TOWN OF VERNON

OFFICE OF THE
TOWN ADMINISTRATOR

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LEGAL NOTICE

TOWN OF VERNON
CONTRACT # 996-02/01/12

Request for Proposals
Professional and Technical Services for Preparation of
2012 Small Cities Community Development Program Application

INVITATION TO BID

The Town of Vernon requests proposals from qualified firms or individuals for professional and technical services required to prepare a 2012 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 to 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 in a sealed envelope, clearly marked " BID DOCUMENT DO NOT OPEN - CONTRACT # 996-02/01/12 to John D. Ward, Town Administrator, 14 Park Place Vernon CT 06066 no later than 1:00 pm on February 1, 2012, at which time proposals shall be opened and read aloud publically. Emailed bids will not be accepted.

Proposals must include the following information:

1. Proposed scope of work and project approach;

2. Detailed information of the firm's background and experience in Federal/State funding specific Small Cities CDBG Program experience is required.
3. Key staff assigned with resumes;
4. Proposed fee approach including a list of per diem rates by job category;
5. Each proposer must provide certification on insurance in the types and amounts specified by DECD Bulletin #94-003 within ten days of selection by the Town.

All questions about the proposals should be directed to John D. Ward, Town Administrator at Jward@vernon-ct.gov no later than 3:30 pm on January 25, 2012. Answers to received questions shall be posted by January 27, 2012 on the Town's website at www.vernon-ct.gov/legal-notices under the bid section and Contract #996-02/01/12. Town Hours of Operation are 8:30 a.m. to 4:30 p.m. Monday through Wednesday, 8:30 a.m. to 7:00 p.m. Thursday, and 8:30 a.m. to 1:00 p.m. Friday.

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

The selected firm must meet all municipal, state and federal AA and EEO practices and requirements. MBE'S/WBE's/SBE's are encouraged to apply. The Town reserves the right to reject any or all proposals in whole or in part, to award any one service or group of services or all services, to negotiate with any or all companies submitting proposals, and to enter into an agreement with any company for any services mentioned in this RFP; if it is deemed to be in the best interest of the Town.