

Consulting Engineers

Task-Based Transportation Engineering Services

Design Phase Assistance

and

Construction Phase Assistance



September 2025

Overview

Councils of Government (COGs) exist to perform certain functions at a regional scale. Some functions (e.g., transportation planning) are not practical on a municipal scale. In other cases, performance at the regional level provides an economy-of-scale benefit. One such function is the procurement of consultant engineering services. To reduce the cost and time required of municipalities, the Western Connecticut Council of Governments (WestCOG) procured and selected consulting engineers that are available to municipalities for task-based transportation engineering services.

Consultant agreements resulting from this solicitation are expected to be for municipal transportation projects, such as those funded by the Local Transportation Capital Improvement Program (LOTICIP). Under LOTICIP, the State provides municipalities with grants for eligible transportation capital improvements. LOTICIP-funded and similar projects often require an engineering consultant to prepare plans and/or perform construction-phase services. Procuring an engineering consultant can be a resource- and time-consuming activity for a municipality.

It is not intended that use of the selected consultants be limited to LOTICIP projects. The selections are intended to be available for any assignment within the disciplines of Bridge and Structure Design, Highway Design, Traffic and Safety, Engineering and Construction Engineering & Inspection (Road, Bridge), subject to conformance with the municipality's procurement requirements. The Request for Qualifications (RFQ) is attached as Appendix A and indicates the types of services to be provided, and the consultant selection criteria.

WestCOG will not assign tasks or enter into agreements with any selected consultants. It is at the sole discretion of a municipality to assign tasks to and enter into agreements with any of the selected consultants.

Service Categories

Agencies engage consulting engineers in many different roles and specializations. Two of the most common categories are for transportation design-related services (i.e., conceptual design, producing construction contract documents) and construction phases services (inspection, construction contract administration). These are the two types of services, described in more detail below, covered by the procurement.

List 1: Design Phase Assistance

Consultants selected for this list are available to assist municipalities with all design phases of transportation projects including but not limited to traffic, highway, pavement, and bridge design, drainage, specification and estimate preparation, utility coordination, permitting, right-of-way acquisition, bid document preparation, project advertising, responses to bidding questions, and construction contract preparation. In addition to survey and property maps preparation capabilities, the selected consultants should possess general right-of-way acquisition knowledge to guide municipalities through the acquisition process if requested.

Per the RFQ, consultants seeking selection for this list were required to be pre-qualified in the following service categories by the Connecticut Department of Transportation in 2025.

- Bridge and Structure Design
- Highway Design
- Traffic and Safety Engineering

List 2: Construction Phase Assistance

Municipalities may select consultants from this list to assist with construction phases of transportation projects including but not limited to materials testing, inspection, quality assurance procedures to monitor contractor performance, and recordkeeping.

Per the RFQ, consultants seeking selection for this list were required to be pre-qualified in the “Construction Engineering & Inspection (Road, Bridge)” service category by the Connecticut Department of Transportation in 2025.

Procurement and Selections

A Request for Qualifications (RFQ) was prepared by WestCOG staff in consultation with WestCOG member municipalities. Drafts of the RFQ were discussed at Technical Advisory Group meetings. A five-member selection committee was assembled comprised of representatives from four WestCOG municipalities and a WestCOG staff member.

The RFQ was posted May 16, 2025 on WestCOG’s website (www.westcog.org) and the State Contracting Portal (biznet.ct.gov). Minor revisions to the RFQ were made in response to questions. The RFQ, as modified, is included as Appendix A. Responses were due June 27, 2025.

Ten consultants submitted responses (Statements of Qualifications), as summarized below:

- Four sought selection to provide Design Phase Assistance and Construction Phase Assistance (List 1 and List 2).
- Five sought selection to provide Design Phase Assistance (List 1) only.
- One sought selection to provide Construction Phase Assistance (List 2) only.

Statements of Qualifications submitted by responding consultants were distributed to the selection committee for review and evaluation.

The selection committee met July 18, 2025 to rate and rank consultant respondents for both service categories. This resulted in a total of six firms being “short-listed” for interviews as follows:

- Two for Design Phase Assistance and Construction Phase Assistance (List 1 and List 2)
- Three for Design Phase Assistance (List 1) only
- One for Construction Phase Assistance (List 2) only

All invited consultant respondents appeared and were interviewed by the selection committee at WestCOG's office on August 18, 2025.

Following the interviews, each selection committee member rated each firm using the RFQ selection criteria. The committee chair compiled the ratings, which resulted in a ranked order for each service category (list). The committee then decided that four firms should be selected to provide Design Phase Assistance and three firms selected to provide Construction Phase Assistance.

All short-listed firms were notified of the selection results. Selected firms designated their representatives and contact information.

The firms selected to provide **Design Phase Assistance (List 1)** and the contact information for the designated representative are provided below.

Firm Name	Designated Representative and Contact Information
1. Beta Group	Jason Ouimet, Senior Project Manager (844) 800-2382 x7128 jouimet@beta-inc.com
2. Fuss & O'Neill	John Guzze, Associate (860) 783-4696 jguzze@fando.com
3. GM2	Paul Brand, Project Manager (860) 918-1945 pbrand@gm2inc.com
4. Tighe & Bond	Christopher Granatini, Vice President (860) 704-4771 COGranatini@tigheBond.com

The firms selected to provide **Construction Phase Assistance (List 2)** and the contact information for the designated representative are provided below.

Firm Name	Designated Representative and Contact Information
1. Beta Group	Jason Ouimet, Senior Project Manager (844) 800-2382 x7128 jouimet@beta-inc.com
2. Cardinal Engineering	Joseph Cermola, III, President (203) 238-1969 jac3@cardinal-engineering.com
3. GM2	Matthew Cleary (860) 659-1914 mcleary@gm2inc.com

Municipal Task Assignments

It is incumbent on a municipality intending to engage a selected consultant to satisfy itself that WestCOG's procurement satisfies the municipality's requirements.

Municipalities desiring to utilize a selected consultant for an assignment should prepare a scope of the proposed services and contact the candidate consultant(s) directly to advance their engagement in keeping with the procedures for the specific municipality.

Qualification statements (responses to the Request for Qualifications) for all selected consultants are available from WestCOG.

CT DOT LOTCIP Information Resources

[CT DOT LOTCIP webpage](#)

[CT DOT LOTCIP Guidelines](#) (November 2021)

Appendix A:
Request for Qualifications

Request for Qualifications (RFQ)

Task-Based Transportation Engineering Services

Announcement

The Western Connecticut Council of Governments (“WestCOG”) has issued this Request for Qualifications (RFQ) for potential selection to perform transportation engineering services for municipalities under task-based agreement(s).

About WestCOG

Founded in 2014, the Western Connecticut Council of Governments is one of nine regional Councils of Governments established pursuant to Connecticut General Statutes §4-124i et seq. WestCOG serves the Western Connecticut Planning Region, the second most populous and fastest growing region in Connecticut, with an estimated population of 610,000. With a location connecting New England to New York, Western Connecticut is an economically dynamic region, with strong cultural, educational, and natural amenities.

WestCOG is governed by a Board consisting of the Chief Elected Officials (Mayors and First Selectmen) of its member communities, comprising three principal cities (Stamford, Norwalk, and Danbury) and fifteen surrounding towns (Bethel, Bridgewater, Brookfield, Darien, Greenwich, New Canaan, New Fairfield, New Milford, Newtown, Redding, Ridgefield, Sherman, Weston, Westport, and Wilton).

Connecticut’s Councils of Governments (COGs), which are now recognized as county equivalents for government purposes, provide a regional framework for cooperation among local governments and between them and state and federal agencies. COGs may “accept or participate in any grant, donation or program available to any political subdivision of the state and may also accept or participate in any grant, donation or program made available to counties by any other governmental or private entity.” COGs may furthermore exercise any power that any political subdivisions of the state (e.g., municipalities and school districts) do¹. Which authorities COGs exercise, and the extent to which they do so, is the decision of their governing boards.

WestCOG hosts two federally designated Metropolitan Planning Organizations (Southwestern MPO and Housatonic Valley MPO) that provide transportation planning for the region.

More information on WestCOG is available at <http://westcog.org>.

¹ Includes but not limited to: “(1) Engineering; (2) inspectional and planning; (3) economic development; (4) public safety; (5) emergency management; (6) animal control; (7) land use management; (8) tourism promotion; (9) social; (10) health; (11) education; (12) data management; (13) regional sewerage; (14) housing; (15) computerized mapping; (16) household hazardous waste collection; (17) recycling; (18) public facility siting; (19) coordination of master planning; (20) vocational training and development; (21) solid waste disposal; (22) fire protection; (23) regional resource protection; (24) regional impact studies; and (25) transportation.” (CGS §8-31b(b))

Project Background

The engineering services required for municipally administered transportation capital improvement projects may be performed by municipal staff or consultant organizations. The funding source, facility functional classification (e.g., local, collector, arterial) and ownership (municipal, State) of municipally administered projects varies. To augment municipal staff capacity and expedite project delivery, WestCOG plans to select transportation engineering consultants to be available for specific assignments within the following two categories:

Design Phase Assistance (List 1)

Construction Phase Assistance (List 2)

Consultants may submit *Statements of Qualifications* and be selected for either or both categories (lists).

Scope of Work

The Scope of Work outlined below is an estimation of activities required to successfully complete the project. Any proposals for additions to, modifications of, or exceptions from the Scope of Work shall be clearly stated in the proposal and fully explained in the appropriate section(s), with costs specifically broken out.

