

MANCHESTER
HOUSING AND REDEVELOPMENT
AUTHORITY

REQUEST FOR PROPOSALS
FOR
PHYSICAL NEEDS ASSESSMENT
LIFE CYCLE ANALYSIS
OF
PUBLIC HOUSING

ISSUED: Tuesday, October 27, 2026

PROPOSALS DUE: Monday, November 30, 2026

DELIVER TO: Manchester Housing and Redevelopment Authority
198 Hanover Street, Manchester, NH 03104
OR EMAIL TO: Either contact below.

Any questions, please contact:

Mary Ellen Jutras
mejutras@manchesterhousing.org

John McGrath
jmcgrath@manchesterhousing.org

GENERAL INFORMATION

RFP Introduction

The Manchester Housing and Redevelopment Authority (MHRA) invites interested firms to submit responses for the preparation of a Physical Needs Assessment of its public housing stock. The successful consulting firm must demonstrate the ability and experience to assess the physical needs and estimate costs of repairs relative to multifamily rental properties throughout Manchester.

Background Information

MHRA is issuing a request for proposals from consultants who are experienced in preparing property evaluations and physical needs assessments. MHRA currently owns 1,169 units of public housing located on 42 sites along with three non-dwelling sites, encompassing 122 buildings in Manchester, NH. A general description of each of the MHRA developments included in the scope of work is attached as Exhibit A. Also available as an Excel file on request.

Resources Available from MHRA

Complete architectural drawings/site plans are available in print or electronic format as well as a schedule which lists the number of units and the number of bedrooms in the unit. MHRA has a database containing information on recent repairs and maintenance work orders.

The last physical needs assessment of MHRA properties was completed in 2010 and is available for viewing by appointment at the 198 Hanover Street office.

Authority staff will coordinate all inspection schedules, accompany, and provide access for consultants on all inspections.

SCOPE OF WORK

MHRA is seeking to hire a construction management, architectural, engineering, or building assessment firm (the Consultant), who will inspect the properties, assess and report defects/deficiencies, and estimate the cost of correction of all defects. A full written assessment for each site and a summary report for each site will be required. These assessments will provide an accurate picture of existing conditions, listing, and prioritization of all capital needs.

The Consultant will be required to conduct an evaluation of each property and each building to determine its condition, and prepare a life-cycle analysis (i.e. detailed reports of current systems in disrepair and estimated costs), and to identify the anticipated long-term costs associated with operating and maintaining the property. This evaluation will include all property and building components, systems and features. Each identified building component, system or feature shall include a description, expected useful life (EUL), age, condition, effective remaining life (ERL), difference between EUL and ERL, actions to be taken, quantity, and notes of observations.

The physical needs assessment and life cycle analysis will also be provided to MHRA in a usable format, such as Excel (MHRA has a Microsoft environment). This will enable MHRA to update, prioritize, and evaluate.

MHRA will be the sole judge of the completeness and the quality of work performed by the Consultant. The final acceptance of any report and other work produced by the Consultant will depend on this judgment.

Consultant Experience and Availability

The Consultant must have the expertise to carry out such work, and demonstrate experience working on similar projects. MHRA requires a complete list of services to be provided, and expects that the selected consultant will demonstrate that it has the requisite skills on staff or will identify outside resources that are available for this endeavor. In either case, the Consultant should identify who will provide those services and include resumes for those proposed to do the work.

The Consultant must be available to perform the scope of work and have a completed report within 90 days after the notice to proceed is issued by MHRA. Should the consultant be concerned that the completion time is unobtainable they can include supporting rationale and a revised schedule for consideration.

PROPOSAL CONTENT

1. Provide a brief history of the consultant's business including size, area of expertise, and other relevant information. Provide a list of three or more projects with brief descriptions which demonstrate the consultant's ability to complete Physical Needs Assessments, including specific experience with preparation of Public Housing Needs Assessments.

2. List the names, positions, and responsibilities of the individuals who will be assigned to this project and provide resumes for each.
3. Describe the experience of the assigned individuals as it relates to assessing the physical needs and costs of repairs of multi-family rental properties, and in developing comprehensive physical needs assessment plans.
4. State the consultant's understanding of the project. Briefly describe how the consultant intends to develop a comprehensive physical needs assessment for MHRA including identifying all tasks to be completed.
5. State the fee schedule for the services described above including hourly rates, administrative fees, chargeable expenses and services, and method and frequency of billing.
6. Provide a timeline for accomplishment for all tasks.
7. Identify the support, information, and/or other needs required to successfully complete the Physical Needs Assessment Plan. Identify the source for the support, information and other needs.
8. If you have not worked with MHRA in the past, list at least three references for the consultant with the names, addresses, phone numbers and e-mail addresses. Include a short one-paragraph summary of the types of services provided for each reference.
9. Certify that the indemnification and insurance requirements stated below can be met and maintained throughout the term of the contract.
10. Include a copy of the reporting format to be used and, if possible, a sample of a completed physical needs assessment which fully illustrates the finished product.

Indemnification

The consultant expressly agrees to indemnify, defend and hold MHRA, its commissioners, officers, and employees, free and harmless from and against any and all loss, liability, expense, claims, costs, suits, damages, including attorney's fees arising out of the consultant's operation or performance under the resultant

contract. The consultant will also indemnify MHRA for damages as a result of any act or omission not authorized by MHRA on the part of the consultant or any agent or person employed by the consultant.

Insurance Requirements

MHRA will require the selected consultant to meet statutory insurance requirements and provide certificates for the following insurance coverages:

1. General Liability Insurance in the minimum amount of \$500,000
2. Errors and Omissions Coverage in the minimum amount of \$500,000

The above insurance policies must name MHRA as an additional insured and the consultant must provide MHRA with Certificates of Insurance for the preceding coverages. The insurance policies must provide a 30-day notice of cancellation and be primary to any other insurance carried by MHRA.

Consultants must identify the cost to provide the Errors and Omissions Insurance which will be added to the proposal fee at MHRA's option.

Schedule

RFP Issued: Tuesday, October 27, 2026

Proposals must be received no later than 2:00 PM on Monday, November 30, 2026 at the Manchester Housing and Redevelopment Authority at 198 Hanover Street, Manchester, New Hampshire 03104. Proposals can also be submitted by email to either contact listed on the front cover sheet.

Selection Criteria

All responses will be reviewed for completeness and responsiveness to this Request for Proposals. The selection will be the sole responsibility of the MHRA. The MHRA reserves the right to reject any and all proposals, and to waive any informalities.

