

REQUEST FOR QUALIFICATIONS
REHABILITATION/RENOVATION SERVICES | MANCHESTER HOUSING AUTHORITY



MANCHESTER HOUSING AUTHORITY
MANCHESTER, CONNECTICUT

REQUEST FOR QUALIFICATIONS (“RFQ”)

Rehabilitation/Renovation Services for

Lisa Drive – 8 Duplexes (16 Residential Units)

Address: 6-8, 7-9, 12-14, 15-17, 20-22, 21-23, 27-29, & 30-32 Lisa Drive (Scattered Sites)

Westhill Gardens I – 10 Buildings and 1 Community Building (100 Residential Units)

Address: 11A–H Bluefield Drive, 12A–M Bluefield Drive, 27A–M Bluefield Drive, 39A–H Bluefield Drive, 42A–M Bluefield Drive, 71A–M Bluefield Drive, 80A–H Bluefield Drive, 87A–M Bluefield Drive, 105A–H Bluefield Drive, 108A–H Bluefield Drive

Westhill Gardens II (Annex) – 15 Garden-Style Buildings (99 Residential Units)

Address: Case Drive: 22A–F, 44A–F, 64A–F McGuire Lane: 9A–F, 14A–F, 30A–F, 31A–H, 32A–H Carver Lane: 13A–F, 21A–H Case Drive: 41A–H House Drive: 25A–F, 43A–H, 46A–F, 56A–F

Mayfair Gardens – 19 Garden-Style Buildings and 1 Community Building (76 Residential Units)

Address: 219A–D through 291A–D North Main Street (Odd numbers only: 219, 223, 227, 231, 235, 239, 243, 247, 251, 255, 259, 263, 267, 271, 275, 279, 283, 287, 291).

Scattered Sites – 13 Duplexes (26 Residential Units)

Address: 88-90 Clinton Street, 170A – 170 B Spruce Street, 213-215 Bidwell Street, 92-94 Bissell Street, 37-39 Florence Street, 24-26 Horace Street, 41-43 Lilley Street, 34-36 Madison Street, 122-124 Maple Street, 15-17 Orchard Street, 85-87 School Street, 38-40 Wilfred Street, 64-66 Regent Street

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INTRODUCTION

The Manchester Housing Authority (“MHA”, “The Authority” or “The Housing Authority”) is a public body created under the Laws of the State of Connecticut to provide federally subsidized housing to low-income families within Hartford County. MHA is headed by Joseph D’Ascoli, Executive Director, governed by a five member Board of Commissioners and is subject to all relevant parts of the Code of Federal Regulations (hereinafter, “CFR”) and MHA’s procurement policy. The Housing Authority is located in Manchester, CT, a town of about 59,000 people.

The Authority presently owns and manages 243 public housing multifamily units and 74 project-based Section 8 multifamily units.

In keeping with its mission to provide efficient and effective services, MHA, and its wholly owned subsidiary, Manchester Housing Corporation, are converting 243 public housing units to project-based Section 8 assistance via HUD’s Rental Assistance Demonstration (“RAD”) Program. Upon completion, all 317 subject units will be subsidized via long-term Section 8 contracts.

The purpose of this RFQ is to select a General Contractor to rehabilitate all 317 units as part of the conversion initiative. The rehabilitation work will be funded by a HUD Section 221(d)(4) substantial rehabilitation loan.

All proposals submitted in response to this solicitation must conform to the requirements and specifications outlined within this document and any designated attachments in its entirety. The General Contractor will be selected based on total combined scores (criteria detailed below) then invited for an interview with The Authority. Hard cost pricing is not required as part of an initial response to this RFQ.

Scheduling is dependent on the RAD conversion process, but construction is expected to begin in early 2027.

The actual scope of work is expected to consist of the items detailed below but is subject to change based on further due diligence.

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RFQ INFORMATION AT A GLANCE

RELEASE DATE	March 15 th , 2026
AGENCY CONTACT PERSON	Joseph D’Ascoli, Executive Director Telephone (959) 205-9893 E-Mail: josephd@manchesterha.org
HOW TO OBTAIN THE RFQ DOCUMENTS ON THE APPLICABLE INTERNET SITES	Please visit the following link: http://portal.ct.gov/das/ctsource/bidboard and look for solicitation titled RFQ – Renovation Services – Manchester
QUESTION SUBMITTAL DEADLINE	April 30 th , 2026, 5 p.m. EST. Please submit questions to: josephd@manchesterha.org & kylej@bedfordlending.com
PROPOSAL SUBMITAL RETURN & DEADLINE	May 14 th , 2026, 2 p.m. EST. Please submit completed proposals to: josephd@manchesterha.org
INTERVIEWS FOR SELECTED GENERAL CONTRACTORS	May 28 th , 2026 via Zoom/Teams unless otherwise notified.
ANTICIPATED APPROVAL BY THE MHA BOARD OF COMMISSIONERS	Prior to June 15 th , 2026.

1.0 RESERVATION OF RIGHTS. MHA reserves the right to reject any proposals, waive informalities, terminate the process, or not award a contract if in its best interest. MHA may negotiate fees, request revised proposals, or disqualify proposers who fail to meet requirements. MHA is not liable for costs incurred by proposers during the RFQ process.

2.0 Definitions. Throughout this RFQ and all resulting documents:

2.1 “Contract,” refers to the fully executed written agreement that ensues from the RFQ.

2.2 “Contractor,” and “General Contractor”, “GC”, "successful proposer" or “proposer” may be used interchangeably.

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3.0 SCOPE OF WORK/TECHNICAL SPECIFICATIONS. MHA is seeking proposals from qualified and licensed general contractors who specialize in multifamily residential dwelling renovations / rehabilitations to perform renovation duties at four multifamily communities in Manchester, CT.

MHA engaged QuisenberryArcariMalik (“QA+M”), the Project Architect, to complete a RAD Physical Needs Assessment (“RPCNA”) on the subject properties to define an initial scope of work. These reports are included as an attachment to this RFQ (Attachment C).

Upon further discussions with the owner, QA+M provided the following scope of work for the purposes of this RFQ:

Property Name: **Lisa Drive** – 8 Duplexes (16 Residential Units)

Address: 6-8, 7-9, 12-14, 15-17, 20-22, 21-23, 27-29, & 30-32 Lisa Drive (Scattered Sites)

A. Site Work & Exterior

- **Paving:** Replace driveways and sidewalks; remove storage barn; replace fencing.
- **Roofing:** Install new asphalt shingle roofing assemblies, ridge vents, gutter assemblies, and PVC fascia boards.
- **Siding & Windows:** Install new vinyl siding with 1½” rigid insulation; replace windows with triple-glazed vinyl units.

B. Unit Interiors (16 Units)

- **Kitchens:** New millwork, solid surface counters, appliances, and range hoods.
- **Bathrooms:** Upgrade full baths (fiberglass tub/surround) and half baths (new vanity/toilet).
- **Finishes:** Vinyl plank flooring throughout; new interior doors (approx. 8 per unit).
- **Systems:** Upgrade electrical panels, LED lighting, and thermostats.

C. Accessibility (ADA)

- **Updates:** Renovate two (2) units to meet current ADA standards.

Property Name: **Westhill Gardens I** – 10 Buildings and 1 Community Building (100 Residential Units)

Address: 11A–H Bluefield Drive, 12A–M Bluefield Drive, 27A–M Bluefield Drive, 39A–H Bluefield Drive, 42A–M Bluefield Drive, 71A–M Bluefield Drive, 80A–H Bluefield Drive, 87A–M Bluefield Drive, 105A–H Bluefield Drive, 108A–H Bluefield Drive

A. Site Work & Exterior

- **Paving & Drainage:** Strip and repave approximately 93 parking spots; install new concrete dumpster pads (3) with fenced enclosures; replace utility laterals (approx. 11 locations); and improve site drainage.
- **Concrete Walks:** Remove and replace damaged concrete walkways (approx. 6,000 SF).
- **Siding & Insulation:** Install A.I.B., 1½” rigid insulation, and new vinyl siding at exterior wall assemblies; replace trim with PVC/vinyl.

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- **Windows & Doors:** Replace all windows with double-hung, dual-glazed vinyl windows (approx. 10 per unit); replace entrance doors and storm doors; replace exterior decking and rails at upper floor units (approx. 60 units).
- **Masonry:** Repoint brick facades (allowance for 5% of surface) and clean/wash facades.

