

**Restored Homes HDFC  
SMALL HOMES REHAB - NYCHA PROGRAM**

REHABILITATION AND SALES OF VACANT HOMES  
FOR AFFORDABLE HOMEOWNERSHIP

REQUEST FOR QUALIFICATIONS  
Architect and Architectural Services

ISSUE DATE: February 8, 2017  
RFQ RESPONSE DUE DATE: Rolling Review

Questions should be submitted to [info@neighborhoodrestore.org](mailto:info@neighborhoodrestore.org).

APPLICATION FEE: \$50 (Certified Check or Money Order made out to: Restored Homes HDFC)



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## REQUEST FOR QUALIFICATIONS

This Request for Qualifications (RFQ) is being issued by Restored Homes Housing Development Fund Corporation (Restored Homes) and its subsidiary, Restoring Urban Neighborhoods LLC (RUN, LLC) to determine the eligibility of experienced Architects to participate in the rehabilitation of vacant single family homes that Restored Homes will purchase from the New York City Housing Authority (NYCHA) and New York City Department of Housing Preservation & Development (HPD). When NYCHA and HPD transfer ownership of these homes to Restored Homes, qualified Architects will be selected from among the list of Applicants who qualify through this RFQ. **It is important to note that not all Applicants deemed qualified will be selected to participate in the Program.**

### **I. INTRODUCTION**

#### **Description**

This RFQ specifically addresses vacant single-family homes made available by NYCHA & HPD. Through the Small Homes Rehab - NYCHA Program, Restored Homes will purchase, rehabilitate and resell vacant single-family homes.

#### **Restored Homes, HDFC**

Restored Homes and RUN, LLC are non-profit organizations created at the behest of HPD, with support from Local Initiatives Support Corporation (LISC) and Enterprise Community Partners, Inc. (Enterprise), which specialize in the rehabilitation of vacant and foreclosed 1 to 4 family homes in neighborhoods in need of stabilization throughout New York City. Since 2005, Restored Homes and RUN, LLC have administered two homeownership programs for HPD: the HUD Asset Control Area Program and the REO Program. Through these programs, Restored Homes has acquired, renovated and sold 161 homes. Consequently, Restored Homes has developed a strong presence in Southeastern Queens.

#### **NYCHA Program**

Restored Homes is a citywide organization experienced and successful in transforming scattered-site, physically and financially distressed homes into neighborhood assets. Restored Homes plans to acquire approximately 42 vacant single-family homes, currently owned by NYCHA & HPD, over a period of 12 months starting in mid-2016. This RFQ is for the second phase of the program which will involve 22 homes. Restored Homes will oversee the full rehabilitation, including green energy-efficient upgrades, and market the homes at affordable prices to low- and moderate- income families with participation from a qualified team of contractors, architects, green building consultants, community partners, and local brokers to assist its staff. The proposed vacant homes are in close proximity to a portfolio of homes previously developed by Restored Homes.

These homes will allow for Restored Homes to create affordable homeownership opportunities for low- and moderate-income families and to continue its neighborhood stabilization efforts, capitalizing on Restored Homes' existing network of housing rehabilitation and HUD-certified homeowner counseling resources. Where possible, Restored Homes will work with local community-based organizations to assist with our outreach efforts in identifying low and moderate-income homebuyers, qualifying them for purchase of our homes, and providing the required homeownership counseling. Restored Homes will also seek to assist homebuyers in accessing down payment assistance and other grants to increase the affordability of the homes.

#### **Program Structure**

Restored Homes will purchase the homes from NYCHA and HPD and develop them as affordable homeownership. Restored Homes will set its home sales prices to be affordable to families whose incomes are between 80% - 120% Area Median Income (AMI) adjusted for family size. The homes will be marketed according to HPD's Marketing Guidelines. Restored Homes will periodically advertise the available homes in local, ethnic and citywide publications as well as on its' and HPD's website

This program will revitalize NYCHA & HPD's portfolio of vacant homes and return them to their highest and best use, as contributing assets in the community. Restored Homes' ongoing work in Queens has contributed to stabilizing the neighborhood block-by-block through the conversion of vacant, abandoned and foreclosed homes into owner-occupied homes.

Selected Architects will be offered pre-determined clusters and will therefore be required to accept all the homes offered to them by Restored Homes. The Architects' workload will be dependent upon the scopes of work for each home.

**A. Objective**

This portfolio of homes will allow for Restored Homes to create affordable homeownership opportunities for low and moderate-income families and continue its neighborhood stabilization efforts, capitalizing on Restored Homes' existing network of housing rehabilitation and HUD-certified homeowner counseling resources. Restored Homes is working with local community-based organizations to assist with its outreach efforts in identifying low- and moderate- income homebuyers, and qualifying them for purchase. Restored Homes will also seek to assist homebuyers in accessing down payment assistance and other grants to increase the affordability of the homes.

**B. Neighborhood Stabilization & Affordable Homeownership:**

This program will revitalize NYCHA & HPD's portfolio of vacant homes and return them to their highest and best use, addressing the blight these homes create in these communities. Restored Homes' ongoing work in Queens has contributed to stabilizing the neighborhood block-by-block through converting vacant, abandoned and foreclosed homes into owner-occupied homes.

**C. Program Participants**

After purchasing the homes, Restored Homes is responsible to undertake all predevelopment activities, oversee rehabilitation and sell the homes directly to low-to-moderate income families within a very strict timeframe. For assistance with the development, construction and sales processes, Restored Homes will partner with the entities described below:

- Community Partners (CP) are not-for-profit and for-profit community development housing organizations that are HUD-approved homeownership counseling and training organizations that will assist in identifying eligible low- and moderate-income homebuyers and provide them with access to pre-purchase training, homeownership counseling, access to mortgage products, and financial assistance including down payment assistance and post purchase training and support;
- Locally based architects, green building consultants, and general contractors who are pre-qualified and familiar with the program requirements will be directly responsible for planning and executing the rehabilitation plans;
- Lending institutions will fund the development activities and offer competitive permanent mortgage products to homebuyers;
- Government: HPD will provide subsidies and guarantees required to obtain private financing and to help keep the homes affordable. The State of New York's Affordable Housing Corporation will also provide subsidies aimed at maintaining affordability for the homebuyers.

**Locations**

The homes are all located in neighborhoods in the Borough of Queens, New York City. These are neighborhoods that are in need of economic and community development, and were disproportionately affected by the housing and economic crisis resulting in significant foreclosures and large numbers of vacant, abandoned and dilapidated homes which has had a downward spiraling effect on home prices, economic activity, and crime.

**Architects Role**

After purchasing the properties, Restored Homes will be responsible to undertake all predevelopment activities, oversee rehabilitation and sell the properties directly to low-to-moderate income families within a very strict timeframe. For assistance with the development and construction processes, Restored Homes will contract with selected Architects. These Architects will be directly responsible for planning and executing the rehabilitation plans in collaboration with a green building consultant and Restored Homes. The Architects' workload is dependent upon the scopes of work for each building.

## II. REQUEST FOR QUALIFICATION PROCESS

This RFQ has been issued to determine the eligibility of responding organizations (“Applicants”) to serve as Architects in the development of NYC properties within the required 12-month timetable. A pre-qualified list of architectural firms will be compiled from which Restored Homes will select Architects to work on the rehabilitation of a cluster of homes. **It is important to note that not all Applicants deemed qualified will be selected to participate in the Program.**

### A. Submission of Applications

On or before the submission deadline date, Applicants must submit their qualifications in accordance with the instructions and attachments contained in the RFQ. Submission of qualifications shall be deemed to be permission by Applicants for Restored Homes or HPD to make inquiries concerning the Applicants as deemed necessary.

### B. Review and Selection

Applicants must meet the threshold requirements outlined in the RFQ to be considered for participation in the Small Homes Rehab - NYCHA Program. Failure to meet these threshold requirements or to provide the complete information required in the RFQ will disqualify the Applicants from consideration in the Program.

Restored Homes will review the responses to the RFQ and identify eligible architectural firms. To be considered eligible, Applicants must be legally licensed architects under applicable laws in New York State and must meet the following qualifications:

- Demonstrated prior experience in designing housing in accordance with applicable codes, standards, rules and regulations
- A business that can demonstrate three or more years of proven experience
- Experience with the design and construction of moderate and gut rehabilitation of 1 to 4 family scatter site properties in New York City
- Demonstrated capacity to deal with these types of projects in an expedited fashion
- Familiarity with HPD rehabilitation guidelines and DOB requirements
- Demonstrated ability to work successfully with government and not-for-profit organizations
- Experience in green, energy-efficient building standards and practices particularly Enterprise Green Communities
- Demonstrated commitment to working with Minority and Woman Owned Businesses (MWBE)

Selection of Applicants under this RFQ means only that Restored Homes has determined that such Applicants meet the requirements set forth in this RFQ to participate in Small Homes Rehab - NYCHA Program and that Restored Homes may elect to execute a contract with such Applicants regarding the development of homes.

## III. PROGRAM GUIDELINES

### A. Execution of Contract for Services

To be considered eligible Architects, Applicants will be required to execute a contract with Restored Homes. The contract will outline the general terms among Architect and Restored Homes. The contract will include a generic Development Timeline outlining the Architects’ obligations for the redevelopment of designated properties. The contract will need to be amended when (1) scopes of work alter the extent of rehabilitation required, and (2) additional properties are assigned to the Architect. In both instances, updated Development Timelines will be added to the Agreement.

### B. Site Assignment

Restored Homes will be acquiring and developing homes from NYCHA and HPD in two clusters. Architects must agree to take homes in clusters that Restored Homes assigns regardless of the number assigned.

However, the extent of the rehabilitation is dependent upon the scope of work for each home. **Failure to do so will disqualify Architects from further consideration in the Program.**

**C. Rehabilitation Services**

The Architects are required to provide the following services:

- 1) Services will begin with an evaluation of existing conditions at each of the subject properties. The Architect will conduct a site visit to perform a visual inspection of the existing conditions of each home. The Architect will take all necessary pictures and measurements and conduct any due diligence needed to prepare a set of existing condition drawings sufficiently accurate for the subsequent development of design plans and a scope of work.
- 2) Upon consultation with Restored Homes, the Architect will prepare a detailed scope of work, job specifications, cost estimate and a time schedule for the completion of the predevelopment, construction and sign-off phases for each home, factoring in the stated timeframe required for the redevelopment and sale of these homes. Based upon comments and recommendations from Restored Homes and a Green Building Consultant (see below), the Architect will prepare the final design documents and modify the plans and scope of work as needed.
- 3) Please note that the design and construction phases of these jobs will involve the input of a Green Building Consultant identified and engaged by Restored Homes. In support of the Small Homes Rehab - NYCHA Program's green building goals (in accordance with Enterprise Green Communities Standards), the selected agency will perform a HERS rating analysis of each home based on an onsite inspection and verification of the existing thermal performance and relevant energy usage. The energy modeling completed by the Green Building Consultant will be incorporated by the architect into the design documents, job specifications and the scope of work for each of the subject properties. In addition, the Green Building Consultant will conduct at least two required site inspections (pre-wall closing and final) at each property that will be coordinated with the architect as needed.
- 4) Once the final design documents are reviewed by the aforementioned Green Building Consultant and approved by Restored Homes, the architect shall prepare – where necessary - a full set of all required architectural drawings of the proposed work to be filed with the NYC Department of Buildings (DOB). ***Please note that it is the obligation of the Architects to identify and contract with an engineering firm if any additional engineering services are required for DOB approval (excluding controlled/special inspections), and for sizing of boilers using an ACCA approved software.*** The Architect will file the drawings, plans and documents required by DOB ((Alteration 1 for new Certificate of Occupancy and gut rehabilitation, Alteration 2 for moderate rehabilitation, Alteration 3 for minor rehabilitation, Alteration 2 & 3 may be filed as a Directive 14, etc.) and address any DOB objections raised during the approval process. Once DOB approval is secured, the Architect shall prepare a scope of work package for identified contractors and shall assist the owner in securing a price for the project.
- 5) Once the actual construction of the subject home begins, the Architect will work with Restored Homes in overseeing the selection of materials and monitoring the progress of the rehabilitation to ensure that all work performed is of quality workmanship and that contractors are in compliance with both their contracts with Restored Homes and DOB requirements, and the approved plans. The Architect will conduct regularly scheduled job meetings at the site at a minimum of twice a month through which the architect will keep Restored Homes informed of the pace and quality of the work. Included in the bimonthly site visits is an onsite review and subsequent approval of any pending applications for payments from the respective contractors requesting funding from Restored Homes. The Architect shall keep minutes and/or prepare written reports related to architectural or construction issues for each of the site visits. The

Architect shall make as many site visits that are required to resolve conflicts and/or problems identified on site.

- 6) Finally, the Architect, working in conjunction with Restored Homes, contractors and the Green Building Consultant, will complete any and all of the site visits and documentation needed to secure DOB sign-offs for completion of the homes. *Please note that the architect is responsible to identify and engage any additional engineering services required to complete the sign-off and Green Communities certification.*
- 7) Throughout the predevelopment and construction process, the Architects will ensure compliance with the Restored Homes deadlines for delivery of detailed scopes of work, specifications, drawings, contract documents, inspections and DOB documentation. Some assignments will involve priority work and will require immediate attention. The full payment of task fees assumes that agreed upon timetables are satisfactorily met and work is completed to the satisfaction of Restored Homes.
- 8) The Architect will maintain adequate staff to implement, inspect, and monitor all aspects of their contract. Restored Homes reserves the right to request additional staff or to require the replacement of nonproductive staff members when deemed necessary. Architects may choose to retain non-employees or consultants to perform work pursuant to the contract; however, Restored Homes is not obligated to reimburse the architects for use of such consultants.
- 9) General Small Homes Rehab- NYCHA Program assumptions include the following;
  - a) Homes will not be redesigned (existing partition layouts will be maintained where possible)
  - b) Illegal additions or modifications will be removed
  - c) Contaminated materials will be abated, including lead and asbestos
  - d) Noise attenuation requirements will be addressed
  - e) All homes will be Enterprise Green Communities certified.

