

INVITATION TO BID/LEGAL NOTICE  
SMALL CITIES COMMUNITY DEVELOPMENT  
BLOCK GRANT PROGRAM

The Town of Vernon requests proposals from qualified firms or individuals for professional and technical services required to prepare a 2022 Small Cities Community Development Program Application and provide administrative and technical support to implement activities consistent with all State/Federal regulatory compliance, including program income during the contract period, if approved. This RFP also includes selection for other Federal/State funding programs such as STEAP, Section 108, USDA 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 with all State/Federal agencies. 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.

All Application development and submission and resident participation activities necessary for the specific project submission must be included in the proposal. Selection will be based on amount of Small Cities projects completed, experience of staff assigned, cost, and any other factors deemed of benefit to the community. Specific architectural and engineering services required for project activities are not being requested as part of this proposal.

Two (2) copies of the proposal should be submitted in a sealed envelope marked "**BID DOCUMENT – DO NOT OPEN – CDBG BLOCK GRANT**" clearly marked on the outside of the envelope to: Michael J. Purcaro, Town Administrator, Town of Vernon, Memorial Building, 14 Park Place, 3<sup>rd</sup> Floor Vernon, CT 06066 no later than 10:00 AM on Wednesday, April 6, 2022. Received bids will be opened and read aloud publicly in person on **Wednesday, April 6, 2022 at 11:00 AM**. Emailed, faxed or late bids will not be accepted.

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.

Additional information is available by contacting to Michael J. Purcaro, Town Administrator, Town of Vernon, 14 Park Place, Vernon, CT 06066, telephone 860-870-3665, between 8:30 am and 4:30 pm, local time, March 29, 2022, through April 2, 2022, or at [mpurcaro@vernon-ct.gov](mailto:mpurcaro@vernon-ct.gov).

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER  
WBE/MBE/SBE AND SECTION 3 BUSINESSES ARE ENCOURAGED TO APPLY