



## Englewood Community Development Corporation Request for Qualifications • Commercial General Contractors

Englewood Community Development Corporation (ECDC), a non-profit community development corporation (CDC), is seeking qualifications from general contractors specializing in rehabilitation. Please visit <http://www.Englewoodcdc.com> or <http://www.indyeast.org> for the full text of this RFQ and design schematics for this building. 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 **Tuesday, March 9, 2010** at 1:00 pm at Englewood Christian Church, 57 North Rural Street. **Attendance at this informational meeting is required in order to respond to the ECDC Commercial 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). These grants are administered by the City of Indianapolis and Indiana Housing and Community Development Authority.

More information is available at:

<http://www.hud.gov/offices/cpd/communitydevelopment/programs/neighborhoodspg/>.

State NSP Program- <http://www.in.gov/ihcda/3118.htm>

City NSP Program- <http://www.indy.gov/eGov/City/DMD/Community/Pages/Home.aspx>

## Englewood CDC Background

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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

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Englewood Community Development Corporation is seeking qualifications from licensed, bonded, and insured general contractors experienced with the rehabilitation. RATIO Architects, Inc. will be organizing and guiding the Board of Directors and Staff in this effort.



The Project involves the historically sensitive rehabilitation of the former Lucretia Mott School, IPS #3, located at 23 North Rural Street as a multi-use facility consisting of up to 25 affordable housing units, up to 3 commercial lease spaces and community use space within the gymnasium. Please visit <http://www.inglewoodcdc.com> or <http://www.indyeast.org> for design schematics for this building. Site work will likely include improvements for on-site paved surface parking and limited site landscaping. Exterior rehabilitation work will likely include repair/replacement of existing door/window opening lintels, replacement of existing doors/windows, masonry repairs/repointing and cleaning, cornice repair/replacement and roof replacement. Interior alterations will likely include selective demolition and construction of new partition walls for the apartment units and commercial spaces, installation of new floor, wall and ceiling finishes, installation of a new elevator, and installation of new mechanical, electrical, plumbing and fire suppression systems throughout. Estimated construction value for the project is four to six million dollars (\$4,000,000 - \$6,000,000).

The intent is to request from General Contractors, written submittals indicating their desire and success at completing projects of similar size and approach. The submittal shall include the following:

1. General description of your company and its history.
2. Description of projects similar to this, which your firm has successfully completed.
3. Résumé's of key personnel who will be assigned to this project.
4. References from previous clients especially from projects of similar scope and scale.
5. Proof of insurance and ability to obtain bonding for project.
6. Plan to meet or exceed MBE/WBE/VBE goals of 17%, 10%, and 5% respectively. Plan to meet Section 3 requirements.

The owner will select up to four (4) General Contractors to be part of a contractor pool, who will then have the opportunity to provide bids when the Construction Documents become available. It is anticipated Construction Documents will become available on or around April 30<sup>th</sup> with bids then due on or around May 28<sup>th</sup>. It is anticipated that the Owner will select and sign a Contract for Construction by the end of June 2010. Construction start date to be determined pending receipt of funding and/or approvals from public agencies.

## Evaluation & Selection Criteria

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Englewood Community Development Corporation will evaluate and select commercial general contractors for the contractor pool including but not limited to the following criteria. Complete evaluation and selection criteria will be provided at the pre-submission meeting:

- **Knowledge** relative to historically and environmentally sensitive commercial, mixed use, or multifamily rehabilitation.
- **Experience** rehabilitating similar buildings in a manner that complements and capitalizes on existing architectural details and character and neighborhood architectural character;



delivering high-quality rehabilitation within specific budgetary and time constraints; maintaining injury- and accident-free jobsites.

- **Capacity** to complete construction projects within a reasonable time frame; 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; 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.
- **Licensure & Credentials** including proof of current General Contractor license; 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, 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:
  - 17% MBE
  - 10% WBE
  - 5% VBE

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](mailto: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](mailto: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@indygov.org](mailto:dbatts@indygov.org), (317) 327-5817) and the State of Indiana Housing and Community Development Authority (<http://www.in.gov/ihcda/3118.htm>, [phunt@ihcda.in.gov](mailto:phunt@ihcda.in.gov), (317) 522-7298) to learn more about specific Section 3 participation policies and requirements.

## Submission Due Date

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Four copies of the submittal will be provided to David Kroll, Director of Preservation, at RATIO Architects, Inc. All submittals must be received at the offices of RATIO Architects, Inc. by 2:00 p.m. on **Friday, March 19, 2010**.

Please direct any questions on the selection process or the project to Mr. David Kroll, Assoc. AIA, Director of Preservation, RATIO Architects, Inc., [DKroll@ratioarchitects.com](mailto:DKroll@ratioarchitects.com) Your interest in this project is appreciated.