



**CITY OF TORRINGTON**

**PURCHASING DEPARTMENT  
140 Main Street, Room 206  
Torrington, CT 06790**

**Pennie Zucco, Purchasing Agent  
Phone: (860)-489-2225  
Fax (860)-489-2547  
Email: pennie\_zucco@torringtonct.org**

April 30, 2021

Mayor Elinor Carbone  
Members of the City Council

**RE: RFP#SCA-011-043021  
SMALL CITIES COMMUNITY DEVELOPMENT PROGRAM ADMINISTRATOR**

The City of Torrington received one (1) proposal regarding the Small Cities Community Development Program Administrator for the City of Torrington.

A&E Services Group, LLC  
Wolcott, CT

After reviewing the submitted proposal, it is the recommendation for City Council to authorize the Mayor to award the Small Cities Community Development Program Administrator to A & E Services Group, LLC, Wolcott, CT.

Thank you for your consideration on this matter.

Pennie Zucco  
Purchasing Agent

cc: D. Farley; M. Wall; E. Carbone

4/30/2021 10:53 AM  
RECEIVED FOR RECORD  
TORRINGTON TOWN CLERK

# CITY OF TORRINGTON

## REQUEST FOR PROPOSAL

SMALL CITIES COMMUNITY DEVELOPMENT PROGRAM ADMINISTRATION  
RFP-SCA-011-043021



April 30, 2021

**A&E SERVICES GROUP, LLC**  
145 Brooks Hill Road  
Wolcott, CT 06716  
203-518-2054 ~ [peter@aesgrpllc.com](mailto:peter@aesgrpllc.com)

# A&E SERVICES GROUP, LLC

145 Brooks Hill Road, Wolcott, CT 06716

203-518-2054 ~ peter@aesgrp LLC.com

April 30, 2021

Pennie Zucco  
Purchasing Agent  
140 Main Street, Room 206  
Torrington, CT 06790

Re: Small Cities Community Development  
Program Administration  
RFP-SCA-011-043021

Dear Ms. Zucco:

I am pleased to submit the attached proposal for the administration of the City of Torrington's 2018 Small Cities Community Development Block Grant Program.

I am confident that my experience in the administration of Small Cities, Community Development Block Grant funds during the past 30 years will prove to be satisfactory to the City should I be hired to perform the duties outlined in the request for proposal.

As administrator of Community Development Block Grant funds, I was directly involved and responsible for the completion of several hundred residential housing units during my tenure as Director of Rehabilitation Services for L. Wagner & Associates and continue to perform the same duties as principal of A&E Services Group.

I look forward to discussing my firm's qualifications. Thank you for your time and consideration.

Sincerely,



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



**CITY OF TORRINGTON**  
**Addendum # 1**

**ADDENDUM #1 HAS BEEN ISSUED REGARDING QUESTIONS AND ANSWERS  
FOR THE SMALL CITIES ADMINISTRATOR**

**RFP SCA-011-043021 SMALL CITIES COMMUNITY DEVELOPMENT PROGRAM ADMINISTRATOR**

Date of opening: **April 30, 2021** Time: **11:00 AM** Location: **City Hall, 140 Main Street, Torrington**

**MUST SUBMIT SIGNED ADDENDUM WITH SUBMITTED BID.**

The City of Torrington reserves the right to accept or reject any or all bids or any portion thereof, to waive technicalities, and to award the contract as will best serve the public interest.

Dated in Torrington: April 26, 2021 Purchasing Agent Pennie Zucco  
Company name A+E Services Group LLC  
City, State, Zip Woolcott, CT 06716  
Contact name Peter Testa Phone: 203-518-2054  
Authorized Representative Peter Testa  
Authorized Signature [Signature]  
Fax \_\_\_\_\_ Email peter@aesgrp11c.com  
Federal Tax Identification Number: (FEIN) 82-3694188

**QUESTION/ANSWERS 4/26/2021**

**Q1) I see it's for the balance of the SC18. Can you tell me how much is left in each budget line item?**

- A1) a. Hard cost - \$164,955.59**  
**b. Program cost - \$20,025.00**  
**c. General administration - \$13,800.00**

**Q2) Also, when does the current budget period expire?**

**A2) November 30, 2022**

**1**

**Proposed Scope of Work  
Project Approach**

**2**

**Experience & Qualifications**

**3**

**Resume/References**

**4**

**Fee Schedule**

**5**

**Appendix A**



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

The proposed scope of services to be offered relevant to the administration of the City of Torrington's 2018 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 City 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 2018 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**

A&E Services Group was created in 2017 and currently provides technical and administrative services to 25 Towns 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's recent Small Cities awards include \$3.5 million in the 2020 Small Cities application round. 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.

Mr. Testa has completed training and certification in the following areas relevant to the Small Cities & CDBG funding: DOH CDBG 101 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.

All staff members are CDBG 101 certified.



## **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., - A&E Services Group** Owner and managing member. Mr. Testa has over 30 years of Community Development Block Grant (CDBG) Small Cities project management experience administering over \$38 million of CDGB related construction activities.

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 - A&E Services Group** Mrs. Testa 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** Ms. Johnson 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.

**PETER J. TESTA, JR.**

145 Brooks Hill Road

Wolcott, CT 06716

[peter@aesgrp LLC.com](mailto:peter@aesgrp LLC.com) – 203-518-2054

A&E SERVICE GROUP, LLC

2018 Managing member.

EXPERIENCE:

- Over 30 years of successful management Community Development Block Grant (CDBG) Small Cities Programs.
- Initiated and completed numerous housing authority projects requiring Section 3, Davis-Bacon Wage Rate compliance, certified payroll review, employee interviews and related reporting.
- Direct oversight of Housing Rehabilitation Programs. Including project implementation, administration and completion.
- Develop relationships and establish lines of communications with Town's officials, board members, administrative assistants, and department heads in the establishment of the overall operation and administrative management of CDBG programs.
- Completed several hundred units of residential rehabilitation. Ensuring compliance with Section 8, Housing Quality Standards.
- Administration of in excess of \$32 million of CDBG related construction activities.
- Initiated and completed numerous housing authority projects which required Davis-Bacon Wage Rate compliance, certified payroll review, employee interviews and related reporting.
- Creation of construction cost estimates, technical specifications, bid documents and construction contracts.
- Creation of loan and contract documents. Schedule and conduct loan closings and contract signings.
- Extensive knowledge and experience in residential construction and rehabilitation industry, along with a broad knowledge in the related International Building Code, NFPA 72, and residential plumbing codes.
- DOH CDBG 101 Certified



1990 - 2017 L. Wagner & Associates: Director, Housing Rehabilitation Services.

1982-1990 Testa Building. Self-employed General Contractor, specializing in residential construction and remodeling for eight years.

EDUCATION: Graduate Wolcott High School

CERTIFICATIONS: National Community Development Association  
CDBG Basics: Training for Practitioners

National Community Development Association Home Basics Course

Certificate of Achievement – Administration of CDBG Program

Connecticut Community Development Association Housing  
Rehabilitation Training 4 Part Series Seminar

The National Environmental Health Association & National Center for  
Healthy Homes, Healthy Homes Specialist.

The National Healthy Homes Training Center Healthy Homes  
Practitioners Course

Healthy Homes Rating System Assessor

University of Massachusetts, Division of Continuing Education  
Lead Inspector – CT 107E S3

Enviro-Med Services Inc, Lead Inspector Training

Environmental Training & Assessment RRP Certification

Lead Safe Work Practices Certification

U.S. Dept of Housing and Urban Development Visual Assessment Course

Cook College, Radon Measurement & Mitigation

Building Officials & Code Administrators International, Inc.  
1&2 Family Dwelling Building Residential Inspection Seminar

Lorman Education Services Construction Lien Law

Lorman Education Services Comprehensive Construction Law

*Cynthia S. Testa*

145 Brooks Hill Road  
Wolcott, CT 06716  
860-705-8276  
[cyndi@aesgrpllc.com](mailto:cyndi@aesgrpllc.com)

**Professional Experience**

**A & E Services Group, LLC**

2018 – Present

- Office Manager, Administrative Assistant
- Accounts payable and receivable
- DOH CDBG 101 Certification

**Tradewind Aviation, LLC**

2011 – September 2018

2015 – 2018 – Payroll Manager

- 180 employees
- General Ledger payroll review and reconciliation.
- Health Insurance review and invoicing.
- Retirement Plan administration.
- Workman Compensation filing.
- Filing for Tax ID and Unemployment insurance in various states.

2012 – 2015 – Staff Accountant

- Billing and reconciling.
- Management and submission of financial records to Company Controller for strategic planning.
- Reconciling American Express Statements for held by employees (75 accounts)

2011 - 2012 – Administrative Assistant.

- Administrative Duties, answering the phone, mail, office supplies.
- Verifying flight time from logs. Daily expense entries from flights. Verify Landing Charges.
- Verifying and Reconciling Fuel invoices

**Waltham Services, LLC – Office Manager**

2006 - 2011

Responsible for all commercial accounts. Creating new accounts in the software system.  
Coordinate technicians schedule for initial service and continuing service to those accounts.

**72 Degrees - Office Manager/Administrative Assistant**

1995 – 2001

**EMMC Federal Credit Union - Vice-President, Branch Manager 1988-1995**

# Jessica Johnson

## Administrative Assistant

### EXPERIENCE

#### **Hawthorn Holistic Health, Hamden, CT — *Office Manager, Administrative Assistant***

APRIL 2018 - MARCH 2020

Responsible for overseeing front office operations including billing, client and staff communication, maintaining inventory/ordering supplies, training staff and managing client accounts. Performed daily duties such as checking patients in/out, setting up treatment rooms, answering phones, scheduling, end of day books, typing, filing and more.

#### **Natural Health Associates — *Administrative Assistant, Office Manager***

NOVEMBER 2012 - MARCH 2018

Same duties listed above as well as the additional responsibilities of maintaining CT Dept. of Health regulated laboratory.

#### **Clean It Green, Santa Fe, NM — *Owner***

FEBRUARY 2011 - DECEMBER 2012

Personally developed a green cleaning product line, performed residential cleaning services and acted as a community resource for green cleaning and household chemical information. Performed small business functions such as authoring business and marketing plans, preparing taxes, compliance with federal and state regulatory requirements, building/maintaining website and social media platforms, bookkeeping and administrative tasks, managing and growing client base as well as developing SOPs for services and product manufacturing.

