



# TOWN OF EAST WINDSOR

## REQUEST FOR PROPOSAL

### Economic Development Consultant for the Town of East Windsor

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The Town of East Windsor is seeking the services of a qualified consultant to assist with promoting economic development in the Town of East Windsor. Financial support for the Economic Development Consultant is set at \$10,000. It is desired to have all work involved with this project completed no later than June 30, 2015.

#### DESIRED SCOPE OF WORK:

1. Promote opportunities to the Town, regionally, and statewide by attending meetings at MetroHartford Alliance (MHA), Connecticut Economic Resource Center (CERC), Dept. of Economic & Community Development (DECD) and other economic development related forums.
2. Recommend a marketing plan for East Windsor.
3. Assist the Town Selectmen, the Planning and Development Department and the Economic Development Commission's strategic planning
4. Attend Board of Selectmen and Economic Development Commission meetings as needed.
5. Provide monthly progress reports with measureable results and recommendations.

#### SELECTION CRITERIA:

1. Qualification of the individual/firm and any proposed sub-consultants, including name, size, organizational structure under which the firm(s) conducts business and relevant experience. All proposed sub-consultants must be clearly identified. Include primary location of office to be used in the project. Regionally based project managers will be preferred.
2. Qualifications and resumes of individual/consultant to be assigned to the project, with a description of their responsibilities in conducting the assigned tasks. Firms must meet State and Federal affirmative action and equal opportunity employment practices.
3. Current workload and demonstrated ability to meet schedules and deadlines will be requested.
4. Description of experience with other similar economic development marketing and strategy initiatives, and/or other related projects conducted by the firm (include references).
5. Proof of Insurance (general liability/professionals liability coverage).

December 30, 2014

DELIVERABLES:

1. Draft/guidelines for a new strategic plan and marketing for future economic development for East Windsor.
2. Overall review and collaboration with Town Selectmen, the Planning and Development Department and the Economic Development Commission's.
3. Final Report.

PROPOSALS:

The successful candidate will provide the Town a proposal that will maximize use of the allotted funding of \$10,000. This funding is available through June 30, 2015. Creative ideas/ thinking/techniques and utilizing Town staff as a resource is encouraged.

This notice will be available on the Town of East Windsor website at <http://www.eastwindsorct.com> under BID/Public Notices on the left hand column of the home page. GIS may be accessed through [www.eastwindsorgis.com](http://www.eastwindsorgis.com).

This project must be completed by June 30, 2015. Proposals should be submitted in triplicate by January 16, 2015 by 12:00 p.m. to Town of East Windsor, First Selectman's Office, 11 Rye Street, Broad Brook, CT 06016. Questions may be directed to the First Selectman's Office at 860.623.8122.