B. Unit Interiors (100 Units)

- **Kitchens:** Full upgrade including new HUD severe-use cabinetry (light oak), solid surface countertops, backsplashes, sinks, faucets, and Energy Star appliances.
- **Bathrooms:** Full upgrade including new 3-piece shower basins/surrounds, tempered glazing shower doors, toilets (19" height), vanities, and exhaust fans.
- **Flooring & Finishes:** Install new vinyl plank flooring throughout units; new cove base; patch and paint all walls/ceilings.
- **Electrical & HVAC:** Replace circuit breaker panels; install new LED lighting fixtures; install programmable thermostats.

C. Common & Community Areas

- **Community Room Expansion:** Construction of a 2-story, ~4,000 SF expansion to the Community Room/Management Office, including foundation, framing, roofing, siding, full MEP systems, and interior finishes.
- **Generator:** Install new 75kv diesel-powered emergency generator with soundproof enclosure for the Community Building.
- **Common Entrances:** Update common hallways with new flooring, handrails, mailboxes, and LED lighting.

D. Accessibility (ADA)

- **Unit Conversions:** Convert five (5) existing units to fully accessible (UFAS/ADA compliant) units, including widening doors, accessible kitchens/baths, and mechanical revisions.
- **Common Areas:** Upgrade Community Room bathrooms to be ADA compliant.

E. Add Alternate #1

- **Boilers:** Replace central heating boilers with high-condensing gas boilers and associated piping/controls in 11 buildings.

Property Name: **Westhill Gardens II (Annex)** – 15 Garden-Style Buildings (99 Residential Units)

Address: Case Drive: 22A–F, 44A–F, 64A–F McGuire Lane: 9A–F, 14A–F, 30A–F, 31A–H, 32A–H Carver Lane: 13A–F, 21A–H Case Drive: 41A–H House Drive: 25A–F, 43A–H, 46A–F, 56A–F

A. Site Work & Exterior

- **Paving & Drainage:** Patch/pave approximately 70 spots; repair drainage at building foundations (8 locations); replace utility laterals (10 locations).
- **Accessories:** Replace exterior unit numbers, doorbells, and light fixtures.
- **Storm Doors:** Replace storm doors on all units (~198 doors).

B. Unit Interiors (94 Standard Units)

- **Kitchens & Baths:** Full renovation similar to Westhill I (cabinets, counters, appliances, showers, toilets, vanities).

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- **Flooring:** Install new vinyl plank flooring and cove base.
- **Systems:** Replace breaker panels, LED lighting, and thermostats.

C. Accessibility (ADA)

- **Additions:** Create five (5) accessible units via new additions, including foundation, framing, roofing, and interior finishes.

D. Mechanical

- **Boilers:** Replace central boilers with high-condensing gas units, including new housekeeping pads, piping, and electrical in 8 buildings.
-

Property Name: **Mayfair Gardens** – 19 Garden-Style Buildings and 1 Community Building (76 Residential Units)

Address: 219A–D through 291A–D North Main Street (Odd numbers only: 219, 223, 227, 231, 235, 239, 243, 247, 251, 255, 259, 263, 267, 271, 275, 279, 283, 287, 291).

A. Site Work & Exterior

- **Paving:** Grind/repair base and topcoat existing paving (approx. 35 spots); new grading and parking areas (approx. 52 spots); drainage upgrades.
- **Concrete:** Remove and replace concrete walks (~5,750 SF); replace wood separators with granite.
- **Community Patio:** Remove and replace the Community Room patio.

B. Unit Interiors (68 Standard Units)

- **Kitchens:** Install new millwork, solid surface counters, Energy Star appliances, and vented range hoods.
- **Bathrooms:** Install new 3-piece shower basins, toilets, vanities, and welded sheet vinyl flooring.
- **Systems:** Replace circuit breaker panels; install LED lighting; install programmable thermostats; replace interior doors and hardware.
- **Finishes:** Paint entire unit; install vinyl plank flooring.

C. Accessibility (ADA)

- **New Construction:** Construct four (4) new accessible units via addition, including foundations, framing, siding, roofing, and full interior fit-out.
- **Conversions:** Upgrade four (4) existing units to full ADA compliance.

