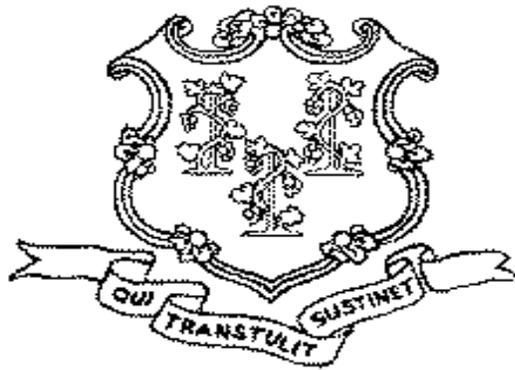


**REQUEST FOR QUALIFICATIONS**  
**FOR**  
**MEDICALLY COMPLEX CHILDREN / SUPPORTIVE HOUSING**  
**PILOT PROJECT**



**Key Dates:**  
**Announcement of RFQ: Monday, June 5, 2006**  
**General Information Session: June 16, 2006**  
**RFQ Submission Deadline: Friday, July 21, 2006**

**A Public Solicitation Made by the**  
**State of Connecticut Department of Economic and Community Development**

## DOCUMENT INDEX

I.	General Disclaimer	Page 3
II.	Objective and Overview of Project	Page 3
III.	Outline of Selection Process	Page 4
IV.	Communications Protocol	Page 5
V.	Pilot Project	Page 5
VI.	Program Expectations	Page 7
VII.	Required Information for RFQ Submission	Page 8
VIII.	Ranking Criteria	Page 10
IX.	General Conditions	Page 11
X.	Rights Reserved To the State	Page 12

### Appendices

A.	Directions to General Information Session
B.	RFQ Submission Checklist
C.	Certification By Respondent
D.	Bid / Proposal Affidavit
E.	Site Guidelines

## **I. GENERAL DISCLAIMER**

It is the responsibility of each respondent to carefully examine the contents of this Request for Qualifications (RFQ) and any related documents. Any ambiguities or inconsistencies should be brought in writing to the attention of David Raccio, Development Manager at the Department of Economic and Community Development (DECD) (see Communication Protocol section of this document) **no later than 4:00 p.m. Eastern Standard Time (EST) on June 30, 2006**. Failure to do so will constitute acceptance by the respondent of any subsequent interpretation or decision by the State of Connecticut, DECD (the "State"). Only written interpretations issued by the State shall be binding upon the State.

The State believes that all information contained within this RFQ document, and any related documents, is complete and accurate, but cannot guarantee it.

All required information as outlined within this document **must** be submitted by the required deadlines. Failure to submit the required information may at the sole and absolute discretion of the State result in disqualification. The State reserves the right, at its sole and absolute discretion, to request clarification or amplification of any information submitted under the RFQ process. The State, at its sole and absolute discretion, may allow respondents the opportunity to submit any missing information. Any costs or expenses associated with such requests shall be the sole responsibility of the respondent.

Any and all materials submitted under this RFQ shall become the property of the State. The State, at its sole and absolute discretion, may extend any of the actual or proposed dates shown in this RFQ.

## **II. OBJECTIVE AND OVERVIEW**

The State is currently seeking a development and property management team to create an eight to ten unit supportive housing development for medically complex children and their families. As defined by Public Act No. 04-1, Subsection 41 and Special Act No. 04-2, Subsection 9(c), the State is charged with establishing a pilot project to provide affordable housing to families with children who have one or more serious medical conditions and have ongoing, significant health care service needs. The State will be providing a grant in the amount of \$3 million to construct this facility. A feasibility study was done through the CT Health Policy Project. It involved many families of children with special medical needs as well as viewpoints from home health agencies and specialty caregivers. This study may be viewed online at the following website: [http://www.cthealthpolicy.org/pubs/cshcn\\_feasility.pdf](http://www.cthealthpolicy.org/pubs/cshcn_feasility.pdf).

Service providers and families have reported that some children with complex medical conditions were remaining in hospital settings long after they were medically appropriate for discharge to their homes because their families could not arrange consistent skilled nursing care at home, despite the fact that sufficient hours were approved by the State. Additionally, as reported by the Department of Children and Families (DCF), some families were forced to relinquish custody of their children for similar reasons.

### **III. OUTLINE OF SELECTION PROCESS**

This RFQ represents the first of a two-phase development and property management team selection process. Statements of qualifications submitted under this RFQ will be reviewed by a Selection Committee charged with developing a short list of respondents who will be invited to submit detailed development and property management proposals in Phase II under a separate Request for Proposals (RFP).

