

**LEGAL NOTICE**

**CITY OF DERBY**

**REQUEST FOR QUALIFICATIONS**

The City of Derby wishes to hire a professional consultant to assist in the preparation of a 2019-2020 Small Cities application and to provide professional administrative and technical services during the implementation phase if the application is funded. These services may include, but are not limited to, grant preparation, administration of all federal compliance area, environmental reviews and technical design.

Selection will be based on the following general criteria listed in descending order of importance: 1) history regarding previous small cities applications; 2) technical, in-house capabilities; 3) technical competence and administrative performance capabilities to assist the Town during the implementation phase; 4) experience and qualifications of the personnel to be assigned, to include project manager, design team and other key team members.

Consultants must be able to provide evidence of insurance meeting Connecticut Department of Economic and Community Development requirements for all services provided under the Small Cities program.

Submission of 3 copies of qualifications should address the above selection criteria in order to be presented. All "Qualifications" should be submitted to the Office of Community Development, Attn: Patty Finn, 1 Elizabeth Street, Derby, CT 06418, no later than 3:00 PM on February 5, 2019.

Dated in Derby this 15<sup>th</sup> day of January, 2019

The City of Derby is an Equal Opportunity/Affirmative Action Employer