

**PROCUREMENT GUIDE**

**Project Name:**  
60 Church Street

**Project Location:**  
Hebron, Connecticut

**Date:** May 15, 2026

**Procurement Procedure for Contractor Firm**

Commons Community Development Corporation (Commons CDC) will adhere to the following procurement procedure for the above-mentioned project. This procurement procedure will allow for a competitive selection process to be used to evaluate and select a Contractor.

1. Commons CDC shall solicit Request for Qualifications (RFQ) from Contractors and Construction Managers. Solicitation of the Contractor (Exhibit 1) will be advertised in the Hebron Courant.
2. Commons CDC will establish a selection committee to screen and evaluate RFQ responses. The selection committee may include, but not be limited to, members of the Board of Directors and/or Staff of the Commons CDC as well as other professionals working on the project or locally based stakeholders.
3. The selection committee shall evaluate all criteria included in the RFQ Package and rank each Contractor based on the ranking sheet. A minimum of three qualified Contractors shall be selected to sit for interviews and provide a fee proposal for the proposed development. The final selection shall be made based principally on experience with similar developments, fee structure and capacity to complete the tasks in a timely manner.
4. Commons CDC reserves the right to reject the selected Contractor if the amount at the time of fee proposal is not within budget and solicit new proposals from a new Contractor from the existing qualified Contractors.
5. Commons CDC reserves the right to have legal counsel review the selected Contractor RFQ packages and proposals.

### **Contractor Services Selection Timeline**

- Request for Qualifications Notice May 15, 2026
- RFQ Responses Due May 29, 2026
- Minimum of Three Contractors June 1, 2026
- Interviews June 2, 2026
- Solicit Fee Proposal from finalists June 23, 2026
- Selection of Final Contractor July 3, 2026
- Issue Letter of Intent July 10, 2026
- Obtain Zoning Approval Complete
- CHFA HTCC Award September 30, 2026
- Prepare 40% plans December 30, 2026
- Construction Cost Estimate January 30, 2027
- 90% plans March 30, 2027
- Construction Cost Estimate April 30, 2027
- Start Construction June 1, 2027
- Complete Construction May 30, 2028
- Full Occupancy July 1, 2028

## **Exhibit 1**

**Project Name:**  
60 Church Street

**Project Location:**  
Hebron, Connecticut

**Date:** May 15, 2026

### **Request for Qualifications Notice**

The Commons CDC, Inc. (Commons CDC) is soliciting Request for Qualifications (RFQ) for Contractors to repurpose the historic Rectory building into a two-unit building located at **60 Church Street, Hebron.**

The development will most likely be funded through the Connecticut Housing Finance Authority, State of Connecticut, Department of Housing, and State Historic Preservation Office.

Contractors who wish to be considered and have the experience and capacity to provide the required services shall obtain a copy of the RFQ submission instructions by contacting [liztorres@housingsmarts.com](mailto:liztorres@housingsmarts.com) on or before **May 25, 2026** at 12 p.m.

RFQ submissions shall be delivered electronically via email to [liztorres@housingsmarts.com](mailto:liztorres@housingsmarts.com) on or before **May 29, 2026 at 12 p.m.** For questions, contact Liz Torres at [liztorres@housingsmarts.com](mailto:liztorres@housingsmarts.com).

Owner reserves the right to accept any submittal or to reject any submittal and to waive any informalities or irregularities in the submittal.

Commons CDC, Inc. is an Affirmative Action/Equal Opportunity Employer and small, minority and woman owned businesses are encouraged to apply.

## **Exhibit 2**

**Project Name:**

60 Church Street

**Project Location:**

Hebron, Connecticut

**Date:** May 15, 2026

**Sponsor**

The Commons CDC, Inc. is incorporated with the State as 501(c)3 non-profit entity that is governed by a Board of Directors. The Commons Community Development Corporation (CDC) in Hebron, Connecticut, is a non-profit organization dedicated to expanding affordable, mixed-income housing choices. Their primary mission is to help low- and moderate-income individuals and families—including seniors and young professionals—live in high-opportunity communities that traditionally lack diverse or affordable housing.

