

Town of Woodstock  
Request for Proposals  
Small Cities Housing Rehabilitation Program  
Administration and Implementation of Program Income

The Town of Woodstock seeks Proposals from firms or individuals to provide professional and technical services for the administration and implementation of the Town's Small Cities Housing Rehabilitation Program using Program Income funds.

These services may include, but are not limited to, administration, environmental reviews, housing rehabilitation inspections and specifications, affirmative action, fair housing and equal opportunity, Section 3, and citizen participation.

Selection criteria will be based on the following general criteria listed in descending order: number of Small Cities Programs previously administered, 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.

Two (2) copies of Proposal complete with fee structure should be submitted in a sealed envelope to: "RFP Woodstock Small Cities Program", Town of Woodstock, Selectmen's Office, 415 Route 169, Woodstock, CT 06281, no later than 3:00 PM, Thursday, February 20, 2020, regardless of method of delivery. Fax/email bids will not be accepted.

The Town of Woodstock reserves the right to accept or reject any, all or any part of proposals and to make an award that is deemed to be in the best interests of the Town. Woodstock is an EEO/AA employer and encourages small, minority, women owned and Section 3 firms to apply.

The First Selectman, John V. Swan, Jr. may be contacted concerning the proposal process. Questions concerning this Request for Proposal should be addressed to Town of Woodstock, Selectmen's Office, 415 Route 169, Woodstock, CT 06281. 860-928-0208, Ext. 310.

Dated at Woodstock, Connecticut, this 5<sup>th</sup> Day of February 2020  
John V. Swan, Jr. First Selectman