

**REQUEST FOR PROPOSAL**  
**Brookfield, CT 06804**

The Town of Brookfield requests proposals from qualified firms or individuals for 1-3 years of professional and technical services required to prepare Small Cities Community Development Program Applications and to provide administrative and technical support to implement activities including program income during the contract period, 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.

All Application development and submission and Citizen Participation activities necessary for the specific project submission must be included in the proposal. Selection will be based on amount of Small Cities projects completed, experience of staff assigned, cost, and any other factors deemed of benefit to the community. Specific architectural and engineering services required for project activities are not being requested as part of this proposal. 3 copies of the proposal must be submitted to William R. Davidson, First Selectman, Town Hall, 100 Pocono Road, Brookfield, CT 06804 no later than Wednesday, March 14, 2012, at 11:00 a.m. 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 proposal must provide certification of insurance in the types and amounts specified by DECD Bulletin #94-003 within ten days of selection by the Town.

Additional information is available by contacting William R. Davidson at 203-775-7301 between the hours of 8:00 a.m. to 4:00 p.m. Monday-Friday.

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER  
Section 3, Women's, and Minority Businesses Encouraged to Apply