



TOWN OF NEW MILFORD

Town Hall
10 Main Street
New Milford, Connecticut 06776
Telephone (860) 355-6060 • Fax (860) 350-6741

Office of the Director of Finance

**TOWN OF NEW MILFORD
REQUEST FOR PROPOSAL
ADMINISTRATIVE AND
TECHNICAL SUPPORT FOR THE
TOWN'S SMALL CITIES PROGRAM INCOME
HOUSING REHABILITATION LOAN PROGRAM**

The Town of New Milford requests proposals from qualified firms or individuals for professional and technical services required to prepare and administer a 2019 Small Cities Community Development Program Application. Selected firms will provide administrative and technical support to implement activities including program income during the contract period 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 required, 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 Small Cities projects completed, experience of staff assigned, cost, and any other factors deemed of be in the best interest of the Town. Specific architectural and engineering services required for project activities are not being requested as part of this proposal.

Proposals must include the following information:

- a. Proposed scope of work and project approach;
- b. Detailed information of the firm's background and experience in Federal/State funding, specific Small Cities CDBG Program experience is required.
- c. Key staff assigned with resumes;
- d. Proposed fee approach including a list of per diem rates by job category;
- e. Each proposer must provide certification of insurance in the types and amounts specified by DECD Bulletin #94-003 within ten days of selection by the Town.

Please direct questions to Valerie Douglass, Purchasing Specialist, via email at vdouglass@newmilford.org.

Three copies of the proposal must be submitted to the Purchasing Authority, 10 Main Street, New Milford CT 06776 no later than 3:00 p.m. on Thursday, December 27, 2018.

**THE TOWN OF NEW MILFORD IS AN AFFIRMATIVE ACTION/ EQUAL OPPORTUNITY
EMPLOYER, MBE/ WBE/ SBE AND SECTION 3 DESIGNATED CONTRACTORS, ARE
ENCOURAGED TO APPLY**