An Optional General Information Session will be held to acquaint firms/entities with the pilot project and to respond to questions and requests for clarifications. This Session shall be conducted **at 1:30 p.m. EST on Friday, June 16, 2006**, at DECD Headquarters in Hartford. Potential respondents are strongly encouraged to attend. For Directions to DECD see Appendix A.

Additional questions and requests for clarification should be brought in writing to the attention of David Raccio, Development Manager, **no later than 4:00 p.m. EST on Friday, June 30, 2006**. The State will promptly prepare written responses to any questions posed at the General Information Session and to any requests for clarification. Such responses will be posted on the DECD's website (<http://www.decd.org>) to be viewed by potential respondents beginning **at 2:00 p.m. EST on Friday, July 7, 2006**.

All submissions in response to this RFQ must include a non-binding Letter of Intent and be in possession of the DECD contact person, David Raccio, Development Manager, **no later than 4:00 p.m. EST Friday, July 21, 2006**. All submissions must include ten (6) hard copies and one (1) electronic copy of the entire package. Failure to provide Letter of Intent will exclude the consideration of any subsequent proposal, failure to submit the required information may, at the discretion of the State, result in disqualification.

A Selection Committee comprised of representatives of the State (DCF, Office of Policy and Management (OPM), Department of Social Services (DSS), Department of Mental Retardation (DMR), Department of Public Health (DPH), and DECD) will review all statements of qualifications submitted and references may be contacted. A shortlist of respondents will be determined, utilizing the criteria outlined in the Ranking Criteria section below.

Shortlisted firms/entities shall be notified and invited to submit detailed development and property management proposals under a separate RFP drafted by the State.

The State reserves the right to engage in simultaneous discussions with more than one development and property management team and to terminate discussions with any development and property management team at any time. No award shall be final and effective, and no contract rights shall arise, unless and until the State and a selected development and property management team enter into a definitive agreement.

No submissions will be accepted after the published dates and times. The State shall not be responsible for misdirected or lost submissions.

As noted under the General Conditions section below, the State reserves the right at its sole and absolute discretion to extend any of the actual or proposed dates in the time schedule applicable to all respondents, and further reserves the right to reject any and all submissions from any or all candidates and to republish the RFQ. The State also reserves the right at its sole and absolute discretion to terminate the RFQ/RFP process at any time prior to execution of any agreement.

The State of Connecticut is an Equal Opportunity and Affirmative Action employer and does not discriminate in its hiring, employment, or business practices. The State is committed to complying with the Americans with Disabilities Act of 1990 (ADA) and does not discriminate on the basis of disability in admission to, access to, or operation of its programs, services or activities.

#### **IV. COMMUNICATION PROTOCOL**

All correspondence, inquiries and submissions regarding the RFQ process should be directed to:

State of Connecticut  
Department of Economic and Community Development  
505 Hudson Street, 4<sup>th</sup> Floor  
Hartford, CT 06106  
Attention: David Raccio, Development Manager

Fax: (860) 270-8032  
[David.Raccio@po.state.ct.us](mailto:David.Raccio@po.state.ct.us)

All inquiries must be in writing and directed exclusively to **David Raccio, Development Manager**.

**Important Note:** During the period from a potential respondent's receipt of this RFQ and until a development agreement is negotiated and signed, a potential respondent or respondents shall not contact directly or indirectly any director, officer or employee of OPM, DSS, DMR, DPH, DCF, or DECD or any member of the Project Team or their representatives or any consultants involved in the selection process for additional information regarding this RFQ. All questions or requests for clarification should be in writing and directed exclusively to **David Raccio, Development Manager**.

Per the disclosure requirements of Public Act 04-245 and Governor M. Jodi Rell Executive Order No. 7B, all submissions in response to the RFQ shall be accompanied by a Bid/Proposal Affidavit (Appendix D). Failure to include the gift affidavit with the RFQ shall result in the State disqualifying the submission.

#### **V. PILOT PROJECT**

Permanent supportive housing for families with medically complex children has as its primary purpose assisting an individual(s) and their family to live independently in the community and meet the obligations of tenancy. The project must meet the following goals:

- Tenants have individual apartment units.
- Tenants hold leases.
- Tenants must have children who are Medicaid eligible or Medicaid recipients.
- The length of stay is up to the individual family. There is no time limitation as long as the tenant is in lease compliance and has at least one medically complex child.
- Housing affordability is ensured either through a rent subsidy or rents that are set at levels affordable to the target population.

- A need for medical services for at least one of the children in the family is a condition of tenancy.

This Pilot Program requires the development to have support space available to each medically complex child at home in the child's individual sleeping area or bedroom that is accessible to the private family quarters as well as to a contiguous support core. Medical nursing and home health services are provided in the child's sleeping area and/or in the private family living quarters. Medical support and direct nursing and ancillary care are always delivered in the family home. This support to assist families in caring for the complex medical needs of their children, will allow siblings and parents to remain together in a setting that promotes community involvement and a least restrictive environment for medically complex children. Each individual family will contract for medical services on their own.

## **State Project Team**

A six-member Project Team representing DCF, OPM, DSS, DMR, DPH, and DECD oversees the Pilot Project.

## **Project Components**

### **A. Goals**

Housing projects eligible for capital financing must meet the following standards:

**Affordability** - Housing units must be affordable to the population to be served. The development must provide "affordable housing", as defined in Sec. 8-39a of the Connecticut General Statutes (CGS):

- a. Income Limit: 100% of the Area Median Income for the municipality in which the housing will be located (AMI is published annually by HUD)
- b. Maximum Housing Payment: 30% of the annual income of the person/family.

**Quality** - Housing units must meet HUD housing quality standards where appropriate and conform to state and local fire and building codes, including codes relating to handicapped accessibility.

**Transportation** - Housing units should be accessible to public transportation.

**Proximity to Hospital, Health Services and Schools** - Housing units should be accessible to hospital, health services and public schools, or there must be clear alternate arrangements for providing transportation for residents to services, schools, shopping, and recreation.

**Safety** - Housing units must provide safe, sanitary and decent housing for the residents.

**Site Guidelines** - See Appendix E for recommended siting considerations.

**Conflict Resolution** - an element of success in supportive housing is a well-established process for conflict resolution among tenants and landlord.

### **B. Housing Units**

The project will consist of 8 to 10 housing units, each with 3 to 4 bedrooms. The first floor shall be fully accessible with a bedroom for a child with complex medical conditions.

**C. Nursing and Home Health Aide Services**

Each child will have an identified child specific medical care plan that defines the number of daily nursing and home health aide services required. Please indicate if the applicant has experience in providing medical and social services to medically complex children and their families, including both nursing and care management. Also, if the applicant has experience working with and respecting the role of parents in caring for children, as part of the team should be emphasized.

**Overall Financial Plan**

**A. Housing**

Housing provider may be a public and/or private for profit, non-profit or local housing authority. Therefore, the development and property management team must clearly identify which member of its team will be the Applicant for DECD funds.

**Two types of funding are available through this project:**

- Public capital financing, in the form of a \$3 million grant through DECD for the construction and permanent nonrecourse financing of project development costs.
- Project-based Rental Assistance Program (RAP) rental vouchers will be provided through DSS for each unit.

**VI. PROGRAM EXPECTATIONS**

Under the RFQ, DCF offers benchmark parameters and service guidelines from which all applicants must respond. However, in order to best serve this vulnerable group of children, and best meet the purpose and goals set forth, DCF is encouraging applicants to propose creative alternatives. These alternatives must be well articulated and justified (e.g., an effective model developed in another state or country), must comply with the requirements of the RFQ and must adhere to the established response format.

To avoid placement disruptions in a child's life appropriate service planning decisions must be made when the family first becomes involved with DCF. Toward that end, programming described in the RFQ is particularly directed toward medically complex children and sibling groups who cannot remain together with their families because of insufficient nursing and ancillary services in an affordable and accessible home.

The population to be served by this initiative would be DCF referred families who have one or more medically complex children as well as other siblings. The medically complex children would be those who have significant health requirements, such as cerebral palsy or severe developmental delay which demand nursing and home health aide support for more than 8 hours a day.

Proposals will be considered that offer a minimum to house 8 to 10 families with children whose ages range from birth to 17 years.

## **VII. REQUIRED INFORMATION FOR RFQ SUBMISSIONS**

**Instructions:** Each respondent must submit six (6) hard copies and one (1) electronic copy of its response to this RFQ. All statements of qualifications must be received **no later than 4:00 p.m. EST on Friday, July 21, 2006**. RFQ's should be placed in a 3-ring binder with each section clearly labeled. If a checklist item is not applicable to your firm, you must still include this item and specifically state why it is not applicable. Each respondent must follow the prescribed order of the six categories listed below in their response:

- A. Proposed Development and Property Management Team
- B. Team's Development and Service Experience
- C. Proposed Financing Sources
- D. Team's Experience in Serving the Target Population
- E. References
- F. Small and Minority Business Participation / State Contract Compliance
- G. Submission of Confidential, Sensitive or Proprietary Information

An RFQ Submission Checklist is included in the Appendix section to assist the respondent in organizing their submission. ([Appendix B](#))

### **A. Proposed Development and Property Management Team**

A description of the proposed development and property management team should include, but not be limited to, the following. If the respondent is a joint venture between two or more firms/entities, such information shall be included for each firm/entity.

1. Certification by Respondent form ([Appendix C](#))
2. Bid/Proposal Affidavit ([Appendix D](#))
3. Description of firm/entity
4. Entire history of firm/entity
5. Structure of the Principal Organization submitting response to RFQ (i.e. organization chart)
6. Team resumes and credentials of principals and key personnel
7. Names of key professionals (i.e. architects, construction managers, residential property manager, etc.)
8. Name and address of parent company (if applicable)
9. If the firm/entity is a corporation, a current copy of the firm/entity's registration with the CT Secretary of State's Office and its certificate of incorporation
10. Former name(s) of the firm/entity (if applicable)
11. Other names by which the firm has been known (if applicable)
12. Number of years the firm/entity has been doing business under its current name
13. Brief description of any legal action in the past five (5) years that has resulted in a judgment against the firm/entity or in an out-of-court settlement by the firm/entity
14. Certification that the firm/entity is not currently under suspension or debarment by any State or the Federal government
15. Name and address of the primary individual responsible for contract negotiation and the firm/entity's legal counsel for this project
16. Most recent three (3) years of Federal Tax Returns
17. Most recent three (3) years of Audited Historical Financial Statements, prepared in accordance with Generally Accepted Accounting Principles (USA), including balance sheet, income statement, cash flow statement and notes.

18. Applicant must be in contractual good standing with any and all State/Federal agencies.

## **B. Team's Development Experience**

Each submission shall include information on developments undertaken by the respondent within the last ten (10) years. Respondents should demonstrate their understanding of the tasks required for design, construction, financing, management and operation and challenges to successful completion of such projects. Required information shall include:

1. Name, address and type of project
2. Year built
3. Facility characteristics and square footage of each component
4. Respondent's role in project
5. Construction costs (hard and soft costs)
6. Project Timeline
7. Whether the project was publicly or privately funded
8. Leasing performance
9. A discussion of the success of the project and how it enhanced or supported the surrounding area
10. Most recent two (2) years of audited historical financials associated with the project (if available; if not available please indicate why)
11. Photos of project

## **C. Team's Experience in Serving the Target Population**

If the respondent has professional experience in serving medically complex children or similar populations, it should be included in the submission. These types of experience shall include but not be limited to: nursing agency work in homes, hospitals, chronic care facilities or other settings such as medically complex day care. Social services include, but are not limited to: case management for families in need of Medicaid services, accessing equipment and ancillary services for the families, etc. Required information is the same as listed above in section B: Team's Development Experience.

## **D. Proposed Financing Sources**

If respondent anticipates financing for this project might exceed the state grant amount of \$3 million, please list all other proposed sources of funding that may be utilized to complete this project.

## **E. References**

Respondents shall include the following in their submission:

1. Reference letters (including name, address and telephone number) from participants, either public or private entities, regarding projects in which you have been involved as a developer or residential property manager.
2. Reference letters (including name, address and telephone number) from banks or equity sources that have participated in development projects with you.
3. If respondent has had any experience with serving the target (or similar) population, please provide reference letters from clients and collaborators who have cooperated or benefited from medical and social services delivered by team members, especially where patient involvement was a priority.

**F. Small and Minority Business Participation/State Contract Compliance**

The selected development and property management team should demonstrate how they will work with the State on coordinated efforts to increase development, entrepreneurial and employment opportunities for local residents and small and minority business enterprises. If available, please document your previous efforts in this area.

**G. Submission of Confidential, Sensitive or Proprietary Information**

Upon receipt, any information submitted under this RFQ process is considered a public record or file subject to disclosure under the State Freedom of Information Act (FOIA) and corresponding regulations.

Respondents should therefore identify any and all commercial or financial information that respondent claims is being submitted in confidence and not required by statute. Those particular sentences, paragraphs, pages or sections that a respondent believes to be proprietary or of a trade secret nature shall be specifically and clearly identified as such. In addition, any and all information that respondent is submitting in confidence must be separated from the remainder of respondent's RFQ submission and enclosed in a separate envelope.

The final administrative authority to release or exempt any and all material so identified rests solely with the State, subject to adjudication by the FOI Commission should a respondent's request be challenged.

