

TOWN OF CROMWELL, CONNECTICUT

Request for Proposal FOR Economic Development Coordinator

A. GENERAL INFORMATION

The Town of Cromwell is requesting proposals for the purpose of selecting a qualified individual and/or firm to function as Economic Development Coordinator. Selection will be based upon a combination of our quality based selection process and financial considerations.

The Economic Development Coordinator reports directly to the First Selectman. With a Plan of Conservation and Development already in place, along with other important studies, the focus of Economic Development Coordinator will be on implementation. The key deliverables of the contract will be to obtain funding to support planned economic development initiatives, coordinate economic development projects, and actively recruit and retain businesses to promote strategic commercial growth.

The term of this engagement would be for a two-year renewable contract beginning September 1, 2010, with a commitment to work a minimum of twenty (20) hours per week.

B. QUALIFICATIONS:

All coordinators must have a minimum of five (5) years experience providing economic development services for a state or municipal office located within the State of Connecticut. They must possess in-depth experience administering and coordinating projects with local, state, and federal funding. They must also demonstrate success in obtaining state and federal grants, most notably funding through the Small Town Economic Assistance Program.

Individual and/or firm must be available to take calls and attend meetings during Town of Cromwell's regular business hours of 8:30-4:00. In addition, the coordinator will be required to attend monthly evening meetings, including the Board of Selectmen and the Economic Development Commission meetings.

C. EVALUATION CRITERIA

Responses to the RFP will be evaluated on the following criteria:

1. Proposed approach and plan to support the Town of Cromwell
2. Comprehensiveness of services offered
3. Quality of services
4. Technical and professional knowledge

5. Organizational skills
6. Experience implementing key economic development initiatives
7. Fees & costs

Applicants are strongly encouraged to be brief and concise in their responses. Attach exhibits only when necessary. Interviews will be scheduled the week of August 14th for all qualified candidates.

D. REQUIRED INFORMATION

The following information, as a minimum, shall be submitted:

- (1) Name of individual and/or firm including a history of the individual(s) and/or qualified firm;
- (2) Individual resume(s) of personnel that will be associated with the provision of these services to the Town of Cromwell;
- (3) Detailed listings of all areas of expertise of the personnel in (1) and (2) to include types of services supplied to present and past clients. A strong history of results-based economic development services is an essential requirement;
- (4) A detailed proposal of how the individual and/or firm will supply these services to the Town of Cromwell. Included in this should be a schedule of availability for office hours in Town Hall;
- (5) A list of references to include any Town or municipality that has been similarly serviced by the individual and/or firm within the past five (5) years; and
- (6) A detailed proposal regarding the expenses involved in the provision of these services including any lump sum retainer or hourly rate for the provision of these services, required expenses; and other associated costs and expenses.

E. SUBMISSIONS

Questions concerning the RFP should be e-mailed to Tom Roohr, troohr@cromwellct.com. The Town of Cromwell will attempt to respond back via e-mail within 24 hours. A copy of all questions/responses will be e-mailed to all bidders. To allow adequate time for The Town of Cromwell to research and respond all questions should be submitted no later than Wednesday, July 21st, 2010.

Timeframe: The Town of Cromwell at the following location must receive ten hard copies of the proposals no later than **2:00 P.M. (EDT) on July 28, 2010. Office of First Selectman, Town of Cromwell, 41 West Street, Cromwell, CT 06416, (860) 632-3410 phone, (860) 632-3435 fax.**

F. CONDITIONS

Respondents to this RFP will be expected to adhere to the following conditions and must make a positive statement to that effect in its submitted proposal:

- ❖ Agree that all work produced under this agreement will become property of the Town of Cromwell and that the Town shall have the right to use any and/or all of the information obtained for use it deems appropriate.
- ❖ Agree to accept and follow direction from the Town and specifically the First Selectman and or his designee.
- ❖ Agree that if the Town cannot in good faith negotiate a written contract within a reasonable time with the selected individual and/or firm, the Town may unilaterally cancel its selection of that individual and/or firm.
- ❖ Agree to conform to all applicable laws and ordinances and statutes of the Federal Government, State of Connecticut and Town of Cromwell.

Agree to provide a written statement that the respondent has no conflicting financial interests.

G. RESERVATION OF RIGHTS

This request for qualifications implies no obligation on the part of the Town of Cromwell. The Town of Cromwell reserves the right to reject any or all responses to this request for proposal and to award the contract to other than the lowest bidder.

This request for proposal should in no way be construed as an offer, but rather it is a solicitation of an offer to provide services. The cost of preparing any proposal will be borne by the bidder.

Request for Proposals

Economic Development Coordinator

Scope of Services

Grant Administration:

- Maintain a listing of state and federal grant opportunities for economic development initiatives
- Provide expertise and leadership in the grant application process
Coordinate efforts with Development Services Department and Economic Development Commission
- Coordinate efforts to implement and administer grants if awarded, working with all applicable government agencies
- Ensure compliance and coordinate efforts with grant managers at the Department of Economic and Community Development and local Finance Department

Commercial Growth and Retention:

- Act as primary contact for businesses seeking information regarding opportunities to locate or expand operations in Cromwell, including providing tours of potential sites and any other information and assistance as needed
- Work with Developmental Services Department and Economic Development Commission to produce a guide for prospective businesses, which includes the permit application process, basic zoning overview, economic incentives, other important information, and FAQs
- Develop a listing of prospect businesses (both local and national) in targeted industries, based upon goals set forth in the POCD and the First Selectman's Economic Development Strategy
- Maintain an inventory of available real estate parcels (including raw land) and actively promote and market to list of prospects
- Create and manage economic incentive programs to provide strategic growth and retention of business
- Assist with the creation of marketing materials (including advertisements, editorial copy, and press releases) to promote the Town of Cromwell. Manage exhibits at major events.
- Assist with the preparation of the Annual Report and Town Guide
- Create and maintain a highly professional website
- Leverage existing relationships with Metro Hartford Growth Council and Middlesex Chamber of Commerce

Bottom-line Results:

- Produce twenty (20) strategic new businesses for the Town of Cromwell over the term of the contract