


**TOWN OF NEWTOWN, CONNECTICUT
REQUEST FOR PROPOSAL**

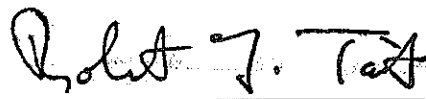
Sealed Proposals will be received at the office of the Financial Director, Municipal Building, 3 Primrose Street, Newtown, Connecticut 06470, until but no later than 11:00 AM, Monday, December 3, 2018.

Covering 2019 SMALL CITIES COMMUNITY DEV. PROGRAM GRANT

The Purchasing Authority of the Town of Newtown reserves the right to accept or reject any or all options, bids or proposals; to waive any technicality in any proposal or part thereof, and to accept any proposal deemed to be in the best interest of the Town of Newtown. The Town of Newtown is an Affirmative Action Employer – MBE/WBE are encouraged to bid.



Daniel C. Rosenthal
First Selectman



Robert G. Tait
Financial Director

PURCHASING AUTHORITY

NEWTOWN MUNICIPAL CENTER
3 PRIMROSE STREET
NEWTOWN, CONNECTICUT 06470
TEL. (203) 270-4221 / FAX (203) 270-4205



E. PATRICIA LLODRA
FIRST SELECTMAN
ROBERT G. TAIT
FINANCE DIRECTOR

www.newtown-ct.gov

TOWN OF NEWTOWN PURCHASING AUTHORITY

INSTRUCTIONS TO PROPOSERS

1. Submit proposals in a sealed envelope plainly marked to identify the particular proposal.
2. The Purchasing Authority of the Town of Newtown reserves the right to accept or reject any or all options, bids, or proposals; to waive any technicality in any proposal, or part thereof, and to accept any proposal deemed to be in the best interest of the Town of Newtown, Connecticut.
3. Proposers may be present at the opening of the proposals.
4. Proposals may be held by the Town of Newtown for a period not to exceed ninety (90) days from the opening of the proposals for the purpose of reviewing the proposals and investigating the qualifications of the proposers prior to award.
5. It is the sole responsibility of the proposer to see that the proposal is in the hands of the proper authority prior to the proposal opening time.
6. The successful proposer may be required to post a Certificate of Insurance, with the Town of Newtown named as additional insured, in an amount to be determined by the Town of Newtown.

**REQUEST FOR PROPOSAL
TOWN OF NEWTOWN, CT
2019 SMALL CITIES GRANT**

The Town of Newtown requests proposals from qualified firms or individuals for professional and technical services required to prepare a 2019 Small Cities Community Development Program Application and provide administrative and technical support to implement activities including program income during the contract period, if approved. This RFP also includes possible selection for other Federal/State funding programs such as STEAP, Section 108, USDA, etc...that may be used to meet local community development and housing needs.

The selected consultant will be responsible for all phases of general program administration and compliance, under the Town's direct supervision for approved projects, excluding funds disbursement, which will include such specific project administrative activities as Section 3, Fair Housing and Equal Opportunity, Davis-Bacon compliance, housing rehabilitation and design and delivery if required, etc.

All Application Development and Submission and Citizen Participation activities necessary for the specific project submission must be included in the proposal.

Selection will be based on amount of Small Cities projects completed, experience of staff assigned, cost and any other factors deemed of benefit to the community.

Specific architectural and engineering services required for project activities are not being requested as part of this proposal.

Three unbound copies and one electronic version of the proposal must be submitted to Robert Tait, Finance Director, 3 Primrose Street, Newtown, CT 06470 until, but no later than 11:00 AM , Tuesday, December 3, 2018. Proposals must include the following information:

- a. Proposed scope of work and project approach;
- b. Detailed information of the firm's background and experience in Federal/State funding, specific Small Cities CDBG Program experience is required;
- c. Key staff assigned with resumes;
- d. Proposed fee approach including a list of per diem rates by job category;
- e. Each proposer must provide certification of insurance in the types and amounts specified by DECD Bulletin #94-003 within ten (10) days of selection by the Town.

Additional information is available by contacting Christal Preszler, Deputy Director, EDC, at 203-270-4282.

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER