Date: February 3, 2017

To: All Prospective Respondents

Subject: Request for Proposals (RFP) No. 1077: SMALL CITIES PROGRAM ADMINISTRATION

The Town of Bloomfield invites you to submit a proposal based on the requirements of the enclosed RFP. The RFP and any addenda can be found on the Town of Bloomfield website, http://www.bloomfieldct.gov as well as the State of CT Dept. of Administrative Services website, http://www.biznet.ct.gov/scp_search/BidResults.aspx?groupid=136. The information contained herein outlines the intent and scope of the project; the guidelines governing the submission and evaluation of all proposals; and IRS Form W-9, Request for Taxpayer Identification Number and Certification which must be completed and submitted with your proposal.

We ask that your proposal conform to our format request as closely as possible. The Town may accept proposals that take exception to any requirement in the RFP. Any exception or alternative must be clearly delineated in a separate attachment to the proposal submitted. This letter, the RFP, and the proposal submitted by the successful Consultant will be made part of the resultant contract between the Town and the successful Consultant.

All proposals must be received in the office of the Purchasing and Risk Manager by 1:00 p.m. February 24, 2017.

One Original (clearly identified as such) and three (3) copies of the proposal plus a read only copy on a thumb drive shall be submitted to the attention of

Purchasing and Risk Manager  
Town of Bloomfield  
2nd Floor  
800 Bloomfield Avenue  
Bloomfield CT 06002

The Package submitted containing proposals shall be sealed, bearing on the outside the firm's name and address and plainly marked “RFP #1077; SMALL CITIES PROGRAM ADMINISTRATION”

Questions about the Scope of Services, submission and other requirements may be directed to Nancy Haynes, Purchasing and Risk Manager at nhaynes@bloomfieldct.org no later than 4:00 p.m., February 15, 2017. Consultants are required to limit their contact with the Town regarding this RFP to the persons named herein.

The Town of Bloomfield is an EEO/AA employer and encourages small, minority, women owned and Section 3 firms to respond.
TOWN OF BLOOMFIELD

REQUEST FOR PROPOSALS # 1077

SMALL CITIES PROGRAM ADMINISTRATION

1. INTENT

The Town of Bloomfield (the "Town") is soliciting proposals from qualified firms or individuals for professional, administrative and technical services required to prepare a 2017 Small Cities Community Development Program Application for submission to the Connecticut Department of Housing (DOH). The Town is also seeking services for the programming and administration of Program Income that it may receive or become available during the period of or following the completion of its prospective FY 2017 grant if the grant is approved.

2. SUBMISSION AND DEADLINE

2.1 All proposals must be received in the office of the Purchasing and Risk Manager by 1:00 P.M. February 24, 2017. One original (clearly identified as such) and three (3) copies of the proposal plus a read only copy on a thumb drive shall be submitted to the attention of the Purchasing and Risk Manager at:

Town of Bloomfield
Town Hall, 2nd Floor
800 Bloomfield Avenue
Bloomfield, CT 06002

2.2 Package containing proposals must be sealed, bearing on the outside the Consultant’s name and address and plainly marked “RFP # 1077; Small Cities Program Administration”

2.3 Questions about the Scope of Services may be directed to Nancy Haynes, Purchasing and Risk Manager, at nhaynes@bloomfieldct.org. The deadline for questions regarding this Request for Proposals is 4:00 p.m. February 15, 2017. Written clarifications or amendments to this RFP will be issued by addenda, no later than 4:00 p.m. February 17, 2017. Only information issued by formal written addenda will be binding. Addenda will be posted solely on the Town’s and State DAS websites.

2.4 Consultants are required to limit their contact with the Town regarding this RFP to the persons named herein.

2.5 The Town may entertain the submission of proposals from a team of consultants. The submission of any such proposal shall clearly spell out roles and responsibilities between the parties and identify the lead Consultant with whom the Town will contract and who will coordinate the activities of any sub-consultants.
2.6 The Town may accept proposals which take exception to any requirements in this RFP, or which offer any alternative to a requirement herein. Any exception or alternative must be clearly delineated and cannot materially affect the substance of this RFP.

3. SPECIAL INSTRUCTIONS

3.1 Consultants responding to this Request for Proposals are hereby notified that all proposals submitted and information contained therein and attached thereto will not become public information until the Town has awarded a contract to the successful respondent.

3.2 Consultants responding to this Request For Proposals must have sufficient staff and expertise to complete the required services. The Consultant must agree that all personnel assigned to this project are qualified for this type of work.

