

The West Indian Social Club of Hartford, Inc.

3340 Main Street
Hartford, CT 06120
860 247-5659

WestIndianSocialClub@wiscoh.org
Westindiansocialclub.org

BEVERLY M.D. REDD, CHAIR
OGEWU C. AGBESE, VICE CHAIR
RACQUEL WALKER, EXECUTIVE SECRETARY
SHELDON MORGAN, TREASURER
TANYA T. DORMAN, DIRECTOR



WAYNE STAPLETON, DIRECTOR
ELORIE STEVENS, DIRECTOR
SHAUNA WHITTER, DIRECTOR
CLAUDETTE GRAHAM, DIRECTOR
VERNETTE JOSHUA, DIRECTOR
MARLENE LAMBERT, DIRECTOR

Est. October 27, 1950. 74 Years of continued service.

May 20, 2024

The West Indian Social Club of Hartford, Inc. is a “cultural center of educational, entertainment, and serves as a migrant resource of the West Indian and Caribbean-American culture.”

The mission of The West Indian Social Club of Hartford, Inc (WISCOH) is to “promote, articulate, interpret and preserve West Indian and Caribbean culture.”

The West Indian Social Club of Hartford, Inc. is committed to creating opportunities for local Minority and Small Business Enterprises as we engage in Economic Development Projects (s).

As such, The West Indian Social Club of Hartford, Inc. (‘the Owner’) Request Proposals from qualified Development Consultants to provided planning, budget development and project management services for properties at the following locations (‘the Project’):

- 3364-3366 Main Street Hartford, Connecticut
- 3372-3374 Main Street Hartford, Connecticut

The West Indian Social Club of Hartford, Inc. plans to rehabilitate the existing historic structures and restore them back to their multi-family use.

Guidelines, Timeline, and Requirements

The (‘Owner’) will receive Proposals from qualified Development Consultants until **5:00 PM** on **Monday, June 10, 2024**. Proposals received after that deadline shall not be considered.

Please send one electronic copy of your proposal to Patrick G. Williams, Trustees of the West Indian Social Club of Hartford, Inc. at westindiansocialclub@wiscoh.org

The selected respondent will be notified **no later than June 19, 2024**. The ‘Owner’ anticipates ‘ The Project’ will start this year.

If you have any questions specific to the RFP, please contact Patrick G. Williams at westindiansocialclub@wiscoh.org

WEST INDIAN SOCIAL CLUB OF HARTFORD, INC. (WISCOH)

Scope of Services

The West Indian Social Club of Hartford, Inc. ('the Owner') is seeking development consulting services for two properties in North Hartford located within the Hartford Promise Zone at:

- 3364-3366 Main Street Hartford, Connecticut
- 3372-3374 Main Street Hartford, Connecticut

The existing properties are Historic, and development will require approval from the City of Hartford Historic Preservation Committee. Should State of Connecticut Funding be utilized, the State Historic Preservation Organization approval shall also be required.

Both properties have been vacant and blighted for the last 10 years. 'The Project' which includes both properties will rehabilitate five (5) rental units. 'The Owner' plans to use Federal, State and Municipal funding for 'the Project.' The Respondent shall have experience working on projects with funds administered by the City of Hartford Developmental Services and the State Department of Housing.

The Development Consultant shall be responsible for but not limited to the following Scope of Services:

- Provide management services to assist and support 'the Owner' with the City of Hartford Planning & Zoning and NRZ as required to obtain all regulatory approvals.
- Coordinate Design Team architectural/engineering options with the WISCOH ('the Owner') its Agent (s) and Stakeholders to obtain any/all required Historic Preservation approvals.
- Shall chair pre-construction design meetings with the Architect, the Owner, authorities having jurisdiction and all project stakeholders to ensure project deliverables.
- Manage the Bid Phase, conduct Contractor site visit, review, and respond to Contractor RFI's, etc.
- Review Contractor Bid Proposals and provide to the Owner the Recommendation to Award (RTA).
- Provide periodic construction oversight and review Contractor construction schedules to maintain project schedule and Owner Completion Date.
- Coordinate with the General Contractor to facilitate compliance with all authorities having jurisdiction, compliance with OSHA Safety Guidelines, and all Contract Requirements.
- Manage Construction, review CPM schedules, change orders, mitigate contractor issues, review, and recommend Contractor Pay Applications, review Contractor claims in accordance with the Contract guidelines and requirements.
- Review Contractor construction progress and approve Contractor Monthly Application for Payment Requisitions.
- Coordinate with the Owner, the design team and authorities having jurisdiction to close out the project in compliance with all regulatory and contract requirements.
- Engage the WISCOH Board and the local community as required to provide project status update and community engagement.

Evaluation Criteria

Proposals will be evaluated based on the following criteria:

- 1) Suitability of the proposal – how well the proposal meets the needs and criteria detailed in this RFP
- 2) Experience –
 - a. Development Consultant shall have experience rehabilitating blighted properties in the City of Hartford.
 - b. Either the firm or the principal shall have a minimum of 5 years' experience developing and rehabilitating blighted property and urban rehabilitative properties.
 - c. Experience working on State Historic Preservation Organization projects and City of Hartford Historic Preservation projects shall be required.
- 3) Fees- include all fees associated with your services including staff hourly rates and a proposed schedule for payment. Rates shall be loaded rates inclusive of all labor, overhead, profit, insurances, benefits, etc.
- 4) Capability of Staff – sufficient staff experience and capacity to deliver services in the timeframe established.
- 5) Proposal Presentation
 - a. Letter of interest
 - b. Project Approach & Experience
 - c. Anticipated funding sources
 - d. Staff Matrix and Rates
 - e. Tentative Milestone CPM Project Schedule
 - f. Three (3) References from previous Owners of projects with similar size and scope.