D. Mechanical

- **Generator:** Install new soundproof enclosure and upgrades for the existing emergency generator.
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Property Name: **Scattered Sites** – 13 Duplexes (26 Residential Units)

Address: 88-90 Clinton Street, 170A – 170 B Spruce Street, 213-215 Bidwell Street, 92-94 Bissell Street, 37-39 Florence Street, 24-26 Horace Street, 41-43 Lilley Street, 34-36 Madison Street, 122-124 Maple Street, 15-17 Orchard Street, 85-87 School Street, 38-40 Wilfred Street, 64-66 Regent Street

A. To Be Determined

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- **Overview:** A scope of work for these 13 duplexes has not yet been completed, however as all were constructed in the 1980s, paint, windows, and similar scopes of work to the above sites are anticipated and will be detailed by the project architect shortly.
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3.1 Introduction. This solicitation is a request for qualifications. MHA anticipates creating a shortlist of up to three Contractors and making a final selection of a single Contractor for performing rehab work on all communities but does not guarantee any minimum or maximum awardees for this solicitation. Pricing is not required as part of an initial response to this RFQ.

3.2 General Duties. The General Contractor shall be required to oversee construction duties in a variety of trades including but not limited to that which is detailed in Section 3.0 above. The General Contractor will also assist with and adhere to Cost Certification requirements upon project completion, as required by the HUD Section 221(d)(4) program (if the form of the HUD construction contract is cost plus).

3.3 Pricing Process (UPON SELECTION)

3.3.1 The selected Contractor shall provide MHA with detailed pricing.

3.3.2 The successful proposer must understand that the final scope of work, schedule, and all cost breakdowns are subject to review and written approval by the **HUD Lender** and **HUD staff** prior to the issuance of a notice to proceed.

3.4 Value Engineering and Schedule. MHA will work with the selected Contractor to reach agreement on final scope and pricing to assure all work can be performed within the available budget. Contractor shall provide MHA with a detailed construction schedule (not required as part of an initial response to this RFQ), and the schedule must minimize any off-site relocation and allow for transferring of tenants from one unit to another in so far as possible and in compliance with the RAD Fair Housing, Civil Rights, and Relocation Notice.

3.4.1 Liquidated Damages. For every day that the Contractor exceeds the Completion Date, as agreed to and defined by the HUD-92442M Construction Contract executed at closing, liquidated damages may be assessed.

3.5 Subcontractors. The ensuing Contractor must inform MHA of any and all subcontractors who shall perform rehabilitation, general construction, inspection, or any related duties at any site location.

3.5.1 Any subcontractors who are debarred as shown on the System for Award Management (SAM) or HUD's Limited Denial and Participations List (LDP) are not eligible to work on the ensuing contract.

3.6 Licensing and Insurance Requirements. The proposer is required to show proof

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of the following insurance capabilities within their proposal in the form of a Certificate of Insurance (COI):

3.6.1 Worker's Compensation Insurance. An original certificate evidencing the proposer's current industrial (worker's compensation) insurance carrier and coverage amount as applicable to the State of Connecticut Worker's Compensation laws;

3.6.2 General Liability Insurance. An original certificate evidencing General Liability coverage. If selected, this certificate must be updated as applicable to meet or exceed the requirements of the HUD Section 221(d)(4) program;

3.6.3 Bonds. The General Contractor must furnish, for the final Construction Contract, a 100% Performance Bond and a 100% Payment Bond from a surety acceptable to the HUD-approved Lender, HUD staff, and HACD. The bonds must be submitted on Form HUD-92452M (Performance Bond - Dual Obligee) and Form HUD-92452A-M (Payment Bond). No other bond forms will be accepted.

For the purposes of this RFQ, basic proof (letter from surety, etc.) that equivalent bonding capacity is available is acceptable;

3.6.4 Automobile Insurance. An original certificate showing the proposer's automobile insurance coverage in a combined single limit of \$1,000,000. For every vehicle utilized during the term of this program, when not owned by the entity, each vehicle must have evidence of automobile insurance coverage with limits of no less than \$50,000/\$100,000 and medical pay of \$5,000;

3.6.5 Local Business License. If applicable, a copy of the proposer's business license allowing that entity to provide such services within the city of Manchester. Contractor may submit Local Business License after they are selected to perform work;

3.6.6 State of Connecticut License. A copy of the proposer's license issued by the State of Connecticut licensing authority allowing the proposer to provide the services detailed herein.

