

**BRATTLEBORO HOUSING PARTNERSHIPS  
REQUEST FOR QUALIFICATIONS  
PROJECT DEVELOPMENT CONSULTANT**

**Request for Qualifications**

**Issue Date: November 3, 2023**

**Submission Closing Date: November 22, 2023**

**Respondent Selection Date: December 22, 2023**

**Project Intent:** The Brattleboro Housing Partnerships (d/b/a of Brattleboro Housing Authority) is seeking to enter into a multiyear agreement with a highly qualified Development Consultant (Consultant). The initial tasks of the Consultant will be 1) to manage and perform all tasks associated with the re-development of the six remaining buildings at the historic Melrose Terrace housing development and 2) to assist the Executive Director in the evaluation and creation of a plan for re-development of two of BHP's existing properties.

**Organization Mission Statement:** It is the mission of the Brattleboro Housing Partnerships to ensure the provision of quality affordable housing opportunities in viable communities for lower income households.

Our defining values are:

Open and honest communication, respectfulness, integrity, fairness, and responsibility.

We value each individual who participates in our programs.

We believe strongly in community; thus it is the collective well-being of each neighborhood that is of paramount importance in our deliberations and decision-making.

**Organization Background:** The Brattleboro Housing Authority was founded in 1962 as a Federal Public Housing Authority to provide low-income housing for Brattleboro's seniors. Over the decades, as the Federal program changed so did the BHA. The name was changed in 2007 to better reflect the collaborative work of the BHP. BHP now consists of seven housing developments for families, seniors, and those with disabilities. Its oldest properties were built in the mid 70's and early 80's while its newest were opened over the last six years.

**Project Scope of Work**

The BHP will select a consultant to work on two main projects. The selected Project Developer will work very closely with the Executive Director on all phases of the projects. These projects may include but are not limited to the following tasks:

- Refining and expanding project development templates and proformas.
- Assessing the feasibility of proposed projects based on financial data and market conditions.
- Develop RFPs for all consulting work and the solicitation of a Construction Manager.
- Coordinate and manage the work of the design professionals and other consultants on building condition assessments, market feasibility and design.
- Development of budgets, timelines, and schedules for various projects.
- Coordinate with state, federal and local government.
- Coordinate with architects and engineers on permits, building codes and other regulatory requirements.

- Identify project funding and take the lead in preparing materials for grants in support of property development.
- Working with BHP staff, architects, and development partner (depending on when they are brought in if at all) to solicit and pick a Construction Management firm.
- Conduct property research, prepare procurement documentation, review contracts/invoices and regularly communicate with partners, funders, and project consultants/vendors throughout all project phases (pre-development to closeout)

## Specific Projects

1. **Re-development of the remaining residential buildings at Melrose Terrace.** The RFQ narrative distributed for the bidding of architectural services is attached. The drawings and photographs are not but can be obtained by contacting the bid manager below.
  - a. As part of this project, BHP may pursue investigation into relocating its offices out of Melrose Terrace and having the existing office space included in the residential development. The Project Developer will assist in all aspects of this investigation.
2. **Develop a plan for the possible re-development of two existing properties.** A 28-unit family development at Moore Court and a 72 unit elderly and non-elderly development at Hayes Court. The Project Developer will identify and create a plan for all the elements that must be addressed including financial for this work to be done.

## Submission requirements:

1. Each respondent must submit current contact information for at least three (3) client references to whom the respondent has provided services of similar scale and scope. By submitting qualifications in response to the RFQ, each respondent authorizes the BHP to contact all references identified.
2. A description of the respondent's experience in project development.
3. A summary of at least three examples of projects of similar scope and purpose that the consultant has successfully completed, noting the date of completion.
4. Hourly Rate (we anticipate this contract will average 10-15 hours per week.)
5. An acknowledged commitment to client confidentiality throughout the project, including all sources, surveys, and interviews.
6. Communication is essential to the success of this work. It is critical that the bidder address how communication shall be carried out especially if the consultant is some distance from Brattleboro.

**Ownership of Research and Data:** The BHP will retain full ownership and control over data collected and research produced as a result of the RFQ.

**Incurred Costs:** BHP will not be liable for any costs incurred by respondents or third parties in the preparation or presentation of qualifications or any costs arising as a result of any withdrawal, amendment, alteration, addition, deletion, travel, or clarification of this RFQ.

## Evaluation:

The qualifications may be reviewed by a team of BHP staff with a final recommendation made to the Executive Director who shall inform the BHP Board of the decision.

The BHP may require an interview with the review team and/or the Executive Director as part of its evaluation. The interviews will take place in Brattleboro at the BHP offices in Melrose Terrace.

The evaluation of the qualifications shall be made without regard to race, color, sex, age, religion, national origin, or political affiliation. The BHP is an Equal Opportunity Employer and encourages proposals from qualified minority and women-owned businesses.

The BHP reserves the right to seek clarification of any qualifications submitted and to select the consultant that is best able to address the project purpose and to reject all of the qualifications. The BHP reserves the right to withdraw this Request for Qualifications, to accept or reject any or all qualifications, to advertise for new qualifications if it is in the best interest of The BHP to do so, and to award a contract as deemed to be in the best interest of the BHP.

**Submission Package**

The submission package shall consist of all materials enumerated above in a bound paper document. BHP requires 5 five copies of the submission to be received by 3:00 p.m. on November 22. An additional copy may be submitted via email.

**Bid Manager contact information and address for submission and questions.**

The Bid Manager is:

Christine Hart  
Development Director  
Brattleboro Housing Partnerships  
224 Melrose St  
Brattleboro, VT 05301  
  
Phone- 802-246-1539

Email: [chart@brattleborohousing.org](mailto:chart@brattleborohousing.org)

Work details from the Architect RFQ **The Architectural Firm chosen for this work is gbArchitecture, Montpelier, VT.** Steve Kredell will be the lead for the firm.

### **1.03 Specific Background on the existing buildings**

The Architectural respondent will work with the BHP to develop comprehensive assessment criteria to be used for the redevelopment analysis of the buildings as a whole and individually. The individual components **will** be used to develop a cost effective plan for the redevelopment of the existing buildings into a cohesive neighborhood. It is known that hazardous material removal is needed before any interior work can be done.

Please refer to the Maps in the attachment in reviewing the following: **Maps are not included and available by request through a google drive.**

There are two numbers for each building. The **first** number is the number given to the buildings by **911** and the one the buildings are commonly referred to. The second number **is** from the 1965 plans as built plans. This number **is** used on the detail plan diagrams provided for each type of building in the attachments. Please see **Attachment 17-01 for the numbering.** On all current maps, the buildings are referred to by their **911** number. The buildings are found on an approximately 1.8 acre parcel with Melrose Street running along **its** easterly side to a hammer head at its westerly end at the top of the property approximate to the Whetstone Brook. The westerly side of the property follows the Brook to a riprap slope down to the new flood mitigation area. **See Map 16-03**

All residential units were one bedroom consisting of a small kitchen/living room area, separate bedroom, and bathroom. The total square feet of each unit was approximately 650 square feet. There are different layouts for units but all have a separate entrance and back door. Sidewalks are found throughout the area. All buildings are served by Town water and sewer and other public utilities. Please do not use the 1965 maps **for** anything but building interior and foundation information as all other site and utility information has changed significantly.

**Building 136 Number 4 on the '65 plans:** This was a six unit building with two units off each side of a central entry. At each end of the building was a single unit. **Please see Photo 16-01 .** The entries for this building are **off** Melrose Street and there is no parking in front of the building but across in the large Maintenance Garage parking area. For the building as built refer to **Attachment 17-02**

**Building 196 Number 5 on the '65 plans:** A two unit building behind B136 and directly on the blacktop common area. No parking **is** near this building. Refer to **Attachment 17-04 (Please note it is incorrectly marked as '96' on Attachment 17-01.)**

**Building 120 Number 9 on the '65 plans:** A four-unit building. Each unit has its own entry and exit door. The entries **are** located off Melrose Street. This building has a covered walkway that connects **it** to a very small room used as a community laundry. Refer to **Attachment 17-04.**

The community laundry room is connected to the BHP offices by a short walkway. This entrance to the offices **is** not for public **use.** Refer to **Attachment 17-08 for this layout.**

**Building 224, Number 10 on the '65 plans.** This building is currently used as the offices of the BHP. It has undergone significant changes since 1965. The entire space is now offices and a 1,000SF addition was **added in** early 2000. BHP would like to have this space included in the design options to explore **how it** might be converted to residential use. At present, BHP is not looking at moving options but given the findings **of** the space use, it is very open to doing so..

The offices are connected via an internal corridor to **Building 206. See Attachment 17-08.**

**Building 206 Number 11 on the '65 plans:** The only two-story building at Melrose which served as the main entrance to the property and provided eight apartments. It also has a large community space and kitchen. The building has three units with internal access, one on the first floor and two on the second floor. **It also** has a separate unit at each end typical of the six-unit buildings. **See photo 16-02.** At this time, some of the apartments and the open community room are used for offices and file storage. Again, BHP would like re-use of this building for residential purposes to be considered. **See Attachments 17-06, 17-07 and 17-09.**

**The new Town roadway goes between B120 and B230** following Melrose Street. This is a public road of limited use.

**Building 230 Number 13 on the '65 plans:** A six unit building similar in layout to B136. This building has gravel parking area behind it. The entrances to the units are facing the new mitigation area and served by a sidewalk. The layout is found in **Attachment 17-02.**

#### **1.04 Statement of Intent:**

The Town of Brattleboro **is** experiencing a serious housing shortage. The Town has historically had a less than 1% vacancy rate but the effects of COVID and significant increases in the number of homeless has greatly exacerbated this issue. The Housing Partnership is in possession of **six** previously residential buildings **and** one office space which could be put into residential use relatively quickly depending on funding. The number of apartments currently in the vacant buildings is eighteen with another eight in the main building. The number of units possible in the office space is unknown. However, all the units are very old (built in 1965) one-bedroom apartments.

The Housing Partnership wants to work with an Architectural respondent to explore how the buildings might be redeveloped into modern apartments of various **sizes**. **It** would then like to have the Architect become part **of** the redevelopment team that carries **out** the work to arrive at a new neighborhood.

**As** stated above, it is the intention of BHP for the Architectural respondent to become an essential partner in this entire **process** from conceptual work on redevelopment options through final construction. The Architect should be prepared to define and create preliminary design options and preliminary budgets. The Architect will be asked to present to the BHP Board of Commissioners and Planning Commission and participate in the Public Participation Process. It is anticipated that the Architect will present organized and thoughtful narratives, and positive and optimistic presentations of materials and reinforcement of **facts**.