

**REQUEST FOR PROPOSALS FOR ARCHITECTURAL AND ENGINEERING SERVICES  
MORRIS HOUSING AUTHORITY**

**Request Date: November 2, 2022**

**Submission must be received by 4:00 pm, Wednesday, November 30, 2022**

**Request for Proposals:**

The Morris Housing Authority (MHA), a municipal organization, recently purchased property at 103 East Street, Morris, CT and plans to develop affordable housing units at this site. The site is approximately 2.3 acres and undeveloped. This site is adjacent to MHA's Eldridge Senior Housing and is being developed to support objectives related to increasing the availability of affordable housing in the Town of Morris, as outlined in the town's Housing Affordability Plan and Plan of Conservation and Development.

MHA invites you to submit your proposals for providing architectural and engineering services for this project.

There is an informational meeting and site visit scheduled at 11:00 am on Wednesday, November 16, 2022. Selection will be based on information submitted in response to this Request for Proposals, on the basis of the items outlined below. Interviews will be scheduled during December 2022, if necessary, to assist in final selection. Our intent is to select an architect by December 14, 2022. Any interested Architect should contact David Berto at [dberto@housingenterprises.com](mailto:dberto@housingenterprises.com) to be included on the list of interested parties to receive updates, addenda, etc.

**Site and Project Information**

The site is an undeveloped, cleared, and gently sloping lot, with a site area of 2.3 acres. The Septic Feasibility Study and Assessor Card are attached. The feasibility study, conducted in November 2021 concluded that the site can support a maximum of 21 bedrooms. Well drilling is expected to occur in November 2022.

There are a range of tasks anticipated to be a part of the design and build scope. The final work list will be determined by working together during the design process.

**Scope of Work**

The architectural services required for this project are divided into three phases:

1. The first phase will consist of preliminary site and schematic design work as needed to secure local approvals.

Included in the first phase is the following:

- Working with the team to evaluate site and building alternatives and establish the conceptual design for the project.
  - Site design, including grading, utilities, building placement, parking, etc.
  - Schematic Design of the housing units as required to obtain Town of Morris Inland Wetlands and Planning & Zoning approvals.
  - Assistance to obtain Town of Morris Inland Wetlands and Planning & Zoning approvals.
  - Preliminary construction drawings as required to obtain preliminary construction pricing.
2. The second phase will consist of full architectural and engineering services for design development and construction documents.
  3. The third phase will consist of construction contract administration, including contractor bidding and selection, and post-construction services. This third phase is contingent upon funding availability.

**Special Considerations**

1. The proposed project will be made possible through grants and loans from a range of public and private sources. Development of the proposed project will be subject to program requirements imposed by these entities.
2. The selected architectural firm will work closely with MHA.
3. For work associated with residential apartments, the project will be required to meet CHFA multifamily design standards.
4. MHA intends to obtain a general contractor for the work of this project through a competitive bidding process.
5. MHA encourages architectural firms to include Women and Minority Owned Firms in their proposed design team.

**Selection Process**

1. MHA will review submittals for conformance to the minimum qualifications listed below. Proposals found to be out of conformance to the minimum qualifications will be disqualified.
2. Proposals will then be evaluated on the following criteria:
  - a. Proposed project team and ability to manage project team
  - b. Design approach
  - c. Past performance and experience with similar projects
  - d. Experience working with nonprofit organizations, including housing authorities.

- e. Experience working with publicly funded projects, particularly those financed by CHFA and or DOH.
  - f. Availability to meet project schedule below.
  - g. Anticipated fees and expenses.
  - h. References.
3. Interviews will be conducted as deemed necessary to make a final selection.

### **Minimum Required Qualifications**

1. Licensed by the State of Connecticut.
2. Five years of relevant residential design and construction experience.
3. Ability of principal architect and team to begin working on this project immediately.

