



**Northwest Hills Council of Governments  
REQUEST FOR PROPOSALS  
AI-Driven Road and Asset Management Tool for the Northwest Hills  
Northwest Hills Council of Governments  
(NHCOC)**

**REQUEST FOR PROPOSALS (RFP)**

**AI-Driven Road and Asset Management Tool for the Northwest Hills**

---

## **Introduction**

The Northwest Hills Council of Governments (NHCOC) invites qualified vendors to submit proposals for an AI-driven road and asset management tool designed to help member municipalities save resources, optimize operations, and make data-driven decisions about roadway and infrastructure management.

The goal of this initiative is to deploy a unified digital platform that provides objective, up-to-date condition data for roads and municipal assets, while offering intuitive tools for planning, maintenance, and budgeting.

---

## **Project Objectives**

The project seeks to:

- Enhance decision-making through accurate, real-time road condition data.
- Improve resource allocation and maintenance scheduling.
- Enable long-term capital planning and budgeting.
- Foster collaboration among public works teams across NHCOC towns.
- Reduce costs through automation and proactive asset management.

---

## Scope of Work

### Core Features

- Unlimited AI road assessments
- AI identification and tracking of road assets (e.g., signs, manholes, drains)
- Manual tracking of additional assets (e.g., parks, trees, trash receptacles, hydrants)
- Task management system with unlimited users
- Planning and budgeting table
- Reporting dashboard

### Support and Training

- Dedicated customer success team
- On-site training and unlimited ongoing support

---

## Deliverables

1. Implementation plan and project timeline
2. Fully functional software platform
3. Training sessions and user documentation
4. Maintenance and technical support plan
5. Data ownership and security documentation

---

## Proposal Requirements

Each proposal must include:

- Company profile and municipal experience
- Platform description and system requirements
- Case studies or examples of similar projects
- Implementation timeline
- Detailed pricing structure
- References from at least three municipal clients

### Clarification Regarding Pricing Structure

Vendors should note that the Northwest Hills Council of Governments (NHCOG) region contains approximately 1,400 local road miles. At this stage, we do not yet know how many municipalities will elect to participate, and therefore the total number of miles included in the contract may vary.

**Please indicate whether your pricing model includes:**

1. Mileage-based thresholds or tiers (e.g., per-mile pricing that changes after certain volume levels),
2. Minimum mileage commitments,
3. Volume discounts based on total road miles included, and
4. Any other pricing structures that would apply if the number of participating towns—and total mileage—changes over time.

Vendors should clearly outline how pricing would scale both upward (more miles) and downward (fewer miles), so NHCOC can accurately assess total potential cost under different participation scenarios.

---

## **Evaluation Criteria**

<b>Criteria</b>	<b>Weight</b>
Functionality and Innovation	30%
Cost and Value	25%
Implementation and Support Plan	20%
Experience and References	15%
Data Security and Ownership	10%

---

## **Submission Instructions**

**Submission Deadline:** 1/12/26

**Submission Format:** Electronic (PDF)

**Submit to:**

Erik Shortell

Director of Transportation

**Email:** [eshortell@nhcogct.gov](mailto:eshortell@nhcogct.gov)

**Subject Line:** *RFP – AI Road & Asset Management Tool*

**Late submissions will not be accepted.**

## **Submittal Requirements**

Please include the following in your proposal package:

1. Cover letter signed by the primary firm, binding the firm to all commitments made in the proposal. Include prime consultant contact information and all subconsultants.
  - o *Note: NHCOC will contract with the primary firm; all others will be considered subconsultants under the executed agreement.*
2. Description of the project team's core personnel, including resumes, relevant projects, and firm brochure.

3. Detailed scope of work.
4. Hourly rates and expense schedule.
5. Demonstration of ability to meet the proposed timeline.
6. Names, business addresses, phone numbers, and email addresses of firms and individuals involved in all tasks.
7. At least three professional references.
8. Proof of insurance and liability coverage (see Appendix A).
9. Required forms:
  - Non-Collusion Affidavit (Appendix C)
  - Any additional NHCOCG-required forms (Appendix B).

---

## Questions

Questions regarding this RFP must be submitted in writing by **12/22/25** to the contact listed above.

Responses will be shared with all known potential bidders.

## Terms and Conditions

---

NHCOCG reserves the right to reject any or all proposals.

- Vendors must comply with all applicable procurement and data privacy laws.
- All collected data and materials will remain the property of NHCOCG.

---

## Fee Proposal

Fee proposals must:

- Include hourly rates and expense schedules.
- Remain valid for at least **90 days** from the date of submission.
- Remain in effect for the entire duration of the project if selected.

---

## Project Schedule

Milestone	Date / Time
RFP Issued	November 20, 2025
Questions Due	December 22, 2025 – 12:00 PM
Proposals Due	January 12, 2026 – 11:00 AM

<b>Milestone</b>	<b>Date / Time</b>
Interviews (if applicable)	Mid-January 2026
Award Announcement	Late January 2026
Project Kickoff	Immediately upon award
Project Completion	Within 6–8 months of kickoff

---

## **Selection Criteria**

The NHCOC Selection Committee will evaluate proposals based on the following:

- Experience of assigned personnel on similar infrastructure management projects.
  - Current workload and demonstrated capacity to meet schedule requirements.
  - Awareness of project issues, opportunities, and constraints.
  - Hourly fees and total fee proposal.
  - Responsiveness to the proposed scope of work and understanding of NHCOC's objectives.
- 

The successful respondent will be expected to begin work immediately upon award. NHCOC reserves the right to terminate the contract upon thirty (30) days' written notice.

**APPENDIX A**  
**NHCOG**  
**REQUEST FOR PROPOSALS**  
**AI-Driven Road and Asset Management Tool for the Northwest Hills**  
**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  
NHCOC  
REQUEST FOR PROPOSALS  
AI-Driven Road and Asset Management Tool for the Northwest Hills**

**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  
NHCOC  
REQUEST FOR PROPOSALS  
AI-Driven Road and Asset Management Tool for the Northwest Hills  
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.