TOWN OF BETHEL

REQUEST FOR PROPOSAL

PROFESSIONAL & TECHNICAL SERVICES

2019 SMALL CITIES GRANT

APPLICATION AND ADMINISTRATION

The Town of Bethel 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 during contract period.

The selected contractor will be responsible for all phases of general program administration and compliance under the Town’s direct supervision for approved projects, including but not limited to project administrative activities such as Section 3, Fair Housing and Equal Opportunity, and Davis Bacon wage rate compliance if applicable and housing rehabilitation program marketing, design and delivery. The selected contractor will not be responsible for disbursement of funds.

All application development and submission and Citizens Participation activities necessary for the specific project submission must be included in proposal. The selected firm or individual will be required to assist in updating policies and procedures, marketing of housing rehabilitation program.

Contractor selection will be based on Small Cities experience, number and success of completed projects, experience of staff, cost, and any other factors deemed to be in the best interest of the Town. Architectural and Engineering services are not being required as part of the request for proposal.

Three (3) copies of the proposal must be submitted no later than January  22, 2019. Proposals must include the following information:

1. proposed scope of work and project approach;
2. detailed information of the firm’s background and experience in Federal/State funding, specific Small Cities CDBG Program experience is required.
3. key staff assigned with resumes;
4. proposed fee approach including a list of per diem rates by job category;
5. 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.

Matthew S. Knickerbocker

Town of Bethel

First Selectman’s Office

1 School Street

Bethel, CT 06801

THE TOWN OF BETHEL IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

WBE/SBE/MBE & SECTION 3 DESIGNATED BUSINESSES ARE ENCOURAGED TO APPLY