

**REQUEST FOR PROPOSALS FOR HOUSING DEVELOPMENT CONSULTANT  
SMALL CITIES CDBG APPLICATION & ADMINISTRATION  
TOWN OF WARREN**

**Request Date: January 31, 2023**

**Submission must be received by 4 p.m., February 21, 2023**

The Town of Warren is requesting proposals for a housing development consultant to assist with an application for funding from the Connecticut Department of Housing (DOH), Small Cities Community Development Block Grant (CDBG) program and if said application is successful, to provide grant administration services. The Town seeks funds to work with the Warren Affordable Housing Corporation (WAHC) to develop affordable housing on a portion of a 58-acre parcel of town-owned land that contains the Town Hall.

The selected contractor will work with the Town to ensure compliance with CDBG program requirements. Please note that if funds are not awarded, the selected contractor may be used for a subsequent funding round, pending contractor availability and agreement among all parties.

The following outlines the work specifications and the request for proposals:

**I. Scope of Work:** The scope of services that the consultant must be prepared and qualified to provide are as follows:

- a) Prepare the grant application for CDBG funding and submit to DOH with all required application materials by the due date in 2023.
- b) Submit all items required to clear the contract conditions outlined in the Town's CDBG contract, within the timeframe specified by DOH.
- c) Prepare draw/disbursement requests to ensure consistency with the procedures established for the CDBG program.
- d) Establish project files in the local government's office. These files must demonstrate compliance with all applicable state, local, and federal regulations. The project files must be monitored throughout the program to ensure that they are complete and that all necessary documentation is being retained in the community's files.
- e) With the assistance of the Town and WAHC, help conduct public hearings. This includes, but is not limited to, such things as assisting with public notices, conducting hearings, etc.
- f) Assist the Town and WAHC in complying with regulations governing land acquisition (real property, easements, rights of ways, donation of property, etc.) as may be necessary.
- g) Assist the project architect in the preparation of bid documents and supervise the bidding process consistent with state and federal regulations.
- h) Secure the Department of Labor's federal wage decisions and include those in the bid documents as required.
- i) Prepare construction contracts that comply with state and federal regulations and include necessary language. Examples are Conflict of Interest, Access to Records, Copeland Anti-Kickback Act, Safety Standards, Architectural Barriers, Flood Insurance, Clean Air and Water Act (for contracts over \$100,000), HUD Handbook (6500.3), 2 CFR 200, EO 11246 (for contracts over \$10,000).
- j) Obtain contractor clearance(s) from DOH.

- k) Monitor construction to ensure compliance with equal opportunity and labor standards provisions.
- l) Attend and assist the Town and WAHC during the DOH's project monitoring visit(s). Prepare Town response to all monitoring findings and coordinate efforts to provide additional information as needed to DOH.
- m) Assist Town with meeting state/federal affirmatively furthering fair housing requirements.
- n) Assist in a final inspection of the project and in the issuance of a final acceptance of work.
- o) Assist Town in meeting the state's financial reporting requirements.
- p) Prepare close-out documents as needed by DOH.

**II. Statement of Qualifications.** Proposals to the Town should include the following minimum information:

- Description of experience with affordable housing and DOH's CDBG program, including any relevant recent training
- Description of past grant application and administrative services
- Description of organizational capacity to complete all necessary grant administration activities, including resumes of all employees who will be or may be assigned to this project
- References from previous clients of related work within the past five years

**III. Proposed cost of services.** Proposals to the Town should include the proposed cost to accomplish all scope of work for activities outlined above.

**IV. Evaluation criteria.** The Town will evaluate and rank proposals received according to the following criteria:

	<u>Maximum</u>
Experience with the state's CDBG program:	30 points
Previous work performance:	30 points
Capacity to complete scope of work:	20 points
Proposed cost:	<u>20 points</u>
<b>Total:</b>	100 points

**V. Deadline for submission.** Please submit sealed Proposals, including paper copy and electronic version on a thumb drive, to the office of the Town of Warren First Selectman (Town Hall, 50 Cemetery Road, Warren, CT 06754), no later than 4 p.m. on February 21, 2023.

Questions regarding this request for proposals should be directed to First Selectman Greg LaCava at [selectman@warrenct.org](mailto:selectman@warrenct.org) or (860) 868-7881 x 102.

### **Section 3 clause**

A. The work to be performed under this contract is subject to the requirements of section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (section 3). The purpose of section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by section 3, shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing.

B. The parties to this contract agree to comply with HUD's regulations in 24 CFR part 75, which implement section 3. As evidenced by their execution of this contract, the parties to this contract certify that they are under no contractual or other impediment that would prevent them from complying with the part 75 regulations.

C. The contractor agrees to send to each labor organization or representative of workers with which the contractor has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or workers' representative of the contractor's commitments under this section 3 clause, and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the section 3 preference, shall set forth minimum number and job titles subject to hire, availability of apprenticeship and training positions, the qualifications for each; and the name and location of the person(s) taking applications for each of the positions; and the anticipated date the work shall begin.

D. The contractor agrees to include this section 3 clause in every subcontract subject to compliance with regulations in 24 CFR part 75, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this section 3 clause, upon a finding that the subcontractor is in violation of the regulations in 24 CFR part 75. The contractor will not subcontract with any subcontractor where the contractor has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 CFR part 75.

E. The contractor will certify that any vacant employment positions, including training positions, that are filled (1) after the contractor is selected but before the contract is executed, and (2) with persons other than those to whom the regulations of 24 CFR part 75 require employment opportunities to be directed, were not filled to circumvent the contractor's obligations under 24 CFR part 75.

F. Noncompliance with HUD's regulations in 24 CFR part 75 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.

G. With respect to work performed in connection with section 3 covered Indian housing assistance, section 7(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 450e) also applies to the work to be performed under this contract. Section 7(b) requires that to the greatest extent feasible (i) preference and opportunities for training and employment shall be given to Indians, and (ii) preference in the award of contracts and subcontracts shall be given to Indian organizations and Indian-owned Economic Enterprises. Parties to this contract that are subject to the provisions of section 3 and section 7(b) agree to comply with section 3 to the maximum extent feasible, but not in derogation of compliance with section 7(b).