Based upon the existing condition of the properties, the extent of the work will be generally categorized in the following way:

Work Designation	General repair	Alteration 3	Alteration 2 – Bath / Kitchen (Directive 14)	Alteration 2 – Mod Rehab (Directive 14)	Alteration 1 – Gut Rehab (New CO)
Requirement to file permits or plans	No plans, filings or Permits	Minimal filings by the owner /contractor/architect	Filed by a professional (Architect or Engineer)		
<i>Outline of extent of the work (to be scoped as needed)</i>					
Exterior	Paint house	New Windows Building entrance	Same as Alt 3 Rebuild parapet Repoint	Same as Alt 2 bath/kitchen, some structural repair, new roof	Same as Alt 2 Gut Rehab Major Structural repair
Public Areas	Paint walls Ceilings.	New VCT or ceramic tile floor	Repair stairs	Repair or replace stairs	Replace Stairs
Apartments	Misc wall and ceiling repairs Paint entire.	Replace worn fixtures	Rebuild bathrooms and kitchens	Laminate walls and ceilings with sheetrock	Reframe floors and walls as needed.
Mechanical	Clean boiler Certify operation	Replace boiler or hot water heater if needed	Replace valves, fix leaks, replace boiler or hot water heater	Partial re pipe	Full re pipe
Electrical	Replace defective fixtures Add smoke / CO detectors	Add A/C and Microwave outlets. Replace fuse box with breakers	New Service	New branch wiring	Full re wire
Environmental	In accordance with Enterprise Green Communities Standards and in compliance with the New York City Energy Conservation Code as required by NYC DOB				

**D. NYCHA Development Timeline**

On average, the rehabilitation work required at most of these homes will take approximately a year, although many of these homes can be successfully rehabilitated in a shorter timeframe. Restored Homes requires that the Architects abide by and fulfill the timelines stipulated for each respective home in the Architect Contract. Restored Homes has devised a detailed Development Timeline that is in **Appendix I**. This timeline assumes that the Program’s properties will be rehabilitated and sold to eligible homebuyers within 12 months from the date Restored Homes take title to a property.

**E. Obligations of Architects**

The Development Timeline deadlines for the Architects are non-negotiable. In its contract with the Restored Homes, the Architects accept responsibility for meeting its deadlines in the Development Timeline and subsequent amendments and for complying with its enforcement provisions. Restored Homes and the Architects will establish these deadlines using the generic Development Timeline as a starting point and will adjust it to reflect the actual home conditions and required scope of work for the designated properties. *Unless specific circumstances demand otherwise, Restored Homes will sign*



*all of its contracts with the Architects specifying that the completion of each home take place within the 12-month deadline.*

Restored Homes will review the project status with on a weekly basis to determine if the Architects are on schedule. If the Architect misses one or more deadlines, Restored Homes' staff can invoke the enforcement provisions and terminate the Agreement and reassign the properties to another Architect.

**F. Marketing, Sales**

Restored Homes will retain ownership of the properties throughout the rehabilitation and will be the entity that executes the contracts of sales and deeds with the eligible homebuyers. If necessary, the Architect will provide services that assist in the marketing of the properties, such as design layouts, square footages, etc.

**G. Reporting Requirements**

As mentioned above, Architects will be required to provide information on the status of each home within Architects contract. These reports will include information about the status of repair reports and scopes of work, status of DOB approvals of filings, progress of rehabilitation work and projected completion dates. These reports will include (as needed) pictures of the progress of work, red flags for urgent issues requiring resolution and potential set backs or defects.

**IV. SELECTION CRITERIA**

**A. Threshold Criteria**

The application must include all required information and must be deemed complete by Restored Homes. Upon review, Restored Homes, at their discretion, may notify Applicants that additional information or clarification is necessary. Failure to meet any of the requirements listed below may result in the rejection of the application. Restored Homes will review the responses to the RFQ and identify eligible architectural firms.

1. To be considered eligible, Applicants must be legally licensed Architects under applicable laws in New York State and must meet the following qualifications:
  - Demonstrated prior experience in designing housing in accordance with applicable codes, standards, rules and regulations
  - A business that can demonstrate three or more years of proven experience
  - Experience with the design and construction of moderate and gut rehabilitation of 1 to 4 family scatter site properties in New York City
  - Demonstrated capacity to deal with these types of projects in an expedited fashion
  - Familiarity with HPD rehabilitation guidelines and DOB requirements
  - Demonstrated ability to work successfully with government and not-for-profit organizations
  - Experience in green, energy-efficient building standards and practices particularly Enterprise Green Communities
  - Demonstrated commitment to working with Minority and Woman Owned Businesses (MWBE)
2. The Applicants must have "comparable development experience," defined as the successful completion as Architects, of the moderate to substantial rehabilitation and/or new construction of scatter-site residential project containing at least 5 homes with at least 1 to 4 dwelling units in New York City in the last 5 years.
3. Applicants will be disqualified for adverse findings with respect to:
  - City and HUD mortgage foreclosure proceedings or arrears;
  - *In Rem* foreclosure or substantial tax arrears;
  - A record of substantial building code violations or litigation against properties owned by the Applicant or by any entity or individual that comprises the Applicant;
  - Tenant harassment conviction or pending case;

