



Advocacy to Legacy

**NEW!!! Please attend a  
Property Walkthrough -  
Tuesday, September 9, 2025  
112 Cottage Grove Rd  
Bloomfield, CT**

**Request for Proposals (RFP) for  
Architectural Services**

**Advocacy to Legacy, Inc.**

**Home Roots Initiative**

**Amended: August 20, 2025**

**Submission Deadlines: EXTENDED TO September 23, 2025, at 2:00 p.m.**

**Submission Contact & Address:**

Violette Haldane, Executive Director, Advocacy to  
Legacy, Inc

860-930-2058

[Advocacy2Legacy@gmail.com](mailto:Advocacy2Legacy@gmail.com)

*Proposals will be accepted in electronic form only.*

---

## **1. INTRODUCTION**

Advocacy to Legacy's Home Roots Initiative ("Initiative") seeks proposals from a single or qualified team of architectural consultants to address facility and property needs for the property located at 112-116 Cottage Grove Road, Bloomfield, CT ("Home Roots at Cottage Grove") through the following tasks:

- Conduct a facility/property needs assessment with improvement recommendations including interior and exterior buildings and property
- Prepare drawings through the architectural phases which describe the implementation of the capital improvements that include safety, energy efficiency and upgrades to maintain businesses, increase community engagement and increase economic growth in the complex
- Work with consultant hired for community engagement and marketing services to incorporate any relevant suggested upgrades captured during the community engagement process
- Oversee and manage bid and construction administration process

This Initiative funded through a State of Connecticut Department of Community and Economic Development (DECD) Community Investment Fund (CIF) planning grant seeks to engage members of Bloomfield and the surrounding communities to offer insight and input that will ultimately support community members with access to needed services, foster the small business community providers of those services, and strengthen the economic impact and growth of the small business providers while providing a facility that is a “one-stop, easy access” complex.

Strategies and policies will be developed from the outcomes and will be utilized to address economic growth, unique challenges, and opportunities facing individuals within the local communities.

After receiving community input, a needs assessment will be completed. A data analysis and reporting component will then be generated to further define existing community conditions. Consultants will conduct a comprehensive process and ultimately complete an economic development strategies document specifically for minority small businesses in Bloomfield and the surrounding communities.

## **2. ABOUT THE HOME ROOTS INITIATIVE**

Home Roots, based in Bloomfield, Connecticut, is a partnership between the nonprofit Advocacy to Legacy (A2L) and Cottage Grove Circle, located at 112-116 Cottage Grove Road. This partnership was formed to support A2L’s mission of educating and making a positive impact on the people who live in and around Greater Hartford. Cottage Grove Circle was formed with the purpose of providing space to foster small businesses that provide much-needed community services in a “one-stop location” for the local community. These services include life/health/auto insurance, accounting, bookkeeping, driving school, home health aid, holistic behavioral health, home improvements, real estate, West Indian Foundation, Medicare/Medicaid Access HealthCT assistance, sheriff, financial investments and others. The vision is to provide a facility that houses small business service providers, with an emphasis placed on minority-owned businesses. The local area hosts a variety of industries, including manufacturing and insurance, as well as a diverse population base. It boasts a rich cultural mix, with a population reflecting African American, Caribbean, and other ethnic backgrounds. Its proximity to Hartford provides additional economic and cultural opportunities.

## **3. PURPOSE OF THE RFP**

The purpose of this RFP is to solicit and contract with a consultant or team demonstrating the expertise and capacity to implement the tasks outlined in the Introduction. Home Roots is seeking to upgrade the facility at 112-116 Cottage Grove Road to enhance the opportunities for small businesses and its customers.

The process will aim to:

- Identify opportunities for current and potential service providers aimed at enhancing economic vitality, job creation, and business development
- Work in conjunction with the Cottage Grove Circle building owner and Advocacy to Legacy to identify facility renovations and upgrades, and provide cost estimates, and necessary drawings to facilitate a “shovel-ready” plan to facilitate and further the mission of the community service-based facility.

The goal of this process is to foster small business growth and development in a facility that can serve multiple needs of the community and further the reach of Advocacy to Legacy's mission and that of the businesses within the facility.

