



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

New Construction Single-Family Home (2023)

3904 N Audubon St. (Parcel #4001223)

New construction for homeownership, single story, 3 bedroom, 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 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 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 Oct. 9, 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 bedrooms and two bathrooms

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.

A Boundary Survey with rebar pins has been completed by True North Surveyors. True North Surveyors has committed to provide the winning Contractor a site plan for permitting and a house stake out for \$600.00. The winning Contractor is not obligated to use True North Surveyors for a site plan and stake out but the Bid Sheet should only reflect \$600.00 for the site plan and stake out.

For the purposes of this RFP, rough plumbing shall be defined as all plumbing done within the footprint of the home prior to mechanical inspections. Sewer and water shall be defined as all sewer and water lines from where they exit the house to where they connect to the existing laterals or a new connection at the mains.

A sewer main is located under the west side of Audubon Road, and a sewer lateral is located near the center of the property. 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. INHP will need copies of any and all invoices from Citizens Energy Group related to the installation of the water, sewer and gas to the house.

A water main is located under Audubon Street.

A gas main is located under Audubon 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 any 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.
- Contractors and Sub Contractors must hold their pricing for the duration of the build unless unforeseen national or international economic events drastically effect pricing.
- Contractor is responsible for any grass and/or weed cutting during construction.
- Contractor will install a crushed stone driveway with a parking pad per the site plan
- 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 The City of Indianapolis' CDBG 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
 - Frammer
 - HVAC Sub-Contractor
 - Plumber
 - Electrician
 - Roofer
 - Drywaller
 - Painter
 - Flooring Installer

INHP understands that circumstances may dictate using alternate subcontractors, 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.
- Contractor shall be responsible for any grass and/or weed cutting until the property is turned over to INHP
- Contractors will be responsible for security and monitoring of INHP installed alarm system until a Completion of Work is received by INHP. Although INHP will pay for the alarm installation and monthly monitoring, Contractor will be responsible for scheduling the alarm installation with Circle City Alarm after the house has permanent power. Contractor will be responsible for all emergency alarm calls until completion of work is received by INHP. Contact INHP's Construction Project Manager for the preferred alarm code number.
- When the Contractor has completed the job, they will contact INHP's Construction Project Manager to schedule a walkthrough for completion approval. After INHP's approval, Contractor will send in the City Completion Card. The date the completion card is sent in will be considered the official date of completion.
- 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.
- 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:

- A shade tree from a list on record with the City of Indianapolis with placement approved by INHP.
- Asphalt driveway instead of compacted gravel driveway
- Sod instead of seed in the front yard to at least the front corner of the house

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 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

September 22, 2023, by 5 p.m.

Late submissions will not be accepted.

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

Jeff Howe

Indianapolis Neighborhood Housing Partnership

3550 N. Washington Blvd.

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						
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)			