

Restored Homes Housing Development Fund Corporation

HOMEFIX PROGRAM

AFFORDABLE HOME REPAIRS
FOR OWNER OCCUPIED 1- TO 4- FAMILY HOMES

REQUEST FOR QUALIFICATIONS

Architects & Special Inspectors

ISSUE DATE: November 12, 2019
RFQ RESPONSE DUE DATE: December 3, 2019

Questions should be submitted to jshipp@neighborhoodrestore.org



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I. REQUEST FOR QUALIFICATIONS

This Request for Qualifications (“RFQ”) is being issued by Restored Homes Housing Development Fund Corporation (“Restored Homes”) to identify experienced Architects/Special Inspectors interested in participating in a home repair program that seeks to provide affordable, low interest and forgivable home repair loans to owner-occupants of 1- to 4- family homes in New York City. This RFQ is being issued on behalf of the HomeFix team, a consortium of non-profits led by the Center for New York City Neighborhoods (“the Center”), the entity that will serve as the HomeFix Program (“Program”) Administrator in partnership with the Department of Housing Preservation and Development (“HPD”) and Enterprise Community Partners (“Enterprise”). Qualified Architects and special Inspectors 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 may be selected to participate in the Program.**

INTRODUCTION

Description

This RFQ seeks to qualify responding organizations (“Applicants”) interested in participating in the Program as Architects/Special Inspectors to oversee/supervise repairs and renovations on qualified 1-to 4- family homes in New York City. This is a new citywide home repair program that is projected to last for about 3 years and provide repair loans to between 300-450 homeowners. Homeowner applicants will be pre-screened, and participation cannot be guaranteed. As part of the Mayor’s Housing New York 2.0 Plan, the HomeFix Program reflects HPD’s efforts to support affordable housing, sustain homeownership, and stabilize families and communities by providing low interest and forgivable loans to homeowners who otherwise may not qualify for conventional private market loans; and provide them with technical assistance, education and other homeowner counseling services. The Center, acting as the program administrator in collaboration with its partners Restored Homes, Asian Americans for Equality Community Development Fund (“AAFE CDF”), Neighborhood Housing Services of New York City (“NHSNYC”) and Parodneck Foundation (“Parodneck”) will help administer the program for HPD and Enterprise. **Selected Architects and Special Inspectors, with Program and HPD approval, will be engaged for the 36-month program timeline barring unsatisfactory performance and negative feedback.**

HomeFix - Program Partners

Restored Homes Housing Development Fund Corporation (“Restored Homes”)

Restored Homes is a non-profit organization which specializes 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 has administered a number of homeownership programs in collaboration with HPD, the US Department of Housing and Urban Development (“HUD”), the New York State Housing and Community Renewal (“HCR”) and the New York City Housing Authority (“NYCHA”) which resulted in the acquisition, renovation and sale of over 200 affordable homes to low and moderate-income families throughout New York City.

Given its extensive experience with the rehabilitation of 1- to 4- family homes, Restored Homes has also provided technical assistance and construction management and monitoring services to other organizations, primarily in relation to Superstorm Sandy recovery efforts. Working with an affiliate of the Local Initiative Support Corporation (“LISC”), Neighborhood Revitalization NYC (“NRNYC”), Restored Homes provided scoping and construction monitoring services for their Home Repair Program, a \$19 million philanthropically funded repair effort that assisted and repaired over 500 homes damaged by Superstorm Sandy. A member of the HomeFix team, Restored Homes is responsible for construction-related predevelopment activities, the coordination and oversight of all scoping, any required plan reviews and DOB filing, and will monitor the repair work on the homes included in the Program.

Center for New York City Neighborhoods (“the Center”)

The Center is a citywide non-profit housing advocacy group that serves to promote and protect affordable homeownership in New York City so that middle and working-class families are able to build strong, thriving communities. The Center offers assistance to homeowners in mortgage distress, helps to combat scams directed at homeowners through counseling and referral to legal services, provides foreclosure counseling and prevention services, and helps needy homeowners with repairs and retrofit assistance. The Center will be the lead agency, and act as the Program Administrator, develop Program standard operating procedures (“SOP”s), act as the primary contact for homeowners, oversee program quality control and reporting requirements, help homeowners access additional and/or alternative financing, or provide direct financing, help homeowners

prepare loan applications, provide or refer homeowners to landlord training and other services, draft legal agreements, manage data quality and collection, database design, and participate in neighborhood based events to promote the program and conduct outreach. The Center will also act as the fiscal agent for Program loan (hard costs) funds. The Center will establish a single purpose affiliate, the HomeFix HDFC, that will administer the program.

Asian Americans for Equality Community Development Fund (“AAFE CDF”)

AAFE CDF is a community development financial institution dedicated to promoting, protecting and advancing homeownership for minority, immigrant, low-and-moderate income, and underserved households and communities of New York City. They encourage and protect the viability of homeownership to help protect family and community stability. AAFE CDF’s role in the Program will be to act as a source of financing for affordable low interest home repair loans. AAFE CDF is an affiliate of Asian Americans for Equality (AAFE) established since 1999.

Neighborhood Housing Services of New York City (“NHSNYC”)

NHSNYC has a mission of helping revitalize underserved neighborhoods, by connecting residents to affordable housing. They help residents buy, maintain and stay in their homes. They empower residents through homeownership education, financial capability building and community affairs training. NHSNYC’s role in the Program will be to act as a source of financing for affordable low interest home repair loans.

Parodneck Foundation (“Parodneck”)

Parodneck was founded in 1970 to provide financial and technical assistance to groups of people in New York City to help solve or improve their poor housing conditions. Their primary mission is to provide services and financial assistance to low income and senior homeowners and self-help housing groups. Parodneck’s role in the Program will be to act as a source of financing for affordable low interest home repair loans

II. Architects’ Role

As a member of the HomeFix team, Restored Homes is responsible for construction-related predevelopment activities and will oversee and monitor all repair work up to and including all signoffs. Some repair works may require the services of Architects who will contract with the HomeFix team. Architects will be responsible for preparing narratives of existing conditions, scopes of work including rationale for each repair item and architectural drawings that will be submitted to DOB for review and approval. Architects will also, along with Restored Homes oversee the execution of the renovation plans through completion and sign off.

III. Special Inspectors’ Role

Special Inspectors will be responsible for certifying all special, progress and controlled inspections identified by architects where required in accordance with the NYC DOB requirements. This would include the preparation and submission to DOB of all required forms, performance of site inspections, and certification of satisfactory completion of all required items.

The Architects’ and Special Inspectors’ workloads are ultimately dependent upon the scopes of work for each home.

IV. REQUEST FOR QUALIFICATIONS PROCESS

This RFQ has been issued to determine the eligibility of “Applicants to serve as Architects and/or Special Inspectors in the Program within the proposed 36-month period. A pre-qualified list of Architects and Special Inspectors will be compiled from which to select for participation in the Program. **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 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 Architects and Special inspectors. To be considered eligible, Applicants must be legally licensed Architects and Special Inspectors 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 including references from at least three relevant construction or rehabilitation projects within the past five years
- A business that can demonstrate three or more years of proven experience, and be legally licensed in governing jurisdiction(s)
- Experience with the construction of minor to moderate 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 and DOB and industry requirements/standards
- Demonstrated ability to work successfully with government and not-for-profit organizations
- Experience in green, energy-efficient building standards and practices
- Demonstrated commitment to working with Minority and Woman Owned Businesses (MWBE)
- Maintain required insurance: Evidence of general liability, professional liability, umbrella, workers compensation and disability insurance coverage are required for participation in program. Coverage limits to be determined.

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.

V. PROGRAM GUIDELINES

A. Execution of Contract for Services

To be considered eligible Architects and Special Inspectors, Applicants will be required to execute a contract with program partners and/or participating homeowners.

For Architects, the contract will outline the general terms; including a generic development timeline, and will outline the deliverables, terms of payment and insurance requirements associated with each designated property. The contracts may be amended from time to time to allow for the assignment of additional properties.

B. Site Assignment

Architects and Special Inspectors must agree to take homes in clusters that are assigned regardless of the number assigned. Note: homes may close one at a time to start construction. However, the HomeFix team is cognizant of the need to have economies of scale in the assignment of repair work to make it economically worthwhile for Applicants. **Failure to accept assigned repair work will disqualify Applicants from further consideration in the Program.**

C. Rehabilitation Services

Architects are required to provide the following services:

1. Services will begin with an evaluation of existing conditions at each property. Architects will conduct site visits to perform visual inspections of the existing conditions of each home. Architects will take all necessary pictures and measurements and conduct any due diligence needed to prepare a set of existing condition drawings and narrative sufficiently accurate for the subsequent development of design plans and a scope of work.

2. Upon consultation with Restored Homes, Architects will prepare a detailed summary of existing conditions, scope of work, job specifications, and a proposed schematic design for each repair work. Based upon comments and recommendations from Restored Homes and the homeowner, and the HomeFix team, Architects will prepare the final design documents and modify the plans and scope of work as needed.
3. Once the final design documents are reviewed and approved by Restored Homes and the HomeFix team, Architects shall prepare a full set of all required architectural drawings including the scope of the proposed work to be filed with DOB.
4. Architects will file the drawings, plans and documents required by DOB and address any DOB objections raised during the approval process. Once DOB approval is secured, Architects shall finalize the scope of work package and provide Restored Homes and the HomeFix team with the final scope of work and three sets of approved plans for bid walks. Program assumption is that the HomeFix repair works will generally only require Alt 2, and possibly Alt 3 filings.
5. Once the actual repair work begins, Architects will work with Restored Homes in overseeing the selection of materials and monitoring the progress of the renovation to ensure that all work performed is of quality workmanship and that contractors are in compliance with both their contracts with the program, with DOB requirements, and with the approved plans. Architects will conduct regularly scheduled job meetings at the site at a minimum of once bi-weekly through which Architects will keep Restored Homes informed of the pace and quality of the work. Included in the monthly site visits is an onsite review and subsequent approval of any pending applications for payments from the respective contractors requesting funding. Architects shall keep minutes and/or prepare written reports related to architectural or construction issues for each of the site visits. Architects shall make as many site visits that are required to resolve conflicts and/or problems identified on site. Architects will attend all requisition meetings and approve and sign requisitions.
6. Finally, Architects, working in conjunction with Restored Homes, contractors and the Special Inspector, will complete all the site visits and documentation needed to secure DOB sign-offs for completion of the homes.
7. Throughout the predevelopment and renovation process, Architects will ensure compliance with the program deadlines for delivery of schematic designs, detailed scopes of work, specifications, drawings, 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 and the HomeFix team.
8. Architects 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 additionally reimburse Architects for use of such consultants.

Special Inspectors Engineers are required to provide the following services:

1. Identify all special, controlled and progress inspection items at initial DOB filing that correlates with architects' filings and file Technical Responsibility Forms at DOB as such.
2. Perform special, controlled and progress inspections once related works are completed for these inspections and provide signoff/acknowledgement that the inspected work are deemed satisfactory or provide a written narrative on any required corrective work.
3. Coordinate with Restored Homes and general contractor to re-inspect corrective work to verify compliance and signoff of the work. The Special Inspector shall make as many site visits as necessary;

4. Upon completion of work, the Special Inspector will provide a written report including photographs, detailing the work is completed and deemed satisfactory. Special inspector will also complete and file at DOB any required Technical Responsibility Forms certifying the completion of work. These reports will be shared with Architects and Program Partners;
5. Special Inspectors will maintain adequate staff to implement, inspect and monitor all aspects of their engagement with the Program. Restored Homes reserves right to request additional staff and/or to require the replacement of nonproductive staff members when deemed necessary.

D. General Program assumptions include the following:

- Illegal additions or modifications at work areas will be removed.
- Contaminated materials will be abated, including lead and asbestos
- Only work identified as eligible per program requirements will be allowed to be included in the scope
- Critical repairs concerning, life and safety that are in the vicinity of the work area can be included in the scope of work even if not directly related to the identified repair work.

The extent of the work associated with the Program will generally require Alterations 2 & 3 filings with DOB that, upon completion of the work, results in the issuance of a Letter of Completion. The work will likely entail the repairs or replacements of existing boilers and hot water heaters and connections, roof replacements, façade repointing, repairs at stoops, sidewalks and walkways, possible bathroom and kitchen replacements, structural repairs and installation of new drains, sump and ejector pumps, possible environmental testing and remediation, and electrical re-wiring and installation of new electric devices/fixtures.

E. Program Development Timeline

The Program's overall development timeline is estimated to be three years. On average, the renovation work required at each home should not exceed two months from start date of renovation. Restored Homes requires that Architects abide by and fulfill the timelines stipulated for each respective basement/cellar apartment as per the contract. A detailed generic Development Timeline is included in **Appendix I** that will be used for the Program.