- Arson, fraud, bribery, or grand larceny conviction or pending case;
- Previous record of default on work done under government contract;
- Formal debarment or suspension from entering into contracts with any governmental agency or other notification or ineligibility for or prohibition against bidding or proposing on government contracts;
- Denial of a contract based on any obligation to, or unsatisfied judgment or lien held by, a governmental agency;
- Subject of any voluntary or involuntary bankruptcy proceeding;
- A negative history with Restored Homes or HPD, NYCHA, HCR, and/or HUD.

**B. Competitive Criteria**

For all Applicants that pass all minimum threshold criteria, the following competitive criteria will be considered:

- a. Quality and Extent of Previous Development Experience: Restored Homes will consider the following factors: (i) quality of construction in completed projects or those under way; (ii) number and size of projects previously completed.
- b. New York State Certified MWBE firms.
- c. Likelihood of Early Construction Start: Restored Homes will consider Applicant’s track record in delivering projects on time and within budget.
- d. Organizational Capability: The Applicant should demonstrate that it possesses sufficient capacity to undertake the project, including effective staffing, record keeping abilities and overall organization. This includes the experience, qualifications and stability of staff who would be involved in the project.
- e. Financial Capacity: This includes financial stability of the organization and the quality of its financial management.
- f. Housing Experience: This includes both the extent and quality of experience in providing architectural services for housing for low- and moderate-income households.
- g. Current Capacity: The Applicant’s current workload in relation to its staffing and other resources will be evaluated to determine whether it has the capacity to provide architectural services within the time frame required by this RFQ.

**V. SUBMISSION REQUIREMENTS**

One fastened original and one fastened copy of the Applicant’s qualifications, including all documentation requested, as described below, must be submitted by ALL APPLICANTS in response to this RFQ. Submission of an incomplete application may be grounds for disqualification of the Applicant.

All submissions must be organized in a three-ring binder. Each copy of the qualifications must be clearly labeled with tabs as indicated below. The tabs should run down the right-hand side of the submission. The original applications must be signed by an authorized representative of the Applicant. Also, each copy must be clearly labeled with the name of the Applicant on the cover.

**PLEASE NOTE THAT EACH COPY OF THE APPLICANT’S QUALIFICATIONS MUST CONTAIN THE FOLLOWING FORMS AND SUPPORTING DOCUMENTATION AS STATED BELOW.**

**A. Contents of Submission**

**TAB A - Applicant Questionnaire**

Complete the forms contained in Tab A.

If the Applicant is a joint venture or a newly formed business partnership, provide a separate Questionnaire for each entity that comprises the joint venture.

For Applicants that are newly formed business entities, the forms and documentation listed below should be completed or provided for the entity or entities providing the management and rehabilitation experience.

**TAB B - Residential Development Experience**

Architects must have three years of experience is providing architectural services for the development of housing in New York City. A completed Residential Development Experience form (Tab B) for each entity. List all projects that have been completed within the last 3 years or that are in construction, in pre-development or have otherwise been committed. The spreadsheet can be provided in an alternate format as long as it contains the information required in a clear and concise way.

**TAB C - Credit Authorization Form**

Completed and signed credit authorization form for each principal and Applicant.

**B. Submission Due Date**

All submissions become the property of Restored Homes HDFC. Submissions shall be delivered by or via a delivery service (FedEx/UPS/mail, etc.) to the address as follows:

Restored Homes HDFC  
150 Broadway, Suite 2101  
New York, NY 10038  
(212) 584-8981  
Attn: Erin Longbothum

**To be accepted, each application requires a non-refundable fee of \$50.00. This fee must be in the form of a certified check, cashier's check or money order payable to Restored Homes HDFC.**

Submissions will be promptly reviewed by Restored Homes. Interviews, site visits and/or additional information may be requested.

