

# **VERNON HOUSING AUTHORITY**

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

**PROCUREMENT OF  
MODERNIZATION CONSULTING  
AND  
GRANT ADMINISTRATION SERVICES  
FOR THE  
VERNON HOUSING AUTHORITY**

**February 23, 2022**

**THE VERNON 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**

**VERNON HOUSING AUTHORITY  
REQUEST FOR PROPOSAL**

Page | 2

Date: February 23, 2022

Re: Procurement of Modernization Consulting and Grant Administration Services for the Vernon 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 VERNON 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**

# VERNON HOUSING AUTHORITY REQUEST FOR PROPOSAL

Page | 3

## **I. Introduction**

The Vernon Housing Authority extends an invitation to 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 Vernon 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 Vernon ("VHA") is an organization whose primary purpose is to provide safe, sanitary, affordable housing in Vernon, Connecticut. The VHA 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 Vernon. The Authority is governed by a five-member Board of Commissioners appointed by the Town Council of The Town of Vernon. The Board of Commissioners employs an Executive Director who manages the day to day operations of the VHA programs and facilities. The Executive Director is appointed by and reports to the Board and is responsible for staff hiring and direction. VHA has 19 employees.

VHA operates in the Town of Vernon and manages 323 housing units under a variety of federal and state housing programs which support elderly, disabled and family households. These properties are primarily financed by the U.S. Department of Housing and Urban Development (HUD) the VHA. However, the VHA also receives funding from the State of Connecticut. The VHA manages, maintains, and modernizes these housing units. The Vernon Housing Authority typically expends approximately \$400,000 on modernization work annually.

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

**VERNON HOUSING AUTHORITY  
REQUEST FOR PROPOSAL**

Page | 4

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

**Elderly / Disabled**

- Franklin Park West** - Completed March 1964  
114 Franklin Park West  
64 - One Bedroom Elderly Units
- Court Towers** - Completed February 1970  
21 Court Street  
72 - Elderly Units (41 Efficiencies & 31 Bedroom Units)
- Franklin Park East** - Completed June 1963  
Franklin Street  
40 - Elderly Units (20 Efficiencies & 20 One Bedroom Units)
- Windermere Court** - Completed August 1970  
29 Windermere Avenue  
40 Elderly Units (16 One Bedroom & 24 Efficiencies)

**Family**

- Scattered Sites** - Program Established December 1992
- 10 ½ Highland Avenue - 2 Family Units  
15 Carol Drive - 1 Family Unit  
50 A&B Burke Road - 2 Family Units  
54 A&B Burke Road - 2 Family Units  
6 Becker Place - 2 Family Units

**State Developments**

**Elderly / Disabled**

- Grove Court** - Completed October 1968  
55 Grove Street  
25 Elderly Units (8 One Bedroom, 16 Efficiencies)
- Grove Street Ext.** - Completed May 1977  
55 Grove Street  
29 Elderly Units (9 One Bedroom & 20 Efficiencies)

**State Funded Congregate Facility**

**Frail Elderly**

- Francis J. Pitkat Congregate Living Center** - Completed 1990  
80 Franklin Street  
44 Frail Elderly Units - 9 One Bedroom & 35 Efficiencies

**VERNON HOUSING AUTHORITY  
REQUEST FOR PROPOSAL**

Page | 5

**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. (U.S. 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 March 18, 2022.

Proposals shall be sealed and labeled, “Vernon Housing Authority - Sealed Proposal/Modernization & Grant Administration Services – Attention Betsy Soto, 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.

**VERNON HOUSING AUTHORITY  
REQUEST FOR PROPOSAL**

Page | 6

**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 the State of Connecticut for the rehabilitation and modernization of the Vernon Housing Authorities State properties (Grove Court and Grove Court Extension). This includes all aspects of the grant application processes i.e. provision of all required documents.
- B) The application to for the demolition and disposition of one or more of the Housing Authorities federal properties.
- 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
- 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.

**VERNON HOUSING AUTHORITY  
REQUEST FOR PROPOSAL**

Page | 7

**V. PROPOSAL FORM**

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

Re: Procurement of Modernization Consulting and Grant Administration Services for the Vernon Housing Authority

To: Betsy Soto, Executive Director  
Vernon Housing Authority  
21 Court Street, Suite 114  
Vernon, CT 06066

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

Please consider this our proposal for Modernization Consulting and Grant Administration 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 Vernon 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.  
(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,

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

**VERNON HOUSING AUTHORITY  
REQUEST FOR PROPOSAL**

Page | 8

**VI. ADVERTISEMENT**

**LEGAL NOTICE**

Solicitation of Proposals – Modernization Consulting & Grant Administration Services

The Vernon Housing Authority is soliciting proposals for modernization and grant administration consulting 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 Vernon Housing Authority, 21 Court Street, Suite 114, Vernon, CT 06066. Proposals will also be on the Department of Administration Services (DAS) website, Vernon Housing Authority's website and the Town of Vernon's website. Proposals are due not later than 10:00 a.m. on March 18, 2022. The Vernon Housing Authority is an Equal opportunity employer and does not discriminate against the handicap/disabled.