



2018 REQUEST FOR PROPOSALS FOR CONSTRUCTION OF SINGLE-FAMILY HOMES

Release Date: January 31, 2018

I. OVERVIEW

In 2018 Near North Community Development Corporation (“NNDC”) will continue its five-year housing revitalization initiative which began in 2017 for the *Maple Crossing Great Place* target area encompassing portions of the Crown Hill and Butler Tarkington neighborhoods. The core components of this planned \$8 million initiative will be the demolition of dozens of severely-blighted, vacant houses and the construction or rehabilitation of as many as forty (40) homes. The intent of this initiative is to create new homeownership opportunities for low-, moderate-, and middle-income households, and the provision of repair assistance and incentives for existing homeowners and rental housing investors in the area.

NNDC is using a competitive *Request for Proposals* (RFP) process to identify one or more builders (“Partner Builders”) for the **construction of six (6) new homes in 2018**. All six of the properties are vacant lots that are ready for redevelopment as new infill home sites. NNDC intends to begin construction of a minimum of three (3) model/spec homes prior to May 1st. Construction of the remaining (3) homes will continue throughout the summer, but the timeline may vary based on the pace of home sales, with all six homes completed no later than December 2018. Interested builders may submit proposals for the construction of one, multiple, or all six of the planned new homes for 2018. Builders that submit may propose to 1) do construction only; 2) build the homes and provide marketing and sales services to assist NNDC’s home sales efforts; or 3) build and market (and sell) their own model/spec home.

Proposals are due on or before 4:00 pm on March 2, 2018. All questions regarding this RFP should be directed to:

Kevin Senninger, Project Manager
Near North Development Corporation
1630 N. Meridian Street, Suite 1110
Indianapolis, IN 46202
(317) 746-9061
kevin@nearnorthdevelopment.org

II. PROPOSALS

Whether proposing the construction of one or multiple homes, only one proposal packet needs to be submitted by an interested builder. The required cover sheet will indicate how many homes are proposed for construction and on which of the planned project sites. **IMPORTANT:** All proposals must conform to the prescribed format and contain all required information and materials outlined below:

A. Cover Sheet

All proposals must include a completed and signed Proposal Cover Sheet (attached herewith).

B. Experience

1. Provide a written narrative (2 pages max.) describing your company, its history and ownership, and its single-family residential construction and/or development experience, particularly highlighting, as applicable, any such experience with grant-funded affordable housing, partnerships with community non-profits, and urban infill development.
2. Provide three (3) client references with contact information.
3. Provide a list of all single-family homes built/developed by your company from 2015 through 2017, including address, model name/number, size, construction price, completion date, and sales price/fair market value (if known). Optional: You may also attach up to twelve photos (3 sheets maximum) of homes constructed.

C. Capacity

1. Indicate your normal construction time for a single home, from permitting to Certificate of Occupancy, what your production capacity is (i.e. how many homes can you have under construction at one time), and how your normal build time would be impacted if you did have multiple homes underway simultaneously.
 - a. If proposing to build multiple homes, please indicate your ability to begin construction of a minimum of three (3) model/spec homes prior to May 1st.
2. Provide corporate financial statements, letters of credit and/or other evidence that demonstrates your company's financial strength and capacity to participate in this initiative, undertaking construction of the number of homes proposed.

D. Home Plans

Proposing builders must submit **between two (2) and six (6) sets** of home plans and specifications ("Plans") from which NNDC may choose, on a lot-by-lot basis, for construction of the planned new homes.

1. All homes must be/have:
 - 1½- or 2-stories (at least one 1½-story plan is required)
 - 1300-1800 square feet
 - 3 or 4 bedrooms
 - Minimum of two (2) full bathrooms including a min. of one (1) half bath located on the first floor
 - First floor interior doors to have a min. of 32" clear passage space to meet visitability requirements
 - Raised foundation and crawl space (slab on grade is not permitted)
 - Covered front porch
 - 2-car concrete parking pad at the rear of the lot, connected to the house by a concrete walkway
 - Front foundation landscaping bed
 - Building footprint suitable for a 40' building lot (& meets setback requirements)
2. The following are additional features that might be included as standard or as options in the Plans submitted:
 - REQUIRED ALTERNATIVE: Floor plan modification/option for at least one (1) zero-step entrance to meet visitability requirements. Builder to include this modification as a line-item cost in Proposal/Bid submitted.
 - 2-car detached garage with electricity and door opener

- High-efficiency furnaces and water heaters
 - Fixture, lighting, door, cabinetry and flooring upgrade(s)
 - Alternative roof line/orientation
 - Contemporary exterior design alternative
 - Full front porch
 - Rear wood deck
 - Privacy fencing
 - Landscaping upgrade
 - “Green” or sustainable package that exceeds standard Building Code
3. The home Plans submitted must be distinctly different. Plans differentiated only by a varied roofline, porch size, window style, or interior finish levels for instance, will not be considered to have met this requirement. [Offering these and other things as options or alternatives to the various standard Plans is encouraged however].
 4. The home Plans submitted should take into account, and be compatible with, the physical and design context of the existing neighborhood housing stock.
 5. Included for each Plan submitted must be a floorplan, with dimensions, elevation drawings of all four sides, a list of standard features, and construction specifications.
 - a. Only one set of garage plans needs to be provided if offered as a standard feature or an option for *all* the home Plans submitted.
 - b. Only one set of construction specifications needs to be submitted if they are the standard specifications for *all* homes to be built.
 - c. REQUIRED ALTERNATIVE: Floor plan modification/option for at least one (1) zero-step entrance to meet visitability requirements. Builder to include this modification as a line-item cost in Proposal/Bid submitted.
 6. Home construction specifications shall be in conformance with the attached ***NNDC Construction Standards & Specifications***. All deviations in the construction specifications submitted from the NNDC Construction Standards & Specifications shall be itemized in a separate document and attached to the specifications submitted.

E. Pricing & Payment

Provide a separate pricing sheet for each of the Plans submitted that includes the following:

1. A firm, fixed-price cost for construction of the base/standard Plan as submitted, and a line item list of all options with option pricing.
2. An indication that the cost/pricing will remain in effect through the end of 2018.
3. A schedule of values for draws or progress payments during construction.
 - Indicate if any portion of the final draw/payment upon completion of model/spec homes would be deferred until either sale of the home by NNDC or for some set period of time, and whether such deferral would be made for all or only a set number of homes.

F. Marketing & Sales

1. Unless otherwise indicated in this portion of your proposal, all proposals submitted will be considered for new home construction services only. In this circumstance, Partner Builder(s)

would construct homes for NNDC, who would then be responsible for marketing and selling the homes to eligible homebuyers whose household income is ≤80% of the Area Median Income.

2. If your company is willing to provide services to assist NNDC in the marketing and sales of its new homes, or is willing to undertake construction and sale of one or more model/spec home(s) itself, indicate such in this section of your proposal and detail the services and activities that would be provided or carried out.
 - Such services and activities might include, but are not limited to: Manning a sales model, holding open houses, printing and distributing flyers, promoting homes for sale and build opportunities to an existing clientele or customer base, holding homebuyer workshops, providing pre-purchase counseling or home ownership education to prospective buyers, and arranging or directly providing mortgage financing for the purchase of a home.

NOTE: NNDC has secured federal grant funds to address the financial “gap” that will exist on these planned projects; the difference between the higher total cost to develop the new homes and the lower anticipated appraised/fair market value of the homes when completed and sold. In the case of a Partner Builder undertaking the construction and sale of a model/spec home itself, NNDC would provide the subsidy funds for that specific property to the Partner Builder.

G. Section 3 Compliance

Explain how you will meet federal Section 3 requirements by seeking to provide job training, employment and contracting opportunities for low- or very-low income residents in connection with your involvement in this project.

H. Attachments

All proposals must contain the following as attachments:

- Copy of builder’s Marion County license;
- Proof of General Liability, Risk, and Workers Compensation insurance coverage;
- Proof of Bonding as required by City of Indianapolis Department of Metropolitan Development, Compliance Division.
- Brochure or other materials providing an overview of the new home warranty to be provided (required) to the homebuyer upon sale of the home by NNDC, and the name and contact information of the company providing the warranty, for verification purposes.

OPTIONAL: Proposing builders may also attach evidence of MBE/WBE/VBE status, as applicable, and any professional certifications or training you wish to have considered as part of NNDC’s selection process.

III. SUBMISSION, REVIEW & SELECTION

A. Submission

Proposals are due by **4:00p, March 2, 2018** and must include two (2) hard copies and one (1) electronic copy of the full proposal. All proposals should be submitted to:

Michael Osborne, President
Near North Development Corporation
1630 N. Meridian Street, Suite 1110
Indianapolis, Indiana 46202

B. Review

1. All accepted proposals will be thoroughly reviewed by NNDC, and will be considered on a variety of factors, including, but not limited to:
 - The architectural compatibility of the Plans submitted with the surrounding neighborhood housing stock;
 - The range of features, options, styles, sizes, and price points contained within the collective set of Plans submitted;
 - Any “green” or sustainable building features of the proposed homes;
 - The quality of the proposed homes to be built;
 - The pricing (cost to NNDC) and value of the proposed homes;
 - Any deferral of final payment on model/spec homes;
 - The experience and track record of the builder, overall and specifically in the development of affordable single-family housing in traditional urban neighborhoods;
 - The builder’s financial strength and resources;
 - The builder’s production and financial capacity to undertake construction of multiple homes at one time;
 - Marketing and sales services provided to assist NNDC;
 - Builder’s willingness to undertake construction and sale of a model/spec home itself;
 - Commitment and past successes in Section 3 compliance; and
 - Professional certifications (as applicable).

2. Proposing builders may be contacted by NNDC for additional information, may be invited to meet with NNDC representatives, and may be asked to revise plans or other materials submitted as part of NNDC’s review and selection process.

C. Selection

1. Final selection of one or more Partner Builders for 2018 is anticipated on or about March 23, 2018.
2. NNDC intends to contract with the selected Partner Builder(s) for immediate construction of three (3) or more model/spec homes prior to May 1st.
3. NNDC will then contract with selected Partner Builder(s), on a lot-by-lot basis, for construction of the remaining (3) homes, with all six homes completed no later than December 2018.

IMPORTANT: Late or incomplete submissions and submissions by facsimile or in electronic form only, will not be accepted. NNDC reserves the right to engage in discussions or negotiations with none, multiple, or all proposing builders as part of the review and selection process. NNDC may also select or reject any or all proposals, and if deemed necessary, engage in subsequent builder proposal rounds with fewer than all submitted proposals considered.