

# REQUEST FOR PROPOSALS (RFP) FOR CONCEPT PLAN FOR EXPANSION OF SENIOR HOUSING TOWN OF COVENTRY, CONNECTICUT

The Town of Coventry Connecticut is accepting proposals from qualified consulting firms (herein after individually referred to as the “Consultant”) to provide a Concept Plan to include possible layouts for the expansion of Senior and ADA accessible housing located at 1630 Main Street known as Orchard Hill Estates I & II.

## Background

Coventry is the Gateway to Northeast Connecticut’s Quiet Corner. Spread over 37 square miles of woods and old farmlands, our town of 12,500 offers historic sites, herb farms and shops, antique and specialty shops, public beaches and a state boat launch on Lake Wangumbaug, good places to eat, and several cozy bed-and-breakfast inns. Some 20 miles east of Hartford lies Coventry, a town with rich rural character. The town is probably best known as the birthplace of America’s young Revolutionary War hero Nathan Hale

## Objective

### Create a Concept Plan to Support the Future Expansion of Orchard Hills Estate

In Accordance with the current Plan of Conservation and Development, Housing Recommendation #11, “Based on the demand for apartments at Orchard Hills, as well as the fact that the site has public sewers, conduct a study as to the feasibility of expanding housing units on site. Apply for CDBG funding to make necessary improvements and modernization to Orchard Hills under the State of Connecticut 2013-18 Action Plan for Housing and Community Development. [Planning & Zoning Commission, Town Council and Land use staff.”

The Town’s Senior and Affordable Housing Ad-Hoc Committee is looking to fulfill this PoCD recommendation by hiring a consultant to develop a concept plan which would show different options for the possible expansion of the existing housing facility.

## Scope of Project

1. Prepare an initial Base Map using existing information on file to create a base map for topography, wetlands, and sewer line location. These maps will be in PDF format and made available to the consultant.
2. Meeting with Staff to establish types of housing plans to consider. This will include different housing types with consideration to existing regulations and what may be possible with a regulation amendment. Options to consider will include copying the existing footprints of the current buildings, two-story options, and a mix of one and two-story buildings.
3. At least two meetings with Staff and the Senior and Affordable Housing Ad-hoc Committee should be included.
4. A Final Concept plan, prepared in CAD shall be made available to the Town.

## Required Content of Proposal

- A. General Requirements
  1. Consultants are encouraged to be creative and resourceful in proposing the most cost-effective and efficient solutions for the needs outlined in this RFP.
  2. All costs incurred in the preparation and presentation of this proposal shall be wholly absorbed by the Consultant.
  3. Consultant should provide a timeframe for completion of the anticipated tasks and final study.
- B. Cover Letter/Executive Summary
  1. List the official name, address, phone number, fax number, email address of the Consultant, as well as the name of the principal contact person and the name of the person authorized to execute the contract.
- C. Consultant’s Qualifications

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1. A description of the experience and qualifications of the proposed staff member(s) who will be performing the services. This information shall be in sufficient detail to allow analysis of the proposed individual's qualifications.
  2. A list of similar size municipalities for which the Consultant has developed a similar Development Concept Plan in the last five (5) years, including a description of the particular work done for each municipality, and a contact person at each municipality.
  3. Provide details of any instances in which the Consultant or its agents / employees have had to legally defend themselves relative to services provided.
  4. Hourly fee and expense schedule
- D. Proposed Methodology and Related Information
1. Provide a brief description of the services and methods by which work will be performed. This description shall include the following:
    - a. Consultant's understanding of the services to be provided;
    - b. Description of how the consultant proposes to create the plan. Include descriptions and documentation of proposed methodology. Describe and outline the tasks that the consultant believes are necessary to complete the plan;
    - c. Outline a project timeline from award of contract to final report. Be sure to include time in the project schedule for review and feedback by the Town stakeholders, as well as presentation of the plan;
- E. Proposed Cost of the Project
1. Provide an all-inclusive detailed project budget;
  2. Any incidental expenses, such as copying, mailing, travel type charges must be clearly stated in the proposal;
  3. Prices quoted shall be firm and not subject to increases during the term of any contract that the Consultant and the Town of Coventry enter into as a result of this proposal. The proposal shall contain a statement that the proposal is firm for at least one-hundred twenty (120) days immediately following the date of submission of the sealed proposal.