**VIII. Ranking Criteria**

The following shall be used as a guide to evaluate statements of qualifications submitted pursuant to this RFQ. Each submission will be ranked in each of the six areas:

- A. **Proposed Team** – The Selection Committee will evaluate the organizational structure of the development and property management firm/entity along with resumes, appropriate experience and qualifications of principals, project managers, key personnel and key professionals.
- B. **Team's Development Experience** – The Selection Committee will evaluate the overall development and property management team's experience, including the type and number of projects undertaken in the past ten (10) years by the respondent and its team members. The Committee will examine the complexity, scale and overall quality of these projects as determined from information provided in the submission document.
- C. **Team's Experience Serving Target Population** – The selection committee will evaluate: 1. The experience of the team with respect to sensitivity to the needs of medically complex children and their families (or similar population) 2. Care provision in the form of nursing service, case management, conflict resolution, and Medicaid access. The committee will also evaluate the team's demonstrated commitment to working with families cooperatively and the respect for parents as each child's primary care giver.
- D. **Proposed Financing Sources** – The Selection Committee will evaluate the respondent's financial capability to develop and manage the housing.
- E. **References**
- F. **Small and Minority Business Participation/State Contract Compliance** – The Selection Committee will evaluate the respondent's demonstrated commitment to affirmative action, State set-asides, and minority & women owned businesses. **Note:** Regulations of Connecticut State Agencies Section 46a-68j (30) requires an agency to consider the following factors when awarding a contract (or in this case, a development agreement) that is subject to contract compliance requirements:
  - a. The bidder's success in implementing an affirmative action plan;

- b. The bidder's success in developing an apprenticeship program complying with CGS Sections 46a-68-1 to 46a-68-17 of the Regulations of Connecticut State Agencies, inclusive;
- c. The bidder's promise to develop and implement a successful affirmative action plan;
- d. The bidder's submission of EEO-1 data indicating that the composition of its work force is at or near parity when compared to the racial and sexual composition of the work force in the relevant labor market area; and
- e. The bidder's promise to set aside a portion of the contract for legitimate minority business enterprises.

The State reserves the right to engage in simultaneous negotiations with more than one development and property management team.

## **IX. General Conditions**

**All respondents must be willing to adhere to the following conditions and must positively state this in their submission:**

1. Any product, whether acceptable or unacceptable to the State, developed under a development agreement entered into as a result of the RFQ is to be the sole property of the State, except as otherwise agreed to in such development agreement.
2. The respondent agrees that its submission will remain valid for a period of 90 days after the closing date for the submission and may be extended beyond that time by mutual agreement.
3. The State may amend or cancel this RFQ, prior to the due date and time, if the State deems it to be necessary, appropriate or otherwise in the best interests of the State. Failure to acknowledge receipt of amendments, in accordance with the instructions contained in the amendments, may result in a firm/entity's submission not being considered.
4. The respondent must certify that the personnel identified in its response to this RFQ will be the persons actually assigned to the project.
5. Any costs and expenses incurred by respondents in preparing or submitting submissions are the sole responsibility of the respondent. A respondent, if requested, must be prepared to present evidence of experience, ability, service facilities, and financial standing necessary to satisfactorily meet the requirements set forth or implied in the submission.
6. No additions or changes to the original submission will be allowed after submittal. While changes are not permitted, clarification of submissions may be required by the State at the respondent's sole cost and expense.
7. The respondent's short listed under this RFQ may be required to give presentations to the extent necessary to satisfy the State's requirements or needs. In some cases, respondents may have to give presentations or further explanation to the Selection Committee.
8. The respondent represents and warrants that the submission is not made in connection with any other respondent and is in all respects fair and without collusion or fraud. The respondent further represents and warrants that they did not participate in any part of the RFQ development process, had no knowledge of the specific contents of the RFQ prior to its issuance, and that no agent, representative or employee of the State participated directly in the respondent's submission preparation.
9. All responses to the RFQ must conform to instruction. Failure to answer all questions or to follow the requested format may be considered appropriate cause for rejection of the submission.

10. The development agreement will represent the entire agreement between the respondent and the State and will supersede all prior negotiations, offers, representations or agreements, alleged or made, between the parties. The State shall assume no liability for payment of services under the terms of the development agreement until the successful respondent is notified that the development agreement has been accepted and approved by the State. The development agreement may be amended only by means of a written instrument signed by the State and the respondent.
11. Any development agreement entered into as a result of this RFQ/RFP process must be in full conformance with statutory requirements of the State of Connecticut. The developer shall perform its obligations thereunder in compliance with any and all applicable State, Federal and local laws, rules and regulations, including applicable licensing requirements, in accordance with all sound engineering and safety practices, and in compliance with any and all reasonable rules of the State. The developer shall be responsible for obtaining all governmental permits, consents, and authorizations as may be required to perform its obligations under the contract with the State. Any alleged oral agreement or arrangement made by a developer with any agency or employee of the State of Connecticut will be superseded by the written development agreement resulting from the RFQ/RFP process.
12. Rejection for Unresolved Contractual Disputes. The State reserves the right to reject the final submission of any developer that is a party to any on-going contractual dispute with the State.

