



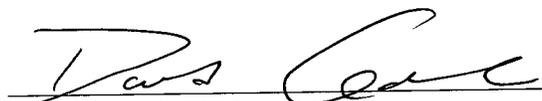
PURCHASING AUTHORITY
Town of New Milford, Connecticut
Professional and Technical Services – Small Cities Program

The Town of New Milford, requests proposals from qualified firms or individuals for professional and technical services required to prepare a 2017 Small Cities Community Development Program Application and provide administrative and technical support to implement activities including program income during the contract period. 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 Town reserves the right to reject any and all submissions.

All bidders must submit by December 22, 2016, 3:00 p.m. to the Town of New Milford Purchasing Department, Town of New Milford, 10 Main Street, New Milford, CT 06776. Mark the outside of the sealed envelope “RFP – Small Cities Program. Submissions received after that time will be considered informal and rejected.

The proposal package may be obtained online at www.newmilford.org, at the Office of the Director of Finance or by contacting vdouglass@newmilford.org.


David Gronbach, Mayor

PURCHASING AUTHORITY
Town of New Milford, Connecticut

Request for Proposal

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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, submissions and citizen participation activities necessary for specific application submissions must be included in the proposal.

Selection will be based upon the amount of Small Cities projects awarded and completed, experience of staff assigned, cost and any other factors deemed in the Town of New Milford'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 the Finance Department, 10 Main Street, New Milford, CT 06776 no later than 3:00 p.m., Thursday, December 22, 2016. 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 proof of insurance, within 10 days of selection, in the types and amounts specified by DECD Bulletin #94-003.

Questions regarding this proposal should be directed to Ms. Robyn Seidman, Mayoral Aide at (860) 355-6010, between the hours of 9:00 a.m. and 5:00 p.m., Monday through Friday.