

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

The Town of Sterling 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 12:00 p.m., Wednesday, March 14, 2018. The RFP package can be obtained at the First Selectman's Office, Sterling Town Hall, 1183 Plainfield Pike, PO Box 157, Oneco, CT 06373 or at www.sterlingct.us – Home Page – Public Legal Notices and Bids and/or at the State of CT, Dept. of Admin. Services (DAS) website – www.das.ct.gov, State Contracting Portal, Town of Sterling Solicitation Number 18-01. 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: First Selectman's Office, Sterling Town Hall 1183 Plainfield Pike, PO Box 157, Oneco, CT 06373-0157. Proposals will be publicly opened and read at an open public meeting on Wednesday, March 14, 2018 at 6:00 p.m. in Room #15 at the Sterling Town Hall, by the Board of Selectmen

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