4. BACKGROUND INFORMATION AND EXISTING ENVIRONMENT

The Town of Bloomfield was first settled in 1642 and incorporated in 1835, and was originally part of the Town of Windsor. The Town has a land area of approximately 26.3 square miles and is north of the capital city of Hartford. Other neighboring Towns include Avon, Simsbury, Granby, West Hartford and Windsor. The Town’s population was 20,486 according to the 2010 Census.

Bloomfield is administered under the Council-Manager form of government. The nine-member Town Council is elected biennially for a term of two years and serves without compensation or benefits. Minority party representation of at least three council members is guaranteed. The Town Manager is appointed by the Council and serves as a full-time chief executive officer.

The Town of Bloomfield has historically participated in the US Department of Housing and Urban Development (HUD) Community Development Block Grant (CDBG) program as administered through the State of Connecticut Small Cities Program. In the past the Town has received and administered grants to fund projects such as Housing Rehabilitation Loans for low and moderate income households. Its most recent program was to utilize approximately $400,000 of program income from previous loans to fund energy related improvements to owner-occupied qualifying households.

During the past two years the Town has received numerous inquiries from low and moderate income residents regarding the availability of funds for needed improvements to owner-occupied residential structures. The Town has had to reject these inquiries since all program income funds were used to fund the last round of housing rehabilitation loans. It has become obvious that there is a need in the Town for additional funding to help with qualifying repairs to low and moderate income housing. As a result, the Town would like to apply for additional funds from the Small Cities Program to fund additional housing rehabilitation loans and for any other projects that may be suggested through the public participation program that will be undertaken prior to and during the application process.
5. **SCOPE OF SERVICES**

The selected consultant will be responsible for all phases of general program administration and compliance under the Town’s direct supervision for approved projects, excluding funds disbursement, which will include such specific project administrative activities as Section 3, Fair Housing and Equal Opportunity, and Davis-Bacon compliance. The consultant may be used to provide administrative and technical support for other federal/state funding programs such as STEAP, Section 108, USDA, etc. that may be used to meet local community development and housing needs.

The selected consultant will be responsible for application development and submission and Citizen Participation activities necessary for the specific project submissions. The consultant will also be responsible for reviewing and recommending any changes to the administration of existing program funds.

In the event that the Town receives a Small Cities grant(s), the consultant will similarly assume principal responsibility for nearly all aspects of managing and implementing the grant. The demands on its municipal staff and officials should be limited largely to the areas of oversight of the grant, involvement of the finance offices and other departments/offices for the types of routine functions and interaction that would normally be expected.

While it is the town’s intention to implement the grant via a management consultant through a single contract, the proposer should be prepared to provide the full staffing complement needed for this type of activity. Architecture and engineering services required for project activities are not part of this proposal.

6. **CONSULTANT QUALIFICATIONS**

Consultants responding to the RFP must have evidence of a minimum of three (3) Connecticut Small Cities Program grant applications within the past five (5) years that were funded by DOH/DECD. In addition, the consultant must have a minimum of three (3) years successful experience in Small Cities CDBG grant administration and implementation within the past five (5) years. Successful experience shall be considered grant management experience that includes a minimum of one (1) grant having such an activity, preferably housing rehabilitation, that has been completed or is at least 75% complete (determined by grant expenditures) and where there were no or only minor monitoring and/or audit findings.

7. **CONTRACT MANAGEMENT**

7.1 The Consultant will work under the direction of the Director of Planning and Economic Development.

7.2 The selected Consultant will assign one qualified individual, who will be the firm's day-to-day contact person who will be responsible for directing and coordinating the activities of the firm's personnel in all aspects of the project.
8. EVALUATION AND AWARD

8.1 Selection Criteria

The following criteria will be used, without limitation, in evaluating proposals and determining the most responsive Consultant:

9.1a The Consultant’s amount of Small Cities projects completed, including number of successful applications previously submitted.

9.1b The Consultant’s working knowledge of federal and state regulations for DOH Small Cities Grants.

9.1c The background and experience of the Consultant in providing similar services as well as the specific background, education, qualifications and relevant experience of key personnel to be assigned to this contract.

9.1d Proposed fees and costs, although the Town is not bound to select the Consultant who proposes the lowest fees. The Town reserves the right to negotiate fees with the selected Consultant.

Proposals in response to this RFP will be reviewed against the criteria listed above, and recommendation for award will be made in accordance with standard purchasing procedures.

9.2 Selection Procedures

The Town intends to enter into a contract with the most responsible Consulting Firm whose proposal is determined to be in the best interest of the Town.

