



City of Norwich

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Request for Proposals RFP 23-52

The City of Norwich will receive Submittals of Qualifications for **Waterfront Management at Spaulding Pond** until **4:00 P.M. prevailing time on March 24, 2023**, at which time they will be opened by the Director of Human Services. All bids are to be submitted to Kate Milde (Director of Human Services) at: kmilde@cityofnorwich.org

Paper applications will also be accepted, with the same deadline, in the Human Services office at City Hall, 100 Broadway, Rm. 212.

Award notices will be provided electronically by Friday, April 7th, at 4:00 pm.

Funding Opportunity Information

The City of Norwich is making available up to \$15,000 to support community aquatics at Spaulding Pond in Norwich. The effective management of the beachfront will work to enhance community involvement for youth and families.

Awardees must comply with the rules and guidelines set forth and reporting on the use of funds will be required. The Final Rule is available online at <https://home.treasury.gov/system/files/136/SLFRF-Final-Rule-Overview.pdf>

Eligibility

To be eligible to receive this funding through the City of Norwich, the applicant must have the following:

- High School Diploma
- Minimum of two (2) years of supervisory or lead worker experience required
- Minimum of two (2) years of experience coordinating aquatic program(s)
- Current American Red Cross Lifeguarding, First Aid, CPR for the Professional Rescuer, AED, Bloodborne Pathogens, and Water Safety Instructor Training, *or must secure within 30 days of hire.*
- Valid Connecticut State driver's license by the time of hire and good driving record.

Applicant Instructions

For your application to be considered complete, it must include the following components:

- Cover Sheet with a complete checklist. This document is provided to you as an attachment.
- Narrative. This should be no more than 2 pages and include the following as three separate sections:
 - Section 1 – Introduction, education, experience, and certifications
 - Section 2 – Description of previous supervisory experience coordinating aquatic programs
 - Section 3 - Description of a plan to implement and supervise Spaulding Pond for the open season, which must include suggested systems and methods for training, motivating, and supervising the waterfront staff
- Resume

**Please see the following page for more details
about the requested information in each section of the Narrative.**

Format

The narrative should be on 11-inch paper, 1-inch margins, with Arial or Times New Roman font, 12 pt, and at least 1.08 spacing; please no single spaced. Please be sure to number all of the pages in your funding application.

Timeline

Applications must be submitted by Friday, March 24, 2023 at 4:00 pm to Kate Milde, Director of Human Services – kmilde@cityofnorwich.org If for any reason electronic submission is a barrier for your organization, a paper application will be accepted, with the same deadline, in the Human Services office at City Hall, 100 Broadway, Rm. 212.

Award notices will be provided electronically by Friday, April 7th, 4:00 pm.

Selection Criteria

Applications will be scored based on the following rubric:

Application and experience are in alignment with the goals of Norwich Human Services and the requirements set forth by the City of Norwich.
Level of experience demonstrates an ability to perform essential requirements of overseeing aquatic programming
Proof of education, experience, and certifications

Scoring will be from 0 to 5 and is defined as follows:

0-Proposal does not meet goals, criteria, standards, and/or expectations

1-Proposal partially meets goals, criteria, standards, and/or expectations

3-Proposal meets goals, criteria, standards, and/or expectations

5-Proposal exceeds goals, criteria, standards, and/or expectations

The City reserves the right to select a proposal with a lower ranking score if it more closely matches the criteria as outlined by the U.S. Department of Treasury or provides a greater impact for those who have been disproportionately impacted by the pandemic.

Information to be provided in the narrative

The below information should be included in the narrative section of your application.

Section 1 – Introduction, education, experience and certifications

Please provide a brief description of who you are, where you have obtained your education, where you have worked in the past doing aquatic related jobs, and what certifications you have obtained, and when.

Section 2 – Description of previous supervisory experience coordinating aquatic programs

Please include a summary of previous positions in which you have supervised staff while implementing aquatic programs.

Describe techniques and strategies you have utilized to create success in these positions.

Section 3 - Description of plan to implement and supervise Spaulding Pond for the open season, which must include suggested systems and methods for training, motivating, and supervising the waterfront staff

Provide a detailed description of how you would plan to implement and supervise Spaulding Pond specifically. Speak to the community, and needs of Norwich, that could be important to note in developing a successful waterfront experience for residents. Describe how you will address those needs.

City of Norwich Human Services

Request for Funding

Please include this cover sheet as page one of your application.

- Application Narrative
- Resume
- Documentation of education, and certifications

Contact person

Date

Name and Address

Phone number

Email address

Please disclose any potential conflict of interest, perceived or real. A conflict of interest would include applicant or any board member being related to a City of Norwich employee or Council member. Please note a conflict of interest will not necessarily exclude your organization from funding but must be disclosed.