

REQUEST FOR PROPOSAL

The Town of Windsor requests proposals from qualified firms or individuals for professional and technical services required to prepare a 2023 Small Cities Community Development Program Application and provide administrative and technical support to implement activities including program income during the contract period, if approved. 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 Flavia Rey de Castro, Community Development Specialist, at reydecastro@townofwindsorct.com no later than April 5th at 5pm. Proposals must include the following information:

- a. Proposed scope of work and project approach;
- b. Detailed information of the firm's background and experience; Small Cities 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. Rey de Castro, between the hours of 8:00 am to 5:00 pm Monday through Friday.

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER