

**TOWN OF TRUMBULL  
REQUEST FOR QUALIFICATION  
CONSULTANT FOR GRANT RESEARCH AND WRITING**

**RFP: #6087      DUE: November 18, 2014 @ 2 pm**

**GENERAL INFORMATION**

The Town of Trumbull requests qualification statements from qualified firms or individuals for professional and technical services for a Consultant for grant research and writing.

The selected Consultant will be engaged on a monthly retainer to research and identify opportunities to obtain grant funding in support of Town goals and objectives. All other activities will be assigned on a Task Order basis, with a defined scope and not to exceed budget for each activity.

Selection will be based on a successful track record of preparing grant applications that have resulted in awards, experience of staff assigned, cost, and any other factors deemed of benefit to the community.

Three copies (3) of the proposal must be submitted to Mr. Kevin Bova, Purchasing Agent, 5866 Main Street, Trumbull, CT. 06611 no later than 2:00 pm on Tuesday November 18, 2014. Qualifications must include the following information:

1. proposed scope of work and project approach;
2. Detailed information of the firm's background and experience in obtaining Federal/State/foundation funding.
3. Proposed fee approach including a list of per diem rates by job category; or per hour rate.

**INFORMATION & INQUIRIES**

It is the responsibility of all proposal submitters to verify with the Town if any addendums or changes to this request have been made. All and any addendums will be posted on the Town of Trumbull – Purchasing department website. [www.trumbull-ct.gov](http://www.trumbull-ct.gov)

All inquiries regarding this RFQ must be in writing / Email and must be delivered by and addressed to:

Mr. Edward Lavernoch, Director of Economic Development  
Trumbull Town Hall  
5866 Main Street  
Trumbull, CT 06611

Email: [elavernoch@trumbull-ct.gov](mailto:elavernoch@trumbull-ct.gov)

No oral, telephonic, emailed, or faxed submissions shall be considered. No oral, telephonic, emailed, or faxed corrections, deletions, or additions to any submission shall be accepted. The Town reserves the right to reject any or all responses, and to waive any or all formalities in connection with this request. Any submissions received after the above scheduled due date and time shall not be accepted or opened.

Please be advised that the person signing the submission must be authorized by your organization to contractually bind your firm with regard to prices and related contractual obligations.

**SELECTION PROCESS**

The Town will follow a Qualifications Based Selection (QBS) process for selecting the preferred Consultant(s). Consultants or consortia of consultants will be asked to demonstrate expertise and experience in all skill areas that may be appropriate to the work on researching and identifying opportunities. All submissions received by the Town will be reviewed and evaluated by a selection committee. A recommendation of the preferred consultant will be made by

the selection committee and the Town will be authorized to communicate to the selected consultant and begin contract negotiations.

Prospective Consultants will be evaluated based on the following criteria:

- Experience in researching and identifying grant opportunities
- Knowledge of grant trends and funding resources
- Experience in preparing complex funding proposals and/or proposals from consortiums
- Experience in coordinating and facilitating groups for regional or consortium applications
- Understanding of municipal resources and potential matching funds
- Ability and experience using Grants.gov and other federal/state/private e-grant systems
- Success in obtaining grant awards for prior and current clients

The selected consultant will be notified of the decision by the selection committee of their selection and contract negotiations will commence immediately upon notification

The firm awarded the contract as a result of being pre-qualified under this RFQ, must meet all Municipal, State and Federal affirmative action and equal employment opportunity practices. This will include compliance with E.O. 11246, "Equal Employment Opportunity," as amended by E.O. 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and as supplemented by regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."

The selected consultant firm will be required to complete assignments in a timely manner while working in conjunction with Town of Trumbull officials. The consultant will assist in the Town to complete and any identify any problems that might affect any projects.

**TOWN OPTIONS**

- a) The Town reserves the right to reject any or all Qualification Statement submissions, and to waive any requirements, irregularities, technical defects or service therein when it is deemed to be in the best interest of the Town.
- b) The Town shall be under no obligation to accept the lowest rates if it is deemed to not be in the best interest of the Town to do so.
- c) The Town reserves the exclusive right to determine whether or not the qualifications of a prospective consultant meet the requirements of the engagement.

**Additional Services**

If you believe that additional services to those requested in the specifications are necessary, please identify those services and your reasons for recommending such services. .

**Personnel**

The Consultant shall provide the professional services identified in this scope of services and requested by the Town. The submission must identify the person or persons who will be responsible for conducting the work as listed in this scope of services, and include a copy of each person's experiences with municipal/government clients and listing of references.

**MISCELLANEOUS**

1. **ASSIGNMENT OF RIGHTS, TITLES, AND INTERESTS**  
Any assignment or subcontracting by a proposer, bidder, supplier, or contractor for work to be performed, or goods and/or services to be provided, in whole or in part, and any other interest in conjunction with a Town procurement shall not be permitted without the express written consent of the Town of Trumbull.
2. **TAXES**  
All purchases made by the Town, and associated with the award of this requirement shall be tax exempt. Any taxes must not be included in bid prices. A Town Tax Exemption Certificate shall be furnished upon request.
3. **AWARD AND AUTHORITY**  
The requested services shall be awarded to the consultant whose proposal is deemed to best provide the

services desired, taking into account the requirements, terms and conditions contained in the request for proposals and the criteria for evaluating proposals

The purchasing authority shall issue notification of award in writing.

4. **HOLD HARMLESS CLAUSE**

Any contractor or subcontractor of the Town agrees to indemnify, hold harmless and defend the Town from and against any and all liability for loss, damage or expense which the Town may suffer or for which the Town may be held liable by reason of injury, including death, to any person or damage to any property arising out of or in any manner connected with the operations to be performed under this request and subsequent Contract, whether or not due in whole or in part of any act, omission or negligence of the Town or any of its representatives or employees.

5. **WORK REGULATIONS AND STANDARDS**

All work activities performed in association with this request must be performed and completed for the Town in accordance with current Federal State and Local regulations.

**ADDENDUMS**

It is the responsibility of all proposal submitters to verify with the Town if any addendums or changes to this have been. All and any addendums will be posted on the Town of Trumbull – Purchasing department website. [www.trumbull-ct.gov](http://www.trumbull-ct.gov) .

6. **CONFLICT OF INTEREST**

No purchase shall be made from nor shall services (other than services as an officer, agent, or employee of the Town) be secured from any officer or employee of the Town, or from any partnership or corporation in which such officer or employee is a partner or officer, or holds a substantial interest, unless such relationship and the fact that such purchase is contemplated shall be made known in writing to the agency making such purchase, and notice thereof posted, for at least five (5) days before such purchase be made , in the office of the agency making such purchase and in a public place in the Trumbull Town Hall.

7. **ORAL PRESENTATIONS**

During the evaluation process, the Board may, at its discretion, request any one or all firms to make oral Presentations. Such presentations will provide firms with an opportunity to answer any questions the Committee may have on a firm's proposal. Not all firms may be asked to make such oral presentations.

8. **PRICING**

All rates/prices quoted are to be maintained for the entire contract period

9. **INSURANCE**

a) The successful shall furnish a Certificate of Insurance naming the Town of Trumbull as the additional insured. The insurance is to include Contractor's Liability and Worker's Compensation, thereby holding the Town of Trumbull harmless from all eventualities that may occur relative to this Proposal and the resulting purchase order or contract. The Certificates of Insurance will be provided by companies licensed in the State of Connecticut and will be in amounts of \$1,000,000 General Aggregate, \$1,000,000 Automobile Liability and Worker's Compensation, and Employer's Liability \$100,000 (each accident) to the Town of Trumbull. Such policies shall provide that no coverage shall be changed or cancelled unless thirty- (30) days prior notice of such change or cancellation shall be made to the owner.

b) Such notice shall be made by registered mail; postage prepaid, to the Purchasing Agent, Town of Trumbull, Town Hall, Trumbull, Connecticut 06611. In the event of cancellation, the contractor shall cease all operations on or before the effective date of said cancellation and he shall not commence work again until he has obtained replacement insurance and has delivered a Certificate of Insurance to the office of the Owner's Purchasing Department.

c) The Consultant, shall also, deliver to the Town proof of professional liability insurance in the sum of one (\$1,000,000) million dollars issued by a reputable insurance company. This insurance must be maintained throughout this engagement and proof thereof must be provided upon request.

10. **AGREEMENT**

a) The specifications of the proposal received from the selected firm and the NOT TO EXCEED purchase order issued to the consultant shall serve as the agreement.

b) The Town reserves the right, subject to mutual agreement with the successful consultant, to extend the terms of this request, at the proposed rate, for a mutually agreed upon period of time.

