

REQUEST FOR PROPOSAL

The Town of Plainville requests proposals from qualified firms or individuals for professional and technical services required to prepare and administer a 2019 Small Cities Community Development Program Application. Selected firm will provide administrative and technical support to implement activities including program income during the contract period that may be used to meet local community development and housing needs.

The selected contractor 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 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 Small Cities projects completed, experience of staff assigned, cost, and any other factors deemed of be in the best interest of the Borough.

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

Three copies of the proposal must be submitted to Robert E. Lee, Town Manager, Town of Plainville, 1 Central Square, Plainville, CT 06062 no later than 2:00pm on December 27, 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 days of selection by the Town.

Additional information is available by contacting Robert E. Lee, Town Manager, Town of Plainville, 1 Central Square, Plainville, CT 06062, Monday – Wednesday 8:00 AM – 4:00 PM, Thursday 8:00 AM – 7:00 PM, Friday 8:00 AM – 12:00 PM.

TOWN OF PLAINVILLE IS AN AFFIRMATIVE ACTION/ EQUAL OPPORTUNITY EMPLOYER, MBE/WBE/SBE AND SECTION 3 DESIGNATED CONTRACTORS ARE ENCOURAGED TO APPLY