

CityOf Torrington

LAND USE DEPARTMENT
(860) 489-2221



140 Main Street • City Hall
Torrington, CT 06790-5245
Fax: (860) 496-5928

MEMORANDUM

TO: Mayor Carbone and City Council

CC: Jeremy Leifert, City Planner
Pennie Zucco, Purchasing Agent

FROM: Nate Nardi-Cyrus – Asst. City Planner *NNC* file

DATE: FEBRUARY 20, 2024

RE: Safe Streets and Roads for All – Planning Grant –
Consultant Selection

☐ URGENT ☐ FOR REVIEW ☐ PLEASE COMMENT ☐ FOR YOUR USE ☐ PLEASE RECYCLE

NOTES/COMMENTS:

After being awarded Safe Streets and Roads for all in spring of 2023, the City entered into a contract agreement with the Federal Department of Transportation to develop a comprehensive safety action plan (\$200,000 plus \$50,000 as City match). This plan will identify problem traffic areas and propose projects to correct those issues. Up to \$30,000,000 is available to fund those projects through the same grant program in future grant rounds.

The Land Use Department has followed the Qualifications-Based Selection process including establishing a selection committee, public bid request for statements of qualifications, evaluations, short listing, interviews, final evaluation, and selection. The selection committee recommends VN Engineers, Inc. of North Haven CT.

I respectfully request the City Council accept the recommendation of the Safe Streets and Roads for All Grant Contractor Selection Committee to enter into a contract agreement with VN Engineers, Inc and to authorize the Mayor to act on the behalf of the City regarding the execution of general service agreements and all future task orders including contract administration related items such as approval of change orders and payment invoices.

END OF MEMORANDUM

[Handwritten signature]



City of Torrington

Computer Room Safety Action Plan

Bid Name

for Torrington

Bid Number

655-013-121523

Date of Opening

December 15, 2003

Time of Opening

11:00 AM

VENDOR

BID BOND

NON-COLLUSION

BID AMOUNT

ADDENDUM

*VA Engineers Inc.
116 Washington Ave
North Haven, CT 06473*

Yes

✓

*Prepare to Act LLC
199 Park Road Ext.
Middlebury, CT 06762*

No

✓

*Beta Group Inc
1010 Westfield Ave Ste. 305
Hartford, CT 06114*

Yes

✓

** next After Next **
FD for for
inhouse

Project: Transportation Safety Action Plan (US DOT - SS4A)

Scoring Range is from 0 to 10:

0 = unacceptable, 5 = Average, 10 = Excellent

SCORE VALUES IN PURPLE COLUMN ONLY

[illegible]

5 Interview

Presentation

- 1 Hurdle completing project
- 2 Challenging project with DOT
- 3 public outreach
- 4 equity approach
- 5 what sets you apart
- 6 measure progress
- 7 project lead - project management
- 8 managing sub-contractors

6.6

8.6

Request for Proposals/Qualifications - Scoring Matrix Sheet - Nate Nardi-Cyrus

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Beta	VN		
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Blue	Yellow	White	Yellow	Blue
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Criteria		Consideration																	
1	Proposal Presentation	Understanding the intent of RFP/Q																	
		Was the response clear, concise, professionally written, well organized, and responsive?																	
		Use of innovative and creative approaches																	
		Methodology																	
2	Professional Qualifications	Evaluation of Key Personnel and their Involvement																	
		Project Team - Are staff listed qualified for the work required																	
		Relevant Professional Qualifications																	
		Relevant organizational chart or structure																	
3	Related Project Experience	General qualifications & experience managing projects of similar size and type.																	
		Firms qualifications to perform upcoming City projects.																	
		Provided project references																	
		CTDOT experience																	
4	Local Familiarity and Proximity	Experience and familiarity with local area geography, conditions and facilities																	
		Proximity to Torrington																	
5	Interview	See separate interview scoring sheet.																	
2/12/2024 15:19		150		1087.5		150		1225											

Request for Proposals/Qualifications - Scoring Matrix Sheet - Dustin Baldis														
Project: Transportation Safety Action Plan (US DOT - SS4A)			Beta			VN								
Scoring Range is from 0 to 10: 0 = unacceptable, 5 = Average, 10 = Excellent SCORE VALUES IN PURPLE COLUMN ONLY														
Criteria		Consideration	Weight	Score	Total	Weight	Score	Total						
1	Proposal Presentation		15	8	120	15	6	90						
	Understanding the intent of RFP/Q													
	Was the response clear, concise, professionally written, well organized, and responsive?													
	Use of innovative and creative approaches													
Methodology														
2	Professional Qualifications		25	8	200	25	9	225						
	Evaluation of Key Personnel and their Involvement													
	Project Team - Are staff listed qualified for the work required													
	Relevant Professional Qualifications													
Relevant organizational chart or structure														
3	Related Project Experience		25	8	200	25	9	225						
	General qualifications & experience managing projects of similar size and type.													
	Firms qualifications to perform upcoming City projects.													
	Provided project references													
CTDOT experience														
4	Local Familiarity and Proximity		10	7	70	10	9	90						
	Experience and familiarity with local area geography, conditions and facilities													
	Proximity to Torrington													
5	Interview		75	6	450	75	10	750						
	See separate interview scoring sheet.													
2/12/2024 15:19			150		1040	150		1380						



REQUEST FOR QUALIFICATIONS AND PROPOSALS

City of Torrington

US DOT - Comprehensive Safety Action Plan - Safe Streets and Road for All Grant Program

RFQ/RFP #CSS-013-110223

The City of Torrington is issuing this Request for Qualifications & Proposals (RFQ/RFP) to retain a consultant or consulting team to develop a comprehensive safety action plan, which will be funded by a US Department for Transportation Safe Streets and Roads for All planning grant.

The selected consultant will craft a plan with a holistic, well-defined strategy to prevent roadway fatalities and serious injuries in the City of Torrington.

The Respondent's shall be delivered to the Purchasing Department, 140 Main Street, Room 206, Torrington, CT 06790 during normal office hours by no later than **11:00 AM, November 2, 2023**. Submittals received after this date and time will not be accepted. Sealed envelope(s) should be clearly marked: **"RFQ/RFP CSS-013-110223, Comprehensive Safety Action Plan – Safe Streets and Road for All Grant Program (with the fee proposal submitted in a separate sealed envelope)"**.

All questions must be submitted by email to pennie_zucco@torringtonct.org by **October 25, 2023 by 12:00 noon**. Questions will be answered through an addendum which will be posted on the City of Torrington website. Interested firms should check the website 48 hours before the closing date. Firms mailing proposals should allow for normal delivery time to ensure timely receipt of their proposals. **Proposals may not be submitted by e-mail or fax.**

The City of Torrington reserves the right to accept or reject any or all proposals; to waive any informalities; to negotiate and award a contract that it determines best meets their needs and best serve the interests of the City of Torrington.

The City will not be liable for any costs incurred by a firm in the preparation or submission of a proposal.

The information provided herein is not intended to and shall not bind the City of Torrington to any of the statements or assumptions set forth herein.

All proposals will be considered valid for a period of sixty (60) days from the date of opening. The sixty-day period may be extended upon written mutual agreement.

There will not be a public opening of this bid

**MBE's, WBE's and SBE's ARE ENCOURAGED TO APPLY
AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**



REQUEST FOR QUALIFICATIONS AND PROPOSALS

City of Torrington

US DOT - Comprehensive Safety Action Plan - Safe Streets and Road for All Grant Program

RFQ/RFP #CSS-013-110223

The City of Torrington is issuing this Request for Qualifications & Proposals (RFQ/RFP) to retain a consultant or consulting team to develop a comprehensive safety action plan, which will be funded by a US Department for Transportation Safe Streets and Roads for All planning grant.

The selected consultant will craft a plan with a holistic, well-defined strategy to prevent roadway fatalities and serious injuries in the City of Torrington. This planning process is required to include the following key components, to be facilitated by the consultant:

- **Safety analysis** of the existing conditions and historical trends that provides a baseline level of crashes involving fatalities and serious injuries across a jurisdiction, locality, Tribe, or region.
- **Engagement and collaboration** with the public and relevant stakeholders, including the private sector and community groups, that allows for both community representation and feedback.
- **Equity** considerations developed through a plan using inclusive and representative processes.
- **Policy and process changes** that assess the current policies, plans, guidelines, and/or standards to identify opportunities to improve how processes prioritize transportation safety.
- **Strategy and project selections** that identify a comprehensive set of projects and strategies, shaped by data, the best available evidence and noteworthy practices, as well as stakeholder input and equity considerations, that will address the safety problems described in the Action Plan.
- **Progress and transparency methods** that measure progress over time after an Action Plan is developed or updated, including outcome data.

More information on this grant program and resources to aid in the development of a comprehensive safety action plan can be found here: <https://www.transportation.gov/grants/SS4A>.

The City of Torrington is seeking a qualified team that includes a Transportation Planner and Civil Engineer, and has the capability and capacity to meet the City's objectives outlined in Section IV of this document.

There will not be a public opening of this bid

**MBE's, WBE's and SBE's ARE ENCOURAGED TO APPLY
AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**



REQUEST FOR QUALIFICATIONS AND PROPOSALS
City of Torrington
US DOT - Comprehensive Safety Action Plan - Safe Streets and Road for All Grant Program
RFQ/RFP #CSS-013-110223

November 2, 2023
11:00 AM

This request for Qualifications and Proposals includes the following:

- Section I - General Conditions and Submittal Requirements
- Section II - Selection Process & Criteria
- Section III - Project Background & Goals
- Section IV – Scope of Work – Work Plan
- Section V - Appendixes

Section I : General Conditions and Submittal Requirements

General Conditions:

The Respondent's submittal shall include an original, **four (4) exact copies (in addition to the hard copy)** and shall be delivered to the Purchasing Department, 140 Main Street, Room 206, Torrington, CT 06790 during normal office hours by no later than **11:00 AM, November 2, 2023**. Submittals received after this date and time will not be accepted. Sealed envelope(s) should be clearly marked: **"RFQ/RFP CSS-013-110223, City of Torrington US DOT - Comprehensive Safety Action Plan - Safe Streets and Road for All Grant Program"** Firms mailing proposals should allow for normal delivery time to ensure timely receipt of their proposals. In the case where City Hall is closed for weather related or some other emergency related circumstance, then submittals shall be due the next day when City Hall reopens for business, no later than 11:00 AM on that day. **No fax or e-mail Bids will be accepted.**

All questions must be submitted by **October 25, 2023 by 12:00 PM**. Questions must be submitted by email to the Purchasing Agent at pennie_zucco@torringtonct.org. All questions determined to be of interest to all prospective firms will be answered in writing by an addendum which will be posted on the City and state web sites within a week of the question deadline. It is the responsibility of potential bidders to check these websites for addendum(s). Interested firms should check the website 48 hours before the closing date.

This RFQ/RFP does not commit the City of Torrington to select any Respondent or enter into any contract agreement. The City of Torrington reserves the right to accept or reject any or all RFQ/RFP's; to waive any informalities, and if it is deemed to be in the public's best interest, to enter directly into negotiations with one or more Respondents based on responses to the RFP, to request additional information from some or all Respondents. The City of Torrington reserves the right or to accept any bid deemed in the best interests of the City of Torrington.

The City will not be liable for any costs incurred by a firm in the preparation or submission of a proposal. The information provided herein is not intended to and shall not bind the City of Torrington to any of the statements or assumptions set forth herein.

Responses must set forth accurate and complete information for each of the items listed below. At the City's discretion, failure to do so could result in disqualification.

The successful respondent will be expected to be able to commence services as soon as possible upon award, as determined by the City. Any contract entered into by the City and the successful bidder shall provide that the City may terminate the contract upon thirty (30) days' notice to the bidder. The information provided herein is not intended to and shall not bind the City of Torrington to any of the statements or assumptions set forth herein.

There will not be a public opening of this bid

**MBE's, WBE's and SBE's ARE ENCOURAGED TO APPLY
AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

Submittal Requirements:

In your submittal, the City is requesting the following:

1. A cover letter signed by the primary firm, binding the firm to all of the commitments made in the proposal. This shall include the prime consultant contact information and all subconsultants. Note: the City will contract with the primary consultant/firm of the team and all others will be considered subconsultants under the executed agreement.
2. The name(s), business address, phone number, e-mail address of firms and individuals proposed to participate in all tasks identified in the scope of work.
3. A Project Management Plan that identifies the core personnel and their ability to perform the integrated services as described in the work plan in Section IV. Please include the qualifications of each firm and resumes of all the key personnel that would be assigned to this project. Resumes shall not be more than two pages in length.
4. Three references for projects of relevant scope giving the name of the project, project period, and project cost. (Include the names of clients, primary contact person email and phone number.)
5. A narrative that outlines the proposed scope of services along with the approach, methodology and process that was used in developing the scope and will be used during the implementation of the scope.
6. Proposed timeline outlined by the scope or work and those individuals or consultants performing that work.
7. Proof of Insurance and Liability (See Appendix A)
8. Fee Proposal for Scope of Services (**separate sealed envelope, clearly marked**). The project budget is \$250,000. The Fee proposal shall include either a lump sum or hour allocation for each task and an hourly rate and expense schedule. Fee Proposal must include a statement that the fees remain valid for a period of at least ninety (90) days from the date of its submission
9. Required Forms - Non-Collusion Affidavit, Appendix B & C and any additional forms the City may require.
10. Provide any additional information about your firm that is relevant to this RFQ/RFP that you believe will assist the City in making its selection.

Section II : Selection Process & Criteria

Schedule

Applicants are to respond to this request by **11:00 AM on November 2, 2023**

Deadline for all questions must be sent in by **October 25, 2023**

The City will develop a short list of candidates based on the stated selection criteria to interview for the project. The short-listed firms will be notified via email and will be provided sufficient notice of the interview date and time.

A decision is expected by **Mid Novemeber with project kick off in January 2024.**

Selection Criteria

The selection committee will evaluate the applicants based on the following criteria:

- Thoroughness, creativity and clarity of the proposed work, schedule, and project management plan. Proposals are reasonably expected to meet the objectives of this proposal
- Qualifications and experience of personnel to be assigned to the project team
- Demonstrated capacity to meet schedule. Ability to provide the services within proposed project schedule time constraints
- Teams clear understanding of the goals and outcomes of the project, project opportunities and constraints that exist within Torrington and the project area.
- Teams experience on similar projects. Preference will be to those teams that have experience specifically with US DOT comprehensive safety action plans or similar transportation planning efforts.
- Project team's composition and experience on similar projects
- Quality and performance of past services
- Hourly fees and expense schedule
- Fee Schedule (submitted in a separate, sealed envelope, clearly marked)
- References

Section III - Project Summary, Goals & Background

Summary:

In spring of 2023, the City of Torrington received a Safe Streets and Roads for All grant from the US Department of Transportation to complete a comprehensive safety action plan for the City. The purpose of these grants is to improve roadway safety by significantly reducing or eliminating roadway fatalities and serious injuries through safety action plan development and refinement and implementation focused on all users, including pedestrians, bicyclists, public transportation users, motorists, personal conveyance and micromobility users, and commercial vehicle operators. The program provides funding to develop the tools to help strengthen a community's approach to roadway safety and save lives and is designed to meet the needs of diverse local, Tribal, and regional communities that differ dramatically in size, location, and experience administering Federal funding.

Goals:

The goal of an Action Plan is to develop a holistic, well-defined strategy to prevent roadway fatalities and serious injuries in a locality, Tribe, or region. The final deliverable shall include specific fundable project concepts critical to preventing roadway fatalities and serious injury. This set of projects will be eligible for future rounds of Safe Streets and Roads for All grant funding round.

Background:

Torrington is a small city, located within Litchfield County, Connecticut (Torrington Micropolitan Statistical Area), with a population of 35,484 (2020 US Census). While serving as the economic, cultural, and transportation hub for the region, the City is also classified as a rural area in all available categories of funding from the US Department of Transportation ROUTES program. Despite being outside of any Transportation Disadvantaged Census Tract, in 2021, Connecticut ranked Torrington 15th out of 25 fiscally and economically Distressed Municipalities in the state. Because of the high proportion of low-income residents, walking and biking are important modes of transportation in the community. Between 2016-2020, the Connecticut Crash Data Repository identified 942 injuries from motor vehicle accidents, 24 of which were bicycle-related and 42 pedestrian-related. During the same period there were 10 crash fatalities, all of which were sustained by those within a motor vehicle.

