

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

The Town of Wareham, acting through its Town Administrator, seeks a professional firm or team to provide Grant Administration Services for the implementation of CDBG program activities funded by a FY 2021 Massachusetts CDBG (MCDBG) grant from the Department of Housing and Community Development (DHCD), with secondary responsibilities for managing the other activities and assets of the Department. The approved grant activities include:

- Highland Avenue Sidewalk Reconstruction
- 195 Main Street Building Study
- The Family Pantry – Damien’s Place Public Social Service Program
- Wareham Area Committee for the Homeless Turning Point Public Social Service Program
- The Wareham Police Department Domestic Violence Outreach Public Social Service Program

The Town seeks the services of a Community Development Programs Manager and a Program Coordinator to assist in the administration and implementation of the grant.

Firms, teams, or individuals may submit qualifications and proposal packages in response to this RFPQ. Respondents may submit proposals to provide the services of Community Development Program Manager, Program Coordinator, or all requested services. Proposals including all services are preferred but that does not preclude any proposal having one or two services from being awarded. Firms/individuals must submit three copies (one original + 2 copies) of the complete proposal package to:

Mr. Derek Sullivan, Town Administrator
Memorial Town Hall
54 Marion Road
Wareham, Massachusetts 02571

Copies of the Request for Proposals and Qualifications (RFPQ) will be available on Wednesday, July 27, 2022 at 12:00 PM. You may obtain a copy on the Town of Wareham’s website at <https://www.wareham.ma.us/bids-rfps>, emailing a request to pneal@wareham.ma.us or in the Administration Office at the Wareham Town Hall, 54 Marion Road, Monday through Thursday, 8:15 AM. - 6:00 PM.

Responses to the RFP/Q must be received no later than August 24, 2022 at 4:00 p.m. at address listed above. The Town reserves the right to reject any or all proposals should it be deemed to be in the best interest of the Town of Wareham to do so.

Funding for the CDBG Program activities is provided by a FY 2021 Massachusetts Community Development Block Grant Program award. All pertinent federal and state statutes apply. The Town encourages Section 3, minority, and women-owned business participation. The Town of Wareham is an EEO/AA Employer.

INTRODUCTION, BACKGROUND, AND SERVICES REQUESTED

On behalf of the Town of Wareham and pursuant to M.G.L. c. 30B, the Town Administrator requests proposals and qualifications from a qualified firm or team for grant implementation and management services for its Department of Planning and Community Development (DPCD). Primary responsibilities will be for the management and implementation of the Town's Massachusetts CDBG Program grants, with secondary responsibilities for managing other activities and assets of the Department.

The purpose of these services is to provide a range of high-quality management, technical assistance and professional services to the Town and the DPCD, and to local residents and businesses, including the successful management of the Town's CDBG grants. Currently, and for the past several years, these services have been provided largely through a consulting management services contract, and this solicitation seeks to continue this arrangement. The Town's current contractual relationship with a consultant is in effect through 2022 and covers all open CDBG grants. This RFQP seeks services for the Town's FY 2021 CDBG grant and beyond, as described below. The services being solicited will require experience in different functional areas.

An important consideration in the Town's decision to contract for management and implementation services is that both the types and funding levels of the activities carried out by the DPCD vary substantially on a year-to-year basis, with changing time demands and needed skills. Contracting for services affords the Town the opportunity to acquire the requisite skills and experience in a flexible, cost-effective manner that reflects these varying conditions.

BACKGROUND INFORMATION

The Department of Planning and Community Development (DPCD) office is the Town's principal community development agency. It is the successor to the former Community and Economic Development Authority (CEDA), which was established through a still earlier merger of a Community Development Authority (CDA) and the local Economic Development and Industrial Corporation (EDIC). It manages numerous programs and initiatives relating to community and economic development.

The DPCD is led on a day-to-day basis by its Director, although the Town Administrator (TA) is superior in authority in the chain of command. Wareham's Board of Selectmen (BOS) are the legal recipient of CDBG grants and has ultimate legal responsibility for them.