F. Obligations of Architects

The Development Timeline deadlines for Architects are non-negotiable. In the contract, Architects accept responsibility for meeting the deadlines in the Development Timeline and subsequent amendments and for complying with its enforcement provisions. Restored Homes and 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, the contracts with the Architects will specify that the completion of each home take place in accordance with the Development Timeline as outlined in Appendix 1.***

Restored Homes will review the project status on a weekly basis to determine if Architects are on schedule. If an Architect misses one or more deadlines, Restored Homes' staff will notify the HomeFix team about the viability of invoking the enforcement provisions outlined in the contract, up to and including the termination of the contract and reassign all properties to another Architect. If an architect does not meet this deadline to submit to DOB, then payments will not be made to the architect for work completed.

G. Reporting Requirements

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

VI. 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 Architects and Structural Engineers.

1. To be considered eligible, Applicants must be legally licensed Architects and Special Inspectors applicable laws in New York State/New York City 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 minor to moderate 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 DOB and industry rehabilitation guidelines and requirements
 - Demonstrated ability to work successfully with government and not-for-profit organizations
 - Experience in green, energy-efficient building standards and practices.
 - Demonstrated commitment to working with Minority and Woman Owned Businesses (MWBE)
 - Maintain required insurance: Evidence of general liability, umbrella, professional liability & workers Compensation insurance coverage is required for participation in program. Coverage limits TBD.
2. Applicants must have “comparable development experience,” defined as the successful completion of minor to moderate rehabilitation of scatter-site residential projects involving at least two homes with at least 1- to 4- dwelling units in New York City in the last five years from inception to signoff.
3. An Applicant may be rejected at any time during the evaluation process if adverse findings are made about the Applicant or any of its principals or related entities, including, but not limited to, adverse findings with respect to any of the following:
 - Past or pending government or private mortgage foreclosure proceedings or arrears with respect to any property owned or managed by the Applicant.
 - Past or pending governmental tax or lien foreclosure, or substantial tax arrears.
 - Findings of tenant harassment or a pending case of harassment
 - Arson, fraud, bribery, or grand larceny conviction or a pending case
 - Past or pending default on any obligation to, unsatisfied judgment or lien held by, or contract with, any governmental agency
 - Past or pending suspension, debarment, or finding of non-responsibility by any government agency
 - A past or pending voluntary or involuntary bankruptcy proceeding
 - A negative history with any other government agency
 - A negative history with Restored Homes or the Center
 - Litigation/Indictments

B. Competitive Criteria

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

- 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;
- New York State and New York City Certified MWBE firms;
- Likelihood of Early Construction Start: Restored Homes will consider Applicant’s track record in delivering projects on time and within budget;

- **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;
- **Financial Capacity:** This includes financial stability of the organization and the quality of its financial management;
- **Housing Experience:** This includes both the extent and quality of experience in providing architectural services for housing for low- and moderate-income households;
- **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.

VII. SUBMISSION REQUIREMENTS

Fastened original of the Applicant's qualifications, including all documentation requested, as described below, must be submitted by ALL APPLICANTS in response to this RFQ. Restored Homes will also accept electronically sent applications provided they are complete with all attachments and fully executed. Submission of an incomplete application may be grounds for disqualification of the Applicant.

Delivery 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 application must be signed by an authorized representative of the Applicant. Also, the application must be clearly labeled with the name of the Applicant on the cover.

PLEASE NOTE THAT EACH APPLICATION 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 and Special Inspectors must have three years of experience in providing services for the development/renovation of housing in New York City. A completed Residential Development Experience form (Tab B) is required for each entity. List all projects that have been completed within the last three 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.

B. Submission Due Date

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

Restored Homes HDFC
 Attn: James Shipp
 150 Broadway, Suite 2101
 New York, NY 10038
 (212)584-8981 x12

jshipp@neighborhoodrestore.org

All submissions must be received by the close of business on Tuesday, December 3, 2019

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

Submissions will be promptly reviewed by Restored Homes. Additional information may be requested.

VIII. TERMS AND CONDITIONS

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

- A. The proposed repair work shall conform to, and be subject to the provisions outlined in the Program, as well as the provisions of the Zoning Resolution (and all waivers) 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 for this Program will not create any rights on the Applicant's part, including without limitation, rights of enforcement, equity, or reimbursement, until a contract is executed.