#### **University of New England, Biddeford, ME — *B.S. Psychobiology***

SEPTEMBER 2001 - MAY 2005

Magna Cum Laude, Phi Sigma Biological Honor Society, Dean's List

#### **Guilford High School, Guilford, CT — *High School Diploma***

AUGUST 1997 - JUNE 2001

High Honors, 2001 Graduate



### Professional References

<p>Thomas G. Dunn Mayor Town of Wolcott 10 Kenea Avenue Wolcott, CT 06716 203-879-8100</p>	<p>Edmund V. Moen First Selectman Town of Thomaston 158 Main Street Thomaston, CT 06787 860-283-4421</p>
<p>Robert E. Lee Town Manager Town of Plainville 1 Central Square Plainville, CT 06062 860-793-0221 x 205</p>	<p>Barbara Henry First Selectman Town of Roxbury 29 North Street Roxbury, CT 06783 860-354-6638</p>
<p>Mr. Timothy Sharkey Borough Warden Borough of Jewett City 28 Main Street Jewett City, CT 0631 860-376-6405</p>	<p>Fred B Allyn Mayor Town of Ledyard 741 Colonel Ledyard Highway Ledyard, CT 06339 860-464-3221</p>
<p>Mr. Michael Purcaro Town Administrator Town of Vernon 14 Park Place Vernon, CT 06066 860-870-3665</p>	<p>Cheryl Allen Blanchard First Selectman Town of Sprague 1 Main Street Baltic, CT 06330 860-822-3000</p>
<p>Mary Ann Chinatti Town Planner Town of Plainfield 8 Community Avenue Plainfield, CT 06374 860-230-3028</p>	<p>Elizabeth Burdick Director of Land Use &amp; Planning Town of Ledyard 741 Colonel Ledyard Highway Ledyard, CT 06339 860-464-3215</p>
<p>Abigail St. Peter Kenyon, AICP Director of Community Development Town of Granby 15 North Granby Road Granby, CT 06035 860-844-5318</p>	<p>Edward Carter ZEO, Blight Officer &amp; Small Cities Borough of Naugatuck 229 Church Street Naugatuck, CT 06770 203-720-7208</p>
<p>Leslie S. Campolongo Project Coordinator Town of Vernon 14 Park Place Vernon, CT 06066 860-870-3678</p>	<p>Lisa Metayer Community Dev. Coordinator Town of Plainville 1 Central Square Plainville, CT 06062 860-793-0221</p>



## **Fixed Fee Schedule**

### **General Administrative Costs**

Administrative costs are costs associated with the overall management of the Program such as application intake and file set up, preparation of drawdowns, monthly reports, semi-annual reports, fair housing and section 3 compliance. Administrative costs are limited to \$33,000.00 for Housing Rehabilitation Programs.

### **Program Costs**

Program costs are costs associated with the delivery of a project or projects. These costs include 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. Program costs are limited to 12% of the overall grant award.

Per Diem Rates are as follows:

Classification	Per Diem Rates
1. Principal in Charge	\$800.00
2. Rehabilitation Specialist	\$640.00
3. Administrative Assistant	\$480.00

A day shall consist of eight (8) hours of work. Per Diem 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. Per Diem rates shall 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 per diem basis as listed above for projects approved, and administrative services required and provided under an approved Contract to be drafted by and between the City of Torrington & A&E Services Group, LLC.

## APPENDIX A

**CITY OF TORRINGTON  
REQUEST FOR PROPOSAL  
SMALL CITIES COMMUNITY DEVELOPMENT PROGRAM ADMINISTRATOR  
RFP-SCA-011-043021**

**Acceptance of Terms of this Agreement**

Name of Proposer: A+E Services Group LLC  
Contact Person: Peter J Testa Jr  
Address: 145 Brooks Hill Road  
City/State/Zip: Wolcott, CT 06716  
Federal Tax Identification Number (FEIN) 82-3694168  
Telephone: 203-518-2054 Fax: N/A  
E-mail: peter@aesgrpllc.com  
Authorized Signature Peter J Testa Jr Title: Managing Member  
Name Printed: Peter J Testa Jr Date: 4/26/2021

It is agreed by the above signed proposer that the signature and submission of this proposal represents the proposer's acceptance of all terms, conditions, and requirements of the proposal specifications, and, if awarded, the proposal will represent the agreement between the parties.

The proposer agrees that the cost of any work performed, materials furnished, services provided, or expenses incurred, which are not specifically delineated in the proposal documents, but which are incidental to the scope, intent, and completion of this contract, shall be deemed to have been included in the prices for the various items scheduled.

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City of Torrington

Bid Name Small Cities Community Development

Bid Number 2FP\*SCA-D11-043021

Date of Opening April 30, 2021 Program Administrator

Time of Opening 10:00am

VENDOR BID BOND NON-COLLUSION BID AMOUNT ADDENDUM

AGE Services Group LLC  
145 Brooks Hill Rd  
Wolcott, CT, 06716

✓