



This Request for Proposals is an invitation to Residential General Contractors to submit a proposal on the following project:

Old Southside (6) New Construction Single-Family Homes (2019)

1725 S. Meridian Street (Parcel # 1015965)
1226 S. Talbott Street (Parcel # 1063123)
1437 S. Talbott Street (Parcel # 1011832)
1909 S. Talbott Street (Parcel # 1048405)
20 E. Iowa Street (Parcel # 1053262)

New construction for homeownership, 1 or 2 stories, single-family, 1,100 – 1,400 sf
(3 bedroom, 2 or 2.5 bath) with garage ~Narrow Urban Lots

The Indianapolis Neighborhood Housing Partnership shall be the owner of the subject properties, and seeks to contract with a prospective Builder to fully complete the subject homes. The Builder selected will be responsible for every facet of the new home build process. Once completed (or nearly finished), homes will be listed for sale; and sold to a person(s) earning no more than 80% of the area median income as described by HUD.

Due to the limited size of the lot(s), the Builder shall pay special attention to providing plans that will work on a narrow urban lot. Investigation and review of the subject lot(s) by a prospective Builder will be necessary to fully understand what floor plans will work on the subject lots. Plans shall work to avoid variances, but if a variance is required, please indicate which variances would be necessary.

INHP desires one Builder to build all six subject homes. It is not required to have six wholly different models or floorplans. However, preference will be given to a Builder who provides more than one floor plan, and/or can diversify the look of the subject homes with different elevations, materials, floor plans and attached garages. The Builder will include an estimate for the pricing and time needed for completion of each home. INHP desires construction to start no later than April 30th, 2019.

The intention of this project is to provide a quality home, for homeownership, at an affordable price. These shall be viewed as basic homes, finished as three bed, two to two and a half bath, one bath being located on the first floor.

Your design package must meet the criteria set forth in the Old Southside Housing Rehabilitation & Construction Pattern Book. Your design package must also contain **preliminary construction drawings**, including representative floor plans and exterior elevations **with dimensions (both paper and electronic copies and pricing)**. Most lots within the Old Southside are zoned within the D-5 Zoning Classification. The Builder must check local zoning codes for compliance with submitted proposals. ***Please be aware, the City of Indianapolis has adopted a revised Zoning Ordinance.*** The Builder is encouraged to submit designs that address the following general criteria:

- All products and materials shall comply with and meet or exceed FHA standards
- Contractor to provide a 'Schedule of Values'. The Builder may not to front-end-load the job. INHP has the right to approve the Schedule
- Minimum 3 bedrooms, no bedroom smaller than 9' x 10'
- Each bedroom must have a closet. No closet shall not be less than 24" deep x 36" wide
- Closets must be in addition to and outside of the required minimum bedroom dimensions
- At least two full bathrooms with tile, vanities and mirrors
- At least one bathroom must be on the main level and one bath must have a tub/shower combo
- Kitchen, family room, dining area and other first floor, common area shall be hardwood, engineered hardwood or equivalent with tile in laundry room and HVAC rooms
- Kitchen countertops shall be laminate
- Carpet shall be used in all other rooms as well as stairs and upstairs hallways
- Covered front porch construction shall complement the style of the home with a minimum depth of 6'. High priority on high quality porch columns
- 1st floor ceilings must be a minimum of nine (9) feet in height
- Roof pitch must be a minimum of **9/12**
- Install shingles with at least a 30-year rating and be of architectural design
- Open floor plans shall be utilized for the main living area.
- Siding shall be smooth finish cement board, no wood grain texture.
- Existing concrete drives, curb cuts, fencing and any intrusive vegetation shall be removed
- Homes are to be built to the current Energy Star Requirements and an Energy Star certification for new construction is required. The Advanced Lighting Package is included with this requirement.
- Homes must be certified to the EPA Indoor airPLUS standard.
- An allowance of \$2,500 for stainless steel kitchen appliances, including refrigerator, dishwasher, and range and over-the-range microwave shall be included.
- Landscaping to include a shade tree from a list on record with the City of Indianapolis and must be planted to block afternoon sun, with the intent of reducing energy expenditures. Provide final grade to provide positive drainage from structure. Builder is to provide positive drainage toward all perimeter boundaries of the Lot (or as approved by the City of Indianapolis) and remove any and all low areas on the Lot. Power rake lot to remove as much gravel, stones, and masonry chips, as possible, seed and straw.

As the developer, INHP will give increased preference for designs, which closely comply with the design guidelines outlined in the *Old Southside Indianapolis Pattern Book unless otherwise stated in this document.*

Instructions to Builders

Please provide proposal pricing to complete all work in a detailed Scope of Work. The pricing shall detail labor and materials to complete the work outlined for each trade. Lump sum and square footage proposals will not be reviewed. Please express all proposal pricing in whole dollars only, no cents.

Additional Responsibilities

INHP has been awarded funding from HUD's HOME Partnership program. Your proposal response must also include provisions for the following additional requirements:

- Section 3 (economic opportunities for low- and very-low income individuals and businesses) participation and reporting
- XBE (minority-, woman-, and veteran-owned business) participation and reporting. The Builder is strongly encouraged to provide detailed plans for meeting and exceeding goals for XBE participation. Plans include certified subcontractors and suppliers as well as % of work to be self-performed by certified businesses. Responses that include these elements will be deemed most responsive
- Living Wage: Builder shall make every attempt to pay sub-contractors a wage based on federal or local minimum wage and shall attempt to align wages with the Davis Bacon Act

- Construction drawings, site plans, plot plans, drainage review, and other materials as required to secure all necessary building permits. INHP will insure that properties are properly zoned for residential development. It is the responsibility of the Builder to stake the lot. Builder is also responsible for obtaining and paying for all required building permits per the Department of Business and Neighborhood Services
- Expenses related to the provision of temporary utilities (electric, gas, water, and telephone services) and utility consumption during construction until a Completion of Work is received by INHP
- Temporary toilet facilities
- Worksite and material security
- Inspections, including standard City inspections conducted by the Department of Business and Neighborhood Services as well as Inspections, conducted by the Department of Metropolitan Development
- For the bid to be acceptable, the Builder must show proof that He/She has the capacity and ability to obtain a 2-10 warranty. The Builder must submit the name of the company from which the 2-10 warranty will be obtained, and a contact person with phone number from said company, for the purpose of verification. The Builder will provide a 2-10 Warranty
- New homes are to be built to the current Energy Star Requirements and for new construction certification is required. The Advanced Lighting Package is included with this requirement
- All receipts, invoices and other proof of payment must be retained and presented upon request from Developer

Add Alternates

You are encouraged to submit proposal pricing for alternate approaches, designs, or materials that you believe will add value to the project. Add alternate items shall be clearly noted on your completed proposal. Please indicate whether proposal prices for add alternates include labor, materials, or both.

Allowances

Allowances are cost placeholders for items that are required to complete the project, but which haven't been specified at the time of proposal. Items such as light fixtures and flooring are often specified as Allowances in order to allow proposals to prepare a realistic overall proposal price even though those particular items haven't been definitively specified. When preparing your proposal, you may choose to include Allowances for items that are not specified, or simply submit a specification and hard cost estimate that you feel will make your proposal competitive. Please indicate whether proposal prices for Allowances include labor, materials, or both.

Change Orders

Your proposal shall include all reasonable costs to complete all work. Change Orders are changes to the Scope of Work initiated by INHP. For example, if INHP decides to upgrade laminate countertops to natural stone, you will prepare a Change Order outlining your price adjustment to complete the revised scope of work. INHP and the Department of Metropolitan Development must approve all Change Orders in writing before the agreed upon scope of work and contract price can be adjusted. You are entitled to charge Profit & Overhead on Change Orders.

Contingencies

Contingencies are items that must be addressed to complete the project, but that could not have been known to INHP or the Builder prior to receiving the completed Scope of Work. To that end, INHP has established a reasonable overall project budget for Contingencies. You will not be entitled to charge Profit & Overhead on Contingencies. Do not pad proposal prices within individual Work Divisions to allow for contingencies; doing so may make your proposal less competitive. Rather, indicate a **proposed** Contingency amount for the entire

proposal as a percentage of your Total Cost Estimate. Thorough, detailed proposals that minimize the proposed Contingency amount are preferred. Potential Contingencies may include:

- Removal of buried foundations or other debris uncovered during excavation.
- Replacement of collapsed underground sewer lines.

Please note, any expenditure of a contingency must be documented and submitted to INHP with any construction draw. Any remaining contingency will simply go unspent and will not become additional payment to contractor.

Profit & Overhead

Please include a reasonable Profit & Overhead line item as a percentage of your Total Cost Estimate. Please sign the bottom of your completed proposal and complete a proposal cover sheet.

Evaluation & Selection Criteria

Proposals will be reviewed by stakeholders and the INHP Project Team. Reviewers may include INHP staff, Old Southside Neighborhood Association Board Member(s), INHP Development Consultants, INHP Marketing Consultants and/or members of INHP's Construction Management Team. In addition to the criteria outlined above and in the submitted Scope of Work, proposals will be reviewed based on the overall approach to the project, sensitivity to neighborhood context, quality of architectural design, ability to meet Section 3 and XBE participation goals, and overall cost. INHP will or project team will select what it deems the **highest quality, most responsive** proposal. This may or may not be the lowest proposal submitted.

Upon selection of a proposal, INHP's Construction Management Team may schedule a pre-construction meeting with the selected Builder to fully develop designs, construction details, and Specification & Scope of Work, including clarifying and value-engineering proposal pricing for individual Trades, Add Alternates, Allowances, Contingency amounts, and Profit & Overhead prior to the selected Builder contracting with INHP.

Submission Due Date

Friday, April 5, 2019 by 3:00pm.

Late submissions may not be accepted.

Paper submissions may be hand-delivered, or mailed to:

Will Marts
Indianapolis Neighborhood Housing Partnership
3550 N. Washington Boulevard
Indianapolis, IN 46205

Electronic submissions may be emailed to Will Marts:

wmarts@inhp.org

INHP reserves the right to engage in discussions or negotiations with none, any, or all proposals as part of the selection process.

Based on the suitability of responses received by the submission due date, INHP reserves the right, at its sole discretion, to accept or reject any or all submissions and reissue this RFP at a future date. By submitting a proposal the Builder agrees the proposal and price(s) contained herein shall be valid for ninety (90) days from the proposal due date, or until INHP and contractor have signed a contract, whichever comes first.