



**CITY OF TORRINGTON  
REQUEST FOR PROPOSAL  
SMALL CITIES COMMUNITY DEVELOPMENT PROGRAM ADMINISTRATOR  
RFP-SCA-011-122716**

The City of Torrington requests proposals from qualified firms or individuals for professional and technical services required to prepare a 2017 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 firm or individual will be responsible for all phases of general program administration and compliance, under the City'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 City's best interest and benefit to the community.

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

The original and three (3) copies of the proposal must be submitted in a sealed envelope, clearly marked "**SCA-011-122716, SMALL CITIES COMMUNITY DEVELOPMENT PROGRAM ADMINISTRATOR**" to Pennie Zucco, Purchasing Agent, 140 Main Street, Room 206, Torrington, CT 06790 no later than **11:00 A.M. on December 27, 2016**. Proposals received after this time and date will be rejected. In the event of the closure of City Hall, proposals will be opened on the following business day that City Hall is opened at 11:00 a.m. Faxed or email proposals will not be accepted.

The selected firm must meet all municipal, state and federal AA and EEO practices and requirements. MBE's/WBE's/SBE's are encouraged to apply.

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 City which list the City of Torrington as “additional insured”.

Additional information is available by contacting Mr. Tim Waldron, Administrative Assistant at (860) 489-2228, between the hours of 8:30 AM to 4:00 PM Monday through Wednesday; 8:30 AM to 6:30 PM Thursday; and 8:30 AM to 12:30 PM Friday.

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.

#### **INQUIRIES AND ADDENDA**

- All inquiries regarding this request must be submitted in writing to the following (emailed questions are acceptable) and shall be answered up to the close of business on December 16, 2016, after which time no additional questions will be accepted.
- To ensure consistent interpretation of certain items, answers to questions the City deems to be in the interest of all proposers will be made available in writing as appropriate to all proposers.
- All inquiries may be directed to Pennie Zucco, Purchasing Agent [pennie\\_zucco@torringtonct.org](mailto:pennie_zucco@torringtonct.org).
- Additionally, after inquiries are received, the City reserves the right to communicate with any or all of the proposers to clarify the provisions of Proposals.
- 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 City website [www.torringtonct.org](http://www.torringtonct.org) (Purchasing Department). Failure to submit a proposal that does not address any changes or addendums may result in a disqualification of a proposal submission.

#### **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 evaluation proposals.
- The City Purchasing Agent will issue notification of award in writing.

#### **PRICING**

All rates/prices quoted are to be firm for a period of sixty (60) days following opening.

#### **ASSIGNMENT OF RIGHTS, TITLES, AND INTERESTS**

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

#### **HOLD HARMLESS CLAUSE**

The consultant agrees to indemnify, hold harmless and defend the City from and against any and all liability for loss, damage or expense which the City may suffer or for which the City 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 City,

whether or not due in whole or in part of any act, omission or negligence of the City or any of her representatives or employees.

**NON-DISCRIMINATION**

The respondent agrees and warrants that in the performance of the contract pursuant to this solicitation he/she will not discriminate or permit discrimination against any person or group of persons on the grounds of sex, race, color, religion, age, marital status, ancestry, national origin, past history of mental disorder, mental retardation or physical disability or other basis in any manner prohibited by the laws of the United States, the State of Connecticut or the City of Torrington.

**INSURANCE REQUIREMENTS**

**Certificate of Insurance:** All insurance policies must include a Waiver of Subrogation whereby the insured waives its right to subrogate against the City, its subsidiaries, employees, volunteers, directors and officers. Proof of proper insurance coverage, Workers Compensation Insurance, Liability and Property damage, and Vehicle Insurance shall be filed with the City of Torrington Purchasing Agent within 10 days after the award of the bid. The Certificate of Insurance must name the City of Torrington, 140 Main St., Torrington, CT, its subsidiaries, employees, volunteers, directors & officers as the "Additional Insured" and filed with the Purchasing Agent prior to commencement of work. Renewal Certificates of Insurance must be mailed to the Purchasing Agent 10 days prior to the expiration of the required coverage.

**CANCELLATION OF AGREEMENT**

The City 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 City for continuance of this agreement.
- The City, through changes in its requirements, method of operation, or program operation no longer has a need for the service.

**INCURRING COST**

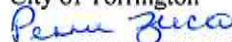
The City will not be held responsible for any costs incurred by the firm for work performed in the preparation and production of the proposal or for any work performed prior to the issuance of a contract.

**REJECTION OF PROPOSAL**

The City of Torrington reserves the right to accept or reject any or all Proposals; to waive any informalities or technicalities, to award the contract to a bidder other than the lowest bid and to negotiate and award a contract that it determines best meets their needs and best serve the public interests of the City of Torrington.

Any responses receive after the above scheduled due date and time shall not be accepted or opened.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER  
MBE's WBE's, and SBE's ARE ENCOURAGED TO APPLY

City of Torrington  
  
Pennie Zucco, Purchasing Agent

Dated: December 9, 2016

**APPENDIX A  
CITY OF TORRINGTON  
REQUEST FOR PROPOSAL  
SMALL CITIES COMMUNITY DEVELOPMENT PROGRAM ADMINISTRATOR  
RFP-SCA-011-122716**

**Acceptance of Terms of this Agreement**

Name of Proposer: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Authorized Signature \_\_\_\_\_ Title: \_\_\_\_\_

Name Printed: \_\_\_\_\_ Date: \_\_\_\_\_

It is agreed by the above signed proposer that the signature and submission of this proposal represents the proposer's acceptance of all terms, conditions, and requirements of the proposal specifications, and, if awarded, the proposal will represent the agreement between the parties.

The proposer agrees that the cost of any work performed, materials furnished, services provided, or expenses incurred, which are not specifically delineated in the proposal documents, but which are incidental to the scope, intent, and completion of this contract, shall be deemed to have been included in the prices for the various items scheduled.

\_\_\_\_\_