#### **4. SCOPE OF WORK**

The selected consultant(s) will be responsible for the following design/architectural work activities:

##### **A. Programming Phase**

- Working with the facility ownership, review any current plans and documents related to the facility located at 112-116 Cottage Grove
  - Examine any plans, documents, etc. that have been submitted through the CIF grant request process or with previous requests associated with the Town of Bloomfield
  - Conduct a facility/property needs assessment with improvement recommendations including interior and exterior buildings and property
  - Prepare a schematic cost estimate and conceptual project schedule based on the recommendations and confirm the cost is attainable for the program.
  - Ensure that the recommended renovations and improvements are, to the best of your firm's knowledge, providing ADA conformity and improving the facility for the small businesses currently operating there along with the community members frequenting the facility and its small businesses.
- 
- **Design of Safety & Accessibility Upgrades:**
    - Roof repairs/assessment
    - Parking lot reconfiguration – surfacing and line striping for safety, including accessible parking spaces as required.
    - Mechanicals and design for a two-floor accessible elevator
    - Sidewalks
    - Building Entry Access - decks, stairs, and ramps
    - Flooring - Remove and replace rugs and vinyl tile in shared common areas for safety and hazardous conditions for the business owners, community/students.
    - Installation of new automatic exterior/fire interior doors and frames with self-locking, deck and ramp for handicap access
    - Remodeling of restrooms to meet ADA accessibility.
    - Removal/replacement of ceiling tile
    - Security - camera system and exterior/interior lights for safety
    - Installation of sprinkler system for safety

- **Design of Energy Efficiency & Other Upgrades:**
  - Install new HVAC energy efficiency systems for the units in common areas
  - Upgrades to interior and exterior lighting to LED
  - Installation of a backup generator capable of powering the facility for essential workers and emergency shelter
  - Windows/Doors replacement
  - Exterior painting of the three buildings
  
- **Design of Community Space – Interior & Exterior:**
  - Landscaping, planting, outdoor seating area for community gathering space
  - Create a state-of-the-art multi-purpose room - updated with the latest technology for presentations and learning sessions – i.e., high-tech white board and overhead video, conference call system. The space should be designed for the small businesses to collaborate on innovative ideas and information-sharing with the community. This will enhance the small businesses' network collaboration and information sharing to larger groups of our underserved community for financial investments, Medicare, Medicaid, Access Health CT during enrollment periods. This could be an innovative expansion of 116 building and demolishing 116 A&B building.
  - Renovations to the Small Business Community room in the 112 building where small businesses meet on a monthly basis to collaborate and share information.
  
- Facilitate meetings with Town of Bloomfield and business owners as needed to develop basic components of capital improvement program, including standard building systems, equipment and materials, code compliance, and zoning ordinance requirements.
  
- Prepare and submit program plan for the Town of Bloomfield's Building, and Planning & Zoning Departments' review and approval.

## **B. Design Development Phase**

- Work with the building ownership, Town of Bloomfield, and Advocacy to Legacy on project elements, design options and recommendations to ensure that they meet the needs of the businesses and community and adhere to the current regulations.
- Estimation of construction costs.
- Facilitate meetings with Town of Bloomfield staff and business owners to review space square footage and space utilization needs to develop preliminary design documents.
- Conduct design-development meetings with Town of Bloomfield staff and business owners and address points of clarification regarding the project.

- Prepare and submit preliminary project design documents, preliminary specifications, preliminary cost estimate and schedule to the Town of Bloomfield for review and approval.

### **C. Construction Document Phase**

- Prepare construction documents and specifications as per the work done in previous tasks.
- Submit construction documents for review to the Town.
- Modify plans as needed to reflect issues noted by review.

### **D. Bid Phase**

- Create bid documents suitable for public bidding and conduct one in-person pre-bid conference.
- Respond in writing to questions from bidders and prepare addenda as necessary.
- Distribute plans and bid documents to interested bidders and keep a record of plan holder/bidders list.
- Assist in evaluation of bids based upon respondent's qualifications, compliance with bid requirements, and price.

### **E. Construction Administration Phase**

- Conduct a pre-construction meeting and conduct regular construction progress meetings.
- Coordinate, review, and process all requests for change proposals, change orders, etc. including maintaining a log of all such documents.
- Provide direction to resolve questions and concerns from the contractor regarding problems.
- Monitor construction progress, cost, and general conformance with the contract documents throughout the construction process. Conduct substantial completion inspection including Town of Bloomfield inspections, coordinate and prepare punch list, substantiate that items noted are completed, and issue substantial completion certificate.

### **F. Final Deliverables**

- A facility/property needs assessment with improvement recommendations – including interior and exterior buildings and property
- A schematic cost estimate and conceptual project schedule based on the recommendations
- A program plan for the Town of Bloomfield's Building, and Planning & Zoning Departments' review and approval

- Estimation of construction costs
- Preparation of construction documents with detailed specifications
- Bid documents suitable for public bidding

## 5. PROPOSAL REQUIREMENTS

Interested consultant(s) should submit their proposal in the following order:

### A. General Information

- Contact Information: Name of consultant/firm, mailing address, phone number, e- mail address and website
- Letter of Interest: What interests you about this opportunity and what differentiates your process and experiences from others

### B. Proposal Narrative, Qualifications, Team, and References

- Opening Narrative: A detailed description of the consultant's approach to conducting the architectural process, including methodology, engagement strategies, and timeline
- Qualifications: A summary of the consultant's experience and qualifications, including relevant projects and references, and firm's brochure
- Team: A description of the team's expertise, including qualifications of key personnel. Include name, email address, title, and education. An organizational chart should be included illustrating the proposed team organization. Project management and task leads should be clearly identified, including prime consultants and subcontractors and their respective roles.
- References: Three (3) client references (please include each individual's name, address, phone number, email address, and work conducted for the bidder).

### C. Project Approach - Plan, Budget, and Cost Proposal

- Work Plan: Detailed work plan, to include:
  - List of meetings and milestones
  - Specific activities to be conducted in each phase
  - Schedule (duration) of activities in each phase
  - List of deliverables
- Budget: A detailed budget outlining the costs by task associated with the project, including personnel, materials, outreach efforts, data collection, and reporting. An hourly rate and expense schedule should be included. Project management costs should be detailed.
- Cost Proposal: A full cost proposal should be provided to supplement the detailed budget.

Such a proposal may also identify hourly costs for subsequent and optional work related to future implementation or pursuing additional grant funding for implementation phases.

#### **D. Timeline**

- A proposed timeline to complete the full project, from the engagement process to planning through final report submission. Key milestones should be identified. We anticipate completion of the scope of work activities in 6 months.

#### **E. Attachments & Supporting Documents**

- Supporting documents as applicable

### **6. PROPOSAL EVALUATION CRITERIA**

Proposals will be evaluated based on the following criteria, with an emphasis upon qualifications, scope of work, work plan, and budget:

- Understanding of the project work goals and the community's needs
- Consultant's experience and qualifications
- Budget feasibility and cost-effectiveness
- Ability to meet project deadlines
- Experience & capacity
- Professional expertise of team
- Prior experience relative to project
- Completeness, feasibility, and quality of scope of services
- Schedule of proposed activities with timeline for individual activities, written responses, reports, etc., and proposed completion date(s)
- Clarity and conciseness of presentation
- Complete cost breakdown by individual activity and overall project

### **7. Submission Deadline**

All proposals must be submitted by **September 23, 2025, at 2:00 PM ET**. Late proposals will not be considered.

## 8. Submission Instructions

Proposals must be submitted via email to [Advocacy2Legacy@gmail.com](mailto:Advocacy2Legacy@gmail.com).

All proposals must be formatted in 8.5"x11" pages and submitted electronically by **September 23, 2025 at 2:00 PM EST** to [advocacy2legacy@gmail.com](mailto:advocacy2legacy@gmail.com) as a single PDF file not exceeding 15MB in total size. The subject line should state, **"Home Roots Initiative - Bloomfield, CT – Architectural Bid."** Mailed copies will **NOT** be accepted.

## 9. Questions and Clarifications

Any questions regarding this RFP should be directed to Violette Haldane, Executive Director, via email at [Advocacy2Legacy@gmail.com](mailto:Advocacy2Legacy@gmail.com). The deadline for submitting questions is **September 11, 2025 at 5:00 PM**, and will be answered by **September 12, 2025**. Answers will be posted on the Advocacy to Legacy website at [advocacytolegacy.org](http://advocacytolegacy.org).

## 10. Additional Information

The selected consultant will be expected to collaborate closely with representatives from Advocacy to Legacy and Cottage Grove Circle, along with the Town of Bloomfield, and other relevant stakeholders throughout the project.

## 11. Evaluation, Notification & Timeline

### A. Evaluation:

Proposals will be reviewed and evaluated by Advocacy to Legacy, Cottage Grove Circle, and a selected Town of Bloomfield team member based on the stated proposal evaluation criteria stated within this RFP including an emphasis upon qualifications, scope of work, work plan, and budget.

