



# Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

## **REQUEST FOR PROPOSALS PROFESSIONAL & TECHNICAL SERVICES – SMALL CITIES GRANT APPLICATION AND IMPLEMENTATION**

### **Purpose**

The Town of Simsbury is soliciting proposals from qualified firms or individuals for professional and technical services required to prepare a 2019 Small Cities Community Development Program Application and provide administrative and technical support to implement activities during the contract period.

### **Background**

The Town of Simsbury was incorporated as Connecticut's twenty-first town in May 1670. It is centrally located in the heart of the New York-Boston corridor, and is located 20 minutes northwest of Hartford and 20 minutes southwest of Bradley International Airport. Simsbury operates under a Town Manager-Board of Selectmen form of government with the Town Manager serving as the Chief Executive Officer responsible for overseeing the day-to-day operations of the Town. The Simsbury Housing Authority, located on 13 acres at 1600 Hopmeadow Street, is a non-profit organization responsible for operating the Dr. Owen L. Murphy Apartments and the Virginia Connolly Residence. The facilities provide subsidized housing for the elderly and persons over age 18 with disabilities meeting certain income limitations.

### **Information and Instructions**

The selected contractor will be responsible for all phases of general program administration and compliance, under the Town's direct supervision for approved projects, including but not limited to project administrative activities such as Section 3, Fair Housing and Equal Opportunity, Davis-Bacon compliance, and housing rehabilitation design and delivery. The selected contractor will not be responsible for disbursement of funds.

Proposals must include the following information:

- a. proposed scope of work and project approach, including all Application development and submission and Citizen Participation activities necessary for the specific project submission;
- 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, including resumes;

Telephone (860) 658-3230  
Facsimile (860) 658-9467

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8:30 – 7:00 Monday  
8:30 – 4:30 Tuesday through Thursday  
8:30 – 1:00 Friday

- d. proposed fee approach including a list of per diem rates by job category;
- e. certification of insurance in the types and amounts specified by DECD Bulletin #94-003 within ten days of selection by the Town.

Selection will be based on number of Small Cities projects completed, experience of staff assigned, cost, and any other factors deemed in the Town of Simsbury's best interest. Specific architectural and engineering services required for project activities are not being requested as part of this proposal.

### **Submission and Deadline**

Interested and qualified firms or individuals are to submit their proposals electronically to Melissa A.J. Appleby, Deputy Town Manager, at [mappleby@simsbury-ct.gov](mailto:mappleby@simsbury-ct.gov) with the subject line reading "RFP for Professional Services – Small Cities Grant". Only electronic copies will be accepted. Hard copies will not be considered. **Submissions must be received no later than 4:30pm on Wednesday, January 2, 2019.** No proposals will be accepted after the date and time specified.