**Project Description**

The historic Rectory Building was originally donated to the St. Peter's Episcopal Church, which is currently located on the property adjacent to the church, by Governor Peters. The project will feature the rehabilitation of this wood framed existing structure, according to the Secretary of the Interior's standards for Historic Preservation, which was built in 1860 that is in need of significant upgrades and repairs to create clean, safe, and affordable housing for its residents. The home is located one block from the Hebron Town Center on one of the Church roads (Route 85/Church Street) that connects to the center. Many of the Board of Directors are long time members or stakeholders of St. Peter's Episcopal Church; therefore, have a long history of service to and partnership with the Town. The project is in the predevelopment stage.

**Project Financing:** This initiative will most likely be funded through the Connecticut Housing Finance Authority, State Historic Preservation Office and the Congressional Direct Spending.

### **Exhibit 3**

**Project Name:**  
60 Church Street

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### **Request for Qualifications Instructions**

Request for Qualification Submission: RFQ submissions shall be delivered to the Commons CDC, electronically via email at [liztorres@housingsmarts.com](mailto:liztorres@housingsmarts.com).

**Submission Information and Selection Criteria:** Interested Contractors shall submit information as outlined below and selection of approved Contractors shall be based on the submission and review of the information. A selection committee will be established to review the information submitted, verify the information submitted, contact references and interview Contractors as the committee may require. The selection committee may include but is not limited to members of the Board of Directors and Staff or owner/developer and design professionals working on the project.

**Selected Contractor:** The selection committee shall evaluate all criteria included in the RFQ Package and rank each Contractor based on the ranking sheet. A minimum of three qualified Contractors shall be selected to sit for interviews and provide a fee proposal for the proposed development. The final selection shall be made based principally on experience with similar developments, fee structure and capacity to complete the tasks in a timely manner.

Interested firms should submit a cover letter along with the following information:

1. A brief resume and brochure of the firm.
2. Examples of completed projects that evidence the firm's experience in the construction of historic properties.
3. Experience in compliance with multi-family mixed income/affordable housing regulatory requirements.
4. Experience working with non-profit organizations and design committees.
5. Evidence of licensure by the State of Connecticut.
6. Contracts on hand with anticipated dates of completion.
7. List of projects completed in the past 5 years including Owner, budget, and construction dates.
8. List of architect and owner references relating to the contracts on hand and projects completed including email and phone contact information.

9. Documentation or prior experience in projects similar to scope; including size, funding, and developments associated with the Connecticut Housing Finance Authority and the State of Connecticut, Department of Economic, State Historic Preservation Office.
10. Background, experience and qualifications of principal members, including officers and personnel. Indicate if women or minority owned.
11. Affirmative Action Policy and Equal Employment Opportunities Policy and statement that the Contractor will comply and adhere to Affirmative Action compliance as required by Connecticut Housing Finance Authority and the State of Connecticut, Department of Housing.
12. Detailed experience working with the Connecticut Housing Finance Authority and the State of Connecticut, Department of Economic, State Historic Preservation Office.

**Exhibit 4**

**Project Name:**  
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**Selection Criteria Ranking Sheet**

Contractor Name: \_\_\_\_\_

Selection Committee Member Name: \_\_\_\_\_

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

**Ranking Scores: 0 = low, 10 = high**

<b>Point Category</b>	<b>Point Range</b>	<b>Points Granted</b>
Complete Response to RFQ Requirements	(0-5 points)	
Local Based Firm	<b>(0-5 points)</b>	
Minority/Women- Owned Firm	(10 points)	
Appropriate Licenses/Current	<b>Threshold requirement</b>	
Contracts on Hand/Conflict of Schedule	(0-10 points)	
References	(0-10 points)	
<b>Prior Experience:</b>		
Similar Contract Amounts	(0-5 points)	
Town of Hebron	(0-5 points)	
SHPO Developments	(0-5 points)	
CHFA Developments	(0-5 points)	
Sustainable and Energy Efficient Design	(0-5 points)	
<b>Schedule Performance</b>	<b>(0-5 points)</b>	
<b>Budget Performance</b>	<b>(0-5 points)</b>	
<b>Past Performance:</b>		
Successfully completed projects	(0 to -10 points)	
Background/experience/qualifications of principal members, officers & personnel	(0-10 points)	
Affirmative Action/Statement of Compliance	(0-5 points)	
<b>Total Points</b>	<i>(max 100)</i>	

***Highest ranking Contractors (a minimum of three candidates) will be asked to submit fee proposals.***