AMP Number Name	DOFA	Development	Site No. or Bldg. No.	Address	Accessible Apartment No.	Dwelling Units Family	Dwelling Units Elderly	Structure Type	Number of Buildings	Number of Bedrooms / Accessible Features (A/F) / Accessible Units (A/U))												Standing Bedroom Count	AMP Totals
																A/F	A/F	A/U	A/U	A/U	A/U		
										0	1	2	3	4	5	0	1	0	1	2	3		
AMP 001 Elmwood Gardens	9/30/1952	Elmwood Gardens NH 1-1																					
		C-20	5 - 19 Ahern Street		6		Townhouse				6												
		C-21	6 - 20 Ahern Street		6		Townhouse				6												
		B-9	21 - 31 Ahern Street		6		Townhouse				6												
		E-40	32 & 36 Ahern Street	36	2		Townhouse					1							1				
		B-10	33 -43 Ahern Street		6		Townhouse				6												
		B-11	45 - 59 Ahern Strteet		6		Townhouse				6												
		C-22	50 - 64 Ahern Street		6		Townhouse				6												
		D-34	67 & 69 Ahern Street		2		Townhouse					2											
		D-35	71 & 73 Ahern Street		2		Townhouse					2											
		D-33	77 & 79 Ahern Street		2		Townhouse					2											
		D-32	81 & 83 Ahern Street		2		Townhouse					2											
		C-26	87- 101 Ahern Street		6		Townhouse				6												
		B-13	88 - 102 Ahern Street		6		Townhouse				6												
		C-27	118 -130 Ahern Street		6		Townhouse				6												
		C-29	119 - 131 Ahern Street		6		Townhouse				6												
		C-19	4 - 16 Trahan Street		6		Townhouse				6												
		C-18	20 -30 Trahan Street		6		Townhouse				6												
		B-7	38 - 48 Trahan Street		6		Townhouse				6												
		E-41	57 & 61 Trahan Street	57	2		Townhouse					1								1			
		A-6	60 - 74 Trahan Street		6		Townhouse			2	4												
		Comm. Cntr.	83 Trahan Street		0		Non Dwelling																
		E-42	90 & 92 Trahan Street	92	2		Townhouse					1								1			
		D-36	26 & 30 W. Baker Street		2		Townhouse						2										
		B-8	64 - 76 W. Baker Street		6		Townhouse				6												
		B-12	106 - 118 W. Baker Street		6		Townhouse				6												
		C-23	126 - 140 W. Baker Street		6		Townhouse					6											
		C-24	333 - 349 Brown Avenue		6		Townhouse					6											
		C-25	355 - 365 Brown Avenue		6		Townhouse					6											
		D-31	393 & 399 Brown Avenue		2		Townhouse						2										
		D-30	403 Brown Avenue / O'Malley Street	145	2		Townhouse						2										
		B-15	6 - 18 O'Malley Street		6		Townhouse					6											
		A-5	9 - 21 O'Malley Street		6		Townhouse			2	4												
		C-16	22 - 36 O'Malley Street		6		Townhouse					6											
		C-17	43 - 57 O'Malley Street		6		Townhouse					6											
		A-4	44 - 54 O'Malley Street	54	6		Townhouse			1	4									1			
		A-3	70 - 84 O'Malley Street	70 & 84	6		Townhouse				4									2			
D-37	61 & 65 O'Malley Street	61	2		Townhouse						1						1						
D-38	71 & 75 O'Malley Street	71	2		Townhouse						1						1						
D-39	83 & 87 O'Malley Street	83	2		Townhouse					1							1						
B-14	91 - 103 O'Malley Street		6		Townhouse				6														
A-2	96 - 110 O'Malley Street	96	6		Townhouse			1	4							1							
A-1	120 - 130 O'Malley Street		6		Townhouse			2	4														
C-28	136-152 O'Malley Street		6		Townhouse					6													
		AMP Totals				10	200		43	8	78	85	16	3			4	3	2	1	518	200	
AMP 002 Kelley Falls Apartments	3/31/1950	Kelley Falls NH 1-2																					
		Bldg. 1	315 - 327 Kimball Street		8		Walkup				4	4											
		Bldg. 2	333 - 341 Kimball Street		8		Walkup				4	4											
		Bldg. 3	363 - 373 Kimball Street		8		Walkup				4	4											
		Bldg. 4	377 - 383 Kimball Street		8		Walkup				4	4											
		Bldg. 5	399 - 411 Kimball Street		8		Walkup				4	4											
		Bldg. 6	431 - 441 Kimball Street	431#1 & 441#6	6		Walkup				2	2								2			
		Bldg. 7	370 - 380 Kimball Street		8		Walkup				4	4											
		Bldg. 8	444 - 450 Kimball Street		8		Walkup				4	4											
		Bldg. 9	458 - 468 Kimball Street		8		Walkup				4	4											
		Bldg. 10	480 - 486 Kimball Street		8		Walkup				4	4											
		Bldg. 11	496 - 506 Kimball Street		8		Walkup				4	4											
		Bldg. 12	459 - 469 Kimball Street	459#1 & 469#6		6	Walkup		4							2							
		Bldg. 13	491 - 501 Kimball Street		8		Walkup				4	4											
		Bldg. 14	519 - 529 Kimball Street		8		Walkup				4	4											
		Bldg. 15	533 - 541 Kimball Street		8		Walkup				4	4											
		Bldg. 16	551 - 557 Kimball Street			8	Walkup		8														
		Bldg. 17	569 - 579 Kimball Street		8		Walkup				4	4											
		AMP Totals				4	118	14	17	12	58	58				2		2		310	132		

AMP Number Name	DOFA	Development	Site No. or Bldg. No.	Address	Accessible Apartment No.	Dwelling Units Family	Dwelling Units Elderly	Structure Type	Number of Buildings	Number of Bedrooms / Accessible Features (A/F) / Accessible Units (A/U))												Standing Bedroom Count	AMP Totals													
																A/F	A/F	A/U	A/U	A/U	A/U															
										0	1	2	3	4	5	0	1	0	1	2	3			4												
AMP 003 Scattered Sites Elderly	12/31/1962	Benoit Homes NH 1-3																																		
	(1) Hearing Impaired Features Only		1	293 & 295 Lowell Street	295 #1 & #2		8	Walkup			6							2																		
				293 # 2																																
	(1) Hearing Impaired Features Only		2	450 Central St	450 # 2		4	Walkup			4																									
				469 Hall St																																
			3	175 - 177 Harrison Street	177 #1 & #2		8	Walkup			4	2						1	1																	
				179 Harrison Street																																
			4	278 Union Street			4	Walkup			4																									
				724 - 726 Summer Street																																
			5	373 - 381 Belmont Street	724#2 & 726#2 377		6	Walkup			6							2																		
				369 & 371 Belmont Street / 718 - 722 Summer Street																																
				728 - 736 Summer Street			6	Walkup			6																									
				167 - 171 Massabesic Street / 10 Clifford Court																																
			11	173 - 179 Massabesic Street	175 # 1 & # 2		14	Walkup		4	5	3						1	1																	
				62 Harrison Street / 568 - 572 Pine Street																																
				574 - 576 Pine Street	576 # 2		8	Walkup			8																									
Development Totals					11		100		14	4	80	5						9	2																	
8/31/1970																			Scattered Sites NH 1-4																	
			1	91 & 99 South Elm Street	91 Apt. A		6	Walkup				5							1																	
			6	67 & 69 Ashland Street			6	Walkup		2	4																									
			10	30 Lancaster	Apt. A		4	Walkup			3									1																
				48, 54 & 66 Lancaster			10	Walkup			10																									
				17, 33 & 47 Ramsey Street			10	Walkup			10																									
			11	14, 20 & 26 Falls Avenue	26 Apt. B		12	Walkup			10	1									1															
			12	180 & 188 Jewett Street	188 Apt. A		6	Walkup			4	1									1															
			18	1031 & 1035 Somerville Street			8	Walkup			8																									
				1036 Clay Street	Apt. A		4	Walkup			2	1									1															
				1020 & 1030 Clay Street			8	Walkup			8																									
			28	488 & 494 Dix Street			8	Walkup			8																									
			31	50 Brown Avenue			4	Walkup			2	2																								
				54 Brown Avenue			4	Walkup			4																									
			Development Totals					5	0	90		13	2	73	10						5															
AMP Totals					16	0	190		27	6	153	15						14	2		201	190														
AMP 004 Scattered Sites Family Manseau Manor Units	8/31/1970	Scattered Sites NH 1-4																																		
	(2) Units can be 3 or 4 Bedroom		4	303, 307 & 311 Lowell Street		3		Townhouse					3																							
	Site 5 321 - 327 Merrimack Street		5	321, 323, 325 & 327 Merrimack St		4		Townhouse					4																							
	Site 29 408 - 416 Prescott Street		27	488 - 508 Clay Street		6		Townhouse					6																							
	185 - 189 Maple Street		29	408 - 416 Prescott Street	408	5		Townhouse					4						1																	
	191 - 199 Maple Sreeet			183 - 189 Maple Street	183	4		Townhouse					3				1																			
	407 - 415 Hayward Street			191 - 199 Maple Sreeet	191	5		Townhouse					5																							
	(3) Units can be 3, 4 or 5 Bedroom			407 - 415 Hayward Street		5		Townhouse					5																							
	Site 27 488 - 508 Clay Street		Development Totals		2	32			7		0		27	3						2																
	7/31/1996																			Scattered NH 1-20																
			A	892 Cedar Street		2		Walkup					2																							
			B	316 Central Street		2		Walkup					2																							
			C	409 Cedar Street		2		Townhouse					2																							
			D	306 Lowell Street		2		Townhouse					2																							
			E	260 Spruce Street	1 st Floor	2		Walkup					1						1																	
			F	247 Central Street		3		Walk/Town					3																							
			G	323 Cedar Street		2		Townhouse					2																							
			H	301 Spruce Street		2		Townhouse					2																							
			I	335 Cedar Street		2		Townhouse					2																							
Development Totals					1	19			9									1																		
12/31/1998																			Scattered NH 1-21																	
			A	14 & 18 Malvern Street		2		Townhouse					2																							
			B	329 & 331 Merrimack Street		2		Townhouse					2																							
			Development Totals						4			2																								
9/30/1997	Scattered NH 1-22		428 Cedar Street		Townhouse																															
			Development Totals			2			1				2																							
1/31/1990	Rimmon & Gates NH 1-16		68 - 78 Rimmon Street		Townhouse																															
			Development Totals			6			1			6								3																
AMP Totals																			3	63	0		20	0	0	6	51	3					3		186	63

