

**INVITATION TO BID**

Town of Bethel

County of Fairfield

State of Connecticut

REQUEST FOR PROPOSAL (RFP #2024-006)

**SMALL CITIES HOUSING REHABILITATION PROGRAM INCOME LOAN  
PROGRAM ADMINISTRATIVE & TECHNICAL SERVICES**

The Town of Bethel 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 Housing Rehabilitation Program Income 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, costs, 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 **9:45AM on Monday, March 11, 2024.** 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 must be submitted to:

TOWN OF BETHEL  
OFFICE OF THE PURCHASING AGENT  
SEALED BID # 2024-006  
1 SCHOOL STREET  
BETHEL, CT 06801

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

Related documents for this RFP may be obtained at the Office of the Purchasing Agent at 203-794-8514 or on the Town's website: [bethel-ct.gov](http://bethel-ct.gov).

The Board of Selectman, upon recommendation of the Procurement Committee, reserves the right to accept and/or reject any portion of said bid(s), to waive any technicality in any bid or part thereof, and to accept or reject any bid as provided in Section 8-13c of the Charter of the Town of Bethel.

Dated at Bethel, Connecticut, this 27<sup>th</sup> of February 2024

Town of Bethel Procurement Committee

Daniel Carter, First Selectman

Brad Heering, Comptroller

Sam Flynn, Purchasing Agent