## **X. Rights Reserved To The State.**

The State of Connecticut reserves the right at its sole and absolute discretion to extend any of the actual or proposed dates in the time schedule applicable to all respondents, and further reserves the right to reject any and all submissions from any or all candidates and to republish the RFQ. The State also reserves the right at its sole and absolute discretion to terminate the RFQ process at any time prior to execution of any agreement. The State reserves the right to award in part, to reject any and all submissions in whole or in part, to waive technical defect, irregularities and omissions if, in its judgment, the best interest of the State will be served; for misrepresentation or when the respondent is in default of any prior State contract; or if the submission limits or modifies any of the terms and conditions and/or specifications of the RFQ.

The State reserves the right to correct inaccurate awards resulting from its clerical errors. This may include, in extreme circumstances, revoking the awarding of a contract already made to a respondent and subsequently awarding the contract to another respondent. Such action on the part of the State shall not constitute a breach of contract on the part of the State since the contract with the initial respondent is deemed to be void and of no effect as if no contract ever existed between the State and the respondent.

## **APPENDICES**

**APPENDIX A**  
**DIRECTIONS TO GENERAL INFORMATION SESSION**  
**1:30 p.m. EST Friday, June 16, 2006**



**Directions to DECD:**

**505 Hudson Street, Hartford, CT is located at the intersection of Hudson and Park Streets, with the main entrance to both the building and parking lot on Hudson Street.**

**Directions from:**

**I-84 East**

- Take the Capitol Avenue exit (Exit 48B).
- Turn left at the end of the exit ramp onto Capitol Avenue.
- Take a right at second traffic light onto Hudson Street. (Do not count the pedestrian light immediately after left).
- The building is two blocks down on the right, just after the intersection of Hudson and Park Streets.

**I-84 West**

- Take the Asylum Street exit (Exit 48).
- Turn left at end of exit ramp onto Asylum Street.
- Soon after passing under train tracks, road bears right then left.
- Follow this road until you reach a rotary (Pulaski Circle).
- Bushnell Park should be on your right at all times.
- Take the second right off of the rotary onto Hudson Street.
- The building is three blocks down on the right, just after the intersection with Park Street.

**I-91 North**

- Take the Capitol Area exit (Exit 29A).
- Continue straight off exit, under building, and onto rotary.
- Take right off the rotary onto Hudson Street.
- The building is three blocks down on the right, just after the intersection with Park Street.

**I-91 South**

- Take the Capitol Area exit (Exit 29A).
- Continue straight off exit, under building, and onto rotary.
- Take right off the rotary onto Hudson Street.
- The building is three blocks down on the right, just after the intersection with Park Street.

## APPENDIX B

### RFQ SUBMISSION CHECKLIST

**Ten (10) copies of the following are required for each RFQ submission.**

#### Statement of Interest

- 1 – Statement of Interest indicating which firm/entity is interested in the development and property management of the project

#### A. Proposed Development and Management Team

If the respondent is a joint venture between two or more firms/entities, such information should be included for each firm/entity.

- 1 – Certification by Respondent Form
- 2 – Bid/Proposal Affidavit
- 3 – Description of Firm/Entity
- 4 – History of Firm/Entity
- 5 - Structure of the principal organization submitting response to RFQ (i.e. organization chart)
- 6 - Team resumes and credentials of principals & key personnel
- 7 – Names of key professionals (i.e. architects, construction managers, leasing agent etc.) (If available)
- 8 – Name and address of parent company (if applicable)
- 9 – Current copy of corporation's registration with the CT Secretary of State's Office (if applicable)
- 10 – Former name(s) of Firm/Entity (if applicable)
- 11 - Other names by which the firm has been known (if applicable)
- 12 – Number of Years Firm/Entity has been doing business under its current name
- 13 – Brief description of any legal action in the past five (5) years that has resulted in a judgment against the Firm/Entity or in an out-of-court settlement by the Firm/Entity regarding these types of development agreements
- 14 - Certification that the Firm/Entity is not currently under suspension or debarment by any State or the Federal government
- 15 - Name and address of the primary individual responsible for contract negotiation and the Firm/Entity's legal counsel for this project
- 16 - Most recent three (3) years of Federal Tax Returns
- 17 - Most recent three (3) years of Audited Historical Financial Statements, business/credit reports and other requested financial capability information

#### B. Development Team's Experience

For each project, respondent should include:

- 1 – Name, address and type of project
- 2 – Year built
- 3 – Facility characteristics and square footage of each component
- 4 – Respondent's role in the project
- 5 – Construction costs (hard and soft costs)
- 6 – Project Timeline
- 7 – Whether the project was publicly or privately funded
- 8 - Leasing performance

## APPENDIX B

### RFQ SUBMISSION CHECKLIST CONTINUED

- 9 – Discussion of the success of the project and how it enhanced or supported the surrounding area
- 10 - Most recent two (2) years of audited historical financials associated with the project (if available; if not available please indicate why)
- 11 – Photos of project

#### **C. Proposed Financing Sources**

- 1 - Proposed sources and uses of funds, including amount, type and terms of financial contribution (equity and debt) of the development and property management team
- 2 - Letters of interest from outside financing sources (if available)
- 3 – Housing subsidy request

#### **D. Team's Experience in Serving the Target Population**

- 1– All relevant experience dealing with medically complex children or similar populations, including but not limited to work in hospitals, nursing homes, chronic care facilities, etc.

