



**TOWN OF TRUMBULL, CONNECTICUT  
REQUEST FOR QUOTATION (RFQ)  
AGREED UPON CONSULTING FOR THE PARKS AND RECREATION ACTIVITIES**

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**DUE: May 5, 2015 at 2:00 PM**

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**TOWN OF TRUMBULL, CONNECTICUT  
REQUEST FOR QUOTATION (RFQ)  
AGREED UPON CONSULTING FOR THE PARKS AND RECREATION ACTIVITIES**

**RE BID RFQ #6116**

**DUE: May 5, 2015 at 2:00 PM**

**GENERAL INFORMATION**

The Town of Trumbull (herein after referred to as "Town") requests proposals from qualified independent and certified public accountants to conduct an agreed upon procedures engagement for the Parks and Recreation Activities of the Town as detailed in the scope of work contained herein.

There is no express or implied obligation for the Town to reimburse responding firms for any expenses incurred in preparing or submitting proposals in response to this request.

The successful respondent(s) shall not be allowed to assign the contract or delegate any responsibilities or duties to any third party without prior express written consent of the Town.

Proposals submitted shall be evaluated by the First Selectman, Chief of Staff, the Purchasing Agent and the Finance Director. During the evaluation process, the Town reserves the right, where it may serve the best interest of the Town, to request additional information from proposers, or to allow corrections of errors or omissions. At the discretion of the Town, firms submitting proposals may be requested to make oral presentations as part of the evaluation process.

The Town reserves the right to retain all proposals submitted and to use any elements of a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the firm of the conditions contained in this request, without limitation, unless specifically noted in the proposal submitted and confirmed in the contract between the Town and the selected firm.

**B. PREPARATION OF PROPOSALS**

1. One (1) ORIGINAL and **Three (3)** EXACT COPIES of your proposal shall be submitted. All proposals should be submitted in a clear, concise and legible manner to permit proper evaluation.
2. Proposers may also submit, under separate cover with their proposal, any additional reports and documents that are necessary to meet the requirements (deliverables) of this request.
3. If a proposal does not meet or better the required specifications on all points that must be outlined in a letter otherwise it will be presumed that a proposal is in accordance with the required specifications.

**C. PROPOSAL SUBMISSION**

Proposals are to be submitted in a sealed envelope and addressed as follows:

**RFP #6116**

**Attention: Kevin Bova, Purchasing Agent**

**Town of Trumbull**

**5866 Main Street, Trumbull, CT 06611**

Please be advised that the person(s) signing the formal proposal must be authorized to contractually bind your firm with regard to prices and related contractual obligations.

**D. PROPOSAL TIME**

1. Proposals shall be received at the office of the Purchasing Agent, Trumbull Town Hall, prior to the advertised hour of opening, at which time all proposals will be publicly opened and read aloud. Any proposal received after that time will not be opened or considered.

2. A proposal may be withdrawn at any time prior to the above scheduled date. A proposal received after the above scheduled date and time shall not be considered or opened.

**E. TOWN OPTIONS**

The Town reserves the right to reject any or all proposals and to waive any requirements, irregularities, technical defects or service therein when it is deemed to be in the best interest of the Town.

**F. TAXES**

All purchases made by the Town, and associated with the award of this requirement shall be tax exempt. Any taxes must not be included in proposal prices. A Town Tax Exemption Certificate shall be furnished upon request.

**G. INQUIRIES**

All inquiries regarding the technical or accounting nature of this request may be directed, by email, *simultaneously*, to Kevin Bova, Purchasing Agent at [kbova@trumbull-ct.gov](mailto:kbova@trumbull-ct.gov) and Maria Pires, Director of Finance at [mpires@trumbull-ct.gov](mailto:mpires@trumbull-ct.gov). No questions will be responded to after close of business ~~April -27, 2015~~ April. To ensure consistent interpretation of certain items, answers to questions the Town deems to be in the interest of all proposers will be made available in writing or by Fax as appropriate to all proposers.

Additionally, after proposals are received, the Town reserves the right to communicate with any or all of the proposers to clarify the provisions of this request. The Town further reserves the right to request additional information at any time after proposals are opened.

