

RFP – 11-05

**City of Norwich
Office of Community Development
Request for Proposals**

**Evaluation of Existing Lead Hazard Control Program and Formulation of
New Lead Grant Application**

The City of Norwich is seeking proposals from qualified individuals/firms for a grant writer to evaluate the city's existing lead hazard control program in conjunction with the formulation of a new lead hazard control grant application. This is in anticipation of the upcoming federal announcement of future funding availability.

Description of the Project

The Office of Community Development requires an evaluation of the existing lead hazard control program based on original grant submission. The City desires to hire a consultant/grant writer to both evaluate its existing lead hazard control program and formulate a new grant proposal based upon this evaluation as well as new NOFA requirements.

Proposal documents are available from the Office of the Purchasing Agent at:

City Hall, Room 105
100 Broadway
Norwich, CT 06360

The document may be viewed online at www.norwichct.org or the State of Connecticut DAS Procurement Portal.

Respondents must deliver five (5) copies of their proposal to William Block, Purchasing Agent at the above address no later than:

Thursday, March 24, 2011 at 3:00PM.

Any inquiries regarding this proposal should be directed to Gary A. Evans, Community Development Supervisor, 860-823-3770

The City of Norwich is an affirmative action, equal opportunity employer.

Scope of Services

The consultant/grant writer will report directly to the Community Development Supervisor and will work in collaboration with the lead hazard control program staff for the evaluation of the existing lead hazard control program as well as the formulation of the application of a new lead hazard control grant.

A. The consultant/grant (c/g) writer will be responsible for written evaluations based on a statistical analysis of the existing lead grant program. The evaluation will be based on the following factors:

- Benchmark accomplishments
- Education and outreach activities
- Overall program management
- Identification of any programmatic roadblocks and recommended corrective actions
- Assessment of program partnerships

B. The C/G will work in collaboration with the existing lead hazard control staff in the evaluation and submittal of the new lead grant NOFA. (pending notification of availability). Key aspects of work product are as follows:

- Research and data collection
- Development of grant structure to include grant partnerships and letters of support.
- Responsible for all aspects of work product necessary to complete the grant to include final hard copy and electronic submission of documents in accordance with grant application submittal requirements.
- The C/G will be required to meet with program staff a minimum of once a week (in Norwich) for the purpose of grant development.

Procedures for Consultant Selection

In securing professional services, it is the primary goal to obtain a consultant on the basis of demonstrated competence and qualifications for the service at a fair and reasonable price. It is recognized that competence, experience and ability are important considerations, and the fee schedule alone is not the only criteria for selecting professional services.

The contract will be awarded to the respondent best satisfying the overall requirements of the RFP, but not necessarily quoting the lowest rate. In addition, the RFP will be awarded in coordination with the release of HUD's notification of funding availability for this grant. The proposals will be rated upon an evaluation scale, the highest rating of which is 25 points. The factors by which the proposals will be evaluated are as follows:

Factors for Award:

Technical approach/understanding of the project	5 pts
Organizational methodology for implementing grant proposal	5 pts
Experience in Norwich/Southeastern Connecticut	5 pts
Lead grant writing experience	5 pts
Cost	5 pts
Total Points	25 pts

Norwich reserves the right to award the total proposal as submitted or reject any and all proposals. The contract will be awarded to the respondent best satisfying the overall requirements of the Request for Proposal but not necessarily quoting the lowest fee. The City of Norwich reserves the right to award the contract it deems in the best interest of the City.

Proposal Requirements:

The consultant should submit the proposal with a transmittal letter, signed by a person authorized to legally bind the firm.

Copies of the consultant's proposal shall include the following:

1. A summary of the scope of work should be written with sufficient detail to demonstrate that the consultant possesses the experiences, knowledge and skills to assist the City in the lead grant preparation process.
2. Work plan, including an itemized timeline projecting key project benchmarks and work products. A project timeline should be included.
3. Experience of the firm in the field of grant writing, including a list of municipalities for which you have secured similar grants. A history and profile of the firm with resumes and credentials of key personnel who will be assigned to the project. This should include experience in Norwich and/or Southeastern Connecticut.
4. List of references with names, addresses and telephone numbers.
5. Cost proposal to be broken down according to Scope of Services A and B.

Additional information may be submitted that further emphasizes the firm's ability to provide these services.

The firm selected must, within ten (10) days from the date of acceptance of their proposal, file with the City of Norwich, Workmen's Compensation, Comprehensive General Liability, Comprehensive Auto Liability, Certificates of Insurance satisfactory to the City of Norwich, in compliance with the law, and in the following form and amount:

COMPREHENSIVE GENERAL LIABILITY

Premises – Operations – Products/ Completed Operations	
General Aggregate.....	\$2,000,000.00
Occurrence.....	\$1,000,000.00
 Comprehensive Automobile Liability	
Combined Single Limit.....	\$500,000.00
 Workman’s Compensation.....	Statutory
 Employer’s Liability.....	\$100,000

If subcontractors are employed, same limits as named above shall apply and the certificate of insurance must be filed with the City.

No contract shall be binding upon the City of Norwich until such bond shall have been given and until Comprehensive General Liability, Comprehensive General Auto Liability and Workmen's Compensation policy certificates indicated above have been filed with the City and approved as to form and sufficiency by the Owner. The insurance policy certificate provided by the successful bidder and all subcontractors shall carry a statement by the insurance company that the City of Norwich will receive at least ten (10) days notice prior to cancellation of any portion of the policies or any modifications in the insurance coverage that may affect the City's interest. The cost of all insurance coverage shall be included in the price of the contract cost.

The insurance company must be licensed to do business in the State of Connecticut and must be satisfactory to the City of Norwich. THE CITY OF NORWICH MUST BE NAMED AS ADDITIONAL INSURED.

NOTE: The City reserves the right to set lower insurance limits should the selected firm be unable to obtain the limits described IF such action is deemed in the City’s best interest.