

NOTICE OF REQUEST FOR PROPOSALS

“Danbury Health Dept. Advisor to the Lake Kenosia Commission”

Bid #08-13-14-01

Scope of Work

Background:

The City of Danbury is inviting the submission of proposals from qualified individuals/firms interesting in acting as an oversight advisor to the Lake Kenosia Commission (LKC). The LKC is a Commission of the City of Danbury, charged with the responsibility of improving the quality of Lake Kenosia and its watershed through activities that directly improve environmental conditions of the lake's environment and that promote the lake to the general community. The Lake Kenosia Commission has its own budget, appropriated from the City of Danbury, but the budget is under the oversight of the Danbury Health Department. Similarly, the activities and programs sponsored by the Lake Kenosia Commission fall under the general oversight of the Danbury Health Department. The Danbury Health Department administers these responsibilities through a staff advisor. Since 2006, the staff oversight services have been contracted out to a consultant who had direct ties to the Health Department through past employment and had experience administering several environmental programs and organizations in Danbury. In 2014, this consultant (Kozuchowski Environmental Consulting) will be retiring. Hence, this RFP is intended to initiate the transition of the staff oversight services to another professional for fiscal year 2013-14.

Duties:

1. Attend monthly meetings (except December) of the LKC to provide programmatic direction. During the meetings held from September - November, the selected Advisor will work collaboratively with the outgoing advisor to provide a smooth transition period.
2. Oversee updates to the LKC website, as needed.
3. Oversee collection of water samples (through contracted services from the LKC) in the fall of 2013 and the spring of 2014.
4. In consultation with the contracted limnologist, prepare an update to the “State of the Lake” report on the LKC website.
5. Oversee the work of a masonry contractor to install an environmental education walkway around the perimeter of the existing riparian buffer of the lake and the new wetland cells adjoining the swamp by the entrance road (this latter site will also require the design and installation of one or more environmental education signs).
6. Oversee the selection of a landscaping contractor to provide a single day of maintenance services for the riparian buffer.

Qualifications

Candidates should have a background in Water Resource Management. Additionally, candidates should have demonstrated leadership roles on at least two commissions, agencies or organizations in the greater Danbury area that serve environmental functions.

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Term

The initial term of this agreement will run from date of award through June 30, 2014. The agreement may be extended for up to four (4) additional one-year periods beyond the initial period by mutual consent.

Agreement

The selected individual/firm will be required to execute the accompanying agreement

Proposal

Interested firms are requested to submit three (3) copies of their proposal to the Office of the Purchasing Agent, 155 Deer Hill Avenue, Danbury, CT 06810, during normal business hours by no later than 2:00 PM on Thursday, September 12, 2013.

Envelopes should be marked Bid #08-13-14-01 “Proposals – Danbury Health Dept. Advisor to the Lake Kenosia Commission”

The proposals are to include the following:

1. Qualification Data - to include relative background information, work experience, and at least three (3) references with contacts and phone numbers
2. Proposed Fee – provide hourly rate(s) desired to perform described duties.

Notes

1. Direct any questions to Mr. Charles Volpe, Purchasing Agent, 203-797-4571 or c.volpe@danbury-ct.gov
2. The City of Danbury reserves the right to reject any or all proposals and to award the contract to the individual/firm deemed to be in the best interest of the City.

CONSULTANT SERVICES:

Danbury Health Department Advisor to the Lake Kenosia Commission

THIS AGREEMENT is made this ____ day of _____, 2013 between the CITY OF DANBURY, a municipal corporation, located in Fairfield County and organized and existing under the laws of the State of Connecticut, acting herein by Mark D. Boughton, its Mayor, hereunto duly authorized, (hereinafter referred to as the "CITY") and _____, of _____ (hereinafter referred to as "PROVIDER"),

WHEREAS, the CITY has need of professional services commencing _____ 2013; and

WHEREAS, the CITY wishes to establish the terms and conditions under which it will make use of said services for the purpose authorized thereby to accomplish goals and further projects intended.

NOW, THEREFORE, in consideration of the mutual covenants, promises and representations contained herein, the parties hereto do agree as follows:

1. Payment. The CITY shall pay to PROVIDER as outlined on the attached *Proposal for Services* marked as Schedule A.

2. Services. PROVIDER shall provide these services set forth in Schedule A as authorized pursuant to Schedule B (BOA minutes), both attached hereto and made a part hereof.

3. Hold Harmless. Each party agrees that it shall protect, indemnify and hold the other harmless in all legal actions and from and against all claims or loss to persons or property to which the other may be subjected by reason of breach of contract, tortious act, or omission on the part of such party or any of its officers, agents or employees in connection with the conduct and performance of obligations imposed by this Agreement.

4. Insurance. The PROVIDER shall take out and maintain during the life of the contract, General & Professional liability insurance standard to the industry and as approved by the City Risk Manager.

5. Compliance with Laws. Each party warrants that it has complied and shall continue to comply with all pertinent provisions of local, state and federal laws, regulations and policies in connection with its programs, projects and undertakings related to this Agreement. Any noncompliance with said laws, regulations and policies shall be deemed a breach of this Agreement.

6. Assignment. The rights and duties of the PROVIDER hereunder shall not be assigned or transferred in any way without the written consent of the CITY.

7. Unlawful Provisions Deemed Stricken. Any provision of this Agreement found to be unlawful by a court of law, designated finder of fact or by agreement of both parties, shall be deemed stricken from this Agreement and shall be of no further force or effect. Any unlawful provision shall be considered stricken without affecting the binding force of the remainder of the Agreement.

8. Notices. All notices or other correspondence required or permitted hereunder shall be effective if made in writing and addressed as follows:

a. As to the CITY:

Scott LeRoy, MPH, MS
Director of Health
City of Danbury
155 Deer Hill Avenue
Danbury, Connecticut 06810

