

**Legal Notice**

**Town Of Branford  
Request for Bids**

**DAN COSGROVE ANIMAL SHELTER CAMPAIGN**

The Town of Branford is requesting bid proposals for consulting services related to a capital campaign for the Dan Cosgrove Animal Shelter in the Town of Branford, Connecticut.

Sealed bids will be received at the Finance Department, 1019 Main Street, Branford, Connecticut 06405 for **PROJECT: DAN COSGROVE ANIMAL SHELTER CAPITAL CAMPAIGN-TOWN OF BRANFORD, CONNECTICUT** until **11:00 a.m. Monday September 9, 2019**. Said bids will then be opened and read aloud publicly immediately thereafter. Proposals received after this time will not be accepted.

Responding firms will be evaluated based on their qualifications and proposal. The Town of Branford has the right to accept or reject any and all bids, or any part thereof, or waive defects in the same, as deemed to be in the best interest of the Town of Branford. The Town of Branford is an Affirmative Action/Equal Opportunity Employer. Minority/women-owned businesses are encouraged to apply.

Tyechia Pettway  
Purchasing Clerk

## INSTRUCTIONS TO PROPOSERS

### **Background**

The Dan Cosgrove Animal Shelter (“DCAS”) is a municipal animal shelter that was founded 17 years ago by dedicated, local volunteers. It shelters animals, provides animal control services, facilitates pet adoptions and runs educational and outreach programs. DCAS is led by the Animal Shelter Commission and a dedicated professional staff. Since its founding, DCAS has raised contributed income through events, written appeals and direct solicitations.

DCAS is recognized as a regional shelter, attracting visitors, volunteers and donors from along the shoreline and across Connecticut. More than 500 animals pass through its doors each year and less than 1% of its animals are ever euthanized.

Due to its expanding programs and services, DCAS would like to renovate its existing building, expand its physical space with 2,200 square feet of additional space, and redesign its grounds to include pet play areas and a barn. To do this, DCAS estimates that it must raise \$1,500,000 – \$2,000,000. An architect is currently developing plans and construction estimation has begun. Construction may begin as early as April 2020, but may also commence later in 2019, depending on fundraising and approvals.

Planning for a capital campaign began in the fall of 2018, with interviews of key supporters and the creation of a capital campaign planning committee. Lead donors have been identified, several lead gifts committed, naming opportunities established and a gift chart developed. Given the recently-expanded scope of construction, some of these elements will need to be revisited.

DCAS is seeking a consultant to implement a targeted and strategic capital campaign that will include preparation of solicitation materials, a Quiet Phase, Kickoff, Public Phase and Wrap Up. It is estimated that the Quiet Phase will last 3-6 months and involve 10-50 donors and the Public Phase will last 6-12 months and involve 500+ donors. DCAS is not soliciting bids for a feasibility study.

### **Proposal Requirements:**

- I. **Cover Letter** – no more than one page, including contact person, firm name, address, email and phone number.
- II. **Proposal** – Please address the following topics in **no more than five (5) pages**. Please include ten (10) copies of your Cover Letter and Proposal. You may submit one copy of additional information about your firm, but it will only be supplied to the selection committee if requested by them.
  - a. **Firm Capabilities**
    - i. Services provided by your firm that are relevant to a capital campaign, number of years in business, geographic areas of work.
    - ii. Indication of other vendors with whom you partner on capital campaigns.
    - iii. Brief bio of individuals who would work on the capital campaign.
    - iv. List and brief description of comparable campaigns you have worked on in the past, indicating campaign size, type of organization, length of campaign, success in meeting goals.
    - v. Any special attributes of your firm that would make you a good fit for DCAS and this project.

**b. Campaign Approach**

- i. Your firm’s philosophy regarding capital campaigns.
- ii. Way in which your firm engages a client organization, the community and donor prospects in the campaign design and implementation.
- iii. Description of your approach to the DCAS capital campaign, including a work plan, timetable, list of activities and resources associated with a DCAS capital campaign. Please include these elements:
  - 1. Planning and Discovery (note: this should be minimal, given prior planning activities)
  - 2. Preparation of Solicitation Material
  - 3. Quiet Phase
  - 4. Kickoff
  - 5. Public Phase
  - 6. Wrap Up
- iv. Fee for your services. This work will be contracted on a fixed-fee basis. You may price the entire consultancy or the separate components outlined in (b)(iii). The Town of Branford reserves the right to modify the Respondent’s proposed work plan and to negotiate the fee proposal, as appropriate.

