

Neighborhood Housing Services of Waterbury, Inc. Request for Proposals

Issue Date: May 2, 2022

Due Date: May 23, 2022

RFP Contact: James Dunn, jdunn@nhswaterbury.org (860)301-7504

Overview

The focus of this Request for Proposals is the Waterbury Manufacturing Chase Rolling Mill located on North Main Street in Waterbury. It was the site of one of the major rolling mills in the City and the only one that currently remains largely intact. The site has been used for industrial purposes since at least 1853, but the Chase Rolling Mill was built there in 1900. The loft building at 526 North Main Street was constructed in 1917, presumably as part of the War effort. A second building located south of the loft building has been demolished some time after 1950. But the remaining structures on the site maintain the integrity of the Chase Rolling Mill and is the most complete remnants of the City's roots as the Brass City.

Neighborhood Housing Services of Waterbury (NHSW) is seeking proposals from a CFR-qualified professional to prepare a National Register of Historic Places Nomination for the former Chase Brass Rolling Mill Property.

Sealed proposals will be received by the **NHSW** for furnishing the services herein listed. Responses to the RFP must be to the address provided at the end of this document, but all submissions must be received by **3:00 PM on May 23, 2022.**

This project received funding from the Community Investment Account of the State of Connecticut as administered by the Department of Economic and Community Development State Historic Preservation Office.

Background

NHSW builds strong neighborhoods and communities of choice through affordable and comprehensive housing development, financial education, and furthering home and community ownership.

NHSW is a non-profit, HUD certified organization that was founded in 1980 with the purpose of revitalizing neighborhoods and creating homeownership opportunities throughout the city of Waterbury. Our purpose reflects the organization's embrace of a broad range of business lines and programs to meet its objectives of community revitalization and individual economic empowerment.

NHSW is working closely with Shekinar Christian Church, the owner of the Loft Building at 526 North Main Street to develop a revitalization plan for the property that involves conversion of that property into a mixed-use building which will provide and anchor to the North Main Street area.

The concept plan includes commercial space on the first 2 floors and residential development on the upper levels. Although this project involves only 526 North Main Street, we are aware that the full complex is part of the history of brass manufacturing in the City and recognize that it must all be included in this National Register proposal.

Scope of Services

The project deliverable is National Register Nomination for the Chase Waterbury Brass Mill Complex

Project Required Results:

The consultant shall meet with the Department's "National Register Coordinator" prior to commencing the project. All work items shown below shall be coordinated with the National Register Coordinator. The following items shall be submitted to the Department for review and comment:

The number of copies the draft National Register of Historic Places Nomination (the Nomination) in the format requested by NR Coordinator for State Review Board review and comment.

Two archival copies of the final Nomination, executed to the standards of the National Park Service and the Connecticut State Historic Preservation Office plus two electronic copies of the Nomination.

All recommendations of the Department AND State Historic Preservation Review Board shall be incorporated into the Nomination.

The Department shall utilize the Nomination for public education purposes including but not limited to print or electronic formats.

Special background and skills required for the work.

- Consultant who meets or exceeds the Secretary of the Interior's professional qualifications as a historian and/ or architectural historian
- NHSW is particularly interested in a Consultant who is experienced with industrial properties.
- The consultant will be required to attend the State Review Board meeting at which the nomination will be discussed. Date tbd.
- MBE/WBE firms are strongly encouraged to apply

Schedule

In addition to the proposal schedule below, the proposer should plan on at least one in-person meeting to get the project started and at least three additional meetings with the **NHS-W** that can be either in-person or remote. Regular updates and communications regarding the tasks below are an expectation of the contract.

Proposal Requirements

Contract Period

The NHSW intends that the contract awarded shall expire on **180 days from execution.**

Contract Award

NHSW reserves the right to award a contract in a manner deemed to be in their own best interests. This RFP is not a contract and, alone, shall not be interpreted as such. Rather, this RFP serves only as the instrument through which proposals are solicited. **NHSW** will pursue negotiations with the highest-scoring proposal. If, for some reason, the **NHSW** and the initial proposer fail to reach consensus on the issues relative to a contract, **NHSW** may commence contract negotiations with other proposers. **NHSW** also may decide at any time to restart the RFP process, or reject any and all Proposals submitted.

Stability of Proposed Prices

Any price offerings from proposers must be valid for a period of two years from the due date of the proposals.

Amendment or Cancellation of the RFP

NHSW reserves the right to cancel, amend, modify, or otherwise change this RFP at any time if it deems it to be in the best interest to do so.

Proposal Modifications and Expenses

No additions or changes to any proposal will be allowed after the proposal due date unless such modification is specifically requested by **NHSW**. **NHSW**, at its option, may seek proposer retraction and/or clarification of any discrepancy or contradiction found during its review of proposals. Proposers are responsible for all costs and expenses incurred in the preparation of proposals and for any subsequent work on the proposal that is required by **NHSW**.

Payment Schedule

A payment schedule will be developed after contract award and will be tied to the completion of specific project milestones.

Selection Criteria

A selection committee will review and score all proposals. **NHSW** reserves the right to develop a short list of candidates to interview prior to selection or request additional information, including references. The following information, in addition to the requirements, terms and conditions identified throughout this RFP, will be considered as part of the Selection process, and are listed in order of relative importance.

1. Soundness of the proposal to meet the scope of work and produce the deliverables
2. Qualifications
 - a. Professional qualifications of staff
 - b. Demonstrated ability to manage and administer projects of this nature
 - c. References
3. Value
4. MBE/WBE certification.

Instructions to Proposers

Proposal Schedule

- Bid Posting Date –May 2, 2022
- Inquiry Period –May 9, 2022-May 16, 2022
- RFP Due Date – May 23, 2022
- Contract Award Date – June 6, 2022
- Deliverables Due – December 31, 2022
- Project Completion – tbd depending on scheduled State Review Board meeting. The Project will not be considered complete until all edits and comments from the Department staff and State Review Board have been incorporated into the final nomination.

During the period from your organization's receipt of this Request for Proposals, and until a contract is awarded, your organization shall not contact any member of **NHSW** or the State of Connecticut for additional information, except during the inquiry period and according to the manner described below.

Inquiry Period

Questions for the purpose of clarifying the RFP will only be accepted via email and must be submitted to **James Dunn via email at jdunn@nhswaterbury.org** no later than 4:00 pm. May 16, 2022 . Responses to inquiries will be sent within 48 hours. All questions and answers will be shared with all proposers who have requested information on this RFP.

Sealed Proposals

Proposals must be saved as a single, non-rewritable PDF named **“RFP:Neighborhood Housing Services of Waterbury.”**

Submittal Requirements

Applicable Content

Project narrative on how the consultant proposes to meet the scope of work, produce the deliverables, and demonstrate qualifications.

Consultant Information

- a. Name of firm or individual and primary contact information
- b. Summary of qualifications, including resumes of key staff assigned to the contract, demonstrating capabilities relative to this project.
- c. Brief business history outlining length of time in business. Alternatively, individuals should provide a similar history outlining years of experience.
- d. Project Summary for a project that most closely match the current RFP.
- e. Work sample that demonstrates ability to complete work described.
- f. Three references

Insurance Requirements

Provide evidence of the following insurance coverages as applicable:

- 1) Commercial General Liability: \$1,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage. Coverage shall include Premises and Operation, Independent Contractors, Product and Completed Operations and Contractual Liability. If a general aggregate is used, the general aggregate limit shall apply separately to the Agreement or the general aggregate limit shall be twice the occurrence limit.
- 2) Workers' Compensation and Employer's Liability: Statutory coverage in compliance with compensation laws of the State of Connecticut. Coverage shall include Employer's Liability with a minimum limit of \$100,000 each accident, and \$500,000 Disease – Policy limit, \$100,000 each employee.
- 3) Automobile Liability: \$1,000,000 combined single limit per accident for bodily injury. Coverage extends to owned, hired and non-owned automobiles. If the vendor/contractor does not own an automobile, but one is used in the execution of the contract, then only hired and non-owned coverage is required. If a vehicle is not used in the execution of the contract then automobile coverage is not required.

These coverages shall be maintained for the duration of the Project. Insurance certificate will name NHS-W as additionally insured on all certificates of insurance.

Value

The cost proposal should represent an understanding of the requirements of this RFP and the ability to perform the described tasks in an efficient and effective manner. The evaluation of the cost proposal will be based on the realism and completeness of the information provided in the response. A not-to-exceed maximum budget that includes all direct and indirect costs for each task shall be submitted. The labor categories, rates, and estimated hours should indicate which hours are to be completed by the prime contractor and/or subcontractors. **NHSW** has estimated that the cost of this contract should not exceed **\$20,000 dollar amount**, inclusive of all direct and indirect costs, including travel

Delivery

Responses to the RFP must be Addressed to to Kevin Taylor, Executive Director Neighborhood Housing Services of Waterbury. Proposals must be emailed to: **James Dunn at jdunn@nhswaterbury.org** no later than Monday, May 23, 2022, **3:00 pm**. Proposals received after the deadline will be rejected. It is the responsibility of the bidder to confirm receipt of the proposal.