

TOWN OF LEDYARD - REQUEST FOR PROPOSAL (BID #2020-06)
CDBG Small Cities Program Application Preparation and Program Administration

The Town of Ledyard seeks Proposals for Professional and Technical Services from firms or individuals to prepare and administer the Town's Small Cities Community Development Block Grant Program for calendar years 2020 - 2023. Duties will include preparation of application for submission to the Connecticut Department of Housing and professional, administrative, & technical services to implement activities contingent upon grant award. Under the Town's direct supervision, the selected Consultant will be responsible for all phases of general program administration and compliance for approved projects, excluding funds disbursement.

These services include, but are not limited to, Grant Preparation & Submission, General Administration, Project Management, Environmental Reviews, Affirmative Action, Fair Housing and Equal Opportunity, Section 3, Davis-Bacon Wage compliance, and Citizen Participation. All activities necessary for the specific project submission must be included in the proposal. Specific architectural and engineering services required for the project activities are not being requested as part of this Request for Proposal.

Selection criteria will be based on the following general criteria listed in descending order: number of successful applications previously submitted, awarded & completed; working knowledge of Federal & State Regulations for DOH Small Cities Grants; experience & qualifications of the personnel; fee proposal; and any other factors deemed in the Town's best interest. Firms or individuals must be able to provide evidence of insurance meeting the Department of Housing DECD Bulletin # 94-003 requirements.

Three (3) copies of the Proposal, complete with fee structure, shall be submitted in a sealed envelope to Mayor Fred B. Allyn III, Mayors Office, 741 Colonel Ledyard Highway, Ledyard, CT 06339 no later than January 9, 2020 at 2:00 p.m. Proposals must include the following information: A. Proposed scope of work & project approach; B. Detailed information re the firm's background & experience in Federal/State funding (specific Small Cities CDBG Program experience is required); C. Key staff & resumes (DOH CDBG 101 certified); and D. fee proposal, including a list of per diem rates by job category. Each proposer shall provide a certification of insurance in the types and amounts specified by DECD Bulletin #94-003 within ten (10) days of selection by the Town.

The Town of Ledyard reserves the right to accept or reject any proposal as is deemed in the best interest of the Town. Faxed or emailed proposals will not be accepted. The Town of Ledyard is an EOE/AA employer and encourages small, minority, women-owned & Section 3 firms to apply. Additional information is available by contacting Elizabeth Burdick, Director of Land Use & Planning at (860) 464-3215, Monday to Thursday, 7:30 am to 4:45 pm or via email at planner@ledyardct.org.

Dated at Ledyard, CT this, 18th day of December 2019.

BY: Fred B. Allyn, III, Mayor
Town of Ledyard, CT