

Town of Berlin
Request for Proposals
CDBG Small Cities Program Application Preparation and Program Administration
and Administration and Implementation of Program Income

The Town of Berlin requests proposals from firms or individuals to prepare a 2020 Small Cities Community Development Block Grant application for submission to the Connecticut Department of Housing ("DOH") and to provide professional administrative and technical services if the grant is awarded. Proposals will also include providing professional and technical services for the administration and implementation of the Town's Small Cities Program Income.

These services may include, but are not limited to, grant preparation, administration, environmental reviews, housing rehabilitation inspections and specifications, affirmative action, fair housing and equal opportunity, Section 3, Davis-Bacon and State Prevailing Wage Certification, Citizen Participation, and Program Income.

Selection criteria will be based on the following general criteria listed in descending order: number of successful applications previously submitted, working knowledge of federal and state regulations for DOH Small Cities Grants, experience and qualifications of the personnel, and fee proposal.

Firms or individuals must be able to provide evidence of insurance meeting the **DOH** requirements.

The documents comprising the Request for Proposals may be obtained on the Town's website, www.town.berlin.ct.us, under "Departments, Purchasing, & Current Bids & RFPs"

1 Original sealed and two (2) sealed proposal should be submitted to the Berlin Housing Authority 250 Kensington Road, Berlin CT 06037 no later than 3p.m, November 20, 2019 regardless of the method of delivery. If you have questions regarding this RFP, contact **Maryssa Tsois @ 860-828-7048 or Matt Fontaine @ (860) 951-9411 x249.**

The Town of Berlin reserves the right to accept or reject any proposal as deemed in the best interest of the Town. Berlin is an EEO/AA, employer and encourages small, minority, women owned and Section 3 firms to apply.

Dated at Berlin Connecticut, this 6th day of November 2019.