

# Capitol Region Council of Governments (CRCOG)

## REQUEST FOR PROPOSALS: COMPREHENSIVE ECONOMIC DEVELOPMENT STRATEGY PLANNING SERVICES FOR THE CAPITOL REGION

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### Proposal Deadline

**SUBMITTALS MUST BE RECEIVED BY:**  
**Monday, October 16, 2017**  
**2:00 p.m. EST**

**Submit Proposals to:**  
**Capitol Region Council of Governments**  
**241 Main Street, Fourth Floor**  
**Hartford, CT 06106**

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## **I. INTENT**

The Capitol Region Council of Governments (CRCOG) intends to hire a consultant to provide services to update the region's Comprehensive Economic Development Strategy (CEDs), integrating eight municipalities that were not part of the previous CEDs. This project will also develop a broad regional strategy focusing on a strategic situational assessment of the metropolitan region, identification of a limited set of "game changer" initiatives and of the organizational and partnership capacities that will be necessary to implement them. Funding for this project is provided by the U.S. Economic Development Administration (EDA), so the final product must meet the requirements of an EDA funded CEDs.

CRCOG will procure consultant services in accordance with the established policy of CRCOG and requirements of the EDA terms and conditions of the grant award. The project will commence upon selection of a consultant and issuance of a notice to proceed.

## **II. INTRODUCTION/BACKGROUND INFORMATION**

The Capitol Region Council of Governments (CRCOG) is the largest of Connecticut's nine regional planning organizations. We are established under the Connecticut General Statutes as a voluntary association of municipal governments serving the City of Hartford and 37 surrounding communities. In 2014, due to a reorganization of regional planning agencies by the State of Connecticut, CRCOG grew from 30 member municipalities representing over 770,000 residents in an 806 square mile area to its current 38 municipalities, representing nearly one million residents in a 1,047 square mile area.

The region's previous CEDs was restricted to the region's former boundaries, comprising 30 municipalities. Four municipalities on the west side of the CRCOG region were part of the former Central Connecticut Regional Planning Agency and its CEDs. Four municipalities to the east were part of the Windham Council of Governments and the Northeastern Economic Development Partnership's CEDs. This updated CEDs will cover all 38 municipalities in the metropolitan region.

As an EDA-funded CEDs, the final product must meet basic CEDs requirements. That includes the following:

- Summary of background information
- Strengths, Weaknesses, Opportunities and Threats (SWOT) analysis
- Strategic Direction/Action Plan
- Evaluation Framework
- A discussion of resilience

In addition to meeting these requirements, CRCOG is interested in having the CEDs form the core of a broader strategic framework for the metropolitan region. A number of existing plans, recent reports, and agency-wide discussions have identified trends and situations with significant implications for the region. Some of those include: inner-city educational attainment, workforce training, declining population, aging population (and workforce), budgetary problems (local and state), stagnant job growth, new investments in transportation infrastructure, increased interest and investment in "active transportation", and shifting preferences regarding urban living. To

develop a broad strategy focused on moving the region's economy forward, CRCOG envisions the following next steps as part of the CEDS update:

- **Goal-Setting:** Build consensus around the need for accelerating inclusive/equitable economic growth; that is raising incomes across the income distribution with particular attention to opportunities for engaging those who have often been left behind.
- **Situational Analysis:** Do a clear-eyed assessment of our situation: who, what, where to identify opportunities that we should be pursuing as a metropolitan region (i.e., SWOT with an emphasis on context and opportunities).
- **Strategic Planning:** Formulate a limited number of “game changer” strategies that will move the trajectory of inclusive economic growth in the right direction.
- **Capacity-Building:** Identify organizational forms and collaborations that we will need to implement and sustain the strategies over time.

To a large extent, existing reports and plans have identified the trends shaping the metropolitan region, which this effort will build upon. Previous plans and reports have asked the right questions, and some offered useful strategic actions. The focus of this plan is to first re-assess the trends that have been identified and questions that were previously asked in light of a strong situational analysis for the metropolitan region. It will then take a closer look at solutions that have been proposed in the past, and those that have worked in other regions around the country. This planning effort will then ask: “what capacities are necessary to implement and sustain these solutions, and how can the region develop those capacities?” Critically, through stakeholder interviews, focus groups, and working groups, the region will begin to develop those capacities.

