

Town of Canton, CT
Request for Proposal
Professional and Technical Services
for
Grant Assistance

The Town of Canton requests proposals from qualified firms or individuals for professional and technical services to prepare future Federal/State grant applications requested by the Town (including but not limited to STEAP, Section 108, USDA, Small Cities Community Development Block Grant Program Applications, etc.) through June 30, 2018 with option to extend. In addition, the selected consultant shall provide administrative and technical support to implement any activities funded by program income through June 30, 2018 with option to extend including but not limited to the Town's Housing Rehabilitation Program.

The selected consultant shall be responsible for all phases of the general program administration and compliance, under the Town's direct supervision for approved projects, excluding funds disbursement, which may include but not be limited to such specific project administrative activities as Housing Authority Sub-grantee monitoring, Section 3, Fair Housing, Equal Opportunity, Davis-Bacon compliance, Housing Rehabilitation design and delivery, if required, etc.

The Town will use a Qualifications Based Selection process to select the consultant. The process shall examine such areas as the number of grant projects including Small Cities projects successfully completed, experience of the consultant staff proposed to be assigned to the program, cost of the delivery of proposed services, experience with Housing Rehabilitation projects, experience with Housing Authority Sub-grantee projects, and such other factors as are deemed of benefit to the Town.

Specific architectural and engineering services required for Housing Rehabilitation and Housing Authority projects are not being requested as part of this proposal.

Three (3) copies of the proposal shall be submitted to:

Robert Skinner, Chief Administrative Officer
Town of Canton
4 Market Street PO Box 168
Collinsville, CT 06022-0168

The proposal shall be submitted not later than 11:00 am on April 21, 2015.

Proposals shall include the following information:

1. Proposed scope of work and project approach;

2. Detailed information of the consultant's background and experience with grant programs including but not limited to STEAP, Section 108, USDA, Small Cities program and housing rehabilitation programs;
3. Resumes of staff proposed to be assigned to the project;
4. Proposed fee schedule including a list of per diem and hourly rates for the various job categories expected to be utilized by the consultant over the term of the Contract (through June 30, 2018 with option to extend) including fees associated with technical support to implement any activities funded by program income including but not limited to the Town's Housing Rehabilitation Program;
5. The consultant and sub-consultants (if any) shall provide a certificate of insurance in the types and amounts specified by ConnDECD bulletin #94-003 as a condition of any award of contract;
6. The consultant's fee proposal for the preparation and submission of future Small Cities Applications shall be capped per HUD requirement.

Consultants may contact George M. Wallace, P.E., Project Administrator at gwallace@townofcantonct.org if they have questions in regards the proposal.

It is the Consultants responsibility to check the Town's website, **www.townofcantonct.org**, under **"Request for Proposals"** for any addenda that may be posted for this RFP up to three (3) days before the submittal day of the proposals.

The Town of Canton, CT reserves the right to reject any and all proposals and to waive any informality in the RFP's received.

The Town is an equal opportunity/affirmative action employer.