

Town of Winchester – City of Winsted

Winchester Town Hall
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Winchester, CT 06098



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Request for Proposals (RFP) for Automated Traffic Enforcement Safety Devices

Date Issued:	Thursday, August 7, 2025
Question Deadline:	12:00pm EST, Thursday, August 14, 2025
Submission Deadline:	10:00am EST, Thursday, August 28, 2025
RFP Opening:	10:00am EST, Thursday, August 28, 2025
Primary Contact:	Paul Harrington, Town Manager & CEO
Send Proposals To:	Office of the Town Manager
(Sealed and marked as	Winchester Town Hall
“Traffic Safety Cameras	338 Main Street
RFP Submission”)	Winsted, CT 06098

1. Introduction

The Town of Winchester is soliciting proposals from qualified firms to install and maintain Automated Traffic Enforcement Safety Devices in accordance with Connecticut Public Act 23-116 along major roadways located within the Town of Winchester. The Town invites vendors to submit their proposals with demonstrated expertise in automated traffic enforcement technology including equipment installation, system maintenance, data management, and citation processing services with strict system security. All services must be carried out in accordance with applicable federal and state requirements.

2. Proposal Description

This Request for Proposals aims to gather innovative and sustainable business models, including proposed cost structures, operational responsibilities, and revenue-sharing arrangements. Proposers are encouraged to outline how their models would ensure long-term program viability while maximizing public safety outcomes and minimizing administrative burden on the Town.

The Town is specifically seeking proposals from firms with a strong track record of successfully implementing similar automated enforcement programs in other jurisdictions, domestic or foreign. Ideal respondents will demonstrate technical expertise, proven operational capacity, and a history of delivering reliable, legally-compliant systems that lead to measurable public safety improvements.

Firms should also have experience working collaboratively with local governments, law enforcement, and state agencies, and must be capable of providing responsive customer service, accurate citation processing, and clear public communication strategies.

3. Scope of Services

The selected vendor shall provide a comprehensive turnkey solution for the deployment and management of an Automated Speed Enforcement System within the Town of Winchester. The services outlined below are expected to be performed in full compliance with Connecticut Public Act 23-116, as well as any other applicable federal, state, and local laws and regulations.

A. Site Analysis and Program Design

- Conduct data-driven analysis in collaboration with the Town to identify high-priority enforcement locations.
- Evaluate roadway conditions, traffic patterns, and safety history to recommend optimal camera placement.
- Provide detailed deployment plans for equipment installation, infrastructure needs, and signage in accordance with applicable statutes and standards.

B. Local Approval Process

- The firm shall coordinate with local staff and relevant stakeholders to facilitate the review and approval of the proposed plan by the Winchester Board of Selectmen or, if required, by a town-wide referendum.

C. System Installation

- Furnish, install, and calibrate automated speed enforcement camera systems at approved locations.
- Ensure system integration with existing Town or law enforcement technologies, where applicable.
- Install all necessary infrastructure, including poles, enclosures, signage, power supplies, and communication networks.

D. System Operation and Maintenance

- Operate and maintain all installed systems for the duration of the contract.
- Ensure continuous system functionality with timely maintenance, troubleshooting, and software updates.
- Maintain a high uptime performance standard with a rapid response time for repairs and system issues.

E. Citation Processing and Data Management

- Process and issue violations in full accordance with Connecticut Public Act 23-116.
- Manage a secure, tamper-proof chain of custody for all evidence collected (images, video, speed data).
- Provide a secure online portal for citation review and payment processing.
- Maintain robust data security and privacy protocols, with access limited to authorized personnel only.

F. Public Outreach

- Be prepared to host or participate in at least one public hearing or informational session, in coordination with Town officials, to help educate residents and address questions or concerns.

- Be willing to support the Town in responding to informational inquiries, including those related to public records, media, or public education efforts if such information is needed to support a referendum or public vote on the initiative prior to installation.
- Assist the Town in developing and implementing a public awareness campaign prior to enforcement.
- Provide outreach materials that clearly communicate how the system works, the purpose of the program, and what drivers can expect.

G. Reporting and Renewal

- Provide regular reports to the Town including:
 - Citation volumes and outcomes
 - System uptime/downtime logs
 - Violation trends and safety impact data
 - Revenue summaries and financial reconciliation
- Participate in performance reviews with Town staff to evaluate effectiveness and identify areas for improvement.
- Within 18 months of starting, the town must submit a report to CTDOT and the state legislature with annual reports thereafter.

H. Compliance and Legal Support

- Ensure full legal compliance with all relevant provisions of Connecticut Public Act 23-116.
- Provide support in responding to legal challenges, appeals, or public records requests related to enforcement activities.
- Maintain audit-ready records for all citations issued.

4. Financial Proposal

Proposers must also submit an itemized pricing model that includes all relevant financial details. This should include, but is not limited to, start-up costs, per-citation fees, revenue sharing percentages, maintenance or service fees, and any other recurring or one-time charges. Failure to include a complete and detailed pricing model may result in disqualification of the proposal.

As part of their submission, proposers must provide a comprehensive financial proposal that clearly outlines the structure of the business model. The Town seeks to fully understand how revenue from citations will be collected, distributed, and accounted for. Proposals must specify who assumes financial liability for unpaid or contested citations and whether the vendor will remit the Town's share of citation revenue regardless of payment status.

Vendors must disclose whether they bill the Town per citation issued, per citation paid, or based on another structure. If applicable, vendors should describe their process for pursuing unpaid citations, including the use of third-party collection agencies, and how such efforts impact the Town's financial share. Additionally, proposals must identify the payment priority structure - whether the vendor receives payment before the Town or vice versa - and provide clarity on all associated administrative fees, cost recovery mechanisms, and any thresholds or contingencies that affect revenue distribution.

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 RFP. 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: \$5,000,000 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 seven (7) 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. Submission Requirements

Firms must submit three (3) 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. Specifications and Qualifications Narrative

- i. ATESD Technology & Installation: Please outline the features of the proposed Red Light & Speed Camera System. Describe how the vendor will comply with the site analysis and selection methodology for proposed enforcement zones, as outlined by CTDOT & OSTA. Describe the installation methodology of the vendor and provide installation project timeline. Describe how your system will protect the privacy of drivers, passengers and pedestrians. Describe how the system will provide non-enforcement traffic data for analysis by program officials. Outline the elements and features of the event data bar. Describe how the system will transmit violation data from the deployed cameras. Describe in detail the method of vehicle detection in the proposed system. Provide documentation regarding the detection technology's acceptance and certification from testing authorities. Describe how the system compensates for the effects of plate covers and reflective materials. Describe the ability of the system to be remotely controlled and monitored. Describe the self-monitoring capabilities of the system. How will the system be synchronized to an external time source?
- ii. Back-Office Processing System: Please outline the features of the proposed Back-Office processing system. Describe how the processing system provides full web-based program access for municipal officials. Describe the process of capturing and assessing a violation. Describe how citizens can access their violation information on-line. Describe how the system provides program data in support of Hearings and Adjudication activities.
- iii. Citations Fulfillment, Correspondence & Revenue: Describe how template citations are designed and integrated into the fulfillment system. Describe how citations and notices are processed and managed. Describe how the vendor will access and retrieve registered owner information. Describe how the system will generate second, third and delinquent notices. Describe how the system will manage payment exceptions specifically: Overpayments, Unapplied Payments,

and Returned Checks. Describe the process for handling fleet and/or rental vehicles. Describe the vendor's collections processes, strategies and outcomes.

- iv. Reporting & Statistical Analysis: Describe the RLC/Speed system reporting capabilities. Describe the Back-Office reporting capabilities. Describe the "out-of-the-box" reporting capabilities of the system. Describe how the system will enable ad-hoc reporting. Provide examples of standard system, administrative, and management reports.
- v. System Maintenance & Support: Describe policies and procedures for addressing system malfunctions and emergencies. Describe response times for typical emergency and non-emergency maintenance and repair. Describe the ability of the equipment to perform remote status checks. Describe the ability of the system to perform daily quality checks. Outline how the vendor will maintain system calibration compliance per State law.
- vi. System Security: Describe how all program output will be cryptically stored and transmitted. Describe how the proposer's system will ensure controlled access to all program data. Describe how the program data will be securely transmitted between the vendor, the fulfillment facility, and the municipality.
- vii. Training & Public Awareness: Describe the vendor's training philosophy and delivery. Describe the vendor's experience in delivering awareness campaigns and materials.
- viii. Supplemental Offerings: As local and state laws evolve with regard to automated enforcement, the vendor shall outline any other automated enforcement technologies it may offer the municipality.

c. Financial Proposal

- i. A clear explanation of the proposed business model, including how citations are processed, how and when revenue is distributed, and who assumes liability for unpaid or contested citations.
- ii. An itemized pricing model that includes:
 - 1. Any start-up or implementation costs,
 - 2. Per-citation fees, distinguishing between issued and paid citations if applicable,
 - 3. Ongoing service or maintenance fees,
 - 4. Revenue-sharing percentages,
 - 5. Any administrative or processing fees,
 - 6. Collection procedures and whether third-party collection services will be used, and
 - 7. The order of payment priority (whether the Town or the vendor is paid first, etc.).
- iii. A clear statement indicating whether the Town will be invoiced per citation issued or paid, and whether the Town receives its share regardless of payment collection.
- iv. A description of any thresholds, contingencies, or penalties that could affect financial terms.

d. Service Timeline

- i. Proposers must submit a detailed Service Timeline that outlines the anticipated schedule for each major phase of the project, including:
 1. Site analysis and program design,
 2. Local approval process,
 3. Permitting and coordination with the Town,
 4. Equipment procurement and installation,
 5. System testing and calibration,
 6. Go-live date for enforcement,
 7. Ongoing maintenance schedules, and
 8. Public outreach campaign and required public hearing or informational session.
- ii. The timeline should clearly identify all critical milestones, dependencies, and any assumptions that may impact scheduling. Proposers should also include estimated timeframes for responding to system outages, citation disputes, and maintenance issues during the operational phase.

e. References

- i. Contact information for at least three (3) recent clients for whom the firm has performed similar work.

7. Additional Considerations

If any changes are made to this RFP, the Town will issue an addendum. Each addendum will be distributed via email to all individuals or firms on record as having requested the RFP. 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 RFP.

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 RFP. 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 RFP process.

Failure to comply with the submission requirements outlined in this RFP may be grounds for disqualification. Proposers are responsible for reviewing all RFP 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, reviewing financial capacity, and confirming licensure or legal standing. By submitting a response to this RFP, 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, if 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 RFP 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.

8. Correspondence

Information regarding this Request for Proposals may be obtained from Paul Harrington, Town Manager & CEO, at pharrington@townofwinchester.org. The Town Manager may route questions to the appropriate staff member.