CRCOG envisions the broad strategy that comes out of this CEDS update as serving as a key basis for the priorities addressed in CRCOG's other planning efforts. CRCOG is a multidisciplinary agency that coordinates transportation, land-use, economic development, hazard mitigation, and public safety planning. The agency maintains regional plans that touch on all of these areas, some of which are being updated in the near future. CRCOG's Long-Range Transportation Plan will be updated during the next two-year period. CRCOG is in the process of developing a Complete Streets Plan for the region. While CRCOG's Plan of Conservation and Development (which covers land-use, among other topics) is not required to be updated until 2024, the agency would like to begin the update process early to incorporate its eight new member municipalities. These other planning efforts are separate from the work that will be done under this project, but they will be influenced by it.

### **III. CONSULTANT SCOPE OF WORK**

Respondents to this RFP will represent a firm, company, team, or individual possessing experience and expertise in preparing Comprehensive Economic Development Strategies, conducting strategic planning, conducting public outreach, and working with municipal officials, organizing focus groups, and the professional standards thereof, to undertake and successfully complete the scope of work as outlined in this RFP. Respondents should be prepared to demonstrate a strong strategic planning background and be able to undertake a planning process involving 38 municipalities which results in an EDA-approved CEDS by the end of June 2018. The CRCOG-EDA contract which is funding this work ends June 30, 2018. CRCOG may request

a 3-month contract extension if deemed necessary to enable the selected consultant to carry out the required scope of services.

The following is a description of project tasks to be undertaken by the chosen planning consultant:

### **1. Review existing plans and reports to identify trends and actions taken**

- Gather existing reports and plans related to economic development, demographics, transportation, and other relevant topics. Examples include:
  - 2012 MetroHartford CEDS
  - 2006 MetroHartford Alliance Comprehensive Economic Development Strategy
  - 2011 Central Connecticut CEDS
  - 2015 CRCOG Long-Range Transportation Plan
  - The Downtown Hartford Economic and Urban Design Action Strategy (1997)
  - The MetroHartford Millennium Project (1998)
  - 2014 CRCOG Plan of Conservation and Development
  - One Region, One Future: An Action Agenda for a Connected, Competitive, Vibrant, Green Knowledge Corridor
  - Metro Hartford Progress Points (2014, 2015, and 2016)
  - Connecticut Strategic Economic Framework (1999) – Connecticut Regional Institute for the 21<sup>st</sup> Century
- Summarize key trends, goals, objectives, and actions from existing plans and reports
- Interview key stakeholders to determine which actions have been implemented

### **2. Assist with updating demographic, economic, and industry analysis**

- Work with CRCOG staff to develop an updated demographic analysis for the region. This will largely be based on existing reports created for the region. CRCOG staff and partners at the Hartford Foundation for Public Giving will be creating a new demographic and economic profile for the region as part of an update to the Metro Hartford Progress Points project. The selected consultant will be asked to assist with analyzing the results as they relate to the CEDS.
- Work with CRCOG staff to verify and update the economic trend analysis contained in the 2012 MetroHartford CEDS.
- Work with CRCOG staff to verify and update the industry analysis contained in the 2012 MetroHartford CEDS.
- To the extent possible, work on this task should build on existing reports and analyses. CRCOG staff will be available to perform basic demographic and economic analysis (including location quotient and shift-share analysis). As noted above, demographic and economic data will be collected and analyzed by CRCOG and the Hartford Foundation for Public Giving as part of the Progress Points update. Respondents are asked to note if they would recommend any additional data collection and analysis that is conducted for the Progress Points report.

### **3. Perform stakeholder and public outreach**

CRCOG expects this to be a major element of the project and is open to a variety of methods. Our vision is to have a process whereby key stakeholders are brought together to discuss the issues,

trends, and opportunities facing the region, and how the region's economy can be moved forward. Part of our evaluation of RFP responses will be the strength of the stakeholder and public outreach process proposed by the respondent. Our desire is to have a robust outreach process that not only informs people of the trends shaping the region, but engages them in both crafting and advocating for the solutions. CRCOG anticipates that this will involve members of the public, non-profits, governments, and the corporate sector. At a minimum, the process will involve an advisory committee (complying with EDA standards), focus groups, stakeholder interviews, and some form of public meeting.

CRCOG also anticipates that this process will be iterative and will involve multiple rounds of soliciting input, presenting data/analysis in response to that input, and soliciting further input. This iterative process will inform both the analysis and solution development processes. CRCOG will maintain a website with basic information about the project and project-related events.

