# Request for Proposals

## Project Summary

<table>
<thead>
<tr>
<th>RFP Title:</th>
<th>Parks and Recreation Restructuring Facilitator</th>
</tr>
</thead>
<tbody>
<tr>
<td>RFP #:</td>
<td>2024-09-1597</td>
</tr>
<tr>
<td>Projection Description:</td>
<td>Request for Proposals (RFP) from qualified respondents to assist the Mayor’s Office in community engagement for restructuring City of New Haven Parks and Recreation Units. In soliciting requests for proposals, the intent is to establish a vendor (or vendors) with the primary objective as set forth below. The City of New Haven reserves the right to award request for proposals to a prime vendor or multiple vendors or any variation deemed to be in the best interest of the City of New Haven.</td>
</tr>
</tbody>
</table>

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<thead>
<tr>
<th>Department:</th>
<th>Mayor</th>
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</thead>
<tbody>
<tr>
<td>RFP/Advertise Date:</td>
<td>September 17, 2023</td>
</tr>
<tr>
<td>Intent to Respond Due Date</td>
<td>October 2, 2023</td>
</tr>
<tr>
<td>RFP Due Date:</td>
<td>October 3, 2023</td>
</tr>
<tr>
<td>Pre-Proposal Meeting Date:</td>
<td>N/A</td>
</tr>
<tr>
<td>Pre-Proposal Meeting Location:</td>
<td>N/A</td>
</tr>
<tr>
<td>Contract Term:</td>
<td>1 year</td>
</tr>
<tr>
<td>Renewals Option(s):</td>
<td>(at the sole discretion of the CONH)</td>
</tr>
<tr>
<td>Insurance Requirements:</td>
<td>Refer to Rider 310 (This Rider is attached)</td>
</tr>
<tr>
<td>System for Award Management (Federal Requirement):</td>
<td>YES x NO</td>
</tr>
<tr>
<td>Local Preference:</td>
<td>X YES</td>
</tr>
<tr>
<td>Pricing Sheet:</td>
<td>Respondent Supplied</td>
</tr>
</tbody>
</table>

Responses must be submitted in the form and manner specified in this request.
## City of New Haven
### Table of Contents

<table>
<thead>
<tr>
<th>Item #</th>
<th>Section</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>RFP Documents</td>
</tr>
<tr>
<td>2</td>
<td>Internet Access</td>
</tr>
<tr>
<td>3</td>
<td>Solicitation Downloads</td>
</tr>
<tr>
<td>4</td>
<td>Inquiries for Clarification</td>
</tr>
<tr>
<td>5</td>
<td>Addendum to RFP Documents</td>
</tr>
<tr>
<td>6</td>
<td>Contract Term</td>
</tr>
<tr>
<td>7</td>
<td>Insurance Requirements</td>
</tr>
<tr>
<td>8</td>
<td>Certification and Licenses</td>
</tr>
<tr>
<td>9</td>
<td>Unit Prices, Bid Quantities and Tax-Exempt Status</td>
</tr>
<tr>
<td>10</td>
<td>Local Preference</td>
</tr>
<tr>
<td>11</td>
<td>Equal Employment Opportunities</td>
</tr>
<tr>
<td>12</td>
<td>Alternates</td>
</tr>
<tr>
<td>13</td>
<td>Pricing Sheet</td>
</tr>
<tr>
<td>14</td>
<td>RFP Process and Submission</td>
</tr>
<tr>
<td>15</td>
<td>RFP Protest</td>
</tr>
<tr>
<td>16</td>
<td>Award of Contract</td>
</tr>
<tr>
<td>17</td>
<td>Execution of Contract</td>
</tr>
<tr>
<td>18</td>
<td>Notice to Proceed</td>
</tr>
<tr>
<td>19</td>
<td>No Purchase Order-No Payment</td>
</tr>
<tr>
<td>20</td>
<td>Electronic Invoicing</td>
</tr>
<tr>
<td>21</td>
<td>Payment Policy</td>
</tr>
<tr>
<td>22</td>
<td>Standard Form of Agreement Exhibit Part 1 &amp; 2</td>
</tr>
</tbody>
</table>

**RFP SPECIFICATIONS**

**FORMS ARE A SEPARATE DOWNLOAD**
INSTRUCTIONS TO RESPONDENTS

1. RFP Documents – the following documents are hereinafter collectively referred to as “RFP Documents” and each a RFP Document.

<table>
<thead>
<tr>
<th>RFP Document</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>RFP Cover Sheet - Invitation with Summary</td>
<td>This document need not be returned with your submission</td>
</tr>
<tr>
<td>Instruction to Respondents</td>
<td>This document need not be returned with your submission</td>
</tr>
<tr>
<td>Specifications</td>
<td>This document need not be returned with your submission</td>
</tr>
<tr>
<td>Attachment to Specifications</td>
<td>This document need not be returned with your submission</td>
</tr>
<tr>
<td>City Forms Signature Page</td>
<td>Required with your Bid Submission</td>
</tr>
<tr>
<td>Ban the Box Agreement</td>
<td>Acknowledge on City Forms Signature Page</td>
</tr>
<tr>
<td>Certificate of Non-Arrearage</td>
<td>Acknowledge on City Forms Signature Page</td>
</tr>
<tr>
<td>Equal Opportunity Agreement</td>
<td>Acknowledge on City Forms Signature Page</td>
</tr>
<tr>
<td>Disclosure &amp; Certification Affidavit</td>
<td>Required with your Bid Submission</td>
</tr>
<tr>
<td>Current Workforce Certificate</td>
<td>Required with your Bid Submission</td>
</tr>
<tr>
<td>Statement of Qualifications</td>
<td>Required with your Bid Submission</td>
</tr>
<tr>
<td>PPP - Priority Payment Program application</td>
<td>Required with your Bid Submission</td>
</tr>
</tbody>
</table>

(a) These RFP Documents include a complete set of forms.
(b) Respondent may not qualify or alter the terms of the solicitation’s Bid Table.(if Applicable)
(c) Responses must be submit through web portal, no hardcopies accepted.
(d) All costs incurred in the preparation and presentation of this Qualifications shall be wholly absorbed by the proposer. Any material submitted by the vendor shall become the property of the City of New Haven unless otherwise requested at the time of submission. Any material that is to be considered as confidential in nature must be so marked.

2. Internet Access

(a) The City cannot guarantee that equipment involved in RFP Submission and/or solicitation technology will be available to provide information or receive transmittals. It is your responsibility to ensure that you have current information and that your Submission is received at the designated location complete and on time. The City is not responsible for the confidentiality of information transmitted over the Internet.
(b) Downloading solicitations of any type does not obligate the City to send you future notifications of solicitations or addendum updates.
(c) It is the Respondent’s responsibility to review your status on our website and update your contact information accordingly.

3. Solicitation Downloads

(a) This document may be downloaded from our website at no cost to you. If you require a third party to print the specifications and/or drawings, that cost will be borne by you.

(b) Drawing File Format: PDF

(c) Click on the above link if you don't have Adobe Acrobat and you wish to view the files in PDF format.

(d) Drawings - The following three local firms are examples of companies that can reproduce drawings and/or any portion of the documents. These suggestions are not to be considered endorsements in any way. Any other firm with the AutoCAD, DWG, DXF, DWF & CSF Viewers will also be able to reproduce the drawing files.
4. Inquiries for Clarification

(a) The City will not respond to a Respondent’s request(s) for oral interpretation and/or clarification of the RFP Specifications for any reason.

(b) The City will respond to a Respondent's written request(s) for interpretation and/or clarification of the RFP Specifications.

   (1) Any written Inquiry for Clarification must be received seven (7) or more business days prior to the RFP Closing Date and Time. Any request received by the City after this deadline will not be given consideration.

   (2) Every request for such an interpretation shall be made in writing via email to: https://newhavenct.bonfirehub.com/portal

   (3) Please do not send questions or requests for clarification in a PDF format.

   (4) Every interpretation made to a Respondent will be in the form of an Addendum to the RFP Documents.

5. Addendum to RFP Documents

(a) All Addenda to the RFP Documents shall become part of the RFP. Respondents are required to check the Website for Addendum. Each Respondent shall be bound by such Addenda whether or not received/viewed by the Respondent.

(b) Questions are submitted through your account and the selected solicitation Web Address: https://newhavenct.bonfirehub.com/portal, in the overview of Project details go to the “Opportunity Q&A” section to submit your question(s)

(c) Addendums regarding Inquires for Clarification will be posted on the City website, not less than five (5) calendar days prior to the RFP Opening Date and Time.

