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

The Town of Coventry seeks Proposals from firms or individuals to prepare a 2020 Small Cities Community Development Block Grant application for submission to the Connecticut Department of Housing and 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 Department of Housing requirements.

Three (3) copies of Proposal complete with fee structure should be submitted in a sealed envelope to Town Manager's Office, 1712 Main Street, Coventry, CT 06238, no later than 1:00 PM, Thursday, January 23, 2020, regardless of the method of delivery. The Town Manager's Office is open Monday – Wednesday 8:30 am – 4:30 pm, Thursday 8:30 am – 6:30 pm, and Friday 8:30 am – 1:30 pm.

The Town of Coventry reserves the right to accept or reject any proposal as is deemed in the best interest of the Town. Faxed proposals will not be accepted. Coventry is an EEO/AA employer and encourages small, minority, women owned and Section 3 firms to apply.

Dated at Coventry, Connecticut, this 9th day of January, 2020
John A. Elsesser, Town Manager