

Request for Proposals

Architectural Services

Corbin Heights and Pinnacle Heights Extension, New Britain, CT

I. Background

CPS Properties, Inc. (“CPS”), a subsidiary of the Connecticut Housing Finance Authority (“CHFA”), is the owner of the multifamily developments known as Corbin Heights located on Corbin Avenue in New Britain, CT and Pinnacle Heights Extension located on Jerome Drive in New Britain, CT (collectively “Corbin/Pinnacle”). A developer has provided to CHFA a housing revitalization plan (the “Plan”) for Corbin/Pinnacle. The Plan includes site plans, architectural floor plans, and architectural renderings of building(s) elevations, for 301 units to be newly constructed or fully gut rehabilitated.

This request for proposals is for qualified firms with whom CPS may contract for professional consulting services to (i) review the Plan’s documents, (ii) conduct a subsurface infrastructure investigation, (iii) coordinate construction cost review by a professional Cost Estimator, and (iv) provide construction administration oversight / field observation for CHFA during the subsequent construction phase (pending the commencement of construction).

There will be a pre-proposal meeting on October 9, 2009 at 1:30 PM at 999 West Street, Rocky Hill, Connecticut. The Plan documents will be available for review at this time. Any questions on this RFP can be e-mailed to Mark Hirsch at Mark.Hirsch@CHFA.org prior to October 9, 2009 and they will be answered at the pre-proposal meeting. Please RSVP for this meeting by October 8 at 3:00 PM to Debbie Alter at 860-571-4234 or Deborah.Alter@CHFA.org.

II. Scope of Services

The Scope of Services will include:

1. Reviewing the Plan’s preliminary design drawings and outline specifications submitted by the developer to:
 - a. ensure the developer has adhered to CHFA Standards of Design and Construction (the “Standards” which can be found on the CHFA Website at <http://www.chfa.org/MainPages/2009CHFASStandards.pdf>) in addition to all Code and governing regulations;
 - b. ensure that the submission incorporates innovative and cost-effective design solutions;
 - c. ensure that the design of buildings and sites are both functional and aesthetically appealing;

- d. ensure that the building envelopes and major mechanical and electrical components require low maintenance and low energy consumption;
 - e. confirm that the third-party environmental consultants' concerns, if any, are incorporated into the documents; and
 - f. ensure that boring data are performed by an established and licensed geotechnical engineer and findings and recommendations are incorporated in the design criteria and construction documents.
2. Conducting a subsurface infrastructure investigation (water, sanitary sewer and storm sewer) to determine current conditions and any work that may be required.
 3. Hiring an independent cost estimator acceptable to CPS and CHFA, to prepare a comparative overall construction cost estimate based on the results of the design drawing review and subsurface infrastructure investigation.
 4. Performing Construction Administration Oversight / Field Observation for CHFA in the event of the achievement of Initial Closing of CHFA financing. (Note, this task will be contracted directly with CHFA)
 - a. Objectives are to ensure that:
 - i. Any mortgage investment by CHFA is protected and risks are minimized;
 - ii. the project is financially balanced at all times; and
 - iii. the quality of construction meets or exceeds the Standards and/or Construction Industry Standards.
 - b. Duration and frequency of visits
 - i. the construction period will most likely be in three (3) phases, with each phase projected to have a 12 month term;
 - ii. weekly on-site visits are expected, unless special circumstances or special arrangements are made beforehand between the mortgagee and the Authority; and
 - iii. compensation shall be calculated on a "flat fee per visit" basis.
 - c. Duties and responsibilities include:
 - i. attending project meetings;
 - ii. observing construction progress and reporting to CHFA any outstanding issues or concerns;
 - iii. reviewing proposed change orders and monthly requisitions, assessing the installed work for comparison to the contractor's requisitions; and
 - iv. communicating with the designated member of the Authority's staff through the submission of weekly written reports.

5. Should the respondent require the services of any specialized technical consultants, CHFA reserves the right to review and accept the consultants' qualifications.

III. Respondent Qualifications

Each respondent shall submit documentation verifying that the below-listed required qualifications are met:

1. be a principal or partner of an established professional firm;
2. be a licensed architect in the State of Connecticut;
3. be covered by a current professional liability insurance policy as outlined in the Standards;
4. demonstrate extensive knowledge of architectural and engineering design and construction issues;
5. demonstrate extensive knowledge of the Connecticut Building Code, the Fair Housing Laws, AIA documents, and general construction practices;
6. demonstrate extensive experience in construction administration; and
7. demonstrate a general familiarity with the latest CHFA Standards of Design and Construction.

IV. Submission Requirements

Respondents to this Request for Proposals (this "RFP") shall demonstrate their professional qualifications by submitting the following:

1. A description of the firm, outlining the firm's experience with affordable multifamily housing.
2. Resumes of the key personnel who may be assigned which shall include (i) education, (ii) experience in preparing technical documents (including, but not limited to, drawings, specifications, and Capital Needs Assessment reports), (iii) specific professional experience involving affordable multifamily housing, (iv) experience in construction, and (v) any certifications earned from established professional organizations, if applicable.
3. Photocopies of valid State of Connecticut licenses for all architects and engineers employed by the firm who are proposed to perform services.
4. Proposed contract fee for (i) Review of Plan Documents, (ii) Subsurface Infrastructure Investigation, (iii) Cost Estimation services, and (iv) Construction Oversight/Field Observation. Fees must be held for 90 days from submission.
5. Proposed timeline for completion of the design review, infrastructure investigation, and cost estimation portions of the project.
6. A list of any pending criminal or civil suits, arbitration, or other legal actions or disputes, if any, in process with any entity or person comprising the respondent including, but not limited to, failure to complete/performance pursuant to a contract. If no such pending suits, arbitration, actions, or disputes exist, then so state. Additionally, each respondent shall submit a list of any previous criminal or civil law suits, arbitration, or other legal actions or disputes, if any, against any entity or person comprising the respondent commenced or concluded during the five (5) year period preceding the date of the

response to this RFP. For each item identified on such list(s), briefly state the name and address of the party(ies) making such claim(s) against the respondent or any entity(ies) or person(s) comprising the respondent, the case or other identification number(s), the body hearing the action(s) or dispute(s), the general nature of such dispute(s), the dollar amount of the controversy(ies), and each matter's present status. If no such previous suits, arbitration, actions, or disputes exist, then so state.

7. A definitive statement of whether the respondent or any related entity, or any individual who is (or was then) a principal of either, was subject to administrative action or sanction by HUD, Fannie Mae, the State of Connecticut, or any agency or instrumentality thereof, any other governmental housing or finance agency, or any professional/industry governing body during the five (5) year period preceding the date of the response to this RFP. For each item identified on such statement, briefly state the name and address of the entity(ies) initiating such administrative action or sanction against the firm or any entity or person(s) comprising the respondent, the case or other identification number(s), the general nature of such administrative action or sanction, and each administrative action's or sanction's present status. If no such previous administrative actions or sanctions exist, then so state.
8. Three (3) professional references, other than CHFA, including name, company affiliation, title, complete mailing address, email address, telephone number and facsimile number.
9. Written third-party evidence of professional liability insurance in amounts satisfactory to CPS and CHFA.
10. Previous Participation Certificate(s) on forms acceptable to CPS and CHFA.

Responses to this RFP shall be signed by an authorized officer of the firm and shall include a statement that the response is signed under notice of penalty for false statement, Connecticut General Statutes Section 53a-157b. Selected respondents must be able to provide fully executed CHFA Statutory Provisions, Certifications and Affidavits that are attached to this RFP.

Each response to this RFP shall be screened by CPS and CHFA for compliance with the above-referenced criteria. Only architects holding valid licenses in the State of Connecticut who satisfy all of the criteria shall be considered. CPS and CHFA, in their sole judgment, reserve the right to (i) reject any or all of the responses to this RFP, and (ii) select any or all respondents to perform the above referenced services.

Responses to this RFP shall be submitted to:

Mr. Mark Hirsch
Manager, Architectural and Construction Development
Connecticut Housing Finance Authority
999 West Street
Rocky Hill, Connecticut 06067-4005

Responses to this RFP must be received by the Authority no later than 5:00 p.m. DST, on October 19, 2009.

V. Disclaimers by CPS and CHFA

1. CPS and CHFA, in their sole judgment, reserve the right to (i) amend, modify or withdraw this RFP, (ii) revise any requirements of this RFP, (iii) require supplemental statements or information from any respondent to this RFP, (iv) accept or reject any or all responses to this RFP, (v) revise the schedule to advertise, receive, and review responses to this RFP, (vi) renegotiate or hold discussions with any respondent(s) to this RFP and allow such respondent(s) to correct deficient responses which may not completely conform to the instructions contained herein, or immediately eliminate responses which are incomplete or unresponsive to this RFP, and (vii) cancel and reissue, in whole or in part, this RFP if CPS and CHFA, in their sole discretion, deems it to be in their best interest.
2. CPS and/or CHFA may exercise the foregoing rights at any time without notice and without liability to any respondent to this RFP or any other party.
3. Responses to this RFP shall be prepared at the sole cost of the respondent.
4. Responses to this RFP shall not obligate CPS and/or CHFA to procure any of the professional services described herein from such respondents.