



TOWN OF MIDDLEBURY

Office of the Selectmen

REQUEST FOR PROPOSAL ADMINISTRATIVE AND TECHNICAL SUPPORT FOR THE TOWN'S SMALL CITIES PROGRAM INCOME HOUSING REHABILITATION LOAN PROGRAM

The Town of Middlebury requests 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 and housing rehabilitation design and delivery.

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

Three (3) copies of the proposal must be submitted no later than March 22, 2024, by 2:00 p.m. Proposals must include the following information:

- proposed scope of work and project approach;
- detailed information of the firm's background and experience in Federal/State funding; specific Small Cities CDBG Program experience is required.
- key staff assigned with resumes;
- proposed fee approach including a list of per diem rates by job category;
- each proposer must provide a certificate of insurance in the types and amounts specified by DECD Bulletin #94-003 within ten days of selection by the Town.

Three (3) copies of the proposal should be submitted to

Selectman's Office
Middlebury Town Hall
1212 Whittemore Road
Middlebury, CT 06762

**AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER
WBE/SBE/MBE & SECTION 3 DESIGNATED BUSINESSES ARE ENCOURAGED TO APPLY**