**VI. TERMS AND CONDITIONS**

This RFQ is subject to the specific conditions, terms and limitations stated below:

- A. The proposed project shall conform to, and be subject to, the provisions of the Zoning Resolution and all other applicable laws, rules, regulations and ordinances of all Federal, State, and City authorities having jurisdiction, as the same may be amended from time to time.
- B. Restored Homes is not obligated to pay nor shall in fact pay any costs or losses incurred by any applicant at any time including the cost of responding to the RFQ.
- C. Restored Homes reserves the right to reject at any time any or all proposals and/or to withdraw this RFQ in whole or in part, to negotiate with one or more applicants, and/or dispose of the sites on terms other than those set forth herein. Restored Homes likewise reserve the right, at any time, to waive compliance with, or change any of the terms and conditions of this RFQ, and to entertain modifications and additions to the selected proposals.
- D. Designation of an Applicant as an Architect for this Program will not create any rights on the Applicant's part, including without limitation, rights of enforcement, equity, or reimbursement, until the architectural contract is executed.

**VII. CONFLICTS OF INTEREST**

Current and former employees of the City of New York are advised that the City Charter, state and federal law impose certain restrictions on employment and business relationships with the City. HPD employees are subject to additional restrictions. Such individuals should consult the specific provisions and consult with their Agency. Restored Homes' staff is also subject to restrictions on employment and business relationships.

### Conflict of Interest Statements

Participating entities must disclose any written and/or side agreements or contracts with parties that may derive financial gain through the Program. Disclosure should identify the name of the business entity, and the individuals from the company who will be working with potential Program Participant, the terms of the relationship and how the party will be compensated. Failure to adequately disclose may result in a conflict-of-interest determination.

## Appendix I Development Timeline

Restored Homes' overall development timeline calls for the acquisition, rehabilitation, and re-sale of these NYCHA & HPD homes within 12 months of closing for each cluster. Restored Homes' model calls for the purchase of homes over two clusters with the rehabilitation and re-sale of the homes to occur within 12 months for each cluster. Upon acquisition of a home, Restored Homes would have already completed its pre-development activities and construction is expected to commence immediately. On average, Restored Homes will complete construction within 12 months of acquisition and re-sell the home within the same timeline. Given the differing types of rehabilitation needs, Restored Homes will establish individual timelines for each home that is commensurate with the extent of the rehabilitation.

### A. PRE-DEVELOPMENT PHASE (Month 1 through Month 3) (Selection of Architect & Green Building Consultant, Planning and Design Review, Scopes of Work, DOB Filings, Selection of General Contractors)

Restored Homes estimates that most, if not all homes will require approximately 3 months of planning and/or design in order to develop the required construction documents, specifications and DOB submissions. During that 3-month period, the development team is selected, the extent of the rehabilitation work is determined, the timeline for its completion is agreed upon, and a General Contractor is chosen.

Restored Homes in conjunction with HPD, the green building consultant and architect, will formulate and finalize the necessary scopes of work and architectural layouts for each home. The type of DOB filing will be based upon the scope of work. Restored Homes anticipates that since most homes it plans to acquire will require substantial gut rehabilitation, most filing will be done under Alt 1 applications. As a guide, Restored Homes and HPD have compiled a set of rehabilitation standards which outline the level to which homes in the program should be rehabilitated.

<u>Action</u>	<u>Deadline</u>
RH Select Architect from List	Week 1
RH and Arch Execute Contract	Week 3
Arch, RH & Green Building Consultant Conduct Site Visit	Week 3
RH & Arch Prepare Scope of Work	Week 5
Arch Completes Schematic Design Phase	Week 7
Arch Submits Plans/Specs to RH	Week 7
Arch Completes Design Dev't Drawings	Week 9
Arch Submits Construction Docs/Specs to DOB	Week 9
RH Obtain Formal Competitive Construction Bids	Week 10
Obtain Final DOB Approval	Week 12
RH Negotiate Construction Contract	Week 12

**B. CONSTRUCTION PHASE (MONTH 1 THROUGH MONTH 12)**

Our financial model calls for Restored Homes to re-sell homes to eligible buyers within 12 months of acquisition of a home. In general terms, Restored Homes expects construction to span 9 months, however, individual construction timelines will be established for each home to reflect the extent of rehabilitation required. Restored Homes anticipates that many of the homes being developed will complete construction in less than 9 months. Construction commences once a general contract agreement has been executed and all DOB approvals and permits have been issued.

Please Note: The schedule listed below applies to projects requiring gut rehabilitation and full DOB filings, and in some cases C of O change. Less extensive projects will require less time.

<u>Action</u>	<u>Deadline</u>
Construction Starts	Month 4
Monthly Requisitions & Construction Monitoring	Each month
Construction Completion	Month 11
Contractor Completes Punch List	Month 11
Obtain DOB sign off and C of O	Month 12
Sales of Home to Homebuyer	Month 12

TAB A

ARCHITECT RFQ  
SMALL HOMES REHAB - NYCHA PROGRAM  
APPLICANT QUESTIONNAIRE

ALL APPLICANTS SHALL COMPLETE THIS FORM AS WELL AS THE QUESTIONNAIRE THAT IS ATTACHED.