Design Phase Assistance (List 1)

Consultants selected through this solicitation will be available to contract directly with WestCOG municipalities for specific tasks and will have already met the procurement requirements for many of the municipalities.

WestCOG intends to establish a list (List 1) of at least two selected consultants for this category. Municipalities may contract with consultants from this list to assist with all design phases of a transportation project including but not limited to traffic, highway, pavement, drainage and bridge design, specification and estimate preparation, utility coordination, permitting, right-of-way acquisition, bid document preparation, project advertising, responses to bidding questions, and construction contract preparation, including agency mandated requirements (e.g., prevailing wage rates, Commission on Human Rights and Opportunities). In addition to survey and property maps preparation capabilities, the consultant should possess general right-of-way acquisition knowledge to guide municipalities through the acquisition process if requested. Responding consultants should have qualified staff and engineering expertise to perform tasks associated with the design phase. Consultants should be intimately familiar with both municipal and CTDOT project delivery processes, including those applicable to the Local Transportation Capital Improvement Program (LOTICIP).

Municipalities will be provided with List 1 (selected consultants for this category) and other pertinent information (Statements of Qualifications, contact information). Municipalities wishing to engage a selected consultant will initiate contact and advance the agreement process solely at its discretion. WestCOG will not enter into any consultant agreements under this category.

Municipalities are not required to contract with or assign tasks to the consultants selected for this list. Selecting a consultant from this list should satisfy the procurement requirements of the

municipality. It is expected that consultants who appear on this list will work with municipalities to ensure that the assigned tasks and services performed are consistent with advancing projects through the design process.

Construction Phase Assistance (List 2)

Consultant(s) selected through this solicitation will be available to contract directly with WestCOG municipalities for specific tasks and will have already met the procurement requirements for many of the municipalities.

WestCOG intends to establish a list (List 2) of at least two selected consultants for this category. Municipalities may select consultants from this list to assist with all construction phases of a transportation project including but not limited to: construction engineering, materials testing, inspection, quality assurance procedures to monitor contractor performance, and recordkeeping. The consultant should be intimately familiar with both municipal and CTDOT project delivery processes, including those applicable to LOTCIP.

Municipalities will be provided with List 2 (selected consultants for this category) and other pertinent information (Statements of Qualifications, contact information). Municipalities wishing to engage a selected consultant will initiate contact and advance the agreement process solely at its discretion. WestCOG will not enter into any consultant agreements under this category.

Municipalities are not required to contract with or assign tasks to the consultants selected for this list. Selecting a consultant from this list should satisfy the procurement requirements of the municipality. It is expected that consultants on this list will work with municipalities to ensure that the assigned tasks and services performed are consistent with advancing projects through the construction process.

Submittal Format

Each application must provide the necessary components² listed below:

1. **Cover Page.** Includes project title; proposing firm or individual; and name, telephone number, and e-mail address for the project manager.
2. **Work history.** Similar or relevant work conducted by the proposer, past projects and at least five client references. Name, title, employer, relationship to the project, telephone number, and e-mail address should be given for each reference.
3. **Qualifications.** Task assignments and resumes for key staff on project.
4. **Description of organization.** Including:
 - i. Corporate background. Include the history, location(s), length of time in existence, and structure of the firm; and demonstration of the capacity of the firm to carry out the project.
 - ii. If a joint venture is proposed, provide the number of projects that have been conducted under previous joint ventures with the designated firm(s) and the success

² Material submitted in response to this RFQ and received by WestCOG may be subject to the provisions of the Connecticut Freedom of Information law (CGS §1-200 et seq.).

of those joint ventures as measured by on- time and under-budget performance and customer satisfaction with the performance of the work.

- iii. Statement describing the organizational framework for this project, including clear identification of the lead consultant, project manager, and sub-consultants (if any), the roles and responsibilities of each sub-consultant (if any), and a clear, concise statement disclosing whether or not there are any shared interests among the firm and proposed sub-consultants, e.g. parent-subsidiary, joint ventures, formal affiliations, etc.
5. **Signature** of a representative of the firm having legal authority to contract for the firm, or, in the case of an individual, said individual's signature. *Statements of Qualifications* will be treated as bona fide offers and must remain open for a period of ninety (90) days from the closing date for submissions.
6. **Organizational Conflict of Interest Statement.** The statement either warrants that there are no relevant facts or circumstances that could give rise to organizational conflicts of interest or, as applicable, gives a full, written disclosure of all such conflicts of interest.
7. **Current Federal Form SF-330, Part II.**

Submittal Process

Proposals are due by Friday, June 27, 2025 at 5:00 PM ET. Submissions should be directed to: Mr. Francis R. Pickering, Executive Director at ccarpenter@westcog.org.