11. INCURRING COST  
The Town will not be held responsible for any costs incurred by the firm for work performed in the preparation and production of the proposal or for any work performed prior to the issuance of a contract.
12. PROPRIETARY INFORMATION  
The Town will not disclose any portion of the proposals except to members of an Evaluation Team prior to contract award. The Town retains the right to disclose the name of the successful consultant, the financial considerations, and any other information in the proposal that is pertinent to the selection of the Consultant.
13. TERMINATION FOR DEFAULT OR FOR THE CONVENIENCE OF THE CONTRACTING AGENCY  
Performance under this contract resulting from this RFQ may be terminated by the Town whenever:
  - a. The Consultant, in the sole opinion of the TOWN, is in default of the performance of the contract and shall fail to correct such default within the period specified by the TOWN in a notice specifying default; or the TOWN shall determine that the termination is in its best interest.
  - b. Termination will be effected by delivery to the Consultant of a notice to terminate, stating the date upon which the termination becomes effective. Upon receipt of the notice to terminate, the Consultant shall:
    - I. Prepare to stop all work by the termination date.
    - II. Meeting with the Town's representative to review work in progress to determine time critical tasks and to take such action as is necessary to protect the Town's rights.
    - III. Cooperate and participate when needed in the orderly transition of the work being performed by the Consultant.
14. AMBIGUITY IN THIS REQUEST FOR PROPOSAL  
Prior to submitting a response to this request, it is the responsibility of the Consultant to bring to the attention of the Town any ambiguity in this request. Not to do so shall result in the Consultant forfeiting any claim for adjustment based on such ambiguity as should have been noted by a prudent Consultant.

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REFERENCES

*(To be submitted with Qualification Statement – attach additional pages as necessary)*

Please include references for similar consulting services provided for at least five (5) clients in the past five (5) years (attach any other client references if desired). **PLEASE NOTE IT IS THE TOWN'S INTENT TO COMMUNICATE WITH THE REFERENCES LISTED HEREIN.**

**CLIENT 1:**

Organization Name & Address: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Service Dates: \_\_\_\_\_

Description: \_\_\_\_\_

**CLIENT 2:**

Organization Name & Address: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Service Dates: \_\_\_\_\_

Description: \_\_\_\_\_

**CLIENT 3:**

Organization Name & Address: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Service Dates: \_\_\_\_\_

Description: \_\_\_\_\_

**CLIENT 4:**

Organization Name & Address: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Service Dates: \_\_\_\_\_

Description: \_\_\_\_\_

**CLIENT 5:**

Organization Name & Address: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Service Dates: \_\_\_\_\_

Description: \_\_\_\_\_

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THE UNDERSIGNED AFFIRMS AND DECLARES that this proposal is executed with full knowledge and acceptance of the specifications, requirements, terms and conditions contained herein and with complete understanding and full compliance of system requirements and hereby submits this proposal for the request noted above and certifies that this proposal meets all the specifications and conditions requested herein. Any substitutions to the specifications requested are clearly and completely noted. Any alternate proposals are presented in a similar format to those requested and are attached herein. It is understood that the Town reserves the right to reject any or all proposals or waive any formalities in this request. The proposed rates and discounts as follows:

### Specifications

**The Town of Trumbull seeks to hire a firm to assist the Town in in the following activities:**

- Researching and identifying opportunities to obtain grant funding in support of Town goals and objectives.
- Preparing grant applications and required post-award documentation.
- Preparing project budgets, including identifying appropriate financial and matching support from the Town's budget, capital plan and other non-Town sources.
- Preparing project schedules for grant-funded projects.
- Preparing periodic reports and compliance documentation as required by grant funding sources.
- Preparing and implementing grant close-out activities.
- Providing any and all other related support for grant projects and post close-out audits as required by the Town's Finance Department.

The Town may hire separate firms or individuals for similar activities related to US HUD Small Cities grants or other HUD CDBG programs.

The chosen firm will be engaged on a monthly retainer to research and identify opportunities to obtain grant funding in support of Town goals and objectives. All other activities will be assigned on a Task Order basis, with a defined scope and not to exceed budget for each activity.

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Proposed Hourly Rate Per/Man/Per Hour: \_\_\_\_\_ per Man/Per Hour

Above Price Shall Remain Firm for: 180 Days

**RESPONDENT GUARANTEES AND WARRANTIES**

**Respondent Guarantees:**

The Respondent certifies it can and will provide and make available, at a minimum, all services set forth in this request.

**Respondent Warranties**

Respondent warrants that it is willing and able to comply with State of Connecticut laws with respect to foreign (non-state of Connecticut) corporations.

**Respondent warrants** that it is willing and able to obtain an errors and omissions insurance policy providing a prudent amount of coverage for the willful or negligent acts, or omissions of any officers, employees or agents thereof.

**Respondent warrants** that it will not delegate or subcontract its responsibilities under an agreement without the express prior written permission of the Town of Trumbull.

**Respondent warrants** that all information provided by it in connection with this proposal is true and accurate.

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
By (Signature)

\_\_\_\_\_  
Address

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Telephone/Fax