If the applicant is a joint venture, a separate Questionnaire and Attachment shall be provided for each entity that comprises the joint venture, as identified in Section 2 below. If the applicant is a newly formed joint venture or business, information on the entity with their rehabilitation and marketing and sales experience must be provided. If additional space is needed, please submit separate sheet(s), identifying the question(s) being answered on each sheet.

See Section V, of the Request for Qualifications (RFQ) for detailed submission requirements.

1. NAME OF APPLICANT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

Name of CONTACT PERSON: \_\_\_\_\_  
(for the Applicant)  
Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

E-Mail: \_\_\_\_\_

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2. IS THE APPLICANT A JOINT VENTURE? YES [ ] NO [ ]  
If yes, list below the name, address, and phone number of each entity which comprises the applicant entity stated above, and the percentage of ownership interest in the joint venture.

<u>Name of Entity</u>	<u>Address</u>	<u>% of Ownership</u>
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APPLICANT NAME: \_\_\_\_\_  
NAME OF ENTITY COMPLETING THIS QUESTIONNAIRE: \_\_\_\_\_  
(If other than applicant, i.e. joint venture)

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1. **PRINCIPALS**

(a) Provide the following information about all principals of this entity.

Name/ Position/Title	Home Address	Role	SS#	% Owned

2. **ORGANIZATIONAL CAPACITY**

(a) Provide organization resumes or any brochures describing your organization and the projects undertaken.

(b) State number of years business has been in operation.

(c) State number and type of employees and describe their general duties and experience.

(d) Does your organization generally or most efficiently operate as a member of a development team that includes other entities? If yes, identify the other individuals and/or organizations and their respective roles.

(e) Identify for profit and non profit developers and general contractors that you have worked with in the past? Describe the extent of the work you have performed for these entities.



- (f) Describe any experience or other factors that would demonstrate your knowledge and experience in developing scatter-site 1-4 unit housing in New York City.
- (g) Describe how your organization has been involved in the marketing and sales of homes. Does your organization or member of your development team have knowledge and experience in assisting with design of brochures, apartment layouts, etc.?
- (h) Describe any experience your organization has with green building, particularly Enterprise Green Communities. Include any professional certifications and identify completed or in process projects.
- (i) Identify any Minority or Women Owned Businesses (MWBE) certified with New York State, including yourself, that you have worked with and plan to work with should you be awarded this project, including your organization. Please provide business names and trades.

**ORGANIZATIONAL STRUCTURE**

- (a) Type of Organization: Sole proprietorship  Partnership   
 Corporation  Not-For Profit

- (b) For corporations or partnerships: provide the following information about all partners, officers, and shareholders. For not-for-profits list your board members and officers.

Name Position/Title	Percentage of Ownership	Date of Ownership

- (c) Do any principals and/or officers maintain a business relationship with or have an ownership interest in another company?  
 Yes [ ] No [ ]

If yes, provide the following information:

Name of Principal/Officer	Name, Address, Tel. # of Affiliated Company	Position with and % Interest with Company

- (e) Is company owned in full or in part by another firm or investor(s)? Yes [ ] No [ ]  
 If yes, provide the following information:

Name of Firm/Investor	Address and Phone	% of Ownership

5. **EXPERIENCE**

- (a) Complete the following forms for your organization. If any key member has had other experience that you consider relevant to your organization's qualifications, provide a separate form for each such individual:

-Architectural services for the rehabilitation of 1-4 unit homes.

6. **REFERENCES**

Provide the name, address, telephone and fax numbers, and e-mail addresses (if available) of at least three business references whom we may contact regarding your architectural experience. For each, identify the home or

properties about which the individual is informed. References may include building owners, lenders, engineers, general and sub-contractors, homeowners, and other development professionals with whom you have worked in the past.

**8. OTHER:**

Has any principal identified on page 1, or any organization in which the principal is or was a general partner, or corporate officer, or owned more than 10% of the shares of the corporation been the subject of any of the following:

	YES	NO
A. Arson conviction, or pending case;		
B. Harassment complaint filed by the New York State Division of Rent Control or the New York State Division of Housing and Community Renewal;		
C. HPD's Housing Litigation Bureau pending or active case or negative history;		
D. Had an ownership or management interest in a property that was taken In Rem by the City or assigned by a Judge of Landlord and Tenant Court to a 7A Administrator or Receiver;		
E. City and/or HUD Mortgage foreclosure or currently more than 90 days in arrears on any City or HUD loan;		
F. Defaulted on any contract obligation or agreement of any kind or nature whatsoever entered into with the HUD, City of New York or of its agencies;		
G. In the last 5 years, failed to qualify as a responsible bidder, or refused to enter into a contract after an award has been made, privately or with any government agency?		
H. In the last 7 years, filed a bankruptcy petition or been the subject of involuntary bankruptcy proceedings?		
I. In the last 5 years, failed to file any required tax returns, or failed to pay any applicable Federal, State or New York City taxes or other charges?		
J. Been convicted of fraud, bribery, or grand larceny?		