**H. AWARD AND AUTHORITY**

The purchasing authority of the Town shall issue notification of award in writing and a Purchase Order.

**I. PRICING**

All pricing quoted shall remain firm fixed for a period of one (1) year from date of proposal opening. Special Consideration will be given to responses with extended firm price dates.

**J. ASSIGNMENT OF RIGHTS, TITLES, AND INTERESTS**

Any contractor or subcontractor of the Town offers and agrees to assign to the public purchasing body all rights, title and interest in and to all causes of action it may have under Sec. 4 of the Clayton Act, 15 U.S.C. Section 15 or under Chapter 624 of the General Statutes of Connecticut arising out of the purchase of services, property or intangibles of any kind pursuant to a public purchase contract or subcontract. This assignment shall be made and become effective at the time the public purchasing body awards or accepts such contract, without further acknowledgment by the parties.

**K. HOLD HARMLESS CLAUSE**

Any contractor or subcontractor of the Town agrees to indemnify, hold harmless and defend the Town from and against any and all liability for loss, damage or expense which the Town may suffer or for which the Town may be held liable by reason of injury, including death, to any person or damage to any property arising out of or in any manner connected with the operations to be performed under this request and subsequent Contract, whether or not due in whole or in part of any act, omission or negligence of the Town or any of its representatives or employees.

**L. WORK REGULATIONS AND STANDARDS**

All work activities performed in association with this request must be performed and completed for the Town in accordance with current Federal State and Local regulations. All services performed shall also conform to the latest OSHA standards and/or regulations.

**M. INSURANCE**

The successful proposer shall provide the Town Purchasing Agent with a Certificate of Insurance before work commences. The Town shall be named as an additional insured with Insurance Company licensed to write such insurance in Connecticut, against the following risks and in not less than the following amounts: **SEE APPENDIX B of this Request for specific information regarding Insurance requirements.**

**N. ADDENDUMS**

It is the sole responsibility of a bidder to verify any addendums that may have been issued relating to this request prior to submission of a proposal. Any notice of addendum shall be published on the Purchasing Department Website [www.trumbull-ct.gov](http://www.trumbull-ct.gov) . Failure to submit a response that does not address any changes or addendums may result in a disqualification of a proposal submission.

**TOWN OF TRUMBULL, CONNECTICUT  
REQUEST FOR QUOTATION (RFQ)  
AGREED UPON CONSULTING FOR THE PARKS AND RECREATION ACTIVITIES**

**SCOPE OF WORK, SPECIFICATIONS, QUALIFICATIONS REQUIREMENTS & REPORTS**

**RE BID RFQ #6116**

**DUE: May 5, 2015 at 2:00 PM**

**DESCRIPTION OF SERVICES**

**CONTACTS AND KEY PERSONNEL**

The Consultant's principal contact with the Town shall be with the Director of Finance, or its designated representative, who will coordinate the assistance to be provided by the Town to the Consultant.

A list of key personnel with the location of the principal offices is as follows:

|                                          |                |
|------------------------------------------|----------------|
| Timothy M. Herbst, First Selectman       | (203) 452-5006 |
| Maria Pires, Director of Finance         | (203)452-5013  |
| Dawn Savo, Assistant Director of Finance | (203)452-5011  |
| Kevin Bova, Purchasing Agent             | (203)452-5042  |
| Daniel Martin, Accounting Manager        | (203)452-5010  |
| Mary Markham, Recreation Director        | (203)452-5008  |
| Dimitri Paris, Parks Superintendent      | (203)452-5075  |
| New Parks and Recreation Director, TBD   |                |

**1 DESCRIPTION OF SERVICES REQUIRED**

**Background Information concerning the need for the consultant, and "Deliverables" expected as a result of this proposal request:**

- Operational and Financial review of all Parks, Recreation and Golf Course activities
- Review current operations and evaluate current processes
- Assess technology initiatives in relevant departments
- Assess roles and responsibilities under former and proposed organizational chart
- Review duties and functions of all full time and seasonal employees
- Assess organizational charts in municipalities of similar size and location as compared to current operations
- Assess current fee schedules for the above referenced operations as compared to other municipalities of similar size and location
- Review of all special agency funds concerning the above referenced departments, with an analysis of revenues coming in and expenditures going out
- Review existing contracts with field maintenance vendors and other ancillary contracts with sports leagues or system users who use the Parks and Recreation Systems of the Town of Trumbull
- Develop findings and recommendations
- Management review and approval

During the course of the initial consultant, the scope of work may be further expanded or altered at the recommendation of the consultant, with written approval by the Town. Such changes would be subject to stated limitations on supplemental expenditures at rates quoted in Appendix C.

