

**TOWN OF TRUMBULL  
REQUEST FOR PROPOSAL  
2016 SMALL CITIES GRANT CONSULTANT**

**RFP: # 6163      DUE:    February 18, 2016 at 2:00 pm**

**GENERAL INFORMATION**

The Town of Trumbull requests proposals from qualified firms or individuals for professional and technical services required to prepare a 2016 Small Cities Community Development Program Application and provide administrative and technical support to implement activities including program income during the contract period, if approved. This RFP also includes selection 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 contractor 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, Davis-Bacon compliance, housing rehabilitation design and delivery if required, etc.

All Application development and submission and Citizen Participation activities necessary for the specific project submission must be included in the proposal.

Selection will be based on amount of Small Cities projects awarded and completed, experience of staff assigned, cost, and any other factors deemed in the Town's best interest.

Specific architectural and engineering services required for project activities are not being requested as part of this proposal.

Three copies of the proposal must be submitted to Mr. Kevin Bova, Purchasing Agent, 5866 Main Street, Trumbull, CT. 06611 no later than Two pm (2 pm) on FEBRUARY18, 2016. Proposals must include the following information:

1. proposed scope of work and project approach;
2. Detailed information of the firm's background and experience in Federal/State funding, specific Small Cities CDBG Program experience is required.
3. key staff assigned with resumes;
4. proposed fee approach including a list of per diem rates by job category;
5. Each proposer must provide certification of insurance in the types and amounts specified by DECD Bulletin #94-003 within ten days of selection by the Town.

**AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**

Additional information is available by contacting Mr. Roberto Librandi, Planning and Zoning at 203-452-5047.

No oral, telephonic, emailed, or faxed responses shall be considered. No oral, telephonic, emailed, or faxed corrections, deletions, or additions to any response 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 responses received after the above scheduled due date and time shall not be accepted or opened.

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

1. **PROPOSAL TIME AND SUBMISSION**
  - a) Proposals shall be received at the office of the Purchasing Agent, 5866 main Street Trumbull CT 06611 @Town Hall, prior to the advertised hour of opening.
  - b) A firm may withdraw a proposal at any time prior to the above scheduled date and time. Any proposal received after the above scheduled date and time shall not be considered or opened.
  - c) Three (3) complete sets of the proposal (responses) are to be submitted in a sealed envelope to the Purchasing Agent and clearly labeled and addressed as follows:
  
2. **TOWN OPTIONS**
  - a) The Town reserves the right to reject any or all proposals 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 financial proposal if it is deemed in the best interest of the Town to do so.
  - c) If a responder's qualifications and proposal do not meet or better the required specifications on all points that must be outlined in a letter otherwise it will be presumed that a proposal is in accordance with the required specifications.
  - d) The Town reserves the exclusive right to determine whether or not qualifications and a proposal meet or exceeds the stated specifications.
  
3. **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 proposal prices. A Town Tax Exemption Certificate shall be furnished upon request.
  
4. **INQUIRIES AND ADDENDA**
  - a) All inquiries regarding this request must be submitted in writing to the following (faxed or emailed questions are acceptable) and shall be answered up to the close of business on **February 11, 2016**, after which time no additional questions will be accepted.
  - b) To ensure consistent interpretation of certain items, answers to questions the Town deems to be in the interest of all proposers will be made available in writing or by Fax as appropriate to all proposers.
  - c) All inquiries may be directed to Kevin J Bova, Purchasing Agent (203.452.5042) [kbova@trumbull-ct.gov](mailto:kbova@trumbull-ct.gov)
  - d) Additionally, after inquiries are received, the Town reserves the right to communicate with any or all of the proposers to clarify the provisions of Proposals.
  - e) **It is the sole responsibility of the responding firm to verify any addendums that may have been issued relating to this request prior to submission of a proposal. Any notice of addendum shall be published on the Town website [www.trumbull-ct.gov](http://www.trumbull-ct.gov) (Purchasing Department). Failure to submit a proposal that does not address any changes or addendums may result in a disqualification of a proposal submission.**
  
5. **AWARD AND AUTHORITY**
  - a) 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.
  - b) The Town Purchasing Agent will issue notification of award in writing.
  
6. **PRICING**

All rates/prices quoted are to be firm for a period of one hundred and twenty (120) days following opening. Special Consideration will be given to responses with extended firm price dates. The Town is always interested in any and all cost reduction opportunities.
  
7. **ASSIGNMENT OF RIGHTS, TITLES, AND INTERESTS**

Any assignment or subcontracting for work to be performed related to this request, in whole or in part, and any other interest in conjunction with Town procurement shall not be permitted without the express written consent of the Town of Trumbull.

8. **HOLD HARMLESS CLAUSE**

The consultant 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 an agreement with the Town, whether or not due in whole or in part of any act, omission or negligence of the Town or any of his representatives or employees.

9. **CONFLICT OF INTEREST**

Public officials shall be prohibited from receiving any town work procured through a public Bid or bid waived process so as to avoid any appearance of impropriety or conflict of interest; And; Public officials cannot circumvent the intent of this ordinance by receiving town work Through a bid waiver, as proscribed by the Trumbull Town Charter.

10. **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) day's 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.

11. **AGREEMENT**

- a) The specifications of the proposal received from the selected firm and the 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.

12. **CANCELLATION OF AGREEMENT**

The Town reserves the right to cancel any contract/agreement, at any time, with thirty (30) days prior written notice to the consultant, should any of the following conditions exist:

- Funds are not appropriated by the Town for continuance of this agreement.
- The Town, through changes in its requirements, method of operation, or program operation no longer has a need for the service.

13. **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.

14. **REJECTION OF PROPOSAL**

The Town reserves the right to reject any or all proposals in whole or in part or to waive any informality or technicality, irregularity or omissions if, in its judgment, the best interest of the Town shall be served.

15. **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.

16. **TERMINATION FOR DEFAULT OR FOR THE CONVENIENCE OF THE CONTRACTING AGENCY**

Performance under this contract resulting from this RFP 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.

17. **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 proposal – 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: \_\_\_\_\_