



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

New Construction Single-Family Homes (2022)

18 South Euclid, (Parcel #1082450)
305 North Beville, (Parcel #1014943)
314 North Dearborn, (Parcel #1008892)
638 Parker Avenue, (Parcel #1028512)
1459 South Illinois Street, (Parcel #1027983)
3108 East Michigan, (Parcel #1019131)
3407 North Capitol, (Parcel #1100075)
1544 Palmer, (Parcel #1037923)
2617 East North Street (Parcel #1012007)
3743 North Capitol, (Parcel #1055545)
2623 East 18th Street, (Parcel #1071171)

New construction for homeownership, 1 or 2 stories, single-family, around 1,500 sf (3 bedroom, 2 or 2.5 bath) ~Narrow Urban Lots.

The Indianapolis Neighborhood Housing Partnership is or will soon be the owner of the subject properties and seeks to contract with a prospective bidder to fully complete the subject homes. The general contractor 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 established by HUD.

Due to the limited size of the lot(s), bidders should 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 bidder will be necessary to fully understand what floor plans will work on the subject lots. Plans should work to avoid variances, but if a variance is required, please indicate which variances would be necessary. INHP will pay for any necessary variances.

INHP will allow any one general contractor to respond to develop multiple properties. Builders are also encouraged to state their preference for properties that would be ideal for their proposed bid. INHP may choose to limit the number of builds based on builder's capacity.

Bidders may have 2 or more different models or floorplans, however, it is not required. Bidder should include a fixed cost bid for the pricing and time needed for completion of each home. INHP desires construction to start no later than June 1st, 2022.

Depending on the address of each particular property, your design package must attempt to follow the criteria set forth in the following pattern books for the corresponding addresses. Bidders, who submit plans that do not align with the pattern books, may not be considered for selection. Bidders are encouraged to communicate prior to submission of a bid for confirmation.

[Old Southside Housing Rehabilitation & Construction Pattern Book](#)

- 1459 S. Illinois

[Saint Clair Place – Housing Rehabilitation & Construction Pattern Book](#)

- 18 S. Euclid
- 305 N. Beville
- 314 N. Dearborn
- 3108 E. Michigan
- 638 N. Parker
- 2617 E. North
- 2623 E 18th

INHP reserves the right to utilize a third-party project manager for the property. The selected bidder(s) will be responsible for reporting to INHP's project manager for the project. INHP will own the contract with the builder and be responsible for any payments, subject to project manager approval for release of payment.

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)**. Bidders must check local zoning codes for compliance with submitted bids. *Please be aware, the City of Indianapolis has adopted a revised Zoning Ordinance.*

REQUIREMENTS FOR PLANS TO BE CONSIDERED FOR SUBMITTAL

- Minimum 3 bedrooms, no bedroom smaller than 9' x 10'
- Each bedroom must have a closet. No closet should 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, mirrors and least one bathroom must have a tub/shower combination
- Kitchen, family room, dining area and other first floor, common area should be hardwood, engineered hardwood or equivalent with tile in laundry room and HVAC rooms
- Kitchen countertops should be laminate
- Carpet should be used in all other rooms as well as stairs and upstairs hallways
- Covered front porch construction should 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**.
- Open floor plans should be utilized for the main living area.
- Siding should be smooth finish cement board, no wood grain texture.
- Existing concrete drives, curb cuts should be removed.
- Include all flat work, including concrete pad for AC
- **Visitability:** New single-family houses are required to meet visitability standards, Visitable houses have at least
 - One zero step entrance
 - Doors with at least 32" of clear passage

- Half bath located on the first floor
- Crawl space to code
- 6” Gutters
- Active Radon Mitigation System
- 220 outlet at the front of the garage for future EV charging
- Furnaces should be gas forced air when possible
- AC Should Be 16 SEER or better
- Serial numbers for all appliances, furnace, AC, and hot water heater will be recorded and cataloged
- 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.
- Provide stainless steel kitchen appliances, including a minimum 22 cubic foot side by side refrigerator, dishwasher, glass top range, and over-the-range microwave.

Instructions to Bidders

Please provide a detailed Scope of Work that includes line-item bids, with subtotals by trade. The pricing should detail labor and materials to complete the work outlined for each trade. All bidders shall use the [INHP Cost Sheet Form 102](#) when submitting their bid. Bidders shall submit a cost for every INHP determined work category. The INHP Cost Sheet form 102 can be provided on request or is available via link [here](#). INHP reserves the right to negotiate distribution of dollars in the schedule. Please express all bid pricing in whole dollars only, no cents.

Additional Bidder Responsibilities

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

- XBE (minority-, woman-, and veteran-owned business) participation and reporting. Bidders are 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. A list of City certified XBE contractors can be found at <http://www.indy.gov/OMWBD>. Selected bidders will be responsible for reporting and providing proof of certification for their own business and subcontractors. See attachment A for reporting document
- All bidders must submit a copy of their City of Indianapolis contractor’s license and Certificate of Insurance with their bid
- Construction drawings, site plans, plot plans, drainage review, and other materials as required to secure all necessary building permits. INHP will ensure that properties are properly zoned for residential development
- 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 are the responsibility of the contractor
- Contractors will be responsible for security and monitoring of INHP-installed alarm system until a Completion of Work is received by INHP
- Contractor responsible for having an electrical meter lock installed by IPL
- Temporary toilet facilities on each construction site
- Worksite and material security

- Inspections, including standard City inspections conducted by the Department of Business and Neighborhood Services, inspections conducted by the Department of Metropolitan Development's Construction Compliance Monitor, and inspections conducted by INHP.
- Contractor to provide a 2-year warranty on all finishes and a 10-year structural warranty starting when the home is occupied by the first owner, and bidder will be required to provide proof of ability to obtain warranty upon request
- New homes are to be built to the current Energy Star Requirements, with the Advanced Lighting Package included with this requirement
- All receipts, invoices and other proof of payment must be retained and presented upon request from INHP
- INHP will approve all color selections for the homes, including paint, carpet, LVP, tile, cabinets, cabinet tops, bathroom fixtures, lighting fixtures, and doorknobs
- Final grading to be provided with sod in the front yard, and seed and straw in the side yards and back yard.

Add Alternates

You are encouraged to submit bid pricing for alternate approaches, designs, or materials that you believe will add value to the project. Add alternate items should be clearly noted on your completed bid. Please indicate whether bid prices for add alternates include labor, materials, or both. A list of alternates is provided below:

- Landscaping to include a shade tree from a list on record with the City of Indianapolis with placement approved by INHP
- Deduct alternate for vinyl siding instead of cement board siding
- Add alternate for two car garage for building sites with alley access
- Add alternate for two car concrete pad for building sites with alley access

Change Orders

Your bid should 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 City 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.

Profit & Overhead

Please include a reasonable Profit & Overhead line item as a percentage of your Total Cost.

Cost per Address

Bidders should identify the total cost per each address in the bid packet. Even if the cost is the same per multiple addresses, it is still encouraged to separate out the total cost per address. Bidders can use the same Cost Sheet for multiple addresses though. If you have questions relating to this, bidders may reach out to INHP staff for clarification.

Bidder Cover Sheet

Please sign the bottom of your completed bid and complete a bidder cover sheet.

Evaluation & Selection Criteria

Proposals will be reviewed by stakeholders and the INHP Project Team. Reviewers may include INHP staff, INHP Development Consultants, INHP Marketing Consultants and/or members of INHP's Construction Project Manager. 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, XBE participation goals, and overall cost. INHP will select the **lowest and most responsive** bid proposal(s).

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

Submission Due Date

March 25th, 2022, by 5:00pm

Late submissions will not be accepted.

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

Jeff Howe

Indianapolis Neighborhood Housing Partnership

3550 N. Washington Boulevard

Indianapolis, IN 46205

Electronic submissions may be emailed to Jeff Howe:

jhowe@inhp.org

INHP reserves the right to engage in discussions or negotiations with none, any, or all bidders 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 bid, the Bidder agrees the bid proposal and price(s) contained herein shall be valid for ninety (90) days from the bid due date, or until INHP and contractor have signed a contract, whichever comes first.

Attachment A XBE Reporting for HUD

Minority Business Enterprises and Women Business Enterprises – Indicate the number and dollar value of contracts paid with HOME for HOME projects completed during the reporting period						
	Total	Minority Business Enterprises Certified by the City of Indianapolis or the State of Indiana*				White Non-Hispanic Owned <u>OR</u> Non-Certified Business
		Alaskan Native or American Indian	Asian or Pacific Islander	Black Non-Hispanic	Hispanic	
Contracts						
Dollar Amount						
Number of Contracts						
Contractor Name(s)						
Sub-Contracts						
Number of Contracts						
Dollar Amount						
Contractor Name(s)						

	Total	Women Business Enterprises Certified by the City of Indianapolis or State of Indiana*	Male <u>OR</u> Non-Certified Businesses
Contracts			
Dollar Amount			
Number of Contract			
Contractor Name(s)			
Sub-Contracts			
Number of Contracts			
Dollar Amount			
Contractor Name(s)			