AMP Number Name	DOFA	Development	Site No. or Bldg. No.	Address	Accessible Apartment No.	Dwelling Units Family	Dwelling Units Elderly	Structure Type	Number of Buildings	Number of Bedrooms / Accessible Features (A/F) / Accessible Units (A/U))												Standing Bedroom Count	AMP Totals	
										0	1	2	3	4	5	A/F 0	A/F 1	A/U 0	A/U 1	A/U 2	A/U 3			A/U 4
AMP 005 O'Malley / Kalivas	11/30/1969	O'Malley NH 1-5		259 Chestnut Street				Elev/Hi-Rise																
			Main Bldg.	1st Flr. Apt. No. 101 - 104			4			4														
				2nd Flr. Apt. No. 201 - 212			12				2	10												
				3rd Flr. Apt. No. 301 - 312			12				2	10												
				4th Flr. Apt. No. 401 - 412			12				2	10												
				5th Flr. Apt. No. 501 - 512			12				2	10												
				6th Flr. Apt. No. 601 - 612			12				2	10												
				7th Flr. Apt. No. 701 - 712			12				2	10												
				8th Flr. Apt. No. 801 - 812			12				2	10												
				9th Flr Apt. No. 901 - 912			12				2	10												
		Acc. Bldg.	Storage Shed - Detached					Non Dwelling																
Development Totals							100		2	20	80													
8/31/1973	Kalivas NH 1-6		175 Chestnut Street					Elev/Hi-Rise																
(1) Hearing Impaired Features Only				1st Flr. Apt. No. 101 - 104	101 & 102		4			1	1					1	1							
(4) Accessible Features				2nd Flr. Apt. No. 201 - 212	206&209		12			2	9						1							
~ Medicine Cabinet				3rd Flr. Apt. No. 301 - 312	306		12			2	9						1							
~ Toilet				4th Flr. Apt. No. 401 - 412	406		12			2	9						1							
~ Grab Bars at Toilet & Tub				5th Flr. Apt. No. 501 - 512	506		12			2	9						1							
				6th Flr. Apt. No. 601 - 612	606		12			2	9						1							
				7th Flr. Apt. No. 701 - 712	706		12			2	9						1							
				8th Flr. Apt. No. 801 - 812	806		12			2	9						1							
				9th Flr Apt. No. 901 - 912	906		12			2	9						1							
Development Totals					11		100		1	17	73					1	9							
AMP Totals					11		200		3	37	153					1	9						162	200
AMP 008 Pariseau / Burns	11/30/1973	Pariseau NH 1-8		55 Amory Street				Elev/Hi-Rise																
	(1) Hearing Impaired Features Only				1st Flr. Apt. No. 101 - 102		2				1	1												
					2nd Flr. Apt. No. 201 - 210	203	10			5	4						1							
					3rd Flr. Apt. No. 301 - 310	310	10			6	4													
					4th Flr. Apt. No. 401 - 410		10			6	4													
					5th Flr. Apt. No. 501 - 510	503	10			6	4													
					6th Flr. Apt. No. 601 - 610		10			6	4													
					7th Flr. Apt. No. 701 - 710		10			6	4													
					8th Flr. Apt. No. 801 - 810		10			6	4													
					9th Flr Apt. No. 901 - 910		10			6	4													
				10th Flr. Apt. No. 1001-1010		10			6	4														
				11th Flr. Apt. No. 1101-1108		8			4	4														
Development Totals					3		100		1	57	41	1					1							
9/30/1980	Burns NH 1-14		55 South Main Street					Elev/Hi-Rise																
				Main Bldg.	Grnd. Flr. Apt. G1 & G2		2				2													
				Main Bldg.	1st Flr. Apt. No. 101 - 110	105 thru 109	10				4	1						5						
					2nd Flr. Apt. No. 201 - 210	205 thru 209	10				4	1						5						
					3rd Flr. Apt. No. 301 - 310	305 & 306	10				7	1					2							
					4th Flr. Apt. No. 401 - 410		10				9	1												
					5th Flr. Apt. No. 501 - 510		10				9	1												
					6th Flr. Apt. No. 601 - 610		10				9	1												
					7th Flr. Apt. No. 701 - 710		10				10													
					8th Flr. Apt. No. 801 - 810		10				10													
					9th Flr. Apt. No. 901 - 910		10				10													
					10th Flr. Apt. No. 1001-1010		10				10													
					11th Flr. Apt. No. 1101-1110		10				10													
				12th Flr. Apt. No. 1201-1205 Apt. No. 1207-1210	1205	9				8							1							
				Acc. Bldg.	Storage Shed - Detached			Non Dwelling																
Development Totals					13		121		2		102	6						13						
AMP Totals					16		221		3	57	143	7						1	13				170	221
AMP 015 Gallen Apartments	3/31/1983	Gallen NH 1-15		200 Hanover Street				Elev/Hi-Rise																
	(1) Hearing Impaired Features Only				Main Bldg.	Grnd. Flr. Apt. No. 13 - 18		6				6												
						1st Flr. Apt. No. 110 - 118	110	8				6	1						1					
						2nd Flr. Apt. No. 201 -218	207 & 209	18				15	1					2						
						3rd Flr. Apt. No. 301 - 318	307 & 309	18				15	1					2						
						4th Flr. Apt. No. 401 - 418	407 & 409	18				15	1					2						
						5th Flr. Apt. No. 501- 518	507 & 509	18				15	1					2						
					6th Flr. Apt. No. 601 - 609	607 & 609	9				8						1							
				Acc. Bldg.	Storage Shed - Detached			Non Dwelling																
AMP Totals					10		95		2		80	5						9	1			101	95	

AMP Number Name	DOFA	Development	Site No. or Bldg. No.	Address	Accessible Apartment No.	Dwelling Units Family	Dwelling Units Elderly	Structure Type	Number of Buildings	Number of Bedrooms / Accessible Features (A/F) / Accessible Units (A/U))											Standing Bedroom Count	AMP Totals		
																A/F	A/F	A/U	A/U	A/U			A/U	A/U
										0	1	2	3	4	5	0	1	0	1	2			3	4
AMP 016 West Side Scattered	12/31/1962	Benoit Homes NH 1-3																						
	(1) Hearing Impaired Features Only		7	163-171 Second St/54 Walker St	165 # 1 & # 2		21	Walkup		1	18							2						
			8	20 - 30 Walker Street	20 # 1		8	Walkup			5	3												
			9	132 - 138 Cartier Street	138 # 1 & # 2		13	Walkup		1	10							2						
				140 & 142 Cartier Street			8	Walkup			8													
	Development Totals		4			50		4	2	41	3						4	0						
	8/31/1970	Scattered Sites NH 1-4																						
		2	16 Parker Street	Apt. A		2	Walkup			1							1							
			20 & 24 Parker Street			8	Walkup			8														
			28 & 34 Parker Street			8	Walkup			8														
		Development Totals		1		18		3	0	17							1							
AMP Totals			5	0	68		7	2	58	3						5				69	68			

TOTAL PUBLIC HOUSING					75	381	788		122	102	607	172	194	19	3	1	9	1	47	6	7	1	1,385	1,169
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	NON-DWELLING FACILITIES
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Central Maintenance Facility				89 Pine Street				Non Dwelling	1														
Bishop Leo E. O'Neil Center				30 South Elm Street				2 Story Gym	1														
								Classrooms															
Main Office				198 Hanover Street				Offices	1														