



**CITY OF BRUNSWICK
 DEPARTEMENT OF ECONOMIC
 AND COMMUNITY DEVELOPMENT
 PO BOX 550
 601 GLOUCESTER STREET
 BRUNSWICK, GA 31520**

REQUEST FOR PROPOSAL (RFP) COVER PAGE

ISSUE DATE: February 5, 2018	REQUEST FOR PROPOSAL NUMBER: ECD12918	FOR: Assessment of Fair Housing & 5-Year Consolidated Plan
DEPARTMENT: Economic and Community Development	DATE/TIME OF CLOSING: March 9, 2018 at 3:00pm	CONTRACT ADMINISTRATOR: Shauntia Lewis, Neighborhood Revitalization Manager
DATE/TIME FOR TECHNICAL ASSISTANCE February 20-22, 2018 at 12:00pm (noon)	DATE/TIME PRE-PROPOSAL MEETING: N/A	PRE-PROPOSAL MEETING MANDATORY: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
DUNS NUMBER:	SAMS.GOV Contractor Confirmation Attached: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	

Proposals - In accordance with the following and in compliance with all terms and conditions, unless otherwise noted, the undersigned offers and agrees, if the proposal is accepted, to furnish items or services for which prices are quoted, delivered or furnished to designated points within the time specified. It is understood and agreed that with respect to all terms and conditions accepted by the City of Brunswick the items or services offered and accompanying attachments shall constitute a contract.

Sealed proposals, subject to terms and conditions of this Request for Proposal will be received by the City of Brunswick Purchasing Agent, 601 Gloucester Street, Brunswick, GA 31520 until the date/ time specified above for furnishing items or services delivered or furnished to specified destinations within the time specified or stipulated by the vendor(s). ***All vendors much be SAM.GOV approved.**

The City does not discriminate against small and minority businesses or faith-based organizations.

VENDOR INFORMATION

Name of Vendor: _____ Telephone #: _____
 Address: _____ Federal Employer Identification #: _____
 _____ DUNS #: _____
 Contact Name: _____ Contact Email Address: _____

By signing this bid, Vendor(s) certifies, acknowledges, understands and agrees to be bound by the conditions set forth in this RFP.

VENDOR'S LEGALLY AUTHORIZED SIGNATURE

DATE

PRINT NAME

TITLE

****This document must be completed & returned with proposal submission.***

Table of Contents

1.0 INTRODUCTION 1

2.0 BACKGROUND 1

 2.1. WHAT IS AN AFH? 2

 2.2. WHAT IS A CON PLAN? 2

3.0 SCOPE OF WORK 2

 3.1. ASSESSMENT OF FAIR HOUSING (AFH) 3

 3.2. 5-YEAR CONSOLIDATED PLAN 4

 3.3. 1-YEAR ACTION PLAN 4

 3.4. EXPECTED CONSULTANT SERVICES 5

 3.5. QUALIFICATIONS 5

 3.6. TIMETABLE 6

4.0 PRE-PROPOSAL MEETING 6

5.0 PROPOSAL REQUIREMENTS 6

6.0 INSTRUCTIONS TO OFFERORS 8

7.0 QUESTIONS 8

8.0 PROPOSAL EVALUATION CRITERIA 8

9.0 CONTRACT TERM 9

10.0 AWARD OF CONTRACT 9

11.0 PROPRIETARY/CONFIDENTIAL INFORMATION IDENTIFICATION 9

12.0 OWNERSHIP 9

13.0 COMPENSATION AND RECORD KEEPING 10

14.0 PROTEST 10

15.0 CDBG TERMS AND CONDITIONS 10

16.0 CONFLICT OF INTEREST 10

17.0 INSURANCE REQUIREMENTS 10

18.0 INDEMNIFICATION 11

19.0 ASSIGNMENT 11

20.0 INQUIRY 11

ATTACHMENT A. Reference Forms 13

1.0 INTRODUCTION

The City of Brunswick, Georgia (hereinafter “City”) is issuing this Request for Proposals (hereinafter “RFP”) from qualified parties (hereinafter “Offerors”) to provide to the City a proposal to conduct an Assessment of Fair Housing (hereinafter “AFH”), prepare a report, create a 5-Year Consolidated Plan (hereinafter “Con Plan”) and create a 1-Year Action Plan.