IX. CONFLICTS OF INTEREST

Current and former employees of the City of New York may respond to this Request only in accordance with Chapter 68 of the New York City Charter governing ethics and conflicts of interest affecting City personnel. Section 2604© (7) of the City Charter contains specific prohibitions that exclude enumerated groups of employees from participating in this program.

Persons in the employ of the City considering a submission are advised that opinions regarding propriety of their participation in this program may be requested from the New York City Conflicts of Interest Board. This body is empowered, under Section 2602 of the City Charter, to issue advisory opinion on conflict of interest questions and other matters of ethical considerations. It is not necessary, however, that such an opinion be obtained prior to responding to this Request.

Former employees of the City of New York are also advised that the City Charter imposes certain restrictions on post-employment and business relationships with the City. Such individuals are advised to consult the specific provisions on this issue contained in the City Charter.

ENYBC staff are also subject to restrictions on employment and business relationships imposed by their employers.

**Appendix 1
Development Timeline for Architects**

The Program's overall development timeline is estimated to be 36 months. Upon issuance of a cluster to an Architect, Restored Homes will have already completed its pre-development activities and Architect will be expected to commence site visits for measurements and scoping. Architects must meet the timeline outlined in the contract for each home. Restored Homes anticipates that construction will generally be completed within four weeks, however given the differing types of repair needs, Restored Homes will establish individual timelines for each home that is commensurate with the extent of the repair work.

A. *CONSTRUCTION PHASE (WEEK 1 THROUGH WEEK 4)

In general terms, Restored Homes expects renovation to span between two-and-four weeks including signoff on the repair work. However, individual renovation timelines will be established for each home repair to reflect the extent of renovation required. Restored Homes anticipates that some of the home repair work will be completed in less than four weeks. Renovation commences once a General Contractor Agreement has been executed and a Notice-to-Proceed is issued.

**** Please Note: The schedule listed below is strictly generic. Individual home repair schedules will vary based on scope of work.***

<u>Action</u>	<u>Deadline</u>
Renovation commences	Week 1
Construction monitoring	Weekly
Renovation completion	Week 3
Contractor completes punch list	Week 4
Obtain sign off	Week 4
Requisitions	Monthly

TAB A

ARCHITECT/SPECIAL INSPECTOR ENGINEER RFQ
HOMEFIX 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: _____

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)

3. PRINCIPALS

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

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

4. 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.

- (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

- (d) 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

6. EXPERIENCE

- (a) Complete the attached forms (TAB B) 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:

7. 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/special inspection experience. For each, identify the home or properties about which the individual is informed. References may include building owners, lenders, engineers, architects, 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. Past or pending government or private mortgage foreclosure proceeding or arrears;		
B. Past or pending government tax or lien foreclosure, or substantial tax arrears;		
C. Findings of tenant harassment or a pending case of harassment;		
D. Arson, fraud, bribery or grand larceny conviction or a pending case;		
E. Past or pending default on any obligation to, unsatisfied judgment or lien held by, or contract with, any governmental agency;		
F. Past or pending suspension, debarment, or finding of non-responsibility by any government agency;		
G. A past or pending voluntary or involuntary bankruptcy proceeding;		
H. A negative history with any government agency;		
I. A negative history with Restored Homes or with the Center		
J. Litigation/Indictments		

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: _____

9. 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 the HomeFix team will rely on the information in or attached to this document and that this document is submitted to induce Restored Homes to select us as an Architect/Special inspector.

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

Name of Principal: _____

Signature of Individual: _____

Print Name and Title of Individual: _____

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Signature of Individual: _____

Print Name and Title of Individual: _____

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TAB B
HOMEFIX PROGRAM
RESIDENTIAL BUILDING EXPERIENCE
LAST 3 YEARS
(Minor or Moderate 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 experience in the last 3 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	OWNER (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
- E = Engineer
- GC = General Contractor/Construction Manager
- AR = Architect
- O = Other

(2) **PROJECT TYPE**
N = Minor Rehab
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**
1 = Alteration 2
2 = Alteration 3

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HOMEFIX PROGRAM
RESIDENTIAL BUILDING EXPERIENCE
LAST 3 YEARS
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