## **2. Reports to be issued**

1. Following the completion of the agreed upon procedures, the consultant shall issue a written report communicating the deliverables noted above.
2. Immediately upon completion of the agreed upon procedures consultant shall orally report its findings to the Appointed Committee and the Finance Director.
3. All working papers and reports must be retained, at the consultant's expense for a minimum of seven (7) years unless the firm is notified by the Town in writing to extend that time period. In addition the consultant shall respond to reasonable inquiries of successor consultants and allow successor consultants to review working papers relating to matters of continuing accounting and contractual significance.

## **3. ASSISTANCE PROVIDED TO CONSULTANT AND REPORT PREPARATION**

### **1. Data and Other Pertinent Information to be provided by the Town of Trumbull**

The Finance and Parks and Recreation Department staff shall be available during the consultant to assist the Consultant by providing all information, documentation and explanations as required by the consultant, including any and all other information, reports, correspondence, records and documentation deemed necessary and/or appropriate by the consultant to fully complete the tasks contained herein.

### **2. General**

Office space will be provided in close proximity to the financial records as required. Telephones will be made available as well as the use of a copy machine during the engagement. The consultant is required to provide all equipment and other office materials.

## **4. NATURE OF SERVICES REQUIRED OF CONSULTANT**

### **General – Technical Proposal**

1. The purpose of the technical proposal is to demonstrate the qualifications, competence and capacity of the firms seeking to undertake an consultant of the Parks and Recreation systems noted above. As such, the substance of proposals will carry more weight than their form or manner of presentation. The technical proposal should demonstrate the qualifications of the firm and of the particular staff to be assigned to this engagement. It should also specify an consultant approach that will meet the request for proposals requirements.
2. The technical proposal should address all the points outlined in the request for proposals (excluding any cost information, which should only be included in Appendix D). The proposal should be prepared simply and economically, providing a straightforward, concise description of the proposer's capabilities to satisfy the requirements of the request for proposals. While additional items may be presented, the following subjects, items Nos. 2 through 8, must be included. They represent the criteria against which the proposal will be evaluated.

## **5. Professional Qualifications Required**

### **1. General Requirements**

Firms submitting proposals must be qualified to perform independent consultants of municipalities of the State of Connecticut. The firm must have been engaged during the last five (5) years, as independent consultants. The selected firm shall be retained for the express purpose of rendering an opinion on the individual retained earnings, and all other stated deliverables.

### **2. Independence**

- a. The firm should provide an affirmative statement that it is independent of the Town of Trumbull as defined by generally accepted accounting standards and the U.S. Comptroller General's Government Consulting Standards.
- b. The firm should also list and describe the firm's professional relationships involving the Town of Trumbull or any of its agencies for the past five (5) years, together with a statement

explaining why such relationships do not constitute a conflict of interest relative to performing the proposed consultant.

- c. In addition, the firm shall give the Town of Trumbull written notice of any professional relationships entered into during the period of this agreement.

**3. License to Practice in Connecticut**

An affirmative statement should be included indicating that the firm and its municipal partner are qualified to practice in Connecticut.

**4. Firm Qualifications and Experience**

- a. The proposal should state the size of the firm, the size of the firm's governmental consultant staff, the location of the office from which the work on this engagement is to be performed and the number and nature of the staff to be so employed on a part-time basis.
- b. The firm shall also provide information on the results of the firm's latest federal or state desk reviews or field reviews of its consultants. In addition, the firm shall provide information on the circumstances and status of any disciplinary action taken or pending against the firm during the past three (3) years with state regulatory bodies or professional organizations.

**5. Partner, Supervisory and Staff Qualifications and Experience**

- a. The firm should identify the principal supervisory and management staff, including engagement partners, managers, other supervisors and specialists, who would be assigned to the engagement and indicate whether each such person is licensed to practice as a certified public accountant in Connecticut. The firm shall also list all credentials that indicate its ability to conduct an consultant and shall indicate how the quality of staff over the term of the agreement will be assured. Ideally, the firm selected firm shall have staff or available consultants with experience conducting an consultant with deliverables that are similar to those in this one.
- b. The proposer should identify the extent to which its staff reflects the Town of Trumbull's commitment of Affirmative Action.
- c. Engagement partners, managers, other supervisory staff and specialists may be changed if those personnel leave the firm, are promoted or are assigned to another office. These personnel may also be changed for other reasons with the express prior written permission of Town of Trumbull. However, in either case, the Town of Trumbull retains the right to approve or reject replacements.
- d. Consultants and firm specialists mentioned in response to this request for proposals can only be changed with the express prior written permission of the Town of Trumbull, which retains the right to approve or reject replacements.
- e. Other consultant personnel may be changed at the discretion of the proposer provided that replacements have substantially the same or better qualifications or experience.

**6. Similar Engagements with Other Government Entities**

For the firm's office that will be assigned responsibility for the consultant, list the most significant engagements (maximum of 5) performed in the last five years that are similar to the engagement described in this request for proposals. These engagements should be ranked on the basis of total staff hours. Indicate the scope of work, date, engagement partners, total hours, and the name and telephone number of the principal client contact.

**7. Engagement Approach**

The proposal should set forth a work plan, including an explanation of the consultant methodology to be followed, to perform the services required in Section IV of this request for proposal

**8. Identification of Anticipated Potential Consultant Problems**

The proposal should identify and describe any anticipated potential consultant problems, the firm's approach to resolving these problems and any special assistance that will be requested from the Town of Trumbull.

**6. Work Paper Retention and Access to Working Papers**

All working papers and reports of the selected firm shall be retained, at the consultant's expense for a minimum of seven (7) years unless the firm is notified by the Town in writing to extend that time period. In addition the consultant shall respond to reasonable inquiries of successor consultants and allow successor consultants to review working papers relating to matters of continuing accounting and contractual significance.

## **7. Proposal Requirements - Format**

The following material is required for a proposing firm to be considered:

The Proposal and two (2) copies are to include the following:

- I Title Page**  
Title page showing the request for proposal's subject; the firm's name; the name, address and telephone number of a contact person; and the date of the proposal.
- II Table of Contents**
- III Transmittal Letter**  
A signed letter of transmittal briefly stating the proposer's understanding of the work to be done, the commitment to perform the work within the time period, a statement why the firm believes itself to be best qualified to perform the engagement and a statement that the proposal is a firm and irrevocable offer for the period covered.
- IV Detailed Proposal**  
The detailed proposal should follow the order set forth in Section VI B of this request for proposals.
- V Guarantees and Warranties**
  - a. Executed copies of Proposer Guarantees and Proposer Warranties attached to this request for proposals (Appendix A).
  - b. The proposer shall submit an original and Three (3) copies of a dollar cost proposal attached to this request for proposals (Appendix C).
  - c. Proposers should send the completed proposal consisting of the two (2) separate envelopes to the following address:

Mr. Kevin Bova, Purchasing Agent  
Town of Trumbull  
5866 Main Street  
Trumbull, CT 06611

Envelope #1: Technical Proposal  
Envelope #2: Sealed Dollar Cost Proposal

## **8. TIME AND FEE REQUIREMENTS**

### **A. Report Submissions**

The Consultant will issue reports addressed to the Town of Trumbull.

The final report and 5 signed copies should be delivered to:

Ms. Maria Pires, Director of Finance  
Town of Trumbull  
5866 Main Street  
Trumbull, CT 06611

### **B. Dollar Cost Proposal**

#### **1. Total All-Inclusive Maximum Price**

- a. The dollar cost proposal should contain all pricing information relative to performing the consultant engagement as described in this request for proposals. The total all-inclusive

maximum price to be proposed is to contain all direct and indirect costs including all out-of-pocket expenses.

- b. The proposed pricing shall cover the agreed upon procedures service listed above.
- c. The Town of Trumbull will not be responsible for expenses incurred in preparing and submitting the technical proposal or the dollar cost proposal. Such costs should not be included in the proposal.

**2. Fixed Fees by Category.**

The dollar cost proposal should include a schedule of professional fees and expenses, presented in the format provided in the attachment (Appendix C) that supports the total all-inclusive price.

**3. Rates for Additional Professional Services**

If it should become necessary for the Town of Trumbull to request the consultant to render any additional services requested in this request for proposals or to perform additional work as a result of the specific recommendations included in any report issued on this engagement, then such additional work shall be performed only if set forth in an addendum to the contract between the Town of Trumbull and the firm. Any such additional work agreed to between the Town of Trumbull and the firm shall be performed at the same rates set forth in the schedule of fees and expenses included in the dollar cost proposal in Appendix C.

**4. Manner of Payment**

Progress payments will be made on the basis of hours of work completed during the course of the engagement in accordance with the firm's dollar cost proposal. Interim billings shall cover a Period of not less than a calendar month.

## **9 SELECTION PROCESS**

**A. Selection Committee**

The Appointed Committee shall serve as the selection committee for this requirement. It shall make its recommendation to the First Selectman for final approval and any other Town committees as may be required by Town Charter.

**B. Evaluation Criteria**

The following represent the principal selection criteria that will be considered during the evaluation Process of proposals.

**1. Mandatory Elements**

- The consultant firm is independent and licensed to practice in Connecticut.
- The consultant firm's professional personnel have received adequate continuing professional education within the preceding three years.
- The firm has no conflict of interest with regard to any other work performed by the firm for the Town.
- The firm submits a copy of its most recent external quality control review report and the firm has a record of quality consultant work.
- The firm adheres to the instructions in this request for proposals on preparing and submitting the proposal.
- The firm shall submit one copy of at least two General Purpose Financial Statements issued by Connecticut municipalities in which their opinion is contained.

**2. Technical Qualifications**

- Expertise and Experience:
- The firm's past experience and performance on comparable government engagements.
- The quality of the firm's professional personnel to be assigned to the engagement and the quality of the firm's management support personnel to be available for technical consultation.
- Experience with the preparation of federal and state financial assistance and related reports.
- Consultant Approach

- Service Delivery Plan: Describe how the firm intends to conduct the consultant in the first year versus subsequent years. Describe the service delivery system including what who, will do, how and where. Provide detail on staffing requirements. Describe how the services will be coordinated and monitored and how access to them will be ensured through entrance conferences, progress reporting, and exit conferences.

**3. Price**

Cost will not be the primary factor in the selection of an consultant firm.

**4 Right to Reject Proposals**

Submission of a proposal indicates acceptance by the firm of the conditions contained in this request for proposals unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the Town and the firm selected.

The Town reserves the right without prejudice to reject any or all proposals or parts thereof for any reason, to negotiate changes to proposal terms and to waive minor inconsistencies with the request for proposal.

**APPENDIX A**

**TOWN OF TRUMBULL, CONNECTICUT  
REQUEST FOR QUOTATION (RFQ)  
AGREED UPON CONSULTING FOR THE PARKS AND RECREATION ACTIVITIES**

**RE BID RFQ #6116****DUE: May 5, 2015 at 2:00 PM****PROPOSER GUARANTEES AND WARRANTIES****Proposer Guarantees**

The proposer certifies it can and will provide and make available, at a minimum, all services set forth in Section 4, Nature of Services Required.

**Proposer Warranties**

1. Proposer warrants that it is willing and able to comply with State of Connecticut laws with respect to foreign (non-state of Connecticut) corporations.
2. Proposer warrants that it is willing and able to obtain an errors and omissions insurance policy providing a prudent amount of coverage for the willful or negligent acts, or omissions of any officers, employees or agents thereof.
3. Proposer warrants that it will not delegate or subcontract its responsibilities under an agreement without the express prior written permission of the Town of Trumbull.
4. Proposer warrants that all information provided by it in connection with this proposal is true and accurate.