9.2a The Town reserves the right to reject any or all proposals or parts thereof for any reason, to negotiate changes to proposal terms, to waive minor inconsistencies with the RFP, and to negotiate a contract with the successful Consultant.

9.2b It is anticipated that several of the Consultants whom the Town determines to have submitted the most responsive proposals will be invited to interview and make a detailed presentation before the Town. The Town reserves the right to make a selection on the basis of the proposal alone; however it may invite selected respondents for interview at its discretion.

9.2c The Town shall, after a thorough review of the proposals received, and after conclusion of the interview process if needed, will award the contract to the Consultant whom the Town deems best qualified to perform the services required under this contract.
10. PROPOSALS

The Town will not be liable for costs incurred in the preparation of the response to this RFP or in connection with any presentation before the Town. Proposals submitted must be bound, paginated, indexed and numbered consecutively. The original proposal must be clearly marked as such. Consultants shall submit as their proposal the following:

10.1 Letter of Transmittal: A letter of transmittal addressed to The Purchasing and Risk Manager, which includes a statement by the respondent accepting all terms and conditions and requirements contained in this RFP. The letter should also include a brief discussion of the Consultant’s background, experience, and ability to perform this contract in accordance with the Scope of Services. Also to be included, is a listing of clients for whom similar services were performed.

10.2 Detailed Proposal, which includes the following sections:

10.2a Project Understanding: Provide a written discussion in sufficient detail to demonstrate the Consultant’s understanding of the scope and the professional services required.

10.2b Experience: Provide a descriptive narrative of Consultant’s organization, including information demonstrating the Consultant’s experience and qualifications in providing the services required, with special emphasis on Federal/State funding and Small Cities/CDBG program experience.

10.2c Staff Plan: Identify key personnel whom the firm will assign to perform services under this contract. Indicate their background, experience and areas and levels of responsibility. Provide the resumes of all key personnel.

10.2d Service Plan: Provide narrative describing the proposed scope of services and deliverables, including how the consultant plans to effectively and efficiently accomplish the tasks and services contained therein. Include a comprehensive action plan for how the firm would approach each of the categories listed in the Scope of Services.

10.2e Services Expected of the Town: Define the nature and scope of all services to be provided by the Town.

10.2f References: Firms must provide a minimum of three references, sufficiently detailed to include names, titles, addresses and telephone numbers as to allow the Town to contact these references.

10.3 Fee Proposal: Consultants are required to submit a fee proposal on either a fixed or not to exceed billing basis. Fee proposal should clearly identify all elements contained therein, including basis for fees charged (hourly rate vs direct labor X multiplier); billing rates by individual position or job category; estimated cost by activity/task; direct projected expenses; reimbursable costs and any other costs comprising or NOT included...
in the process fee. The Town will not accept fees that exceed the current maximum allowable amount of Small Cities funds for a fee to prepare the grant application.

The Town reserves the right to negotiate the fees or rates and payment schedules with the successful Consultant.

All Proposals must be signed by the firm’s authorized official. The proposal must also provide name, title, address, and telephone numbers for 1) the individual with authority to negotiate and contractually bind the firm, and 2) for those who may be contacted for the purpose of clarifying any information provided therein.

11. **GENERAL REQUIREMENTS**

11.1 **Insurance:**

The selected Consultant shall be required to furnish proof of the following insurance coverage within ten (10) days of receipt of Notice of Selection. Insurance shall be issued by an insurance company licensed to conduct business in the State of Connecticut with a Best’s Key Rating of A-, VIII or better. Any and all exceptions must be approved by the Town Manager. Insurance coverage shall remain in full force for the duration of the Contract term including any and all extensions or renewal thereof. Each insurance certificate shall contain a (30) day notice of cancellation. All renewal certificates shall be furnished at least thirty (30) days prior to policy expiration. Any and all deductibles are the sole responsibility of the Consultant to pay and/or indemnify.

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<th>Insurance Type</th>
<th>Each Occurrence</th>
<th>Products/Completed Operations Aggregate</th>
<th>General Aggregate</th>
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<td>WC Statutory Limits</td>
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<td>Umbrella</td>
<td>Each Occurrence</td>
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11.1.f The Town of Bloomfield and Bloomfield Board of Education are included as Additional Insureds, ATIMA under the Commercial General Liability and Employer’s Liability Insurance Policies. THE UNDERLINED WORDING MUST BE SHOWN IN THE SPACE PROVIDED FOR “COMMENTS” ON THE ACORD INSURANCE CERTIFICATE. Coverage is to be provided on a primary, noncontributory basis. Waiver of subrogation to be provided.

