

# **MANCHESTER HOUSING AUTHORITY**

## **REQUEST FOR PROPOSALS (RFP)**

**PROCUREMENT OF  
MODERNIZATION CONSULTING  
AND  
GRANT ADMINISTRATION &  
APPLICATION, PREPARATION, AND  
SUBMISSION SERVICES FOR THE  
MANCHESTER HOUSING AUTHORITY**

**January 23, 2023**

**THE MANCHESTER HOUSING AUTHORITY IS AN AFFIRMATIVE  
ACTION/EQUAL OPPORTUNITY EMPLOYER  
Small Business Concern, Minority Business Enterprise, Women Owned  
Business Enterprise and Disabled Persons  
Are encouraged to apply**

**MANCHESTER HOUSING AUTHORITY  
REQUEST FOR PROPOSAL**

Date: January 23, 2023

Re: Procurement of Modernization Consulting and Grant Administration & Application, Preparation, and Submission Services for the Manchester Housing Authority.

**TABLE OF CONTENTS**

- I. Introduction
- II. Requirements/Evaluation Factors
- III. Submission of Proposal
- IV. Scope of Services
- V. Proposal Form
- VI. Advertisement

**THE MANCHESTER HOUSING AUTHORITY IS AN  
AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER  
Small Business Concern, Minority Business Enterprise, Women Owned  
Business Enterprise and Disabled Persons  
Are encouraged to apply**

# MANCHESTER HOUSING AUTHORITY REQUEST FOR PROPOSAL

## I. Introduction

The Manchester Housing Authority extends an invitation to modernization and grant administration consultants to submit a proposal to the Authority. The consultant's qualifications should indicate the ability to perform work required in a timely and sufficient manner. The consultant must be experienced in performing services in the State of Connecticut with CHFA, DOH and the local and regional HUD field offices. Pursuant to Federal and State Regulations, the Authority is soliciting competitive proposals to perform Modernization Consulting and Grant Administration Services on an as-needed basis. This entire procurement procedure and contract award is subject to U.S. Department of Housing and Urban Development (HUD), State of Connecticut Department of Housing (DOH) and Connecticut Housing Finance Authority (CHFA) guidelines and any and all applicable Federal/State 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 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 not limited to, the Uniform Federal Accessibility Standards (UFAS), Executive Order 11246 as amended, Nondiscrimination: Executive Order 111625, minority Business Enterprise: Executive Order 12138, Women Business Enterprise; 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. The Manchester Housing Authority reserves the right to reject any and/or all proposals and/or waive any informality in the process.

The Housing Authority of The Town of Manchester ("MHA") is an organization whose primary purpose is to provide safe, sanitary, affordable housing in Manchester, Connecticut. The MHA is a public entity that operates under the enabling legislation of the State of Connecticut and the United States Housing Act of 1937 to provide subsidized housing and housing assistance to low-income and moderate-income families within The Town of Manchester. The Authority is governed by a five-member Board of Commissioners appointed by the Mayor of the Town of Manchester. The Board of Commissioners employs an Executive Director who manages the day-to-day operations of the MHA programs and facilities. The Executive Director is appointed by and reports to the Board and is responsible for staff hiring and direction.

MHA operates in the Town of Manchester and manages 434 housing units under a variety of federal housing programs as well as 509 Section 8 units which support elderly, disabled and families. These properties are primarily financed by the U.S. Department of Housing and Urban Development (HUD). The MHA manages, maintains, and modernizes these housing units. The Manchester Housing Authority typically expends approximately \$500,000 on modernization work annually.

A listing of our properties including age, address, funding source, designation and unit counts follows.

**MANCHESTER HOUSING AUTHORITY  
REQUEST FOR PROPOSAL**

**Listing of Properties**  
**Federally Funded & Subsidized Developments**

**ELDERLY, DISABLED, FAMILY**

**WESTHILL GARDENS**

24 BLUEFIELD DRIVE  
MANCHESTER, CT

100 UNITS: 50 ONE BEDROOM UNITS; 10 ZERO BEDROOM UNITS; 40 TWO  
BEDROOM UNITS  
BUILT 1962

**WESTHILL GARDENS ANNEX**

24 BLUEFIELD DRIVE  
MANCHESTER, CT

99 UNITS: 80 ONE BEDROOM UNITS; 19 ZERO BEDROOM UNITS  
BUILT 1966

**MAYFAIR GARDENS**

211 NORTH MAIN STREET  
MANCHESTER, CT

76 UNITS: 24 ONE BEDROOM UNITS; 52 ZERO BEDROOM UNITS

**SCATTERED SITES/FAMILY HOUSING**

MANCHESTER, CT

42 DUPLEX UNITS: 4 TWO BEDROOM UNITS; 38 THREE BEDROOM UNITS

**Listing of Properties**  
**State Funded & Subsidized Developments**

**ELDERLY, DISABLED**

**SPENCER VILLAGE I**

PASCAL LANE  
MANCHESTER, CT

**MANCHESTER HOUSING AUTHORITY  
REQUEST FOR PROPOSAL**

40 UNITS: 40 ONE BEDROOM MODIFIED UNITS  
BUILT 1978

**SPENCER VILLAGE II**

PASCAL LANE  
MANCHESTER, CT

40 UNITS: 40 ONE BEDROOM MODIFIED UNITS  
BUILT 1982

**WESTHILL GARDENS CONGREGATE HOUSING**

10 ADA LANE  
MANCHESTER, CT

37 UNITS; 37 ONE BEDROOM UNITS  
BUILT 1992

# MANCHESTER HOUSING AUTHORITY REQUEST FOR PROPOSAL

## II. Requirements/Evaluation Factors

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

The Consultant must demonstrate specific experience and knowledge of H.U.D. and State Housing programs, procedures, and specifically modernization/construction. The consulting firm will be evaluated as follows:

- A.) Firms Qualifications (25 Points)  
(History and resource capability to perform required services in a timely manner.)
- B.) H.U.D. (US Department of Housing and Urban Development) Agency Plan and Capital Fund experience (25 Points)
- C.) State of Connecticut CHFA, DOH Grant Application Submission and Success (25 Points)
- D.) Understanding scope of project (5 points)
- E.) Price (Hourly rates of principals/staff etc.) (10 Points)
- F.) Overall Response to RFP (10 Points)

## III. Submission of Proposal

Proposals shall be submitted, on the form provided, not later than 10:00 a.m. on February 23, 2023.

Proposals shall be sealed and labeled “Manchester Housing Authority – Sealed Proposal/Modernization and Grant Administration & Application, Preparation, and Submission Services – Attention Joseph D’Ascoli, Executive Director” on the outside of the envelope.

The Authority reserves the right to conduct negotiations/discussions of any number or all proposals, invite best and final offers from any number or all proposals, or make award without negotiation/discussion.

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 items II. You may provide any additional information you think appropriate.

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

# MANCHESTER HOUSING AUTHORITY REQUEST FOR PROPOSAL

## IV. Scope of Services

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

- A) The application and management of grant funding from H.U.D. (US Department of Housing and Urban Development), DOH (State of Connecticut Department of Housing), and CHFA (Connecticut Housing Finance Authority) for the rehabilitation and modernization of the Manchester Housing Authorities properties. This includes all aspects of the grant application processes i.e. provision of all required documents.
- B) Preparation of LIHTC applications as well as any other State and/or Federal applications. The consultant shall also be available to provide services regarding repositioning for all Federal Housing.
- C) Consultation and work related to administration and technical services required to administer all aspects of the Authority's Federal Modernization Programs. This will also include Section 3, Fair Housing, Equal Opportunity, Davis Bacon Wage Rate Monitoring, and periodic construction inspections. From time to time the Housing Authority may request services regarding the Section 8 Program.
- D) Owner's representation during construction.

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 HUD, DOH and CHFA as they may apply.

**MANCHESTER HOUSING AUTHORITY  
REQUEST FOR PROPOSAL**

**V. PROPOSAL FORM**

Date: \_\_\_\_\_

Re: Procurement of Modernization Consulting and Grant Administration Services in response to your solicitation.

To: Joesph D'Ascoli, Executive Director  
Manchester Housing Authority  
24 Bluefield Drive  
Manchester, CT 06040

From: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please consider this our proposal for Modernization Consulting and Grant Administration & Application, Preparation, and Submission services in response to your solicitation. A cover letter/resume accompanies this describing my/our experience regarding item II of the Request for Proposal.

I/We understand and agree that the Manchester 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.

I. Cover Letter/Resume: Attached

II. Services and Costs shall be provided as follows:

Item 1. Regular Hourly Rate \$\_\_\_\_\_ per hour for Modernization Services and Application Preparation Services (Attach list of principal and staff rates as necessary)

Item 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, so state:

- a.) \_\_\_\_\_
- b.) \_\_\_\_\_
- c.) \_\_\_\_\_
- d.) \_\_\_\_\_
- e.) \_\_\_\_\_
- f.) \_\_\_\_\_
- g.) \_\_\_\_\_

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, as described in Item II of the Request for Proposal.

Respectfully,

\_\_\_\_\_  
\_\_\_\_\_



# MANCHESTER HOUSING AUTHORITY REQUEST FOR PROPOSAL

## VI. ADVERTISEMENT

### LEGAL NOTICE

#### Solicitation of Proposals – Modernization Consulting and Grant Administration & Application, Preparation, and Submission Services

The Manchester Housing Authority is soliciting proposals for modernization and grant administration and application preparation services. Services include technical services required to administer all aspects of its State and Federal Modernization Programs.

This will also include Section 3, Fair Housing, Equal Opportunity, Davis-Bacon Wage Rate Monitoring, and periodic construction inspections.

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 U.S. Department of Housing and Urban Development (H.U.D.) and the State of Connecticut Department of Housing (DOH), and Connecticut Housing Finance Authority (CHFA) as they may apply. Procurement and contract award are subject to all applicable Federal, State, and local laws/regulations. Request for Proposal documents may be obtained at the offices of the Manchester Housing Authority, 24 Bluefield Drive, Manchester, CT 06040. Proposals will also be on the Department of Administration Services (DAS)/CT Source website and the Manchester Housing Authority's website. Proposals are due not later than 10:00 a.m. on February 23, 2023. It is the responsibility of each Respondent to check the Department of Administration (DAS)/CT Source Website: <https://portal.ct.gov/DAS/CTSource/BidBoard> as well as the Manchester Housing Authority's website: [www.manchesterha.org](http://www.manchesterha.org) for a copy of all Addenda issued for this RFP. The Manchester Housing Authority is an Equal opportunity employer and does not discriminate against the handicap/disabled.