This RFQP seeks services for the management and implementation of a \$825,000 federal FY 2021 CDBG grant through DHCD's Mini-Entitlement Plan (ME) fund. The grant was awarded earlier in 2022 and is currently in the "start-up" stage;

Detailed information pertaining to the grant may be obtained by request.

Historically, Wareham's CDBG grants have included multiple project activities within a single grant: e.g., housing rehabilitation, public social services funding to non-profits,

planning and/or design, and (re)construction of public facilities/infrastructure. These grants have often been modified by adding activities or increasing the measurable goals of existing activities as a result of re-allocating funds internally.

As stated above, the Town’s primary objective in this solicitation is to retain the needed services to implement its FY 2021 CDBG grant. This grant includes funding to three (3) organizations for public social services, a building study of 195 Main Street in Wareham Village, and the reconstruction of sidewalks along Highland Avenue in Onset.

In addition to its CDBG activities, DPCD’s Community Development staff is responsible for administering the Town’s DEP-funded Title V Septic Betterment Loan Program, and sponsors other community and economic development-related initiatives, including the seasonal operation of the Route I-195 Visitor (Tourist Information) Center¹. DPCD often assists the Town Administrator and/or Director with research and pursuit of other town initiatives and special projects. Frequently, it is a resource or contact point in town government for residents or businesses seeking various types of information and data. In addition to the CDBG management services, the Town seeks consulting services for administration of the Title V program and for administrative support to the Visitor Center’s operations.

Highland Avenue Sidewalk Reconstruction

This project will reconstruct approximately 700 linear feet of existing sidewalks on Highland Avenue in Onset, a village within the Town of Wareham. This work will improve safety and accessibility. The project will begin at Onset Avenue then continue to the area of 26 Highland Avenue and the Ethel E. Hammond School.

The Town received \$469,000 for this activity, with a breakdown as follows:

Rehabilitation/Construction Funds \$ 418,500*
*Includes \$3,500 of Program Income

Program Delivery

| | |
|----------------------------------------|--------------|
| Community Development Programs Manager | \$ 30,000 |
| Program Coordinator | 17,000 |
| Program Delivery Costs | <u>3,500</u> |
| Subtotal: | \$ 50,500 |

Program Activity Total: \$469,000

195 Main Street Building Study

Funding will be used to perform a study of 195 Main Street and to obtain estimates for the costs of demolition and/or stabilization. The roof of the building is partially collapsed and the rear wall is rapidly deteriorating onto Merchants Way where there are public

¹ Due to the COVID-19 pandemic, the Center was closed in 2021 and will remain closed in 2022. The Center’s opening in future years is currently undetermined.

parking spaces behind the building and two-way traffic. The study will determine the integrity of the building, including the shared wall with its abutter, 191 Main Street.

The Town received \$41,500 for this activity, with a breakdown as follows:

| | |
|----------------------------------------|-----------------|
| Study Funds | \$ 25,000 |
| <u>Program Delivery</u> | |
| Community Development Programs Manager | \$ 10,000 |
| Program Coordinator | 4,000 |
| Program Delivery Costs | <u>2,500</u> |
| Subtotal: | \$ 16,500 |
| Program Activity Total: | \$41,500 |

The Family Pantry – Damien’s Place Public Social Service

CDBG funding will be used to assist The Family Pantry – Damien’s Place in purchasing food, offsetting the costs of rent for the organization’s East Wareham warehouse; by contributing to the part-time salary of the pantry’s single paid employee; by offsetting the costs of communication materials, insurance, and training.