The City intends to award the contract to only one (1) vendor to provide these services.

2.0 BACKGROUND

The CDBG Program is authorized under Title 1 of the Housing and Community Development Act of 1975, as amended. The primary objective is the development of viable urban communities, achieved by providing decent housing, a suitable living environment, and expanded economic opportunities, principally for Low - and Moderate - Income (LMI) persons. The City of Brunswick is and CDBG Entitlement Community; the City will receive annual CDBG funding from the U.S. Department of Housing and Urban Development (HUD). This designation is a result of Brunswick's growing population and its designation as a metropolitan area.

It is the City's intention to solicit applications for CDBG funding each year from local government agencies, non-profits, and for-profit businesses for projects meeting HUD/CDBG objectives and filling gaps in local services and meeting local priority needs, as outlined in the Consolidated Plan.

2.1. WHAT IS AN AFH?

On July 8, 2015 HUD announced a final rule to equip communities that receive HUD funding with data and tools to help them meet long-standing fair housing obligations in their use of HUD funds. The AFH document replaces the Analysis of Impediments to Fair Housing Choice. HUD will also provide additional guidance and technical assistance to facilitate local decision-making on fair housing priorities and goals for affordable housing and community development.

For more than forty (40) years, HUD funding recipients have been obligated by law to reduce barriers to fair housing, so everyone can access affordable, quality housing. Established in the Fair Housing Act of 1968, the law directs HUD and its program participants to promote fair housing and equal opportunity. This obligation was intended to ensure that every person in America has the right to fair housing, regardless of their race, color, national origin, religion, sex, disability or familial status. The final rule aims to provide all HUD program participants with clear guidelines and data they can use to achieve those goals.

HUD considered and incorporated feedback from the significant public input and comments that it received during the development of this final rule. By encouraging a balanced approach that includes targeted investments in revitalizing areas, as well as increased housing choice in areas of opportunity, the rule will enable program participants to promote access to community assets such as quality education, employment, and transportation.

HUD's rule clarifies and simplifies existing fair housing obligations and creates a streamlined Assessment of Fair Housing planning process, which will help communities analyze challenges to fair housing choice and establish their own goals and priorities to address the fair housing barriers in their community. While the final rule will take effect thirty (30) days after publication, it will not be fully implemented immediately. HUD will provide support to program participants that need to complete an Assessment of Fair Housing to ensure they understand the process and to identify best practices across a diverse group of communities. Some additional information may be found at: <https://www.hudexchange.info/programs/affh/>.

2.2. WHAT IS A CON PLAN?

The Five-Year Consolidated Plan is required by HUD to qualify for federal funding from the Community Development Block Grant.

The City intends to use the Con Plan not only to identify housing and community needs, formulate strategies, and allocate CDBG funds, but to provide City Commission, staff and members of the public with a detailed analysis of the City's current housing and community conditions.

The City's current Con Plan (FY 2013-2018) is available at the City's website:
<http://www.brunswickga.org>

3.0 SCOPE OF WORK

The City, as an entitlement grantee of Federal CDBG funds through HUD, is required to complete an AFH and Con Plan approximately every five (5) years. The City is requesting sealed proposals for the preparation of an AFH report and 5-Year CDBG Con Plan. The 5-year Con Plan will also include the preparation and submission of the first year Action Plan for the anticipated CDBG entitlement award for the period of 07/01/2018-06/30/2019.

In addition to the final copies of these three (3) documents that will be submitted by the successful Offeror to HUD on behalf of the City, the successful Offeror is expected to provide a digitized format (PDF) of all the final copies of the documents to the City.

3.1. ASSESSMENT OF FAIR HOUSING (AFH)

The consultant will collaborate with the City's Department of Economic and Community Development or its designees in the identification, development, scheduling and reporting of activities designed to address the key features in the AFFH ruling. The consultant will complete the AFH in its entirety, including the submission of the report using the Assessment of Fair Housing Tool. This finalized report is due to the City no later than **August 17, 2018**.

Key features of the AFFH rule include:

- Clarifying existing fair housing obligations. Existing patterns of meeting AFFH obligations have been undermined by limited access to data about fair housing conditions and access to opportunity. A Government Accountability Office report from 2010 also cited a lack of clarity, standards, and transparency for communities under the current process. HUD's rule clarifies and standardizes this process.
- Publicly open data on fair housing and access to opportunity. HUD will provide publicly open data and mapping tools to aid community members and local leaders in setting local fair housing priorities and goals.
- A balanced approach to fair housing. The final rule helps to facilitate communities relying on local knowledge and local decision-making to determine best strategies for meeting their fair housing obligations at the local level – including making place-based investments to revitalize distressed areas, or expanding access to quality affordable housing throughout a community.
- Expanding access to opportunity. The strength of America's economy, the stability and security of its neighborhoods, and the ability for all to prosper depends on all Americans having equal access to opportunity – no matter what they look like or where they come from. This rule facilitates local decision-making by HUD grantees to expand equal access to opportunity for all Americans.
- Valuing local data and knowledge. HUD is providing grantees with publicly open data to assist with their assessment of fair housing, but grantees will also use local data and knowledge to inform local decision-making, including information obtained through the community participation process.
- Customized tools for local leaders. Recognizing that one size does not fit all grantee given their differing responsibilities and geographic areas served, HUD will be providing fair housing assessment tools specific to local jurisdictions, public housing authorities (PHAs), and states and Insular Areas.
- Collaboration is encouraged. Many fair housing priorities transcend a grantee's boundaries. Actions to advance these priorities often involve coordination by multiple jurisdictions. The

- final rule encourages grantees to collaborate on fair housing assessments to advance regional fair housing priorities and goals.
- Community voice. The rule facilitates community participation in the local process to analyze fair housing conditions and set local priorities and goals.
 - A phased-in approach. The final rule provides for additional time for communities to adopt this improved process for setting local fair housing priorities than originally proposed.
 - Additional time for small grantees and recent regional collaborations. Local jurisdictions receiving a CDBG grant of \$500,000 or less and qualified PHAs will have more time to submit their first AFH. Grantees that recently submitted a Regional Analysis of Impediments in connection with HUD's Sustainable Communities competition have additional time to submit their first AFH than originally proposed.

3.2. 5-YEAR CONSOLIDATED PLAN

The consultant will collaborate with the City's Department of Economic and Community Development in the identification, development, scheduling and implementation of activities designed to complete a HUD acceptable Consolidated Plan. The Con Plan and FY2018 Action Plan will be prepared and submitted to HUD in a Consolidated Plan Management Process (CPMP) format, which incorporates the latest and most preferred format recommended by HUD. The Consultants are required to work with the HUD format, but also be able to provide a less technical format or approach when engaging in the citizen participation process. The requested FY2018-2023 Five Year Consolidated Plan services include, but are not limited to:

1. Design and Implementation of a Citizen Participation Plan and Process
2. Community Profile
3. Housing and Homeless Needs Assessment
4. Housing Market Analysis
5. Strategy to Alleviate Chronic Homelessness
6. Special Population Needs
7. Public and Assisted Housing Needs
8. Lead Paint Hazard Reduction Strategy
9. Community Development Needs: Housing; Neighborhood Development; Economic Development
10. Five-Year Strategic Community Development Plan
11. Area-targeted Implementation Plan

3.3. 1-YEAR ACTION PLAN

The Action Plan serves as the planning document for addressing overall community development and housing needs, utilizing the entitlement of CDBG funding available to the City for the 2019 year. Projects selected to receive this funding will be included in the Annual Action Plan. The consultant will submit the Action Plan to HUD using the most up to date version of the CPMP Tool in accordance with instructions prescribed by HUD.

3.4. EXPECTED CONSULTANT SERVICES

The City expects the consultant to exercise independent judgment and to perform the requested services in a manner consistent with that expected of senior technical and management staff. The City has limited professional staff capacity to support the project and will rely on the consultant to ensure that the process is completed in a timely manner. The City is able to provide oversight and reasonable clerical support, space for public meetings, and housing/planning related information to the consultant.

It is anticipated that the project will require significant communication with City staff, City Commission, and the public, necessitating numerous meetings. Proposals should meet the proposed timetable below.