(d) Addendums regarding extension of time will be posted on the City website, any time prior to the RFP Opening Date and Time.

6. Contract Term – (See RFP Summary for applicability)

(a) The term of the contract because of this solicitation shall be as stated in the RFP Summary and/or the Specifications. If there are any options to renew, all renewals will be at the sole discretion of the City and pursuant to the same terms and conditions.

(b) Pricing and Supply of Good and Services submitted by vendor as a result of this solicitation must be maintain for at least twelve (12) months from the date of bid submission, unless an increase in length is noted in the specification section of this solicitation.
7. Insurance Requirements – see attached Risk Template

The City requires all contractual work to be insured as identified in the following sections. The term “Contractor” and/or “subcontractor” as used in this section, shall mean, and include Contractors and subcontractors of every tier.

Each Solicitation, Agreement and/or Award will include a specific Risk Template which will detail all the insurance requirements for the project.

Any policies maintained by the contractor and its owned and/or rented equipment and materials shall contain a provision requiring insurance companies to waive their rights of subrogation against the City of New Haven (Owner) and all other Indemnities named in the contract.

Certificates of Insurance

The successful bidder shall provide certificates of insurance showing coverage by an insurance carrier authorized by the State of Connecticut to write insurance in the State. The certificates shall show the City as an additional name insured. Said certificate should contain the following endorsements.

PLEASE NOTE THAT ALL CERTIFICATES OF INSURANCE MUST INCLUDE:

1. The City of New Haven shall be named as an additional insured with subrogation.
2. Endorsement shall include the work description, Contract/Project name and location.
3. An endorsement that the insurance company will give at least thirty (30) days written notice to the City prior to any modification or cancellation of any such insurance coverage.

Note

Single and Multi-Member LLCs are now BOTH required to purchase Workers Compensation insurance unless they request from the CT WC Commission to exclude themselves. If they state that they do not have employees and do not have WC, then they must provide a copy of the attached Exclusion Form 6B with their COIs. A copy of this form 6B should go to CTrax for acceptance.

The ONLY group that is now NOT REQUIRED to obtain WC is Sole Proprietors. A revised copy of the WC Waiver form that they must provide with their COIs, if they have NO Workers Compensation coverage, is attached.

POLICY REVIEW AND APPROVAL

At the discretion of the City, the Contractor may be asked to submit to the City copies of insurance policies for review and approval. The City may, in writing, notify the Contractor of any disapproval of any such policies, and satisfactory policies shall be provided in place of those disapproved.

The Contractor shall submit an insurance certificate in addition to a copy of each policy. The Contractor shall require its subcontractors to obtain policies of similar insurance before each commences work. All such insurance shall be carried with financially responsible insurance companies, licensed in the State and approved by the City and shall be kept in force until the Contractor’s work is accepted by the City, which expire before the Contractor’s work is accepted by the City shall be renewed and submitted to the City for its approval.

(a) Insurance will be required for the entire term of the contract. COI are to be emailed to your project contact(see award notice) and NHpurchasingCOI@newhavenct.gov.

(b) Renewal Certificates of insurance should email to your project contact:

8. Certification and Licenses

(a) If the service(s) that you are providing is a service for which a certification, license or other form of qualification is required, please provide documentation with your statement of qualifications.
9. Unit Prices, RFP Quantities and Tax-Exempt Status

(a) The Unit Prices for each of the RFP items include its pro rata share of overhead so that the sum of the products obtained by multiplying the quantity shown for each item by the unit price represents the total RFP. Special attention is called to this section because in the event it is necessary to revise the quantities, increase or decrease thereof may be made without limit and adjustment and compensation shall be made on the basis of the Unit Prices for such items.

(b) Unit Prices should not include federal excise or state sales taxes. State Sales Tax is exempt under Connecticut General State Statute Sec. 12-412. The City is also exempt from transportation taxes when goods are consigned to the City. Tax Exemption certificates will be furnished by the Supervisory Auditor - Accounts Payable upon satisfactory proof of delivery to the City.

(c) It is understood and agreed that the Unit Prices shall control the Contract award.

(d) The quantities noted in this RFP are approximate (estimated only for use in comparing RFPs); and that the sums obtained by multiplying the Unit Prices by the estimated quantities, and also the Total of these sums, are inserted for the purpose of checking this RFP and for the convenience of the Respondent. The Unit Prices paid are for the actual ordered quantities only.

(e) Shipments should be consigned to the City in care of the Respondent.

10. Local Preference Ordinance – (See RFP Summary for applicability)

(a) For the purpose of this section, "City Based Business" shall mean a business with a principal place of business located within the City of New Haven. A "City Based Business" shall maintain such status throughout the term of any Contract with the City. Failure to maintain such status shall be grounds for the City to terminate said Contract.

(b) To be considered a City Based Business you must submit satisfactory proof to the Purchasing Agent of your current City of New Haven address. Some examples of proof include are, but not limited to:

   1. Proof of payment of City of New Haven Real Estate tax bill(s)
   2. A current, long term lease in the City of New Haven
   3. Proof of payment of City of New Haven Personal Property tax bill(s)

(c) The Local Preference ordinance can be found in Section 2-483 of the City of New Haven's Code. Please review for further details.

11. Equal Employment Opportunity

The City will terminate any contract without accepting liability for any incomplete work if it is found that the Contractor has violated any of the provisions of Executive Orders 11246 and 11374, Connecticut Fair Employment Practice Act, and Chapter 12 ½ of the code of Ordinances of the City of New Haven, incorporated herein by reference. The City reserves the right to incorporate into the contract any additional provisions relating to Equal Employment, including an Affirmative Action Agreement.

12. Alternate RFPs

(a) No alternate RFPs will be considered, unless alternate RFPs are specifically requested by the City.

13. Pricing Sheet - (See RFP Summary for applicability)
(a) Please provide your pricing matrix on a page or section of its own. The City of New Haven must be readily able to discern your pricing Qualifications at a quick glance.

(b) A brand name, model number or other designation that identifies the product of a manufacturer may be indicated. Other brands will be considered, provided they meet the quality standards of the brands listed within. Product literature, i.e. (M.S.D.S.) must accompany any substituted product with your submission.

14. RFP Process and Submission

(a) RFP Process (Only Digital Responses Accepted)

(1) Early Submittal of RFPs - RFPs received prior to the advertised hour of opening will be securely kept sealed and unopened.

(2) RFP Opening - At the time and place fixed for the opening of RFPs, the City will open and publicly read aloud the name of every RFP respondent that received is by the submission deadline. Respondents and other interested parties may be present, in person or by representative.

(3) Late Submittals - with the advent of complete digital bidding, no response will be accepted after the closing date and time

(4) Withdrawal of RFPs - - Response may be withdrawn by you prior to the RFP Closing Date and Time by you retracting your digital bid submission.

(5) RFP Rejections - The City reserves the right to reject any and all RFPs which do not meet the requirements of a lowest qualified responsible Respondent. Some reasons for rejection include but are not limited to: altered or qualified Calculation Sheet, a non-Web based Calculation Sheet, non-conforming Bid Bonds, incomplete or erroneous paperwork, late RFP Submission, Unbalanced High or Low Unit Pricing, and/or not habitually performing with the Respondent’s own forces.

(6) RFP Rejection Notification - Should the City reject a RFP for any reason, the Respondent shall be notified. In case of such rejection, the City will return any Bonds to the Respondent(s). No other part of a RFP Submission will be returned.

(b) RFP Submission

(1) Electronic Submissions- (Only Digital Responses Accepted)
   a. Follow instruction on the portal for bid submission – all required forms are indicated as such.

   (2) An RFP must be submitted in a digital format through the procurement portal. All blank spaces must be filled in as noted. RFP responses must give the prices in numerical figures when requested. When submitting your response electronically through our web site, changes are allowed up until your final RFP Submission.

   (3) The Respondent shall sign their RFP in the blank space provided for this purpose. If the RFP is made by a partnership or corporation, the name and address of the partnership or corporation shall be indicated and the RFP Submission and must be acknowledged by a corporate officer as applicable. Any partner of corporate stockholder owning 25% or more of the business shall also be disclosed.

   (4) The City may consider any RFP not prepared and submitted in accordance with the provisions hereof, and may, at its option, waive any informalities.

   (5) No Respondent may withdraw a RFP within one hundred twenty (120) days after the actual date of the opening thereof.
15. RFP Protest

(a) Any RFP protest must be submitted in writing. Respondents may file a written protest of the RFP results with the City's Purchasing Agent, within 48 hours of the posting of the RFP results on the City Website.

(b) A protest must be submitted via email, purchasing@newhavenct.gov, or Fax, 203-946-8206.

(c) The City will acknowledge receipt of written protest. If the Purchasing Agent or representative has not acknowledged receipt of the protest by the close of business on the following day, please contact the Bureau of Purchases at 203-946-8201 or by Fax at 203-946-8206.

16. Award of Agreement

(a) The City will endeavor to award a contract for this RFP within one hundred and twenty (120) days after the date of the RFP opening. All Respondents acknowledge their RFP submittal will be valid for the duration of the one hundred and twenty (120) days timeframe.

(b) The City reserves the right to separately RFP or secure pricing from additional contractors that may relate to the goods and/or services in the instant RFP, whether such goods and/or services are additional to the quantities stated in the instant RFP.

(c) The City will not award to any contractor who is ineligible under any of applicable regulations issued by the Secretary of Labor and United States Department of Labor.

(d) The City will not award to any contractor who is not qualified under applicable State and local laws and regulations.

(e) Without limiting the generalities of the foregoing, a contractor will be deemed ineligible if they are not current with any taxes or other outstanding obligations to the City of New Haven.

(f) Should a Contract be awarded, it will be awarded based upon the committees scoring of the review criterion. The requesting department will convene a committee to review the RFP and provide a recommendation to award or reject all proposals.

(g) Availability of funds – The awarding of all contracts is contingent upon availability of appropriate funds. If funding is not available at the time of award and/or execution of the contract the City reserves the right to cancel the RFP.

(h) All Bid Bonds (if required) will be returned to all Respondents upon the execution of the contract documents to the awarded Respondent.

(i) Certificate of Insurance must be email to project manager(see award notice) and to NHpurchasingCOI@newhavenct.gov

17. Execution of Agreement

(a) In executing the Agreement, the Awardee will be required to reaffirm and restate any and all representations made in its RFP Submission.

(b) Subsequent to the notice of award and within ten (10) days after the prescribed forms are presented for signature, the Awardee shall execute and deliver to the City the Agreement in the form included in the Contract Documents, in such number of copies as the City shall require.

(c) The failure of the Awardee to execute such Agreement, pay any taxes due, to supply the required bonds or submit the Certificate of Insurance, all within ten (10) days after the prescribed forms are presented for signature, or within such extended period as the City
grants based upon reasons determined sufficient by the City, shall constitute a default and the City reserves the right to any remedies available at law or in equity including pursuit of RFP Bond. The City may either award the Contract to the next lowest responsible Respondent or re-advertise for RFPs.

(d) Performance Labor and Material Bonds - (see RFP Summary for applicability)
Having satisfied all conditions of award as set forth elsewhere in these documents, the successful Respondent shall, within the period specified in paragraph "A" above, furnish a bond in a penal sum not less than the amount of the Contract as awarded, as security for the faithful performance of the Contract, and a labor and material bond for payment of all persons, firms or corporations to whom the Contractor may become legally indebted for labor, materials, tools, equipment, or services of any nature including utility and transportation services, employed or used by him in performing the work. Such bonds shall be in the same form as those included in the RFP Documents and shall bear the same date, or a date subsequent to that of the Agreement. These bonds shall be signed and issued by a guaranty or surety company satisfactory to the City, authorized and qualified to do business in the State of Connecticut, and listed in the latest issue of the U.S. Treasury Circular 570, and the penal sum of any such bond shall be within the maximum specified for such company in said Circular 570. The current power of attorney for the person who signs for any surety company shall be attached to such bonds.

18. Notice to Proceed.

Once a contract is executed the City department responsible for requesting the work will issue a Notice to Proceed.

19. No Purchase Order – No Payment Policy (see Website for more Details)


The City of New Haven has implemented a 'No Purchase Order, No Payment Policy’ effective July 1, 2019 to reduce cost overruns, unauthorized work, while automating the steps for payment of invoices. This means that without an official Purchase Order number and/or enough unencumbered funds available, payment of supplier invoices will be rejected or significantly delayed until the change order or adjustments can be processed and approved.

This policy aims to ensure that:

a) All spend shall be supported by an authorized PO prior to requesting the provision of goods/services;
b) Efficient processes are implemented so that goods are delivered when required;
c) The recipient of the goods shall receipt in Munis as soon as the goods are delivered/services performed (i.e. not upon receipt of the invoice);
d) Cost control is effective and therefore:
   i. all expenditure incurred by the City of New Haven is valid and appropriately authorized; and
   ii. minimizing transactional costs associated with payment for goods and services;
20. **Electronic Invoice**

https://www.newhavenct.gov/government/departments-divisions/purchasing-division/e-invoicing-policy

21. **Payment Policy**

https://www.newhavenct.gov/government/departments-divisions/purchasing-division/payment-policy

22. **Standard Form of Agreement Exhibit Part 1&2 (Not Applicable)**

Respondents to the City’s RFP are expected to execute these agreements. Given the very tight timetable for contract awards, negotiation of terms is not feasible. Any deviation from the City’s standard terms must be presented (redlined) with the RFP response and the City will consider any such request when determining contract awards. As such, we strongly recommend including only “deal breaker” comments and attached them to your Statement of Qualification form.
RFQ/RFP SPECIFICATIONS

The City of New Haven, Mayor’s Office is soliciting Request for Proposals (RFP) from qualified respondents to assist the Mayor’s Office in community engagement for restructuring City of New Haven Parks and Recreation Units. In soliciting request for proposals, it is the intent is to establish a vendor (or vendors) with the primary objective as set forth below. The City of New Haven reserves the right to award request for proposals to a prime vendor or multiple vendors or any variation deemed to be in the best interest of the City of New Haven.

I. Introduction
The City of New Haven invites organizations, and businesses with qualified facilitators to submit proposals for conducting a series of community engagement meetings aimed at restructuring our Parks and Recreation units to better serve the public and safeguard our natural resources in a more effective and equitable manner. This RFP outlines the scope of work and expectations for the selected facilitator.

II. Project Overview
The primary objective of this project is to engage the community, stakeholders, and relevant personnel to gather input, insights, and recommendations for the restructuring of Parks and Recreation units. The selected facilitator will be responsible for executing the following key elements:

III. Scope of Work Elements

1. Stakeholder Interviews
Conduct individual interviews with key stakeholders, including City officials, community leaders, park users, Board of Alders, youth organizations, New Haven Public Schools, Park Commission members, and environmental experts.
Compile and analyze interview findings to identify key concerns and priorities.

2. Focus Groups
Organize a series of virtual and in-person focus group sessions with diverse community members.
Facilitate discussions to gather input on current Parks and Recreation services, as well as suggestions for improvement.
Summarize focus group findings and identify common themes and recommendations.

3. Community Surveys
Develop and distribute comprehensive community surveys in both English and Spanish to assess public opinions and satisfaction regarding Parks and Recreation services.
Analyze survey results and present findings in a clear and concise manner.

4. Draft Report with Recommendations
Based on the data collected from stakeholder interviews, focus groups, and community surveys, prepare a draft report outlining potential recommendations for restructuring Parks and Recreation units.
Include actionable steps and strategies for achieving more effective and equitable service delivery.

5. Review Period with Senior Leadership and Parks Staff
Present the draft report to senior leadership, Parks staff, for review and feedback.
Incorporate relevant input and revisions into the final recommendations.

6. Final Report with Recommendations
Produce a comprehensive final report that includes a refined set of recommendations for restructuring Parks and Recreation units.
Ensure that the report is well-organized, easily understandable, and includes supporting data and evidence.

IV. Timeline
The project must be concluded by December 30, 2023. The selected facilitator shall provide a detailed timeline, specifying key milestones and deadlines for each of the above elements, within their proposal.

V. Budget
All proposals must include a comprehensive cost estimate for the entire project, including facilitation fees, travel expenses (if applicable), materials, and any other associated costs. The budget should be itemized to provide transparency.

VI. Evaluation Criteria
Proposals will be evaluated based on the following 100-Point scale criteria:

A. Experience and expertise in community engagement and public consultation (30 points).
B. Demonstrated understanding of Parks and Recreation units and urban planning (30 points).
C. Proposed methodology and approach (15 points).
D. Clear and realistic timeline (5 points).
E. Detailed and transparent budget (10 points).
F. Relevant references and past performance (10 points).
Insurance Information for project is a separate document to download

End of Specifications