

## Request for Proposals

The Town of Newington is requesting proposals for professional and technical services to prepare a 2014 Small Cities Community Development Program Application and, if approved, to provide administrative and technical support to implement activities, including program income, during the contract period. This RFP also includes selection for other Federal/State funded programs such as STEAP, Section 108, USDA, etc., that may be used to meet local community development and housing needs. All firms wishing to be considered for this appointment shall submit three (3) concisely written responses based on the requirements set forth in the RFP document. The RFP document is available in the Town Manager's Office, 131 Cedar Street, Newington, CT 06111 and on line at [www.newingtonct.gov](http://www.newingtonct.gov), under Doing Business, Bid Opportunities. Proposals will be received until 2:30 p.m. on January 15, 2014. The Town reserves the right to reject any and all proposals. The Town of Newington is an Affirmative Action / Equal Opportunity Employer. Women and minorities are encouraged to submit proposals.

John L. Salomone  
Town Manager

RFP No. 3, 2013-14

## TOWN OF NEWINGTON

### REQUEST FOR PROPOSALS NO. 3, 2013-14

#### SMALL CITIES COMMUNITY DEVELOPMENT PROGRAM

The Town of Newington requests proposals from qualified firms or individuals for professional and technical services required to prepare a 2014 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 Federal/State funded programs such 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, 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 the amount of Small Cities projects awarded and completed, experience of staff assigned, cost, and any other factors deemed to be in the Town's best interest.

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

Three copies of the proposal must be submitted to John Salomone, Town Manager, Town of Newington, 131 Cedar Street, Newington, CT 06111 no later than 2:30 PM on January 15, 2014. Proposals must include the following information:

- a. Proposed scope of work and project approach;
- b. Detailed information of the firm's background and experience; United States Department of Housing and Urban Development Small Cities CDBG Program experience is required and shall be identified in the proposal; experience with State of Connecticut Department of Economic and Community Development (DECD) shall also be identified.
- c. Key staff assigned, with resumes; resumes shall identify the individual's experience with the United States Department of Housing and Urban Development Small Cities CDBG Program.
- d. Proposed fee approach including a list of per diem rates by job category; the period of time for which those rates will be held firm shall also be identified.
- e. Each respondent shall provide certification of insurance in the types and amounts specified by DECD Bulletin #94-003 within ten (10) days of selection by the Town and acknowledge this in their proposal.

f. Any assumptions of the respondent made in developing their costs.

All charges for overhead, insurance, travel, telephone calls, postage, shipping, photocopies, reproductions and any other miscellaneous expenses shall be included in the per diem rates presented. The Town does not intend to make separate reimbursement payments for these items.

The proposal must be signed by an authorized official. The respondent's proposal shall identify the individual(s) having authority to negotiate and contractually bind the respondent. It shall also name the person to be contacted both during the period of evaluation of proposals and for prompt contract administration upon award of the contract. This information shall include name, title, address, fax and telephone numbers.

Additional information is available by contacting Craig Minor, Town Planner at (860)665-8575 between the hours of 8:30 a.m. to 4:30 p.m., Monday through Friday.

**THE TOWN IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**