**III. References**

- a. A list of current clients, with a brief description of the work you are doing.
- b. Two capital campaign client references with whom you have worked in the last two years.

**Selection Process**

In securing campaign consulting services, it is the primary goal to obtain a consultant on the basis of demonstrated competence and qualifications, at a fair and reasonable price. It is recognized that competence, experience and ability are very important considerations, and the amount of the fee alone is not the only criteria for selecting professional services.

The contract will be awarded to the Respondent best satisfying the overall requirements of the RFP, but not necessarily quoting the lowest rate. The contract proposals will be rated based on an evaluation scale with the highest rating scale which is 25 points. The factors by which the proposals will be evaluated are as follows:

**Factors for Award**

Experience with similar projects	5
Proposed capital campaign work plan	5
Demonstrated expertise, creativity and approach	5
Philosophy and overall fit	5
Cost	5
<b>Total</b>	<b>25 pts.</b>

As part of the selection process, the Town of Branford may choose to conduct interviews with any or all Respondents, at its sole discretion.

**TOWN OF BRANFORD  
BID PROPOSAL SHEET**

Bid Proposal for:       **DAN COSGROVE ANIMAL SHELTER CAPITAL CAMPAIGN-  
TOWN OF BRANFORD, CONNECTICUT**

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

Total Bid Price:       \$\_\_\_\_\_

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

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

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

See previous page for verification of proposal requirements

**TOWN OF BRANFORD**  
**OFFICE OF THE TREASURER**



1019 Main Street  
Post Office Box 150  
Branford, CT 06405

(203) 488-8394  
FAX: 315-3736

**General Requirements for Bidding  
and  
Instructions to Bidders**

**NOTICE**

Information provided in these specifications is ***CONFIDENTIAL*** and is to be used only for the purpose of preparing a proposal. It is further expected that each bidder will read these specifications with care, for failure to meet every one or a combination of specified conditions may invalidate the proposal.

The Town reserves the right to reject any or all bids or any portion thereof and to accept the bid deemed to be in the best interest of the Town of Branford.

Bidders are requested to submit quotations on the basis of these specifications. Alternate quotations will receive consideration providing such alternatives are clearly explained.

The information contained herein is believed to be accurate and is based upon the latest available information but is not to be considered in any way as a warranty.

Revised 5/2012  
Standard Form

**SECTION I - General Terms and Conditions**

**A. Compliance with Laws**

The bidder shall at all times observe and comply with all laws, ordinances and regulations of the federal, state and local governments, which may in any way affect the preparation or the performance of the contract.

**B. Timetable**

Price quoted must be valid for **90** days. Delivery and installation completion dates must be included in the bid proposal.

**C. Consideration of Proposals**

The Board of Selectmen, or a majority of them, reserve the right to select or reject alternate proposals; to waive informality in proposals; and to reject any and all bids, or accept such bid as shall in its judgement be to the best interest of the Town of Branford.

**D. Bid Bond *\*\*NOT REQUIRED\*\****

1. A certified check or bank draft made payable to the “Treasurer, Town of Branford”, or a satisfactory bid executed by the bidder and a surety company in an amount no less than five percent (5%) of the base bid, may be required with each proposal.
2. Checks or drafts will be returned to unsuccessful bidders within ten (10) business days of the bid award.

**E. Performance Bond *\*\*NOT REQUIRED\*\****

Successful bidders may be required to furnish a Performance and Payment Bond in the amount of 100% of the contract sum.

**F. Protection of Work and Property**

Successful bidders shall be responsible for protection of their equipment and materials against theft, damage or deterioration on the site.

**G. Competency of Bidders**

1. Bidders shall have had proven experience in the field of work.
2. Bidders shall submit with their bid a listing of recent work performed within the State of Connecticut of the size equal to or greater than the work being bid. **\*\*NOT REQUIRED\*\***

**H. Alternates**

1. Any alternates to specified materials or workmanship must be separately listed and described in detail.
2. Alternates will be considered in awarding the contract only if they provide, as a minimum requirement, all features contained in the specifications.
3. The Town of Branford reserves the sole right to determine through its agents the equality of alternate products and/or installation procedures.

**I. Bid Requirements**

1. Each bidder shall return ten (10) copies of the Cover Letter and Proposal. You may submit one copy of additional information about your firm, but it will only be supplied to the selection committee if requested by them. Each bid proposal must be signed by an authorized agent of the bidder.
2. Each bidder must complete and have notarized the “Non-Collusion Affidavit of Bidder” form. This form must accompany all bids being submitted.
3. Each bidder must be in good standing with the Town of Branford.
4. Successful bidders must obtain any required governmental approvals.

**J. Specifications – General**

The contract shall include all labor and materials, tools and equipment and services required for proper performance of the work as specified

hereinafter and as may be required for proper completion of the work in accordance with the highest standards of the trades involved.

**K. Examination of Site**

Prior to submission of the bid, contractor shall visit the site, consult with the supervisor, and become thoroughly familiar with all conditions under which the work will be installed. The contractor will be responsible for any assumptions made regarding the site for the work to be performed.



**SECTION II - Insurance Requirements**

Bidder shall agree to maintain in force at all times during which services are to be performed the following coverages and shall name the Town of Branford as an Additional Insured on a primary and non-contributory basis to the Bidder’s Commercial General Liability and Automobile Liability policies. **These requirements shall be clearly stated in the remarks section on the bidders Certificate of Insurance.** Insurance shall be written with Carriers approved in the State of Connecticut and with a minimum Best’s Rating of A-. In addition, all Carriers are subject to approval by the Town of Branford.

		(Minimum Limits)
General Liability	Each Occurrence	\$1,000,000
	General Aggregate	\$2,000,000
	Products/Completed Operations Aggregate	\$2,000,000
	-Include Waiver of Subrogation	
Auto Liability	Combined Single Limit	
	Each Accident	\$1,000,000
Umbrella (Excess Liability)	Each Occurrence	\$1,000,000
	Aggregate	\$1,000,000
Workers’ Compensation and Employers’ Liability	WC Statutory Limits	
	EL Each Accident	\$500,000
	EL Disease Each Employee	\$500,000
	EL Disease Policy Limit	\$500,000

Original, completed Certificates of Insurance must be presented to the Town of Branford prior to purchase order/contract issuance. Bidder agrees to provide replacement/renewal certificates at least 60 days prior to the expiration of the policy.

**Hold Harmless Requirements**

The contractor shall, at all times, indemnify and save harmless the Town of Branford, its officers, agents, and servants on account of any and all claims, damages, losses, litigation expense, counsel fees and compensation arising out of injuries (including death) sustained by or alleged to have been sustained by the public, any or all persons affected by the contractor’s work, or by the contractor, any subcontractor, material, men or anyone directly or indirectly employed by them or any one of them while engaged in the performance of this contract. The Town of Branford shall be named as an additional insured on said policy of public liability insurance to cover all claims against the Town arising out of said contract.

NON-COLLUSION AFFIDAVIT

State of: \_\_\_\_\_

County of: \_\_\_\_\_, SS)

\_\_\_\_\_ ; being first duly sworn, deposes and says that:

- 1) S/he is (owner, partner, officer, representative or agent) of \_\_\_\_\_ ,  
the Bidder that has submitted the attached Proposal:
- 2) S/he is fully informed regarding the preparation and contents of the attached Proposal and of all  
pertinent circumstances regarding such Proposal:
- 3) Such Proposal is genuine and is not a collusive or sham Proposal:
- 4) Neither the said Bidder nor any of its officers, partners, owner, agents, representatives, employees  
or parties in interest, including this affiant, has in any way colluded, conspired, connived, or  
agreed, directly or indirectly with any other Bidder, firm or person to submit a collusive or sham  
Proposal in connection with the Contract for which the attached Proposal has been submitted or  
to refrain from bidding in connection with such Contract, or has in any manner, directly or  
indirectly, sought by agreement or collusion or communication or conference with any other  
Bidder, firm or person to fix the price or prices in the attached Proposal or of any Bidder, or to fix  
any overhead, profit or cost element of the bid price or the bid price of any other Bidder or to  
secure through any collusion, conspiracy, connivance or unlawful agreement any advantage with  
the Owner or any person interested in the proposed Contract.
- 5) The price quoted in the attached Proposal is fair and proper and is not tainted by collusion,  
conspiracy, connivance or unlawful agreement on the part of the Bidder or any of its agents,  
representatives, owners, employees, or parties in interest.

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

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

Subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_ , 20 \_\_\_\_\_ .

Notary Public: \_\_\_\_\_

My Commission expires \_\_\_\_\_ , 20 \_\_\_\_\_ .