

City of Ansonia
Request for Proposals

CDBG Small Cities Program Application Preparation and Program Administration

The City of Ansonia seeks Proposals for professional and technical services from firms or individuals to prepare a 2021 Small Cities Community Development Block Grant application for submission to the Connecticut Department of Housing and provide professional, administrative and technical services to implement activities if the grant is awarded. The selected consultant will be responsible for the all phases of general program administration and compliance, under the City's direct supervision for approved projects, excluding funds disbursement.

These services include, but are not limited to, grant preparation and submission, general administration, project management, environmental reviews, affirmative action, fair housing and equal opportunity, Section 3, Davis-Bacon Wage Compliance, and Citizen Participation.

Selection criteria will be based on the following general criteria listed in descending order: number of successful applications previously submitted, working knowledge of federal and state regulations for Department of Housing Small Cities Grants, experience and qualifications of the personnel, and fee proposal.

Firms or individuals must be able to provide evidence of insurance meeting the Department of Housing DECD Bulletin # 94-003 requirements.

Three (3) copies of the Proposal complete with fee structure must be submitted in a sealed envelope to Town and City Clerk, City of Ansonia, 253 Main Street, Ansonia, CT 06401 no later than May 18th, 2021 at 3:00pm regardless of the method of delivery. City Hall is open Monday through Wednesday from 8:30am – 4:30pm, Thursday from 8:30am – 5pm and Friday 8:30 AM-1:00 PM.

Proposals must include the following information: a. proposed scope of work & approach; b. detailed information of the firm's background and experience in Federal/State funding, specific Small Cities CDBG Program experience, c. key staff & resumes, DOH CDBG 101 certification, d. fee proposal including list of per diem rates by job category.

The City of Ansonia reserves the right to accept or reject any proposal as is deemed in the best interest of the City. The City of Ansonia is an EOE/AA employer and encourages small, minority, women owned and Section 3 firms to apply.

Dated at City of Ansonia 30th day of April, 2021
David S. Cassetti, Mayor of Ansonia