### B. Notification of Selection:

Upon evaluation of proposals and contacting professional references, all proposers will receive written notification regarding their proposal and interviews may be scheduled with more than one finalist. A final recommendation will be submitted for approval by Advocacy to Legacy which is not subject to appeal. The selected consultant will be notified of an intent to award.

Additional information may be required from the selected applicant prior to awarding the project. Advocacy to Legacy reserves the right not to select a proposal if it is deemed insufficiently responsive to the service need. In the event no proposal is selected, Advocacy to Legacy may elect to issue a new RFP.

The selected consultant will be required to enter into a formal contract with Advocacy to Legacy, Inc. after approval from the CT Department of Economic and Community Development.



### C. Timeline

The following is the RFP process timeline.

July 24, 2025 <b>Amended August 20, 2026</b>	Release RFP
<b>September 11, 2025 @ 5:00 pm</b>	Deadline for Questions
<b>August 12, 2025</b>	Questions & Answers Posted
<b>September 23, 2025 @ 2:00 pm</b>	Deadline for Receipt of Proposals
<b>TBD - Early October</b>	Expected Interview Dates
Please see the required Standard Terms and Conditions in Appendix A.	

**NEW: Property Walkthrough - September 9, 2025 at 11 a.m.  
at 112 Cottage Grove Rd., Bloomfield , CT**

## Appendix A: Standard Terms and Conditions

Consultants (“Consultant(s)”) shall be aware of the following terms and conditions addressing Request for Proposals for the Home Roots Initiative:

1. Advocacy to Legacy does not expressly state or imply any obligation to reimburse firms for any expenses incurred in preparing submissions in response to this request.
2. Advocacy to Legacy does not and shall not discriminate on the basis of sex, race, color, creed, national origin, age, marital status, sexual orientation, or disability of the Consultant, its employees, or its contractors in the award to the successful Consultant.
3. The selected firm must be able to meet all Connecticut Commission on Human Rights and Opportunities (CHRO) affirmative action and equal employment opportunity practices and guidelines.
4. Advocacy to Legacy reserves the right to conduct such discussions with those who have submitted proposals (Consultants) or provided references to assist in the evaluation of any proposal, or to secure maximum clarification and completeness of any proposal.
5. All proposals submitted must be valid for a minimum period of sixty (60) days after the date of the proposal opening. Each Consultant must submit with the proposal a list of all subcontractors, independent contractors, or sub-consultants employed or proposed to be employed by the Consultant in the performance of the contract.
6. Advocacy to Legacy reserves the right to select the most responsible and responsive proposal that it finds to be within the best interests of Advocacy to Legacy, including the right to select a Consultant for reasons other than lowest price. DECD must concur with the selection.
7. Advocacy to Legacy makes no guarantees to any Consultant. The only obligations to be undertaken by Advocacy to Legacy will be those contained in the negotiated contract with the successful Consultant.
8. All work product generated by Consultant will be the property of the Advocacy to Legacy, including without limitation all rights to reproduce, license, assign, sell, and otherwise use the work product in any form, size, format, or medium for any purpose.
9. The Consultant will agree not to discriminate through the services or activities made possible by or resulting from any future contract on the grounds of sex, race, color, creed, national origin, age (except minimum age and retirement provisions), marital status, sexual orientation, or disability. Any violation of this provision shall be considered to be a violation of a material provision of any future contract and shall be grounds for cancellation, termination, or suspension of said contract. The Consultant shall at all times, both in the proposal and in the contract process, comply with all applicable city, state, and federal anti-discrimination laws, rules, regulations, and requirements thereof.
10. All respondents must complete, sign, and return the “CHRO Contract Compliance Regulations Notification to Bidders” form to the grantee at the time of bid opening. Bids not including this form should be considered incomplete and rejected. This form can be found at [ct.gov/chro](http://ct.gov/chro). Link to form: [notificationtobidderspdf.pdf \(SECURED\)](#)
11. Proposers agree that they or their employees do not currently have, nor will they have, any conflict of interest between themselves and Advocacy to Legacy. Any

perceived or potential conflict of interest must be disclosed in the proposal.

12. The State of Connecticut and Advocacy to Legacy shall be listed as additionally insured in Consultant's Certificate of Insurance under the following coverages:

1. Commercial General Liability – \$1M per occurrence
2. General Aggregate - \$2M
3. Umbrella Liability - \$1M
4. Professional Liability - \$1M