The consultant must be well versed in Federal and State housing policies and procedures and have strong research and communication abilities. Both the Assessment of Fair Housing and Consolidated Planning process also involve extensive public consultation; therefore the ideal candidate should have experience engaging the public and conducting public meetings. A successful proposal will include examples of previous projects, staff principals and experience, and references to demonstrate the required experience and skill to produce the requested Plans.

3.5. QUALIFICATIONS

1. Demonstrated knowledge of the Fair Housing Act and local governments' responsibility to affirmatively further fair housing as mandated by Section 808(e)(5) of the Fair Housing Act;
2. Demonstrated experience or knowledge of preparation of HUD accepted Consolidated Plans;
3. Demonstrated experience or knowledge on topics of local, state, and/or national obstacles, practices, and issues that impact fair housing;
4. Demonstrated experience in conducting comprehensive research including an ability to utilize technology and tools needed to interpret information and create a quality document;
5. Demonstrated excellent verbal, written, and interpersonal communication skills;
6. Demonstrated ability to complete similar projects within the stated timetable and budget;
7. Demonstrated experience in conducting an AI analysis and report;
8. Demonstrated experience in preparing 5-Year Consolidated Plans;
9. Demonstrated experience in Preparing Annual Action Plans; and
10. Demonstrated experience in working with political subdivisions.

3.6. TIMETABLE

The following timetable is provided as a guideline for various benchmarks. Actual dates may vary, and subject to change, except the dates for the Proposal due date.

Submittal of Draft AFH comprehensive report

August 17, 2018

Submittal of completed AFH comprehensive report	September 4, 2018
Submittal of Final and completed AFH comprehensive report to HUD	October 1, 2018
Submittal of Draft Consolidated Plan	December 20, 2019
Submittal of Draft 2019 Action Plan	March 11, 2019
Consolidated Plan & 2019 Annual Action Plan (Public Comment 30 Day)	March 12-April 11, 2019
Consolidated Plan and 2019 Annual Action Plan submitted to HUD	May 13, 2019

4.0 PRE-PROPOSAL MEETING

No pre-proposal meeting will be held for this solicitation.

5.0 PROPOSAL REQUIREMENTS

The proposal shall provide information necessary for City and Authority to evaluate the qualifications, experience, and expertise of the proposing firm to provide the Assessment of Fair Housing, the 5Year Consolidated Plan and the 1-Year Action Plan.

The Offeror is to make a written proposal which presents an understanding of the work to be performed. The proposal should demonstrate and provide evidence that the Offeror has the capabilities, professional expertise, and experience to provide the necessary services as described in this RFP. The Offeror shall ensure that all information required herein is submitted with the proposal. All information provided should be verifiable by documentation requested by the City and Authority. Failure to provide all information, inaccuracy or misstatement may be sufficient cause for rejection of the proposal or rescission of an award. Proposals shall be signed by an authorized representative of the Offeror.

In order to enhance the evaluation process and provide each firm an equal opportunity for consideration, adherence to a standardized technical proposal format is required. Responses should be as thorough and detailed as possible so that the City may properly evaluate the firm’s capabilities to provide the required services. Unnecessarily elaborate brochures of other presentations beyond that sufficient to present a complete and effective proposal is not desired. Elaborate artwork, expensive paper, bindings, visual and other presentation aids are not required.

The format of each proposal must contain the following elements organized into separate chapters and sections, as the Offeror(s) may deem appropriate:

TAB 1	<ul style="list-style-type: none"> • Cover Sheet (first page of this RFP), completed; • Table of Contents – all pages are to be numbered; • Cover Letter/Executive Summary on company letterhead signed by a person with the corporate authority to enter into any contract which results from the RFP.
TAB 2	EXPERIENCE & QUALIFICATIONS OF FIRM
	<p>The Proposal must include the company’s name, address, main telephone and fax numbers, and the company’s history and mission statement. The history of the organization includes: any former name(s) of the Offeror, number of years of operation and number of years Offeror has been involved in producing AI and Con Plan research documents and/or comparable documents.</p> <p>The Proposal must include a description of any MBE, DBE, WBE or other certifications Offerors may have. In addition, Offeror shall complete and return the following form:</p> <ul style="list-style-type: none"> • Attachment H. References Form

TAB 3	<p>EXPERIENCE & QUALIFICATIONS OF PERSONNEL</p> <p>The Proposal must include the name, title, address, telephone number, and resume of the Offeror’s project manager and team members. It must include a commitment concerning the availability of the project manager and identified team members. Credentials are subject to verification.</p>
TAB 4	<p>WORK PLAN & SCHEDULE</p> <p>In this section, the Proposal must present, in detail, action steps (tasks) and services to be provided consistent with the Scope of Work provided in this RFP. Benchmarks and deadlines must be delineated.</p>
TAB 5	<p>REQUIRED FORMS</p> <ul style="list-style-type: none"> • Attachment A: Reference Forms
TAB 6	<p>ADDENDA, signed (<i>if any</i>)</p>
TAB 7	<p>COST</p> <p>The Proposal must include a complete budget showing personnel, non-personnel, and all other costs. Contract with successful Offeror will be on a “cost not to exceed” basis, and the City reserves the right to negotiate contract amount after Proposals are received.</p>
TAB 8	<p>OTHER SERVICES (<i>optional</i>)</p> <p>The Offeror may provide information for other services or programs that are available to its clients that may not be specified in this proposal. Additional services should be provided with cost listed as well as details and description of the offering.</p>

6.0 INSTRUCTIONS TO OFFERORS

All proposals must be in an opaque, sealed envelope or box and clearly marked: “**Sealed Proposal: AFH & 5-Year Con Plan RFP#: ECD12918**”. Proposals shall clearly indicate the legal name, address and telephone number of the Offeror (company, firm, partnership, or individual). All expenses for making proposal to the City shall be borne by the Offeror.

Offerors shall provide three (3) identical paper copies and one (1) identical electronic copy (on CD or thumb drive) of the proposal documents.

Proposal documents shall be mailed or hand-delivered to the **Purchasing Office located at 601 Gloucester Street, PO Box 550, Brunswick, GA 31520**. Office hours are Monday through Friday, 8:00am to 5:00pm, except holidays. Faxed or emailed proposals will not be accepted. Proposals shall be received by the Purchasing Office no later than **March 9, 2018 at 4:00pm local time**. Any proposals received after this date and time will not be accepted. Contract awardee announced on **March 19, 2018 by 10:00 am local time**.

The City of Brunswick is not responsible for delays in the delivery of the mail by the U.S. Postal Service, private couriers, or the inter-office mail system. The Offeror has the sole responsibility to have the proposal received by the Purchasing Office at the above address and by the above stated time and date.

All documents contained within the proposal submission shall be completed in their entirety and signed and dated where required.

If City Hall is closed for business at the time scheduled for proposal opening, for whatever reasons, sealed proposals will be accepted and opened on the next business day of the City, at the originally scheduled hour.

7.0 QUESTIONS

Questions related to the RFP or requests for clarification may be directed to Aaron Dunham, Procurement Agent for the City of Brunswick, by email (adunham@cityofbrunswick-ga.gov). Oral questions will not be permitted. All responses to inquiries will be in writing and will be posted as addenda on the City's website at www.brunswickga.org. All questions must be received on **February 20, 2018 at 8:00 AM local time through February 22, 2018 at 12:00pm (noon) local time with a 24-hour response time**. It is the responsibility of all Offerors to ensure that they have received all addenda and to include signed copies of any and all addenda with their proposal submission. Mandatory meeting February 21, 2018 at Old City Hall, Old City Hall, 129 Newcastle St. Brunswick, GA 31520.

