

Restored Homes HDFC
SMALL HOMES REHAB - NYCHA PROGRAM

REHABILITATION AND SALES OF VACANT HOMES
FOR AFFORDABLE HOMEOWNERSHIP

REQUEST FOR QUALIFICATIONS
General Contractors

ISSUE DATE: April 10, 2017
RFQ RESPONSE DUE DATE: Rolling Review

Questions should be submitted to 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 General Contractors to participate in the rehabilitation of vacant 1 to 3 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). Upon the NYCHA and HPD transfer of ownership of these homes to Restored Homes, qualified General Contractors 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 1 to 3 family homes made available by NYCHA & HPD. Through the Small Homes Rehab - NYCHA Program, Restored Homes will purchase, rehabilitate and resell vacant 1 to 3 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 and Central Brooklyn.

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 50 vacant 1 to 3 family homes that have been owned and managed by NYCHA and HPD. RUN LLC has already purchased and begun construction on the first 19 homes. Restored Homes is overseeing the full rehabilitation, including green energy-efficient upgrades, and is marketing 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. Both the current and 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 is purchasing the homes from NYCHA and HPD to develop as affordable homeownership opportunities. 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 own and HPD's website.

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

Selected General Contractors will be invited to bid on pre-determined clusters and will therefore be required to accept all the homes offered to them by Restored Homes. A General Contractor cannot reject any homes within the assigned cluster offered

by Restored Homes for rehabilitation. The General Contractor's 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 organization 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 and Affordable Homeownership

This program will revitalize NYCHA's & HPD's portfolios 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. Active outreach to qualify NYCHA residents to purchase these homes will be undertaken in conjunction with the program participants.

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 are directly responsible for planning and executing the rehabilitation plans;
- Lending institutions will fund the development activities and offer competitive permanent affordable mortgage products to homebuyers;
- Government: The City of New York's HPD is providing 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 majority of homes are located in neighborhoods in the Borough of Queens, New York City. At least one home will be located in Brooklyn, New York. 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 leading to a downward spiraling effect on home prices, economic activity, and crime.

II. REQUEST FOR QUALIFICATION PROCESS

This RFQ has been issued to determine the eligibility of responding organizations ("Applicants") to serve as General Contractors in the development of the homes within the required specified timetable. A pre-qualified list of General Contractors

will be compiled from which Restored Homes will select to work on the rehabilitation of these vacant 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 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 General Contractors. To be considered eligible, Applicants must be legally licensed to operate as a contractor in New York State and must meet the following qualifications:

- Demonstrated prior experience in the rehabilitation or new construction of housing in accordance with applicable codes, standards, rules and regulations
- A business that has operated for three or more years and has proven experience
- Experience with construction of moderate and gut rehabilitation of 1 to 4 family scatter-site properties in New York City
- Ability to secure a surety bond, standby letter of credit or provide cash collateral
- Demonstrated capacity to deal with these types of projects in an expedited fashion
- Familiarity with HPD rehabilitation guidelines
- 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 NYS certified 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 the program and that Restored Homes may thereafter 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 General Contractors, Applicants will be required to execute a contract with Restored Homes. The contract will outline the general terms among General Contractors, Architects and Restored Homes. The contract will include a generic Development Timeline outlining General Contractors' obligations for the rehabilitation of designated homes. The contract will need to be amended when (1) scopes of work alter the extent of rehabilitation required, and (2) additional homes are assigned to the General contractor for rehabilitation. In both instances, updated Development Timelines will be added to the Agreement.

