

## Town of Winchester – City of Winsted

Winchester Town Hall  
338 Main Street  
Winchester, CT 06098



Phone 860-379-2713  
Fax 860-738-7053  
[www.townofwinchester.org](http://www.townofwinchester.org)

### Request for Qualifications (RFQ) for Sue Grossman Still River Greenway Segments III & IV Engineering

---

<b>Date Issued:</b>	Thursday, August 28, 2025
<b>Optional Site Walk Date:</b>	2:00pm EST, Tuesday, September 9, 2025
<b>Question Deadline:</b>	12:00pm EST, Tuesday, September 16, 2025
<b>Submission Deadline:</b>	10:00am EST, Thursday, October 2, 2025
<b>RFQ Opening:</b>	10:00am EST, Thursday, October 2, 2025
<b>Primary Contact:</b>	Paul Harrington, Town Manager & CEO
<b>Send Proposals To:</b>	Office of the Town Manager
(Sealed and marked as	Winchester Town Hall
“Sue Grossman Engineering	338 Main Street
RFQ Submission”)	Winsted, CT 06098

---

#### 1. Introduction

The Town of Winchester is seeking to engage the services of a qualified consulting engineering firm to support the development of a federally funded greenway project. The Town invites firms to submit their qualifications for the preparation of construction-ready engineering documents. At the Town’s discretion, the selected firm may also be asked to provide construction engineering and inspection services. All services will be carried out in accordance with applicable federal and state requirements. The selection of the firm shall follow the federally mandated Qualifications Based Selection (QBS) process.

#### 2. Project Description

The Sue Grossman Still River Greenway is a regional multi-use asphalt trail, approximately 8 to 10 feet wide, that connects the communities of Winsted and Torrington. The Town of Winchester is working to complete the final segments of this trail and extend it into downtown Winsted, enhancing local and regional connectivity for pedestrians, cyclists, and other non-motorized users.

This RFQ pertains specifically to the final design and potential construction oversight of two unfinished segments. Segment III will extend the trail from its current terminus near the Department of Motor Vehicles (DMV) office to New Street. Segment IV will continue the trail from New Street to the Laurel Skate Complex. These segments represent the final links in achieving a fully connected corridor between Winsted and Torrington.

At the time of this RFQ’s publication, the Town has retained a firm to conduct a route feasibility study to determine the most practical and publicly supported alignment for these segments. That study is expected to be completed in Fall 2025 and will inform the final design approach.

### **3. Scope of Services**

The selected consulting engineering firm will be responsible for advancing the Sue Grossman Still River Greenway Segments III and IV from conceptual planning to a full set of construction-ready bid documents. While the exact alignment of the trail is pending completion of a separate feasibility study, the firm must be prepared to provide comprehensive engineering services once the alignment is finalized. All work must conform to applicable local, state, and federal standards and be developed in close coordination with the CTDOT, particularly due to the project's proximity to Route 800 (Rowley Street/Torrington Road/Winsted Road), a state-maintained roadway.

While it is not currently anticipated that structures over watercourses will be required, the firm must have access to, or retain, qualified structural engineering staff capable of designing such elements should they become necessary during final design.

The selected firm will be expected to provide the following deliverables:

- Topographic Survey of the project area sufficient for design and permitting.
- Wetland Delineation and Functional Assessments, including documentation in support of U.S. Army Corps of Engineers (ACOE), Connecticut Department of Energy and Environmental Protection (DEEP), and Winchester Inland Wetlands & Watercourses Commission (IWWC) wetlands approvals;
- Final Design Plans that reflect the final trail alignment and layout, showing horizontal and vertical geometry, proposed connections, access points, and any required design exceptions.
- Right-of-Way (ROW) Plans identifying all existing and proposed property impacts, easements, and acquisitions necessary for construction.
- Environmental Documentation as required to satisfy all federal and state permitting requirements, including but not limited to wetland delineations, cultural resource reviews, and CE/NEPA, NDDB, and SHPO compliance.
- Utility Coordination Plans and documentation, including identification of existing utilities, proposed relocations, and coordination with utility companies as needed.
- Traffic and Safety Analysis and plans, especially where the trail intersects or runs adjacent to public roadways such as Route 800 or crosses vehicular access points.
- Drainage and Stormwater Management Plans, including hydraulic modeling and treatment measures in compliance with CTDEEP (2024 CT DEEP Water Quality Manual) and CTDOT standards.
- Construction Plans, Specifications, and Estimates (PS&E) ready for public bid in accordance with CTDOT and FHWA formatting and technical requirements.
- Construction Phasing and Maintenance and Protection of Traffic (MPT) Plans, as needed, particularly in areas adjacent to or within public rights-of-way.
- Stakeholder Coordination Documentation, including records of meetings with CTDOT, permitting agencies, utility providers, and property owners.