#### **4. Situational assessment**

As described above, a key element of this process will be to assess the metropolitan region's current situation and related opportunities. Based on data analysis, interviews with key stakeholders, and focus group sessions, develop an assessment of who the region is, where it is headed, and what opportunities are available to improve its situation. Similar to a SWOT (Strengths, Weaknesses, Opportunities, and Threats) analysis, but focused on the region's context and opportunities. An emphasis should also be placed on the region's resilience, not just to natural disasters, but to man-made disasters as well such as economic downturns or corporate relocations.

#### **5. Strategic plan development**

Based on public and stakeholder outreach, and the situational assessment described above, develop a limited number of "game changer" strategies for the region to pursue. These should be designed to accelerate inclusive economic growth (i.e., raising incomes across the income distribution with particular attention to opportunities for engaging those who have often been left behind). They should also be actionable, specific, and focused with an emphasis on building upon the region's assets that hold the greatest promise for long-term change. While a longer list of actions may be included, the core of the plan will be these relatively few "game changers". The strategic plan should recognize the interconnected nature of the economy, the environment, social equity, the transportation system, land-use, public safety, and education. It is anticipated that these will be developed collaboratively.

#### **6. Capacity building**

The focus of this task will be identifying organizational capacity and collaborations (with public and private sector partners) that will be necessary to advance the "game changer" strategic plan and to sustain it over time. While CRCOG will necessarily be an integral part of this task, CRCOG seeks a firm who has experience with coordinating and facilitating discussions designed to develop collaborative relationships focused on change. The ultimate success of this task is in the hands of the region and its stakeholders, but the work done in the task should set up a strong framework that will foster collaborative capacity building.

#### **7. Evaluation framework**

Develop an evaluation framework to track and monitor implementation of the strategic action plan. The evaluation framework should be designed to monitor both progress in implementing each action, but also in evaluating the results of the actions. While the push is for “game changer” strategies that move the region forward, the evaluation metrics should be closely and realistically aligned with the actions. A broader evaluation framework will also be developed to help track the region’s trajectory. A limited number of key metrics should be identified and a baseline established.

## **8. Plan development**

In partnership with CRCOG staff, develop the CEDS report. The core of the report should be an attractive, engaging, and accessible document that makes the case for change and outlines a clear approach to moving the needle for the region. Supplemental reports providing more detailed analysis of demographic and economic trends, historical reports, meeting summaries, and development projects will be developed as appendices.

## **IV. PROJECT SCHEDULE**

The Consultant should be prepared to enter into a contract and begin work as directed by CRCOG in **November of 2017**. It is anticipated that the contracted services as described in this RFP will be completed by **June 30, 2018**. The CRCOG-EDA contract which is funding this work ends June 30, 2018. CRCOG may request a 3-month contract extension if deemed necessary to enable the selected consultant to carry out the required scope of services.

## **V. PROPOSAL REQUIREMENTS**

### **A. Submission**

Sealed proposals, in accordance with the format prescribed below, will be received at the Capitol Region Council of Governments, located at 241 Main Street, Hartford, CT 06106, **until 2:00 p.m. EST, Monday, October 16, 2017**. Any responses received after the advertised opening date and time shall be rejected. Envelopes must be clearly marked “Comprehensive Economic Development Strategy Services for the Capitol Region” to ensure that they are recorded in connection with the correct solicitation. Respondents are required to provide one (1) signed original and five (5) copies of their response, including all supporting documentation, as well as a CD or flash drive containing an exact copy of all requested materials.

Note that the submission of any proposal indicates acceptance by the respondent of the terms and conditions contained herein, unless otherwise specifically noted in the proposal itself and confirmed in resulting contracts.

### **B. Questions**

**General inquiries** concerning the Request for Proposals must be made to:

Tim Malone  
CRCOG  
241 Main Street, 4<sup>th</sup> floor

Hartford, CT 06106  
860-724-4221

However, no oral interpretations shall be made to any respondent as to the meaning of any of the proposal documents. Every request for an interpretation shall be made in writing, addressed and forwarded either to the address above, **faxed to (860) 724-1274 attention Tim Malone, or emailed to [tmalone@crcog.org](mailto:tmalone@crcog.org)**. To receive consideration, such questions must be received by **2:00 p.m. on Wednesday, September 27, 2017**.