B. Site Assignment

This program involves Restored Homes acquiring and developing homes from NYCHA and HPD in two clusters. The first cluster of 19 homes has been assigned. The balance of the homes will comprise the second cluster. General Contractors must agree to take homes in batches 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 General Contractors from further consideration in the Program.**

C. Rehabilitation Services

General Contractors are required to provide the following services:

- 1) Work closely with Restored Homes, Architects and Green Consultants in reviewing the detailed scopes of work, cost estimates and time schedule associated with the rehabilitation of homes in your cluster and enter into a construction contract.
- 2) Be prepared to conduct differing levels of rehabilitation work from home repairs to gut renovations. The proposed work may require filings with the Department of Buildings (Alteration 1 for New Certificate of Occupancy & Gut Rehabilitation, Alteration 2 for Moderate Rehabilitation, Alteration 3 for Minor Rehabilitation, Alteration 2 & 3 may be filed as a Directive 14). Restored Homes anticipates the majority of homes in the program to require Alt 1 and Alt 2 filings to complete substantial gut rehabilitations.
- 3) Ensure compliance with Restored Homes' deadlines for delivery of construction services. Some assignments will involve priority work, which will require immediate attention. Full payment of task fees assumes that agreed upon timetables are satisfactorily met and work is completed to the satisfaction of Restored Homes.
- 4) Maintain adequate staff to undertake the rehabilitation costs required. Prior to the start of the contract, General Contractors shall submit to Restored Homes for approval a staffing plan with information on the staff to be employed during the contract. Restored Homes reserves the right to request additional staff or to require the replacement of nonproductive staff members when deemed necessary. General Contractors may choose to retain non-employees or consultants to perform Work pursuant to the contract; however, Restored Homes will not reimburse for use of such consultants.
- 5) Hire and monitor all work performed by Subcontractors to ensure that the work being performed is of quality workmanship and that Subcontractors are in compliance with the terms and conditions of their contract with Restored Homes. Special consideration will be given to General Contractors working with MWBE firms. General Contractors will work with the Architects, Green Consultant and Restored Homes in the selection of materials, the progress of the rehabilitation and sign offs for completion of the homes.
- 6) Establish with the Architects, Green Consultant and Restored Homes a routine site inspection schedule during rehabilitation and submission of requisitions to the Restored Homes for funding.
- 7) General Assumptions;
 - Buildings will not be redesigned (existing partition layouts will be maintained). Except in gut rehabs where a re-design will lead to more efficient use of space.
 - Illegal additions or modifications will be removed, or, if possible, legalized.
 - Contaminated materials will be abated, including lead and asbestos.
 - Detached garages/sheds will be demolished on a case by case basis depending on condition.

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

Work Designation	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	Minimal filings by the owner/ General Contractor /Architect	Filed by a professional (Architect or Engineer)		
Exterior	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	New ceramic tile floor	Repair stairs	Repair or replace stairs	Replace Stairs
Apartments	Replace worn fixtures	Rebuild bathrooms and kitchens	Laminate walls and ceilings with sheetrock	Reframe floors and walls as needed.
Mechanical	Replace boiler or hot water heater	Replace valves, fix leaks, replace boiler or hot water heater	Partial re pipe	Full re pipe
Electrical	Add A/C and Microwave outlets. Replace fuse box with breakers	New Service	New branch wiring	Full re wire

Restored Homes, the Architects and Green Building Consultant will work with General Contractors to plan, implement and complete the rehabilitation work in a professional and timely manner. Restored Homes, the Green Building Consultant and the Architects will monitor the quality of the work and timeliness of the performance of the General Contractor.

Restored Homes staff will provide oversight of the pre-development, design and construction phases of the homes. Such oversight will include status meetings and reports by the Architects and Green Building Consultant, conducting site visits and approving both predevelopment and construction related expenditures.

D. Development Timeline

On average, the rehabilitation work required at most of these homes will take about a year, although a good portion of these homes can be rehabilitated in less than a year. Restored Homes encourages General Contractors to abide by and fulfil the timelines stipulated for each home in the construction contract. Restored Homes has devised a detailed NYCHA Development Timeline that is in **Appendix I**. This timeline assumes that the Program's homes will be rehabilitated and sold to eligible homebuyers within 12 months from the date Restored Homes purchases a home.