#### **E. References**

- 1 – Reference letters (including name, address and telephone number) from participants, either public or private entities, in similar projects in which you have been involved as a developer or residential property manager.
- 2 - Reference letters (including name, address and telephone number) from banks or equity sources that have participated in development and property management projects with you.
- 3 – Reference letters from clients and collaborators who have cooperated or benefited from medical and social services delivered by team members to the target (or similar) population (if applicable).

#### **F. Small & Minority Business Participation/State Contract Compliance**

- 1- Documentation of firm/entity's efforts to increase development, entrepreneurial and employment opportunities for local residents and small and minority business enterprises (if available)
- Phase II RFP will require 2 - signed copies of the following State Contract Compliance forms:
  - Vendor's Profile Sheet
  - Notification to Bidders Form
  - Evidence of Nondiscrimination Form
  - Employment Information Form

#### **G. Submission of Confidential/Sensitive Information**

- Any and all documentation that might be confidential or exempt under FOIA.

**APPENDIX C**

**CERTIFICATION BY PROPOSER**

**Important Note: Each submission under this RFQ must include a signed and dated “*Certification By Proposer*”.**

It is hereby represented by the undersigned as an inducement to the State of Connecticut to consider the RFQ/RFP requested herein, that to the best of my knowledge and belief no information or data contained in the RFQ/RFP or in the attachments are in any way false or incorrect and that no material information has been omitted, including the financial statements.

The undersigned agrees that banks, credit agencies, the requisite State agencies, including but not limited to the Department of Labor agencies, Revenue Services agencies, the Environmental Protection agencies, and other references are hereby authorized now, or anytime in the future, to give the State of Connecticut any and all information in connection with matters referred in this RFQ/RFP process, including information concerning the payment of taxes by the applicant.

**Signature:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**APPENDIX D**

**BID/PROPOSAL AFFIDAVIT**

**Gift/Campaign Contribution Affidavit to Accompany Bid or Proposal for Large State Contracts, Pursuant to Sections 2, 3 and 4 of Public Act 04-245 and Governor M. Jodi Rell's Executive Order No. 7B.**

I, \_\_\_\_\_ (*Type/Print Name, Title and Name of Firm or Corporation*), hereby swear that during the two-year period preceding the submission of this bid or proposal that neither myself nor any principals or key personnel of the submitting firm or corporation who participated directly, extensively and substantially in the preparation of this bid or proposal nor any agent of the above gave a gift, as defined in Conn. Gen. Stat. §1-79(e), including a life event gift as defined in Conn. Gen. Stat. §1-79(e)(12), to (1) any public official or state employee of the state agency or quasi-public agency soliciting the bids or proposals who participated directly, extensively, and substantially in the preparation of the bid solicitation or preparation of request for proposal or (2) to any public official or state employee who has supervisory or appointing authority over the state agency or quasi-public agency soliciting the bid or proposal, except the gifts listed below:

<u>Name of Benefactor</u>	<u>Name of recipient</u>	<u>Value</u>	<u>Date of Gift</u>	<u>Gift Description</u>
---------------------------	--------------------------	--------------	---------------------	-------------------------

Further, neither any principals nor I or key personnel of the submitting firm or corporation who participated directly, extensively and substantially in the preparation of this bid or proposal know of any action to circumvent this gift/campaign contribution affidavit.

Further, during the two-year period preceding the submission of this bid or proposal, neither I nor any principals or key personnel of the submitting firm or corporation who participated directly, extensively and substantially in the preparation of this bid or proposal nor any agent of the above gave a contribution to a candidate for statewide public office or the General Assembly, as defined in Conn. Gen. Stat. §9-333b, except as listed below:

<u>Contributor</u>	<u>Recipient</u>	<u>Amount/Value</u>	<u>Date of Contribution</u>	<u>Contribution Description</u>
--------------------	------------------	---------------------	-----------------------------	---------------------------------

Sworn as true to the best of my knowledge and belief, subject to the penalties of false statement.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Sworn and subscribed before me on this \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_