CRCOG's staff will arrange as addenda, which shall be made a part of this RFP and any resulting contracts, all questions received following the above procedure and the decisions regarding each. By **Friday, September 29, 2017** CRCOG will post a copy of any addenda to CRCOG's website, located at [www.crcog.org](http://www.crcog.org). It shall be the responsibility of each respondent to determine whether any addenda have been issued and if so, to download copies directly from the agency's website.

A **VOLUNTARY pre-proposal conference** will be held on **Monday, September 25, 2017 at 3:00 p.m.** E.D.T. The conference will be held in CRCOG's offices at 241 Main Street, 4<sup>th</sup> Floor, Hartford, CT. A call-in number will be posted on the CRCOG website for those who cannot attend in person.

### **C. Proposal Format**

Respondents must submit complete responses to all of the information requested. Respondents who do not respond to the entire content of the RFP may be disqualified. Proposals should identify the Consultant's economic development planning approach, public and stakeholder outreach approach, tasks, types and sources of information to be collected, and staff expected to be involved in the work. The proposal should also note how the plan and supporting information will be presented to CRCOG, municipal officials, and state and federal agencies.

Written proposals should include, at a minimum, the following information in the order requested:

1. **Cover Letter.** A letter signed by an officer of the firm or individual, binding the respondent to all of the commitments made in the proposal. The cover letter should be addressed to Timothy Malone, Capitol Region Council of Governments, 241 Main Street, Hartford, CT 06106.
2. **Contact Information.** The name, address and contact person of the respondent submitting the proposal. Please include telephone and fax numbers, as well as email and website addresses.
3. **Statement of Qualifications and Experience.** Additional information can be in narrative form.
  - a. Give the respondent's professional history, background and relevant experience.
  - b. The name(s), business address, phone number, e-mail address of firms and individuals proposed to participate in all tasks identified in the scope of work.
  - c. The background, education and relevant experience of all team members proposed to participate in all tasks identified in the scope of work. The principal in charge and project

- manager shall be identified along with the roles of other significant project participants.
- d. Experience with economic development planning, collaborative workshops, public outreach, stakeholder outreach (including both public and private sector engagement), focus groups, and meeting moderation. Provide a minimum of three references for similar work, giving the name of the project, description of project, project period, and project cost and links to plan documents. (Include the names of clients, primary contact person and phone number).
4. **Scope of Work.** Proposed approach to the scope of work with an emphasis on the respondent's approach to outreach (public and stakeholder), the situational assessment, and capacity building exercises. The statement of approach should show that the consultant has experience with each task in the scope of work (See Section III, Consultant Scope of Work).
  5. **Project Schedule.** Proposed project schedule in accordance with basic requirements of this RFP, as stated in Section III above.
  6. **Fee Proposal.** The fee proposal shall include costs associated with the delivery and provision of finished product(s), and costs associated with carrying out all tasks specified in Section III Consultant Scope of Work, contained in this RFP. The fee proposal should include:
    - a. A complete rate schedule and pricing for staff to be utilized in this project.
    - b. Total costs per task, itemizing personnel, subcontractors and direct expenses (such as travel, printing, etc.).
    - c. Total costs for the project, itemizing personnel, subcontractors, and direct expenses.
  7. **Proposed Subcontractors.** The successful respondent will assume sole responsibility for the complete project as required in this RFP. CRCOG will consider only one individual/firm/company as the sole point of contact with regard to contract matters, whether or not subcontractors are used for one or more parts of this project. Respondents who intend to subcontract one or more elements of this project to other firms/individuals shall identify those work elements to be subcontracted and the firm/individual subcontractor. All subcontractors shall be included in the respondent's statement of qualifications. Subcontractors may not be substituted, nor any portions of the contract assigned to other parties, after contract award without the written consent of CRCOG.

The successful respondent may utilize the services of specialty subcontractors on those portions of the work that under normal contracting practices are performed by specialty subcontractors. The successful respondent shall be fully responsible to the Capitol Region Council of Governments for the performance, finished products, acts, and omissions of its subcontractors and persons directly or indirectly employed thereby. CRCOG will not pay an administration fee to the prime contractor for any subcontracted work.
  8. **Insurance Documents.** Documentation of insurance coverage required under Section X of this Request for Proposals.
  9. **Response Page.** See ATTACHMENT A.

10. **Non-Collusion Statement.** See ATTACHMENT B.

11. **Equal Employment Opportunity and Minority/Female Business Enterprise Certification Form.** See ATTACHMENT C.