11.1.g Each insurance coverage named above shall provide not less than a 30-day notice of cancellation to the Town. All policies shall be on the occurrence form. Any and all exceptions shall be reviewed by the Town Manager.
11.1.h Cancellation or other termination of insurance policies required by this Agreement without immediate replacement thereof may be considered a default in the terms and conditions of this Agreement. The Provider agrees that such default may be cured by procurement of insurance on behalf of Consultant, at the Consultant’s expense, at Town’s option.

11.2 **Hold Harmless Agreement:**

The Consultant, its agents and assigns shall indemnify and hold harmless the Town of Bloomfield and the Bloomfield Board of Education, including but not limited to, its elected officials, its officers, and agents, ("the Town") from any and all claims made against the Town, including but not limited to, damages, awards, costs and reasonable attorneys fees, to the extent any such claim directly and proximately results from the wrongful, willful or negligent performance of services by the Consultant during the Consultant’s performance of this Agreement or any other Agreements of the Consultant entered into by reason thereof. The Town agrees to give the Consultant prompt notice of any such claim and absent a conflict of interest, an opportunity to control the defense thereof.

*As a municipal agency of the State of Connecticut, the Town will NOT defend, indemnify, or hold harmless the successful proposer.*

11.3 **Conditions**

Consultants responding to this RFP will be expected to adhere to the following conditions in an agreement with the Town and must make a positive statement to that effect in its proposal submitted:

11.3a The Consultant has personnel sufficient to assure service continuity and project completion and agree to maintain adequate qualified personnel for the full duration of the contract.

11.3b Agree that all work produced under this agreement will become property of the Town of Bloomfield.

11.3c Agree to provide the insurance coverage herein specified for the full duration of the contract's term, including any and all extensions.

11.3d Agree to accept and follow management direction from the Town and specifically, the Town Manager or his duly authorized designee.

11.3e Agree to conform to all applicable laws and ordinances and policies of the Federal Government, State of Connecticut and Town of Bloomfield.

11.3f Agree that if the Town cannot in good faith negotiate a written contract within a reasonable time with the selected Consultant, the Town may unilaterally cancel its selection of that Consultant.
11.3g Agreed that periodic payments to the Consultant will be made as agreed upon in the signed contract.

11.3h Agreed that if services are not performed in a timely manner so as to meet the Town’s stated time frame, the Town may withhold payment, or portions of payment as liquidated damages in amounts of no less than $250 per day for every day or portions of the day that timeframes are not met.

11.3i Agreed that the Town reserves the right to terminate the contract at any time. In the event of contract termination, the Consultant shall be entitled to payment for approved services rendered after the execution of the contract and prior to receipt of notice of termination. However, if the Consultant has damaged the Town, said payment may be withheld until the Town determines whether or not by how much said payment should be reduced.

11.3j Agreed that the contract between the Town and the Consultant shall be governed by and construed in accordance with the laws of the State of Connecticut and the ordinances of the Town of Bloomfield.

11.3k Agreed that no conflict of interest exists. Identify the nature of any potential conflict of interest your firm might have in providing services to the Town under this RFP. Discuss fully any conflicts of interest, actual or perceived, which might arise in connection with your firms’ performance of the proposed agreement. If conflicts do or might exist, describe how your firm would resolve them.

11.3l Agreed to protect and safeguard Town confidential information. If there is a security breach that affects Town confidential information while that information is in the possession of the Consultant, the Consultant will pay for any and all costs incurred with that security breach.

12. **ANTI COLLUSION STATEMENT**

Proposers and their employees, officers, advisers, agents or sub-contractors must not engage in any collusive bidding or other anti-competitive conduct, or any other similar conduct, in relation to:
- the preparation or submission of Proposals;
- the clarification of Proposals; and
- the conduct and content of negotiations, including final contract negotiations,

in respect of this RFP or procurement process, or any other procurement process being conducted by the Town in respect of any of its requirements.

13. **TAXPAYER'S IDENTIFICATION NUMBER**

Each Consultant, whether an individual, proprietor, partnership or a non-profit corporation or organization must obtain, complete and include, with the proposal submitted, an Internal Revenue Service Form W-9, "Request for Taxpayer Identification Number and Certification".
14. ADDITIONAL INFORMATION AND REVISIONS TO PROPOSALS

Information may be provided to potential respondents for the purpose of clarification to assure full understanding of, and responsiveness to the Request for Proposals requirements. Prospective respondents shall be afforded fair and equal treatment with respect to access to additional information and revision of proposals.