E. Obligations of General Contractors

The Development Timeline deadlines for General Contractors are non-negotiable. In its contract with Restored Homes, General Contractors accept responsibility for meeting its deadlines in the Development Timeline and subsequent amendments and for complying with its enforcement provisions. Restored Homes, Architects and Green Consultant will establish these deadlines using the appropriate generic Development Timeline as a starting point, and adjusting it to reflect the actual building conditions and required scope of work for the designated homes. **Under no circumstances will Restored Homes sign a contract with**

General Contractors that extends the completion and ultimate sale of a home for homeownership beyond the required 12 month deadline.

Restored Homes will review the project status on a weekly basis to determine if General Contractors are on schedule. If the Architects or General Contractors miss one or more deadlines, Restored Homes' staff will invoke the enforcement provisions and terminate the Agreement and reassign the homes to another Architect, or General Contractor.

As part of the construction contract, the General Contractor will be required to provide a surety bond, standby letter of credit or cash collateral. The amount of the bond, letter of credit or cash collateral will be based upon a percentage of the contract amount. Restored Homes will also require the General Contractor to have active disability and worker's compensation and liability insurance in place during the duration of the contract, and ensure that all Subcontractors obtain the proper insurance.

F. Marketing, Sales, Warranties

Restored Homes will retain ownership of the homes throughout the rehabilitation and will be the entity that executes the contracts of sales and deeds with the eligible homebuyers. Restored Homes will also be responsible for the marketing and sales of the rehabilitated homes to eligible homebuyers.

General Contractors will be required to warrant to the eligible homebuyers that its rehabilitation work will be free from defects in workmanship for a period of one year from the date of the sale of the home to the eligible homebuyer. The contractor will be responsible to handle all punchlist and warranty repair issues in timely and professional manner.

G. Reporting Requirements

General Contractors will be required to provide reports to satisfy NYCHA, lender, HPD and AHC requirements. These reports will be in a format acceptable to all these parties listed above.

- Weekly, monthly and quarterly status reports providing information on the status of each building within the 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 compliance with MWBE and Equal Employment Opportunity requirements. These reports will include pictures of the progress of work, red flags for urgent issues requiring resolution and potential setbacks or defects.

H. Financing and Contractor Fees

At the commencement of the development of each home, Restored Homes will determine the approved construction costs. All requisitions for funding for both soft and hard costs must be approved by Restored Homes. Restored Homes will closely monitor spending according to the approved budget levels. All change orders must be submitted by the General Contractors to Restored Homes and the Architect in writing for approval prior to completing the work. Any unauthorized spending above the Restored Homes approved budget will be the responsibility of the General Contractors' to pay. Restored Homes will issue payment to General Contractors directly upon the submission and approval of a completed payment application.

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 its 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 General Contractors.

To be considered eligible, Applicants must be a legally licensed General Contractor in New York State and must meet the following qualifications:

- Demonstrated prior experience in the rehabilitation or new construction of housing in accordance with applicable codes, standards, rules and regulations
 - A business that has operated for three or more years and has proven experience
 - Experience with construction of moderate and gut rehabilitation of 1 to 4 family scatter-site properties in New York City
 - Ability to secure a surety bond, standby letter of credit or provide cash collateral
 - Demonstrated capacity to deal with these types of projects in an expedited fashion
 - Familiarity with HPD rehabilitation guidelines
 - 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 NYS certified Minority and Woman Owned Businesses (MWBE)
2. The Applicants must have “comparable development experience,” defined by the successful completion as General Contractors, of the substantial rehabilitation of scatter-site residential projects containing at least 5 homes with at least 1 to 4 dwelling units in New York City in the last 3 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 homes 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, HPD, NYCHA, HCR or HUD;
 - A history of poor construction quality without remedy.

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; (iii) Completion of rehabilitation projects with green building requirements/elements, particularly those involving the Enterprise Small Homes Green Program.
- b. Qualified MBWE certified General Contractors and/or General Contractors committed to working with MWBE certified Subcontractors.
- 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 contracting 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

General Contractors must have 3 years' experience in the substantial rehabilitation of scatter-site residential projects with at least 1 to 4 dwelling units 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 - Principal's Property Listing

A completed Property Listing Form (Tab D) for the applicant and each principal of the development team, listing all properties owned (defined as more than 10% ownership) within the last 3 years, either directly by the principal(s), or by an organization in which the principal(s), was a corporate officer, general partner, or held more than a 10% interest.