12. **Organizational Conflict of Interest Statement.** See ATTACHMENT D.

## **VI. SELECTION CRITERIA**

CRCOG desires to award a contract to the respondent who demonstrates the ability to provide the highest quality service within the approximately \$175,000.00 available budget. To accomplish this goal, CRCOG's criteria for selection will include, but not be limited to:

- Understanding of Desired Scope of Work and Proposed Approach
- Proven, Relevant Experience of the Firm
- Experience, Expertise and Qualifications of Personnel to be Assigned to the Project
- Quality of proposal for outreach efforts
- Quality of proposal for strategic planning efforts
- Quality of proposal for situational assessment efforts
- Quality of proposal for capacity building efforts
- Quality of responses from relevant references and past performance in terms of quality of work and the timeliness of the accomplishment
- Fee Proposal including overall cost of services and the cost effectiveness of the proposal
- Completeness of Response to RFP

Additional criteria to be considered include the following:

- Economic development planning experience.
- Knowledge of current EDA requirements for Comprehensive Economic Development Strategies.
- Experience in leading collaborative workshops, focus groups, and outreach events.
- Knowledge of best practices in crafting strategic action plans focused on inclusive economic development.
- Experience with multidisciplinary planning that considers economics, environment, equity, transportation, land use, and education.
- Experience in working with municipal staff and elected officials, state governments, high-level employees of private sector companies, and the general public.
- Other relevant factors that would have an effect on the respondent's ability to satisfactorily complete the work and secure approval and adoption of the plan within the stipulated time period including staff resources committed to the project.

Based upon the evaluation of proposals submitted, CRCOG intends to select finalists who may be required to make formal presentations before a review committee regarding their qualifications, project approach, and ability to provide the required services to best serve the needs of CRCOG.

CRCOG and the review committee may elect to negotiate with the top ranked respondents and to accept modifications to the proposed scope of services and/or price when such action is in the best interest of the participants to do so. Additional clarifying information may be requested to aid in the decision-making process.

## **VII. PROCUREMENT SCHEDULE: SUMMARY OF KEY DATES**

The following schedule has been prepared for this RFP process. Note that project constraints may cause the evaluation and selection related dates noted below to change.

RFP Release Date:	Thursday, September 14, 2017
Pre-proposal Conference (optional):	Monday, September 25, 2017 at 3:00 pm
RFP Questions Due to CRCOG:	Wednesday, September 27, 2017 by 2:00 pm
Answers/Addendum Posted:	Friday, September 29, 2017
Proposals Due:	Monday, October 16, 2017 at 2:00 pm
Proposal Evaluations:	October 17 – October 23, 2017
Interviews:	Week of October 30, 2017
Notification of Successful Respondent:	November 2017

## **VIII. ADDITIONAL TERMS AND CONDITIONS**

### **Compliance with Applicable Laws**

The successful consultant shall comply with all applicable federal, state and local laws and regulations as may be applicable. The project will result in a EDA-approved Comprehensive Economic Development Strategy. The consultant must take into account compliance with all regulations applicable to such plans, and will also be subject to the Terms and Conditions of the EDA grant. Respondents are advised to review all applicable federal and state regulations prior to submitting a proposal.

The firm also agrees that it will hold CRCOG and its member municipalities harmless and indemnify CRCOG and its member municipalities from any action which may arise out of any act by the firm concerning lack of compliance with these laws and regulations.

### **Project Funding**

Work performed as part of this contract will be funded through the Economic Development Administration's Partnership Planning program. All work is contingent on adequate funding from the EDA.

The consultant further agrees to all conditions contained within the grant contract between CRCOG and the EDA (available at: <http://www.crcog.org/rfprfq>) as well as EDA's requirements for Comprehensive Economic Development Strategies.

### **Ownership of Proposals/Freedom of Information**

All proposals submitted in response to this RFP are to be the sole property of CRCOG and shall be subject to the provisions of Section 1-210 of the Connecticut General Statutes (re: Freedom of Information). Reports and materials developed by the successful respondent under a contract that

may result from this RFP are considered public information and may not be copyrighted.

Copies of information resulting from this RFP are generally not available until a contract has been formally awarded. Please note that financial statements or other similar information submitted with such response may remain confidential, to the extent permitted by law, if provided in a separate envelope clearly marked "Confidential".

### **Incurred Costs**

This request for proposals does not commit the Capitol Region Council of Governments to award a contract or to pay any costs incurred in the preparation of a response to this request. The Capitol Region Council of Governments will not be liable in any way for any costs incurred by respondents in replying to this RFP.

### **Severability**

If any terms or provisions of this Request for Proposal shall be found to be illegal or unenforceable, then such term or provision shall be deemed stricken and the remaining portions of this document shall remain in full force and effect.

### **Oral Presentation**

Respondents who submit a proposal in response to this RFP may be required to give an oral presentation of their proposal to the Capitol Region Council of Governments. This provides an opportunity for the respondent to clarify or elaborate on the proposal. These are fact-finding and explanation sessions only and do not include negotiation. The Capitol Region Council of Governments will schedule the time and location of these presentations. Oral presentations are an option of the Capitol Region Council of Governments and may or may not be conducted.

### **Subcontracting**

The successful respondent may utilize the services of specialty subcontractors on those portions of the work that under normal contracting practices are performed by specialty subcontractors. The successful respondent shall not award any portion of the work to a subcontractor without **prior written approval** of the Capitol Region Council of Governments. The acceptance of any and all subcontractors shall reside with the Capitol Region Council of Governments, and the Capitol Region Council of Governments decision shall be final. The successful respondent shall be fully responsible to the Capitol Region Council of Governments for the performance, finished products, acts, and omissions of his subcontractors and persons directly or indirectly employed thereby.

### **Assigning/Transferring of Agreement**

Any successful respondent is prohibited from assigning, transferring, conveying, subletting or otherwise disposing of the resulting agreement or its rights, title, or interest therein or its power to execute such an agreement to any other person, company or corporation without prior consent and approval in writing from the Capitol Region Council of Governments.

### **Amending or Canceling Request**

CRCOG reserves the right to amend or cancel this RFP, prior to the due date and time, if it is deemed to be in its best interest to do so. The Capitol Region Council of Governments reserves

the right to decide not to consider any or all of the firms submitting information in response to this request.

### **Waiver of Informalities**

The Capitol Region Council of Governments reserves the right to accept or reject any and all responses to this Request for Proposals, or any part thereof, and to waive any informalities and/or technicalities that are deemed to be in its best interest.

### **Collusion**

By submitting a proposal, the respondent implicitly states: that his/her proposal has not been made in connection with any other competing respondent submitting a separate response to this RFP; is in all respects fair; and has been submitted without collusion or fraud. It is further implied that the respondent did not participate in the RFP development process, had no knowledge of the specific contents of the RFP before its issuance, and that no employee of CRCOG either directly or indirectly assisted in the vendor's proposal preparation. Respondent firms will be required to sign the certificate incorporated in this RFP (see Attachment B) relative to non-collusion.

### **Termination**

CRCOG may terminate any contract(s) or any part of any contracts resulting from this process at any time for: cause, default or negligence on the part of the selected respondent; or if the selected respondent fails, in the opinion of CRCOG, to meet the general terms and conditions of any resulting contract or to provide a level of service that is deemed to be in the best interest of CRCOG.

### **Ethics**

The conduct of any contracted consultant shall be subject to the CRCOG Ethics Policy (found online at: <http://ww.crcog.org/rfprfq>).

### **Affirmative Action**

The Capitol Region Council of Governments, through its policies on Equal Employment Opportunity and Affirmative Action, pledges its support and cooperation to private and public agencies that are promoting public policy in this vital area of human relations. Respondent firms will be required to sign the certificate incorporated in this RFP (see Attachment C) relative to Equal Employment Opportunity and Minority/Female Business Enterprise and return it with their response.

### **Insurance Requirements**

The consultant (CONSULTANT) shall be required to furnish a Certificate of Insurance evidencing the following insurance coverage prior to the execution of an Agreement. Failure to maintain insurance coverage as required and to name the Capitol Region Council of Governments and CRCOG member municipalities as the Additional Insured will be grounds for termination of the contract. In addition:

- A. The insurance requirements shall apply to all subcontractors and/or consultants.

- B. All policy forms shall be on the occurrence form. Exceptions must be authorized by CRCOG unless the coverage is for Professional Liability where the common form is claims made.
- C. Acceptable evidence of coverage will be on the ACORD form or a form with the same format.
- D. All renewal certificates shall be furnished at least 10 days prior to policy expiration.
- E. Each certificate shall contain a 30 day notice of cancellation.
- F. Insurance shall be issued by an insurance company licensed to conduct business in the State of Connecticut which has at least an "A-" policy holders rating according to Best Publications latest edition Key Rating Guide.

Required insurance coverage:

- A. **Comprehensive General Liability**, including Contractual Liability as applicable, with limits not less than \$1,000,000 for all damages because of bodily injury sustained by each person as the result of any occurrence and \$2,000,000 bodily injury aggregate per policy year and limits of \$1,000,000 for all property damage sustained by each person as a result of any one occurrence and \$2,000,000 property damage aggregate per policy year. All, if any, deductibles are the sole responsibility of the consultant to pay and/or indemnify.
- B. **Automobile Liability Insurance** including non-owned and hired vehicles in the same limits as indicated above.
- C. **Workers' Compensation Insurance** at the Connecticut statutory limit including Employers' Liability with limits of \$100,000 each accident, \$500,000 for each disease/policy limit, and \$100,000 for disease for each employee.
- D. **Excess Liability Umbrella Form** over sections A, B, and C -Employers' Liability with limits up to \$4,000,000.
- E. **Professional Liability Insurance** with limits up to \$2,000,000 aggregate limit issued on claims made basis for the term of the contract and continuing for two years following the completion of the contract at the CONSULTANT's cost.
- F. The Capitol Region Council of Governments and CRCOG member municipalities shall be named as Additional Insured as their interest may appear on the appropriate coverage in sections A, B, and C--Employers' Liability and D in the section reserved for comments on the ACORD Form insurance certificate.

### **Hold Harmless and Indemnification**

In addition to its obligation to provide insurance as specified above, the CONSULTANT, its subcontractors, agents and assigns shall indemnify and hold harmless the Capitol Region Council of Governments and its member municipalities, including but not limited to, its elected officials, and its officers, from any and all claims made against the CRCOG, including but not limited to, damages, awards, costs and reasonable attorney's fees, to the extent any such claim directly and proximately results from the negligent acts, errors, or omissions in performance of services by the CONSULTANT during the CONSULTANT's performance of this Agreement or any other Agreements of the CONSULTANT entered into by reason thereof. CRCOG agrees to give the

CONSULTANT prompt notice of any such claim and absent a conflict of interest, an opportunity to control the defense thereof.

### **Additional Terms and Conditions**

1. The firm assigns to CRCOG all rights, title and interests in and to all causes of action it may have under Section 4 of the Clayton Act, 15 USC 15, or under Chapter 624 of the general statutes. This assignment occurs when the consultant is awarded the contract.
2. The firm agrees that it is in compliance with all applicable federal, state and local laws and regulations, including but not limited to Connecticut General Statutes Sections 4a-60 and 4a-60a. The firm also agrees that it will hold CRCOG and its member municipalities harmless and indemnify CRCOG and its member municipalities from any action which may arise out of any act by the firm concerning lack of compliance with these laws and regulations. All purchases will be in compliance with Section 22a-194 to Section 22a-194g of the Connecticut General Statutes related to product packaging.
3. The contract arising from the RFP is subject to the provisions of Executive Order No. Three of Governor Thomas J. Meskill promulgated February 15, 1973 and Section 16 of P.A. 91-58 Nondiscrimination Regarding Sexual Orientation, and the provisions of Executive Order No. Sixteen of Governor John G. Rowland promulgated August 4, 1999 regarding Violence in the Workplace Prevention Policy.
4. The contract arising from the RFP may be subject to the provisions of §1-218 of the Connecticut General Statutes, as it may be modified from time to time. In accordance with this section, each contract in excess of two million five hundred thousand dollars between a public agency and a person for the performance of a governmental function shall (1) provide that the public agency is entitled to receive a copy of records and files related to the performance of the governmental function, and (2) indicate that such records and files are subject to the Freedom of Information Act and may be disclosed by the public agency pursuant to the Freedom of Information Act. No request to inspect or copy such records or files shall be valid unless the request is made to the public agency in accordance with the Freedom of Information Act. Any complaint by a person who is denied the right to inspect or copy such records or files shall be brought to the Freedom of Information Commission in accordance with the provisions of sections 1-205 and 1-206 of the Connecticut General Statutes. Incorporated by reference into the resulting contract is Section 4-61dd (g) (1) and 4-61dd (3) and (f) of the Connecticut General Statutes which prohibits contractors from taking adverse action against employees who disclosed information to the Auditors of Public Accounts or the Attorney General.

**ATTACHMENT A**

**RESPONSE PAGE**

**Capitol Region Council of  
Governments  
REQUEST FOR PROPOSALS**

**DATE ADVERTISED:  
September 14, 2017**

**DATE / TIME  
DUE:**

**Monday, October 16,  
2017  
2:00 p.m. EST**

**NAME OF PROPOSAL**

**Comprehensive Economic Development Planning  
Services For The Capitol Region**

_____	_____
<b>Type or Print Name of Individual</b>	<b>Doing Business as (Trade Name)</b>
_____	_____
<b>Signature of Individual</b>	<b>Street Address</b>
_____	_____
<b>Title</b>	<b>City, State, Zip Code</b>
_____	_____
<b>Date</b>	<b>Telephone Number / Fax Number</b>
_____	_____
<b>E-mail Address/Website</b>	<b>SS # or TIN#</b>

**ATTACHMENT B**

**CAPITOL REGION COUNCIL OF GOVERNMENTS**

**NON-COLLUSION STATEMENT**

The company responding to this Request for Proposals certifies that it is being submitted without any collusion, communication or agreement as to any matter relating to it with any other respondent or competitor. We understand that this response must be signed by an authorized agent of our company to constitute a valid response.

Date: \_\_\_\_\_

Name of Company: \_\_\_\_\_

Name and Title of Agent: \_\_\_\_\_

By (SIGNATURE): \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone Number: \_\_\_\_\_

**ATTACHMENT C**

**CAPITOL REGION COUNCIL OF GOVERNMENTS  
EQUAL EMPLOYMENT OPPORTUNITY AND MINORITY/FEMALE  
BUSINESS ENTERPRISE CERTIFICATION FORM**

The undersigned certifies that \_\_\_\_\_ is an  
(Name of Company)

Equal Opportunity Employer and is in compliance with federal and State rules and regulations pertaining to Equal Employment Opportunity and Affirmative Action.

\_\_\_\_\_  
(Respondent's Signature)

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**IF APPLICABLE:**

The undersigned also certifies that \_\_\_\_\_  
(Name of Company)

is a Minority/Female Business Enterprise and is in compliance with federal and state rules and regulations pertaining to Minority/Female Business Enterprise designations.

\_\_\_\_\_  
(Respondent's Signature)

\_\_\_\_\_ (Today's Date)

**Attachment D.**

**Organizational Conflict of Interest Statement**

Each entity that enters into a contract with the Capitol Region Council of Governments (CRCOG) is required, prior to entering into such contract, to inform CRCOG of any real or apparent Organizational Conflict of Interest (OCI).

An OCI exists when any of the following circumstances arise:

1. Lack of Impartiality or Impaired Objectivity. When the CONSULTANT (*proposer, bidder, etc*) is unable, or potentially unable, to provide impartial and objective assistance or advice to CRCOG due to other activities, relationships, contracts, or circumstances.
2. Unequal Access to Information. The CONSULTANT has an unfair competitive advantage through obtaining access to nonpublic information during the performance of an earlier contract.
3. Biased Ground Rules. During the conduct of an earlier procurement, the CONSULTANT has established the ground rules for a future procurement by developing specifications, evaluation factors, or similar documents.

**Organizational Conflicts of Interest Prohibition and Non-Conflict Certification**

The CONSULTANT warrants that, to the best of his/her/its knowledge and belief, and except as otherwise disclosed, there are no relevant facts or circumstances, which could give rise to organizational conflicts of interest. The proposer agrees that, if after award, an organizational conflict of interest is discovered, an immediate and full disclosure in writing must be made to CRCOG, which must include a description of the action, which the CONSULTANT has taken or proposes to take to avoid or mitigate such conflicts. If an organizational conflict of interest is determined to exist, CRCOG may, at its discretion, cancel the contract award. In the event the CONSULTANT was aware of an organizational conflict of interest prior to the award of the contract and did not disclose the conflict to CRCOG, CRCOG may terminate the contract for default. The provisions of this clause must be included in all subcontracts for work to be performed similar to the service provided by the prime consultant, and the terms “contract” and “CONSULTANT” modified appropriately to preserve CRCOG’s rights.

**Organizational Conflict of Interest - Proposer’s Signature and Certification**

The undersigned on behalf of the CONSULTANT hereby certifies that the information contained in this certification is accurate, complete, and current.

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Signature and date

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Title of Request for Qualifications

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Typed or Printed Name

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Title

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Company Name and Address