

REQUEST FOR PROPOSAL

The Town of Voluntown requests proposals from qualified firms or individuals for professional and technical services required to prepare a 2016 Pre Development Loan Application to be submitted to the Department of Housing and CHFA, if required, and to provide administrative and technical support to implement activities during the contract period, if approved. This RFP may also include selection for other Federal/State funding programs such as STEAP, Small Cities, 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 application writing and submission; document preparation, and, if approved, general program administration and compliance, under the Town's direct supervision, excluding funds disbursement. Application and implementation may include such specific project activities as Section 3, Fair Housing and Equal Opportunity, Davis-Bacon compliance, housing rehabilitation and design and delivery if required, etc.

All Application Development and Submission Requirement necessary for the specific project submission must be included in the proposal.

Selection will be based on amount of DOH 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 First Selectman Robert Sirpenski, Town of Voluntown, Town Hall, 115 Main Street, Voluntown, CT 06384 no later than 10 a.m., on January 28th, 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 Department of Housing 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 (10) days of selection by the Town.

Additional information is available by contacting Robert Sirpenski, First Selectman, at 860-376-4089.

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER