TOWN OF LEDYARD
REQUEST FOR PROPOSAL
ADMINISTRATIVE AND
TECHNICAL SUPPORT FOR THE
TOWN'S ARPA FUNDED HOUSING REHABILITIATION PROGRAM
BID #2023-02

The Town of Ledyard 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 ARPA Funded Housing Rehabilitation 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, costs, and any other factors deemed to be in the best interest of the Town.

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, complete with fee structure, shall be submitted in a sealed envelope to Mayor Fred B. Allyn III, Mayors Office, SEALED BID #2023-02, 741 Colonel Ledyard Highway, Ledyard, CT 06339 no later than Thursday July 28, 2022, at 2:00 p.m. at which time proposals will be opened publicly.

The Town of Ledyard reserves the right to accept or reject any proposal as is deemed in the best interest of the Town. Emailed proposals will not be accepted. Additional information is available by contacting Juliet Hodge, Director of Land Use & Planning at (860) 464-3215, Monday through Thursday, 7:30 am to 4:45 pm or via email at planner@ledyardct.org.

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