Town of Oxford
Request For Proposals

Administrative and Technical Support for the Town’s Small Cities Program Income Housing Rehabilitation Loan Program
BID #2022-02-CDBG-PI

The Town of Oxford 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 Program Income Housing Rehabilitation 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 and housing rehabilitation design and delivery.

Contractor selection will be based on amount of Small Cities experience, completed projects, experience of staff, fee proposal or cost and any other factors deemed to be in the best interest of the Town.

Two (2) copies of the Proposal must be submitted in a sealed envelope to the Helen Leung, Town of Oxford, 486 Oxford Road, CT 06478 no later than February 25th, 2022 at 4:00 PM

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 (10) days of selection by the Town
f. Insurance Requirements, Commercial General, Auto-Mobile, Professional or Errors & Omissions of $1,000,000.00 and Worker’s Compensation & Employers Liability of $500,000.00 if applicable and $2,000,000.00 Excess/Umbrella.

Detailed scope of work and additional information is available by contacting Helen Leung at grantadmin@oxford-ct.gov or (203) 828-6517. Monday through Thursday between the hours of 10:00 a.m. and 3:00 p.m.

OXFORD IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER
WBE/MBE/SBE AND SECTION 3 BUSINESSES ARE ENCOURAGED TO APPLY

Dated: February 2, 2022