

TOWN OF NEWINGTON
REQUEST FOR PROPOSAL

The Town of Newington requests proposals from qualified firms or individuals for professional and technical services required to prepare a 2008 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.

All Application development and submission and Citizen Participation activities necessary for the specific project submission must be included in the proposal.

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

Three copies of the proposal must be submitted to Mr. John Salomone, Town Manager at Town Hall, 131 Cedar Street, Newington, CT 06111 no later than 3:30 pm on February 26, 2008. 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 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 is available by contacting Mr. Edmund Meehan, Town Planner at (860) 665-8575, between the hours of 8:30 a.m. to 4:30 p.m., Monday through Friday.

AN EQUAL OPPURTUNITY/AFFIRMATIVE ACTION EMPLOYER