

Town of Winchester – City of Winsted

Winchester Town Hall
338 Main Street
Winchester, CT 06098



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www.townofwinchester.org

Request for Qualifications (RFQ) for a Comprehensive Roadway Safety Action Plan

Date Issued:	Thursday, October 9, 2025
Question Deadline:	12:00pm EST, Tuesday, October 21, 2025
Submission Deadline:	10:00am EST, Thursday, November 13, 2025
RFQ Opening:	10:00am EST, Thursday, November 13, 2025
Primary Contact:	Paul Harrington, Town Manager & CEO
Send Proposals To:	Office of the Town Manager
(Sealed and marked as	Winchester Town Hall
“Roadway Action Plan	338 Main Street
RFQ Submission”)	Winsted, CT 06098

1. Introduction

The Town of Winchester is soliciting qualification packages from qualified firms to provide professional services in support of the development of a comprehensive, town-wide Roadway Safety Action Plan. This initiative is funded through the U.S. Department of Transportation (USDOT)’s Safe Streets for All (SS4A) grant program and is subject to the federal Qualifications-Based Selection (QBS) process.

2. Project Description

The Town of Winchester has been awarded a Demonstration and Planning Grant under the USDOT’s SS4A program to develop a comprehensive Roadway Safety Action Plan (hereinafter referred to as the “Action Plan”). The Town seeks a qualified consultant to lead the development of this plan, which will serve as a holistic and well-defined strategy to prevent roadway fatalities and serious injuries in Winchester.

The Action Plan will employ the Vision Zero framework and be designed to place Winchester on course to achieve its adopted goal of eliminating roadway fatalities and serious injuries by 2034, as approved by the Board of Selectmen in September 2024.

The selected consultant will collaborate closely with the Town’s SS4A Roundtable Committee, comprised of town staff and resident members who will provide input, guidance, and local perspective throughout the development of the Action Plan.

3. Scope of Services

The selected consultant will be responsible for delivering the following items in support of the Town of Winchester’s Action Plan:

- a. Project Work Plan and Schedule
 - i. The consultant will prepare a detailed work plan and project schedule that identifies key tasks, milestones, and deliverables, providing a clear roadmap for the development of the Action Plan referencing the milestones set out in *Section 5 Project Schedule*.
- b. Progress Reports and Meeting Participation
 - i. The consultant will provide regular written progress updates and attend an initial kickoff meeting as well as periodic SS4A Roundtable Committee meetings. These meetings, anticipated monthly or as scheduled, will serve as opportunities to present findings and gather feedback.
- c. Public Engagement Plan and Documentation
 - i. The consultant will design and implement a public engagement strategy that ensures broad participation, potentially including public surveys. Documentation of outreach activities and community input will be compiled to guide plan development.
- d. Comprehensive Data and Safety Analysis
 - i. The consultant will collect and analyze transportation data, including crash history, roadway characteristics, demographics, and travel patterns, to identify high-injury networks, vulnerable road user risks, and systemic safety issues.
- e. Vision, Goals, and Performance Measures
 - i. The Action Plan will establish a Vision Zero-aligned safety vision and measurable goals, tied to Winchester's adopted target of eliminating roadway fatalities and serious injuries by 2034. Performance measures will be proposed to track progress.
- f. Menu of Strategies and Countermeasures
 - i. The consultant will recommend a range of strategies and countermeasures, including infrastructure improvements, policies, enforcement, education, and emergency response, drawing from FHWA and USDOT proven safety practices.
- g. Implementation Plan
 - i. The consultant will develop a comprehensive phased implementation plan that identifies short-, medium-, and long-term actions to address roadway safety needs. This plan will include cost estimates, potential funding sources, and prioritization criteria to help the Town sequence projects effectively.
 - ii. In addition, the consultant will ensure the plan is structured to position the Town to be competitive for future SS4A Implementation Grants and other related funding opportunities, clearly linking identified safety issues with actionable strategies. The resulting framework should serve not only as a roadmap for immediate improvements but also as a strong foundation for pursuing external funding to carry out the recommendations of this Action Plan.
- h. Draft Action Plan

- i. A draft Action Plan will be prepared and presented to Town staff, the SS4A Roundtable Committee, and the public. Feedback will be incorporated to ensure the plan reflects community priorities and best technical practices.
- i. Final Action Plan
 - i. The consultant will deliver a Final Action Plan that incorporates revisions from all stakeholders. The plan will be provided in both print-ready and digital formats, including an executive summary and public-friendly materials for outreach.

4. Project Funding

\$200,000 is provided through the U.S. Department of Transportation’s Safe Streets for All (SS4A) grant program, with an additional \$50,000 committed by the Town as a local cash match. Submitters are reminded that cost proposals are not to be included in their submissions, as cost is not a consideration at this stage of the selection process.

5. Project Schedule

The Town of Winchester has established the following project milestones in coordination with the U.S. Department of Transportation (USDOT) as part of its Safe Streets for All (SS4A) grant agreement. These dates represent the anticipated timeline for completion, adoption, and reporting of the Action Plan deliverables.

<u>Milestone</u>	<u>Schedule Date</u>
Planned Draft Plan Completion Date	On or before June 30, 2026
Planned Final Plan Completion Date	On or before June 30, 2027
Planned Final Plan Adoption Date	By October 1, 2027
Planned SS4A Final Report Date	By December 31, 2027

6. 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.

