

**A&E SERVICES GROUP, LLC**

609 West Johnson Avenue, Suite 408  
Cheshire, CT 06410  
203-808-6497

July 25, 2022

Honorable Fred B Allyn III  
Mayor, Town of Ledyard  
741 Colonel Ledyard Highway  
Ledyard, CT 06339

Re: Request for Proposal Bid # 2023-01  
*Administrative & Technical Support*  
for Small Cities Program Income

Dear Mayor Allyn:

It is my pleasure to submit this proposal for the administrative and technical support relevant to the Town's Small Cities Program Income Program.

As displayed in the administration of the Town current Housing Rehabilitation Program Income my firm possesses the ability to perform the duties outlined in the request for proposal referenced above. Having over 30 years of experience in the administration of Small Cities, Community Development Block Grant funds A&E Services Group provides a wealth of knowledge and experience in this complex and specialized field.

I look forward to the opportunity to discuss our qualifications and the ability to continue to serve the Towns community development needs.

Thank you for your time and consideration.

Respectfully,



Peter J. Testa, Jr.  
A&E Services Group, LLC

# Proposed Scope of Work

## Project Approach

## **Proposed Scope of Work & Project Approach**

The proposed scope of services to be offered relevant to the administration of the Town's Small Cities Community Development Block Grant Housing Rehabilitation Program shall include, but not be limited, to the following:

Specific activities to be carried out by A&E Services Group, LLC, hereinafter referred to as the "Program Manager" under this Agreement include but are not necessarily limited to the following:

### **General Services**

1. Review status of existing Program to determine waiting list, account balances, housing rehab project status, percentage of completion, pending payments and any other outstanding issues.
2. Review the existing internal programmatic procedures incorporated by the Town to familiarize and acquaint oneself with existing practices.
3. Provide general administrative, grant management and technical support to the Municipality as deemed necessary by the Municipality to implement the Program/Project on an on-going basis during the approved budget period.
4. Provide Municipal staff with information pertinent to changes in Federal and/or State policy or regulations affecting the implementation of the Program.
5. Provide technical assistance as required by the Municipality to ensure compliance with Federal, State and local requirements.
6. Provide advice and training to Municipal staff as requested, in order that they may effectively administer the Program.
7. Prepare and submit monthly and Semi-Annual Progress Reports to the Municipality and/or Department of Housing (DOH).
8. Monitor project specific activities for requirements included in the approved Application for compliance with Federal and State program requirements.
9. Assist the Municipality in the financial administration and management of program funds and tracking program expenses.
10. Prepare drawdown requests to DOH during the project period for the required funds.
11. Prepare and submit a payment requisition(s) to the Municipality for program expenses. Information shall include the amount, payee, program year and budget line items.
12. Maintain financial forms in a manner suitable for DOH review of program expenses and encumbrances. Tracking and expenditure of any program income generated by project activities.

13. Provide such financial data and reports as may be required by the Municipality, DOH or others, including Bi-Annual Program progress reports. This does not include the Municipalities Single Audit; however, the Program Manager shall provide support data and be available for clarification of financial records as necessary.
14. Provide assistance to the Municipality for Department of Housing monitoring visits.
15. The Program Manager shall provide the services identified pursuant to this Agreement for all funds available under the approved Program including any funds generated as Program Income during the term of this agreement.

#### **Services Relevant to the Housing Rehabilitation Program**

1. Provide application intake, income qualification of applicants and determination of eligibility.
2. Coordinate with 3<sup>rd</sup> party title searching companies to perform title searches on subject property.
3. Perform initial property inspections to assess the conditions and needs for the structure. Inspections are focused upon Housing Quality Standards, (HQS) lead-based paint mitigation/abatement, code compliance, weatherization, and energy conservation.
4. Prepare Estimated Scope of Work & Budgets for review and approval of the owner.
5. Coordinate with 3<sup>rd</sup> party lead-based paint risk assessors for property inspections on an as needed basis.
6. Prepare technical specifications for review and approval by owner.
7. Coordinate bid dates and publications of invitation to bid notices, and DAS postings.
8. Perform contractor outreach to contractors including Section 3 firms, Woman Owned Businesses, Small Businesses and Minority Owned Businesses.
9. Attend Pre-bid meeting. Issue addendum when applicable.
10. Review bids received for proposed renovations.
11. Verify status of low bidder on SAMS website, State DOL Debarment lists, Consumer Protection and Secretary of the State.
12. Provide owner with relevant contractor information for review and of selection of contractor.
13. Prepare loan documents, schedule and conduct loan closing.

