



**City of Meriden, Connecticut**

**Purchasing Department**

**Request for Proposal**

**For**

**RFP025-37**

**On-Call Consultant and Administrative Services**

**for the City of Meriden**

**Community Development Block Grant Program**

**Meriden, CT**

**Proposals Due: April 23, 2025 @ 11:00 A.M.**

*Purchasing Department*

*142 East Main Street, Room 210*

*Meriden, CT 06450*

*(203) 630-4115*

# LEGAL NOTICE

## Request for Proposals

### **RFP025-37 – On-Call Consultant and Administrative Services for City of Meriden Community Development Block Grant Program**

The City of Meriden is soliciting proposals from qualified firms to provide professional administration, technical assistance, and program delivery services for all activities related to its CDBG and CDBG-CV program. The initial contract period will last until June 30, 2027. Background information on the City's CDBG program and annual plans are available on the City's website at [www.meridenct.gov](http://www.meridenct.gov) under Community Development.

The assistance to be provided will ensure proper and timely expenditure of CDBG & CDBG-CV program funds; proper documentation, filing, and reporting; establishment and/or amendments to the current Consolidated Plan, Annual Action Plans, Citizen Participation Plan, Consolidated Annual Performance and Evaluation Report; creation of or amendment to any required policies and procedures for currently funded or to-be funded activities, and any other task requested by the City that is necessary to carry out the CDBG & CDBG-CV program in accordance with all applicable federal regulations.

The firm must meet all Municipal, State and Federal Affirmative Action and Equal Employment Opportunity Practices.

Sealed submissions, including fees, shall be submitted in two (2) complete sets and one complete version of your proposal on a flash drive. Forms and specifications may be obtained from the Purchasing Department, on the City of Meriden website ([www.meridenct.gov/business/bids-rfps/](http://www.meridenct.gov/business/bids-rfps/)), and on the State of Connecticut Department of Administrative Services website (<https://webprocure.proactiscloud.com>). Proposals will be accepted at the Purchasing Department, 142 East Main Street, Room 210, Meriden, Connecticut 06450 until **11:00 AM local, Eastern Standard Time on April 23, 2025**. Any proposal received after the time and date specified shall not be considered.

The right is reserved to reject any or all bids, in whole or in part, to award any item, group of items, or total bid, and to waive informality or technical defects, if it is deemed to be in the best interest of the City of Meriden. No proposer may withdraw their submission within sixty (60) days of the date of the opening.

The City of Meriden is an Affirmative Action/Equal Opportunity Employer. Disadvantaged, minority, small, and women business enterprises are encouraged to respond.

Rawle Dummett  
Purchasing Officer  
City of Meriden  
April 1, 2025

## CITY OF MERIDEN, CONNECTICUT

### RFP025-37 – On-Call Consultant and Administrative Services for City of Meriden Community Development Block Grant Program

#### INFORMATION TO PROPOSERS

##### 1. PROPOSAL PROCEDURES

Proposals will be received by the City of Meriden’s Purchasing Department, Room 210, City Hall, 142 East Main Street, Meriden, Connecticut, 06450-8022 until 11:00 A.M. on April 23, 2025.

##### 2. PROPOSALS

Please submit two copies of the proposal forms. One shall be an original and one can be a copy. Please submit one complete version of the complete proposal on a flash drive.

- a. Proposals must be made out and signed in the corporate, or other, name of Proposer, and must be fully and properly executed by an authorized person.
- b. The sealed envelope must denote the Proposer’s name and address in the upper left hand corner and the words “PROPOSAL DOCUMENT – RFP025-37 to be opened at 11:00 A.M.” in the lower left hand corner.
- c. Proposals received later than the time and date specified will not be considered.
- d. Amendments to or withdrawal of proposals received later than the date and time set forth in the proposal opening will not be considered.

##### 3. N/A

##### 4. EXAMINATION OF PROPOSAL DOCUMENTS

Proposers are to examine all documents and visit the site in order to make a thorough examination of the conditions so that the proposer may familiarize itself with all of the existing requirements, conditions, and difficulties that will affect the execution of the work in order to determine the amount of work necessary to carry out the true intent of the specifications and work shown on drawings.

The City of Meriden and its agents do not have any responsibility for the accuracy, completeness, or sufficiency of any bid document obtained from any other source other than from the City of Meriden. Obtaining documents from any other source(s) may result in obtaining incomplete and inaccurate information. Obtaining documents from any other source may also result in failure to receive any addenda, corrections, or other revisions to the documents that may be issued.

No request shall be honored if such request is made less than seven (7) calendar days prior to the date fixed for the opening of proposals. Any and all such interpretations, and any supplementary instructions, will be in the form of a written addenda to the specifications

which, if issued, will be made available on the City of Meriden website ([www.meridenct.gov](http://www.meridenct.gov)) unless it is to change the date fixed for the opening of proposals, not later than three (3) days prior to the date fixed for the opening of proposals. Proposers are encouraged to check the website regularly for addenda. Failure of any proposer to receive any such addenda shall not relieve any proposer from any obligations under its proposal as submitted.

Any questions about the proposal document must be submitted in writing via email to [meridenpurchasing@meridenct.gov](mailto:meridenpurchasing@meridenct.gov). Any other format of question will not be answered.

5. PROPOSALS TO REMAIN OPEN

No proposer may withdraw its proposal within sixty (60) days of the date of the proposal opening. Should there be reason why the contract cannot be awarded within the specified period, the time may be extended by mutual agreement between the City of Meriden and the successful proposer.

6. AWARD OF CONTRACT

The Purchasing Officer reserves the right to make an award on the proposal which, by the Purchasing Officer's judgment and recommendation from the Economic Development Department following proposal evaluations, best meets the specifications and is deemed to be in the best interest of the City of Meriden.

The contract will not be awarded to any corporation, firm, or individual which/who is in arrears to the City of Meriden by debt or contract, or who is in default as security or otherwise by any obligation to the City of Meriden.

The right is reserved to reject any or all proposals, in whole or in part, to award any item, group of items, or total proposal, and to waive informality or technical defects, if it is deemed to be in the best interest of the City of Meriden.

7. N/A

8. N/A

9. N/A

10. SCHEDULE OF WORK

The Contractor shall schedule all work in a manner that will not disrupt City of Meriden operations. Once the work has begun, the Contractor shall work full-time until completion of the Contract.

11. TAXES

The City of Meriden is exempt under Connecticut General Statutes from the payment of the excise taxes imposed by the federal government and the Sales and Use Tax of the State of Connecticut; such taxes should not be included in the bid price. Upon request, exemption certificates will be furnished to the successful proposer.

12. FAIR EMPLOYMENT PRACTICES

The Contractor shall agree that neither it or its subcontractors, except in the case of a bona fide occupational qualification or need, to refuse to hire or employ or to bar or to discharge from employment any individual or to discriminate against such individual in compensation or in terms, conditions or privileges of employment because of the individual's race, color, religious creed, age, sex, gender identity or expression, marital status, national origin, ancestry, present or past history of mental disability, intellectual disability, learning disability, physical disability, including, but not limited to, blindness or status as a veteran. The aforementioned terms are obtained from Connecticut General Statutes Section 46a-60, *et seq.*, entitled "Discriminatory employment practices prohibited," as amended.

13. FORM OF AGREEMENT BETWEEN CITY OF MERIDEN AND CONTRACTOR

The Agreement for the work will be written on the Agreement between City of Meriden and Contractor, wherein the basis of payment is a stipulated sum.

14. LOCAL SUBCONTRACTORS, SUPPLIERS, etc.

Local subcontractors, material suppliers, and labor in the City of Meriden should be considered and sought out insofar as it is practical in the performance of this project.

15. CITY OF MERIDEN CODE OF ETHICS

The City of Meriden has adopted a Code of Ethics located in Chapter 21 of the Code of the City of Meriden, sections 21-1 through 21-15, inclusive, which are expressly incorporated herein by reference. The terms of the Code of Ethics shall constitute a part of any contract or agreement entered into by the City of Meriden as a result of this bid as if those terms were fully set forth in such contract or agreement.

Proposers are specifically advised that the Code of Ethics prohibits public officers and employees, as well as their immediate families and businesses, with which they are associated from participating in any transaction which is incompatible with the proper discharge of official duties or responsibilities. Proposers are also advised that the Code of Ethics contain provisions with respect to paid contractors and former employees and officials.

**PROPOSERS SHOULD NOTE THAT PROPOSALS, CONTRACTS, AND AGREEMENTS ENTERED INTO OR AWARDED IN VIOLATION OF THE CODE OF**

ETHICS ARE VOIDABLE BY RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MERIDEN.

Copies of the Code of Ethics may be obtained from the office of the City Clerk or may be found online on the City of Meriden's website.

16. NON-COLLUSION BID STATEMENT

Each proposer submitting a proposal to the City of Meriden for any portion of the work contemplated by the documents on which proposing is based shall execute and attach thereto the sworn Non-Collusive Proposal Statement, to the effect that the proposer has not colluded with any other person, firm, or corporation in the submission of the proposal.

17. SOIL CONDITIONS

The City of Meriden does not guarantee the accuracy of any information which it may have obtained as to the kind or condition of the soil that may be encountered in the performance of the proposed work; neither does the City of Meriden represent that the plans and specifications drawn are based upon any soil data so obtained. The City of Meriden does not make any representations as to the soil data so obtained. The City of Meriden does not make any representations as to the soil conditions to be encountered or as to foundation materials.

18. AWARD IN CASE OF A TIE – N/A

19. ASSIGNMENT OF CONTRACT

No contract may be assigned without the written consent of the Purchasing Officer or designee.

20. PERMITS

The Contractor shall be responsible for obtaining any and all necessary permits required by the City of Meriden prior to the commencement of work. The Contractor may contact the City of Meriden Building Department for permit information at (203) 630-4091. For all other required permits, contact the City of Meriden Engineering Department at (203) 630-4018.

21. PROPOSAL PRICE AND PAYMENT

The City of Meriden is exempt from the payment of the excise taxes imposed by the Federal government and the Sales and Use Tax of the State of Connecticut under Connecticut General Statutes; accordingly, such taxes shall not be included in the proposal price.

The City of Meriden, unless stated otherwise in the proposal documents or Contract, will make payment to the Contractor not less than thirty (30) days following completion of services.

#### 24. QUALITY

All materials, equipment, supplies, and services shall be subject to rigid inspection. If defective material, equipment, supplies, or services are discovered, the Contractor shall remove or make good such material, equipment, or supplies without extra compensation. It is expressly understood and agreed that any inspection by the City of Meriden will in no way lessen the responsibility of the Contractor or release Contractor from the obligation to perform and deliver to the City sound and satisfactory materials, equipment, supplies, or allow the cost to be deducted from any monies due it from the City of Meriden. All services will be performed in a workmanlike manner.

#### 25. INSURANCE

The successful bidder shall be required to provide a Certificate of Insurance denoting general liability, automobile liability, workers compensation liability, and other coverage required by the City's Risk Manager.

#### 26. CITY HALL CLOSING

If Meriden City Hall is closed due to inclement weather, or any other unforeseen event, proposals will be due at the same time on the next business day that City Hall is open.

## **CITY OF MERIDEN, CONNECTICUT**

### **RFP025-37 – On-Call Consultant and Administrative Services for City of Meriden Community Development Block Grant Program**

#### **Overview**

The City of Meriden is a federal entitlement community. As a federal entitlement community, the City is eligible to receive an annual allocation of Community Development Block Grant (CDBG) funding based on the federal allocation formula. During the City's 2024-2025 fiscal year (CDBG Program Year 50), the City was allocated \$959,924. in CDBG funds. The City, via the City Council, allocates CDBG grants to programs that primarily serve low, very low, and extremely low income households.

#### **General Requirements**

The City of Meriden is soliciting proposals from qualified firms to provide professional administration, technical assistance, and program delivery services for all activities related to its CDBG and CDBG-CV program. The initial contract period will last until June 30, 2027.

The assistance to be provided will ensure proper and timely expenditure of CDBG & CDBG-CV program funds; proper documentation, filing, and reporting; establishment and/or amendments to the current Consolidated Plan, Annual Action Plans, Citizen Participation Plan, Consolidated Annual Performance and Evaluation Report; creation of or amendment to any required policies and procedures for currently funded or to-be funded activities, and any other task requested by the City that is necessary to carry out the CDBG & CDBG-CV program in accordance with all applicable federal regulations.

#### **Scope of Services**

The consultant will be responsible to provide administration, program delivery services, and technical assistance, when needed, to allow for the overall management and coordination of the City's CDBG & CDBG-CV program.