The Town received \$70,000 for this activity, with a breakdown as follows:

| | |
|----------------------------------------|-----------------|
| Project Activity Costs | \$60,000 |
| <u>Program Delivery</u> | |
| Community Development Programs Manager | \$ 3,000 |
| Program Coordinator | <u>7,000</u> |
| Subtotal: | \$ 10,000 |
| Program Activity Total: | \$70,000 |

Wareham Area Committee for the Homeless (WACH) Turning Point Program

Funding will be used to assist WACH/Turning Point in paying a portion of the organization’s Program Coordinator’s salary, for financial services provided under the terms of a Financial Services Agreement between WACH/Turning Point and the Brockton-based non-profit Father Bill’s & MainSpring, and to provide direct payments on clients’ behalf to prevent homelessness, including payment of security deposits, and rent and utility assistance.

The Town received \$75,000 for this activity, with a breakdown as follows:

| | |
|----------------------------------------|--------------|
| Project Activity Costs | \$65,000 |
| <u>Program Delivery</u> | |
| Community Development Programs Manager | \$ 3,000 |
| Program Coordinator | <u>7,000</u> |

Subtotal: \$10,000

Program Activity Total: \$75,000

Wareham Police Department Domestic Violence Outreach Program

Funding will support the hiring of a part-time Licensed Certified Social Worker (LICSW)/Program Coordinator who will provide outreach and case management services to victims of domestic violence in the Town of Wareham and will offset the costs of supplies and materials.

The Town received \$50,000 for this activity, with a breakdown as follows:

Project Activity Costs \$40,000

Program Delivery

Community Development Programs Manager \$ 3,000

Program Coordinator 7,000

Subtotal: \$10,000

Program Activity Total: \$50,000

General Administration

In addition to the budgeted amounts for direct activities and related program delivery costs, the grant includes funding for costs associated with the grant's general administration.

Community Development Programs Manager \$ 48,500

Program Coordinator 13,500

Administrative Assistant/Bookkeeper 48,000*

*This represents a Town employee in the DPCD.

Miscellaneous General Admin. Costs 13,000

Subtotal: \$123,000

TOTAL GRANT: \$825,000

Grant Administration and Implementation Budget

The total budget for grant administration and implementation services for the Wareham FY 2021 CDBG Program is \$201,000.

The maximum amounts available for the services requested are:

TOTAL available for Community Development Programs Manager: \$ 97,500

TOTAL available for Program Coordinator: \$ 55,500

TOTAL available for Administrative Assistant/Bookkeeper: \$ 48,000

\$201,000

PROJECT SCHEDULE

The Town anticipates making a contract award in September of 2022. Pending successful negotiation with the selected firm or team, the Consultant shall start services immediately following the approval of the contract agreement by the Massachusetts Department of Housing and Community Development. The performance period of the grant shall be until its completion and or the grant ending date. Currently the grant end date is June 30, 2023.

SUMMARY OF SCOPE OF SERVICES REQUESTED

The Town intends to implement and manage this grant through contracted services via a Community Development Programs Manager and Program Coordinator, as well as with the assistance of a town-employed Administrative Assistant/Bookkeeper.

The program will operate under the direction of the Department of Planning and Community Development (DPCD) and will be supervised by the Town Administrator, who reports to the Board of Selectmen. The Board of Selectmen will have oversight responsibility for the FY2021 CDBG Grant, including:

- 1) Quality of work
- 2) Adherence to schedule
- 3) Expenditure of funds

The Town is seeking a firm or a team to implement the grant activities. However, for the purposes of supervisory efficiency, the Town prefers to award a single contract for the requested services. Thus, proposals and qualifications are encouraged from qualified firms or teams that demonstrate experience and capacity to accomplish all tasks. 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.

Scope of Services

The individuals or firm selected to assist the Town in its FY 2021 CDBG grant shall perform all duties professionally to ensure the successful implementation and administration of the grant. The functional responsibilities identified in the staff positions below are required to achieve the tasks/milestones that are a part of the activities and to meet programmatic, administrative, and regulatory objectives.

Proposals should cover a period from August 2022 through June 30, 2023, or until all grant activities have been completed. It is the responsibility of the selected CDBG consultant(s) to proceed with the program activities in a responsible and expeditious manner that corresponds with the approved implementation schedule for this grant. The firm or team will be expected to perform most of the requested services on-site at the Community Development office.