### **Submission Requirements**

Proposal response packages should include a narrative in any format addressing, at minimum, the following items:

1. Statement of interest in the project.
2. Statement as to why you feel qualified for the project.
3. Design approach: What is your approach to design? Do you have a specific design style? Describe what makes you particularly suited for this project. Please show examples of past design work on similar projects.
4. Cost effective design: What is your approach to balancing issues of maintaining a reasonable cost structure and attaining design goals, such as aesthetics, energy efficiency etc.?
5. Description of work that you will perform for site and building planning and design, as well as throughout the construction of the project. Include a description of architectural planning and design, and site and civil planning and design that is relevant for this location. Describe your approach to overall design management and ensuring that all design aspects are properly and effectively integrated. Describe your approach to oversight of the construction including change orders, identification and resolution of technical issues, and cost control. Identify the frequency of site inspections and the reporting that will be provided to the Owner.
6. Proposed cost structure such as a percentage, fixed price or hourly basis. We understand that the third phase as currently anticipated will not be possible to price accurately, and also that the second phase depends on the outcome of the first phase. Please provide a cost structure that indicates the cost of the first phase and an estimate of the costs of the following phases with assumptions that are the basis for the estimated costs.
7. Staffing: List the principal architect and project architect (if different), and provide a brief summary of their experience with previous similar projects. Confirm who in the firm we will be dealing with directly, and their availability for this project based on the scheduled outline below.
8. Subcontractors: Identify what subcontractors, if any, you would anticipate using on this project for mechanical, electrical and plumbing engineering, landscape design,

structural engineering, and site design and engineering. Identify any other services you anticipate providing through a subcontractor.

9. Experience on projects similar to this one.
10. References for at least three current or recently completed similar projects. For each project include the name and phone number for the owner.
11. Any additional information that you feel will be helpful.

### **Architect Selection Schedule**

November 2, 2022	RFPs made available
November 16, 2022	Informational meeting and site visit
November 30, 2022	Deadline for submission of Proposals
December 2022	Interviews, if necessary
December 14, 2022	Selection of Architect

### **Project Schedule**

The following timeline is based on the current overall development timeline and is subject to change:

March 1, 2023	100% Schematic Drawings
April 31, 2023	40% Construction Drawings per CHFA requirements
August 2023	100% Construction Start for contractor bidding
TBD	Construction start

### **Required Submittals:**

Please submit sealed Proposals, including paper copy and electronic version on a thumb drive, to the office of the Town of Morris First Selectman (Town Hall, 3 East Street, Morris, CT 06763) no later than 4:00pm on Wednesday, November 30, 2022.

MHA reserves the right to rescind this Request for Proposals and re-issue at a later date for any reason.



**Summary**

Parcel Number 100162  
 Account Number 00031001  
 Location Address 103 EAST ST  
 Map-Block-Lot 17/380/103  
 Use Class/Description 5-1 Vacant Res  
 Assessing Neighborhood 4A  
 Acreage 2.57  
 Utilities

**Owner**

FAMIGLIETTI ERNEST V & SHAUN A  
 1229 WINSTED ROAD #120  
 TORRINGTON, CT 06790

**Assessment History**

Assessed Year	2020	2018
Appraised Building Value	\$0.00	\$0.00
Appraised XF/OB Value	\$0.00	\$0.00
Appraised Land Value	\$90,330.00	\$90,330.00
<b>Appraised Total Value</b>	<b>\$90,330.00</b>	<b>\$90,330.00</b>
Assessed Building Value	\$0.00	\$0.00
Assessed XF/OB Value	\$0.00	\$0.00
Assessed Land Value	\$63,230.00	\$63,230.00
<b>Assessed Total Value</b>	<b>\$63,230.00</b>	<b>\$63,230.00</b>

**Land**

Building Number	1	Land Units	1.38 AC
Land Use	5-1 - Vacant Res	Value	83,640

Building Number	1	Land Units	1.19 AC
Land Use	5-1 - Vacant Res	Value	6,690

**Building Information**

Building #	1	Fireplaces
Style		Roof Cover
Actual Year Built	0	Roof Structure
Effective Year Built	0	Floor Type
Living Area	0	Heat Type
Stories		Fuel Type
Grade		AC
Exterior Wall		Bdrms/Full Bth/Hlf Bth/Ttl Rm
Interior Wall		Basement Sq. Ft.

Code	Description	Living Area	Gross Area	Effective Area
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**Sales History**

Sales Date	Instrument Type	Grantor	Grantee	Book/Page	Sale Validity	Amount
9/28/1992			FAMIGLIETTI ERNEST V & SHAUN A	0057-0396	U	\$0.00

**Recent Sales In Area**

Sale date range:

From:

04/03/2011

To:

04/03/2021

Sales by Neighborhood

The Town of Morris Assessor makes every effort to produce the most accurate information possible. No warranties, expressed or implied are provided for the data herein, its use or interpretation. The assessment information is from the last certified tax roll. All other data is subject to change.

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[Last Data Upload: 4/2/2021, 9:06:31 PM](#)

Developed by  
 Schneider  
GEO SPATIAL

Version 2.3.115

**DEEP HOLE AND PERCOLATION TEST RESULTS**

Deep Test Pit Data / Soil Descriptions  
DATE: 10/21/21

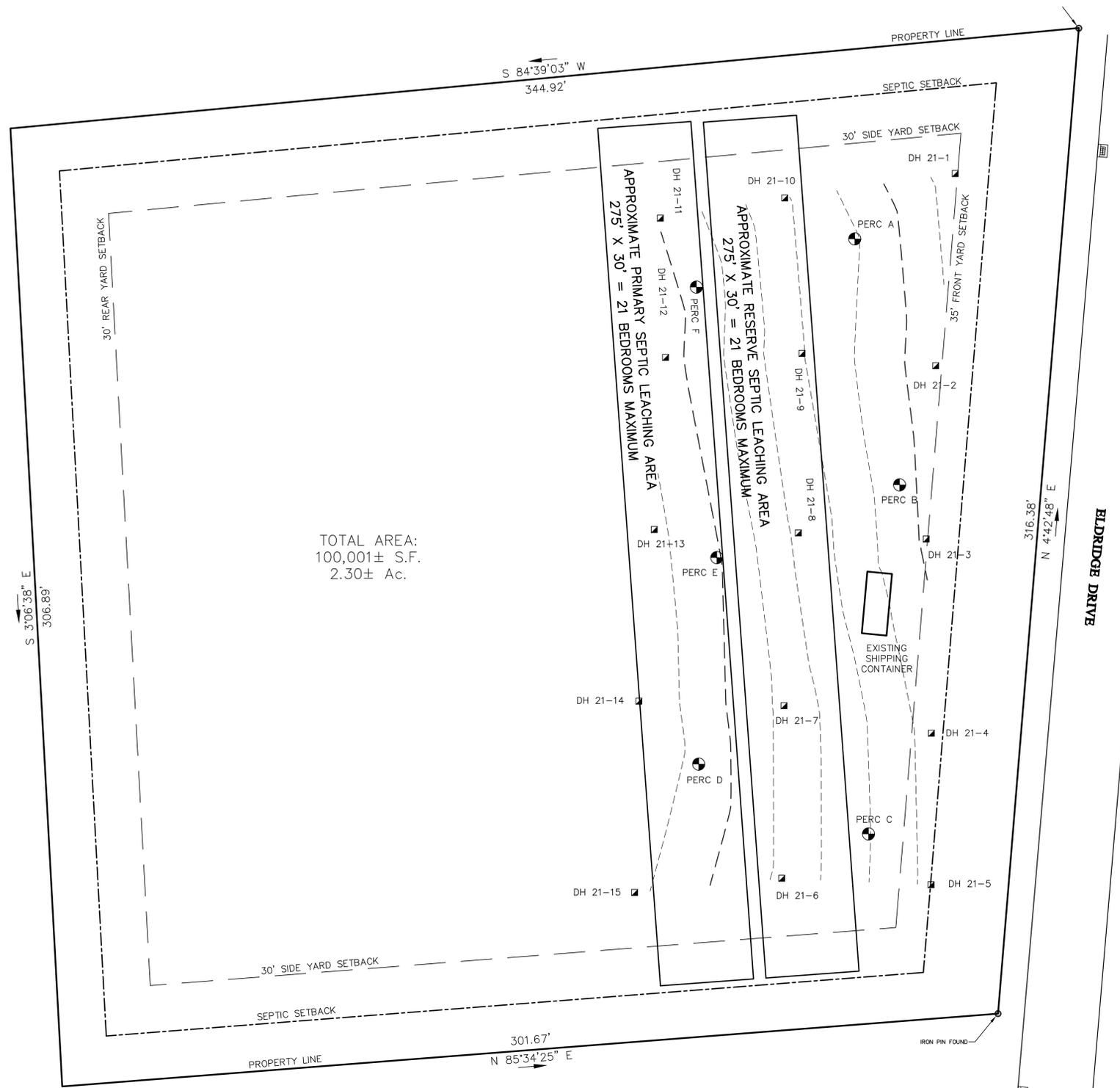
<p>Test Pit: 21-1 Depth: 81" 0-6 TOP SOIL 8-20 CHOCOLATE BROWN FINE SANDY LOAM 20-81 GRAY COMPACT Mottles: 20" Water: NONE Ledge: NONE</p>	<p>Test Pit: 21-6 Depth: 81" 0-11 TOP SOIL / FOREST LITTER 11-23 ORANGE BROWN FINE SANDY LOAM 23-81 GRAY COMPACT Mottles: NONE Water: 65" Ledge: NONE</p>	<p>Test Pit: 21-11 Depth: 75" 0-11 TOP SOIL 11-21 ORANGE BROWN FINE SANDY LOAM 21-75 GRAY COMPACT Mottles: NONE Water: NONE Ledge: NONE</p>
<p>Test Pit: 21-2 Depth: 70" 0-12 TOP SOIL 12-20 CHOCOLATE BROWN FINE SANDY LOAM 20-70 GRAY COMPACT Mottles: 24" Water: NONE Ledge: NONE</p>	<p>Test Pit: 21-7 Depth: 76" 0-9 TOP SOIL 9-22 DULL ORANGE BROWN FINE SANDY LOAM 22-76 GRAY COMPACT Mottles: 22" Water: 54" Ledge: NONE</p>	<p>Test Pit: 21-12 Depth: 77" 0-10 TOP SOIL 10-25 ORANGE BROWN FINE SANDY LOAM 25-77 GRAY COMPACT Mottles: NONE Water: NONE Ledge: NONE</p>
<p>Test Pit: 21-3 Depth: 66" 0-11 TOP SOIL 11-23 ORANGE BROWN FINE SANDY LOAM 23-66 GRAY COMPACT Mottles: NONE Water: 66" Ledge: NONE</p>	<p>Test Pit: 21-8 Depth: 86" 0-10 TOP SOIL 10-24 DULL BROWN FINE SANDY LOAM 24-31 GRAY WASHED SANDY LOAM 31-86 GRAY COMPACT Mottles: 24" to 31" Water: NONE Ledge: NONE</p>	<p>Test Pit: 21-13 Depth: 88" 0-10 TOP SOIL 10-24 ORANGE BROWN FINE SANDY LOAM 24-88 GRAY COMPACT Mottles: 24" Water: 76" Ledge: NONE</p>
<p>Test Pit: 21-4 Depth: 74" 0-10 TOP SOIL 10-27 ORANGE BROWN FINE SANDY LOAM 27-74 GRAY COMPACT Mottles: 27" Water: NONE Ledge: NONE</p>	<p>Test Pit: 21-9 Depth: 74" 0-10 TOP SOIL 10-18 ORANGE BROWN FINE SANDY LOAM 18-81 GRAY COMPACT Mottles: 24" Water: NONE Ledge: NONE</p>	<p>Test Pit: 21-14 Depth: 90" 0-6 TOP SOIL 6-12 ORANGE BROWN FINE SANDY LOAM 12-22 GRAY WASH 22-90 GRAY COMPACT Mottles: 15" Water: NONE Ledge: NONE</p>
<p>Test Pit: 21-5 Depth: 85" 0-9 TOP SOIL 9-24 ORANGE BROWN FINE SANDY LOAM 24-84 GRAY COMPACT Mottles: 24" (HEAVY) Water: 61" Ledge: NONE</p>	<p>Test Pit: 21-10 Depth: 82" 0-10 TOP SOIL 10-24 ORANGE BROWN FINE SANDY LOAM 24-82 GRAY COMPACT Mottles: 24" Water: NONE Ledge: NONE Roots: 24"</p>	<p>Test Pit: 21-15 Depth: 79" 0-10 TOP SOIL 10-24 ORANGE BROWN FINE SANDY LOAM 24-79 GRAY COMPACT Mottles: 24" Water: 60" Ledge: NONE</p>

<p>Perc: A Depth: 18" Presoak: 2 HR Time 0 4 1/2 10 6 1/4 5.71 20 7 5/8 7.27 30 8 1/2 11.43 40 9 3/4 8.00 50 10 3/8 16.00 60 11 16.00 Perc Rate: 1" IN 16 MIN</p>	<p>Perc: D Depth: 22" Presoak: 2 HR Time 0 5 1/2 10 7 5/8 4.71 20 9 1/2 5.33 30 10 3/4 8.00 40 12 8.00 50 DRY 60 Perc Rate: 1" IN 8 MIN</p>
<p>Perc: B Depth: 20" Presoak: 2 HR Time 0 5 10 6 1/2 6.67 20 7 7/8 7.27 30 9 1/4 7.27 40 10 3/8 8.89 50 11 1/4 11.43 60 12 13.33 Perc Rate: 1" IN 13.33 MIN</p>	<p>Perc: E Depth: 20" Presoak: 2 HR Time 0 4 3/4 10 7 1/2 3.64 20 9 1/2 5.00 30 10 3/4 8.00 40 12 1/4 6.67 50 DRY 60 Perc Rate: 1" IN 6.67 MIN</p>
<p>Perc: C Depth: 19" Presoak: 2 HR Time 0 3 1/2 10 5 3/4 4.44 20 7 3/8 6.15 30 8 3/4 7.27 40 10 8.00 50 11 1/4 8.00 60 DRY Perc Rate: 1" IN 8 MIN</p>	<p>Perc: F Depth: 22" Presoak: 2 HR Time 0 10 1/2 10 12 3/4 4.44 20 14 8.00 30 15 1/2 6.67 40 16 1/2 10.00 50 17 1/2 10.00 60 18 1/2 10.00 Perc Rate: 1" IN 10 MIN</p>