**General Conditions**

- A. The Town of Coventry reserves the right to reject any or all proposals, to waive any defects in the proposals received, and to select the consultant considered the most advantageous to the Town of Coventry, in the sole discretion of the Town of Coventry;
- B. Proposals received after the deadline and/or received unsigned shall be considered void and will NOT be considered;
- C. All proposals, responses, inquiries, correspondence or other documents relating to this RFP will become the property of the Town of Coventry when received. The Town of Coventry reserves the right to use any or all ideas presented in any proposal, whether amended or not; selection or rejection of a proposal does not affect this right.
- D. Firm(s) will likely be asked to present and explain their proposals. If interviews are held, they will be 30-45 minutes long. Initial presentations will be limited to 15 minutes. The final 15 – 30 minutes will be reserved for questions from the selection committee and subsequent questions. The key person to be assigned to this project must be present at the interview.

**Terms and Conditions**

- A. The selected consultant will be required to sign a contract with the Town of Coventry, the form and substance of which must be acceptable to the Town of Coventry;

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- B. Consultant shall include an indemnity provision by the Consultant to the Town of Coventry covering damages, losses, expenses, attorney’s fees, etc. incurred by the Town of Coventry, its agents or employees for claims including but not limited to patent, copyright infringement or related claims, negligent performance, or any tortuous conduct by the Consultant, its employees, agents, representatives, or anyone else associated with the Consultant;

**Requested Responses**

RFP Issue Date: **July 2, 2025**

Proposal Due Date: **July 23, 2025 by Noon**

Place: Via email to Jana Roberson [jroberson@coventry-ct.gov](mailto:jroberson@coventry-ct.gov)

Accepted Form: **VIA EMAIL. Reference Line should indicate, “RFP Concept Plan for Expansion of Senior Housing”**

**Pre-Proposal Assistance**

Questions regarding this RFP should be directed to Jana Roberson, Town Planner at [jroberson@coventry-ct.gov](mailto:jroberson@coventry-ct.gov) .

All question shall be submitted by July 16, 2025. The questions and answers may be shared with all bidders. It is an explicit provision of this RFP that no oral communication is binding on the Town of Coventry.

Any addendums will be posted on the Towns Website.

The Town of Coventry is an equal opportunity employer and any mandated Federal and State laws and regulations will be followed.