The following *functional responsibilities* have been identified for this grant program:

Community Development Programs Manager (PM)

The Community Development Programs Manager will be responsible for overall grant management, program administration, budgeting and project management needed to successfully implement the CDBG program in compliance with all DHCD and HUD regulations, including but not limited to:

- **Supervision** of other contracted program staff, including the Administrative Assistant/Bookkeeper (AA/B) and Program Coordinator (PC);
- **Procurement** of services required to implement program activities in compliance with all state and federal regulations, including but not limited to procurement of a general contractor for the Highland Avenue Sidewalk Reconstruction project.
- **Grant Management and Implementation** including but not limited to financial and administrative management of the grant in coordination with the Town's Accounting and Treasurer/Collector departments; implementation of grant activities in accordance with project schedules, program goals and regulatory requirements; regular reporting to the Board of Selectmen and DHCD; federal wage rate monitoring for the Highland Avenue Sidewalk Reconstruction project; monitoring of public social service activities; and oversight of the 195 Main Street Building Study.

Program Coordinator (PC)

Under the Direction of the Community Development Programs Manager, the Program Coordinator assists the Manager with the daily operation of the various grant activities, such as Public Services projects. The Coordinator's duties include the review of monthly Public Services invoices from sub-recipients and preparation of invoices for payment. Additional responsibilities include monitoring of rental units assisted through prior CDBG grants and working jointly with the Administrative Assistant/Bookkeeper to maintain the loan portfolio in RLSS, and to process subordination and loan payoff requests. The Program Coordinator will also have responsibilities in completing the Highland Avenue Sidewalk Replacement project.

The Program Coordinator sets up projects and contracts, maintains beneficiary information, and ensures data and financial transactions are entered accurately into the State's Intelligents system. The Program Coordinator also maintains the financial portion of Intelligents, prepares grant funds claims, tracks and records claims when received, and provides the Manager with up-to-date reports of fund balances for all grant-funded projects. Under the direction of the Community Development Manager, the Program Coordinator will prepare quarterly reports, grant amendments, and grant extension requests. Additional duties may include preparing letters and other documents as needed.

The Program Coordinator will also assist the Programs Manager with researching data, preparing plans and CDBG grant applications, and using social media to inform the public of DPCD's Town of Wareham FY 2021 ME Plan activities.

Administrative Assistant/Bookkeeper (AA/B)

Under the direction of the Community Development Programs Manager, the Departmental Administrative Assistant/Bookkeeper is responsible for the timely, accurate and thorough accounting of all financial transactions associated with the CDBG grants. The AA/B maintains financial records through the Town's VADAR financial management system. Staff presents the AA/B with projected cash needs, which are compiled as the basis for a grant claim. The AA/B provides reports of expenses for all grant-funded projects. For this, she serves as liaison with the Town Accountant's Office regarding the accuracy of Town accounting processes relating to CDBG. The AA/B also tracks income from grant and loan repayments through DPCD's loan program software (RLSS). The Administrative Assistant maintains a process for the timely posting and payment of expenses to be applied against the grant. This includes notifying the Treasurer and Accountant when to make inter-fund transfers to meet CDBG requirements.

Additional duties may include preparing letters, subordination documents, and notices in connection with the loan program, serving as receptionist for visitors to the office, and providing administrative assistance to the Manager, as needed, to support the Manager in the oversight of all grant-funded activities. Currently, the AA/B position is a thirty-five hour per week position. The AA/B position is currently filled by a town employee.

The firm or team selected to assist the Town in the administration of this MCDBG award shall perform all duties professionally to ensure the successful implementation of the grant with minimal day-to-day supervision.

Although the grant's management plan and this RFP/Q lists the functions and the responsibilities for the three (3) positions cited above, a proposer should only submit a proposal to staff the Program Manager (PM) and Program Coordinator (PC) positions only. A proposer may suggest a different staffing structure (or team organization) so long as it presents a plan that will provide all the requested functions.

EVALUATION CRITERIA

Applicants will first be reviewed to determine if they meet the **Minimum Evaluation Criteria** cited below. Proposals that fail to meet any of the six minimum criteria will be eliminated from further consideration and will not be evaluated under the **Comparative Evaluation Criteria**. The intent of the evaluation is to determine which applicant is best qualified to provide the services requested and to award a contract to that applicant.

It shall be the responsibility of the applicant to provide the information needed to enable the Town to complete its evaluation. Failure to provide such information will result in the proposal being rejected as non-responsive.

Minimum Evaluation Criteria

The following are the minimum standards to be considered responsive to this RFQP. Failure to meet any these minimum standards shall result in a rejection of the proposal.

1. The proposer must have a minimum of three (3) years of successful CDBG grant administration experience. This experience must have occurred within the past

four years. "Successful experience" shall be considered grant management experience that includes, at a minimum, three different grants and two project activity components of different types (in one or more grants) that have been completed or are at least 75% complete (as determined by grant expenditures) and where there were no or only minor monitoring and/or audit findings.

2. The proposer must have at least 2 years of successful experience in the specific area of public housing, public facilities and/or public works construction project management in Massachusetts within the past 5 years. "Successful experience" shall be considered grant management/implementation experience that includes at a minimum two such project components that have been completed or is at least 75% complete (determined by grant expenditures) and where there were no or only minor monitoring and/or audit findings.
3. The proposer must have at least 2 years of successful experience in the specific area of public social service program management in Massachusetts within the past 5 years. "Successful experience" shall be considered grant management/implementation experience that includes at a minimum two such project components that have been completed or is at least 75% complete (determined by grant expenditures) and where there were no or only minor monitoring and/or audit findings.
4. Proposals must be complete, accurate and responsive to the RFQP's requirements.
5. The proposer shall provide evidence of insurance coverage, including general and professional liability and worker's compensation insurance.
6. The proposer shall not be debarred from entering into state or federal contracts.

Proposals that meet the Minimum Evaluative Criteria cited above will then be evaluated according to the Comparative Evaluative Criteria below. Again, it is the proposer's responsibility to provide the information needed to enable the Town to determine that these standards have been met.

Comparative Evaluative Criteria

It shall be the responsibility of the applicant to provide the information needed to enable the Town to complete its evaluation. Failure to provide such information will result in the proposal being rejected as non-responsive.

- 1. Years (or individual grant rounds) within past 7 years of successful CDBG grant management and implementation experience. "Successful experience" shall be considered grant management experience that includes at least two different types of project components (activities) that have been completed or are at least 75% complete (determined by grant expenditures) and where there were no or only minor monitoring and/or audit findings.**

Highly Advantageous: More than 5 years of funding round experience in total, and experience with at least two different types of project components (activities).

Advantageous: 4 or 5 years of funding round experience in total, and experience with at least two different types of project components (activities).

Not Advantageous: At least 3 but less than 4 years of funding round experience in total, and experience with at least two different types of project components (activities).

Unacceptable: Less than 3 years of funding round experience.

- 2. Successful experience in implementing CDBG-funded public housing, public infrastructure and/or facilities construction projects during the past 5 years that are subject to Massachusetts public bidding requirements. “Successful experience” shall be considered project and grant management experience that includes grant project components that have been completed or are at least 75% complete (determined by grant expenditures) and where there were no or only minor monitoring and/or audit findings.**

Highly Advantageous: Successfully managed four or more public housing, facilities, or infrastructure construction/reconstruction projects, including at least three infrastructure projects

Advantageous: Successfully managed at least three public housing, facilities or infrastructure construction/reconstruction projects, including at least two infrastructure projects.

Not Advantageous: Successfully managed one public housing, facility or infrastructure construction/reconstruction project.

