

## The Housing Authority of the Town of Enfield

February 5, 2018

**Scope of the Project:** The Housing Authority of the Town of Enfield (EHA) is requesting a consultant to conduct a comprehensive Capital Needs Assessment (CNA).

The EHA consists of 456 units located at seven locations, both family and elderly along with a commercial building.

- 200 Units of Elderly Housing at four (4) locations:
  - Woodside Park – 40 units in 10 one story buildings and a community building
  - Ella Grasso Manor – 40 units in 10 one story buildings and a community building
  - Windsor Court – 40 units in 10 one story buildings and a community building
  - Enfield Manor & Extension 80 units in 17 Buildings and a community center
- 82 Units of Congregate Housing – Mark Twain Congregate Living Center.
  - One location built in two phases
  - Includes semi attached Adult Day Center Building
- 174 Units of Family Housing – Two adjoining sites:
  - Green Valley – 84 units in 42 duplex buildings
  - Laurel Park – 90 units in 45 duplex buildings
  - One maintenance garage
- Central Main Office – 1 Pearson Way a 9700 sqft. commercial building

The last comprehensive CNA was performed in 2011. A second less in-depth assessment was performed in 2012 by CHFA (excluding Pearson Way). Significant renovation projects were completed at Mark Twain Congregate Housing (2013), Woodside Park (2017), Ella Grasso Manor (2017), and Windsor Court (2017).

The Housing Authority of the Town of Enfield reserves the right to reject any or all proposals and to waive any informality in proposals, when such action is deemed in the best interest of the Authority. **The proposer is responsible for any and all costs associated with responding to this RFP.**

No RFP shall be withdrawn for a period of sixty (60) days after the deadline for submission without the consent of the Housing Authority of the Town of Enfield.

The analysis will be by project and include, but not limited to:

Review of moderate renovation projects referenced above.

Site Improvements – Grounds retainage, asphalt and concrete surfaces, site lighting, fencing, signs, surface drainage, masonry walls, and other miscellaneous related components.

Building Exteriors – Building envelope, decks and steps, glass, doors, roofing, down spouts, vents, chimneys, and other miscellaneous related components.

Systems – Heating, hot water, ventilation, electrical, plumbing, fire detection & suppression, and other miscellaneous related components.

Building Interiors (common areas & unit interiors) – Floor covering, lighting, doors, windows, ceilings, kitchens, bathrooms, and other miscellaneous related components.

The analysis will include the following information for the areas listed above:

- Unit/Quantities (cubic, linear, square feet, etc.)
- Unit Cost
- Estimated Useful Life in Years
- Remaining Useful Life in Years
- Current Replacement Cost
- Future Replacement Cost

The analysis should be consistent with the requirements of CT Housing Finance Authority for CNA's.

The analysis will also include recommendations for:

Contingencies

Funding of components replacement cost by year

Cash flow of contributions and expenses at current funding level

Cash flow of contributions and expenses at suggested funding level

Dedicated expense by year

Areas identified for immediate action.

Phasing certain improvements at Green Valley Village & Laurel Park

**Commission:** The bids shall be on a fixed price basis.

**Evaluation:** Submitted proposals will be evaluated utilizing the following criteria:

1. Professional qualifications and past performances – including Life Cycle Cost Analysis for Reserves of recent projects – 25%
2. Experience with similar projects, including State of CT Sponsored Developments (A.K.A SSHP) of a similar age and design – 25%
3. Cost – 25%
4. Capacity to provided services in a timely manner – 25%

Submissions must include a list of the names, addresses, phone numbers, and contact persons for at least five clients for whom similar work has been performed along with at least two samples of CNA's that have been performed on similar properties, preferably from the State of CT financed portfolio.

**Please direct questions regarding this RFP to:**

Kevin Donahue, Modernization Coordinator  
Enfield Housing Authority  
1 Pearson Way  
Enfield, CT 06082

860-745-7493 Extn. 214  
[kdonahue@enfieldha.org](mailto:kdonahue@enfieldha.org)

Additional information regarding the Enfield Housing Authority may be found on our website:  
[www.enfieldha.org](http://www.enfieldha.org)

**Two (2) complete sets of proposals must be submitted in writing, delivered via U.S. Mail certified receipt, or recognized courier, or recorded upon hand delivery, (FAX proposals will not be accepted), by March 16, 2018 at 3:00 PM EST to:**

Scott Bertrand,  
Executive Director  
Enfield Housing Authority  
1 Pearson Way  
Enfield, CT 06082

Responses received after the above deadline will not be considered or accepted.

Scott C. Bertrand  
Executive Director  
Housing Authority of the Town of Enfield