The Housing Authority of the Town of Windsor dba Windsor Housing Authority

**REQUEST FOR PROPOSAL (RFP)**

PROCUREMENT OF MODERNIZATION CONSULTING AND GRANT APPLICATION & ADMINISTRATIVE SERVICES

Procurement of Modernization Consulting and Grant Application and Administrative Services for the Windsor Housing Authority

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#### Introduction

The Windsor Housing Authority {the "Authority") extends an invitation to grant application preparation and administrative consultants to submit a proposal to the Authority. The consultant's qualifications should indicate the ability to perform the work required in a timely and sufficient manner. The consultant must be experienced in performing services in the State of Connecticut with the Connecticut Housing Finance Authority (CHFA), Department of Housing (DOH) formerly the Department of Economic and Community Development (DECD), Town Building and Zoning and the local and regional Housing and Urban Development (HUD) field offices. Pursuant to Federal and State Regulations, the Authority is soliciting competitive proposals to perform Modernization Consulting and Grant Applications and Administrative Services on an as-needed basis. This entire procurement procedure and contract award is subject to any and all applicable Federal/State/Local laws and/or regulations. The Authority reserves the right to suspend this procurement action if it is found not in accordance with all applicable laws and regulations or in the event of any impropriety. The Windsor Housing Authority will evaluate all firms and select the firm whose qualifications and experience are most advantageous to the Authority.

The successful firm must comply with all applicable Equal Employment Opportunity requirements for State and Federally assisted contracts, which includes, but is not limited to, Executive Order 11246 as amended, Nondiscrimination: Executive Order 111625, Minority Businesses Enterprise (MBE): Executive Order 12138, Women Business Enterprise (WBE): Section 3 of the Housing and Urban Development Act of 1968; Civil Rights Act of 1964; and Minority Business Participation and the provisions for equal employment opportunities as required under federal laws ad Uniform Federal Accessibility Standards (UFAS). The Windsor Housing Authority reserves the right to reject any/all proposals and/or waiver any informality in the process.

The Windsor Housing Authority operates four low-income elderly/disabled housing properties. Shad Run Terrace is located at 40 Henry Street, Windsor, CT, 06095. The complex consists of a total of (52) fifty-two units. To become a resident, one must be 62 or over or disabled, able to live independently and meet HUD low-moderate the income guidelines.

**Shad Run Terrace**

Shad Run Terrace apartment complex was built in 1975 and is located at 40 Henry Street, Windsor, CT 06095. It consists of fifty-two (52) apartment units in quad buildings and 2 duplexes. Units consist of Singles/studio/one-bedroom units and two (2) handicapped accessible units, all with a kitchen and one full bath.

#### Future Planning

The Windsor Housing Authority is seeking funding to rehabilitate the 52-unit apartment complex completely.

#### Requirements and Evaluation Factors

The following requirements and evaluation factors will be used in the evaluation of proposals. These considerations are not necessarily listed in the order of preference or importance.

The consultant must demonstrate specific experience and knowledge of State Housing programs, procedures, and specifically modernization/construction and grant application preparation. The consultant firm will be evaluated as follows:

* 1. Firms Qualifications - History and resource capability to perform required services in a timely manner. (25 Points)
  2. State of CT CHFA, DOH Grant Application Submission and Success. (25 Points)
  3. Scope of Project Understanding (25 Points)
  4. Price (Hourly rates of Principals and Staff) (10 Points)
  5. Overall Response to RFP (Comprehensive, Completeness) (15 Points)

###### lll. Submission of Proposal

Proposals shall be submitted on the form provided, **no later than noon on February 12th, 2024.**

Proposals shall be sealed and labeled, "Windsor Housing Authority - Proposal for Modernization and Grant Application and Administrative Services” on the outside of the

envelope. All inquiries should be sent to the attention of:

**Darlene West, Property Manager**

Windsor Housing Authority

156 Bloomfield Avenue

Windsor, CT 06489

The Authority reserves the right to conduct negotiations and/or discussions of any number of/or all proposals, and to invite best and final offers from any number of/or all proposals or make an award without negotiations or discussions. The Authority reserves the right to award the contract for any length of time not to exceed five years.

###### In a cover letter or resume, briefly describe your background and experience relative to the evaluation factors listed in Item II. You may provide any additional information that you think is appropriate.

At least three (3) references should be submitted, preferably from housing and/or municipal agencies.

**lV. Scope of Services**

The Scope of Services is expected to include, but not be limited to:

1. Consultation and work related to administration and technical services required to administer all aspects of the State of Connecticut Department of Housing Portfolio including, but not limited to, both existing developments and future developments. This will also include section 3 Fair Housing, Equal Opportunity, prevailing wage rate monitoring and periodic construction inspections.
2. The application and management of grant funding from the State of Connecticut for the rehabilitation and modernization of the Windsor Housing Authority properties. This includes any and all aspects of the grant application processes, i.e., provision of all required policies.
3. Owner's representation during construction.

Program design, specifications and plans are not included as part of this Request for Proposal. All activities will be performed in strict accordance with all guidelines and requirements established by the DOH and CHFA as they may apply.

**V. Proposal Form**

Date:

**RE:** Procurement of Modernization Consulting and Grant Application & Administrative Services for the Windsor Housing Authority

**TO: Darlene West, Property Manager**

Windsor Housing Authority

156 Windsor Avenue

Windsor**,** Connecticut 06095

Please consider this as our proposal for Modernization Consulting and Grant Application Services in response to your solicitation. A cover letter/resume accompanies this submission describing my/our experience regarding Item II of the Request for Proposal.

I/We understand and agree that the Windsor Housing Authority reserves the right to reject any and all proposals, and to waive any informalities, when such rejection or waiver is deemed, by the Authority, to be in its best interest.

l. Cover Letter/Resume: Attached

II. Services and Costs shall be provided as follows:

1. Regular Hourly Rate $ per hour for Modernization Services and Grant Preparation. Attach a list of Principal and staff rates, as necessary.
2. Services not provided according to hourly rate (describe and list with fee schedule, if necessary, i.e. Grant Writing, Clerical, Production, Postage - if 'none' state so:

### a.

b.

### c.

d.

##### I/We submit this proposal with the understanding that it is subject to the laws, regulations, approvals, and conditions outlined in paragraph I of the Request for Proposal, and that contract award may be subject to negotiation or may be awarded without negotiation.

Respectfully,

###### LEGAL NOTICE

**Request for Proposals for the Modernization Consulting**

**and Grant Application and Administrative Services**

The Windsor Housing Authority is soliciting proposals for modernization and grant application and administration consulting services. Services include technical services required to administer all aspects of its State of Connecticut Housing Portfolio.

This will also include Section 3. Fair Housing. Equal Opportunity. Prevailing Wage Rate Monitoring, and periodic construction inspection.

Program design and specifications are not included as part of this request for Proposal. All activities will be performed in strict accordance with all guidelines and requirements established by the DOH and CHFA as they may apply. Procurement and Contract award are subject to all applicable federal, State, and local laws/regulations.

Requests for proposal documents are available on the www.Windsorha.org website. For an appointment please call (860) 285-8090 ext.5. Proposals are due **no later than noon on February 12th, 2024.**

The Windsor Housing Authority is an Equal Opportunity Employer and does not discriminate against the handicapped or disabled. Small Business Concerns. Minority Business Enterprises. Women Owned Business Enterprises and Disabled Persons are encouraged to apply.