



Neighborhood Housing Greater New Britain

Request for Proposals

Architectural Services for ToolWorks

56 Whiting Street & 132 Glen Street Redevelopment

Neighborhood Housing Greater New Britain (Neighborhood Housing Services of New Britain, Inc. (NHSNB) is seeking proposals from qualified Architects and their teams to serve as Project Architect for designing and implementing a multi-unit supportive housing Project called The ToolWorks. The Friendship Service Center, Inc. has partnered with NHSNB to address the need for supportive housing in New Britain and Central Connecticut. This Project involves redeveloping two historic early twentieth-century properties that were once the home of Acme Tool Manufacturing and Kern Specialty Tool Company. Although some attempts at converting to housing have been made, the buildings are mainly unused today. The two properties are located at 56 Whiting Street and 132 Glen Street, New Britain, and are under contract to purchase, subject to due diligence. A Phase I ESA and Hazardous Materials Survey has been conducted, with a Phase II ESA underway. Additional testing may be required. The selected firm will work with NHSNB from the design development process through the completion of construction. Qualification Statements meeting the requirements in this RFQ are due via email to zcrespomoraes@nhsnb.org by **2:00 P.M., July 20th, 2023**.

Project Site

The location of the Project is 56 Whiting Street and 132 Glen Street in New Britain, CT 06051. The area encompasses 0.18 acres and offers 12,783 sq. ft. of living space with a brick exterior. Public sewer, water, and natural gas are available on-site. Both properties were built in 1915 and were formally the home of Acme Tool Manufacturing and Kern Specialty Tool Company for over 70 years. It's worth mentioning that Kern Specialty Tool Company was among the seven original founding factories that helped establish the City of New Britain. Their significant role in the downtown historic district is recognized by their inclusion on the city seal. The site includes two vacant buildings. The first building is on 132 Glen Street and served primarily as the manufacturing building and warehouse, built into grade. The second building, on 56 Whiting Street, was mainly used as office space and currently has a small, paved parking lot. A small auto repair shop once operated out of the loading dock section of 132 Glen Street.

The plan for ToolWorks calls for rehabilitating and connecting the two existing structures. The plan is to create a mix of studio and 1-bedroom units of supportive housing for individual unhoused adults. The basement level will be utilized for storage and utilities. In addition to the housing units, the project will include offices, a meeting room, public restrooms, and a communal laundry room. To move forward with the project, a zone change and possible parking variance will be required. NHSNB is working with the City of New Britain Planning and Development Department to identify all the necessary requirements. This project will utilize state historic tax credits and other state and federal funding sources.



NHSNB will serve as Developer of the Project. NHSNB is a non-profit, HUD-certified organization founded in 1980 to revitalize neighborhoods and create affordable housing opportunities throughout the City of New Britain and surrounding communities. Our purpose reflects the organization's embrace of a broad range of business lines and programs to meet its community revitalization objectives and individual economic empowerment.

The Friendship Service Center, Inc. will provide all tenants with on-site supportive services such as individualized case management. The goal is to connect the tenants with community resources that help bolster stability and independence through community engagement. Since 1968, The Friendship Service Center, Inc. has been a place where the hungry are fed, people experiencing homelessness are sheltered, and everyone is welcome. The agency services men, women, and children at risk or experiencing housing insecurity in Central Connecticut. Services range from emergency shelters to transitional living programs, permanent supportive housing options, and more.

The Project is expected to be partly funded by the Connecticut Department of Housing and the U.S. Department of Housing & Urban Development through the HOME Investment Partnership Act (HOME) and other public sources. State Historic tax credits will be used for this Project. The buildings are contributing resources to the Downtown New Britain National Register District. Any work must comply with applicable Federal and State requirements.

Scope of Services

The Architect will provide all services necessary to complete the Project, including, as required, Conceptual Design, Design Development, Construction Documents, Bidding, and Construction Administration, as the American Institute of Architects defines those terms. The selected Architect may assist with required local zoning and building approvals and permitting and may be required to meet with local officials and residents to explain the Project and will participate in regular meetings with the Development Team and Funding Agencies as necessary. Note that some funders may require regular weekly meetings over a several-month period.

Project Schedule

NHSNB plans to submit a Development Engagement Profile to the Department of Housing for the Fall 2023 round and a Consolidated Application within six months, and begin construction in the fourth quarter of 2024.

Submission Requirements

The following items must be provided in your submission:

- A. Transmittal letter summarizing the Firm's qualifications and reasons it should be considered for this assignment.
- B. Firm description, background, and experience in designing affordable housing, particularly supportive housing.
- C. Resumes of key individuals **who will be assigned to this project** and description of their roles and responsibilities.
- D. List of key team members, including site/civil engineer, MEP consultant, and landscape architect.



- E. Narrative outlining the firm's approach to this Project.
- F. Relevant Experience. Provide a list of three and only three projects that are comparable to this Project. Include the following information:
 - a. Project name and location
 - b. Firm role and role of key individuals assigned to this project
 - c. Project size and budget
 - d. Project funding sources
 - e. Name and contact information of the Owner or Developer
 - f. Was the project completed on time and on budget?
 - g. Provide photos or renderings of the project if not complete.

Please only provide up to 3 examples.

- G. Proposed Fee Structure
 - a. Percentage-based, Fixed Fee, or Hourly (if hourly, you must provide hourly rates for all staff assigned to this project)
 - b. List all reimbursable expenses and reimbursement rate
- H. The Proposal shall be Submitted to:

Mr. Chris Sanders
President & CEO
Neighborhood Housing Services of New Britain, Inc.
223 Broad Street
New Britain, CT 06053

All Proposals shall be submitted in pdf format to zrespomorales@nhsnb.org and must be received by **2:00 P.M. on July 20th, 2023.**

Selection Criteria

Any contract resulting from this RFQ will be determined based on the highest score through a two-step process. The first step will be to review and evaluate the qualifications of architectural firms submitted in response to this RFQ. This review and evaluation will be based on the following criteria:

- a. Ability to provide a proposed scope of services. (15 points)
- b. Qualifications and experience of the project team. (20 points)
- c. Capacity to meet schedule/time requirements. (15 points)
- d. Awareness of project issues and complexities. (20 points)
- e. Experience on similar projects. (15 points)
- f. Quality and performance of past services. (5 points)
- g. Fees & expenses. (10 points)

The second step will involve interviews and a review of fee proposals from a short list of not more than five firms selected as finalists. Interviews may take place in person or online at the discretion of NHSNB. NHSNB shall then choose the architect of the shortlisted firms. Scoring will be the same criteria used on original scoring.

Before the final award, NHSNB will conduct a reference check. If references are unsatisfactory, NHSNB may elect to award the contract to the next highest-ranked proposer.

General Information

1. NHSNB is an Equal Opportunity and Affirmative Action employer and does not discriminate in hiring employment or business practices. NHSNB is committed to complying with the Americans with Disabilities Act of 1990 (ADA) and does not discriminate based on disability in admission to, access to, or operation of its programs, services, or activities.
2. MBE, WBE, SBE, and Veteran-owned firms are encouraged to apply.
3. All questions and communications about this Request for Qualifications and submission requirements must be directed via email to zcrespomorales@nhsnb.org and must be received by **2:00 P.M. on July 13th, 2023**. Prospective respondents must limit their contact regarding this RFQ to zcrespomorales@nhsnb.org. Emailed responses to questions submitted via email by the above date or identified at any Information Session which might be held in regard to this RFQ, **as well as any changes or amendments to this RFQ**, will be emailed to all those who have submitted questions, or requested an RFQ or who attended any such Information Session. Note that currently, no information session is planned for this RFQ. They will also be posted on the NHSNB website. If you have any procedural questions, please call Jim Dunn at 860-301-7504.

Reserved Rights

NHSNB reserves the right to reject all responses and reissue the RFQ with a modified scope description for any reason. NHSNB reserves the right to award, award in part, or to not award under this RFQ. NHSNB reserves the right to reject any responses in whole or in claim for misrepresentation if the respondent is in default of any prior NHSNB contract or if the proposal limits or modifies any of the terms and conditions, and specifications of the RFQ. NHSNB also reserves the right to waive technical defects, irregularities, and omissions if, in its judgment, the best interest of NHSNB will be served.