- Meeting Participation, including public information meetings, project coordination meetings with Town staff, and technical review meetings with CTDOT or other regulatory entities.
- Final Bid Package, including signed and sealed final design plans, itemized cost estimates, special provisions, and digital files in formats acceptable to CTDOT and the Town no later than June 30, 2027.

All plans and documents must be reviewed and approved by the Town and CTDOT at key milestones prior to finalization.

#### **4. Project Funding**

This project is being supported through multiple funding sources. These include FY 2024 Congressionally Directed Spending approved by the United States Congress and administered by the Federal Highway Administration (FHWA) through the Connecticut Department of Transportation (CTDOT). Additional funding is provided through the Community Connectivity Alternative Mobility Program, also known as the Critical Pedestrian Needs Fund, also administered by CTDOT.

The selected consulting firm will be required to comply with all applicable federal and state funding requirements, including but not limited to procurement, design standards, documentation, and reporting. The Town of Winchester anticipates a total design-through-construction project cost of in the range of approximately \$2,000,000.00 to \$3,000,000.00.

#### **5. Insurance Requirements**

The successful proposer shall, at its own expense and cost, obtain and maintain in force for the duration of its engagement with the Town the insurance coverage described below. This coverage shall apply to the proposer, its agents, employees, sub-consultants, and any other providers of services related to this RFQ. The Town of Winchester and their respective employees and agents shall be named as Additional Insureds on a primary and non-contributory basis under the proposer's Commercial General Liability and Automobile Liability policies. These requirements must be clearly noted in the Remarks section of the proposer's Certificate of Insurance. Requirements shall include:

- a. Workers' Compensation Insurance
  - i. Statutory Coverage
  - ii. Employer's Liability with limits of \$1,000,000 each accident / \$1,000,000 disease – policy limit / \$1,000,000 disease – each employee
  - iii. A Waiver of Subrogation in favor of the Town and their employees and agents
- b. Commercial General Liability Insurance
  - i. Including coverage for Premises and Operations, Products and Completed Operations, Personal and Advertising Injury, Contractual Liability, and Independent Contractors
  - ii. Limit of Liability: \$1,000,000 per occurrence for Bodily Injury and Property Damage
  - iii. General Aggregate: \$2,000,000 (with the Aggregate Limit applying separately to each job)

- iv. A Waiver of Subrogation in favor of the Town and their employees and agents
- c. Automobile Liability Insurance
  - i. Coverage for all owned, hired, borrowed, and non-owned vehicles
  - ii. Combined Single Limit of Liability for Bodily Injury and Property Damage: \$1,000,000 per accident
  - iii. A Waiver of Subrogation in favor of the Town and their employees and agents
- d. Errors and Omissions Liability Insurance / Professional Services Liability Insurance
  - i. Minimum Limit of Liability: \$2,000,000 per occurrence or claim
  - ii. The proposer shall notify the Town in writing at least 30 days prior to the cancellation or non-renewal of any insurance policy
  - iii. The proposer agrees to maintain continuous professional liability coverage throughout the duration of the engagement and shall provide an Extended Reporting Period of five (5) years following project completion

The successful proposer shall provide a Certificate of Insurance as evidence of required General Liability, Automobile Liability (including all owned, hired, borrowed, and non-owned vehicles), statutory Workers' Compensation and Employer's Liability, and Professional Liability coverages prior to the start of work under contract.