Creating a comprehensive safety action plan will build on years of incremental efforts including the Torrington Road Safety Audit (2016), Northwest Hills Council of Government's Regional Transportation Plan (2016), Torrington Plan of Conservation and Development (2019), and East Main Street Corridor Study (2021). In all the City's planning efforts, Torrington has engaged diverse constituent groups through inclusion in various project steering committees, public engagement sessions, and stakeholder interviews. Even without an action plan in place, Torrington has already been incorporating complete streets principles into road rehabilitation projects to calm traffic and provide bike/pedestrian access where feasible.

Section IV - Scope of Work

The City of Torrington will establish both a Technical Advisory Committee and a Community Advisory Committee that will work closely with the Consultant to ensure all interests are considered, proper stakeholders are being engaged and outreach is sufficient. Meeting with both Committees should be included in the Scope of Work, along with general public outreach/engagement.

- Technical Advisory Committee will include the City's Assistant City Planner (Project Manager), Economic Development Director, City Engineer, and the City Police Traffic Division. Other representatives may be added to the Technical Advisory Board when appropriate.
- Community Advisory Committee will include (at a minimum), the Northwest CT Transit District, local housing/health/safety-oriented non-profit organizations, a diversity of business representatives, a representative from AAA, and local transportation system users.

The Scope of Work must be a multi-disciplinary approach that will rely on technical assistance from (at a minimum) a Transportation Planner and Civil Engineer. This planning process is required to include the following key components, to be facilitated by the consultant:

More information on this grant program and resources to aid in the development of a comprehensive safety action plan can be found here: <https://www.transportation.gov/grants/SS4A>.

Below is a proposed work plan that has been developed to outline the City's objectives. The respondent is being asked to develop a formalized scope of services that meets these objectives and is within the allowed project budget of \$250,000.

The Scope of Services shall describe its approach, methodology, process, and allocated funding for each task:

Task	Proposed Activity / Task	Desired Outcome
1.	<p>Conduct a safety analysis of existing conditions and historical trends that provides a baseline level of crashes involving fatalities and serious injuries across a jurisdiction, locality, Tribe, or region. Includes an analysis of locations where there are crashes and the severity of the crashes, as well as contributing factors and crash types by relevant road users (motorists, pedestrians, transit users, etc.). Analysis of systemic and specific safety needs is also performed, as needed (e.g., high-risk road features, specific safety needs of relevant road users, public health approaches, analysis of the built environment, demographics, and structural issues). To the extent practical, the analysis should include all roadways within the jurisdiction, without regard for ownership. Based on the analysis performed, a geospatial identification of higher-risk locations is developed (a High-Injury Network or equivalent).</p>	<ul style="list-style-type: none"> • Map and narrative describing high risk locations, severity of crashes, and contributing factors for all road users. • Comprehensive list of road safety needs for the local transportation network.
2.	<p>Robust engagement with the public and relevant stakeholders, including the private sector and community groups, that allows for both community representation and feedback. Information received from engagement and collaboration is analyzed and incorporated into the Action Plan. Overlapping jurisdictions are included in the process. Plans and processes are coordinated and aligned with other governmental plans and planning processes to the extent practicable.</p> <p>Plan development using inclusive and representative processes. Underserved communities are identified through data and other analyses in collaboration with appropriate partners. Analysis includes both population characteristics and initial equity impact assessments of the proposed projects and strategies.</p>	<ul style="list-style-type: none"> • Regular presentations and other communication with technical and community advisory committees • Robust engagement process, reaching a diverse cross section of the community • Community engagement has been incorporated into the final plan.
3.	<p>Assessment of current policies, plans, guidelines, and/or standards (e.g., manuals) to identify opportunities to improve how processes prioritize transportation safety. The Action Plan discusses implementation through the adoption of revised or new policies, guidelines, and/or standards, as appropriate.</p>	<ul style="list-style-type: none"> • Comprehensive list of the City's current policies, plans, guidelines, and/or standards.

4.	<p>Identification of a comprehensive set of projects and strategies—shaped by data, the best available evidence and noteworthy practices, and stakeholder input and equity considerations—that will address the safety problems described in the Action Plan. These strategies and countermeasures focus on a Safe System Approach and effective interventions and consider multidisciplinary activities. To the extent practicable, data limitations are identified and mitigated. Once identified, the projects and strategies are prioritized in a list that provides time ranges for when the strategies and countermeasures will be deployed (e.g., short-, mid-, and long-term timeframes). The list should include specific projects and strategies, or descriptions of programs of projects and strategies, and explains prioritization criteria used. The list should contain interventions focused on infrastructure, behavioral, and/or operational safety.</p>	<ul style="list-style-type: none"> • Prioritized list of projects and strategies identified using the above-described data. • Timelines of key project and strategy implementation
5.	<p>Method to measure progress over time after an Action Plan is developed or updated, including outcome data. A means to ensure ongoing transparency is established with residents and other relevant stakeholders. The approach must include, at a minimum, annual public and accessible reporting on progress toward reducing roadway fatalities and serious injuries and public posting of the Action Plan online.</p>	<ul style="list-style-type: none"> • Methods for the City to measure and report progress over time.

SECTION V – APPENDIX

REQUEST FOR QUALIFICATIONS AND PROPOSALS

City of Torrington

US DOT - Comprehensive Safety Action Plan - Safe Streets and Road for All Grant Program

RFQ/RFP #CSS-013-110223

Appendix A – Insurance Requirements - Indemnification

Appendix B – Acceptance of Terms of the Agreement

Appendix C - Non-Collusion Affidavit

APPENDIX A

REQUEST FOR QUALIFICATIONS AND PROPOSALS

US DOT - Comprehensive Safety Action Plan - Safe Streets and Road for All Grant Program RFQ/RFP #CSS-013-110223

INSURANCE REQUIREMENTS

Certificate of Insurance: All insurance policies must include a Waiver of Subrogation whereby the insured waives its right to subrogate against the City, its subsidiaries, employees, volunteers, directors and officers. Proof of proper insurance coverage, Workers Compensation Insurance, Liability and Property damage, and Vehicle Insurance shall be filed with the City of Torrington Purchasing Agent within 10 days after the award of the bid. The Certificate of Insurance must name the City of Torrington, 140 Main St., Torrington, CT, its subsidiaries, employees, volunteers, directors & officers as the "Additional Insured" and filed with the Purchasing Agent prior to commencement of work. Renewal Certificates of Insurance must be mailed to the Purchasing Agent 10 days prior to the expiration of the required coverage.

NON-DISCRIMINATION

The respondent agrees and warrants that in the performance of the contract pursuant to this solicitation he/she will not discriminate or permit discrimination against any person or group of persons on the grounds of sex, race, color, religion, age, marital status, ancestry, national origin, past history of mental disorder, mental retardation or physical disability or other basis in any manner prohibited by the laws of the United States, the State of Connecticut or the City of Torrington.

INDEMNIFICATION

To the fullest extent permitted by law, the Firm shall indemnify and hold harmless the City and their respective consultants, agents, and employees from and against all claims, damages, losses and expenses, direct, indirect or consequential (including but not limited to fees and charges of attorneys and other professionals and court and arbitration costs) arising out of or resulting from the performance of the Firm's work, provided that such claim, damage, loss or expense is caused in whole or in part by any negligent act or omission by the Firm, or breach of its obligations herein or by any person or organization directly or indirectly employed or engaged by the Firm to perform or furnish services, or anyone for whose acts the Firm may be liable, regardless of whether or not it is caused in part by a party indemnified hereunder.

As to any and all claims against the City or any of its consultants, agents or employees by any employee of Firm, by any person or organization directly or indirectly employed by Firm to perform or furnish any of the work, or by anyone for whose acts Firm may be liable, the indemnification obligation under this section shall not be limited in any way by any limitation on the amount of type of damages, compensation or benefits payable by or for Firm under worker's or workman's compensation acts, disability benefit acts or other employee benefit acts.

FEDERAL PROCUREMENT

Any procurement made pursuant to a federal award or subject to reimbursement, in whole or in part, with federal funds must comply with the City of Torrington's purchasing procedures, state law, and the applicable Federal Procurement Requirements, including 2 CFR § 200.322 ("Procurement of recovered materials"), 2 CFR § 200.323 ("Contract cost and price"), 2 CFR § 200.324 ("Federal awarding agency or pass-through entity review"), 2 CFR § 200.325 ("Bonding requirements"), and 2 CFR § 200.326 ("Contract provisions"). In the event of any conflict between Town, State, or federal requirements, the most stringent requirement must be used. (See 2 CFR § 200.318.) City employees must comply with funding agency requests for review of technical specifications or procurement documents as provided in 2 CFR § 200.324.