

LEGAL NOTICE  
Request for Proposal

FOR: RFP019-27 – Consultant Services for Preparation of the 2020 – 2025 City of Meriden Community Development Block Grant Consolidated Plan & Program Year 46 Annual Action Plan

The City of Meriden is soliciting Proposals from qualified firms to develop the FY 2020-2025 Five-Year Consolidated Plan and FY 2020 (Program Year 46) Year One Annual Action Plan for the City of Meriden Community Development Block Grant (CDBG) Program. Both plans must be submitted to the U.S. Department of Housing and Urban Development (HUD) no later than May 15, 2020 and must fulfill all HUD regulatory requirements for the receipt and potential receipt of CDBG funds.

Through this Request for Proposal, the City of Meriden seeks services of qualified firms to plan, write and finalize for submission in the IDIS eCon planning suite all Consolidated Plan and Annual Plan sections as required by HUD, including but not limited to:

- Executive Summary
- Consultation and Citizen Participation
- Needs Analysis for:
  - Housing & Public Housing
  - Homeless
  - Non-homeless Special Needs
  - Non-housing Community Development Needs
- Market Analysis
- Strategic Priorities, Plans and Goals
- Analysis of Impediments to Fair Housing Choice
- Annual Action Plan
- Required charts, data tables and supporting materials

The firm must meet all Municipal, State and Federal Affirmative Action and Equal Employment Opportunity Practices.

Sealed Proposals, including fees, shall be submitted in **five (5) complete** sets and in the manner specified, to the Purchasing Department, 142 East Main Street, Room 210, City Hall, Meriden, CT 06450-8022 until the close of business at **3:00 P.M.** on July 11, 2019. Proposals received after that date and time will be rejected.

Background information on the City's CDBG program and annual plans are available on the City's website at [www.meridenct.gov](http://www.meridenct.gov) under Community Development.

The RFP documents for this project can also be found on the City's website by clicking on Bid, RFPs, Legal Notices in the Quick Links.

The right is reserved to reject any or all proposals, in whole or in part, to award any part or parts, or total proposal, and to waive informality or technical defects, if it is deemed to be in the best interest of the City of Meriden. Minority owned firms are invited to submit their qualifications independently or as a joint venture with other consultants for the entire assignment.

Adam Tulin  
Purchasing Officer  
City of Meriden

Dated: June 14, 2019