

Community Renewal Team, Inc.

Request for Proposals

Capital Needs Assessment (CNA) 90 Retreat Ave, Hartford, CT

Community Renewal Team, Inc. (CRT) is looking to hire a firm to complete a Capital Needs Assessment (CNA) for its property located at 90 Retreat Ave, Hartford, CT.

Contractor will perform a Capital Needs Assessments and utilize a property-specific approach to component expected useful life and replacement cost estimation for the property.

- Initial inspection set up, review blueprints, maintenance log, specifications, and recent capital history.
- Comprehensive site inspection and evaluation of construction type, methodology, finishes, fixtures, sub-surface structures, any common area mechanical and electrical items, and any observable code deficiencies (exceeding ASTM E2018-08).
- Perform accurate dimensional takeoffs for all components of the site.
- Provide a comprehensive draft 2020 CNA/PNA report comprising of several components. The first component is a narrative of the building system. The narrative includes a summary of replacement components, as well as their timing for replacement and cut-sheet drawings where applicable. The second component includes over 30 photographs detailing building systems and conditions. The CNA also includes attention to green or utility saving capital line items. The final section of the report highlights each replacement component, quantities, cost estimation, replacement timing, and notes.
- Provide a draft submission to the client for review and discuss any changes to be made by the client.
- Delivery of a final CNA report in pdf format.

Contractor will review the percentage of inspected dwelling units and common areas to provide a more accurate capital plan. Contractor will detail location-specific deficiencies and itemize and list in the CNA spreadsheet, and prepare a narrative for use by in-house management staff. In addition to the standard model set out by state agencies and the federal government, MRP will conforming to ASTM and provide a standard CNA that will include ADA requirements, an overview of health and safety requirements, code issues, flood plain observances (if any), and an objective review concerning environmental issues.

General CNA Report Requirements

- Initial CNAs on all projects must be completed by an approved third party who does not have an identity of interest relationship with the developer, owner or sponsor.
- Initial CNAs on projects that are not new construction or substantial rehab must not be older than two years of the loan application date. Site inspection must confirm that project's physical condition is consistent with the findings of the CNA.
- Each CNA report must cover a period of 20 years for both existing (rehab.) projects and new construction.
- Each CNA report must include a cash flow model, in spreadsheet format, providing an analysis of existing capital reserves and a detailed year by year schedule of expected repairs and replacement costs incurred. An inflation factor that is consistent with actual experience and historical data shall also be built into future replacement cost projections. It is recommended that an electronic copy of the spreadsheet be provided to the developer, owner or sponsor so that it can be used as an interactive record of capital costs and reserve balances moving forward.

Requirements of a Capital Needs Assessment Consultant

The CNA Consultant must meet minimum qualifications, professional education, training and experience to perform site visits and prepare CNA reports.

Professional Experience

- CNA Consultant, its personnel and subcontractors must be independent third-parties, unrelated to, and not have any financial or economic interest in the property; or
- CNA Consultant must not be an affiliated entity of the property owner unless previously approved by Community Renewal Team, Inc.
- CNA Consultant must not be under suspension or debarment by HUD or The State of Connecticut, involved as a defendant in criminal or civic action with HUD or The State of Connecticut.
- Five years of professional experience in one or more of the following disciplines:
 - architecture;
 - engineering (structural, mechanical or civil); or
 - Construction management and cost estimating (which may include cost estimating experience associated with the preparation of a CNA Report). Three years of experience performing multifamily property condition physical needs assessments, completed a minimum of five property inspections, and reporting of property condition assessment findings in a manner consistent with these Instructions or ASTM E2018-08 "Standard Guide for Property Condition Assessments: Baseline Property Condition Assessment Process"; or

- Knowledge and experience with ASTM E2018-08; or
- Minimum of three years history providing CNA reports acceptable to Community Renewal Team, Inc. (CRT) either directly or through a CRT approved CNA Consultant.
- CRT may approve other CNA Consultants based on a review of a resume, sample reports and references.

Education Requirements

CNA Consultants must possess or have completed one of the following programs:

- Bachelor of Science degree in engineering, architecture, construction management, historic preservation, construction/building science or building facilities management.
- Property Inspection Risk Management course offered by the MBA;
- Real Estate Assessment Center (“REAC”) for the Department of Housing and Urban Development (“HUD”) as a Certified Home Inspector;
- Building Performance Institute (BPI);
- American Society of Home Inspectors (“ASHI”);
- National Association of Home Inspectors (“NAHI”);
- At least five years assessing multifamily properties and preparation of ASTM E2018-08 compliant reports; or
- Other approved professional certifications, registrations, or training recognized by a Government Sponsored Enterprise (GSE) or HUD.

Insurance Requirements

The CNA Consultant must provide evidence of the following insurance coverage to CRT as an exhibit to the CNA report:

- Commercial General Liability Insurance with limits of at least \$1 million per occurrence and \$2 million aggregate
- Professional Liability Insurance with limits of \$1 million per claim and \$2 million aggregate
- Worker’s Compensation insurance with limits of at least \$1 million each accident, \$1 million each employee, \$1 million disease policy limit; and
- Automobile Liability Insurance for all owned (if any), non-owned and hired vehicles of \$1 million per accident.

The CNA Consultant should have appropriate insurance coverage in place for traveling to and from the Property and conducting work at the Property.

Please contact Jeanette Dunbar at dunbarj@crtct.org to setup a time to visit the site.

Submissions are to be forwarded to crt-bids@crtct.org or to Community Renewal Team Inc.,
Attn: Jeanette Dunbar, 555 Windsor Street, Hartford, CT 06120 no later than December 18, 2020
at 10:00 AM. Submissions received after this date will be disqualified.