



Englewood Community Development Corporation

Request for Qualifications • Residential General Contractors

Englewood Community Development Corporation (ECDC), a non-profit community development corporation (CDC), is seeking qualifications from **residential general contractors specializing in single-family (1-4 unit) rehabilitation and/or new home construction**. Please visit <http://www.indyeast.org> or <http://www.engagewoodcdc.com> for the full text of this RFQ. Additional opportunity to seek clarification on specific requirements outlined in this RFQ, including information on scoring criteria, will be available during a pre-submission meeting to be held on **Thursday, January 21st, 2010 at 1:00pm** at Englewood Christian Church, 57 N. Rural Street. **Attendance at this informational meeting is required in order to respond to the ECDC Residential General Contractor RFQ.** Subcontractors interested in learning more about overall project development and construction timeline are welcome to attend. This request is related to the Housing and Economic Recovery Act of 2008 (HERA) **Neighborhood Stabilization Program (NSP)** administered by the U.S. Department of Housing and Urban Development (HUD). More information is available at:
<http://www.hud.gov/offices/cpd/communitydevelopment/programs/neighborhoodspg/>.

Englewood CDC Background

Formed in 1996 as an outgrowth of Englewood Christian Church on the Near Eastside of Indianapolis, Englewood Community Development Corporation (ECDC) is a 501(c)(3) non-profit. ECDC's mission includes work in four areas: 1) housing, 2) neighborhood redevelopment, 3) job development, and 4) financial services. ECDC has helped facilitate the redevelopment of vacant homes and relocation of households into the Englewood Neighborhood. This has resulted in approximately 60 home rehabilitations and home repairs, close to 25 sales to new homeowners, 30 units of affordable rental housing and over \$2 million in development investment. Most importantly to us, our work is intended to foster a true community of care as we provide quality and affordable home ownership and rental opportunities for a wide array of valued neighbors.

Request for Qualifications

Englewood community Development Corporation is seeking qualifications from licensed, bonded, and insured general contractors experienced with the rehabilitation and/or new construction of single-family (1-4 unit) homes. Selected contractors will be part of a contractor pool, which will then have the opportunity to bid on single-family (1-4 unit) rehabilitation and/or new home construction projects. ECDC intends to select approximately 4-6 contractors for the contractor pool. Responsibilities may include, but are not limited to the following:

- Attend a pre-submission meeting scheduled for January 21st, 2010 at 1:00pm;
- Meet with ECDC staff and contract employees as required to review priorities and track progress;
- Coordinate with ECDC staff and contract employees as required throughout bidding and construction;
- Conduct visual inspections of vacant, 1-4 unit residential structures and accessory structures;
- Prepare bid packages using a standardized form provided by ECDC;
- Prepare variance requests;
- Obtain building permits from the City of Indianapolis Office of Code Enforcement;
- Complete work in accordance with a Pattern Book provided by ECDC;
- Obtain third-party certification of EPA Energy Star for Homes and Indoor airPLUS requirements;



- Comply with Davis-Bacon-Residential requirements as required;
- Maintain familiarity with Davis-Bacon wage rates and reporting requirements, MBE/WBE/VBE certification, participation and reporting requirements, Section 3 participation and reporting requirements, lead, asbestos, and radon regulations and work practices;
- Provide warranties that meet minimum express warranties as defined by Indiana law;
- Submit monthly pay applications consistent with established project standards;
- Produce written reports in Word and/or Excel format;
- Maintain complete and accurate records;
- Provide paper and electronic records to ECDC staff and contract employees as requested;
- Maintain confidentiality regarding all aspects of each transaction;
- Demonstrate overall capacity;
- Demonstrate overall attention to detail.

Evaluation & Selection Criteria

Englewood community Development Corporation will evaluate and select residential general contractors for the contractor pool using the following criteria:

- **Knowledge** relative to single-family (1-4 unit) rehabilitation and/or new home construction in urban neighborhoods, particularly on the Near Eastside of Indianapolis; residential construction methods and materials; common existing conditions that may affect rehabilitation and construction costs; current Indiana and Indianapolis residential building codes; residential construction best practices; residential building science and green building best practices; EPA Energy Star for Homes and Indoor airPLUS standards and certification criteria; Great Indy Neighborhoods Initiative (GINI) and principles of comprehensive community development.
- **Experience** rehabilitating homes in order to complement and capitalize on existing architectural details and character; completing rehabilitation and/or urban infill new home construction projects that complement existing housing stock and neighborhood architectural character; delivering high-quality rehabilitation and/or new home construction projects within specific budgetary and time constraints; maintaining injury- and accident-free jobsites.
- **Capacity** to complete 2-3 single-family (1-4 unit) rehabilitation and/or new home construction projects within a 6 month period; warrant completed work and follow-up on warranty claims; manage reporting processes and responsibilities associated with the use of federal NSP funds in a timely manner; respond quickly to opportunities and service requests; work in a dynamic, fast-paced, team environment; maintain clear communication; convey paperwork and conduct transactions electronically (via fax, PDF, email, etc.); maintain scheduling flexibility.
- **Attention to Detail** relative to City of Indianapolis requirements regarding their administration of the federal NSP program; City of Indianapolis permitting requirements; maintaining complete and accurate records in both paper and electronic form.



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- **Licensure & Credentials** including proof of current General Contractor license granted by the City of Indianapolis Office of Code Enforcement; other recognized industry credentials or affiliations.
- **Insurance & Bond** including certification of current comprehensive general liability insurance, employer's liability insurance, and worker's compensation insurance if applicable, as well as proof of current surety bond as required by the City of Indianapolis.
- **Minority Business Enterprise Participation**
HUD, the State of Indiana, the City of Indianapolis, Super Bowl Legacy Housing, Inc., and ECDC put a high priority on MBE/WBE/VBE (Minority/Woman/Veteran-Owned Business Enterprise) participation. State and City policies mandate that MBE/WBE/VBE entities shall have the maximum feasible opportunity to participate in the performance of contracts under federal award programs, including NSP. In order to achieve significant MBE/WBE/VBE participation, ECDC is requesting that all respondents submit MBE/WBE/VBE participation plans that include:
 - Strategy to insure that MBE/WBE/VBE subcontractors are made aware of contracting opportunities;
 - List of potential MBE/WBE/VBE subcontractors based on typical projects and/or services outlined in this RFQ;
 - Potential subcontract percentages that may be awarded to MBE/WBE/VBE subcontractors based on typical projects and/or services outlined in this RFQ;
 - Strategy to meet the following MBE/WBE/VBE participation goals as required:
 - 15% MBE (City)
 - 8% WBE (City)
 - 3% VBE (City)
 - 10% aggregate MBE and/or WBE (State)

Please note that MBE/WBE/VBE certified contractors, including those that plan to self-perform services outlined in this RFQ, must also submit MBE/WBE/VBE participation plans and meet MBE/WBE/VBE participation goals. Respondents are encouraged to contact the City of Indianapolis Department of Minority & Woman Business Development (<http://www.indy.gov/eGov/City/DMWBD/MBE-WBE-VBE/Pages/Home.aspx>, DMWBD@indy.gov, (317) 327-5262) and the State of Indiana Department of Administration Minority and Women's Business Enterprises Division: (<http://www.in.gov/idoa/2352.htm>, mwbe@idoa.in.gov, (317) 232-3061) to learn more about specific minority business enterprise participation policies and requirements.

- **Section 3 Participation**
ECDC is also requesting that all respondents submit HUD Section 3 (Economic Opportunities for Low- and Very-Low Income Persons) participation plans. Section 3 acknowledges that the expenditure of HUD funds typically results in new jobs, contracts, and other economic opportunities and mandates that low- and very-low income persons residing in the community in which the funds are spent, including businesses that substantially employ them, shall receive priority consideration. Respondents are encouraged to contact the City of Indianapolis Department of Metropolitan Development, Division of Community Development (<http://www.indy.gov/eGov/City/DMD/Community/Pages/home.aspx>, dbatts@indy.gov, (317) 327-5817) and the State of Indiana Housing and Community Development Authority (<http://www.in.gov/ihcda/3118.htm>, phunt@ihcda.in.gov, (317) 522-7298) to learn more about specific Section 3 participation policies and requirements.



Submission Requirements

All submissions must address each of the specific evaluation and selection criteria outlined above, as well as the additional submission requirements outlined below, arranged in the following format:

Knowledge

- a) List the primary locale within the city and/or state where the company currently provides residential general contracting services
- b) State whether the primary focus of the company is on rehab, new home construction, or both

Experience

- a) Describe experience with rehab and/or new construction of single-family (1-4 unit) homes
 - i) List # of rehabs completed within the last 5 years
 - ii) List # of new homes completed within the last 5 years
- b) Provide a brief history of the company and owners
 - i) List # of years company has been in existence
 - ii) List all bankruptcies within the last 5 years
 - iii) List all liens, arbitrations, or lawsuits against existing company and/or owners, previous companies owned and/or operated by current owners, or as partner with another company within the last 5 years
 - iv) Provide explanation of all warranty claims, liens, arbitrations, lawsuits, and/or bankruptcies within the last 5 years
- c) List # of projects completed within the last 5 years in the following cost ranges:
 - i) rehab \$0 – \$40,000
 - ii) rehab \$40,001 – \$125,000
 - iii) rehab over \$125,000
 - iv) new home \$75,000 – \$125,000
 - v) new home \$125,001 – \$175,000
 - vi) new home over \$175K
- d) List company staff and/or team members
 - i) Provide credentials of individuals who will be performing services outlined in this RFQ
 - ii) List # of years with the company
 - iii) List # of years experience in residential construction
 - iv) Describe anticipated role
- e) Provide representative examples of completed rehabs and/or new home construction projects
- f) Describe your approach to value engineering, quality control, change orders, contingency items, meeting specific budgetary and time constraints, and dispute resolution

Capacity

- a) Financial Information
 - i) Provide summary financial statements for the last 3 years including balance sheets and income statements
 - ii) Describe typical project cashflow, including plan to cashflow projects up to 60 days
- b) Self-perform/Subcontract
 - i) List trades that are typically self-performed and typically subcontracted
 - ii) Provide list of subcontractors with whom company typically works, including MBE/WBE/VBE status
- c) Construction Capacity



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- i) List # of homes typically under construction at one time
- ii) Describe current workload including anticipated and/or contracted work for 2010
- d) Provide your warranty program for rehab and new home construction projects including provisions for correction of warranty claims
- e) State how your company will manage the Davis-Bacon, MBE/WBE/VBE and Section 3 processes

Fee Schedule

- a) Provide a representative example of a bid package for a single-family (1-4 unit) rehab or new home construction project including detailed cost breakdown for typical categories such as general conditions, concrete, framing, drywall, HVAC, etc.
- b) Describe typical overhead and profit schedule

Licensure & Credentials

Insurance, including certification of the types and amounts of all insurance coverage currently in effect.

References including contact information as follows:

- a) Bank – minimum of 1 current
- b) Trade – minimum of 3 within the last 3 years
- c) Client – minimum of 3 within the last 3 years

Minority Business Enterprise Participation Plan, including current City or State MBE/WBE/VBE certification if applicable.

Section 3 Participation Plan



Submission Due Date

All submissions must be received by **5:00pm** on **Friday**, January **29th**, 2010.

Late submissions will not be accepted.

Paper submissions may be mailed to:
Englewood community Development Corporation
57 North Rural Street
Indianapolis, IN 46201

Electronic submissions may be emailed to:
davidprice@englewoodcc.com

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Based on the suitability of responses received by the submission due date, ECDC reserves the right, at its sole discretion, to accept or reject all submissions and reissue this RFQ at a future date to be determined.