

**CITY OF DERBY
REQUEST FOR PROPOSAL
ADMINISTRATIVE AND
TECHNICAL SUPPORT FOR THE
CITY'S SMALL CITIES PROGRAM INCOME
HOUSING REHABILITATION LOAN PROGRAM**

The City of Derby 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 City'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 City's 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 cost, and any other factors deemed to be in the best interest of the City.

Two (2) copies of the proposal must be submitted no later than 10:00 a.m. on Thursday, April 12, 2018, 2018 at which time they will be opened and publicly read. Detailed scope of work can be obtained from the Community Development Office, (pfinn@derbyct.gov) 1 Elizabeth Street, Derby, CT 06418, DAS website – State Contracting portal Solicitation # PIRR-2018 or at www.derbyct.gov - Public Legal Notices and Bids. Proposals must include the following information:

Two (2) copies of the proposal can be submitted to: Community Development Office, Derby City Hall, 1 Elizabeth Street, Derby, CT 06418.

THE CITY OF DERBY IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER
WBE/SBE/MBE & SECTION 3 DESIGNATED BUSINESSES ARE ENCOURAGED TO APPLY