---

Company Name

---

by (Signature)

---

Address

---

Print Name

---

Company Name

---

Title

---

Date

---

Telephone/Fax

**APPENDIX B**

**TOWN OF TRUMBULL, CONNECTICUT  
REQUEST FOR QUOTATION (RFQ)  
AGREED UPON CONSULTING FOR THE PARKS AND RECREATION ACTIVITIES**

**RE BID RFQ #6116****DUE: May 5, 2015 at 2:00 PM****INSURANCE EXHIBIT - PROFESSIONAL SERVICES**

The professional individual or firm shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from, or be in connection with the performance of the work hereunder by the individual or the firm, his agents, representatives, or employees. The cost of such insurance shall be included in the proposal.

For the purpose of this clause, the term "professional individual or firm" shall also include the individual's or firm's respective officers, agents, officials, employees, volunteers, boards and commissions.

**A. Minimum Scope and Limits of Insurance**

1. Broad Form Comprehensive General Liability \$1,000,000 combined single limit per occurrence for bodily injury, personal injury, property damage, and products / completed operations.
2. Automobile Liability \$1,000,000 combined single limit per occurrence for bodily injury and property damage
3. Umbrella Liability \$1,000,000 per occurrence, following form.
4. Workers' Compensation Limits as required by State of Connecticut Labor Code
5. Employers' Liability \$100,000 each accident \$500,000 disease/policy limit \$100,000 disease/each employee
6. Professional Liability (if used on a claims-made basis, insurance coverage shall be maintained for the duration of the contract and for two (2) years following contract completion.) \$1,000,000 per occurrence \$1,000,000 aggregate
7. Personal Property Coverage
8. Adequate insurance to cover the value of personal property (including but not limited to, personal computers) belonging to the Consultant while located on Town property, while in use or in storage, for the duration of the contract.

**B. Aggregate Limits**

Any aggregate limits must be declared to and be approved by the Town. At the option of the Town, the insurer shall increase or eliminate the aggregate limit and notify the Town of any erosion of aggregate limits.

**C. Deductibles and Self-Insured Retention's**

Any deductibles or self-insured retention's must be declared to and be approved by the Town. At the option of the Town, the insurer shall reduce or eliminate such deductibles or self-insured retention's as regards the Town or the Consultants shall procure a bond which guarantees payment of the losses and related investigations, claims administration and defense expenses. At no time will the Town be responsible for the payment of deductibles or self-insured retention's.

**D. Notice of Cancellation or Non-renewal**

Each insurance policy required by this Exhibit shall be endorsed to state that coverage shall not be suspended, voided, canceled, or reduced, either in coverage or in limits, except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the Town.

**E. Other Insurance Provisions**

The policies are to contain, or be endorsed to contain, the following provisions;

1. Liability, (General, Automobile, Professional) Coverage;

- a. **"The Town of Trumbull and its respective officers, agents, officials, employees, volunteers, boards and commissions"** are to be **named as additional insured** with regards to liability arising out of activities performed by or on behalf of the consultant; products and completed operations of the Consultant; premises owned, leased or used by the Consultant. The coverage shall contain no special limitations on the scope of protection afforded to the Town.
  - b. The Consultant's insurance coverage shall be the primary insurance as regards the Town. Any insurance or self-insurance maintained by the Town shall be in excess Consultant's insurance and shall not contribute with it.
  - c. Any failure to comply with the reporting provisions of the policies shall not affect coverage provided to the Town.
  - d. Coverage shall state that the Consultant's insurance shall apply separately to each insured against whom a claim is made or a suit is brought, except with respect to the limits of the insurer's liability.
2. **Workers' Compensation and Employer's Liability Coverage**
    - a. The insurer shall agree to waive all rights of subrogation against the Town for losses arising from the work performed by the Consultant for the Town.
    - b. If State statute does not require the Consultant to obtain Workers' Compensation insurance, then the Consultant shall furnish the Town with adequate proof of the self-employment status/ The Consultant agrees to waive all rights of claims against the Town for losses arising from the work performed by the Consultant. In the event that during the contract this self employment status should change, the Consultant shall immediately furnish proper notice to the Town and a certificate of insurance indicating that Workers' Compensation insurance and Employer's Liability coverage has been obtained by the Consultant as required by this Exhibit.

