

**LEGAL NOTICE**  
**Request for Proposal**

**RFP025-38 – Consultant Services for Preparation of the City of Meriden Community Development Block Grant 2025-2030 Consolidated Plan & Program Year 51 Annual Action Plan**

The City of Meriden is soliciting Proposals from qualified firms to develop the 2025-2030 Five-Year Consolidated Plan and FY 2026 (Program Year 51) 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, 2026 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

Proposals shall be submitted on forms and in the manner specified and may be obtained from the Purchasing Department, on the City of Meriden website ([www.meridenct.gov/business/bids-rfps/](http://www.meridenct.gov/business/bids-rfps/)), and on the State of Connecticut Department of Administrative Services website (<https://webprocure.proactiscloud.com>). Proposals will be accepted at the Purchasing Department, 142 East Main Street, Room 210, Meriden, Connecticut 06450 until **11:30 A.M. local, and Eastern Standard Time on April 23, 2025** at which time they will be opened and recorded. Any response received after the time and date specified shall not be considered.

The right is reserved to reject any or all proposals, in whole or in part, to award any item, group of items, 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. No proposer may withdraw their submission within sixty (60) days of the date of the opening.

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

Minority owned firms are invited to submit their qualifications independently or as a joint venture with other consultants for the entire assignment.

Rawle Dummett  
Purchasing Officer  
City of Meriden  
April 1, 2025