

**Pre-bid Meeting Minutes For
RFP #2015-036 Mary Shepherd Home: Permanent Supportive Housing,
With a Focus on Veterans**

Date: Monday, December 21, 2015 at 1:00 pm

Meeting Location: At site, 112 Bow Lane on the CVH Campus, Middletown, CT

Attendee List: See attached list

Howard Reid of Middlesex Coalition on Housing & Homelessness introduced himself and made some opening remarks. He reviewed the intent of the initiative, the creation of permanent supportive housing for the homeless in a building which previously housed a transitional housing program operated by Mercy Housing and Shelter Corporation. The Coalition is working with the City of Middletown, its legislative delegation, and relevant state agencies to convey the building to the City and then immediately to the developer to be selected through this RFP process. It is anticipated that the conveyance will be enacted in the upcoming 2016 session of the Connecticut Legislature. Mr. Reid introduced Ann Faust, Coordinator for the Coalition, who will be the main point of contact for the Coalition, and John Dunne of the Corporation for Supportive Housing, a potential source of pre-development funding for the project.

Donna Imme, Purchasing Supervisor, was introduced and discussed the following:

1. The deadline for submission of questions has been extended from **Friday, January 7, 2016 by noon to Friday, January 21, 2016 by noon.** As stated in the Proposal Document, all questions shall be submitted in writing via email to the Coalition at rfq@anendinten.org.
2. All Addenda, pre-bid meeting minutes, attendee list, etc. shall be posted to the City's website, www.middletownct.gov and the Coalition's website www.anendinten.org. Bidders shall be responsible for checking the above websites for all additional information and all addenda's and shall also acknowledge where indicated in the addendum. Again, it is the responsibility of all bidders to visit the websites prior to submitting their final proposal.
3. Addendum #1 has been issued and posted on our websites, which extended the proposal due date from **Friday, January 22, 2016 by 3:00 PM to Monday, February 29, 2016 by 3:00 PM.**
4. Page 12 of the RFP includes a respondent checklist of items to be included in your submittal.

5. Floor plans are posted to the City's website at www.middletownct.gov. Hard copies are available to view and/or purchase for \$20.00 a set in the Purchasing Department, 245 DeKoven Drive, Middletown, CT from 8:30-4:30 M-F.

Donna Imme then introduced Brig Smith, Office of General Counsel, City of Middletown.

Brig thanked everyone for the wonderful turnout and interest in a wonderful project. It seemed like just yesterday that he and Mayor Dan Drew were discussing this idea. Governor Malloy and Senator Blumenthal have spoken at length about the need to end chronic homelessness and especially homelessness among our veterans, and on behalf of Mayor Drew, we are quite excited to be able to do something special right here in Middletown.

Brig then turned the meeting over to John McCarthy of CVH. John welcomed the group and turned it over to the CVH electrician to lead and begin the walk thru of the building.

During the walk thru the following areas were discussed:

It is believed that the existing electrical service is tied to several buildings along Bow Lane. The service has to be separated from these buildings. The Shepherd Home building is still connected to the main heating system for CVH campus. This would also have to be separated. There is no existing generator.

The following information and questions were discussed during the prebid meeting

Q. Are "Out of State" vendor's eligible to submit a proposal?

A. Yes, if, the vendor submitting a proposal isn't listed on the State of CT debarred list, then they would be considered in good standing within the State of CT and eligible to submit a proposal. This applies to both, out of state and in state vendors interested in the Shepherd Home RFP.

Q. Can you please clarify the language currently in the RFP relating to "Qualified Service Providers" requirements?

A. Yes. Clarification language relating to "Qualified Service Providers" will be provided in an addendum soon to be issued and posted on www.middletownct.gov.

Q. Is there a footprint of the lot and what it would look like for the proposed new Shepherd Home lot?

A. A preliminary site plan was drawn up earlier this year and is posted on our website at www.middletownct.gov. ** Please note** this is a draft and preliminary site plan only, to be used for bidders to better understand the approximate footprint of the proposed conveyance only. Final survey plans are not available. This will be noted and addressed in a future addendum soon to be issued.

Q. Can the submission deadline for questions be extended?

A. Yes, the new deadline date for submission of questions has been extended to **Friday, January 22, 2016 at noon**; this new date deadline for questions will be addressed in a future addendum as well.

For information about pre-development funding that might be available from the Corporation for Supportive Housing, visit their website at: <http://www.csh.org/lending>.

Meeting adjourned 2:00 pm

PREBID MEETING ATTENDANCE LIST

PROJECT: RFP #2015-036 Mary Shepherd Home: Permanent Supportive Housing, With a Focus on Veterans

DATE: Monday, December 21, 2015 1:00 PM

COMPANY NAME	ADDRESS	TEL # FAX #	REPRESENTATIVE NAME AND EMAIL ADDRESS
City of Middletown, Purchasing Dept.	245 DeKoven Drive Middletown, CT 06457	860-638-4895 (B) 860-638-1995 (F)	Donna L. Imme, CPPB purchase@middletownct.gov
MCCHH	160 River View Center Middletown, Ct	860 846 8695	Ann@AnendinTen.org
CSH	75 CHARTER OAK Hartford, CT	860- 560-0765	John DUNCE @CSHWRB
DVH		860 262-5725	JOHN MCGAINTHY @CT.GOV
CHR	995 Day Hill Rd Windsor	860 731 5522	Mgandette Chrhea@hr.org
THE TRANSITION HOUSE, INC.	3000 5TH STREET ST. CLOUD, FL 34769	203-459-8006 F-203-459-8297 407-892-5700	BARRY UHFER UHFER@SSGA.ERATHUNK.NET 203-459-8686

COMPANY NAME	ADDRESS	TEL # FAX #	REPRESENTATIVE NAME AND EMAIL ADDRESS
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COLUMBUS HOUSE	PO BOX 7093 NEW HAVEN, CT 06519	203-980-2139	CARA RODENTHUSE CRODENHIZE@COLUMBUSHOUSE.ORG
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Housing Enterprises, Inc.	51 College St Enfield, CT 06082	860-741-9837	David Berto dberto@housingenterprises.com
PAUL B. HATLEY ARCHITECT	110 ANDERSON ST. NEW HAVEN, CT 06510	203-776-8886	Paul Bailey Paul@pbba.com

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City of Middletown Office of the General Counsel	245 Dekoven Drive Middletown, CT	860-638-4820	Brig Smith, General Counsel
Middlesex Coalition on Housing & Homelessness	100 Riverview Center SE 230 Middletown, CT	860-346-8695	Ann Faust Howard Reid
National Equity Fund, Inc.	121 Main Street Old Saybrook, CT	860-395-1330	Tony Lyons Vice President Acquisitions/ East Region

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