

LEGAL NOTICE  
TOWN OF VERNON

REQUEST FOR PROPOSALS  
**CONTRACT # 2033 - 6/28/2018**  
***ADMINISTRATIVE AND TECHNICAL SUPPORT FOR THE  
TOWN'S SMALL CITIES PROGRAM INCOME HOUSING REHABILITATION LOAN  
PROGRAM***

The Town of Vernon is seeking proposals from qualified firms or individuals for professional and technical services required to provide administrative and technical support to implement activities for and administer the town's Small Cities Program Income Housing Rehabilitation Loan Program during the contract period.

The selected contractor will be responsible for all phases of general program administration and compliance under the Towns' direct supervision for approved projects, including but not limited to project administrative activities, housing rehabilitation design and delivery, and interfacing directly with residents who qualify for Program Income funding.

Contractor selection will be based on Small Cities experience, completed projects, experience of staff cost, and any other factors deemed to be in the best interest of the Town.

The RFP package is available on the Town of Vernon website at [www.vernon-ct.gov/legal-notices](http://www.vernon-ct.gov/legal-notices), referencing Contract #2033, or at the State of CT, Dept. of Admin. Services website at [www.das.ct.gov](http://www.das.ct.gov).

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.

Two (2) copies of the proposal must be submitted in a sealed envelope, clearly marked "PROPOSAL DOCUMENT DO NOT OPEN Contract # 2033 - 6/28/2018" delivered to Michael J. Purcaro, Town Administrator, 14 Park Place Vernon, CT 06066 no later than 12:00 p.m. on June 28, 2018, at which time proposals shall be opened and read aloud publically. Emailed, faxed, or late proposals will not be accepted.

Questions about the proposals should be directed to Allison Maynard, Director of Social Services, no later than 4:30 pm on June 25, 2018. Answers to received questions will be posted by June 26, 2018 on the Town's website at [www.vernon-ct.gov/legal-notices](http://www.vernon-ct.gov/legal-notices), referencing Contract #2033.

The Town of Vernon is an EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER. The selected firm must meet all municipal, state, and federal AA and EEO practices and requirements. WBE/SBE/MBE & SECTION 3 DESIGNATED BUSINESSES 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.