Specifically, the scope of services to be provided by the consultant when needed includes, but is not limited to:

1. Providing compliance oversight and project eligibility review for programs funded with CDBG and CDBG-CV funding.



2. Drafting and submission of the Program Year ~~45~~-Consolidated Annual Performance and Evaluation Report in accordance with the City's Citizen Participation Plan and federal requirements.
3. Drafting and submission of any minor or substantial amendments required to obtain access to additional rounds of CDBG-CV funding.
4. Drafting, review and redrafting, as necessary, the City's CDBG, CDBG-CV, and Homeowner Rehab policies, procedures, manuals, checklists, files, plans, and materials in order to successfully carry out CDBG and CDBG-CV funded activities.
5. Assist with writing of plans, agreements, and reports including those listed previously, program policies, procedures, and financial reporting.
6. Assist with sub-recipient agreement preparations.
7. Assistance with project-specific environmental reviews.
8. Provide guidance and consultation through online meetings, phone, and email.
9. Project monitoring of sub-recipients including electronic and hard copy file reviews, and follow-up.
10. Financial drawdowns and IDIS project set-up, updates, accomplishment reporting, and close-out assistance for open activities/projects.
11. Use of current and future Consolidated Plans and Annual Action Plans to make recommendations on the use of CDBG and CDBG-CV funds to the City.
12. Other community development, planning, and administrative tasks as requested by the City.

The City reserves the right to select a consultant to provide any or all of these tasks and the City may choose to select additional tasks for the consultant selected using this same RFP. The City also reserves the right to extend the contract past the initial contract period.

### **Submission Requirements**

The submission shall include the following information:

1. Personnel: List project manager and other key personnel assigned to provide the requested services. A resume for each key personnel member listed shall be provided.
2. Experience: Explain your firm's experience in providing the requested services.
3. References: Provide references for similar work that the proposed personnel has provided within the last five years.
4. Pricing: Define the hourly rate(s) of the personnel identified to carry out the services.

### **Selection**

Selection will be based on the following:

1. Quality of written proposal and completeness of response to all questionnaire items. **15 points**
2. Ability to meet service requirements. **25 points**
3. Experience with communities of similar size and complexity to Meriden. **20 points**
4. Commitment by the firm and individual consultants to be assigned to this account and qualifications and experience of individuals assigned to this account. **20 points**
5. Aggregate service cost. **20 points**

### **Timetable**

The following is a timetable for selection of the On-Call Consultant

1. April 3, 2025 – Request for proposals available.
2. April 23, 2025, 11:00 a.m. submission deadline.
3. Award anticipated no later than May 21, 2025.
4. Initial contractual award remains in place until June 30, 2027.

The right is reserved to reject any or all proposals, in whole or in part, to award any part or parts, or total proposal, and to waive informality or technical defects, if it is deemed to be in the best interest of the City of Meriden. Minority owned firms are invited to submit their qualifications independently or as a joint venture with other consultants for the entire assignment.

### **Questions**

Any questions or requests for clarification regarding this request must be directed in writing to Meriden Purchasing at [meridenpurchasing@meridenct.gov](mailto:meridenpurchasing@meridenct.gov). The deadline for questions is April 16, 2025 @ 4 pm

### **Responses**

Sealed submissions shall be submitted in two (2) complete sets as well as one copy of the proposal on a flash drive to the Purchasing Department, 142 East Main Street, Room 210, City Hall, Meriden, CT 06450-8022 until 11:00 AM on April 23, 2025. Proposals received after that date and time, or by email, will be rejected.



**Insurance Requirements**

Contractor/Vendor shall agree to maintain in force at all times during the contract the following minimum coverages and shall name City of Meriden as an Additional Insured on a primary and non-contributory basis to all policies, except Workers Compensation. All policies should also include a Waiver of Subrogation. Insurance shall be written with Carriers approved in the State of Connecticut and with a minimum AM Best’s rating of “A-“VIII.

		(Minimum Limits)
General Liability	Each Occurrence	\$1,000,000
	General Aggregate	\$2,000,000
	Products/Completed Operations Aggregate ( Per Project Aggregate)	\$2,000,000
Auto Liability	Combined Single Limit Each Accident	\$1,000,000
Umbrella (Excess Liability)	Each Occurrence Aggregate	\$1,000,000
Garagekeepers Legal Liability	Limit	\$300,000

If any policy is written on a “Claims Made” basis, the policy must be continually renewed for a minimum of two (2) years from the completion date of this contract. If the policy is replaced and/or the retroactive date is changed, then the expiring policy must be endorsed to extend the reporting period for claims for the policy in effect during the contract for two (2) years from the completion date.

Workers’ Compensation and Employers’ Liability	WC Statutory Limits EL Each Accident EL Disease Each Employee EL Disease Policy Limit	\$1,000,000 \$1,000,000 \$1,000,000
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Original, completed Certificates of Insurance must be presented to City of Meriden prior to contract issuance. Contractor/Vendor agrees to provide replacement/renewal certificates at least 30 days prior to the expiration date of the policies. Should any of the above described policies be cancelled, limits reduced or coverage altered, 30 days written notice must be given to the City of Meriden.