If yes, please state the following information:

(1) Name of principals: \_\_\_\_\_

(2) Name of organization/corporation and if an officer, state title:  
\_\_\_\_\_

(3) Date of action: \_\_\_\_\_

(4) Current status of action: \_\_\_\_\_

(5) Explanation of Circumstances: \_\_\_\_\_

**5. Certification**

[This certification must be signed by one of the Individuals listed above; if the Respondent Entity is a joint venture, an Individual representing each Principal of the joint venture must sign it.]

I certify that the information set forth in this application and all attachments and supporting documentation is true and correct. I understand that Restored Homes, HUD and HPD will rely on the information in or attached to this document and that this document is submitted to induce the Restored Homes to select you as an Architect.

I understand that this statement is part of a continuing application and that until such time that the Program properties are finally and unconditionally approved by HUD for sale to Restored Homes I will report any changes in or additions to the information herein, and will furnish such further documentation or information as may be requested by Restored Homes, HUD and HPD or any agency.

I understand that if I am selected as an Architect, I must submit all additional disclosure forms required.

Name of Principal: \_\_\_\_\_

Signature of Individual: \_\_\_\_\_

Print Name and Title of Individual: \_\_\_\_\_

Name of Principal: \_\_\_\_\_

Signature of Individual: \_\_\_\_\_

Print Name and Title of Individual: \_\_\_\_\_

Name of Principal: \_\_\_\_\_

Signature of Individual: \_\_\_\_\_

Print Name and Title of Individual: \_\_\_\_\_

**TAB B**  
**SMALL HOMES REHAB - NYCHA PROGRAM**  
**RESIDENTIAL BUILDING EXPERIENCE**  
**LAST 5 YEARS**  
(New Construction or Rehabilitation)

NAME OF APPLICANT: \_\_\_\_\_

NAME OF INDIVIDUAL/ORGANIZATION completing this form: \_\_\_\_\_

Instructions: Please list property addresses separately even if they are part of a multi-site project. Fill out form completely and use as many forms as necessary to list **ALL** experience in the last 5 years.

ADDRESS Bldg. #, Street, City, State, Zip	PROJECT NAME	BORO	CB*	CD* *	PROJECT TYPE		# OF UNITS	TOTAL DEV. COST	GOV'T PROGRA M	STATUS		WORK TYPE (6)	MO/YR COMPL	PUBLIC/PRIVATE LENDER (Contact Name & Phone No.)
					N/R/M (2)	R/C/H/O (3)				O/V (4)	P/I/M/C (5)			

(1) **ROLE:** Indicate the role you played in the development of each property listed above. If completed as part of a joint venture, indicate such by adding JV to the respective role. e.g. D/JV

- D = Developer
- B = Builder
- GC = General Contractor/Construction Manager
- O = Other (Specify: )
- PM = Property Manager
- M = Marketing Agent
- C = Contractor

(2) **PROJECT TYPE**  
N = New Construction  
R = Substantial Rehab  
M = Moderate Rehab  
\* Community Board/  
Planning District  
\*\* Council District/  
Congressional District

(3) **PROJECT TYPE**  
R = Rental  
C = Co-op/Condo  
H = 1-4 Family  
O = Other (Specify: )

(4) **STATUS**  
O = Units occupied during rehab  
V = Units vacant during rehab

(5) **STATUS**  
P = Pre-development  
I = In-construction  
M = In - Marketing (Lease  
up or sales)  
C = Completed

(6) **WORK TYPE**  
R = Roof  
P = Plumbing  
E = Electric  
H = Heating  
W = Windows

**TAB B (Continued)**  
**SMALL HOMES REHAB - NYCHA PROGRAM**  
**RESIDENTIAL BUILDING EXPERIENCE**  
**LAST 5 YEARS**  
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**RESIDENTIAL BUILDING EXPERIENCE**  
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I authorize Restored Homes HDFC to obtain a credit report on:

ORGANIZATION NAME: \_\_\_\_\_

Complete Section A for the Applicant and sign where indicated below:

Section A

Applicant's Employer Identification Number: \_\_\_\_\_

Date of Incorporation: \_\_\_\_\_

Date of Partnership or Joint Venture Formation \_\_\_\_\_

Complete Section B for Each Principal of the Applicant and sign where indicated below:

Section B

PRINCIPAL'S NAME\*: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

Social Security Number: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

\*Please indicate if you are a Jr., Sr. or III.

If you have been married less than two years, or if you have been known by another name, please indicate former name:

\_\_\_\_\_

If at the above address less than two years, indicate prior address:

\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_