

**TOWN OF AVON
REQUEST FOR PROPOSALS AND QUALIFICATIONS**

The Town of Avon requests proposals and qualifications for services relating to CDBG grant consulting, administration, and implementation. Services being requested are for Community Development Director, Program Manager, Housing Rehabilitation Specialist, and Administrative Assistant/Bookkeeper.

Questions relating to this Request for Proposals and Qualifications (RFP/Q) should be directed to Mr. Francis T. Crimmins, Jr., Town Administrator, (508) 588 - 0414 at the Avon Town Offices, Monday, Tuesday and Wednesdays, 8:30 a.m. – 4:30 P.M., Thursday, 8:30 a.m. - 7:30 P.M., and Friday 8:30 a.m. - 1:00 P.M.

Proposers are invited to submit qualifications and proposal packages in response to this solicitation. The Town intends to enter into a single contract for all of the services under this procurement. The successful proposer may either be a single entity or joint venture with a designated lead party. Proposers must submit one original and three copies of the complete proposal package to:

Mr. Francis T. Crimmins, Jr., Town Administrator
Avon Town Offices
65 East Main Street
Avon, Massachusetts 02322

All proposal packages must be received before **2:00 P.M., Monday, September 14, 2015**. The Town reserves the right to reject any and all proposals and to not accept any, should it be deemed to be in the best interest of the Town of Avon to do so.

Funds for the project are provided through a Massachusetts Community Development Block Grant Program. All pertinent federal and state statutes apply. The Town encourages participation from disadvantaged, minority and women-owned businesses. The Town of Avon is an EEO/AA Employer.

PART I

A. INTRODUCTION

The Town of Avon requests proposals and qualifications for administration and implementation of a Federal Fiscal Year 2015 Massachusetts CDBG Program Community Development Fund I grant from the Commonwealth's Department of Housing and Community Development (DHCD). These services will be provided on a contractual basis. The scope of responsibilities includes providing general grant administration and grant compliance, financial management and implementation of the housing rehabilitation program. The services being solicited are comprehensive, meaning that the Town is seeking to contract in the entirety the professional, technical and administrative capacity to successfully complete this grant, with oversight by the Town Administrator. The services and responsibilities being solicited are presented in greater detail in Sections C and D below.

Responses to this RFP/Q must be received on or before **2:00 P.M., Monday, September 14, 2015** at the Avon Selectmen's/ Town Administrator's Office. The Avon Board of Selectmen is the awarding authority and reserves the right to reject any or all proposals. The Town of Avon is an Affirmative Action/Equal Opportunity Employer.

B. BACKGROUND INFORMATION

Avon recently received a \$762,784 FY 2015 Massachusetts Community Development Block Grant Program (MCDBG) grant from the Department of Housing and Community and Development (DHCD). The grant funds a Regional Housing Rehabilitation Program with West Bridgewater and a regional social service activity.

The Towns of Avon and West Bridgewater have joined together to establish a **Regional Housing Rehabilitation Program** which will rehabilitate approximately ten (10) units of housing in *each* town (**20-units in total**). Assistance will be provided to low- and moderate-income households in the form of 0% deferred payment loans. The type of improvements provided may include roofing, siding, new windows, electrical upgrades, plumbing upgrades, heating upgrades, weatherization, lead paint hazard abatement, and general rehabilitation work required to bring the units into compliance with Article I of the State Sanitary Code.

The Town has received \$635,034 for the housing rehabilitation portion of the grant with a breakdown as follows:

Program Activity Budget

Rehabilitation grants (DPLs) \$541,667.00

Program Delivery

Personnel:	Community Development Director	\$ 19,000.00
	Program Manager	32,000.00
	Rehabilitation Specialist	40,000.00
	Administrative Assistant	-0-
	Direct Costs (Operating Expenses)	<u>2,367.00</u>
	Subtotal:	\$ 93,367.00

Program Activity Total: \$635,034.00

Based on this budget and prior Program experience, it is estimated that the activity will also leverage approximately \$30,000 of private investment, either through personal capital or bank loans. A local bank has pledged bank funds.

The Avon-West Bridgewater regional grant also received \$53,500 in support of a **public social service activity** that will fund *additional* Councils on Aging outreach staff time in both Avon and West Bridgewater. The grant award will be split 50% / 50%. Ninety percent of the grant award (\$48,000) will be used to fund *additional* outreach staff time for the Avon and West Bridgewater communities.

Program Activity Budget

Outreach Workers (additional hours) \$48,000.00

Program Delivery \$5,500.00

Program Activity Total: \$53,500.00

General Administration

In addition to funding for the housing rehabilitation program and the social service activity, the Town has also allocated \$74,250 for general administration costs associated with implementing this grant, with a breakdown as follows:

Personnel:	Community Development Director	\$ 32,500.00
	Program Manager	9,000.00
	Rehabilitation Specialist	-0-
	Administrative Assistant/Bookkeeper	24,000.00
	Direct Costs (Operating Expenses)	<u>8,750.00</u>
	Subtotal:	\$74,250.00

C. FUNCTIONAL SERVICES REQUESTED

The Town is establishing four positions, *Community Development Director, Program Manager, Housing Rehabilitation Specialist, and Administrative Assistant/Bookkeeper (AA/B)*, to implement and manage the Grant Administration and the Housing Rehabilitation Program. All positions will be filled by a grant management consultant.

The Town Administrator, as the appointed representative of the Board of Selectmen, will oversee the consultants' work for the Program. The *Community Development Director* will report directly to the Town Administrator at least on a weekly basis. The Town Administrator will report back to the Board of Selectmen on the program's progress. From time to time the *Community Development Director* will attend Selectmen's meetings to answer specific questions, or to report on the progress being made.

The Town is seeking either a firm or team to implement the grant activities. Proposals from qualified firms or teams that demonstrate experience and capacity to accomplish all tasks are encouraged. Prior CDBG and/or CDF experience is required. Occasional evening and weekend work may be necessary. Proposals should cover the entire period required to complete all tasks, which are currently scheduled through December 31, 2016.

D. SCOPE OF SERVICES

The individuals or firm(s) selected to assist the Town in its FY 2015 Community Development Fund I grant shall perform all duties professionally to ensure successful implementation of the Housing Rehabilitation Program, the public social service activity, and sound grant management. The functional responsibilities of the staff positions are needed to complete the tasks/milestones for the housing rehabilitation activity and to meet programmatic, administrative and regulatory objectives. The services sought through this RFP/Q conform to the *Town's Grant Management Plan*, which is described in abbreviated form below.

General Grant Administration

The *Community Development Director* will manage all aspects of the Community Development Program and be responsible for the successful completion of the grant. Other staff will report to him/her. The *Community Development Director* is responsible for preparing quarterly reports and other reports as needed, and ensuring that files required by DHCD are maintained properly for monitoring purposes. The *Community Development Director* will supervise the staff as they assist in the fiscal management, updating and maintaining fiscal records and prepare weekly

payment vouchers. All bills must be approved for payment by the *Community Development Director*.

The *Community Development Director* will also be responsible for the procurement for and coordination of other service providers, including, but not limited to, engineering, inspectors and testing services.

The *Program Manager* will assist in preparing quarterly and other reports required by DHCD and the Board of Selectmen relating to progress on activities, beneficiaries served, etc. The *Program Manager* will establish all systems, including files required by DHCD and financial records. The *Community Development Director* will review these reports and records. The *Program Manager* will also prepare drawdowns, using the information and projections provided by the *Administrative Assistant/Bookkeeper* and the *Rehabilitation Specialist*. All bills will require the *Community Development Director's* approval prior to submitting the payment vouchers to the Town's financial offices for processing.

The *Administrative Assistant/Bookkeeper (AA/B)* is responsible for general support to the *Community Development Director* and *Program Manager* in the day-to-day operation of the community development program, conducting general support duties such as copying, filing, ordering supplies, etc. The *AA/B* assists the *Community Development Director* with preparation of quarterly reports and with financial record keeping including preparing and tracking warrants, reconciling records against bank statements, inputting information into the CGMS system, tracking progress of housing rehabilitation cases, and communications with contractors and clients. The *AA/B* also assists in maintaining project files required by DHCD and provides general office support, assisting with client intake, and interaction and case management for the Housing Rehabilitation Program activity.

Regional Housing Rehabilitation Program

The Housing Rehabilitation Program will involve the work of the *Community Development Director, Program Manager, Housing Rehabilitation Specialist* and *Administrative Assistant/Bookkeeper (AA/B)*. The following is a list of duties for each position:

The *Community Development Director* will be responsible for program compliance, overall performance, and staff supervision and specific Program policy matters, issues, etc. S/He will oversee the Program generally, the selection process specifically, approve applicant eligibility, and respond to grievances.

The *Program Manager* will handle day-to-day operations of the Program, including marketing and outreach, application intake, applicant income verifications, and case file creation and maintenance. Once applicants respond, the *Program Manager* will assist the *Community Development Director* in correspondence regarding income verification or other information. Under supervision of the *Community Development Director*, the *Program Manager* will prepare contracts and lien agreements and will conduct contract signings.

Together with the *Rehabilitation Specialist* the *Program Manager* is also charged with contractor recruitment. The *Program Manager* will maintain a list of interested contractors, and maintain a file on each that includes copies of licenses and insurance certificates. This list will also be used in the bidding process.

The *Rehabilitation Specialist* will provide technical assistance to homeowners, including inspections, work specifications as a result of the inspection, preparation of cost estimates, assistance with any lead paint or asbestos tests that may need to be done, and providing construction management. The *Rehabilitation Specialist* will also coordinate the bidding process. He/She will review the bids, compare them to the cost estimate, and discuss the bids with the owner, informing them of the low bidder. The *Rehabilitation Specialist* will provide periodic inspections during construction and will conduct a final inspection of the work, develop any necessary punchlists, and prepare and have all final paperwork signed. The *Community Development Director* will meet regularly with the *Program Manager and Rehabilitation Specialist* to review all active cases, discuss any issues that arise, discuss funding needs, and deal with any grievances that cannot be resolved by the Specialist.

The *AA/B* will assist the staff with client intake, interaction and case management for the Housing Rehabilitation Program activity.

Social Service – Councils on Aging Outreach

The Avon -West Bridgewater Councils on Aging activity will fund *additional* hours of the COAs' *Outreach Workers*, with administrative oversight and technical support from the *Community Development Director* and *Program Manager*.

The *Community Development Director* will be responsible for drafting the contracts/MOUs between the Town and the COAs and for training the *Outreach Workers* in the required areas of compliance. The *Program Manager* will assist the *Community Development Director* in these tasks and will have the primary responsibility for ongoing oversight and periodic monitoring of the *Outreach Workers'* recordkeeping, as well as direct monitoring of the sub-grantees (COAs).

The COAs' *Outreach Workers* will have responsibility for overall outreach coordination, meeting the direct outcome goals of the FY15 grant, and referring eligible residents to area services agencies such as Old Colony Elder Services. The *Outreach Workers* will also assist in the preparation of quarterly and other reports required by DHCD and the Board of Selectmen.

PART I

MINIMUM EVALUATIVE CRITERIA

- 1) The Consulting Firm or team must have a minimum of three (3) years (or funding rounds) of successful MCDBG experience in implementing housing rehabilitation programs, as well as overall grant management/administration within Massachusetts, including direct financial management responsibilities. These three (3) years (or rounds) must have occurred within the past five calendar years. Each proposer/applicant must set out in detail the structure of the organization, identify officers/executives, and include examples of similar housing rehabilitation CDBG projects for which administrative services have been provided during the target period.
- 2) The Community Development Director must have demonstrated expertise as evidenced by a minimum of three (3) years (or funding rounds) of successful CDBG and/or CDF grant management and implementation experience within the past five years, including experience in the specific area of housing rehabilitation, and general grant management experience within the Commonwealth of Massachusetts.
- 3) The Program Manager must have a minimum of two (2) years successful experience in Community Development grant administration and CDBG-funded housing rehabilitation programs within the past 5 years.
- 4) The Rehabilitation Specialist must have a combined minimum of four (4) years successful experience in the construction trade and/or as a Rehab Specialist during the past 7 years and at least two (2) years successful experience serving in housing rehabilitation programs within the past five years.
- 5) Proposals must be complete, accurate and responsive to the RFP/Q's requirements.
- 6) Evidence of insurance coverage must be satisfactory, including general and professional liability and worker's compensation insurance.

COMPARATIVE EVALUATIVE CRITERIA

A. Consulting Firm Experience (If a team, this applicable for the lead firm)

1. Years (or rounds) of successful experience in MCDBG grant management within past five years.

Highly advantageous: Five (5) years of funding round (separate grants) experience providing grant administration services for a grant of similar size and complexity, with *highly* favorable references from clients and/or past employers.

Advantageous: Three (3) to four (4) years of funding round experience providing grant administration experience with *generally* favorable references.

Unacceptable: Less than three (3) years of funding round experience; or more experience, but with *mixed* references.

2. Years (or rounds) of successful experience in MCDBG-funded housing rehabilitation program implementation within past five years, where the firm provided services comparable to all of those being solicited by the Town in this RFP/Q.

Highly advantageous: Five (5) years of funding round (separate grants) experience providing grant administration services for a grant of similar size and complexity, with *highly* favorable references from clients and/or past employers.

Advantageous: Three (3) to four (4) years of funding round experience providing grant administration experience with *generally* favorable references. Experience with at least one (1) prior CDF grant.

Unacceptable: Less than three (3) years of funding round experience; or more experience, but with *mixed* references.

B. Community Development Director

- 1) The **Community Development Director**'s experience in combined CDBG grant administration and housing rehabilitation program implementation within the past five years.

Highly advantageous: Five (5) years of funding round (separate grants) experience providing grant administration services for a grant of similar size and complexity, with highly favorable references from clients and/or past employers. Experience with at least four (4) prior or current MCDBG grants.

Advantageous: Three (3) to four (4) years of funding round experience providing grant administration experience with generally favorable references. Experience with at least two (2) prior or current MCDBG grants.

Unacceptable: Less than three (3) years of funding round experience; or more experience, but with mixed references. Experience has not been in Massachusetts.

- 2) The **Community Development Director** must be able to work in coordination with Town residents, boards, officials and public agencies.

Advantageous: Demonstrates experience and ability to work effectively with above groups.

Not Advantageous: Does not demonstrate experience and an ability to work effectively with above groups.

Unacceptable: Past experience and/or demeanor indicates inability to work effectively with above groups.

C. Program Manager

1. The **Program Manager**'s successful experience in MCDBG-funded grant administration within the past 5 years.

- Highly advantageous:* Three (3) years or funding round (separate grants) experience.
- Advantageous:* Two (2) years of funding round experience.
- Not advantageous:* Not applicable.
- Unacceptable:* Less than two (2) years of funding round experience.

2. The **Program Manager**'s successful experience in MCDBG-funded housing rehabilitation programs within the past 5 years.

- Highly advantageous:* Three (3) years of MCDBG-funded housing rehabilitation management experience within the past four (4) years.
- Advantageous:* Two (2) years of MCDBG-funded housing rehabilitation management experience within the past four (4) years.
- Not advantageous:* Not applicable.
- Unacceptable:* Less than two (2) years of experience in managing MCDBG-funded housing rehabilitation.

D. Housing Rehabilitation Specialist

1. Experience in housing rehabilitation programs.

- Highly advantageous:* Five (5) or more years of successful experience in providing rehabilitation specialist services in CDBG-funded housing rehabilitation programs within past 7 years.
- Advantageous:* 5 years of combined Rehab Specialist and construction trades experience within the past 7 years, with at least 2 of the years as a Rehab Specialist.
- Not advantageous:* Not applicable.
- Unacceptable:* Less than 2 years of experience in providing rehabilitation specialist services in CDBG housing rehabilitation programs within past 7 years.

2. Knowledge of current HUD lead paint regulations under 24 CFR Part 35 and Sections 1012 and 1013 (Title X) of the Residential Lead-Based Paint Hazard Reduction Act of 1992.

- Highly advantageous:* Demonstrates at least three years of working experience in applying the above referenced regulations in implementing a housing rehabilitation program.
- Advantageous:* Demonstrates two (2) to three (3) years of working experience in applying the above referenced regulations in implementing a housing rehabilitation program.

Not advantageous: Demonstrates less than two years of working experience in applying the above referenced regulations in implementing a housing rehabilitation program.

Unacceptable: No direct experience in applying these regulations in an actual working situation.

Note: For all of the above, the Town may use information obtained from reference checks to verify the applicant's representations and to evaluate performance.

PART II

PROPOSAL SUBMISSION REQUIREMENTS

All proposers shall submit one (1) original and three (3) copies of their complete proposal by submission deadline of Monday, September 14, 2015 at 2:00 P.M. The following specific information will be required in each individual, team or firm's qualification and proposal package:

A. GENERAL INFORMATION

1. Name, address, and telephone number of consultant or firm and principal contact person.
2. Type of organization (i.e., corporation, partnership, joint venture, etc.) including list of participants, as appropriate.
3. History, ownership, and organizational background of the consultant or firm.
 - a. Provide a brief history of each consultant or firm involved as well as a synopsis of ownership and organizational structure;
 - b. If the firm responding is a partially or fully owned subsidiary of another firm, include the above information for the parent company and an appropriate statement by the parent company in support of the subsidiary's submittal;
 - c. In case the response is by a joint venture or partnership, identify the relationship of the responsibilities of the members of the joint venture or partnership and the mutual contractual obligations of the members; further include the information requested above for all members;
 - d. If the respondent intends to use a newly created subsidiary to perform its obligations, this must be fully disclosed and the reasons for such actions given; the parent company shall be responsible for securing the liabilities of the subsidiary and substantially meeting the qualifications requested herein.
4. An individual duly authorized to sign the submittal on behalf of the firm must sign the proposal.

5. Listing of Insurance Coverage as described in section C below (submittal of "Certificate of Insurance") will be required by the time of an execution of the contract.
6. Scope of services to be provided. Indicate which services are being proposed: Community Development Director, Program Manager, Rehabilitation Specialist and/or Administrative Assistant/Bookkeeper. Indicate services to be provided by sub-consultants, if any.
7. Approach, comments, or observations as proposer deems relevant.
8. Experience of Consultant or Firm.

Listing and description of previous similar assignments including:

- a. Location and project description
 - b. Consultant/Firm's involvement
 - c. References (names, title, and telephone numbers)
 - d. Date started and completed
9. Qualifications and Experience of Staff:
List the key in-house management staff, and the qualifications of persons who will be all phases of the project.
 10. Acknowledgment of the proposed project schedule and ability to meet schedule requirements, or an explanation as to why a departure from the above schedule is needed.
 11. Attach to each proposal package a signed original Non-Collusion Certificate pursuant to Massachusetts General Laws, Chapter 30, Section 39M (*sample on page 17*).
 12. Attach to each proposal package a signed Tax Compliance Certification pursuant to Massachusetts General Laws, Chapter 62C, Section 49A (*sample on page 18*).

B. FEE PROPOSAL

Proposers should provide a **fee proposal** for the proposed scope of services. This may include all grant administration services necessary for administration and implementation; or, a proposal for the services of Community Development Director, Program Manager, Administrative Assistant/Bookkeeper or Housing Rehabilitation Specialist; or a combination of services. Compensation may be proposed either on a fixed or not-to-exceed billing basis. However, fee proposals should clearly identify all elements contained therein, including basis for fees charged (hourly rate vs. direct labor X multiplier); billing rates by individual position or job category; proposed levels of services, i.e. full time, part-time, etc.; estimated cost by activity/task; direct project expenses; subcontractor costs, if any (include a detailed cost breakdown); and any other costs comprising or not included in the proposed fee.

The total budget for all grant administration, personnel and operating expenses is \$162,000. The maximum available for Community Development Director is \$54,000; for Program Manager, \$44,000; for Administrative Assistant/Bookkeeper, \$24,000; and for Housing Rehabilitation Specialist, \$40,000. The Town of Avon reserves the right to award a contract(s) for either service or for a combination of services to individual firms/respondents. The Town of Avon also reserves the right to reject any and all proposals if doing so is in the best interests of the Town.

C. INSURANCE

1. Each consultant/firm submitting qualification and proposal packages in response to this Request for Proposals shall submit a sample "Certificate of Insurance" for the items listed below and before the work commences, the insurance company shall send to the Town a "Certificate of Insurance" indicating that such insurance is in force. Arrangements shall be made with the said insurance company to notify the Town of any termination or material change in the aforementioned insurance at least ten days prior to the date on which the termination or change takes place.
2. Each Consultant/Firm submitting a proposal, regardless of service(s) proposed, shall take out and maintain insurance as provided in the preceding paragraph, as follows:
 - a. Worker's Compensation Insurance -- the Consultant shall furnish the Town with certificates of insurance showing that all its employees who shall be connected with the performance of this project are protected under Workers' Compensation Insurance Policies, in statutory amounts.
 - b. Automotive Liability Insurance with an Insurance Company acceptable to the Town providing a limit of liability not less than those specified below. Such insurance is to include claims arising out of vehicles owned by the consultant, hired by the consultant, or owned by others acting on behalf of or under the direction of the consultant.
 1. Bodily Injury Liability of not less than \$500,000 per person, \$1,000,000 per accident/occurrence.
 2. Property Damage Liability of not less than \$500,000 per accident/occurrence.

CONTENT OF PROPOSAL

In conformance with M.G.L. Chapter 30B, the proposal shall consist of two separate parts, non-price proposal and price proposal, as defined as follows:

Part A - Non-Price Proposal

A. Cover letter from the applicant stating that the applicant has read, understood, and will comply with the requirements and conditions contained in this RFP/Q and signed by an authorized representative for the firm who will act as a contact person during the selection process.

B. Detailed statement demonstrating that the applicant meets the minimum evaluation criteria. At a minimum this would include location, dates and contact persons including telephone numbers for all prior experience requested. Where education levels as required; school attended and degree received. Financial capacity to fund start-up costs would include the applicant's most recent financial statement or similar documentation.

C. Detailed statement demonstrating that the applicant meets or does not meet the comparative evaluation criteria.

D. Any other information that the applicant would like to submit as part of its proposal that would assist the Town in evaluating the applicant's proposal.

E. Completion of Non-Collusion Certification (sample attached).

F. Completion of Tax Compliance Certification (sample attached).

Part B - Price Proposal

The applicant shall provide a lump sum amount for administration and implementation of the CDBG Grant and/or the proposed services for the Town. Payment will be made pursuant to the method and schedule for compensation as outlined in this RFP/Q. Applicant must include this information in their price proposal.

Part A and Part B of the Proposal shall be submitted in separate sealed envelopes.

If submitting a proposal for all the services being sought for grant administration and implementation, the *Part A* envelope shall be labeled: "Town of Avon: Non-Price Proposal for FY 2015 Massachusetts CDBG Program - Grant Consulting, Administration and Implementation" and the *Part B* envelope shall be labeled: "Town of Avon: Price Proposal for FY 2015 Massachusetts CDBG Program - Grant Consulting, Administration and Implementation."

Similarly, if submitting a proposal for only one or some combination of services being solicited (but less than the entire package of services), the proposer should follow the format described in the preceding paragraph, clearly identifying on both *Part A* and *Part B* labels the services being offered.

PART IV

TERMS AND CONDITIONS

Award of Contract

The binding effect of a contract award and subsequent agreement for Avon's FY 2015 CDBG grant administration will be contingent on the execution of a grant agreement between the Town of Avon and the Massachusetts Department of Housing and Community Development.

Pursuant to G.L. c. 30B, §6, proposals shall not be opened publicly, but shall be opened by the **Chief Procurement Officer** in the presence of at least one witness at the time specified above. The Chief Procurement Officer for the Town of Avon is the Town Administrator. Proposals are not considered public records and shall remain confidential and not available for public inspection or copying until the completion of the evaluation process, or the expiration of sixty days, whichever occurs first.

Sealed Price Proposals shall be retained by the **Chief Procurement Officer** until the completion of the evaluation and ranking of the Non-price proposals. As part of the review process, the Town will contact previous employers and grantee entities, as well as DHCD and its grant administration staff to verify successful experience and education levels. It may also ask the consultant to come in for an interview. Proposals shall be rated on each of the Comparative Evaluation Criteria, and a composite rating assigned to each. Each composite rating shall take into consideration the results of the reference confirmation process conducted by the Town. Upon the completion of the Non-price proposal evaluation process, the Chief Procurement Officer shall open the Price proposals.

Based on ratings assigned to the non-price proposal and the price proposal, the Board of Selectmen will determine the most advantageous proposal and award the contract. The Board of Selectmen expressly reserves the right to award the contract to a firm other than that providing the lowest price proposal. The successful applicant shall be prepared to execute a contract in substantially the form attached hereto within five (5) days of presentation by the Town and commence work immediately upon execution of the contract.

It is anticipated that the award will take place on or about **October 1, 2015**.

Project Schedule

It is anticipated that the term of service shall commence immediately upon a contract award and shall continue until grant activities have been completed. That date is currently estimated to be December 31, 2016, unless an extension is granted by the Town and DHCD. The successful Consultant should be prepared to execute a contract agreement and commence work immediately upon selection.

Insurance Requirements

The successful applicant shall provide insurance coverage including:

Comprehensive General Liability coverage of at least \$1,000,000/per occurrence, \$3,000,000/aggregate, Workers' Compensation coverage in statutory amounts, insurance in a sufficient amount to assure the restoration of any plans, drawings, computations, field notes, reports or grant documentation or data relating to the work covered by this contract in event of loss or destruction until the final fee payment is made and all such data is turned over to the Town.

All policies shall identify the Town as an additional insured (except Workers' Compensation) and shall provide that the Town shall receive written notification at least 30 days prior to the effective

date of any amendment or cancellation. Certificates evidencing all such coverage's shall be provided to the Town upon the execution of the contract. Each such certificate shall specifically refer to the contract and shall state that such insurance is as required by the contract.

General Provisions

While the Town has not established specific affirmative action hiring goals for this contract, consideration will be given in the evaluation process for those proposals including participation by disadvantaged groups, including small and Section 3 businesses and certified M/WBEs.

The Town of Avon reserves the right to reject any or all proposals or parts of proposals, waive informalities, and to award contracts as may be in the best interest of the Town.

Pre-award negotiations may be conducted.

All proposals shall become the property of the Town of Avon.

The selected proposer is expected to comply with all applicable federal and state laws in its performance of service.

Unless specifically prohibited by the bidder, the Town has the right to disclose information contained in the proposals.

With the exception of the Town's Affirmative Action Program, the selection of the successful proposer shall be made without regard to race, color, sex, age, religion, political affiliation or national origin.

All contracts resulting from this Request for Proposals and Qualifications will be subject to review and approval by DHCD/Massachusetts CDBG Program.

Proposers should direct all questions regarding this Request for Proposals/Qualifications to:

Mr. Francis T. Crimmins, Jr., Town Administrator
Avon Town Offices
65 East Main Street
Avon, Massachusetts 02322
Telephone: (508) 588 - 0414

Proposals should be submitted to the address above, labeled as per the instructions on pages 10-13. Questions relating to this solicitation shall be submitted in writing to the address above or via email to Mr. Crimmins, not later than 2:00 P.M., September 7, 2015. Please provide fax number and email address. The Town will issue any clarifications or additional information in writing (via fax or email) by the end of the business day on August 19, 2015. All other methods of communication and communication with other parties shall be considered informal and non-binding.

Faxed or emailed proposals shall not be accepted.

The proposer may withdraw and/or modify its proposal up to the deadline time and date for submission of proposals, but communicating such modification or withdrawal in writing, addressed to Mr. Crimmins above.

CERTIFICATE OF NON-COLLUSION

The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

By: _____
(Authorized Signature & Title)

(Name of Firm or Individual)

(Date)

CERTIFICATION OF TAX COMPLIANCE

Date: _____

Pursuant to Chapter 62C of the Massachusetts General Laws, Section 49A, I certify under the penalties of perjury that I, to my best knowledge and belief, have filed all state tax returns and paid all state taxes required under law.

(Printed Name of Firm or Individual)

By: _____
(Authorized Signature & Title)

Federal ID or Social Security #: _____