Appendix: Maps

# Legend

 Poorly Drained/Very Poorly Drained Soils

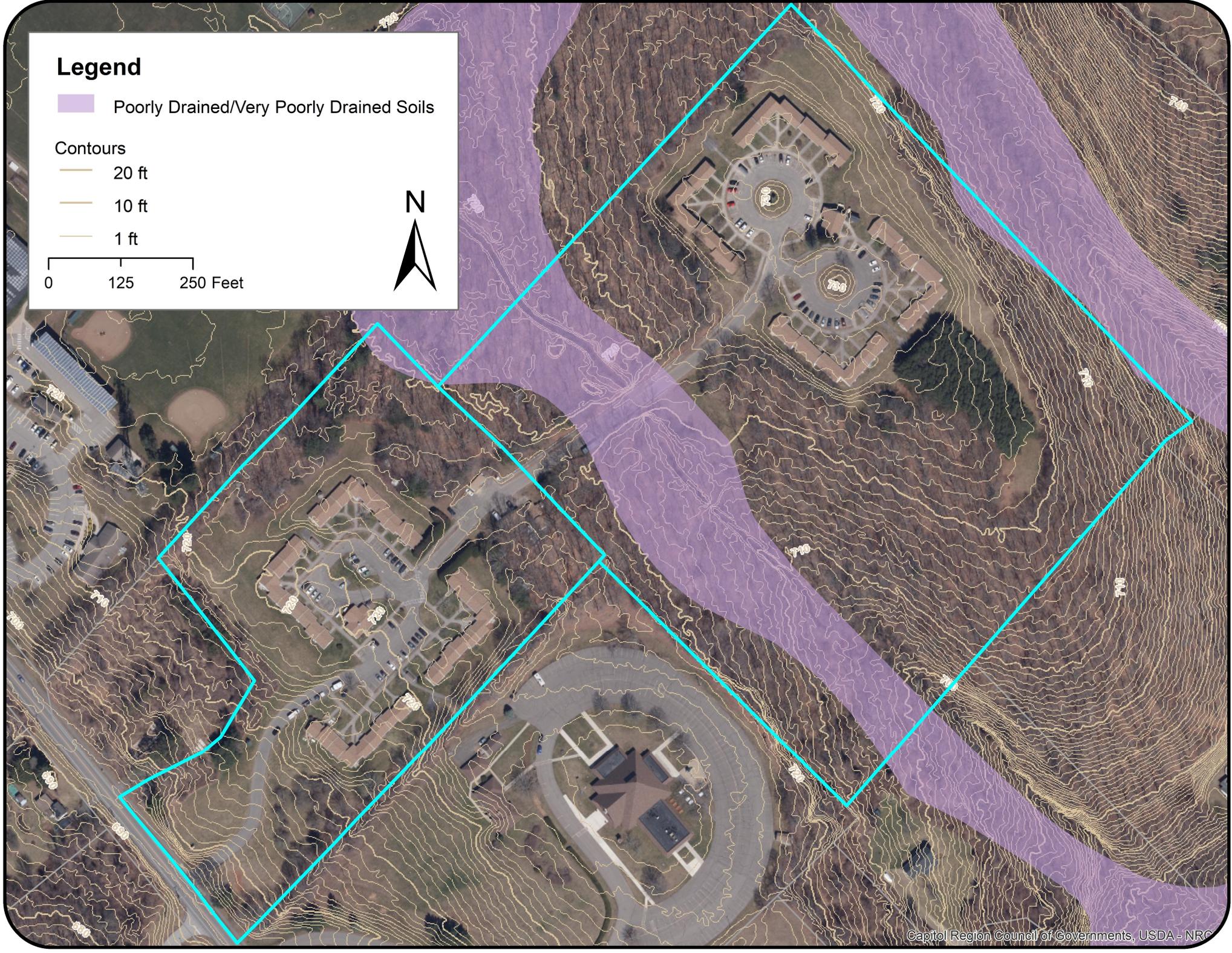
## Contours

 20 ft

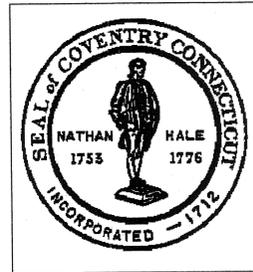
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 1 ft