The proposer shall direct its insurer(s) to provide such certificate(s) to the Town of Winchester prior to commencement of any work. The certificate must reflect all required coverages, including Additional Insured status for the Town on the General Liability and Auto Liability policies, and Waiver of Subrogation on the General Liability, Auto Liability, and Workers' Compensation policies. Upon request, the proposer shall provide the Town with copies of any referenced insurance policies.

## **6. Desired Qualifications**

Firms responding to this RFQ must demonstrate the expertise, capacity, and experience necessary to successfully complete the engineering design of a federally funded, multi-use trail project in coordination with CTDOT and FHWA standards. The selected firm must be prequalified by the CTDOT in the appropriate category or categories of work relevant to this project.

The Town of Winchester will evaluate submissions based on the following qualifications, consistent with the QBS process:

- Demonstrated technical competence and specialized experience in multi-use trail design, including planning, engineering, and preparation of construction-ready documents.
- Capacity and capability to perform the work within the federally-mandated schedule and budget, including adequate staffing, internal project management procedures, and familiarity with state and federal agency coordination.
- A strong record of past performance, including prior experience with municipally-administered, CTDOT- or FHWA-funded transportation or trail projects, with an emphasis on quality of work, cost control, and responsiveness.

- Familiarity with and understanding of federal, state, and municipal procedures, including but not limited to CTDOT's design standards, environmental permitting processes, and project authorization procedures.
- Experience with land acquisition processes, particularly as they relate to compliance with the Federal Uniform Relocation Assistance and Real Property Acquisition Policies Act (Uniform Act), or demonstrated capacity to coordinate such work through CTDOT when required.
- Experience coordinating with CTDOT and other state agencies, particularly in projects adjacent to or involving state highways.
- Availability of qualified subconsultants or in-house expertise in relevant disciplines, including but not limited to civil engineering, structural engineering (in the event structures become necessary), traffic engineering, environmental permitting, surveying, and right-of-way documentation.
- Compliance with affirmative action, equal opportunity, and disadvantaged/small business participation requirements, as applicable to the funding sources.

## **7. Submission Requirements**

Firms must submit six (6) copies of a complete qualifications package that includes the following components. Incomplete submissions or those that fail to follow the requested format may be deemed non-responsive:

- a. Transmittal Letter
  - i. A signed letter from a principal of the firm summarizing the firm's interest in the project, identifying the primary point of contact, and confirming that the firm has the capacity and intent to perform the requested services. The letter should also affirm the firm's understanding of and willingness to comply with federal and state requirements related to this project.
- b. Presentation of Qualifications
  - i. A narrative that clearly demonstrates the firm's relevant experience, technical competence, and capacity to deliver services described in this RFQ.
  - ii. A summary of relevant projects, particularly those involving trail design, CTDOT/FHWA-funded transportation projects, and, if applicable, structural engineering experience related to bridge design for routes requiring crossings.
  - iii. Descriptions of the firm's organizational structure, key staff (with resumes), and internal project management approach.
  - iv. Identification and qualifications of any proposed subconsultants.
- c. CTDOT Prequalification Certificate
  - i. A copy of current CTDOT prequalification certificate(s) showing the firm is approved to perform work in Highway Design.
- d. Service Timeline
  - i. A preliminary timeline outlining how the firm proposes to execute the scope of work upon completion of the feasibility study. This should include projected durations for major milestones (e.g., preliminary design, permitting, final design, bid-ready documents) and note any anticipated challenges or

dependencies (e.g., permitting windows or CTDOT reviews). While detailed scheduling will follow after scoping, this timeline should demonstrate realistic capacity and a structured approach.