\_\_\_\_\_  
Commissioner of the Superior Court  
Notary Public

## APPENDIX E

### SITE GUIDELINES

Although a site is NOT required in order to submit an RFQ, the following guidelines are all potential requirements and parameters that respondents should be aware of if they are invited to submit an RFP. The key issues to consider in framing the site search are:

1. Project Concept:
  - a. What are the desired unit sizes (how many bedrooms per apartment)?
  - b. Do all buildings need to be on one site, or can they be at different locations (and how far apart)?
  - c. What ancillary areas must be provided on site e.g., common room for tenants, laundry room, property management and/or support staff offices, meeting room(s), supervised entry, and patio/garden/playground space?
2. Location:
  - a. Neighborhood amenities - Projects should be sited in neighborhoods that have key residential amenities such as affordable shopping (especially supermarkets), public libraries, post offices, banks, parks and open space and recreational facilities. This usually means siting housing in traditional residential neighborhoods, and not in commercial, manufacturing or warehousing districts that typically lack such amenities. The site should not be in an isolated location that is cut off from needed residential services.
  - b. Community-based services – It is critical that tenants have easy access to supportive services available in the community, especially where formal linkages have been established. If not located in the immediate neighborhood, they should be easily accessible by public transit.
  - c. Public schools and related programs - the site should have good proximity to public education resources *such as* public schools, public or private pre-schools or Head Start programs, school readiness programs and after-school enrichment and recreation programs.
  - d. Playgrounds - - it is critical that families have good proximity to public playgrounds.
  - e. Security - If possible, the site should NOT be in an area that has a high crime rate, since tenants may be especially vulnerable. Sites should also abide by the principles of "defensible space", which suggests low-rise buildings and open site plans that do not have hidden spaces that are conducive to crime (e.g., playgrounds or courtyards that are screened from public view).
3. Scale/Size: The development and property management team will define the scale of the site during the RFP stage. Scale should also be "contextual", that is, it should be consistent with the height and density of the buildings surrounding it. The number of units should also be gauged in relation to the degree of community support for your project.
4. Acquisition Costs: The cost of acquiring a development site may be the overriding consideration for selecting a property. The allowable costs will usually limit the search to those communities that have lower real estate prices.

## APPENDIX E

### SITE GUIDELINES CONTINUED

5. Zoning: The development and property management team must also carefully consider zoning in making siting decisions, since these local laws can often frustrate efforts to gain local approval. Using zoning maps, and meeting with local zoning officials, applicant should identify those areas where they can develop their proposed project "as-of-right" - that is, without a zoning variance. And they should try to limit the site search to these areas, since the requirement of a variance will add time and uncertainty to the process. If you have a preferred site, ask these questions: Do the zoning regulations currently allow for housing of the density and size proposed? If not, would the project require a zoning variance, special permit or zone change (and which public body has to approve)? If the current use is allowed, is site plan approval still required? (This is often the case in new construction) Is the existing building non-conforming? If so, will a substantial rehabilitation of the building require that you make the building conforming or obtain a zoning variance or special permit? Does the site provide enough parking area to meet zoning requirements or would a variance be required?
6. Relocation: Is the building occupied? Would the project require the relocation of existing residents or businesses? Applicants are strongly encouraged to avoid occupied buildings where relocation would be required.
7. Potential Construction Costs:
  - a. For existing buildings, is the building able to be rehabilitated at a reasonable per unit cost? Evaluate the condition of the building, the extent of rehabilitation required, and the appropriateness of the structure for conversion to housing. Determine roughly whether the building can accommodate the desired number of housing units, common areas and offices, whether it can be adapted to accommodate an elevator (if needed) and fully accessibility by persons in wheelchairs, and whether it can be made energy efficient at a reasonable cost.
  - b. For new construction, is the site able to be developed at a reasonable per unit cost? Check topography, drainage, suitability for on-site sewerage disposal and water supply, if necessary, rock formations, watercourses, and soil conditions. The property should be the proper size and shape to accommodate the project, in light of zoning requirements. Water, sewer, gas, electric, phone, and storm drains should be adjacent to the site where feasible.
8. Environmental: Check if the site is in a flood plain. Watch for evidence of oil tanks, asbestos, or any other contaminant. Find out what you can about the history of the site and its previous uses, especially manufacturing. Watch for noise problems, physical hazards, embankments, and air pollution. Check if the site is listed on the State or National Register of Historic Places.
9. Easements/Liens: The property should be free of liens that could have a negative impact on its use and management. Check for any easements or liens on the land records.
10. Public Acceptance: What is the anticipated level of public or neighborhood opposition to the project at that site? Do public officials have other uses that they are promoting for that site? Are there neighborhood groups that will need to give their blessing to the project in order for it to succeed? If so, what is your relationship with these groups?