TAB D - Assets Statement

A current financial statement for the Applicant and each principal, (i.e. within 12 months of the date of submission of this application) and the two most recent years are required. This statement may be provided on the form included in Tab D, or in another format, provided that all required information is included.

TAB E - Credit Authorization Form

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

TAB F – Organization Description

The organization description shall include: Resumes for proposed members of the development team and staff members who would work on this project.

B. Submission Due Date

All submissions become the property of Restored Homes. Submissions shall be delivered by hand or via delivery service (i.e. UPS, FedEx) to the address as follows:

Restored Homes HDFC
150 Broadway, Suite 2101
New York, NY 10038
Attn: James Shipp and Momodou Colley

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 it 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 a General Contractor for this Program will not create any rights on the Applicant's part, including without limitation, rights of enforcement, equity, or reimbursement, until the 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' development timeline calls for the acquisition, rehabilitation, and re-sale of these NYCHA & HPD homes within 12 months of closing each cluster of properties. Restored Homes' model calls for the purchase of homes in two clusters. 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 6
Arch Submits Plans/Specs to RH	Week 6
Arch Completes Design Dev't Drawings	Week 7
Arch Submits Construction Docs/Specs to DOB	Week 7
RH Obtain Formal Competitive Construction Bids	Week 8
Obtain Final DOB Approval	Week 10
RH Negotiate Construction Contract	Week 10

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 12 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 12 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 Certificate of Occupancy change. Less extensive projects will require less time.

<u>Action</u>	<u>Deadline</u>
Construction Starts	Month 1
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

GENERAL CONTRACTOR RFQ
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: _____

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>

APPLICANT NAME: _____

NAME OF ENTITY COMPLETING THIS QUESTIONNAIRE: _____

(If other than applicant, i.e. joint venture) _____

1. PRINCIPALS

- (a) Provide the following information about all principals of this entity. For corporations: provide the names of the officers and controlling shareholders (those owning 10% or more). For partnerships, provide the names of all general partners. For not-for-profits, please provide the names of the Board of Directors and Officers.

Also state the role that each would play in the development and sales of the NYCHA & HPD homes.

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 the 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) If the applicant is a joint venture or a newly formed business entity, has any member of the joint venture or principals of the new business entity jointly carried out another project? If so, state the name(s) and location(s) of each project. Indicate which members of the joint venture or principals of the new business participated in each project.

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

(g) Describe any experience or other factors that would demonstrate your knowledge and experience in rehabilitating scatter-site 1-4 unit housing in New York City. Describe your process in ensuring that the work is completed in timely and workmanship like manner.

(h) How does your organization handle post-construction warranty issues? What is the turn around time for responding to these issues? How do you monitor service responses?

(i) Describe any experience your organization has with green building, particularly Enterprise Green Communities. Include any professional certifications and identify completed or in process projects.

(j) Identify any Minority or Women Owned Businesses (MWBE) certified with New York State 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.

3. 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

4. **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:

- "Residential Building Experience"

5. **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 residential development experience. For each, identify the home or homes about which the individual is informed. References may include building owners, lenders, architects, engineers, homeowners, and other development professionals with whom you have worked in the past.

7. 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, NYCHA 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 a General Contractor.

I understand that this statement is part of a continuing application and that until such time that the Program homes are finally and unconditionally approved by NYCHA and HPD 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, NYCHA and HPD or any agency thereof.

