



Town of Canton, CT

Request for Proposal
Professional and Technical Services
For
Grant Assistance

The Town of Canton requests proposals from qualified firms or individuals for professional and technical services to prepare future Federal/State grant applications requested by the Town (including but not limited to STEAP, Section 108, USDA, Small Cities Community Development Block Grant Program Applications, etc.) through June 30, 2025 with option to extend. In addition, the selected Consultant shall provide administrative and technical support to implement any activities funded by program income through June 30, 2025 with option to extend including but not limited to the Town's Housing Rehabilitation Program.

The selected Consultant shall be responsible for all phases of the general program administration and compliance, under the Town's direct supervision for approved projects; excluding funds disbursement, which may include but not be limited to such specific project administrative activities as Housing Authority Sub-grantee monitoring, Section 3, Fair Housing, Equal Opportunity, Davis-Bacon compliance, Housing Rehabilitation design and delivery, if required, etc.

The Town will use a Qualification Based Selection process to select the Consultant. The process shall examine such areas as the number of grant projects including Small Cities projects successfully completed, experience of the Consultant staff proposed to be assigned to the program, cost of the delivery of proposed services, experience with Housing Rehabilitation projects, experience with Housing Authority Sub-grantee projects, and such other factors as are deemed of benefit to the Town.

Specific architectural and engineering services required for Housing Rehabilitation and Housing Authority projects are not being requested as part of this proposal.

Three (3) copies of the proposal shall be submitted to:

Robert Skinner, Chief Administrative Officer
Town of Canton
4 Market Street PO Box 168
Collinsville, CT 06022-0168

The proposal shall be submitted no later than March 26, 2021 at 12:00 – noon.

Proposals shall include the following information:

1. Proposed scope of work and project approach;
2. Detailed information of the Consultant's background and experience with grant programs including but not limited to STEAP, Section 108, USDA, Small Cities program and housing rehabilitation programs;
3. Resumes of staff proposed to be assigned to the project;
4. Proposed fee schedule including a list of per diem and hourly rates for the various job categories expected to be utilized by the consultant over the term of the Contract (through June 30, 2025 with option to extend) including fees associated with technical support to implement any activities funded by program income including but not limited to the Town's Housing Rehabilitation Program;
5. The Consultant and sub-consultants (if any) shall provide a certificate of insurance in the types and amounts specified by DECD bulletin #94-003 as a condition of any award of contract;
6. The Consultant's fee proposal for the preparation and submission of future Small Cities Applications shall be capped per HUD requirement.

Consultants may contact Glenn F. Cusano, Project Administrator via email only at gcusano@townofcantonct.org if they have questions regarding the proposal.

It is the Consultants' responsibility to check the Town's website, **www.townofcantonct.org**, under "**Request for Proposals**" for any addendums that may be posted for this RFP up to three (3) days before the submittal day of the proposals.

All submissions shall be final and binding on the respondent for acceptance by the Town for 120 days from closing of this request for proposals.

A respondent filing a Statement of Qualifications thereby certifies that no officer, agent or employee of the Town who has a pecuniary interest in this request for proposals neither has nor shall participate in the contract negotiations on the part of the Town, that the proposal is made in good faith without fraud, collusion or connection of any kind with any other respondent of the same call for proposals, and that the respondent is competing solely in its own behalf without connection with or obligation to, any undisclosed person or firm.

Respondents must fully disclose, in writing to the Town on or before the closing date of this request for proposals, the circumstances of any possible conflict of interest or what could be perceived as a possible conflict of interest if the respondent were to become a contracting party pursuant to this request for proposals. The Town shall review any submissions by respondents under this provision and may reject any proposal where, in the opinion of the Town, the respondent could be a conflict of interest or could be perceived to be in a possible conflict of interest position if the respondent were to become a contracting party pursuant to this request for proposals.

Respondents shall make all investigations necessary to inform it regarding the service(s) to be performed under this request for proposals.

Any act or acts of misrepresentation or collusion shall be a basis for disqualification of any proposal or proposals submitted by such person guilty of said misrepresentation or collusion. In the event that the Town enters into a contract with any respondent who is guilty of misrepresentation or collusion and such conduct is discovered after the execution of said contract, the Town may cancel said contract without incurring liability, penalty, or damages.

The Town is issuing this request for proposals for the purpose of determining the benefits of retaining consultants to provide the services described in this Scope of Services and reserves the right to reject any or all responses and to amend this Scope of Services in the process of selecting a Consultant. The Town reserves the right to enter into a contracted service agreement with more than one consultant, to divide up services, and to include or not include portions thereof, within any such service agreement as may be required to meet the specialized needs of the Town.

The Town reserves the right to accept or reject any and all proposals in whole or in part that it deems to be in the best interest of the Town.

The individual or firm selected will be required to abide by the Town Municipal Code of Ethics.

Minority and Woman Business Enterprises are encouraged to consider submitting qualifications for consideration. The Town is an Affirmative Action - Equal Opportunity Employer.