0 125 250 Feet



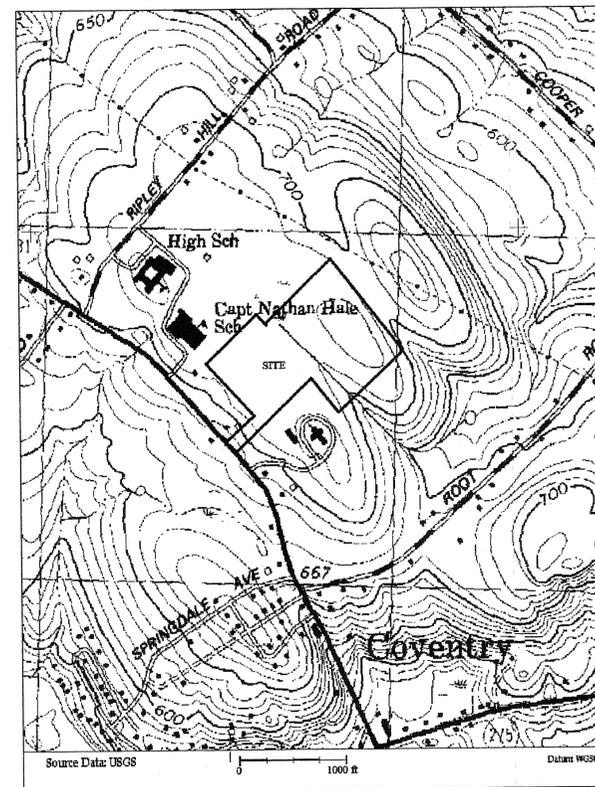
# ORCHARD HILL SANITARY SEWER INSTALLATION



## TOWN OF COVENTRY CONNECTICUT

APRIL 17, 2000

LOCATION MAP



**SITE LOCATION**

**GENERAL NOTES:**

- 1) CALL BEFORE YOU DIG 1-800-922-4455
- 2) MATERIALS AND CONSTRUCTION METHODS SHALL CONFORM TO STATE OF CONNECTICUT DEPARTMENT OF TRANSPORTATION STANDARD SPECIFICATIONS FOR ROADS, BRIDGES, AND INCIDENTAL CONSTRUCTION EXCEPT WHEN SPECIFIC BID DOCUMENT SPECIFICATIONS ARE PROVIDED.
- 3) NO EXCEPTION WILL BE TAKEN TO THESE PLANS WITHOUT PRIOR WRITTEN APPROVAL FROM THE OWNER AND THE ENGINEER. IN THE EVENT THAT THE CONTRACTOR, SUBCONTRACTORS, MATERIAL SUPPLIERS, OR FABRICATORS PROPOSE A DESIGN MODIFICATION, SUCH A PROPOSAL MUST BE APPROVED BY THE ENGINEER AND THE OWNER AND SHALL BE STAMPED AND CERTIFIED BY A PROFESSIONAL ENGINEER, WITH EXPERTISE IN THE FIELD OF THE MODIFICATION, LICENSED TO PRACTICE IN THE STATE OF CONNECTICUT.
- 4) BENCHMARKS AS SHOWN ON THE PLAN, BASED ON N.G.V.D.
- 5) EXCAVATED MATERIAL: ALL EXCAVATED MATERIAL FOUND TO BE SUITABLE FOR FILL MATERIAL BY THE ENGINEER SHALL BE USED FOR THIS PURPOSE ON THE CONSTRUCTION SITE AT NO ADDITIONAL COST TO THE OWNER. ANY ADDITIONAL MATERIAL IS TO BE REMOVED FROM THE SITE AT THE CONTRACTOR'S EXPENSE. ALL EXCAVATED MATERIAL (SUITABLE OR UNSUITABLE) SHALL BE INCLUDED IN THE PAY ITEMS FOR PIPE INSTALLATION AND MANHOLE INSTALLATION.
- 6) SEDIMENTATION CONTROL: THE CONTRACTOR MAY BE REQUIRED TO PLACE HAYBALE CHECKS AND BARRIERS. THESE EROSION AND SEDIMENT CONTROL MEASURES SHALL BE PLACED AS DIRECTED BY THE ENGINEER OR AS REQUIRED BY THE CITY. SILT FENCING, HAY BALES, HAY MATTING, AND ALL MATERIALS INCIDENTAL THERETO SHALL BE PAID FOR UNDER PAY ITEM 'SEDIMENTATION CONTROL SYSTEM' WHICH SHALL INCLUDE THE MAINTENANCE THROUGHOUT THE LENGTH OF CONSTRUCTION OPERATIONS AS DIRECTED BY THE ENGINEER.
- 7) THE PROPERTY LINES SHOWN ON THE PLAN ARE APPROXIMATE AND HAVE BEEN DETERMINED THROUGH RESEARCH OF EXISTING DEEDS, TITLES, AND LIMITED SURVEY. SITE TOPOGRAPHY BASED ON AS-BUILT SURVEY FOR ORCHARD HILL ELDERLY HOUSING.
- 8) TURF ESTABLISHMENT: WHERE NO SPECIFIC AREA FOR TURF ESTABLISHMENT HAS BEEN IDENTIFIED ON THE PLANS, TURF ESTABLISHMENT WILL BE PAID FOR ONLY FOR THOSE AREAS REQUIRED FOR INSTALLATION OF STRUCTURAL ELEMENTS REQUIRED BY THE PROJECT. THIS ITEM IS NOT INTENDED TO REPAIR AREAS DISTURBED BY THE CONTRACTOR FOR THE CONVENIENCE OF ACCESS TO THE WORK AREA. THESE DISTURBED AREAS ARE TO BE INCLUDED IN THE COST OF THAT PARTICULAR WORK ITEM. THE LIMITS OF ALL AREAS TO BE PAID FOR TURF ESTABLISHMENT ARE TO BE STAKED OUT AND APPROVED BY THE OWNER PRIOR TO DISTURBING THE AREA REQUESTED FOR PAYMENT. PAYMENT FOR TURF ESTABLISHMENT SHALL BE IN ACCORDANCE WITH THE PAY ITEM "TURF ESTABLISHMENT" AS SPECIFIED IN THE CONTRACT DOCUMENTS.
- 9) REMOVED MATERIALS: THE CITY WILL BE PROVIDED THE OPTION OF RETAINING THE POSSESSION OF ALL MATERIALS REMOVED OR EXCAVATED IN THE COURSE OF EXECUTING THIS PROJECT. ANY MATERIALS RETAINED BY THE CITY SHALL BE DELIVERED TO A SITE WITHIN CITY LIMITS AS DESIGNATED BY THE CITY AT NO ADDITIONAL COST TO THE CITY. ALL MATERIALS NOT RETAINED BY THE CITY SHALL BE PROPERLY DISPOSED OF AT NO ADDITIONAL COST TO THE CITY.
- 10) PAY ITEMS: TECHNICAL SPECIFICATIONS WILL BE ACCORDING TO STATE OF CONNECTICUT FORM 814A. SOME OF THESE TECHNICAL ITEMS HAVE BEEN COMBINED FOR PAYMENT PURPOSES AND THEREFORE PAYMENT WILL ONLY BE MADE ACCORDING TO THE PAY ITEMS LISTED IN THE BID DOCUMENT FORMS PROVIDED. ALL MATERIAL, TOOLS, EQUIPMENT, AND LABOR REQUIRED TO COMPLETE THE WORK CALLED FOR ON THESE PLANS SHALL BE INCLUDED IN THESE PAY ITEMS.
- 11) BACKFILL OF EXCAVATIONS: AT THE CLOSE OF EACH WORK DAY, ALL EXCAVATIONS SHALL BE COMPLETELY BACKFILLED TO THE SATISFACTION OF THE ENGINEER. NO EXCAVATION SHALL REMAIN OPEN OVERNIGHT WITHOUT WRITTEN AUTHORIZATION FROM THE TOWN. UNDER NO CIRCUMSTANCES SHALL EXCAVATIONS REMAIN OPEN THROUGHOUT THE WEEKEND OR HOLIDAYS UNLESS THE CONTRACTOR INTENDS TO WORK THROUGH SUCH HOLIDAY OR WEEKEND. ALL OPEN EXCAVATIONS AS GRANTED BY THE TOWN SHALL BE ADEQUATELY PROTECTED AS TO ENSURE THE SAFETY OF VEHICULAR AND PEDESTRIAN TRAFFIC.
- 12) ALL PROPOSED WORK MAY BE VARIED IN THE FIELD BY THE ENGINEER TO MEET ACTUAL FIELD CONDITIONS.
- 13) CONTRACTOR TO NOTIFY TOWN OF COVENTRY PRIOR TO START OF CONSTRUCTION.
- 14) NO ROAD MAY BE CLOSED TO TRAFFIC AT ANY TIME DURING CONSTRUCTION.
- 15) EXISTING UTILITIES SHOWN FOR REFERENCE ONLY. CONTRACTOR SHALL VERIFY LOCATION, DEPTH, AND SIZE OF ALL EXISTING UTILITIES PRIOR TO START OF CONSTRUCTION. CONTRACTOR SHALL DIG TEST PITS AT THE DIRECTION OF THE TOWN OR THE ENGINEER. COST OF TEST PITS SHALL NOT BE MEASURED SEPARATELY FOR PAYMENT BUT SHALL BE INCLUDED IN THE COST OF THE WORK. NO ADDITIONAL PAYMENT SHALL BE MADE FOR WORK RELATED TO UTILITY CONFLICTS.
- 16) SANITARY SEWER FLOW TO BE MAINTAINED AT ALL TIMES.
- 17) ALL EXISTING SEPTIC TANKS TO BE PROPERLY ABANDONED PER SPECIFICATION.

**LEGEND**

EXISTING		PROPOSED
⊙	SANITARY MANHOLE	⊙
⊙	DRAINAGE MANHOLE	⊙
■	CATCH BASIN	
○	PROPERTY CORNER	
⊕	HYDRANT	
⊕	WATER VALVE	
⊕	GAS VALVE	
⊕	UTILITY POLE	
—70—	5' CONTOURS	
—69—	1' CONTOURS	
98 X 5	SPOT ELEVATION	
⊕	DECIDUOUS TREE (TYPE NOTED)	
⊕	CONIFEROUS TREE (TYPE NOTED)	
⊕	STONE WALL	
ELEC	ELEC. BOX	
CBL	CABLE BOX	
⊕	TREE /BRUSH LINE	
E	ELECTRIC LINE	
G	GAS LINE	
W	WATER LINE	
C-T	CABLE LINE	
8" P.V.C. San.	SANITARY	— — — — —
18" RCP STORM	STORM	— — — — —
Wx	SOIL TYPE	
	SILT FENCE	— — — — —
	FIELD LOCATED WETLANDS, FLAG NO.	

NO.	DATE	DESCRIPTION	DATE
			04/17/00

SUPV.	S.R.M.
DESIGN	S.R.C.
DRAWN	R.E.B.
CHECKED	J.A.C.