- e. References
  - i. Contact information for at least three (3) recent clients for whom the firm has performed similar work. References should include public-sector clients and/or any projects that involved CTDOT, FHWA, or other federally funded programs.
- f. Completed W-9 Form
  - i. A completed and signed IRS Form W-9 (Request for Taxpayer Identification Number and Certification) for the prime consulting firm.
- g. Completed SF-330 Form Architect-Engineer Qualifications
  - i. A completed SF330 form for the prime consultant and any subconsultants.
- h. Proof of Professional Licensing
  - i. Confirmation that the personnel proposed to be in responsible charge of the work hold valid Connecticut Professional Engineer (PE) licenses including license numbers and expiration dates.
- i. Audit and Financial Compliance Documentation
  - i. A current CTDOT-approved audit prepared in accordance with applicable state and federal requirements. Firms without a current CTDOT-approved audit at the time of submission must obtain one prior to contract award. The audit should include the independent auditor's report, balance sheet, statement of revenues and expenses, and accompanying notes.
- j. Affirmative Action and Equal Opportunity Compliance
  - i. Documentation of the firm's current affirmative action plan, equal employment opportunity (EEO) policies, and Disadvantaged Business Enterprise (DBE) participation plans, as applicable.

Respondents are reminded that this solicitation is being conducted in accordance with the Qualifications Based Selection (QBS) process. As such, no cost proposals or fee information shall be included in the response. Cost negotiations will be conducted at a later stage with the highest-ranked firm by a designated Negotiations Committee, as detailed in *Section 8 Evaluation and Selection Process* of this RFQ.

Each proposer shall submit six (6) hard copies of their complete qualifications package. All sealed packages must be clearly marked as "Engineering RFQ Submission". Submissions must be received by the deadline listed on the first page of this RFQ. Late submissions will not be considered. Electronic submissions will not be accepted under any circumstances. Proposals must be delivered either by mail or personal delivery to the following address:

Office of the Town Manager  
Winchester Town Hall  
338 Main Street  
Winsted, CT 06098

The Town of Winchester and/or the CTDOT reserves the right to accept or reject any or all responses, to waive technicalities or informalities, and to select the firm that best meets the needs and interests of the Town.

## **8. Qualification Package Evaluation Criterion**

Each complete submission received by the deadline will be evaluated and scored by the Town's Selection Panel in accordance with criteria established by the CTDOT for federally funded projects. The Selection Panel shall consist of three to six municipal employees, including at least one individual with engineering expertise who is familiar with the project's background, context, and technical requirements. All evaluations will be conducted independently using standardized CTDOT-approved scoring forms, and scores will be used to determine a shortlist of the most qualified firms for potential interviews.

## **9. Qualifications Based Selection (QBS) Process**

This solicitation and the eventual consultant selection will be conducted in accordance with the Qualifications Based Selection (QBS) process, as required by federal law (Brooks Act, 40 U.S.C. §§ 1101–1104) and codified under 23 CFR Part 172. This process emphasizes qualifications, technical expertise, and relevant experience - not cost - as the basis for selecting a consulting firm for professional services funded in whole or in part with federal dollars.

The Town of Winchester will conduct the QBS process in cooperation with the CTDOT and in accordance with CTDOT's Consultant Selection, Negotiation and Contract Monitoring Procedures for Municipally-Administered Projects. The QBS process will proceed through the following major phases:

- a. Solicitation and Receipt of Qualifications
  - i. Interested firms will respond to this Request for Qualifications (RFQ) by submitting a complete qualifications package as outlined in the Submission Requirements section.
- b. Consultant Selection Panel Review
  - i. A Selection Panel composed of municipal officials will independently review and score all responsive submissions based on the evaluation criteria specified in this RFQ. The panel will identify a shortlist of the most qualified firms for interviews. All panel materials and shortlist recommendations will be submitted to CTDOT for approval.
- c. Interviews
  - i. Shortlisted firms will be invited to participate in an interview with the Selection Panel. Panel members will independently score interview performance using standardized CTDOT-approved rating forms. The highest-ranked firm will be identified based on combined qualifications and interview performance.
- d. Final Selection and Negotiation
  - i. Once CTDOT approves the final consultant selection, the Town will convene a Negotiations Committee to engage with the top-ranked firm on scope and fee. If an agreement cannot be reached, negotiations will be formally

terminated and the Town may proceed to the next highest-ranked firm, pending CTDOT approval.

e. Contract Execution

- i. Upon successful fee negotiation and final scope approval, a formal agreement will be executed between the Town and the selected consultant, subject to CTDOT and FHWA review and approval as required.

