. This narrative should demonstrate a thorough understanding of the project goals, opportunities, and constraints.

5. **Proposed Timeline**

Include a detailed timeline or project schedule identifying major tasks, milestones, deliverables, and anticipated completion dates. The timeline should correspond with the Scope of Work and demonstrate the consultant's ability to meet project deadlines.

6. **Proof of Insurance**

Submit proof of insurance and liability coverage in accordance with the requirements outlined in Addendum A – Insurance and Indemnification.

7. **Fee Proposal**

Fee Proposals MUST be submitted in a separate sealed envelope

The proposal must include:

- Either a lump sum or hourly allocation by task,
- A schedule of hourly rates and reimbursable expenses,
- A statement confirming that all proposed fees are valid for a minimum of ninety (90) days from the date of submission, and
- A statement confirming that if awarded, fees will remain valid for the length of the project.

8. **Required Forms**

Include all required forms and certifications, including Non-Collusion Affidavit, Appendices A and B.

9. **Additional Information**

Firms may include any additional information relevant to this RFP that demonstrates unique qualifications, specialized expertise, or innovative approaches that would assist NHCOG in evaluating the proposal

Selection Process

Below are the proposed schedule and timeline for the selection process:

- Applicants are to respond to this request by 11:00 AM on November 30, 2026
- All questions must be sent to rmalanca@nhcogct.gov by November 18, 2026 by 10:00 AM.
- NHCOG reserves the ability to develop a short list of candidates based on the stated selection criteria to interview for the project. The short-listed firms will be notified via email and will be provided sufficient notice of the interview date and time.
- Only fee proposals from firms that are determined to meet the qualifications of this RFQ, will be opened and reviewed. Fee Proposal from Firms that do not meet the qualifications of this RFQ will not be reviewed.
- **The successful Respondent will be expected to be able to commence services as soon as possible upon award, as determined by the NHCOG.**

Selection Criteria

The selection committee will evaluate the applicants based on the following criteria:

- Qualifications and experience of personnel of key personnel
- Firm(s)'s experience planning and designing of multiuse trails
- Ability to address a wide variety of issues that may arise, such as environmental & structural challenges.
- Completeness & thoroughness of proposal
- Clear project approach designed to achieve objectives

- Clear stakeholder and public engagement plan
- Clear and reasonable estimate project timeframe
- Fee Schedule
- References

APPENDIX A
NHCOG
REQUEST FOR PROPOSALS
Discover Litchfield Hills

RFP EDD2024-01

INSURANCE REQUIREMENTS

Certificate of Insurance: All insurance policies must include a Waiver of Subrogation whereby the insured waives its right to subrogate against the State of CT, NHCOG 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 within 10 days after the award of the bid. The Certificate of Insurance must name the State of CT, property owner and Northwest Hills Council of Governments, 355 Goshen Rd, Litchfield CT, its 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 NHCOG

INDEMNIFICATION

To the fullest extent permitted by law, the Firm shall indemnify and hold harmless the State of CT, NHCOG 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 NHCOG 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
Discover Litchfield Hills
RFP EDD2024-01

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.

APPENDIX C

NHCOG

REQUEST FOR PROPOSALS

Development of a Multi-Year Marketing Strategy

RFP EDD2024-01

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 NHCOG 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 it 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.