

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

The Town of Bethel 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, experience of staff cost, and any other factors deemed to be in the best interest of the Town.

Two (2) copies of the proposal must be submitted no later than November 19, 2018. 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 can be submitted to:

Town of Bethel  
First Selectman's Office  
1 School Street  
Bethel, CT 06801

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