

RFP FOR PROFESSIONAL CONSULTING SERVICES
PUBLIC BID NO. 1027

A. INTRODUCTION AND GENERAL REQUIREMENTS

The Town of Bloomfield, through its Purchasing and Insurance Coordinator, is requesting proposals from qualified firms to provide professional consulting services to the Town for the period of a specific grant award, with the option of providing these services for subsequent periods if additional grants are sought. The scope of services shall include matters related to administration of Small Cities Grants as assigned.

The selected firm shall report to and be responsible to the Town's Planning and Zoning Department through Thomas Hooper, its liaison in all aspects of the assignment.

There is no expressed or implied obligation for the Town of Bloomfield to reimburse responding firms for any expense incurred in preparing proposals in response to this request.

To be considered, sealed proposals must be submitted in triplicate to the Town of Bloomfield Purchasing and Insurance Coordinator, Finance Dept., Town Hall, 800 Bloomfield Ave., 2nd Floor, Bloomfield, CT 06002 by 1:00 p.m. on January 5, 2012. The envelope should be clearly marked on the outside "Proposal for Professional Consulting Services due January 5, 2012, Public Bid No. 1027". Proposals received after the date and time specified will not be considered. Proposals may not be faxed or e-mailed. The Town of Bloomfield reserves the right to reject any or all proposals submitted. Proposals submitted will be evaluated by Planning and Zoning, Finance and Town Manager's departments and the Purchasing and Insurance Coordinator.

During the evaluation process, the Town of Bloomfield reserves the right, where it may serve the Town's best interest, to request additional information or clarifications from proposers. At the discretion of the Town of Bloomfield, firms submitting proposals may be requested to make oral presentations as part of the evaluation process.

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The Town of Bloomfield reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the firm of the conditions contained in this request for proposals, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the Town of Bloomfield and the firm selected.

Questions regarding this request for proposal should be directed to:

Thomas Hooper, AICP
Director of Planning
Town of Bloomfield
800 Bloomfield Ave.
Bloomfield, CT 06002
(860) 769-3514

Questions regarding the bid/purchasing/contract process should be directed to:

Joanne Douglas
Purchasing and Insurance Coordinator
Town of Bloomfield
800 Bloomfield Ave.
Bloomfield, CT 06002
(860) 769-3534

B. TERM OF ENGAGEMENT *(if applicable)*

A multi-grant contract is contemplated, subject to the periodic review and recommendation of the Planning and Zoning Dept., Finance Dept. and Town Manager's office, the satisfactory negotiation of terms (including a price acceptable to both the Town of Bloomfield and the selected firm), and the funding associated with any Small Cities Grant award by the State of Connecticut.

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C. ADDENDA TO REQUEST FOR PROPOSALS

If any addenda are issued on this request for proposals, they will be made available on the Town of Bloomfield website, www.bloomfieldct.org. However, it shall be the sole responsibility of those offering proposals to contact the Purchasing and Insurance Coordinator prior to submitting their proposals to determine whether any addenda have been issued.

D. SELECTION CRITERIA

Selection of consultant will be based upon the following standards:

1. Responsiveness of the written proposal to the purpose and scope of the project.
2. Reputation and professional qualifications of the specific individuals assigned to complete the project.
3. Experience with Connecticut governmental entities in the completion of similar programs.
4. Cost of the work to be done. Please provide the proposed billing rate structure for all of the following:
 - a. Partners
 - b. Associates
 - c. Other Staff
 - d. Any other services and/or costs which you routinely bill.
 - e. Will the consultant be willing to provide a guaranteed maximum cost per grant? If so, please elaborate on the price structure of such an arrangement.

Pricing quoted should specify all out-of-pocket expenses that will be included in or excluded from the quoted rates.

E. INSURANCE REQUIREMENTS AND INDEMNIFICATION

Consultant shall agree to maintain in force at all times during which services are to be performed professional liability insurance with limits of no less than \$1,000,000. If such coverage is on a claims-made basis, consultant must agree to maintain, either through a claims-made contract or the use of an extended

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discovery provision, coverage for three years after the conclusion of all services performed under the agreement.

Consultant shall agree to maintain in force at all times during which services are to be performed the following coverages placed with company(ies) licensed by the State of Connecticut which have at least an "A-" VIII policyholders' rating according to BEST Publication's latest edition Key Rating Guide:

Commercial General Liability:	General Aggregate \$2,000,000
	Prod./Compl. Operations
	Aggregate \$2,000,000
	Occ. Aggregate \$1,000,000
Automobile Liability:	Liability Limit \$1,000,000
Workers' Comp. and Employer's Liability:	\$100,000 each accident
	\$500,000 disease policy
	\$100,000 disease accident limit

"The Town of Bloomfield and Board of Education" are to be named as "Additional Insured". Original, completed certificate of insurance must be presented to the Purchasing and Insurance Coordinator prior to purchase order/contract issuance.

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.

F. PROJECT BACKGROUND

The Town of Bloomfield is seeking a firm or individual to provide technical services associated with the development, application submission and administration of potential Small Cities applications administered through Connecticut's DECD. This firm or individual will be the municipality's direct contact with DECD and needs to be familiar with the Small Cities regulations. The position will assist the Town of Bloomfield in developing and submitting

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applications as well as performing administrative services during the terms of grant(s) awarded to the Town.

G. PROJECT OBJECTIVE AND TIMEFRAME

Presently, the Town of Bloomfield does not have a specific project in mind but is looking to submit a qualified grant application once a decision has been made by the Town Council.

H. DATA AVAILABLE

Other data reasonably required by the proposer(s) will be made available. Inquiries should be directed to:

Thomas Hooper, AICP
Director of Planning
Town of Bloomfield
800 Bloomfield Ave.
Bloomfield, CT 06002
(860) 769-3514

I. SUMMARY OF QUALIFICATIONS

Describe in detail the qualifications of your company and individuals specifically assigned, and supply a list of current clients for references with names, addresses, telephone numbers, and contact persons who can be contacted by the City for discussion of your services to those clients. In addition, please provide the names of at least two clients with whom you have done business in the past, but who are no longer your clients.