3.7 Additional Information Pertaining to the RFQ

3.7.1 The Contractor shall work Monday through Friday between the hours of 8:00 am and 4:00 pm EST. Any work performed outside these hours must be approved by MHA.

3.7.2 Davis Bacon Applicability. The Contractor shall be aware that this project falls under the requirements of the Davis Bacon Act of 1938. The Contractor shall be required to pay workers prevailing wages, which must comply with Federal Davis-Bacon Prevailing Wage rates.

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Wage Determinations are subject to change prior to construction commencing.

Contractors shall provide certified payroll forms via HUD's "Elation Systems" online portal.

3.7.2.1 PLEASE NOTE: All Subcontractors are also required to provide Certified Payroll forms and are required to pay applicable Wage Determinations as shown in Attachment B-2.

3.7.3 Section 3 Applicability. The Contractor shall be aware that all contracts with MHA fall under the requirements of the Section 3 program. Contractors shall be required to track total labor hours and labor hours worked by Section 3 workers for the duration of the construction contract. Subcontractors are also required to submit monthly Section 3 tracking forms, a copy of which is attached herein.

3.7.4 Identity of Interest. In compliance with the HUD Section 221(d)(4) program, an identity of interest (business or personal relationship already existing or to be formed) between the General Contractor and MHA or other parties may impact the form of the construction contract used (cost plus instead of lump sum), and retainage holdback requirements, and must be disclosed, as applicable.

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4.0 PROPOSAL (RESPONSE) FORMAT

4.1 Tabbed Proposal Submittal. So that MHA can properly evaluate the offers received, all proposals submitted in response to this RFQ must be structured in accordance with the sequence noted below. Each category must be separated by a divider page which clearly labels the corresponding section. For the purposes of brevity and ease in response, the design, layout and formatting of the pages (colors, fonts, etc.) are at the discretion of the responder.

Tab No.	Description
1	<p>Signed Letter of Interest. Submit a cover letter on company letterhead, signed by an authorized principal, that includes:</p> <ul style="list-style-type: none"> - Statement of interest in the project. - Acknowledgement of any Addenda issued. - A statement explicitly agreeing to abide by the terms and conditions of this RFQ. - Provide a statement confirming that the firm is an Equal Opportunity Employer and complies with Executive Order 11246. - This project is subject to HUD Section 3 requirements (24 CFR Part 75). In order to receive the full 5 points allocated to this factor (scoring detailed below), the Proposer must submit ONE of the following: Evidence that the firm is a certified Section 3 Business Concern; OR A brief narrative statement committing to meet the HUD "Safe Harbor" benchmarks (25% of total labor hours worked by Section 3 workers). - Confirmation that the firm is not debarred or suspended from federal work.
2	<p>HUD 5369A (11/92), Representations, Certifications, and Other Statements of Bidders, Public and Indian Housing Programs Form is attached to this document, to be completed. (Attachment A).</p>
3	<p>Company Qualifications & Experience</p> <ul style="list-style-type: none"> - Provide a resume / brochure / overview for the General Contractor and key individuals in your own format. - Provide a listing of license(s) held and a copy of the GC business license(s) for the state of Connecticut. See Section 3.6 above. - Describe experience with past work substantially like that required by this solicitation in your own format. Describe specific projects completed using

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	<p>HUD financing programs (including but not limited to the HUD Section 221(d)(4) program) and/or experience with the RAD Program, if any.</p> <ul style="list-style-type: none">- Submit a concise description of financial capacity to deliver the proposed services in your own format. Such information shall include, if available, financial statements from the Contractor’s financial institution for the most recent or previous fiscal year; and a Bonding Statement from the General Contractor’s surety company indicating that the Contractor could secure a payment and performance bond in an amount of \$10 million or more. In lieu of financial statements, a letter or other “proof” of financial capacity* from Contractor’s existing banking relationships may suffice. <p><i>*Please note, the HUD 221(d)(4) program will require a payment and performance bond equivalent to 100% of the construction contract, and the proposer to show proof of a working capital position equivalent to 5% of the construction contract at time of loan submission. Additional information regarding this working capital requirement is available upon request.</i></p> <ul style="list-style-type: none">- Provide a rough estimate of anticipated Overhead & Profit percentages (General Requirements, Builder’s Overhead, and Builder’s Profit).- The proposer shall identify whether the proposal is a joint venture with another firm. Please remember that all information required from the proposer must also be included for any joint venture. If not applicable, please note this is not applicable.
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4.2. Proposal Submission. All proposals must be submitted via email to the address indicated on page 3 (under the “RFQ Information at a Glance” section) by no later than the submittal deadline stated herein in electronic format in a single PDF document with a divider page clearly delineating each section. Pending file size, respondents may be required to utilize a file sharing service to ensure delivery of proposal. The email subject line must clearly denote a response to the RFQ. Proposals received after the published deadline will not be accepted.

4.3 Proposer's Responsibilities—Equal Employment Opportunity and Supplier Diversity. Both the Contractor and the MHA have, pursuant to HUD regulation, certain responsibilities pertaining to the hiring and retention of personnel and subcontractors. The Contractor shall comply with the 'six affirmative steps' as outlined in 2 CFR 200.321 and HUD Handbook 7460.8 to assure that minority firms, women's business enterprises, and labor surplus area firms are used *when possible*.

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4.4 Recap of Attachments.

Attachment	Attachment Description
A	<p>HUD Form 5369-A (11/92), Certifications and Representations of Offerors, Construction Contract</p> <p>Download PDF from HUD.gov</p>
B	<p>Form HUD-92442M (Construction Contract).</p> <p>Please note, this contract is not fully executed until the closing of the HUD Section 221(d)(4) loan. This form is included for review purposes only.</p> <p>Download PDF from HUD.gov</p>
B-1	<p>Sample Contract Appendix No. 1: AIA A201, General Conditions for Construction modified by Form HUD-92554M (Supplementary Conditions of the Contract for Construction).</p> <p>Please note, this contract is generally not fully executed until the closing of the HUD Section 221(d)(4) loan. This form is included for review purposes only.</p> <p>Download PDF from HUD.gov</p>
B-2	<p>Applicable Davis Bacon Wage Decision:</p> <p><u>CT20260008 (Residential).</u></p> <p>Please note, wage decisions are subject to change up to the commencement of construction (“initial endorsement”) and will be confirmed by HUD’s Office of Davis-Bacon and Labor Standards (“DBLS”).</p> <p>View on SAM.gov</p>
C	<p>Assorted Scope of Work Documentation</p> <p>View on OneDrive</p>
D	<p>HUD 5370 – General Conditions for Construction Contracts - Public Housing Programs (as a reference).</p> <p>Download PDF from HUD.gov</p>

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5.0 PROPOSAL EVALUATION

5.1 Evaluation Factors. The following factors will be utilized by the MHA to evaluate each proposal submittal received; award of points for each listed factor will be based upon the documentation that the proposer submits within his/her proposal submittal.

NO.	MAX POINT VALUE	FACTOR DESCRIPTION
1	30	TECHNICAL CAPABILITIES – The proposer has enough subcontractors and/or staff to complete the required work. The proposer possesses all appropriate licenses for the project and has experience, and commitment to comply with federal labor standards, prevailing wage requirements, and economic opportunity regulations.
2	15	FINANCIAL STRENGTH – See Section 3.6.3 and Section 4.0 above. For sensitivity purposes, financial statements are not required to be submitted if general “proof” of financial strength can be provided (letter from surety, etc.).
3	35	DEMONSTRATED EXPERIENCE – Provide information on experience with similar projects, including prior experience with the HUD 221(d)(4) program and/or RAD program, as applicable.
4	10	ANTICIPATED OVERHEAD & PROFIT – The proposer shall provide a rough estimate for anticipated overhead and profit percentages. Please note, the HUD 221(d)(4) program defines these costs as “General Requirements” (typically 4-7% of hard costs), “Builder’s Overhead” (fixed at 2% of hard costs + general requirements) and “Builder’s Profit” (typically 4-8% of hard costs).
5	5	W/M/SBE - The proposer is a Woman, Minority or Small Business Enterprise defined as 51% of the ownership is held by a female or minority individual; or, as an SBE, the total gross annual sales of the company is less than \$1 million.
6	5	SECTION 3 - The proposer will receive 5 points if a Section 3 Business; or will receive 5 points if submitting a Section 3 plan committing to meet or exceed the Safe Harbor benchmark: 25% of all labor hours worked by Section 3 workers, and 5% of all labor hours worked by Targeted Section 3 workers.
	100	TOTAL POINTS

5.2 Evaluation Method/Plan

5.2.1 Evaluation Committee. The MHA Executive Director will appoint an Evaluation Committee. The MHA will, as detailed within Section 7.2.N through Section 7.2.R of HUD Procurement Handbook 7460.8 REV 2, conduct a “Best and Finals” Negotiation, which will include interviews with all firms deemed to be in the competitive range.

5.2.1.1 All people having familial (including in-laws) and/or employment relationships (past or current) with principals and/or employees of a proposer entity

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will be excluded from participation on the MHA Evaluation Committee. Similarly, all persons having ownership interest in and/or contract with a proposer entity will be excluded from participation on the MHA Evaluation Committee.

5.2.2 Determination of Top-Ranked Proposer. The total combined points of all Evaluation Committee members shall determine the rankings of the firms. To be considered to receive an award a proposer must receive a total calculated average of at least 70 points. In the case of a tie in points awarded, the award shall be decided as detailed within Section 6.12.C of HUD Procurement Handbook 7460.8 REV 2, by “drawing lots or other random means of selection.”

5.2.3 Notice of Results of Evaluation. If an award is completed, all proposers will receive by e-mail a Notice of Results of Evaluation. Such notice shall inform all proposers of which proposer received the award, where each proposer placed in the process as a result of the evaluation of the proposals received (provided privately), and any other relevant information.

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6.0 CONTRACT AWARD. Contract Award Procedures. If a contract is awarded pursuant to this RFQ, the following detailed procedures will be followed:

6.1 Agreement to Abide by Terms and Conditions. By completing, executing and submitting the Proposal, the proposer is thereby agreeing to abide by all terms and conditions pertaining to this RFQ as issued by MHA.

MHA anticipates that it will award a contract to one proposer as a result of this RFQ.

If, at any time during the ensuing contract period the contractual relationship between the MHA and the awarded proposer is terminated (either on the part of the MHA or the Contractor), the MHA reserves the right to award another proposer in response to this RFQ (most likely the next-rated proposer). It shall be the right of any such "next-rated proposer" to reject any such award.

6.2 Memorialization of Award Prior to HUD Closing & Final Construction Contract

6.2.1 Conditional Award: Upon selection, MHA will issue a "Conditional Notice of Award." This Notice confirms the Contractor's selection. It serves as the authorization for the Contractor to prepare the required documentation for the HUD Section 221(d)(4) loan application.

6.2.2 Pre-Construction Services: MHA may, at its discretion, enter into a separate Pre-Construction Services Agreement ("PCSA") for value engineering and cost estimation services prior to the HUD Section 221(d)(4) loan's initial closing.

6.2.3 Validity of Pricing: The Contractor agrees that the pricing to be finalized during negotiations and further due diligence shall remain valid to allow for HUD Section 221(d)(4) processing and initial closing timelines.

6.2.4 Execution of HUD Forms: The Contractor acknowledges that the final contract for construction will be the HUD Form 92442M (Construction Contract) and associated exhibits (please see Attachments B, B-1, and B-2). The Contractor agrees to sign a draft of this form for submission with the HUD Section 221(d)(4) loan application, and to formally execute the final version at initial closing.

6.2.5 Mandatory HUD Forms. Please note that the MHA has no legal right or ability to (and will not) at any time negotiate any clauses contained within any of the HUD forms included, referenced, or required as a later date as part of this RFQ.

6.2.6 Connecticut Employment Compliance. The Contractor shall comply with all relevant Connecticut labor laws, as applicable, alongside Federal Davis-Bacon requirements.

6.2.7 Assignment of Personnel. The MHA shall retain the right to demand and receive a change in personnel assigned to the work if the MHA believes that such

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change is in the best interest of the MHA and the completion of the contracted work.

6.2.8 Unauthorized Sub-Contracting Prohibited. The successful proposer shall not assign any right, nor delegate any duty for the work proposed pursuant to this RFQ (including, but not limited to, selling or transferring the contract) without the prior written consent of MHA. Any purported assignment of interest or delegation of duty, without the prior written consent of MHA shall be void and may result in the cancellation of the contract with MHA, or may result in the full or partial forfeiture of funds paid to the successful proposer as a result of the proposed contract; either as determined by the MHA.

6.3 Contract Period. The MHA anticipates that it will award a contract for the period of 18 months, commencing upon the issuance of the notice to proceed (closing of the HUD Section 221(d)(4) loan). The Contractor shall complete all work and technical specifications outlined in Section 3.0 in accordance with the HUD-approved Construction Progress Schedule (Form HUD-5372) to be completed as part of the HUD Section 221(d)(4) loan application.

6.4 Right to Negotiate Contract Costs. The MHA shall retain the right to negotiate the amount of the contract; such negotiations shall begin after the MHA has chosen a top-rated proposer. If such negotiations are not, in the opinion of MHA successfully concluded, the MHA shall retain the right to end such negotiations and begin negotiations with the next-rated proposer. The MHA shall also retain the right to negotiate with and make an award to more than one proposer, as long as such negotiation(s) and/or award(s) are addressed in the above manner (i.e. top-rated first, then next-rated following until a successful negotiation is reached). Prior to contract award, the MHA will perform a Cost or Price Analysis in accordance with 2 CFR 200.324 to determine the reasonableness of the proposed contract price.

6.5 Contract Service Standards. All work performed pursuant to this RFQ must conform and comply with all applicable local, state and federal codes, statutes, laws and regulations.

6.6 Protest Procedures.

6.6.1 Right to Protest. Any prospective or actual proposer, offeror, or contractor who is allegedly aggrieved in connection with the solicitation of a proposal or award of a contract, shall have the right to protest. An alleged aggrieved protestor claiming this right is hereby informed that these regulations do not provide for administrative appeal as a matter of right for that alleged grievance.

6.6.2 Submission of Protest. An alleged aggrieved protestor may file a protest with the MHA Executive Director. The protest must be in writing, signed by the protestor or their legal counsel, and filed no later than **ten (10) business days** after the issuance of the Notice of Results of Evaluation (as detailed in Section 5.2.3).

6.6.3 Content of Protest. The formal written protest must identify the specific reasons for the protest, supported by specific references to the solicitation documents or applicable laws and regulations.

6.6.4 Authority to Resolve. The MHA Executive Director is authorized to settle and resolve the protest and shall issue a written decision within 14 calendar days of receipt of the protest, stating the reasons for the action taken. This decision shall be final.

6.7 Mistakes in Proposals.

6.7.1 General. If a mistake in a proposal is suspected or alleged, the proposal may be corrected or withdrawn during any negotiations that are held. If negotiations are not held, or if best and final offers have been received, the proposer may be permitted to correct a mistake in the proposal and the intended bid may be accepted only if: (a) The mistake and the intended correct bid are clearly evident on the face of the proposal (e.g., a decimal error); or (b) The mistake is a minor informality or irregularity.

6.7.2 Math Errors. In the event of a discrepancy between a unit price and an extended price, the unit price will be presumed to be correct. In the event of a discrepancy between the total cost written in words and the total cost written in numbers, the written words shall govern.

6.8 Withdrawal of Proposals.

6.8.1 Prior to Deadline. Proposals may be withdrawn by written notice received any time before the exact time set for receipt of proposals.

6.8.2 After Deadline. A proposal may be withdrawn in person by a proposer or their authorized representative if, before the exact time set for receipt of proposals, the identity of the person requesting withdrawal is established and the person signs a receipt for the proposal. After the deadline, proposals may not be withdrawn for a period of **sixty (60) days**.

6.9 Rejection of Proposals. The MHA reserves the right to reject any and all proposals when such rejection is in the best interest of the Authority. Reasons for rejection may include, but are not limited to: (a) Failure to submit the proposal by the required deadline; (b) Failure to submit the required forms; (c) Evidence of collusion among proposers; or (d) The proposer is debarred or suspended by HUD or the State of Connecticut.