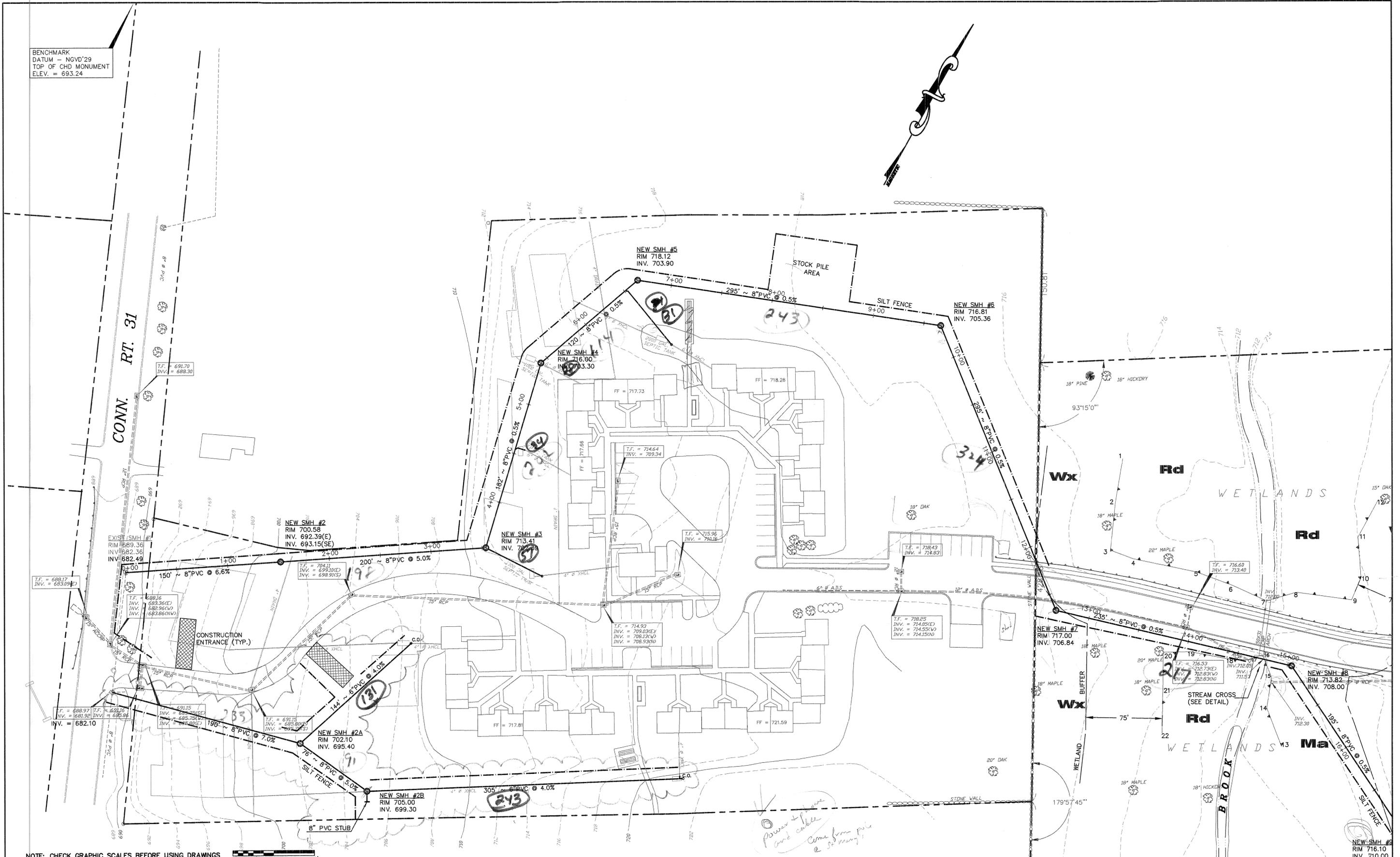
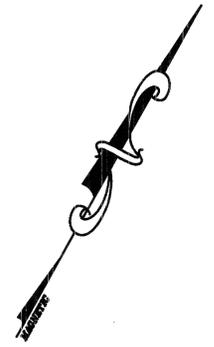
SCALE  
AS NOTED

**WMC**  
CONSULTING ENGINEERS  
• WENGELL, McDONNELL & COSTELLO •  
87 HOLMES ROAD  
NEWINGTON, CT 06111  
(860) 667-9624

PREPARED FOR  
COVENTRY HOUSING AUTHORITY  
1630 MAIN STREET  
COVENTRY, CT 06238

SANITARY SEWER INSTALLATION ORCHARD HILL - COVENTRY, CT				SHEET
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SIZE	PROJECT	FILE NAME	NUMBER	REV. OF
				8

BENCHMARK  
 DATUM - NGVD'29  
 TOP OF CHD MONUMENT  
 ELEV. = 693.24



NOTE: CHECK GRAPHIC SCALES BEFORE USING DRAWINGS



NO.	DATE	DESCRIPTION	DATE
1	06/06/00	REVISED LOCATION OF SMH #2A, ADDED SMH #2B	06/06/00

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DRAWN	R.E.B.
CHECKED	J.A.C.

SCALE  
 1 IN. = 40 FT.