Unacceptable: No demonstrated experience in managing public housing, facilities or infrastructure construction projects.

- 3. Grant administration software:**

Highly Advantageous: Applicant has significant experience (uses it weekly or more frequently) with CGMS grant administration software provided by DHCD for the administration of CDBG grant programs.

Advantageous: Applicant has some experience (uses it less than weekly) with CGMS grant administration software provided by DHCD for the administration of CDBG grant programs.

Not Advantageous: Not applicable.

Unacceptable: Applicant has limited (uses it irregularly) or no experience with CGMS grant administration software provided by DHCD for the administration of CDBG grant programs.

4. References*

Highly advantageous: Applicant submits multiple references from current and past grantee clients that are highly favorable, with no stated concerns or reservations.

Advantageous: Applicant submits at least one reference from a current or past grantee client that is generally favorable or submits multiple references that are less favorable when compared to other applicants, or that have some stated concerns.

Not Advantageous: Not applicable.

Unacceptable: References from current and past grantee clients are, on balance more mixed or unfavorable, than favorable when compared to other applicants.

**The Town's own past or current experience with a proposer may serve as a reference. The Town may make inquiries to parties other than those references listed by the proposer.*

SUBMISSION REQUIREMENTS

The following specific information will be required in each individual, team or firm's qualification and proposal package: In conformance with M.G.L. Chapter 30B, the submission shall consist of two separate parts, Part A: Non-Price Proposal and Part B: Price Proposal.

TECHNICAL (NON-PRICE) PROPOSAL

A complete proposal shall be considered one that contains the following information:

1. Cover letter providing name, address, and telephone number of consultant or firm and principal contact person. Statement that the applicant has read, understood, and will comply with the requirements and conditions contained in this RFQP, including a statement as to availability, which is signed by an authorized representative of the firm. The letter should acknowledge the receipt of any addenda issued by the Town.
2. Type of organization (i.e., corporation, partnership, joint venture, etc.) including list of participants, as appropriate. 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. Indicate services to be provided by sub-consultants, if any.
3. Experience and qualifications of consultant/firm and staff proposed for the engagement. List and describe previous similar assignments. Identify the key person(s) who will be providing services. Provide a brief history of each consultant or firm involved as well as a synopsis of ownership and organizational structure.
4. Provide information that demonstrates how the applicant meets the minimum *evaluation criteria*.

5. Provide statement/information that demonstrates how the applicant meets the *comparative evaluation criteria*.
6. Provide reference/contact information to enable the Town to verify the proposer's experience and satisfactory delivery of services. Provide an adequate number of contacts to enable the Town to establish the nature and quality of the proposer's comparable experience.
7. Any comments regarding approach, methods or observations proposer deems relevant. Acknowledgment of the proposed project schedule and ability to meet schedule requirements, or an explanation as to why a departure from the stated schedule is needed.
8. Listing of Insurance Coverage as described in the INSURANCE Paragraph below. A "Certificate of Insurance" will be required from the successful applicant as part of a contract.
9. Attach to each proposal package a signed original letter pursuant to Massachusetts General Laws, Chapter 62C, Section 49A (*Sample included*).
10. Attach to each proposal package a signed original Non-Collusion Certificate pursuant to Massachusetts General Laws, Chapter 30, Section 39M (*Sample included*).
11. Corporations must attach to the proposal package a signed original Certificate of Corporate Authority (*Sample included*).

PRICE PROPOSAL

The applicant shall provide a lump sum or not-to-exceed amount for services to the Town. Applicants must state the basis for payment (e.g., lump sum, hourly) in their price proposal.

Proposers should provide a fee proposal for the proposed scope of services. Fee proposals should clearly identify all elements contained therein, including basis for fees charged (i.e., per diem, hourly rate, or direct labor X multiplier); billing rates by individual position or job category (if time-based [hourly] method of compensation); proposed levels of services, i.e. full time, part-time, etc.; estimated total cost by activity; direct project expenses; and any other costs not included in the proposed fee.

While a price proposal is required, the primary criteria for a contract award will be based on qualifications, i.e., review of the comparative evaluation criteria cited in Part II.B. Pricing will be considered when there is minimal difference in the experience and qualifications of competing parties. The Town and proposer may negotiate a mutually agreed-upon fee and compensation schedule that reflects the services to be provided. The maximum available fee for professional services for the management of the FY 2021 CDBG grant is \$201,000.

The Town of Wareham reserves the right to award a contract(s) for either one service or for a combination of services to individual firms/respondents.

In conformance with M.G.L. Chapter 30B, all submitted proposals must consist of two separate parts:

1. Technical (Non-Price) proposal
2. Price (Fee) Proposal

Each part must be submitted in a separate sealed envelope clearly marked with the proposer's name and address, and the appropriate designation as "**Town of Wareham: Non-Price Proposal for CDBG Grant Management and Related Services**" or "**Town of Wareham: Price Proposal for CDBG Grant Management and Related Services.**"

These two envelopes must be enclosed in a third envelope clearly marked with the proposer's name, address, and the title "**FY 2021 CDBG Program Administration – Opening, August 24, 2022 at 4:00 p.m.**"

INSURANCE REQUIREMENTS:

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.

TERMS AND CONDITIONS

Award of Contract

The binding effect of a contract award and subsequent agreement for Wareham's FY 2021 CDBG grant administration will be contingent on the execution of a grant agreement between the Town of Wareham 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. 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 first occurs. However, a log of the names of the firms submitting proposals will be publicly-available shortly after the submission deadline.

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 may 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, the Town of Wareham will determine the most advantageous proposal and award the contract. The Town 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 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 the first week of September 2022.

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 Section 3 firms, disadvantaged groups, including small businesses and certified M/WBEs.

The Town of Wareham 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.

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. Derek Sullivan, Town Administrator
Memorial Town Hall
54 Marion Road
Wareham, Massachusetts 02571
Telephone: 508.291.3100, ext. 3110
E-mail: pneal@wareham.ma.us

Any questions shall be submitted in writing to the address above or via email to the Town Administrator by 4:00 PM, August 17, 2022. Please provide email address. The Town will issue any clarifications or additional information in writing (via email) by the end of the business day on August 18, 2022. All other methods of communication and communication with other parties shall be considered informal and non-binding.

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 the Town Administrator.

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.

(Signature of person signing bid or proposal)

(Name of Business)

CERTIFICATE OF TAX COMPLIANCE

Pursuant to Chapter 62C of the Massachusetts General Laws, Section 49A (b), I,
_____, authorized signatory for
_____, do hereby certify under the pains and
(Name of Contractor)
penalties of perjury that said contractor has complied with all laws of the Commonwealth
of Massachusetts relating to taxes, reporting of employees and contractors, and
withholding and remitting child support.

CONTRACTOR

By: _____
(Signature of Authorized Representative)

Title: _____

Date: _____, 20____

CERTIFICATE OF CORPORATE AUTHORITY

At a duly authorized meeting of the Board of Directors of __

(Name of Corporation)

held on _____ it was VOTED that:
(Date)

(Name)

(Officer)

of this corporation, be and he/she hereby is authorized to execute contracts, deeds, and bonds in the name and on behalf of said corporation, and affix its corporate seal hereto; and such execution of any contract, deed or obligation in this corporation's name on its behalf by such _____ under seal of the company, shall be valid and binding upon this.

(Officer)
corporation.

A True Copy,

ATTEST: _____

TITLE: _____

PLACE OF BUSINESS: _____

DATE OF THIS CERTIFICATE: _____

I hereby certify that I am the clerk of the _____
that _____ is the duly elected _____ of said
corporation, and that the above vote has not been amended or rescinded and remains in full force
and effect as of the date of this contract.

(Clerk)

CORPORATE SEAL: