

**Request for Proposals from Architects/Engineers to Assist the
Windsor Housing Authority in Preparation of Plans, Specifications & Contract Documents for
Renovations at the Housing Authority's Shad Run Development**

The Town of Windsor extends an invitation to architects/engineers to submit proposals for A&E services required for the proposed renovation projects at the Windsor Housing Authority Shad Run complex. The architect's/engineer's proposals should indicate the ability to perform work required in a timely and sufficient manner. The architect/engineer must be licensed to perform services in the State of Connecticut.

The Town of Windsor expects to make an application by May 31, 2023 for a FY 2023 CT SC CDBG for the infrastructure improvements to the property at the Shad Run Terrace located at 40 Henry Street Windsor CT. The Shad Run Terrace Development is a row-house apartment complex comprised of 52 One Bedroom Units for senior and disabled individuals. The property was constructed in 1985. In general, the work is to include but not be limited to the following: Replacement of all existing split unit heat pumps both the unit and the compressor, replacement of roofs, doors and window systems as well as building gutters and down spouts.

The services being required by the Town will include but shall not be limited to schematic design, preliminary studies, preparation and design of construction documents, work write-ups, energy modeling/audit including a Multifamily Program Initiative Participation Application, cost estimates and Capital Needs Assessment update. The selected candidate should include costs for performing the following services if the application is approved: Review of construction bids, inspection of materials and workmanship during construction, payment application review and post completion documents.

The project(s) may be funded by the Connecticut Housing Finance Authority (CHF A) and/ or the Connecticut Department of Housing (DOH).

The entire procurement procedure and contract award will be subject to all applicable Federal/State Laws and Regulations. The architect/engineer selected shall comply with the Equal Employment Opportunity and Affirmative Action Requirements adopted by the Authority in compliance with said order.

The Architect/Engineer should have previous experience in providing professional services to public housing authorities and must display evidence of knowledge of DOH, and CHFA regulations.

Detailed proposal requirements are available by contacting Flavia Rey de Castro in the Community Development Office at 860-285-1985, emailing reydecastro@townofwindsorct.com or by visiting the DAS and Town of Windsor websites.

All interested firms shall submit two (2) copies of the proposal by 10:00 a.m. on or before April 24, 2023 to:

Community Development Office
Town of Windsor

275 Broad Street
Windsor, CT 06095

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER
Small Business Concerns, Minority Business Enterprises, Women Owned
Business Enterprises and Disabled Persons are encouraged to submit proposals.