

# NATIONAL HOUSING TRUST- ENTERPRISE PRESERVATION CORPORATION

Substantial Rehabilitation of Copeland Manor Cooperative  
Multifamily Property in Southeast Washington, DC

## IMPORTANT DATES

**Publish RFP:** *March 11, 2011*

**Pre-Bid Meeting:** *March 18, 2011*

**Responses Due:** *April 11, 2011*

**Responses Opened:** *April 12, 2011*

**Award of Contract:** *April 18, 2011*

**Project Start Date:** *Upon Contract Award*

## NSP2 Request for Proposals: General Contractors



### CONTACT INFORMATION:

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# NSP2 REQUEST FOR PROPOSALS: GENERAL CONTRACTORS

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**PUBLIC NOTICE IS HEREBY GIVEN** that the National Housing Trust-Enterprise Preservation Corporation (NHT/Enterprise) invites eligible District of Columbia licensed General Contractors with experience in substantial multifamily rehabilitation projects to bid on the Copeland Manor Cooperative project located at 4710, 4730-4740, 4750-4760 C Street SE, Washington, DC 20019. This project and its associated funding is part of the Housing and Economic Recovery Act of 2008 (HERA), US Department of Housing & Urban Development's (HUD) Neighborhood Stabilization Program 2 (NSP2).

**Request for Qualifications:**

NHT/Enterprise is seeking qualifications from General Contractors for the rehabilitation of 60 units of multifamily residential housing in Southeast Washington, DC. Contractors are responsible for working closely with the staff of NHT/Enterprise and PGN Architects through the duration of the construction contract.

This RFP is being mailed, emailed, and publically published. The RFP and accompanying exhibits can also be downloaded from NHT/Enterprise's website ([http://www.nhtinc.org/nhtcdf\\_nsp2.php](http://www.nhtinc.org/nhtcdf_nsp2.php)). The site plan and drawings can be downloaded at:

<ftp://pgnarchitects.com>  
Login: pgnftp080002bid  
Pass: PGNftp21

**Questions & Answers:**

NHT/Enterprise will not respond to individual questions. We ask that eligible bidders not contact NHT/Enterprise staff regarding this RFP and/or other related projects. We invite all eligible bidders to attend the pre-bid meeting held at the project site (4710 C Street SE, Washington, DC 20019) on Friday, March 18, 2011 from 2:30pm-4:00pm. All questions and answers will be addressed during this meeting and will be posted to NHT/Enterprise's website ([http://www.nhtinc.org/nhtcdf\\_nsp2.php](http://www.nhtinc.org/nhtcdf_nsp2.php)).

**Qualification Due Date:**

Qualifications are due to NHT/Enterprise by 5:00pm on Monday, April 4, 2011. NHT/Enterprise will not accept any bids received after this date and time. Please send (1) original and (1) copy of qualifications to:

Kara Frank  
Multifamily Housing Developer  
NHT-Enterprise Preservation Corporation  
1101 30<sup>th</sup> Street, NW Suite 400  
Washington, DC 20007

Eligible bids are to be submitted in sealed envelopes that are clearly marked on the exterior **"NSP2 RFP PACKAGE- GENERAL CONTRACTOR. DO NOT OPEN WITH REGULAR MAIL."**

Fax or electronic qualifications will not be accepted.

## **Organizational Summary**

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NHT/Enterprise was jointly founded in 1999 by the National Housing Trust and the Enterprise Foundation (presently know as Enterprise Community Partners, Inc.). NHT/Enterprise is a national 501(c)(3) nonprofit whose mission is to preserve and improve affordable multifamily homes with a special emphasis on federally assisted and/or insured multifamily homes. NHT/Enterprise is the only housing non-profit that specializes in public policy, lending and real estate development.

NHT/Enterprise works to preserve and improve affordable housing for low-income persons and families. The residents of these properties typically earn 50% or below of the area median income (AMI) and often receive a federal subsidy such as Section 8. Through the direct acquisition of multifamily housing developments, maintaining long-term rent affordability, implementation of green building technology, and the creation or the enhancement of on-site resident service programs, NHT/Enterprise has improved the quality of life for thousands of low-income residents in over 5,500 units across 7 states including the District of Columbia.

## **Program Background**

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In 2008 as part of the Obama Administration's Recovery Act, the Department of Housing and Urban Development (HUD) created the Neighborhood Stabilization Program 2 (NSP2) to stimulate economic development in hard-hit communities and create jobs by competitively awarding \$2 billion in Recovery Act funding to states, local governments and non-profit housing developers. NHT/Enterprise joined an experienced consortium led by the National Housing Trust Community Development Fund (NHTCDF) and including the Telesis Corporation and submitted an application to carry out the NSP2 activities of acquiring and rehabilitating foreclosed or abandoned residential properties in the Marshall Heights neighborhood of SE Washington, DC. The acquisition and renovation of Copeland Manor's 61 units will serve households below 80% of AMI and will further affordability by exceeding the NSP2 requirement that 25% of rehabbed units be targeted to households at or below 50% AMI. With this investment, Marshall Heights can achieve stabilization in its multifamily housing stock, which will attract and leverage additional private investment.

## **Construction Timeframe & Contract**

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NHT/Enterprise estimates the construction timeframe to be 12 months. Contract will be the ***Standard Form of Agreement Between the Owner and Contractor where the Basis of Payment is the Cost of the Work plus a Fee with a Guaranteed Maximum Price.***

## **Right to Amend**

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NHT/Enterprise reserves the right to amend and/or supplement this RFP and/or construction documents as needed to comply with any local or federal funding requirements. NHT/Enterprise will give equal information to all bidding participants in a timely manner. All addenda will become part of the full and final RFP.

## **Incurring Costs**

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NHT/Enterprise or any of its affiliated parties is not liable for any pre-contractual costs (preparing the RFP response, submission of RFP, negotiations pertaining to the contract award, or any other expenses incurred prior to the award date). Qualifications will not include stated expenses within its RFP response.

## **Rejection of Proposals**

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NHT/Enterprise or any of its affiliated parties reserve the right to reject, postpone, or cancel any and/or all proposal packages received in response to this RFP. Such notice will be provided in writing to all firms that submitted a proposal.

## **Threshold Qualifications**

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Qualifications will be accepted from local and national general contractors who are licensed in the District of Columbia who meet the following threshold criteria:

- Have industry expertise, knowledge, and familiarity with the use of federal government funded programs and can provide sufficient proof of such experience;
- Possess a comprehensive list of past projects, clients, and contract amounts;
- Have expertise in multifamily residential rehabilitation that are comparable in scope and cost;
- Demonstrate Ability to deliver the required services within the timeframe as defined in the RFP;
- Able to comply with the NSP2 requirement that all labor and materials be under warranty for a minimum of (1) year;
- Currently has and will retain a valid contractor and business license issued by the District of Columbia;
- Demonstrate ability to comply with all federal regulations including Equal Employment Opportunity, Section 3, and Affirmative Action Requirements;
- Demonstrate ability to comply with HUD's Lead Based Paint requirements for homes built prior to 1978; and
- All rehabilitation will be performed by a licensed general contract and/or subcontractor.

## **Proposal Requirements**

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All proposals shall be organized in the following format and must contain all of the requested information. Incomplete and/or unorganized response packages will not be considered. Packages should be submitted in 8 ½" x 11" size with the (1) original package bound and (1) copy fastened.

### **1. Contact Information (0 points): Appendix A**

Name, address, and telephone number for the individual or firm. If submitting as a firm, please include the name and title of each principal authorized to negotiate, sign for, and make binding commitment for the firm.

### **2. Summary of Qualifications (5 points): Appendix B**

- Resumes of all principals and applicable personnel
- Number of years the firm has been in existence
- LSDBE owned business
- Section 3 business
- Licenses and certifications for each principal and applicable personnel

### **3. Project Approach (10 points):**

- Mission/Business statement
- Quality control measures
- Dispute resolution measures and process
- Measures in maintaining schedules and meeting deadlines

- Measures to mitigate change orders
- Value engineering and cost savings measures
- Philosophy on working within a team
- Participation with Local, Small and Disadvantaged Business Enterprises (LSDBE)
- Participation to meet Section 3 requirements

**4. Relevant Project Experience within Past 5 Years (30 points):**

- General project experience for substantial multifamily rehabilitation projects. Please include: **Appendix C**
  - a) Project location
  - b) Number of units
  - c) Building use & structure type
  - d) Total project costs
  - e) Sources of funding
  - f) Accuracy of cost estimating
  - g) Tenants in-place rehab vs. tenants relocated off-site rehab
  - h) Meeting Enterprise Green Community Standards
- Provide before and after photos for (3) examples of multifamily rehabilitation projects.
- List any awards or special recognitions your firm received for any of your relevant project experiences.

**5. Capacity of Firm (10 points):**

- Please provide a narrative that describes the volume of work your firm is accustomed to managing at one time. Please include in the narrative: **Appendix D**
  - a) A list of projects that have been started and/or completed within the last 12 months
  - b) The average construction period for a substantial rehabilitation of a multifamily residential property
  - c) Accuracy of completing projects ahead of schedule, on-time, or behind schedule
- Please provide current financial statements, letter of credit, or other proof of financial capacity.

**6. Work Plan (15 points): Appendix E**

- Please provide a narrative confirming your firm's understanding of NHT/Enterprise's objectives and requirements under the NSP2 program.
- Please outline your firm's plan for accomplishing the specific work and include a construction, phasing, and logistics schedule based on the approved scope of work.
- Please review, comment, and approve the provided Contract Boiler Plate.

**7. Fees (25 points): Appendix F**

Attach a fee schedule for all of the activities needed to successfully complete the substantial rehabilitation of Copeland Manor. Please complete the detailed cost estimate and include general conditions, contingency fees, and profit & overhead fees.

**8. References (5 points): Appendix G**

Please submit a list of three references that include the following information:

- Organization's name
- Contact person's name
- Contact person's address, phone number, and email
- Relevant project associated with reference

**9. Insurance (0 points):**

The selected firm will be required to provide proof of liability insurance (1) week prior to the award date and must maintain insurance for the duration of the project. This includes:

- General liability
- Workmen's compensation
- Professional liability
- Business automobile liability insurance

**OTHER PROVISIONS**

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All Federal regulations applying to the Community Development Block Grant (CDBG), HOME, Neighborhood Stabilization Programs (NSP) and other federal funding sources must be adhered to, except where specifically amended by the NSP2 program. The following are additional requirements for the NSP2 housing program:

- Davis Bacon Act. Federal prevailing wages for housing projects with 8 or more units
- Federal funds require all projects to undergo an environmental review pursuant to 24 CFR 570.604 and the National Environmental Policy Act of 1969 (NEPA) and regulations promulgated thereto in 24 CFR Part 58.
- Lead-Based Paint Hazard Reduction. Properties must comply with federal standards (24 CFR Part 35) for testing and hazard reduction of lead-based paint. A lead-based paint hazard reduction plan will be required from any company or agency administering NSP funds for rehabilitation services.
- Section 3 Compliance. NSP funded projects must comply with Section 3 of the Housing and Urban Development Act of 1968 [24 CFR Part 135.38], ensuring "to the greatest extent feasible" that 30 percent of new hires are Section 3 residents, and that 10 percent of covered construction contracts and 3 percent of covered non construction contracts go to Section 3 business concerns. Failure to comply with Section 3 may result in sanctions that limit a recipient's future ability to participate in HUD programs.
- A project using NSP funds must also meet the objectives of the Housing and Community Development Act of 1974 which includes financial accountability, local citizen participation and information, recipient selection of activities within broad federal policy parameters, and income targeting of beneficiaries.
- Fair Housing. All projects are required to affirmatively further equal opportunity and fair housing objectives.

- Section 504. Accessibility to persons with a disability to the extent practical, rehabilitation projects must comply with Section 504.
- All other applicable federal requirements.

**Valuation and Selection**

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An Evaluation Panel made up of staff from NHT/Enterprise and PGN Architects will be solely responsible for reviewing, analyzing, and scoring the received RFP response packages. This RFP is competitive, and priority will be given to responses that demonstrate exceptional partnerships, economies of scale, and costs analyses. The Evaluation Panel will use both numerical and narrative scoring techniques against each of the proposal requirements outlined below. Scoring is based on a 100-point scale.

Please note that priority consideration will be given based on evaluation scores. Priorities will only be considered for bids received within 25% of the lowest bid and whose RFP score is higher than the lower bidder's.

**SCHEDULE OF EVENTS**

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Publish RFP:	March 11, 2011
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Responses Opened:	April 12, 2011
Award of Contract:	April 18, 2011
Execute GC Contract:	May 1, 2011
Project Start Date:	Upon Contract Award