Submissions should be provided in PDF format, as a single file. The file may be attached to the e-mail, or, in case of a large submission (larger than 10 megabytes), linked in the e-mail. Recipients should enable delivery and read receipts in their e-mail client. No other confirmation will be given.

Applicant Evaluation Procedures

Complete responses to this RFQ will be evaluated in accordance with the following criteria:

1. Qualifications of the consultant, including sub-consultants (if any).
2. Qualifications of key personnel assigned to this project.
3. Experience and proven record of success with comparable projects.
- ~~4. Thoroughness, creativity, and clarity of suggested approach.~~

A Consultant Selection Team will be convened to evaluate Statements of Qualifications received by the closing date stated in this RFQ. The firms whose proposals receive the highest aggregate ranking will be requested to appear for an interview. WestCOG will notify firms, consortia, joint ventures, and teams selected for interviews with the Consultant Selection Team within 60 days of the closing date. The Consultant Selection Team will rank the firms, consortia, joint ventures, and teams according to the criteria identified in this RFQ and submit recommendations to WestCOG.

Award Procedures

The most qualified consultant organizations will be selected and included on the category lists (List 1, 2).

Individual municipalities may, at their sole discretion and in accordance with their procurement processes, contract with any consultant organization selected for inclusion on List 1 or List 2.

WestCOG will not engage any consultants selected through this solicitation.

Communications

Location of Posting

This RFQ may be found online at <https://westcog.org/procurements/> until August 1, 2025. It is the responsibility of interested parties to retrieve and store a copy of the RFQ beyond this date.

Inquiries

Proposers may submit questions on this RFQ by Friday, June 13, 2025 at 11:45 PM ET. Questions should be directed to Mr. Francis R. Pickering, Executive Director at ccarpenter@westcog.org. Answers will be posted online where WestCOG posted this RFQ by Friday, June 20, 2025. No questions will be accepted by other forms of communication.

Information about WestCOG

Available at <http://westcog.org>.

Addenda and Supplements

Should WestCOG amend or adjust this RFQ, such changes will be posted online where WestCOG posted this RFQ. It is the responsibility of proposers to check for changes to the RFQ.

Legal Requirements

Contracts awarded as a result of this RFQ are subject to all applicable federal and state laws, including those concerning civil rights, nondiscrimination, and equal opportunity. Any responses to this RFQ, as well as any work resulting from it, are subject to Freedom of Information. (FOI) laws and regulations.

Prequalification

Design Phase Assistance (List 1)

Consultant respondents must be prequalified by CTDOT in:

- Bridge and Structure Design
- Highway Design
- Traffic and Safety Engineering

Construction Phase Assistance (List 2)

Consultant respondents must be prequalified by CTDOT in:

- Construction Engineering & Inspection (Road, Bridge)

Insurance Requirements

Proposers must maintain insurance coverage as required by federal and state law.

Consortia, Joint Ventures, and Teams

Proposals from consortia, joint ventures, and teams ("groups") will be accepted. In such cases, a lead firm must be identified for contracting purposes. A work history and statement of qualifications must be provided for each member of the group.

In designating a lead firm, groups should consider the following:

1. The lead firm should have sufficient experience and expertise to perform or supervise all facets of the project and must have sufficient resources to carry out the contractual responsibilities of the group.
2. The lead firm will be legally responsible to WestCOG for the performance of, and must perform at least 51% of, the total work awarded under any contract issued as a result of this RFQ.
3. Firms that are subsidiaries may not rely on the experience, expertise, or resources of its parent firm to meet these requirements.

Nonreimbursement of Proposal Costs

Costs associated with responses to this RFQ, including proposal development and participation in a selection process, are the sole responsibility of the respondent firms. WestCOG will not reimburse firms for such costs, nor will any selected firms be permitted to negotiate such costs as part of a contract with WestCOG.

Rejection Rights

WestCOG reserves the right to reject any and all qualifications statements received in response to this RFQ. WestCOG also reserves the right to cancel this RFQ at any time and to reissue this or a substitute RFQ at a later date.

Multiple Awards

WestCOG reserves the right to issue multiple awards. WestCOG also reserves the right to retain portions of the work described in the attached scope of work for performance by its own staff, or to exclude portions of the work described in the attached scope of work from negotiated consultant agreements.

Interest of Members or Delegates to Congress

No member of or delegate to the Congress of the United States shall be permitted to share or have interest in or benefit from, directly or indirectly, any contract or agreement resulting from this RFQ.

Prohibited Interest

No member, officer or employee of WestCOG, or member of a local public body having jurisdiction within WestCOG's service area, during his or her tenure or one year thereafter, shall be permitted to share in, have interest in or benefit from, directly or indirectly, any contract or agreement resulting from this RFQ.