At no point during this process should any cost information or fee proposals be submitted. Any proposal including cost information may be disqualified. Cost proposals will be requested only from the top-ranked firm following CTDOT's written approval of the final selection.

The Town reserves the right to modify or terminate the selection process at any stage if deemed to be in its best interest. All aspects of this process will be conducted in compliance with state and federal requirements to ensure eligibility for funding.

## **10. Additional Considerations**

If any changes are made to this RFQ, the Town will issue an addendum. Each addendum will be distributed via email to all individuals or firms on record as having requested the RFQ. Additionally, all questions submitted prior to the question deadline will be addressed via addendum. All addenda must be approved by the CTDOT prior to publication. It is the responsibility of each proposer to ensure they have received all issued addenda. Failure to receive an addendum shall not relieve any proposer from its requirements; all issued addenda shall become an official part of this RFQ.

Proposers are cautioned that it is their sole responsibility to ensure that their qualifications package is received by the designated Town official at the location and by the deadline stated in this RFQ. The Town is not responsible for delays caused by mail or delivery services of any kind. Late submissions will not be accepted, and extensions will not be granted to individual respondents unless the Town extends the submittal deadline for all proposers equally.

All submissions become the property of the Town of Winchester upon receipt and will be considered public records in accordance with the Connecticut General Statutes. The Town will not be liable for any costs incurred by respondents in the preparation or submission of qualifications, or for participation in interviews, negotiations, or any other aspects of the RFQ process.

Failure to comply with the submission requirements outlined in this RFQ may be grounds for disqualification. Proposers are responsible for reviewing all RFQ provisions and attachments prior to submission. Submissions that are incomplete, not properly signed, or otherwise noncompliant with the stated requirements may be rejected; however, incomplete submissions are not grounds for immediate disqualification and may still be considered at the discretion of the reviewing entity.

The Town reserves the right to conduct standard criminal and business background checks of any proposer. This may include contacting business references, verifying prior project performance, and confirming licensure or legal standing. By submitting a response to this RFQ, the proposer consents to such inquiries and agrees to provide any requested documentation or references to support the Town's due diligence efforts.



The selected firm must provide a current Certificate of Insurance demonstrating coverage for professional liability, general liability, and any other applicable policies as outlined in *Section 5 Insurance Requirements*. A sample or current certificate may be submitted with the proposal; however, final insurance certificates meeting all contract requirements will be required prior to contract execution.

The selected firm will be required to enter into a formal contract with the Town of Winchester, subject to negotiation of terms and conditions. Additionally, because this project includes federal funding, the selected firm may be required to possess an active Unique Entity Identifier (UEI) registration through <https://sam.gov>. A firm that is suspended or debarred from federal contracting may be disqualified from participation in this project.

Any services not specifically mentioned in this RFQ that are necessary to fully perform the described scope of work shall be included in the consultant's responsibilities. It is expected that all proposed services will be comprehensive and sufficient to meet the functional objectives of the project.

#### **11. Disadvantaged Business Enterprise (DBE) Requirements**

There is an 8% DBE goal for this RFQ. In accordance with the regulations of the U.S. Department of Transportation (USDOT), 49 CFR Part 26, the Town of Winchester hereby notifies all proposers that Disadvantaged Business Enterprises (DBEs) will be afforded full opportunity to submit qualifications in response to this RFQ and will not be discriminated against on the grounds of race, color, national origin, age, sex, or disability in consideration for an award.

The selected consultant shall be required to comply with all applicable federal and state laws and regulations regarding DBE participation. This includes, but is not limited to, the requirements set forth in the Connecticut Department of Transportation's DBE Program Plan and any DBE goals assigned to this project.

