



TOWN OF SOUTHBURY

501 Main Street South
Southbury, Connecticut 06488
Fax: (203) 264-9762

Town of Southbury Request for Proposal CDBG Small Cities Program Application Preparation and Program Administration And Administration and Implementation of Program Income

The Town of Southbury seeks proposals from firms or individuals to prepare the 2022 Small Cities Community Development Block Grant application for submission to the Connecticut Department of Housing ("DOH") and to provide professional administrative and technical services if the grant is awarded. Proposals will also include providing professional and technical services for the administration and implementation of the Town's Small Cities Program Income.

These Services may include, but are not limited to, grant preparation, administration, environmental reviews, housing rehabilitation inspections and specifications, affirmative action, fair and equal opportunity, Section 3, Davis-Bacon and State prevailing wage certification, citizen participation, and program income.

Three copies of the proposals must be submitted to the First Selectman's Office, Town of Southbury, 501 Main Street South, Southbury, CT 06488 by no later than 12:00 pm, Friday June 11, 2021. Proposals must include the following:

- Proposed scope of work and project approach
- Detailed information of the firm's background and experience in Federal/State funding, specific Small Cities CDBG experience
- Proposed fee approach including a list of per diem rates by job category
- Listing of key staff with resumes
- Certificate of insurance within ten (10) days of selection by the Town

The Town of Southbury reserves the right to accept or reject any proposal as is deemed in the best interest of the Town. Faxed proposals will not be accepted. The Town of Southbury is an EEO/AA employer and encourages small, minority, women owned and Section 3 firms to apply.

Addition information is available by contacting Mr. Dan Colton, Finance Director, at (203) 262-0663.