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

**New Construction/Remodel Single-Family Home (2025)**

**326 North Addison, (Parcel #9016291)**

New construction of a single-family home for homeownership, 2 story, 4 bedroom, 3 bath home per the attached drawings.

Indianapolis Neighborhood Housing Partnership is the developer 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 building process. Once completed (or nearly finished), the home will be 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

Please note that this project is a demolition down to the framing of the house and requires a Lead Renovation RRP licensed with the EPA, with the demolition work completed using lead safe practices with proper documentation provided to INHP and/or The City upon request.

Inspection of the property available upon request to the INHP Construction Project Manager

INHP desires construction to start no later than June 1st, 2025.

**The intention of this project is to provide a quality home, for homeownership, at an affordable price. This should be viewed as a basic home, finished as four bedrooms and three bathrooms.**

The selected bidder(s) will be responsible for reporting to INHP’s Construction Project Manager. Westside Community Development Corporation will own the contract with the builder and be responsible for any payments, subject to Construction Project Managers approval for release of payment.

All payment requests should be emailed to Beverly Mukes-Gaither at [b.mukes-gaither@wcdcindy.ngo](mailto:b.mukes-gaither@wcdcindy.ngo) Mary Murff at [mmurff@wcdcindy.ngo](mailto:mmurff@wcdcindy.ngo) and jhowe@inhp.org.

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.

The existing sewer should be used if possible. All bidders should include an add alternate price to hook up the sewer directly to the sewer main in case the existing sewer line cannot be used.

The existing water line should be used if possible. All bidders should include an add alternate price to hook up the water directly to the water main in case the existing water line 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.

* Floor coverings shall be LVP or equivalent on the first floor with tile in all bathrooms and laundry room, and carpet on the stairs and second floor hallway and bedrooms
* Existing basement to be cleaned up with the walls painted white and used for mechanicals
* Kitchen countertops should be laminate.
* 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
  + Portable ramp by developer at the rear zero step entry
* Conditioned basement and crawl to code
* 6” Gutters
* Active Radon System with 20 mil vapor barrier in any crawl space area
* Furnace should be gas if it is available in the street and 92% efficient or better
* AC should be 14 SEER or better.
* 50-gallon gas hot water heater
* Delta or equivalent plumbing fixtures
* Wire base shelving in closets and pantry
* 4-1/4” wood baseboard
* 5 panel smooth finish interior doors
* Windows per print
* Door hardware Kwikset or better
* Attic to have one pull chain light
* Hose bib in front and back of house
* House numbers should be mounted on the front and back of the house.
* Wall mounted mailbox on front of house
* Serial numbers for all appliances, furnace, AC, and hot water heater will be recorded and cataloged.
* Homes are to be built with Energy Efficient windows, appliances, water heater and HVAC system.
* Provide stainless steel kitchen appliances, including a refrigerator, dishwasher, glass top range, and over-the-range microwave.
* Contractors and Subcontractors 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.
* 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 the corresponding expense 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, 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
  + Framer
  + 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.
* INHP will ensure that properties are properly zoned for residential development, contractor will secure all necessary building permits.
* 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. Although INHP will pay for the alarm installation and monthly monitoring, Contractor will be responsible for scheduling the alarm installation with Sync Technologies 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.
* The cost to run sewer line to the main if lateral cannot be used.
* A 24’x24’ concrete parking pad
* R-21 spray foam insulation in the exterior walls and box ends
* R-50 insulation in the attic
* 96% efficient gas furnace
* 16 SEER AC unit

**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, WCDC staff 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**

May 12th, 2025, by 5:00pm

**Late submissions will not be accepted.**

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

Jeff Howe

Indianapolis Neighborhood Housing Partnership

2960 N Meridian, Suite 300

Indianapolis, IN 46208

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 OR 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 OR Non-Certified Businesses** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Contracts** | | | |
|  |  |  |  |
| Dollar Amount |  |  |  |
| Number of Contract |  |  |  |
| Contractor Name(s) |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Sub-Contracts** | | | |
|  |  |  |  |
| Number of Contracts |  |  |  |
| Dollar Amount |  |  |  |
| Contractor Name(s) |  |  |  |