



## CITY OF TORRINGTON

### REQUEST FOR PROPOSAL SMALL CITIES COMMUNITY DEVELOPMENT PROGRAM ADMINSTRATOR RFP # SMD-011-090309

The City of Torrington requests proposals from qualified firms or individuals for professional and technical services required to prepare Small Cities Community Development Program Application and provide administrative and technical support to implement activities, 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.

Any Pre-Application development and submissions and Citizen Participation activities necessary for specific Application submissions must be included in the proposal.

Specific architectural and engineering services required for project activities are not being requested as part of this proposal.

Four (4) copies of the proposal must be submitted to the Purchasing Agent Pennie Zucco, Temporary City Hall Building, 59 Field Street, Torrington, CT 06790 no later than 10:00 AM on September 3, 2009. No late proposals will be accepted. 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 respondent must provide certification of insurance in the types and amounts specified by DECD Bulletin #94-003 within ten days of selection by the Town which list the City of Torrington as "additional insured".

Additional information is available by contacting Mr. Stephen Nocera, Administrative Assistant at (860) 489-2228, between the hours of 8:30 a.m. to 4:00 p.m., Monday through Wednesday; 8:30 a.m. to 6:30 p.m. Thursday; and 8:30 a.m. to 12:30 p.m. Friday.