8.0 PROPOSAL EVALUATION CRITERIA

Selection of the successful proposal will be based upon submission of proposals meeting the selection criteria. Proposal evaluations will be based on points, and will include, but not be limited to, consideration of the following minimum criteria:

- 1. Experience & Past Performance (40 points):**
 - a. Background information on company/organization
 - b. The amount of experience with conducting and preparing HUD accepted planning documents
 - c. Experience and qualifications of the project manager and team in working on similar projects and with local government
 - d. Evaluation of references

- 2. Responsiveness & Ability to Provide the Services (30 points):**
 - a. Work plan, benchmarks, and schedule to address the Scope of Work
 - b. Assurance that the identified personnel will actually work on the project
 - c. Ability to meet proposed timetable and begin work immediately.
 - d. Ability of project sponsor/staff to conduct interviews with local sources, hold public forum(s), and attend one or more meetings with City staff, HRHA Staff, and/or City Commission
 - e. Compliance with HUD, City and Authority requirements

- 3. Cost (20 points):**
 - a. The fees and prices proposed by the Offeror

- 4. Ability to Follow Directions (10 points):**
 - a. The Offerors' ability to follow the proposal preparation instructions set forth in this solicitation will also be considered to be an indicator of the Offerors' ability to follow instructions should they receive an award as a result of this solicitation.

As part of the evaluation process, the City may ask questions of a clarifying nature from Offerors as required. The City may require selected Offerors to make an oral presentation of their Proposals. The City reserve the right to perform investigations as may be deemed necessary by the City to assure that competent persons will be and are utilized in the performance of the Agreement.

The City reserves the right to cancel this RFP at any time or reject any or all proposals received as a result of this RFP if it is in the best interest of the City. The City reserve the right to waive any informality in any proposal.

9.0 CONTRACT TERM

The Offeror whose Proposal is found to be the most advantageous to the City will be offered the opportunity to enter into a Contract with the City.

The term of this contract shall be from the date of the Notice of Award until the City are given the final approval by HUD of the AFH and 5-Year Con Plan from HUD (estimated to be October 2019).

10.0 AWARD OF CONTRACT

Selection shall be made of two (2) or more Offerors deemed to be fully qualified and best suited among those submitting proposals, on the basis of the factors involved in the request for proposals, including price if so stated in the Request for Proposal. Negotiations shall then be conducted with each of the Offerors so selected. Price shall be considered, but need not be the sole determining factor. After negotiations have been conducted with each Offeror so selected, the City shall select the Offeror which, in its opinion, has made the best proposal, and shall award the contract to that Offeror. Should the City determine in writing and in its sole discretion that only one (1) Offeror is fully qualified, or that one (1) Offeror is clearly more highly qualified than the others under consideration, a contract may be negotiated and awarded to that Offeror.

The award documentation will subsequently be followed by a contract incorporating by reference all the requirements, terms and conditions of the solicitation and the Offeror's proposal as negotiated.

The City reserves the right to make on-site visitations to assess the capabilities of individual Offeror(s) and to contact references provided with the proposal.

11.0 PROPRIETARY/CONFIDENTIAL INFORMATION IDENTIFICATION

Much of the information presented in the Proposals will be available for public review. The City is subject to certain legal obligations to grant public access to the information submitted. Any information in the proposal that is to be considered confidential has to be clearly identified and submitted in a separate section. The entire proposal cannot be considered confidential.

If any proposal contains proprietary/confidential information, the Offeror will be required to submit a redacted copy of their proposal in addition to the copies listed in *Section 8.0* above. Redacted copies shall be submitted with original proposal.

12.0 OWNERSHIP

All documents and materials prepared pursuant to this Proposal are the property of the City. The City shall have the unrestricted authority to publish, disclose, distribute, and otherwise, use, in whole or in part, any reports, data, or other materials prepared under this process, unless the information is clearly identified as confidential.

13.0 COMPENSATION AND RECORD KEEPING

Total compensation for services will be negotiated between the City and the successful Offeror. The City retains the right to terminate contract negotiations if insufficient progress is being made to establish contract terms. The Offeror selected will be paid as milestones are completed as provided for in the contract or lump sum at completion or project. The contract will be written on a "cost not to exceed" basis. Records are to be kept by the consultant in such detail as to properly reflect all direct or indirect costs of labor and material for which payment will be claimed.

14.0 PROTEST

Any consultant that submitted a proposal may protest another consultant's proposal by submitting said protest and the reasons therefor to the COB Manager within fifteen (15) days of the announcement of the selection committee's choice. Protests must be based on the proposal's lack of responsiveness or the consultant's lack of responsibility. The Brunswick City Manager will then have five (5) days to respond with a determination to affirm or deny the protest. The Brunswick City Manager's decision is final.

15.0 CDBG TERMS AND CONDITIONS

The consultant will be bound by all applicable state and federal regulations governing the CDBG program.

16.0 CONFLICT OF INTEREST

Consultant warrants and covenants that no official or employee of the City, nor any business entity in which an official of the COB has an interest, has been employed or retained to solicit or assist in the procuring of the resulting contract without immediate divulgence of such fact to the City.

17.0 INSURANCE REQUIREMENTS

The successful Proposer shall furnish the COB with certificates and original endorsements affecting the required insurance coverage prior to the execution of a contract by the City. The endorsements shall be on forms as approved by the City. The successful Proposer shall provide a Certificate of Insurance, naming the COB, COB as additional insured for the following:

- A. Employer's liability insurance in the amount of at least \$1,000,000 per accident for bodily injury and disease as required under the applicable laws relating to worker's compensation insurance, all of their employees working on the agreement, in accordance with the Worker's Compensation and Insurance Act, at Division IV of the Labor Code of the State of California and Acts amendatory thereof.
- B. Comprehensive or Commercial General Liability Insurance at least as broad as Insurance Services Office Commercial General Liability coverage (occurrence from CG 0001), in an amount of \$1,000,000 per occurrence. Professional liability insurance/errors and omission coverage in an amount no less than \$1,000,000 combined single limit (CSL). If insurance is written on a claim made basis, Contractor agrees to maintain such insurance in effect for at least three years following completion of performance under this Agreement. If work involves explosive, underground or collapse risks, XCU must be included. If a general aggregate limit is used, either the general aggregate limit shall apply separately to this project or the general aggregate shall be twice the required occurrence limit. Said policy shall contain, or be endorsed with the provision that the policy shall not be canceled without thirty-days prior written notice (ten days for non-payment of the premium) to the COB by certified mail.

The policies described above shall not be cancelable without thirty days advance written notice to the City, and shall be in a form and by a surety approved by the City.

In the event, any required policy is canceled prior to the completion of the project and the Contractor does not furnish a new Certificate of Insurance prior to cancellation, the COB may obtain the required insurance and deduct the premium(s) from contract monies due to the Contractor.

If any required policy is a claims-made policy, the policy shall contain language providing coverage up to six months following the completion of the contract to provide insurance coverage for the hold harmless provisions herein.

As used above, the term “Contractor” includes the Contractor, and its officers, agents of employees. Contractor shall be responsible for insuring that any subcontractor engaged to provide project services obtains and maintains adequate liability insurance.

18.0 INDEMNIFICATION

Contractor agrees to indemnify, defend and save harmless the COB, its City Commission, its offices, agents, employees, and volunteers from any and all claims and losses, whatsoever, accruing or resulting from any and all contractors, subcontractors, material men, laborers, and any other person, firm or corporation furnishing or supplying work, services, materials, or supplies in connection with the performance of any agreement arising from this RFP, and from any and all claims and losses accruing or resulting to any person, firm or corporation who may be injured or damaged resulting from any wrongful acts, errors and omissions, or negligence of Contractor, its agents and employees, pertaining to the performance of any agreement arising from this RFP.

19.0 ASSIGNMENT

Any agreement resulting from this RFP and any amendments or supplements thereto shall not be assignable by the successful bidder either voluntarily or by operation of law, without the written approval of the COB, and shall not become an asset in any bankruptcy, receivership or guardianship proceedings.

20.0 INQUIRY

All inquiries regarding this RFP should be directed to the contact person listed above.

ATTACHMENT A. REFERENCES FORM

Indicate below a listing of at least three (3) current or recent client references, either commercial or governmental, that your company is servicing, has serviced, or has provided similar goods or services.

Reference #1

Company: _____ Contact Person: _____
Phone #: _____ Email: _____
Project: _____ Dates of Service: _____

Reference #2

Company: _____ Contact Person: _____
Phone #: _____ Email: _____
Project: _____ Dates of Service: _____

Reference #3

Company: _____ Contact Person: _____
Phone #: _____ Email: _____
Project: _____ Dates of Service: _____

****This form must be completed & returned with proposal submission.***