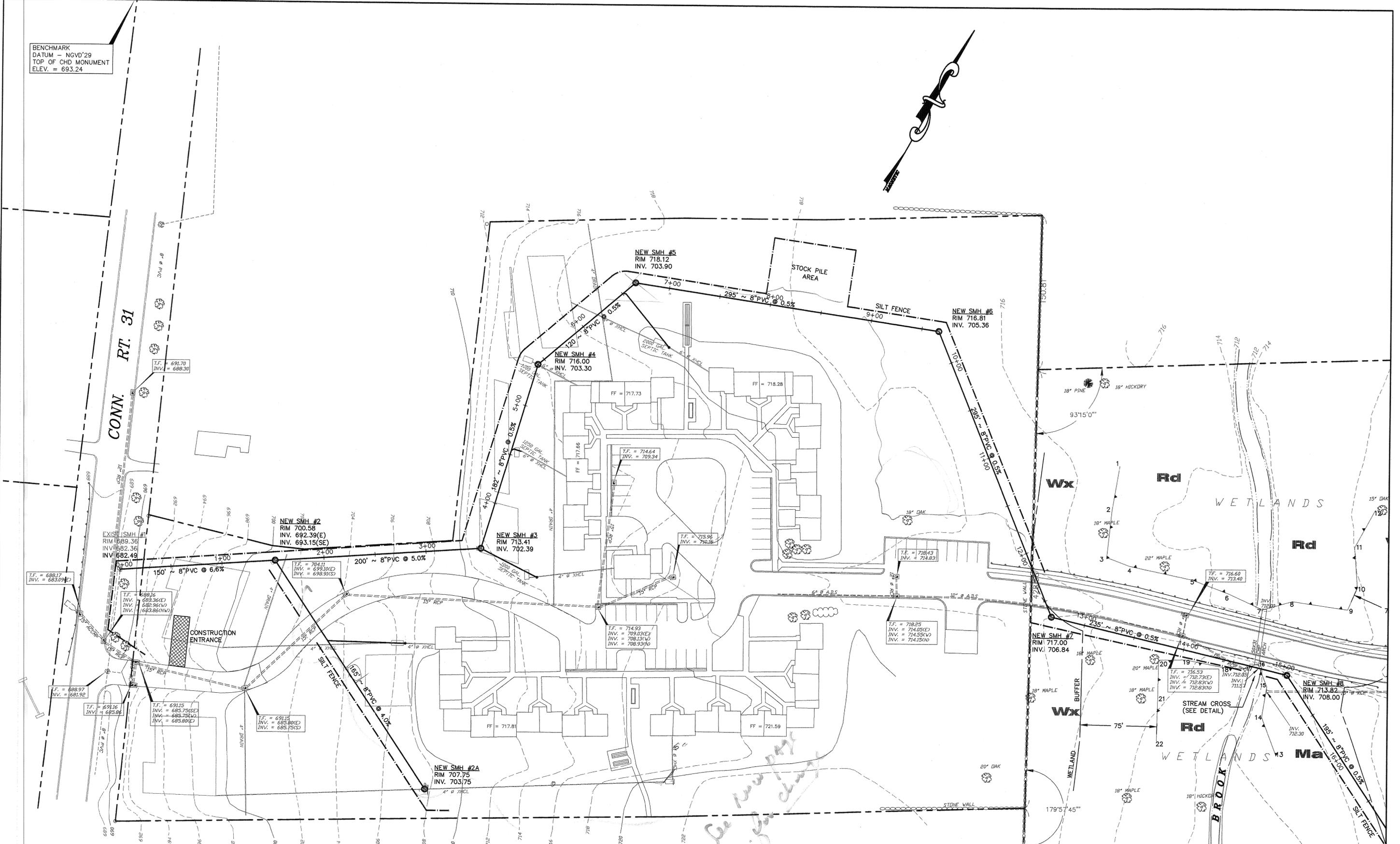
• WENGELL, McDONNELL & COSTELLO •  
 87 HOLMES ROAD  
 NEWINGTON, CT 06111  
 (860) 667-9624

PREPARED FOR  
 COVENTRY HOUSING AUTHORITY  
 1630 MAIN STREET  
 COVENTRY, CT 06238

SANITARY SEWER INSTALLATION  
 ORCHARD HILL - COVENTRY, CT

ORCHARD HILL	SHEET	2
D - SEWER	PROJECT	00009
FILE NAME	00009	REV. OF
00009	REV.	8

BENCHMARK  
 DATUM - NGVD'29  
 TOP OF CHD MONUMENT  
 ELEV. = 693.24



NOTE: CHECK GRAPHIC SCALES BEFORE USING DRAWINGS

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	CHECKED	J.A.C.
NO.	DATE	DESCRIPTION
		REVISIONS
	DATE	02/18/00

SCALE  
 1 IN. = 40 FT.

