



OFFICE OF THE
TOWN ADMINISTRATOR

TOWN OF VERNON

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LEGAL NOTICE

REQUEST FOR PROPOSALS

TOWN OF VERNON

CONTRACT # 2037-7/27/18

PROFESSIONAL AND TECHNICAL SERVICES FOR THE PREPARATION AND MANAGEMENT OF THE CT DEPT OF HOUSING CDBG-SMALL CITIES APPLICATION AND ACTIVITIES ASSOCIATED WITH THE ESTABLISHMENT OF A REGIONAL CRUMBLING FOUNDATIONS TESTING PROGRAM

The Towns of Vernon, on behalf of the towns of Ellington and Stafford, is seeking proposals from qualified firms or individuals for professional and technical services to prepare, submit and manage the CT Department of Housing's (DOH) 2018 Small Cities Community Development Program Application for the establishment of a regional crumbling foundations testing program, and to provide administrative and technical support, and to implement activities pursuant to the requirements and objectives of the 2018 CDBG program, the CDBG Grant Management Manual and the 2018 CDBG Application Handbook, should funding be approved. This RFP also includes selection for other Federal/State funding programs such as STEAP, Section 108, USDA, etc/ that may be used to meet local community development and housing needs.

The awardee 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, submission, and Citizen Participation activities necessary for the specific project submission must be included in the proposal and strictly follow all DOH requirements and be submitted for DOH consideration by September 30, 2018. Selection will be based on the number of Small Cities projects completed, experience of staff assigned, cost, and any other factors deemed to benefit to the community. Specific architectural and engineering services required for project activities are not being requested as part of this proposal.

Two copies of the proposal must be submitted in a sealed envelope, clearly marked "**BID DOCUMENT DO NOT OPEN - CONTRACT #2037-7/27/18**" to Michael J. Purcaro, Town Administrator, 14 Park Place Vernon CT 06066 no later than **11:00 am** on July 27, 2018, at which time proposals shall be opened and read aloud publically. Emailed faxed or late bids will not be accepted.

Proposals must include the following information:

1. Proposed scope of work and project approach;
2. Detailed information of the firm's background and experience in Federal/State funding specific Small Cities CDBG Program experience is required.

3. Key staff assigned with resumes;
4. Proposed fee approach including a list of per diem rates by job category;
5. Each proposer must provide certification on insurance in the types and amounts specified by DECD Bulletin #94-003 within ten days of selection by the Town.

Questions regarding proposals should be directed to Allison Maynard, Social Services Director at amaynard@vernon-ct.gov no later than 3:30 pm on July 23, 2018. Answers to received questions will be posted by July 25, 2018 on the Town's website at www.vernon-ct.gov/legal-notices under the bid section and Contract #2037-7/27/18.

The selected firm must meet all municipal, state and federal AA and EEO practices and requirements. MBE'S/WBE's/SBE's are encouraged to apply. The Town reserves the right to reject any or all proposals in whole or in part, to award any one service or group of services or all services, to negotiate with any or all companies submitting proposals, and to enter into an agreement with any company for any services mentioned in this RFP; if it is deemed to be in the best interest of the Town.