



Town of Simsbury

933 HOPMEADOW STREET

P.O. BOX 495

SIMSBURY, CONNECTICUT 06070

Thomas F. Cooke - Director of Administrative Services

BOARD OF SELECTMEN MEETING **AGENDA SUBMISSION FORM**

1. **Title of submission:** Request for RFP
2. **Date of submission:** 7 January 2013
3. **Date of Board Meeting:** 14 January 2013
4. **Individual or Entity making the submission:** Edward J. LaMontagne, Executive Director, Housing Authority of the Town of Simsbury.
5. **Action requested of the Board of Selectmen:** The Housing Authority of the Town of Simsbury requests that the Board of Selectmen submit a Request For proposal to secure a qualified firm or individual for professional and technical services to prepare a 2013 Small Cities Community Development Program Application and to provide administrative and technical support to implement activities including program income during the contract period.
6. **Individual(s) responsible for submission:** Edward J. LaMontagne, Executive Director, Housing Authority of the Town of Simsbury, 1600 Hopmeadow Street, Simsbury, CT 06070, 860-658-1147, SimsburyHA@comcast.net
7. **Summary of Submission:** The Housing Authority of the Town of Simsbury is interested in applying for a 2013 Small Cities Community Development Program Grant, the purpose of which is to replace the roof at the Virginia Connolly Residence and the resurfacing of the roadway throughout the Housing Authority property. Both of these areas have been identified as needing replacement in the Housing Authority Replacement Reserve Report, which was completed in 2011. The securing of a qualified firm or individual to provide administrative and technical support to implement activities including program income during the contract period is the first step of the process. The application deadline for the 2013 Small Cities CDPG is **5 April 2013**.
8. **Description of documents included with submission:** Suggested RFP format.

REQUEST FOR PROPOSAL

The Town of Simsbury requests proposals from qualified firms or individuals for professional and technical services required to prepare a 2013 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 required, 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 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.

Three copies of the proposal must be submitted to Ms. Mary A. Glassman, First Selectman, 933 Hopmeadow Street, Simsbury, CT. 06070 no later than _____ on _____, 2013. 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 Ms. Mary A. Glassman, First Selectman, at (860) 658-3230 between the hours of Monday, 8:30 a.m.-7:00 p.m.; Tuesday-Friday, 8:30 a.m.-4:30 p.m.

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER