**TOWN OF PUTNAM**

**REQUEST FOR PROPOSAL**

**SMALL CITIES GRANT CONSULTANT**

**DUE: Monday, March 9, 2020**

**GENERAL INFORMATION**

The Town of Putnam Redevelopment Agency requests proposals from qualified firms or individuals for professional and technical services required to prepare any 2020 -2023 Small Cities Community Development Program Application and provide administrative and technical support to implement activities including program income during the contract period. This RFP also includes selection for other Federal/State funding programs such as STEAP, 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, but not be limited to such specific project administrative activities as Section 3, Fair Housing and Equal Opportunity, Davis-Bacon compliance, housing rehabilitation design and delivery if required.

All application development and submission, and citizen participation activities necessary for the specific project submission must be included in the proposal.

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 Delpha M. Very, Director, Putnam Redevelopment Agency, 156 Main Street, Putnam, Connecticut 06260 no later than 3:00 p.m. on **March 9, 2020**. 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.

Additional information is available by contacting Delpha M. Very, Director at 860-963-6835 or e-mailing Delpha.very@putnamct.us.

No oral telephonic, e-mailed, or faxed responses shall be accepted or considered. 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 you firm with regard to prices and related contractual obligations.

**GENERAL CONDITIONS**

**1. PROPOSAL TIME AND SUBMISSION**

a) Proposals shall be received at the Putnam Redevelopment Office, 156 Main Street, Putnam, CT 06260 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 Director, Putnam Redevelopment Agency, and clearly labeled and addressed as follows: Small Cities Grant Consulting Services 2020

**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. 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 Director of the Redevelopment Agency will issue notification of award in writing with a contract.

**4. 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.

**5. CRITERIA FOR PROPOSAL EVALUATION**

 Experience of Firm 25%

 Scope/Approach of Project 25%

 Staff Experienced Assigned 25%

 Cost 25%

**6. 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 Putnam.

**7. 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.

**8. 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 section by receiving town work through a bid waiver.

**9. INSURANCE**

a) The successful consultant shall furnish a Certificate of Insurance naming the Town of Putnam as the additional insured. The insurance is to include Contractor’s Liability and Worker’s Compensation, thereby holding the Town of Putnam harmless from all eventualities that may occur relative to this Proposal and the resulting purchase order or contract.

b) The consultant shall also deliver to the Town proof of professional liability insurance in the sum of one million dollars ($1,000,000) issued by a reputable insurance company.

**10. AGREEMENT**

a) 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. 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.

**12. 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.

**13. 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.

**14. 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.

**15. TERMINIATION 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. Meet 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.

**16. 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.

**AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**

*It is the policy of the Town of Putnam to provide equal employment opportunities without consideration of race, color, religion, age, sex, marital status, national origin, genetic information, past/present history of mental disability, ancestry, mental retardation, learning or physical disabilities including but, not limited to blindness, sexual orientation, gender identity or expression, political belief or criminal record, unless the provisions of Section 46a-60(b), 46a-80(b) and 46a-81(b) of the Connecticut General Statutes are controlling or there is a bonafide occupational qualification excluding persons in one of the above protected groups. This policy applies to all aspects of the employer/employee relationship including, but not limited to, recruitment, hiring, referrals, classifying, advertising, training, upgrading, promotion, benefits, compensation, discipline, layoff and termination.*