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THE CORPORATION FOR NEW MILFORD ECONOMIC DEVELOPMENT

REQUEST FOR PROPOSAL GRANT CONSULTING SERVICES

CT Department of Economic and Community Development (DECD)
Brownfield Assessment Program

The Corporation for New Milford Economic Development (The Corporation) is seeking a qualified individual(s) or firm to provide professional grant consulting services in New Milford, CT to implement and administer a DECD Brownfield Assessment grant.

Specifications for the RFP may be obtained on the Corporation for New Milford Economic Development website at www.corporationnmed.org, or by requesting them at gocarpp@gmail.com.

It is the sole responsibility of the responder to see that the proposal is in the hands of the proper authority prior to the opening.

Electronic Responses (only) will be received via email at gocarpp@gmail.com on or before February 9, 2024 **AT 1:00 P.M.**, at which time they will be opened.

All questions regarding this proposal must be received before February 3, 2024 at 5 pm and be directed via email to Alexander Carpp at gocarpp@gmail.com. Answers will be posted on the Corporation website at www.corporationnmed.org.

Minority and women owned individuals or firms are encouraged to submit proposals.

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INTRODUCTION

The Corporation for New Milford Economic Development is seeking grant consulting services from an individual or firm to assist with the administration and implementation of a \$200,000 Brownfield Assessment grant from the CT Department of Economic and Community Development (DECD), which was recently awarded to the Corporation.

**The full proposal, requirements and evaluation criteria
can be found on the Corporation website at www.corporationmed.org.**

1. SCOPE OF SERVICES

The chosen applicant will complete the following scope of work:

- Compile and maintain all documentation related to the grant award
- Prepare all reporting requirements for the Corporation Board of Directors and the DECD
- Guide the Corporation in the procurement and management of Licensed Environmental Professional(s)
- Attend planning and field meetings as needed
- Coordinate and manage the process related to Phase I, II, III Assessments and HAZMAT Building(s) Assessments. Consult with the environmental consultants as needed
- Prepare drawdown requests and closeout documents
- Fulfill the reporting and financial requirements of the grant

2. PROPOSAL REQUIREMENTSS

- Title Page and Cover Letter: Include the name of the consultant, telephone numbers and email addresses of the primary contact person(s), the date, years in business, and other relevant company information. Include a list and contact information for any proposed subconsultants and the work they will perform.
- Experience and Examples: Describe the Consultant's experience in the management of DECD brownfield grants and projects, non-profit Development Corporation or redevelopment experience, and its ability to provide the needed services for the Corporation. Include examples for which the firm has supplied the same or similar services. Provide up to three experience summaries.

- Professional References: Include the name, address, phone number and email address for at least three professional references.
- Key Staff: Identify the designated Project Manager or primary contact and key supporting staff, along with their availability for this project, specific experience based on the themes of study, and capacity to provide the requested services. Include resumes for each of the individuals and clearly identify any subconsultants and their role in the project.
- Scope and Approach: State the services your firm/team is proposing to provide. Describe the process and timeline that would be utilized to complete the project for the items listed under Scope of Services and Deliverables. Please indicate the number of calendar days to complete this project following issuance of Notice to Proceed.
- Cost: Fee Proposal based on the scope of services and the proposed approach detailing the time and budget allotted to each Consultant and subconsultant by task. Provide an hourly fee schedule for the personnel involved in the project. The Fee Proposal should include any and all travel, materials, time and delivery and all fees for tasks as described in the Consultant's response to the RFP.
- Availability
- Corporation Support: A description of anticipated type and level of support the Consultant will require such as staff support, provision of meeting/studio space, materials, etc.
- All proposals shall include the following completed forms: Indemnification, Acknowledgement and Agreement Addendum and the Non-Collusion Affidavit of Prime Bidder.

EVALUATION AND SELECTION PROCESS

The Committee will evaluate proposals and make a decision for award based on, but not limited to, the following criteria:

1. Professional qualifications and experience of the Project Manager and key project team members as based on the submitted proposal.
2. Demonstrated experience and technical competence with comparable projects
3. Completeness and comprehensiveness of proposal and evidence that the Consultant expresses a clear understanding of the scope of services as committed to by the Consultant in its response to this Request for Proposals
4. Availability and ability to meet project work schedule
5. Fee Proposal and total cost.
6. References feedback record, and quality and performance of past services

Depending on the number of submittals, the Town may select a short list of Consultants to be interviewed.

QUESTIONS, COMMENTS AND CONTACT

All questions shall be submitted via email to gocarp@gmail.com no later than February 2, 2024. Responses will be posted no later than February 6, 2024 via the Corporation website, <https://www.corporationmed.org>, in written format as part of an addendum to this RFP.

SCHEDULE

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| Release of RFP: | January 25, 2024 |
| Deadline for Questions: | February 2, 2024 |
| Deadline for Receipt of Proposals: | February 9, 2024 |
| Opening of Proposals: | February 9, 2024 |
| Finalist Interviews (if needed): | Week of February 19, 2024 |
| Contract Awarded by Corporation: | February 23, 2024 |
| Tentative Project Completion Date: | December 20, 2024 |

SUBMITTAL REQUIREMENTS

E-mailed proposals are due at gocarp@gmail.com no later than 1 p.m. on February 9, 2024. It is the sole responsibility of the supplier to ensure that its proposal is received within the required time period. The Corporation is not responsible for any errors or irregularities with the delivery method utilized for submittal of the Proposal. Any proposals received after the closing date and time will not be accepted.

ADDENDA, REJECTION, CANCELLATION, NEGOTIATION, PREPARATION COST

The Corporation reserves the right to revise any part of this RFP by issuing an addendum at any time prior to the submittal deadline. The Corporation reserves the right to accept or reject, in whole or part, all proposals submitted and/or to cancel this announcement if any such action is determined to be in the Corporation's best interest. All materials submitted in response to this RFP become property of the Corporation. The Corporation will not be responsible for costs associated with preparing proposals. By submitting a proposal, each Consultant agrees to be bound in this respect and waives all claims regarding such costs and fees.

WITHDRAWAL OF PROPOSAL

Any bidder may withdraw its proposal by email notification at any time prior to the scheduled closing time for receipt of proposals. Each proposal shall be considered binding and in effect for a period of ninety (90) days after the closing date.

AWARD OF CONTRACT/ACCEPTANCE OF PROPOSAL (TERMS AND CONDITIONS)

The contents of the RFP and the Bidder's proposal, as submitted and/or modified, shall become contractual obligations to be executed by the authorized contracting agents of both parties. The terms and conditions including a proposed payment schedule will be negotiated between the Corporation and the selected Consultant.

INSURANCE REQUIRED

During the term of the services provided as part of this RFP, the successful bidder must procure and maintain Insurances for Professional Services liability in the minimum amount of \$1,000,000. Prior to executing the contract, the consultant will provide a Certificate of Insurance to the City showing evidence of such professional liability insurance.