

TOWN OF GRISWOLD, CT
Request for Proposals
CDBG Small Cities Program Application Preparation and Program Administration

LEGAL NOTICE REQUEST FOR PROPOSAL The Town of Griswold, CT requests proposals from qualified firms or individuals for professional and technical services required to prepare 2020 thru 2025 Small Cities Community Development Program Applications and provide administrative and technical support to implement activities including program income during the contract period, if approved. 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 design and delivery if approved, 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 awarded and completed, experience of staff assigned, cost, and any other factors deemed in the Town's best interest. Specific architectural and engineering services required for project activities are not being requested as part of this proposal. Four (04) copies of the proposal must be submitted to Todd Babbitt, First Selectman, 28 Main Street, Jewett City, CT 06351 no later than 11:00 a.m., EST on December 9, 2019. 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 Todd Babbitt, First Selectman, at 860-376-7084 Ext. 2201.

Griswold Town Hall Hours are: Monday thru Wednesday 8:30 a.m. to 4:00 p.m.
Thursday, 8:30 a.m. to 6:30 p.m. and Friday 8:30 a.m. to 1:00 p.m.

THE TOWN OF GRISWOLD IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER. Small, Minority, Woman Owned, and Section 3 Firms are encouraged to apply.

Dated at Griswold, CT This 25th Day of November 2019.