7. Desired Qualifications

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

- Demonstrated understanding of Winchester's roadway safety goals, the SS4A program, and the Vision Zero framework.
- Sufficient staff capacity, resources, and organizational structure to deliver the Action Plan within the anticipated schedule.
- Qualified project manager(s) and key personnel with proven experience in roadway safety, transportation planning, and data analysis, including the effective use of subconsultants.
- A successful record of completing comparable projects such as Roadway Safety Action Plans, Vision Zero initiatives, or similar municipal or regional transportation safety efforts.
- Strong community engagement expertise, including experience working with steering committees and advisory groups, and effective methods for reaching and involving town residents.

- Technical competence in data collection, crash analysis, safety risk assessment, countermeasure identification, and implementation planning consistent with FHWA and USDOT guidance.
- Prior experience working within CTDOT and/or USDOT regulatory and procedural requirements.
- Effective project management and quality control practices that ensure accurate, timely, and well-documented deliverables.
- Demonstrated ability to manage workload and availability to meet project deadlines.
- Positive references from municipal, regional, or state clients for similar transportation safety planning projects.

8. Submission Requirements

Firms must submit four (4) 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 any 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 Action Plan development.
 - 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. Service Timeline
 - i. A preliminary timeline outlining how the firm proposes to execute the scope of work. This should include projected durations for major milestones and note any anticipated challenges or dependencies. Reference *Section 5 Project Schedule*.
- d. 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 federally funded programs.
- e. Audit and Financial Compliance Documentation
 - i. A current audit prepared in accordance with applicable state and federal requirements. Firms without an 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.

f. Signed and Notarized Non-Collusion Affidavit

- i. Each proposer must submit a signed and notarized Non-Collusion Affidavit as part of its proposal package. A fillable PDF form is provided at the end of this RFQ. The completed and notarized affidavit must be included with the proposal at the time of submission.

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 9 Qualifications Based Selection (QBS) Process* of this RFQ.

Each proposer shall submit four (4) hard copies of their complete qualifications package. All sealed packages must be clearly marked as "Roadway Action Plan 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 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.

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 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.

- c. Interviews
 - i. Shortlisted firms will be invited to participate in an interview with the Selection Panel. The highest-ranked firm will be identified based on combined qualifications and interview performance.
- d. Final Selection and Negotiation
 - i. 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.
- 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 federal 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 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. Evaluation Criteria

Evaluation Category	Description	Points
Understanding of Project Goals	Demonstrated understanding of Winchester's roadway safety goals, the SS4A program, and the Vision Zero framework.	10
Firm Capacity and Resources	Staff availability, resources, and organizational structure to successfully complete the Action Plan within the anticipated schedule.	10
Project Team Qualifications	Experience and expertise of the proposed project manager and key personnel, including relevant technical skills and effective use of subconsultants.	20
Relevant Project Experience	Proven track record in comparable projects such as Roadway Safety Action Plans, Vision Zero initiatives, or similar transportation safety planning efforts.	15
Community Engagement Approach	Expertise in working with steering committees and advisory groups, and effective methods for engaging town residents in an inclusive and equitable manner.	15
Technical Competence	Skills in data collection, crash analysis, safety risk assessment, countermeasure identification, and implementation planning consistent with FHWA/USDOT guidance.	15
Experience with CTDOT and USDOT	Familiarity and demonstrated success working within the regulatory and procedural requirements of CTDOT and/or USDOT.	5
Project Management and Quality Control	Internal management, communication, and QA/QC practices that ensure accurate, timely, and well-documented deliverables.	5
References	Positive client references from municipal, regional, or state agencies for similar transportation safety planning projects.	5
Total Points		100

11. 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. 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 & QBS 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 6 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.

12. Correspondence

Information regarding this Request for Qualifications may be solicited in writing from Paul Harrington, Town Manager & CEO, at 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.

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Purchasing Department

Non-Collusion Affidavit

State of _____, County of _____

I, _____, being first duly sworn, depose and state under oath as follows:

1. That I am the _____ of _____ (the "Bidder");
2. That I am fully informed with respect to the preparation and submission of the bid or proposal for _____, and all circumstances thereof;
3. That such bid or proposal is genuine and is not collusive or a sham bid;
4. That neither the Bidder nor any of its officers, partners, owners, agents, representatives, employees, or parties in interest has in any way colluded, conspired, agreed, or arranged with any other bidder, firm, or person to submit a false or sham bid, or to refrain from bidding, or to secure through collusion, conspiracy, or unlawful agreement any advantage against the Town/City of _____ or any person interested in the proposed contract; and
5. That the Bidder, its affiliates, subsidiaries, officers, agents, and employees have not, directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free, competitive bidding in connection with the submitted bid.

Executed this _____ day of _____, 20_____.

Bidder: _____

Printed Name: _____

Title: _____

Signature: _____

Subscribed and sworn to before this _____ day of _____, 20_____.

Notary Printed Name: _____

Notary Signature: _____

My Commission Expires: _____ (Notary Seal)

Note: This document must be sworn before and sealed by a Notary Public. Only documents bearing a notary seal will be accepted.