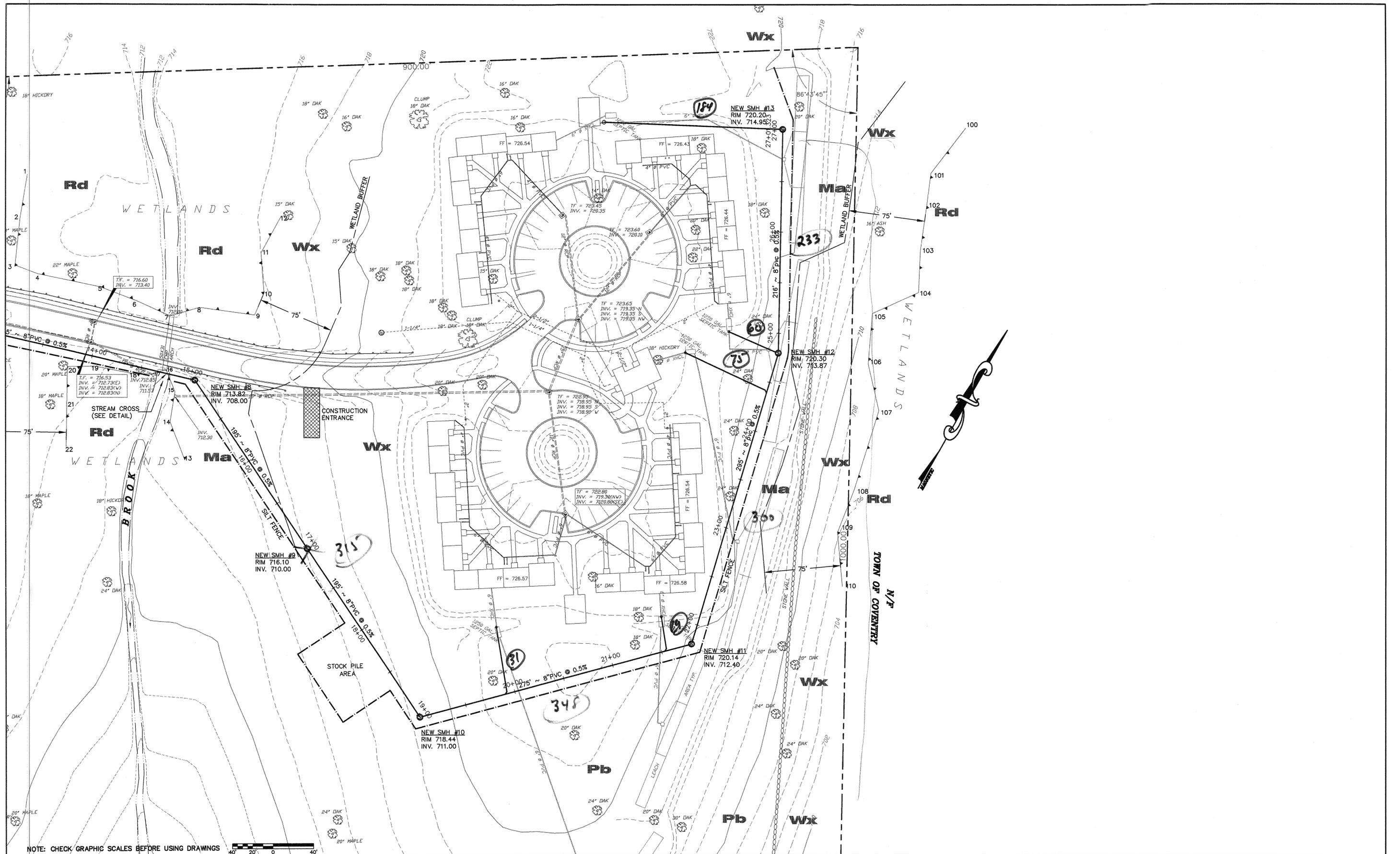


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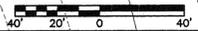
PREPARED FOR  
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 COVENTRY, CT 06238

SANITARY SEWER INSTALLATION  
 ORCHARD HILL - COVENTRY, CT

ORCHARD HILL	SEWER	-00009siteplan-	00009	SHEET	2
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					8



NOTE: CHECK GRAPHIC SCALES BEFORE USING DRAWINGS



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NO.	DATE	DESCRIPTION
REVISIONS		
DATE	02/18/00	

SCALE  
1 IN. = 40 FT.



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SANITARY SEWER INSTALLATION  
ORCHARD HILL - COVENTRY, CT

D -	ORCHARD HILL			SHEET	3
SIZE	SEWER	-00009sewplan-	00009 -	REV.	OF
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