



Englewood Community Development Corporation

Request for Proposals • Owners Representative

Englewood Community Development Corporation (ECDC), a non-profit community development corporation (CDC), is seeking proposals from owners representatives. Please visit <http://www.engagewoodcdc.com> or <http://www.indyeast.org> for the full text of this RFP and for additional information about the project including design schematics. Additional opportunity to learn about the development will be available during a pre-submission meeting for commercial general contractors to be held on **Tuesday, March 9, 2010** at 1:00 pm at Englewood Christian Church, 57 North Rural Street.

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

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 Proposals

Englewood Community Development Corporation (ECDC), a non-profit community development corporation (CDC), is seeking qualifications for an Owner's Representative for the rehabilitation of the former Lucretia Mott School, IPS #3, located at 23 N Rural St.

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. 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/repainting 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 range for the project is four to six million dollars (\$4,000,000-\$6,000,000) with a construction period not to exceed twelve months.

The Owner's Representative will participate in all phases of the project.

Contractor Selection Phase

- Assist in the preparation of bid documents with Owner, Architect and Engineer
- Participate in the pre-bid conference
- Assist in the analysis of Contractor bids and provide recommendations
- Manage contract coordination, negotiation and execution

Construction Phase

- Coordinate Owner's interest with other project team members
- Attend all Owner/Architect/Contractor meetings
- Coordinate all required inspections
- Monitor construction schedule adherence
- Monitor construction quality
- Monitor adherence to contract documents
- Review all pay requests
- Manage all RFI's, RFP's and review change order requests

Construction Close-Out Phase

- Coordinate punch list walk through
- Assist with punch list development
- Oversee completion of punch list items
- Ensure all warranties are properly submitted
- Ensure O&M manuals are properly submitted
- Coordinate training on building systems and maintenance requirements



Englewood Community Development Corporation

Request for Qualifications • Owners Representative

It is anticipated Construction Documents will become available on or around April 30th with bids then due on or around May 28th. 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.

The intent is to request from Owner's Representatives, written submittals indicating their desire and success at completing projects of similar size and approach. The successful candidate should have direct experience with project delivery of commercial projects, as well as coordination of multiple project team members and overall budget and schedule management to deliver projects in a timely and cost effective manner. As such, the submittal shall include the following:

- General description of your company and its history.
- Description of projects similar to this, which your firm has successfully completed.
- Résumés of key personnel who will be assigned to this project.
- References from previous clients especially from projects of similar scope and scale.
- Lump-sum fee inclusive of labor and expenses.

Submission Due Date

All submissions must be received by 5:00 p.m. on **Wednesday, March 17, 2010**.

Late submissions will not be accepted.

Paper submissions may be mailed to:

Englewood Community Development Corporation
57 North Rural Street
Indianapolis, Indiana 46201

Electronic submissions are preferred and may be emailed to:

davidprice@englewoodcc.com