



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

New Construction Single-Family Home (2023)

62 East Caven Street, (Parcel #1073556)

New construction for homeownership, 2-story, 3 bedroom, 2-1/2 bath home as designed by Meticulous Design and Architecture

The Indianapolis Neighborhood Housing Partnership is the owner of the subject property and seeks to contract with a prospective bidder to fully complete the subject home. 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 described by HUD.

BIDDERS WILL BE EXPECTED TO FOLLOW ALL INSTRUCTIONS IN THIS RFP AS WELL AS BUILDING THE HOME PER THE ATTACHED PRINTS AS DRAWN BY METICULOUS DESIGN AND ARCHITECTS

INHP desires construction to start no later than June 1, 2023.

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

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

Boundary Survey with rebar pins has been completed by True North Surveyors.

A sewer main is located under the west alley, and a sewer lateral is located on the northwest side of the property. Because there was formerly a house on the property, there should be no sewer tap fee involved. The sewer line price should include the \$209.00 permit, running the sewer line from the house to the lateral, and hooking into the lateral. All bidders should include an add alternate price to hook up the sewer directly to the sewer main in case the lateral cannot be used.

A water main is located under Caven Street. The existing water line has been “retired” by CEG, therefore a new water line with a new meter pit will need to be installed and tapped directly into the existing water main under Caven Street. Because there was previously water service to the property CEG will not charge a tap fee for the new water line.

A gas main is located under Caven Street.

- 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.
- 1st floor ceilings must be a minimum of nine (9) feet in height.
- Siding should be smooth finish cement board, no wood grain texture.
- Existing concrete drives, curb cuts should be removed.
- Include all concrete flat work, including concrete pad for AC.
- Security cage with locks should be installed with AC.
- Mini blinds should be installed on all windows.
- **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 System
- Furnace should be gas if it is available in the street.
- AC Should Be 14 SEER or better.
- Serial numbers for all appliances, furnace, AC, and hot water heater will be recorded and cataloged.
- Homes are to be built with Energy Star windows, appliances, water heater and HVAC system.
- Provide stainless steel kitchen appliances, including a minimum 22 cubic foot side by side refrigerator, dishwasher, glass top range, and over-the-range microwave.
- Builders and Sub Contractors must hold their pricing for the duration of the build unless unforeseen national or international economic events drastically effect pricing.
- 10% of the Builders Profit will be withheld until buyers’ inspection list is complete.

Instructions to Bidders

Please provide bid pricing to complete all work in a detailed Scope of Work. The pricing should detail labor and materials to complete the work outlined for each trade. All bidders shall use the INHP Bid Sheet Form 100 when submitting their bid. Bidders shall Submit a Cost for every INHP determined work category. If the Miscellaneous category is used, please provide an explanation of what it is being used for in your cover letter. The INHP Bid Sheet Form 100 can be provided on request. 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 provide a list of the following sub-contractors they plan to use, their contact information, and how many years they have been used by the bidder, and if they are an MBE:
 - Excavator
 - Concrete Flat Work Sub-Contractor
 - Water and Sewer Sub-Contractor
 - Framers
 - HVAC Sub-Contractor
 - Plumber
 - Electrician
 - Roofer
 - Drywaller
 - Painter
 - Flooring Installer

INHP understands that circumstances may dictate using alternate sub-contractors, but please inform INHP if changes need to be made.

- 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.
- Contractors will be responsible for security and monitoring of INHP installed alarm system until a Completion of Work is received by INHP.
- Contractors will be responsible for silt fencing as required and enforced by the City.
- Contractor responsible for having an electrical meter lock installed by IPL.
- 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
- 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.
- Contractor will be required to do a 'walk through' with the new buyer after closing, explaining mechanical systems and care instructions, and answering any questions from

the buyer. At the 'walk through', the contractor will also present the buyer with warranty documents, emergency contact information, and non-emergency contact information of the contractor.

- 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 seed and straw mat in the front, side, and back yards.
- Front porch set back must match the set back at 66 Caven per City Architect. Selected Contractor to make sure all required zoning setbacks are met.

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.

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 Estimate.

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:

5 p.m. April 24, 2023

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.

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						
Contract or 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)			