**MINIMUM LEACHING SYSTEM SPREAD (MLSS)**

AVERAGE HYDRAULIC GRADIENT:	13.6%
DEPTH TO RESTRICTIVE LAYER (AVG.):	23.1 INCHES
HYDRAULIC FACTOR:	26
FLOW FACTOR:	10.5 (21 BEDROOMS)
PERCOLATION FACTOR:	1.0

MLSS REQUIRED:	273 FEET
MLSS PROVIDED:	275 FEET



TOTAL AREA:  
100,001± S.F.  
2.30± Ac.

THIS PLAN REPRESENTS AN ANALYSIS OF MAXIMUM BEDROOM COUNT FOR THE SITE BASED ON STATE OF CONNECTICUT DEPARTMENT OF PUBLIC HEALTH SEPTIC SYSTEM DESIGN CRITERIA ONLY. OTHER FACTORS THAT MAY AFFECT TOTAL BEDROOM COUNT ARE, BUT NOT LIMITED TO:

- POTABLE WATER SUPPLY QUANTITY AND QUALITY
- SITE TOPOGRAPHY AND GRADING (STEEP SLOPES)
- ZONING CONSTRAINTS
- SITE ACCESS
- PARKING AND EMERGENCY VEHICLE ACCESS
- BUILDING/ UNIT COUNT AND LAYOUT
- STORM WATER MANAGEMENT FACILITIES

IN ACCORDANCE WITH STATE OF CONNECTICUT DEPARTMENT OF PUBLIC HEALTH SEPTIC SYSTEM DESIGN CRITERIA, THE MAXIMUM BEDROOM COUNT THAT THE SITE CAN SUSTAIN IS: **21 BEDROOMS\***

\* Full utilization of site width required.

**LEGEND**

PROPERTY LINE	—
EXISTING MONUMENT	□
EXISTING IRON PIN OR PIPE	○
DRILL HOLE	⊕
STONE BOUND	⊙
UTILITY POLE W/ANCHOR	⊕
WELL	⊕
STONE WALL	—
CATCH BASIN	⊕
BLDG. SETBACK LINE	—
WATERCOURSE	—
EXISTING CONTOUR	310
EXISTING SPOT ELEVATION	311.5
PROPOSED CONTOUR	310
PROPOSED SPOT ELEVATION	311+5
DEEP HOLE	2
PERCOLATION TEST	⊕ PERC
LOT NUMBER	4
STREET NUMBER	55
TREE LINE	—
SEDIMENT FENCE/LIMIT OF CONSTRUCTION	GSF
FLAGGED WETLANDS	1
WETLANDS	—

**FEASIBILITY STUDY**  
PREPARED FOR THE  
**MORRIS HOUSING AUTHORITY**  
ELDRIDGE DRIVE  
MORRIS, CONNECTICUT



**Hrica Associates LLC**  
**Engineers** **Surveyors**  
Kenneth S. Hrica, PE, RLS  
44 Maple View Trail  
P.O. Box 1981  
Litchfield, Connecticut 06759  
860-567-2112 (business)  
860-567-0491 (toll-free)  
e-mail: hricassocassociates@optonline.net

DATE:	11/23/2021	MAP #:	0844
SCALE:	1"=20 ft.	SHEET #:	1 OF 1
DRAWING:	200844	DRAWN BY:	TJS
PROJECT #:	20-0844	CHECKED BY:	KSH