I understand that if I am selected as a General Contractor, 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: _____

**SMALL HOMES REHAB-NYCHA PROGRAM RFO
RESIDENTIAL DEVELOPMENT EXPERIENCE
LAST 3 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

SMALL HOMES REHAB-NYCHA PROGRAM RFQ
 RESIDENTIAL DEVELOPMENT EXPERIENCE
 LAST 3 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)			

**SMALL HOMES REHAB-NYCHA PROGRAM RFO
RESIDENTIAL DEVELOPMENT EXPERIENCE
LAST 3 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)			

TAB D

ASSETS STATEMENT

Assets Statement must be dated and signed on PAGE THREE
 Assets Statement must describe financial status within the last twelve months

Financial Statement is submitted for (check one):

- INDIVIDUAL
- CORPORATION
- LIMITED PARTNERSHIP
- NOT-FOR-PROFIT
- OTHER (Specify): _____

SECTION 1 - PERSONAL INFORMATION	
Name:	
Business Name:	
Business Phone/Fax:	
Marital Status:	
Residence Address:	
City, State, Zip Code:	
Business Address:	
City, State, Zip Code:	
Position (Title):	
Years of Service:	Bonus/Commission:
Other Income:	Source:
Gross Life Insurance:	
Beneficiaries:	
Are you a defendant in any lawsuits or legal action? If so, describe below:	
Have you ever declared bankruptcy? If so, describe below:	
Do you have any contingent liabilities? If so, describe below:	

SECTION 2 - STATEMENT OF FINANCIAL CONDITION AS OF:			
ASSETS	DOLLARS (Omit Cents)	LIABILITIES	DOLLARS (Omit Cents)
Cash on Hand and in Banks		Notes Payable to Banks - Secured	
		Notes payable to Banks - Unsecured	
Notes Receivable		Notes Payable to Others - Secured	
Real Estate (See Schedule A)		Notes Payable to Others - Unsecured	
Mortgages Owned indicate primary residence (list separately and check those pledged as collateral)		Debt Balances in Margin Accounts with Brokers	
Marketable Securities (list separately and check those pledged as collateral)		Loans Against Life Insurances	
		Mortgages on Real Estate (See Schedule A)	
		Other Liabilities (Itemize)	
Cash-Value Life Insurance			
Other Assets *(Itemize)			
		Total Liabilities	
		Net Worth	
TOTAL		Total Liabilities & Net Worth	

* ANY INTEREST IN A CLOSELY HELD BUSINESS MUST BE DOCUMENTED BY PROVIDING A CURRENT BALANCE SHEET FOR THAT BUSINESS AND STATING THE PERCENT INTEREST THAT THE APPLICANT HOLDS.

SCHEDULE B INCOME FROM PROPERTIES					
Property No. (Refer to Schedule A)	1	2	3	4	5
Present Annual Gross Income Not Including Vacancies & Concessions					
Less Total Operating Expenses & Property Taxes					
Net Income					
Less Amortization & Interest Payments					
Net Profit					
Net Rental Value of Present Vacancies					
Annual Rental Value of Space on which lease expires during next six months					
Net Profit Last Year					
Amount & Classes of Insurance Carried					
List Other Encumbrances, Debits, Taxes, Mortgage Installments or Interest past due:					
By whom are Present Mortgage(s) on Property held?					
Any Mortgages endorsed or guaranteed? If so, by whom?					
List (circumstances of) any Litigation or Judgment(s) pending in connection with the above listed Properties:					

For the purpose of procuring and maintaining credit from time to time in any form whatsoever with you, the undersigned hereby represents the above to be a true and accurate Statement signed as of the date herein before set forth and agrees (I) that, if said Statement or any part thereof proves false or misleading in any particular, each and all of the obligation and/or liabilities of the undersigned of every kind to you, whether joint or several, primary or secondary, direct or contingent, shall, at your option, become immediately due and payable all without demand or notice of any kind and (II) that you will be notified promptly in writing of any materially unfavorable changes in the financial conditions herein set forth. Whenever the undersigned may apply to you for credit, and until a substitute Statement may have been submitted to you, this Statement shall have the same force and effect as if delivered at the time such further credit is requested.

Name of Principal: _____

Signature of Individual: _____

Print Name and Title of Individual: _____

Date: _____

TAB E

CREDIT AUTHORIZATION FORM

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:_____