



**TOWN OF MANSFIELD**

**Department of Planning and Development**

**Request For Proposal (RFP)**

**PROFESSIONAL AND TECHNICAL SERVICES  
2020 SMALL CITIES COMMUNITY DEVELOPMENT  
BLOCK GRANT**

**Submission Deadline:**

1:00 p.m. Thursday, February 27, 2020

**Submission Contact and Address:**

Office of Planning and Development

Finance Department

4 South Eagleville Road

Mansfield, Connecticut 06268

[mansfieldct.gov](http://mansfieldct.gov)

**TOWN OF MANSFIELD  
MANSFIELD, CONNECTICUT**

**NOTICE OF BID**

**Professional and Technical Services related to 2020 Small Cities  
Community Development Block Grant  
Mansfield Department of Planning and Development**

Sealed bids are invited and will be received by the Town of Mansfield, Connecticut at the Office of Planning and Development, 4 South Eagleville Road, Mansfield, Connecticut 06268 until **1:00 p.m. on Thursday, February 27, 2020**, at which time and place they will be publicly opened and read aloud for professional and technical services related to the preparation and administration of the 2020 Small Cities Community Block Grant Application to support the needs of the Town of Mansfield's Planning and Development Department.

The Instructions to Bidders, Form of Bid, Scope of Services, and other contract documents may be examined in the Planning and Development Office of the Town of Mansfield, Town Office Building, 4 South Eagleville Road, Mansfield, CT 06268. Copies can be obtained from the "Your Government" section of the Town of Mansfield website <http://www.mansfieldct.gov>.

The Town of Mansfield hereby notifies all bidders that it will affirmatively insure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full opportunity to submit bids in response to this invitation, and they will not be discriminated against on the grounds of race, color, national origin or sex, in consideration for an award. An Affirmative Action/Equal Opportunity Employer. Minority/Women's Business Enterprises are encouraged to apply.

If you intend to bid please notify Jillene Woodmansee, Planning Specialist, at (860) 429-3341 or by email at [planzonedept@mansfieldct.org](mailto:planzonedept@mansfieldct.org) so you may receive any and all addendum.

To receive consideration bids must be in the hands of the Planning Specialist, or her authorized representative no later than the day and hour mentioned above.

The Town of Mansfield reserves the right to accept or reject any or all bids; to waive any informality; or to accept any bid deemed in the best interests of the Town of Mansfield.

All bids shall be considered valid for a period of ninety (90) days.

Jillene B. Woodmansee  
Planning Specialist  
Town of Mansfield

The Town of Mansfield is seeking proposals for the provision of the services described below relating to professional and technical services required to prepare a 2020 Small Cities Community Development Program Application and provide administrative and technical support to implement activities including program income during the contract period, if approved. This RFP also includes selection for other related Federal/State funding related to such programs as STEAP, Section 108, USDA, etc. that may be used to meet local community development and housing needs.

The selected contractor will be responsible for all phases of general program administration and compliance, excluding funds disbursement, under the Town's direct supervision for approved projects, which will include specific project administrative activities such as Section 3, Fair Housing and Equal Opportunity, Davis-Bacon compliance, housing rehabilitation design and delivery if required, etc.

All application development and submission and Citizen Participation activities necessary for the specific project submission must be included in the proposal. The consultant will also be required to assist in updating policies and procedures, marketing of housing rehabilitation program and helping the Town identify target neighborhoods as defined by H.U.D.

Specific architectural and engineering services required for project activities are not being requested as part of this proposal.

The selected proposer must meet the following terms and conditions: 24 CFR Part 85.36, Title VI of the Civil Rights Act of 1964, Conflict of Interest (24 CFR Part 570), Access to records, Executive Order 11246 - Equal Employment Opportunity, Executive Order 12138 - Women Business Enterprise Policy, Architectural Barrier Act of 1968, Age Discrimination Act of 1975, Section 3 Clause - Housing and Urban Development Act of 1968, Section 504 - Rehabilitation Act of 1973, Retention and Custodial Requirements (24 CFR Part 85.42), Executive Order 11063, Affirmative Action Program / Plan, and Davis Bacon and Related Acts.

Proposals should include the following information: a description of expertise, experience and resources directly relevant and available for the proposed project, a list of similar projects previously completed, a list of references, resumes of professional staff members that will work on this project, name of person to be in charge of the project, description of scope of services as per the description of services needed outlined above, a project time line, and proposed fee for providing services.

The proposer shall also provide the following information: name, title, address and telephone number of individuals with authority to negotiate and bind the proposer contractually, and who may be contacted during the period of proposal evaluation.

Proposal Evaluation criteria shall include the following (each scored between 1-10): firm's history and resource capabilities to perform required services, evaluation of assigned personnel, related experience, financial management and cost allocation experience and results, familiarity with local experience and results, ability to relate to project, analysis of narrative statement, reference check and price comparison.

One copy of the proposal must be submitted to Jillene Woodmansee, Planning Specialist, 4 South Eagleville Road, Storrs Mansfield, CT, 06268 **no later than 1:00pm (local time), Thursday,**

**February 27, 2020.** Each Proposal will be reviewed for completeness and clarity according to the above criteria. Interviews are expected to be held on Friday, February 28, 2020. The contract is tentatively scheduled to be awarded by the Town on Monday, March 2, 2020.

The Town may or may not negotiate the fee schedule with one or more offers and reserves the right to reject any and/or all proposals. Additional information is available by contacting Jillene Woodmansee 860-429-3341 or [planzonedept@mansfieldct.org](mailto:planzonedept@mansfieldct.org), between the hours of 8:15 a.m. to 4:30 p.m. Monday through Wednesday, 8:15 a.m. to 6:30 p.m., Thursday, 8:00 a.m. to 12:00 noon, Friday.

AN AFFIRMATIVE ACTION/ EQUAL OPPORTUNITY/ EMPLOYER, SECTION 3  
CONTRACTORS AND MINORITY/WOMEN BUSINESS ENTERPRISES ARE ENCOURAGED  
TO APPLY