14. Prepare contract documents, schedule and conduct contract signing.
15. Conduct Preconstruction/Contract signing meeting with owner and awarded Contractor.
16. Prepare Preconstruction Meeting Minutes.
17. Issue Notice to Proceed.
18. Attend job meetings as required and submit monthly construction reports to DOH.
19. Review/approval of all payments (including Change Orders, lien waivers, etc.).
20. Assist in obtaining all documentation for close out of project.

# Experience

# Qualifications

## **Experience & Qualifications**

A&E Services Group was created in 2017 and currently provides technical and administrative services to 40 communities in the State of Connecticut. Administering a variety of projects including Housing Rehabilitation Programs funded by both program income and active grant funds, public housing modernization and a public service program.

Having completed several hundred housing units of residential property Mr. Testa has a vast knowledge in the administration of CDBG funded projects as well as the personal skills to work cohesively and effectively with the State and Town personal, Owners and Contactors alike.

A&E Services Group recent Small Cities awards include \$3 million in the 2021 Small Cities application round securing 1.5 million for the Towns of North Haven and Westbrook. Funding is slated for improvements to Temple Pines in North Haven and Worthington Manor in Westbrook.

A&E Services Group submitted and received three project awards totaling \$3.5 million in 2020. The Town of Cheshire received \$1.5 million for renovations to the Cheshire Housing Authority Beachport Property, \$1,000,000.00 for the Borough of Naugatuck Cherry Street Flood & Drainage Project and \$1,000,000.00 for the Brough of Jewett City Flood Control Project. The Naugatuck and Jewett City projects were the first infrastructure projects to be funded in several years.

A&E Services Group secured an additional \$2.5 million in the 2019 Small Cities awards. The City of Derby received \$1,000,000.00 for Public Housing Modernization at CiCia Manor and the Town of Plainville received \$1,500,000.00 also for Public Housing Modernization at the Plainville Housing Authority.

The Town of Vernon was awarded \$480,000 in the SC18 application round to initiate a Regional Crumbling Foundation Testing Program. This application was a multi-jurisdictional application with the Towns of Ellington and Stafford Springs participating in the program.

A&E Services Group has been retained by Town of Sprague to administer their 2018 Town-wide Housing Rehabilitation Revolving Loan Program.

Additional project activities include commercial façade, public housing modernization, private residential rehabilitation, radon mitigation, Davis Bacon wage rate compliance, street scape improvements, limited clientele, and the removal of architectural barriers in publicly owned buildings. This represents the range and diversity of the grants and projects administered.

Having over 40 years of construction related experience, first as a self-employed, hands on building and remodeling contractor, specializing in residential remodeling, additions and new home construction. Acquiring a broad knowledge and personal understanding of construction materials, means and methods has served as a valuable resource when performing property inspections and the creation or review of technical plans and specifications. This understanding of building components allows for the identification and proper resolve to most any residential construction related condition.

This knowledge allows for the prescription of the most effective and logical approach to the renovations. This appeals to both the applicant and prospective construction contractor knowing that the materials are readily available, and methods specified are feasible, cost effective and practical.

Utilizing the construction knowledge and dovetailing it to coincide with the Federal and State regulations that dictate the usage of Small Cities Community Development Block Grant has proved to be effective and beneficial to all parties involved.

With a sound understanding of Federal Regulations CFR 24, Section 3, Lead Based Paint- Hazard Reduction Act, Labor Standards and Fair Housing has allowed for the understanding and basis to administer regulatory compliant Programs.

Having a longstanding and mutually respectful working relationship with the staff at the State Department of Housing facilitates the ability to have constructive interaction with their department obtaining information as needed concerning regulatory issues. Resource material includes scores of various technical specifications, resulting in less time to prepare the information based on the project condition and need.

All members of A&E Services Group LLC are Department of Housing certified grant administrators. Mr. Testa has completed training and certification in the following areas relevant to the Small Cities & CDBG funding: DOH CDBG 101 Training & 201 Training, ERR Training, National Community Development Associates CDBG Basics Training, CCDA Housing Rehabilitation Training, University of Massachusetts, Division of Continuing Education Lead Inspector, U.S. Dept. of Housing and Urban Development, Cook College, Radon Measurement & Mitigation, Visual Assessment Course, Lead Safe Work Practices, RRP Certified, Construction Lien Law, Construction Law OSHA 10 Certified.

Staff members are Certified Grant Administrators.



Resumes  
References

## **A & E SERVICES GROUP, LLC**

A & E Services Group, LLC was established in 2017 to provide administrative support and technical assistance to both the public and private sectors for projects and programs in the areas of housing and community development and economic planning and development.

**Peter J. Testa Jr.**, - Owner and managing member. Mr. Testa has over 32 years of Community Development Block Grant (CDBG) Small Cities project management experience. A&E Services Group has secured over \$10.5 million in CDBG funding since 2018. Peter personally administered over \$30 million of CDGB related construction activities while employed at L. Wagner & Associates.

Technical training includes State of Connecticut Department of Housing Certified Grant Administrator, National Community Development Program Practitioner, National Community Development Certified in HOME Program Basics, National Environmental Health Association Healthy Home Specialist, EPA Lead Certified Renovator and Radon Measurement and Mitigation Certified.

**Cynthia S. Testa** - Cyndi is a State of Connecticut Department of Housing Certified Grant Administrator. Her responsibilities include processing of drawdown requests to the State of Connecticut Department of Housing, processing payment requisitions and financial management. Mrs. Testa has worked as office manager for Eastern Maine Medical Credit Department.

**Jessica L. Johnson** - Jessica provides administrative assistance for A&E Services Group. In addition to running her own business, her abilities reflect a decade of office management. She is experienced in billing, client management as well as federal and state regulatory compliance. Current duties include project oversight, financial management, contractor compliance, application processing and the preparation of bid packages, contracts, and loan documents.

**Linda Galvin** – Linda provides administrative support and assists in the processing of application intake and file set up, eligibility review, preparation of contracts, loan documents and general correspondence.

**Emily Whaley** - Emily provides administrative support and assists in the processing of application intake and file set up, eligibility review, preparation of contracts, loan documents and general correspondence.

## Professional References

<p><b>Thomas G. Dunn</b>  <b>Mayor</b>  Town of Wolcott  10 Kenea Avenue  Wolcott, CT 06716  203-879-8100</p>	<p><b>Edmund V. Moen</b>  <b>First Selectman</b>  Town of Thomaston  158 Main Street  Thomaston, CT 06787  860-283-4421</p>
<p><b>Robert E. Lee</b>  <b>Town Manager</b>  Town of Plainville  1 Central Square  Plainville, CT 06062  860-793-0221 x 205</p>	<p><b>Mr. Timothy Sharkey</b>  <b>Borough Warden</b>  Borough of Jewett City  28 Main Street  Jewett City, CT 0631  860-376-6405</p>
<p><b>Cheryl Allen Blanchard</b>  <b>First Selectman</b>  Town of Sprague  1 Main Street  Baltic, CT 06330  860-822-3000</p>	<p><b>Fred B Allyn</b>  <b>Mayor</b>  Town of Ledyard  741 Colonel Ledyard Highway  Ledyard, CT 06339  860-464-3221</p>
<p><b>Mr. Michael Purcaro</b>  <b>Town Administrator</b>  Town of Vernon  14 Park Place  Vernon, CT 06066  860-870-3665</p>	<p><b>Elinor Carbone</b>  <b>Mayor</b>  City of Torrington  140 Main Street  Torrington, CT 06790  860-489-2228</p>
<p><b>Mary Ann Chinatti</b>  <b>Town Planner</b>  Town of Plainfield  8 Community Avenue  Plainfield, CT 06374  860-230-3028</p>	<p><b>Abigail St. Peter Kenyon, AICP</b>  <b>Director of Community Development</b>  Town of Granby  15 North Granby Road  Granby, CT 06035  860-844-5318</p>
<p><b>Edward Carter</b>  <b>ZEO, Blight Officer &amp; Small Cities</b>  Borough of Naugatuck  229 Church Street  Naugatuck, CT 06770  203-720-7208</p>	<p><b>Tabitha Harkin, LEED AP ND</b>  <b>Town Planner</b>  Town of Groton  134 Groton Long Point Road  Groton, Connecticut 06340  (860) 446-5990</p>
<p><b>Lisa Metayer</b>  <b>Community Dev. Coordinator</b>  Town of Plainville  1 Central Square  Plainville, CT 06062  860-793-0221</p>	<p><b>Mary Morrone</b>  <b>Municipal Agent for the Elderly</b>  Town of Wolcott  Center Street  Wolcott, CT 06716  203-89-8100</p>

**STATE OF CONNECTICUT  
DEPARTMENT OF HOUSING  
GRANT ADMINISTRATION CERTIFICATION**

THE OFFICE OF HOUSING & COMMUNITY  
DEVELOPMENT CERTIFIES THAT

*Peter Testa*

*has successfully completed the CDBG 101 Grants Administration Training & Certification as a  
Certified Connecticut Grants Administrator (CCGA)*

Certified this 27<sup>th</sup> day of January, 2020

  
Miguel A. Rivera  
Housing & Community Development Director

  
Sella Mosquera Bruno  
Commissioner



**CONNECTICUT**  
Department of Housing

Certificate expires: November 5, 2022

**STATE OF CONNECTICUT  
DEPARTMENT OF HOUSING  
GRANT ADMINISTRATION CERTIFICATION**

THE OFFICE OF HOUSING & COMMUNITY  
DEVELOPMENT CERTIFIES THAT

*Jessica Johnson*

*has successfully completed the CDBG 101 Grants Administration Training & Certification as a  
Certified Connecticut Grants Administrator (CCGA)*

Certified this 6<sup>th</sup> day of January, 2021

*Miguel A. Rivera*

Miguel A. Rivera  
Housing & Community Development Director



**CONNECTICUT**  
Department of Housing

*Seila Mosquera-Bruno*

Seila Mosquera-Bruno  
Commissioner

Certificate Expires: November 30, 2023



**STATE OF CONNECTICUT  
DEPARTMENT OF HOUSING  
GRANT ADMINISTRATION CERTIFICATION**

THE OFFICE OF HOUSING & COMMUNITY  
DEVELOPMENT CERTIFIES THAT

*Cynthia Testa*

*has successfully completed the CDBG 101 Grants Administration Training & Certification as a  
Certified Connecticut Grants Administrator (CCGA)*

Certified this 27<sup>th</sup> day of January, 2020

  
Miguel A. Rivera  
Housing & Community Development Director

  
Seila Mosquera-Bruno  
Commissioner



Certificate expires: November 5, 2022

# Fee Schedule

## **Fixed Fee Schedule**

Invoicing will detail project address, task performed, and time spent. Billing occurs in 10<sup>th</sup> of an hour increments. Invoicing will establish category of administration which are General Administration and Program costs.

General Administrative Costs are costs associated with the overall management of the Program such as but not limited to, application intake and file set up, financial management, monthly reports to the Department of Housing and the Municipality, Semi-annual reports, fair housing and section 3 compliance.

Program costs are costs associated with the delivery of a project or projects. These costs include but are not limited to staff salaries, preparation of specifications, bid documents, construction contracts, wage rate compliance and review, inspections, reports and payments directly related to the delivery of a project or projects.

Per Diem Rates are as follows:

Classification	Rates
1. Principal in Charge	\$ 120.00 per hour
2. Rehabilitation Specialist	\$ 100.00 per hour
3. Administrative Assistant	\$ 70.00 per hour

Hourly rates shall include all normal operating costs of the Program Manager including routine reproduction costs, local travel, burden, overhead, and fringes. Local travel is defined as any travel or transportation expense within the State of Connecticut. Hourly rates do not include the cost of major reproduction of plans or specifications, advertising, or the cost of postage for mass mailings.

Compensation to A&E Services Group, LLC shall be based on the rates as listed above for projects approved, and administrative services required and provided under an approved Contract to be drafted by and between the Town & A&E Services Group, LLC.



# Sample Insurance

