



Request for Qualifications and Proposals
Northwest Hills Council of Governments

Naugatuck River Greenway – Bogue Road (Harwinton) to Thomaston Road Park & Ride (Litchfield)

RFQ/RFP EDC 01- 2026 -01

Consultant Services to Update Routing Study and Prepare Design Plans for the Harwinton section of Naugatuck River Greenway

The Northwest Hills Council of Governments (NHCOG) is seeking a firm or team of consultants to perform planning and design activities related to the Harwinton section of the Naugatuck River Greenway (NRG) from Bogue Road (Harwinton) to Thomaston Road Park & Ride (Litchfield). This trail section in this study stretches along approximately one mile of the Naugatuck River from Bogue Road north to the park and ride lot on Thomaston Road just north of Route 118. The trail in this section will pick up where the Torrington NRG is currently planned to terminate at Bogue Road between the driveway to the Torrington WPCA and the Naugatuck River.

The firm or team of consultants must demonstrate they have the capability and capacity to work closely with the NHCOG to determine the most cost effective and feasible route for the Harwinton section NRG, update the routing study, and prepare design plans for updates to the trail. The scope of work in this document is intended to provide NHCOG, or Municipalities, with the ability to be prepared to make viable applications for future funding opportunities for construction for this section of the NRG.

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, February 27, 2026**. Submittals received after this date and time will not be accepted. Sealed envelope(s) should be clearly marked: **"RFQ/RFP EDC 12-2025-02 Northwest Hills Council of Governments – NRG Bogue Road to Thomaston Road Park and Ride". (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 **February 11, by 8:00am**. 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**



**Request for Qualifications and Proposals
Northwest Hills Council of Governments**

Naugatuck River Greenway – Bogue Road (Harwinton) to Thomaston Road Park & Ride (Litchfield)

RFQ/RFP EDC 12- 2025 -02

Consultant Services to Update Routing Study and Prepare Design Plans for the Harwinton section of Naugatuck River Greenway

This request for Qualifications and Proposals includes the following:

Section I - General Conditions and Submittal Requirements

Section II - Selection Process & Criteria

Section III - Project Background & Goals

Section IV – Scope of Work – Work Plan

Section V - Addendums

Section I : General Conditions and Submittal Requirements

A. General Conitions:

The Respondent's submittal shall include **one (1) original and five (5) copies (in addition to the hard copy)** and shall be delivered to the NHCOG, 355 Goshen Rd, PO Box 832, Litchfield, CT 06759 during normal office hours by no later than **11:00 AM, February 27, 2026**. Submittals received after this date and time will not be accepted. Sealed envelope(s) should be clearly marked: " "RFQ/RFP EDC 01-2026-01 Northwest Hills Council of Governments – NRG Bogue Road to Thomaston Road Park and Ride" (**with the cost proposal submitted in a separate sealed envelope**). Firms mailing proposals should allow for normal delivery time to ensure timely receipt of their proposals. **No fax or e-mail Proposals will be accepted.**

All questions must be submitted by **February 11, 2026 by 8:00 AM**. Questions must be submitted by email to the Director of Economic and Community Development Rista Malanca, rmalanca@nhcogct.gov. All questions determined to be of interest to all prospective firms will be answered in writing by an addendum which will be posted on the NHCOG web site. It is the responsibility of potential respondents to check the website for addendum(s). Interested firms should check the website 48 hours before the closing date.

This RFQ/RFP does not commit the NHCOG to select any Respondent or enter into any contract agreement. The NHCOG reserves the right to accept or reject any or all RFQ/RFP's; to waive any informalities, and if it is deemed to be in the public's best interest, to enter directly into negotiations with one or more Respondents based on responses to the RFQ/RFP, to request additional information from some or all Respondents. NHCOG reserves the right or to accept any proposal deemed in the best interests of the NHCOG.

NHCOG will not be liable for any costs incurred by a firm in the preparation or submission of a proposal.

The information provided herein is not intended to and shall not bind NHCOG to any of the statements or assumptions set forth herein.

Responses must set forth accurate and complete information for each of the items listed below. At the NHCOG's discretion, failure to do so could result in disqualification.

The successful respondent will be expected to be able to commence services as soon as possible upon award, as determined by NHCOG. Any contract entered into by the NHCOG and the successful respondent shall provide that the NHCOG may terminate the contract upon thirty (30) days notice to the respondent. The information provided herein is not intended to and shall not bind the NHCOG to any of the statements or assumptions set forth herein.

There will not be a public opening of this bid

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

B. 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).

4. 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.

5. 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.

6. 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.

7. Proof of Insurance

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

8. Fee Proposal

Provide a detailed Fee Proposal for the Scope of Services. The total project budget is **\$220,000**. The proposal must include:

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

9. Required Forms

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

10. 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

Section II : Selection Process & Criteria

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

Schedule

- Applicants are to respond to this request by 11:00 AM on February 27, 2026
- All questions must be sent in by February 11, 2026 by 8:00 AM.
- NHCOG will 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.
- Interviews for short listed firms will be held, tentatively, on March 25th and/or March 26th
- A decision is expected in April. Project is expected to kick-off immediately after award.

Consultant must submit timeframe in which they plan to complete the project. Time may be extended upon written mutual agreement between City and awarded Contractor.

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

Section III – Project Background and Goals

The NRG Trail, a non-motorized multi-use trail, is being developed that will follow the Naugatuck River for 44 miles through all 11 Naugatuck River communities: Litchfield, Harwinton, Thomaston, Watertown, Waterbury, Naugatuck, Beacon Falls, Seymour, Ansonia and Derby. Multi-use trails can be seen as bike and pedestrian

highways, and are typically 10-12' wide and have a paved or hard surface. The NRG Trail will connect green spaces and places throughout the corridor. It will provide a non-motorized transportation option, support tourism and economic development, and improve the health and quality of life of residents.

Several open sections of the NRG Trail are already providing a high quality and attractive corridor accessible to users of all abilities, once again harnessing the vitality of the river for the benefit of the region's residents. Work to connect existing sections is underway with parks, waterfront promenades, overlooks, and river access all figuring into plans.

The routing [Feasibility Study](#) for the trail segment between Bogue Road and the Thomaston Road Park & Ride is complete. This segment is identified in the study as "Section 1: Bogue Road to Thomaston Road Park & Ride." Several potential routes were evaluated, but no single option emerged as a clearly preferred route.

In efforts to advance this section of Trail NHCOG was awarded a Connecticut Recreational Trails Grant administered by the Department of Energy and Environmental to "determine the most cost effective and feasible route for the Harwinton section of the Naugatuck River Greenway (hereinafter the "Trail"), update the routing study and prepare design plans for updates to the Trail. The section of the Trail on the east side of the O&G cement plant, within the state-owned land along Route 8 is critical to establish connection to Torrington to the north and towards Route 118 to the south".

Section IV - Scope of Work – Work Plan

Task A - Planning:

The consultant(s) should review all potential routes, as defined in the existing routing study, and verify existing conditions and feasibility of each route. This may include discussions with property owners to secure access agreements, environmental and physical conditions and regulatory restrictions.

As part of the feasibility study, the consultant(s) should plan to meet with municipal leaders in both the Towns of Harwinton and Litchfield to ensure support and determine appropriate public outreach plan.

The consultants will hold a series of public outreach meetings.

Upon agreement with the Towns of Harwinton and Litchfield, ONE preferred route will be determined.

The Consultant(s) will be required to submit three (3) full size paper copies of any final plans or reports generated during the planning phase, along with an electric copy of each.

Preliminary Data Collection, Survey & Mapping: As necessary, the consultant may need to collect additional data, such as, but not limited to boundary survey, topographical survey, Natural Diversity Database, and wetlands delineation in order to determine feasibility of potential routes.

The consultant should develop a potential scope of work, using their professional opinion and based on existing information provided in the routing study, that will be necessary in determining feasibility. This Scope should be flexible and modifiable to as the study progresses and specific needs arise.

For the purposes of determining feasibility, the consultant may need to meet with regulatory agencies to help determine feasibility, including budget drivers and timeframes, for a particular route. Agencies may include, Army Corps of Engineer, CT DEEP, CT DOT, etc....

Task B - Design:

Once a final route is determined, the consultant(s) will develop design plans that can be used to leverage construction funding and garner public support for development.

The Consultant(s) will be required to submit three (3) full size paper copies of the final concept plan and the final design plan, along with an electric copy of each.

This shall include:

- **Conceptual/Preliminary Design:** Develop a conceptual design which defines the intent and purposes of the trail and gathers support and initial conceptual, approval, and set design parameters, reviewed by NHCOG and the Towns of Harwinton and Litchfield.
- **Data Collection, Survey & Mapping:** Collect detailed data to create survey maps of the defined project area, existing conditions, to the extent necessary to develop final design plans (Boundary lines, Topographic Data, Flood Plain Boundary, Wetland and Watercourse boundaries, Utilities, etc.)
- **Final Designed Plans:** Develop engineered plans for the preferred route. Plans shall include, but not be limited to information regarding:
 - the trail location and configuration - including length, width, and proposed material. This should include identifying any significant areas of grading/fill and tree removal necessary for construction of trail.
 - potential bridge design
 - bike and pedestrian crossings at all roadway, driveway and rail crossings
 - handicap accessibility;
 - trail head, including parking, lighting and signage;
 - landscaping plan;
- **Permits:** Identify all necessary permits to complete construction of this route.
- **Cost Estimate:** Develop a cost estimate for the overall cost of construction for this segment of trail. If applicable, the consultant shall determine if this trail segment can, or should, be further developed in phases. Cost estimate(s) will be done at a planning level and will include estimates for contract items, incidentals, contingencies, design, utility relocation, inflation and any necessary right of way acquisition(s).

Task C – Staff Meetings & Public Input/Outreach

It is expected that public outreach will be done throughout all phases of this project, include planning and design phases.

The consultant(s) shall develop a public input/outreach plan that meets the following goals.

- **Public Meeting(s):** In partnership with NHCOG, Town of Harwinton and Town of Litchfield, the consultant(s) will lead a series of public meetings(s) to ensure residents and stakeholders in both Harwinton and Litchfield have an opportunity to provide input that will help further refine the proposed concept plan and garner support for the final design. The Consultant(s) should propose an outreach plan that includes a combination of in-person, virtual and/or hybrid meetings.
- **Outreach Materials:** The Contractor shall provide press releases and social media outreach materials.
- **Multi-Lingual Materials:** The Contractor agrees to comply with Title VI of the Civil Rights Act of 1964, as amended and Executive Order 13166 (EO13166), signed on August 16, 2000, that prohibit actions against National Origin Discrimination Affecting Limited English Proficient (LEP) Individuals. LEP Individual means: a)Any individual who does not speak English as a primary language and has a limited ability to read, speak, write, or understand English. In order to comply with Title VI's requirements and meet the needs of any LEP community members is able to identify, the Contractor shall translate promotional materials into the most commonly spoken language represented by the LEP community as established by the most recent U.S. Census, and publish on Town webpage and social media platforms to promote and communicate the planning process, public notices and study findings. Prior to procuring translation services of materials, the Contractor shall consult with DEEP on the proposed languages deemed necessary for translation to provide notification and meaningful opportunity for participation.
- **Staff Meetings & Project Management:** NHCOG will be the project manager; however, coordination with the Towns of Harwinton and Litchfield is essential. The consultant(s) should plan to have a kick-off meeting with these stakeholders as well as regular updates, as necessary. Additionally, the consultant(s) should plan to meet regularly with NHCOG Staff to ensure project remains on schedule and obstacles are addressed in a timely manner.
- **Other Meetings:** If the consultant(s) feel there are any additional Public meetings and/or events that should be included in this scope they should include it in their proposal

APPENDIX A

Request for Qualifications and Proposals Northwest Hills Council of Governments

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INSURANCE REQUIREMENTS

Certificate of Insurance: All insurance policies must include a Waiver of Subrogation whereby the insured waives its right to subrogate against 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 the City of Torrington Purchasing Agent within 10 days after the award of the bid. The Certificate of Insurance must name NHCOG, 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 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 the 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

Request for Qualifications and Proposals Northwest Hills Council of Governments

Naugatuck River Greenway – Bogue Road (Harwinton) to Thomaston Road Park & Ride (Litchfield)

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Consultant Services to Update Routing Study and Prepare Design Plans for the Harwinton section of Naugatuck River Greenway

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: _____

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

**Northwest Hills Council of Governments
Naugatuck River Greenway – Bogue Road (Harwinton) to Thomaston Road Park &
Ride (Litchfield)**

RFQ/RFP EDC 12- 2025 -02

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 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.