It is the policy of the Connecticut Department of Transportation and the Town of Winchester that DBEs, as defined in 49 CFR Part 26, shall have the maximum opportunity to participate in the performance of contracts financed in whole or in part with federal funds. Consequently, the DBE requirements of 49 CFR Part 26 apply to this solicitation and any resulting contract.

If a DBE goal is assigned to this project, proposers must:

- Clearly identify the certified DBE subconsultant(s) they propose to use;
- Include documentation showing that the proposed DBEs are certified by the Connecticut Department of Transportation at the time of submission;
- Affirm that the prime consultant will perform the majority of the work with its own staff;
- Understand that joint ventures for the purpose of satisfying DBE goals are not permitted unless specifically allowed by CTDOT and approved in writing in advance.

The successful proposer will be required to submit Affidavits of DBE Intent to Perform and a completed DBE Utilization Form as part of the contract documentation, and will be responsible for ongoing DBE reporting during the life of the project, if applicable.

All DBE firms listed in the proposal must be currently certified by the Connecticut Unified Certification Program (UCP) at the time of submittal. A directory of certified DBE firms is available on CTDOT's website at <https://portal.ct.gov/DOT>.

## **12. Correspondence**

Information regarding this Request for Qualifications may be obtained from Paul Harrington, Town Manager & CEO, at [tmoffice@townofwinchester.org](mailto:tmoffice@townofwinchester.org). The Town Manager may route questions to the appropriate staff member. All questions received prior to the question deadline will be addressed in an addendum, which will be posted on the Town website following CTDOT approval.

## Town of Winchester – City of Winsted

Winchester Town Hall  
338 Main Street  
Winchester, CT 06098



Phone 860-379-2713  
Fax 860-738-7053  
[www.townofwinchester.org](http://www.townofwinchester.org)

### Legal Notice

---

<b>Notice Date:</b>	Thursday, August 28, 2025
<b>Notice Subject:</b>	Notice of Request for Qualifications (RFQ) for Sue Grossman Still River Greenway Segments III & IV Engineering
<b>State Project Number:</b>	0162-0009

---

The Town of Winchester is soliciting qualifications from qualified engineering firms to provide professional services for the development of construction-ready design documents for Segments III & IV of the Sue Grossman Still River Greenway. This federally funded project will complete the final portions of a regional multi-use trail linking Winsted and Torrington, Connecticut.

Interested firms must demonstrate expertise in multi-use trail design, experience with CTDOT- or FHWA-funded projects, and capacity to deliver the project within a federally compliant framework. No pricing or cost proposals are to be submitted at this stage. The selected consultant may also be retained for construction engineering and inspection services at the Town's discretion. All work must be performed in accordance with Connecticut Department of Transportation (CTDOT) and Federal Highway Administration (FHWA) standards.

Information concerning the project may be obtained from Town Manager & CEO Paul Harrington at [tmoffice@townofwinchester.org](mailto:tmoffice@townofwinchester.org). Firms qualifications will be reviewed and selected using the federally mandated Qualifications-Based Selection process defined by the Brooks Act.

Sealed qualifications packages must be clearly marked "Sue Grossman Engineering RFQ Submission" and submitted to the address below, no later than 10:00am EST, Thursday, October 2, 2025:

Office of the Town Manager  
Winchester Town Hall  
338 Main Street  
Winsted, CT 06098

Late submissions will not be accepted. Faxed or electronic submissions are not permitted. Submissions must contain the components detailed within the RFQ document available at: <https://www.townofwinchester.org/bids-rfps>.

This project is funded in part by FHWA funds through CTDOT, including the Critical Pedestrian Needs Fund. As such, Disadvantaged Business Enterprises (DBEs) are strongly encouraged to participate. A DBE goal of 8% has been established for this contract. All DBE firms must be certified through the Connecticut Unified Certification Program (UCP) at the time of submission. Proposals must include evidence of DBE participation or demonstrate Good Faith Efforts in accordance with 49 CFR Part 26.

The Town of Winchester is an Equal Opportunity Provider, Employer, and Lender.