

**TOWN OF BROOKFIELD  
SMALL CITIES REQUEST FOR PROPOSAL**

**LEGAL NOTICE**

The Town of Brookfield requests proposals from qualified firms or individuals for professional and technical services required to prepare a 2017 Small Cities Community Development Program Application and to provide administrative and technical support to implement related activities including program income during the contract period, if approved. For further information, please refer to the Town website [www.brookfieldct.gov](http://www.brookfieldct.gov), the State DAS Portal, or call the First Selectman's Office @ 203-775-7301.

The proposal will be due in the First Selectman's Office on December 16, 2016, no later than 10 a.m. The Town of Brookfield is an Affirmative Action/Equal Opportunity Employer.

Stephen C. Dunn  
Sue Slater  
Martin Flynn  
Selectmen of the Town of Brookfield

## **REQUEST FOR PROPOSAL**

### **Town of Brookfield**

The Town of Brookfield requests proposals from qualified firms or individuals for professional and technical services required to prepare a 2017 Small Cities Community Development Program Application and to provide administrative and technical support to implement Small Cities activities including program income during the contract period, if approved. This RFP also includes selection for other Federal/State funding programs such as STEAP, Section 108, USDA, etc. that may be used to meet local community development and housing needs.

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, submission, and citizen participation activities necessary for the specific project submission must be included in the Small Cities proposal.

Selection will be based, among other things, 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 RFP.

Three copies of the proposal must be submitted to Steven Dunn, First Selectman, 100 Pocono Road, Brookfield, CT 06804, no later than 10 a.m., December 16, 2016. 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.

Additional information will be made available by contacting the First Selectman's office, 203-775-7301, Monday through Friday between the hours of 8:00 a.m. and 4:00 p.m.

**The Town of Brookfield is an Equal Opportunity/Affirmative Action  
Employer  
Women, Minority and Section 3 Businesses are Encouraged to Apply**