**F. Acceptability of Insurers**

1. Insurance is to be placed with insurers which have a Best's rating of at least A.
2. Insurance companies must either be licensed to do business in the State of Connecticut or be deemed to be acceptable by the Town's Finance Director.

**G. Verification of Coverage**

The Consultant shall furnish the Town with certificates of insurance effecting coverage required by this clause. The certificates and endorsements for each insurance policy are to be signed by a person authorized by the insurer to bind coverage on its behalf. The certificates and endorsements are to be received and approved by the Finance Director before work commences. Renewal of expiring certificates shall be filed thirty (30) days prior to expiration. The Town reserves the rights to require complete, certified copies of all required policies, at any time.

All insurance documents required by this Exhibit shall be mailed to the Director of Finance.

Signed: \_\_\_\_\_ Title: \_\_\_\_\_

Date; \_\_\_\_\_

## APPENDIX C

**TOWN OF TRUMBULL, CONNECTICUT  
REQUEST FOR QUOTATION (RFQ)  
AGREED UPON CONSULTING FOR THE PARKS AND RECREATION ACTIVITIES**

RE BID RFQ #6116

DUE: May 5, 2015 at 2:00 PM

## PROPOSAL

***To be submitted on your firm's letterhead in a separate envelope.***

Firm's Name: Location of office staffing the consultant: \_\_\_\_\_

Number of Municipal professional consultant Number of Municipal consultant staff to be assigned staff at this location: to Town: \_\_\_\_\_

Connecticut Municipal consultant clients (FY engagements for municipalities with populations of 20,000 or more):

Maybe be submitted on a separate sheet.

The Proposer, in compliance with this Request for Proposal, has examined the specifications and related documents and hereby proposes to provide this service in accordance with this RFP and any contract documents within the time frames set forth herein and at prices agreed to.

## SCHEDULE OF PROFESSIONAL FEES AND EXPENSES

Total Cost Proposal

\_\_\_\_\_  
(Written amount)\_\_\_\_\_  
Dollars

Rates per hour for and other services to be performed outside the specified scope contained herein:

Partner: \$\_\_\_\_\_/hour

Manager: \$\_\_\_\_\_/hour

Supv. Staff: \$\_\_\_\_\_/hour

Other: \$\_\_\_\_\_/hour

\_\_\_\_\_  
Company Name\_\_\_\_\_  
by (Signature)\_\_\_\_\_  
Address\_\_\_\_\_  
Print Name\_\_\_\_\_  
Company Name\_\_\_\_\_  
Title\_\_\_\_\_  
Date\_\_\_\_\_  
Telephone/Fax

**APPENDIX D**

**TOWN OF TRUMBULL, CONNECTICUT  
REQUEST FOR QUOTATION (RFQ)  
AGREED UPON CONSULTING FOR THE PARKS AND RECREATION ACTIVITIES**

**RE BID RFQ #6116**

**DUE: May 5, 2015 at 2:00 PM**

**SAMPLE CONSULTANT SERVICES PROPOSAL LETTER (To be submitted on your firm's  
letterhead)**

Town of Trumbull  
5866 Main Street  
Trumbull, CT 06611

Dear:

We have read the Request for Proposal and fully understand its intent and contents. We certify that we have adequate personnel, insurance, equipment, and facilities to fulfill the specified requirements. We understand that our ability to meet the criteria and provide the required services shall be judged solely by the Selection Committee.

We have attached the following:

1. Proposal as outlined in Section V
2. Appendix A: Proposer Guarantees and Warranties
3. Appendix B: Insurance
4. Appendix C: Fixed Fees (separate envelope).

It is further understood and agreed that all information included in, attached to, or required by the Request for Proposal shall be public record upon delivery to the Town of Trumbull.

Submitted by Date  
Signature Title  
Telephone