

RFP Advertising Instructions:

DOH has advised that you must list your RFP on the Department of Administrative Services (DAS) website as well as a local newspaper of daily circulation. The due date for responses is typically two weeks after the list date. If you are not already registered on the DAS website, you will first need to create an account prior to listing your RFP/Bid notices (instructions are as follows):

- Go to www.das.state.ct.us
- Click on "State Procurement Marketplace"
- Click on "DAS SERVICES TO MUNICIPALITIES, SCHOOLS AND NOT-FOR PROFIT ORGANIZATIONS"
- From here you will need to call or email DAS about setting up an account and they will email forms to you to be completed and faxed back to them. Once the account is established you will get a user name and password that you can use to login and post invitations

Also enclosed is a list of DOH's four procurement methods allowed for Small Cities, consultant selection and advertising should also meet any local requirements you may have. You will also need to keep a written record of your decision for future audit/monitoring reviews. Please notify us once the RFP notice has been published.

Please let us know if you expect to submit a project in 2017 as soon as possible, we will be happy to assist you with the project review for feasibility and eligibility.

REQUEST FOR PROPOSAL

The Borough of Naugatuck 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, if 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 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 and submission and Citizen Participation activities necessary for the specific project submission must be included in the proposal.

Selection will be based on amount of Small Cities projects awarded and completed, experience of staff assigned, cost, and any other factors deemed in the Borough'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 Mr. Ed Carter, Mayoral Aide, 229 Church Street, Naugatuck, CT 06770 no later than 3 PM on December 29, 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 certification of insurance in the types and amounts specified by DECD Bulletin #94-003 within ten days of selection by the Town.

Additional information is available by contacting Mr. Ed Carter, Mayoral Aide, at 203-720-7208.

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER