

## REQUEST FOR PROPOSAL

DATE: June 22, 2026

RE: PROCUREMENT OF MODERNIZATION &  
DEVELOPMENT CONSULTING AND  
GRANT ADMINISTRATION SERVICES FOR  
THE WINCHESTER HOUSING AUTHORITY

# **REQUEST FOR PROPSAL**

Date: June 22, 2026

Re: Procurement of Modernization & Development Consulting and Grant Administration Services for the Winchester Housing Authority.

## **TABLE OF CONTENTS**

- I. Introduction
- II. Requirements/Evaluation Factors
- III. Submission of Proposal
- IV. Scope of Services
- V. Proposal Form
- VI. Advertisement

## I. Introduction

Pursuant to Federal and State Regulations, the Authority is soliciting competitive proposals to perform Modernization & Development Consulting and Grant Administration Services on an as-needed basis.

This entire procurement procedure and contract award is subject to U.S. Department of Housing and Urban Development (HUD) and any and all applicable Federal/State laws and/or regulations. The Authority reserves the right to suspend this procurement action if it is found not in accordance with all applicable laws and regulations or in the event of any impropriety.

## II. Requirements/Evaluation Factors

The following requirements and/or factors will be used in the evaluation of proposals. These considerations are not necessarily listed in order of preference or importance.

The Consultant must demonstrate specific experience and knowledge of H.U.D. and State Housing programs, procedures, and specifically modernization/construction. The consulting firm will be evaluated as follows:

- A. Firms Qualifications (25 Points)  
(History and resource capability to perform required services in a timely manner.)
- B.) H.U.D. (U.S. Department of Housing and Urban Development) Agency Plan and Capital Fund experience (25 Points)
- C.) CHFA and DOH experience related to redevelopment (20 Points)
- D.) Other Experience (10 Points)
- E.) Price (Hourly rates of principals/staff etc.) (10 Points)
- F.) Overall Response to RFP (10 Points)

### III. Submission of Proposal

Proposals shall be submitted, on the form provided, not later than 10:00 a.m. on Friday, July 3, 2026.

Proposals shall be sealed and labeled, “Sealed Proposal/Modernization & Development Consulting and Grant Administration Services” on the outside of the envelope.

The Authority reserves the right to conduct negotiations/discussions of any number or all proposals, invite best and final offers from any number or all proposals, or make an award without negotiation/discussion.

The Authority reserves the right to award the contract for any length of time not to exceed five years.

In a cover letter or resume, briefly describe your background and experience relative to the evaluation factors listed in items II. You may provide any additional information you think appropriate.

At least three references should be submitted, preferably from housing and/or municipal agencies.

### IV. Scope of Services

The Scope of Services is expected to include, but not limited to, consultation and work related to administration and technical services required to administer all aspects of the Authority’s Federal and State Modernization Programs. The scope may include consulting services for the development of new units.

This will also include VLI, Fair Housing, Equal Opportunity, Davis-Bacon Wage Rate Monitoring, and periodic construction inspections.

Program design and specifications are not included as part of this Request for Proposal. All activities will be performed in strict accordance with all guidelines and requirements established by HUD/ DOH/ CHFA as they may apply.

V. PROPOSAL FORM

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

Re: Procurement of Modernization Consulting and Grant Administration Services for the  
Winchester Housing Authority

To: Betsy R. Soto  
Executive Director  
Winchester Housing Authority  
80 Chestnut Street  
Winsted, CT 06098

From: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please consider this our proposal for Modernization & Development Consulting and Grant Administration Services in response to your solicitation. A cover letter/resume accompanies this describing my/our experience regarding item II of the Request for Proposal.

I/We understand and agree that the Winchester Housing Authority reserves the right to reject any and all proposals, and to waive any informalities, when such rejection or waiver is deemed, by the Authority, to be in its best interest.

I. Cover Letter/Resume: Attached

II. Services and Costs shall be provided as follows:

Item 1. Regular Hourly Rate \$\_\_\_\_\_ per hour for Consulting Services.  
(Attach list of principal and staff rates as necessary)

Item 2. Services not provided according to hourly rate (describe and list with fee schedule if necessary i.e., Grant writing, clerical, production, postage – if none, so state:

- a.) \_\_\_\_\_
- b.) \_\_\_\_\_
- c.) \_\_\_\_\_
- d.) \_\_\_\_\_
- e.) \_\_\_\_\_
- f.) \_\_\_\_\_
- g.) \_\_\_\_\_

I/We submit this proposal with the understanding that it is subject to the laws, regulations, approvals and conditions outlined in paragraph I of the Request for Proposal, and that contract award may be subject to negotiation or may be awarded without negotiation, as described in Item II of the Request for Proposal.

Respectfully,

\_\_\_\_\_  
\_\_\_\_\_

## VI. ADVERTISEMENT

### LEGAL NOTICE

#### Solicitation of Proposals – Modernization & Development Consulting & Grant Administration Services

The Winchester Housing Authority is soliciting proposals for modernization & new development consulting and grant administration services. Services include technical services required to administer all aspects of its modernization and new development programs.

This will also include VLI, Fair Housing, Equal Opportunity, Davis-Bacon Wage Rate Monitoring, and periodic construction inspections.

Program design and specifications are not included as part of this Request for Proposal. All activities will be performed in strict accordance with all guidelines and requirements established by the U.S. Department of Housing and Urban Development (H.U.D.) and the Department of Housing (DOH) as they may apply. Procurement and contract award are subject to all applicable Federal, State, and local laws/regulations. Request for Proposal documents may be obtained at the offices of the Winchester Housing Authority, 80 Chestnut Street, Winsted, CT 06098. Proposals are due not later than 10:00 a.m. on Friday, July 3, 2026. The Winchester Housing Authority is an Equal opportunity employer and does not discriminate against the handicap/disabled. SBE, MBE, WBE and DBE firms are encouraged to apply.