

The Bulletin

Public Notices

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RFP/ADMINISTRATIVE AND TECHNICAL SUPPORT
LEGAL NOTICE
TOWN OF PLAINFIELD
REQUEST FOR PROPOSAL
ADMINISTRATIVE AND TECHNICAL SUPPORT
FOR THE
TOWN'S SMALL CITIES PROGRAM INCOME
HOUSING
REHABILITATION LOAN PROGRAM

The Town of Plainfield 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 Town's 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.

All firms or individuals wishing to be considered for this appointment shall submit two (2) written, and two (2) digital responses based on the requirements set forth in this RFP document. The RFP document is available in the First Selectman's Office, 8 Community Ave., Plainfield, CT 06374 and on the Town's website at www.plainfieldct.org under Invitation to Bid, RFQ's and RFP's (hereafter the "Town's website") and on the DAS website under Solicitation #2022CTHRPLFD.

Proposals will be received until 2:00PM, Thursday, June 2, 2022, in the First Selectman's Office, 8 Community Ave., Plainfield, CT 06374. All proposals must be submitted via U.S. Postal Service; SMALL CITIES/HOUSING REHAB RFP must appear on the outside of the envelope.

Contact Mary Ann Chinatti, Town Planner, at TwnPln2018@outlook.com with any questions.

Proposals must include the following information:

- a) All information outlined in the full RFP document;
 - b) Proposed scope of work and project approach;
 - c) Detailed information of the firm's background and experience in Federal/State funding, specific Small Cities CDBG Program experience is required;
 - d) Key staff assigned, with resumes;
 - e) Proposed fee approach including a list of per diem rates by job category; and
 - f) Each proposer must provide certification of insurance in the types and amounts specified
- by DECD Bulletin #94-003 within ten (10) days of selection by the Town.

THE TOWN OF PLAINFIELD IS
AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER;
WBE/SBE/MBE & SECTION 3 DESIGNATED BUSINESSES ARE ENCOURAGED TO
APPLY

AD#7190002

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