

**Restored Homes Housing Development Fund Corporation**

**HOMEFIX PROGRAM**

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

REQUEST FOR QUALIFICATIONS

Contractors

ISSUE DATE: August 9, 2022  
RFQ RESPONSE DUE DATE: N/A – Open Response Period

Questions should be submitted to [ccotter@neighborhoodrestore.org](mailto:ccotter@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 Contractors (including, but not limited to General Contractors, home improvement contractors, and skilled tradesmen), 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 Program, 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 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 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 Contractors to perform repairs and renovations on qualified 1-to 4- family homes in New York City. This is a new citywide home repair program and provide repair loans to between 300-450 homeowners. Homeowner applicants will be pre-screened, and participation cannot be guaranteed. 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 Contractors, with Program and HPD approval, will be engaged for the duration of the program barring unsatisfactory performance and negative feedback on HPD sponsor reviews.**

#### 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, 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 non-profit organization that promotes and protects affordable homeownership in New York 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). The Center will establish a single purpose affiliate, the HomeFix HDFC, that will administer this 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. Contractors’ Role**

As a member of the HomeFix team, Restored Homes is responsible for construction-related predevelopment activities and will oversee renovation and repairs up to and including signoffs at completion of work. This is a home repair program that will not require, for the most part NYCDOB signoffs. Restored Homes will do final inspections and provide signoffs on all non-filed repair work. Filed repair work will require signoff from design applicant and NYCDOB. For assistance with the development and renovation processes that will require filing, the HomeFix HDFC will contract with architects, special inspectors, contractors and any third party vendors related to construction and predevelopment activities.

Contractors will be responsible to carry out all repair work per the itemized scope of work and any DOB approved plans and relevant governmental agency approvals, as may be applicable. Contractors are to perform all work in a manner acceptable to Restored Homes and the Center, and in compliance with health and safety standards and acceptable trade/industry practices. Contractors will be responsible to obtain signoffs, including DOB signoff where required.

**III. REQUEST FOR QUALIFICATION PROCESS**

This RFQ has been issued to determine the eligibility of “Applicants” to serve as Contractors in the Program. A pre-qualified list of Contractors will be maintained from which to select for participation in the Program. **It is important to note that not all Applicants deemed qualified may be selected to participate in the Program.**

**A. Submission of Applications**

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 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 Applicants from consideration in the Program.

Restored Homes will review the responses to the RFQ and identify eligible Applicants. 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.

### **Experience**

- References from at least three (3) relevant construction or rehabilitation projects within the past five years. This should include home improvement, and/or minor to moderate rehabilitation of 1- to 4- family properties in New York City, in accordance with applicable codes, standards, rules and regulations.
- A business that can demonstrate three (3) or more years of proven experience.
- Demonstrated familiarity with and NYC Department of Buildings (“DOB”) and industry requirements/standards.

### **Capacity**

- Demonstrated ability to complete projects in a timely fashion.
- Financial Capacity as deemed adequate by Restored Homes
- Staff as deemed adequate by Restored Homes.

### **Licensed and Insured**

- Fully licensed as a General Contractor with NYC DOB, OR
- Fully licensed as other identified skilled trade with appropriate City or State Agencies.
- Appropriate certifications by Contractor or subcontractors for all lead-based paint and asbestos activities.
- Maintain required insurance: Evidence of general liability, auto, workers compensation and disability insurance coverage are required for participation in program. Coverage limits are as follows:
  - General Liability-\$1,000,000 per occurrence/\$2,000,000 aggregate/\$2,000,000 products/completed operations aggregate;
  - Worker’s Compensation and Disability Insurance;
  - Auto Insurance-\$1,000,000.
  - Proof of environmental liability insurance for contractors or subcontractors performing environmental work, including, but not limited to the removal of lead and asbestos.

### **Sponsor Review** (Required of NYC Licensed General Contractors ONLY)

- Satisfactory Sponsor Review at HPD is mandatory for Program participation. Following a successful threshold review, Licensed General Contractors will be asked to submit the following sections from HPD’s Compliance Package <https://www1.nyc.gov/assets/hpd/downloads/pdfs/services/hpd-hdc-compliance-package.pdf>
  - Section 1: Participant Identification
  - Section 4: Participant Information; Part J and Part K

An Applicant may be rejected at any time during the evaluation process if adverse findings are made with regard to 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

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.

#### IV. PROGRAM GUIDELINES

##### A. Execution of Contract for Services

To be considered eligible Contractors, Applicants will be required to execute a contract with the HomeFix team. 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 home repair contract. The contracts may be amended from time to time to allow for the assignment of additional properties.

##### B. Site Assignment

Contractors will be invited to a day of bid walkthroughs (3-4 sites) on a rolling basis. The number of invitations received will be based on such criteria as contractor's capacity, performance, and competitive criteria, as defined below within this RFQ. Assignment of emergency repair work, as defined below, will also be made using the above criteria, as well as demonstrated willingness/responsiveness and ability to carry out such emergency works. Contractors will submit bids to Restored Homes and contracts awarded to the lowest, responsible bidder on a site-by-site basis.

##### C. Rehabilitation Services

Contractors are required to provide the following services:

- 1) Work closely with the Center, Restored Homes, architects, special inspectors and homeowners in reviewing the detailed scopes of work, hard cost budgets and Development Timelines associated with the renovation work of each home in their clusters and enter into a contract with the HomeFix HDFC.
- 2) Establish with Restored Homes, and architects where necessary, a routine site inspection schedule during renovation and submission of requisitions to Restored Homes for funding.
- 3) Be prepared to conduct differing levels of repair work from minor home repairs to moderate renovations. All proposed work will require Restored Homes' signoff, and filings and signoff with the DOB where required. Repair work may also include work to address critical repairs needed in other parts of home that may impact contracted repair work, or that which become evident during contracted repair work.
- 4) Ensure compliance with Restored Homes' deadlines for delivery of construction services. Some assignments will involve emergency work, which will require immediate attention (inspect, price & ready to commence work within 72 hours; beginning of third day). Full payment of task fees assumes that agreed upon timetables are satisfactorily met and work is completed to the satisfaction of Restored Homes.
- 5) Maintain adequate staff to undertake the renovation work required. Prior to the start of the contract, 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. Contractors may choose to retain non-employees or consultants to perform work pursuant to the contract; however, Restored Homes will not additionally reimburse for use of such consultants.
- 6) Hire and monitor all work performed by subcontractors to ensure that the work being performed is of quality workmanship, is in compliance with the scope of work and building plans where applicable, and that subcontractors are in compliance with the terms and conditions of the Contractors' contract. Special consideration will be given to Contractors that are MWBE certified or working with MWBE firms. Contractors will work with homeowners and Restored Homes in the selection of materials, the progress of the rehabilitation and sign offs for completion of contracted repair work at homes.

**D. General Program assumptions include the following:**

- Home repair work to be completed and redesigned (where required) as required per Building Code, including Fire Code, Housing Maintenance Code, and any other regulations.
- Immediate health and safety concerns cited by DOB or HPD will be prioritized over all other repair work.
- Illegal additions or modifications cited by DOB may need to be removed in order to bring a home into compliance.
- Contaminated materials such as friable ACM at contracted work areas will be abated and removed.
- No upgrades or aesthetic repairs are allowed.
- **Emergency Repairs:** Some repair work, such as lack of heat or hot water during winter months are termed as emergency repairs and Contractors selected to perform these emergency repairs must have capacity to commence work by the beginning of the third day, (including site visit and agreeing on scope and pricing) and ideally complete all work within 72hours. (End of third business day)

The extent of the work associated with the Program will generally not require DOB filing as it is anticipated to be such items as window replacements, kitchen re-modeling, bathroom remodeling roof replacements etc. However, an accumulation of work types may require DOB filing, and certain trade works such as electrical, mechanical (boiler and hot water heater replacements) sidewalk replacements will require trade filings and/or architectural filing. Restored Homes, architects (only where required) and special inspectors (only where required) will work with Contractors to plan, implement and complete the renovation work in a professional and timely manner. Restored Homes, architects and Special Inspectors (only where required) will monitor the quality of the work and timeliness of the performance of the Contractor.

Restored Homes staff will provide oversight during pre-development, design phase (where required) and during construction, in partnership with the Center. Such oversight will include status meetings and reports and conducting site visits and approving both pre-development and construction related expenditures.

**E. Program Development Timeline**

On average, the renovation work is estimated to generally last between two weeks and four weeks but should generally not exceed two months from start date of renovation. However, the timeline ultimately depends on the scope of work. Restored Homes requires that Contractors abide by and fulfill the timelines stipulated for each respective repair work as per the contract. A detailed generic Development Timeline is included in **Appendix I** that will be used for the Program.

**F. Obligations of Contractors**

The Development Timeline deadlines for Contractors are non-negotiable. In its contract with the HomeFix HDFC, the Contractors accept responsibility for meeting deadlines in the Development Timeline and any subsequent amendments and for complying with enforcement provisions. Restored Homes 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 designated home repairs. ***Under no circumstances will a contract be signed with Contractors that extends the completion of renovation and obtaining a final signoff beyond the established timeline in Appendix 1.***

Restored Homes will review the project status on a bi-weekly basis to determine if Contractors are on schedule. If a Contractor misses one or more deadlines, Restored Homes' staff will notify its Program Partner, the Center, about the viability of invoking the enforcement provisions outlined in the contract, up to and including the termination of the contract and reassigning all properties to another Contractor.

As part of the construction contract, Contractors will be required to provide a cash collateral payment. The amount of the cash collateral will be based upon a percentage of the contract amount. Restored Homes will also require Contractors to have active disability and worker's compensation and liability insurance in place during the duration of the contract, and also ensure that all subcontractors obtain proper insurance.

**G. Warranties**

Contractors will be required to warrant to the Program and homeowners that all renovation work will be free from defects in workmanship for a period of one year from the date of final signoff. Contractors will be responsible to handle all punchlist and warranty repair issues in a timely and professional manner.

**H. Reporting Requirements**

Contractors may be required to provide reports to satisfy HPD, Restored Homes and other Program Partners. These reports will be in a format acceptable to all these parties. These reports where required, may provide information on home repairs within the contract including status of repairs, scopes of work issues, RFI issues, potential problems requiring resolution, possible change orders or credits and the overall progress of renovation work.

**I. Contractor Payments**

Restored Homes, the Center and HPD will determine the approved construction costs prior to issuance of contract. All requisitions for funding for hard costs and change orders 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 Contractors to Restored Homes in writing for approval prior to commencing the work.** Any unauthorized spending above the Restored Homes approved budget will be the responsibility of Contractors. The Center will issue payment to Contractors directly upon the submission, approval and funding of a completed payment application.

**V. SELECTION CRITERIA**

**A. Threshold Criteria**

The application must include all required information and must be deemed complete by Restored Homes and the Center. 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 in Section III.B above may result in the rejection of the application. Restored Homes will review the responses to the RFQ and identify eligible Contractors.

**B. Competitive Criteria**

For all Applicants that pass all minimum threshold criteria, the following competitive criteria, listed below, will be considered. Competitive assessments will determine the frequency at which a Contractor is contacted by Restored Homes for invitations to bid walkthroughs. In addition, Restored Homes, generally, will assign more complex and extensive projects, as well as emergency repairs, to Contractors who score more highly within the competitive criteria categories.

- Total years of proven experience: Restored Homes will assess how long an Applicant has been in business with a proven track record of completed work.
- Quality and Extent of Previous Renovation and Repair Experience: Restored Homes will consider the following factors: (i) total number and size/scope of projects previously completed, (ii) quality of construction in completed projects or those under way.
- Proven experience with DOB and industry requirements/standards: This will include an assessment of total DOB filings and completed permits.
- Completion of rehabilitation projects with green building requirements/elements; Applicant's overall experience with green, energy-efficient building standards and practices, including any relevant certifications.
- Prior experience working with government and/or not-for-profit organizations.
- Certified New York State and New York City MBWE Contractors and/or Contractors committed to working with MWBE certified subcontractors.

- Likelihood of Early Construction Start: Restored Homes will consider Applicant's track record in delivering projects on time and within budget, this includes a demonstrated capacity to deal with projects in an expedited fashion.
- Organizational Capability: Applicants should demonstrate that they possess 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 contracting services for housing for low- and moderate- income households; as well as total number of completed minor to moderate rehabilitation projects of 1- to 4- family properties in New York City.
- 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 renovation services within the time frame required by this RFQ.

## VI. SUBMISSION REQUIREMENTS

Restored Homes will accept hardcopy or electronically sent applications, provided they are complete with all attachments and fully executed. Submission of an incomplete application may be grounds for disqualification of Applicants. The application must be signed by an authorized representative of the Applicant. The application must also include a cover sheet with the name of the Applicant.

**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

#### **FORM A-Applicant Questionnaire**

The Applicant Questionnaire provides Applicants the opportunity to explain their organization's structure and capacity, as well as describe the team's experience.

For Applicants that are joint ventures or newly formed business partnerships, 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 renovation experience.

#### **FORM B-Residential Development Experience**

Contractors should have three years of experience in rehabilitation of 1- to 4- dwelling units in New York City.

A completed Residential Development Experience form 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.

#### **FORM C-Principal's Property Listing**

A completed Property Listing Form for the Applicant and each principal of the development team, listing all properties owned (defined as more than 10% ownership) within the last three 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.

**FORM 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) for the two most recent years are required. This statement may be provided on the form, or in another format, provided that all required information is included.

**FORM E-Credit Authorization Form**

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

**FORM F-Organization Description**

The organization description shall include resumes for proposed members of the development team and staff members who would work in this Program.

**Additional Documentation**

- Proof of Insurance-This should include Applicant's most recent Certificate of Insurance
- Copy of Applicants NYC DOB General Contractors (or NYC or NYS Skilled Trade) License
- Copies of any other relevant certifications, including but not limited to NYS and/or NYC MWBE certification.

**B. Submissions**

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: Colin Cotter  
 150 Broadway, Suite 2101  
 New York, NY 10038  
 (212)584-8981 x26  
 ccotter@neighborhoodrestore.org

**There is no current submission due date as applications are being reviewed on a rolling basis.** Submissions will be promptly reviewed by Restored Homes. Interviews, site visits and/or additional information may be requested.

**VII. 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 outlined in the HomeFix Program as well as with 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 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 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.

## **VIII. 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.

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

## Appendix 1 Development Timeline

Upon issuance of a contract to a Contractor, Restored Homes will have already completed its pre-development activities and renovation is expected to commence as soon as a contract is executed, a Notice-to-Proceed is issued, and a Construction Kick-Off meeting held with Restored Homes, the Contractor, and the Homeowner. On average, Restored Homes anticipates that renovation will be completed within two to four weeks of construction start. Given the differing types of renovation needs, Restored Homes will establish individual timelines for each home repair work that is commensurate with the extent of the renovation.

### 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 after a Contractor Agreement has been executed, a Notice-to-Proceed issued, and a Construction Kick-Off meeting held with Restored Homes, the Contractor, and the Homeowner.

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

<b><u>Action</u></b>	<b><u>Deadline</u></b>
Construction Kick-Off Meeting	Day 1
Renovation commences	Week 1
Construction monitoring	Ongoing
Renovation completion	Week 3
Contractor completes punch list	Week 4
Obtain sign off	Week 4
Requisition	Monthly

**FORM A**

**CONTRACTOR 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: \_\_\_\_\_

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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>
_____	_____	_____

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

NAME OF ENTITY COMPLETING THIS QUESTIONNAIRE: \_\_\_\_\_  
(If other than applicant, i.e. joint venture)



- (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 construction. Include any professional certifications and identify completed or in-process projects.
  
- (j) Indicate if your organization is MWBE certified. If not, identify any Minority or Women Owned Businesses (MWBE) certified with New York City and/or New York State that you have worked with and plan to work with should you be selected to participate in this Program. Please provide business names and trades.
  
- (k) Indicate interest and capacity in participating in Emergency Repairs as explained above and provide references for any prior emergency work commenced and completed within 72 hours. List type of work, duration of work, home address and homeowner contact information.

5. 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 non-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 form below (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 residential renovation 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.

**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 other 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 and Restored Homes will rely on the information in or attached to this document and that this document is submitted to induce the Restored Homes to select us as a 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 the HomeFix team for admission into the program 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 HomeFix team or any agency thereof.

I understand that if I am selected as a 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: \_\_\_\_\_

**FORM B-HOMEFIX PROGRAM**  
 RESIDENTIAL RENOVATION EXPERIENCE INCLUDING EMERGENCY REPAIR WORK  
 LAST 3 YEARS

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 3 years.

ADDRESS Bldg. #, Street, City, State, Zip	PROJECT NAME	BORO	PROJECT TYPE		# OF UNITS	TOTAL CONST. COST	GOV'T PROGRA M	STATUS		WORK TYPE (6)	MO/YR STRT	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  
 B = Builder  
 C = Contractor  
 AR = Architect  
 E = Engineer  
 O = Other

**(2) PROJECT TYPE**  
 N = Minor Rehab  
 R = Substantial Rehab  
 M = Moderate Rehab  
 H = Home Improvement

**(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  
 C = Completed

**(6) WORK TYPE**  
 1 = Alteration 2  
 2 = Alteration 3



**FORM D-HOMEFIX PROGRAM**  
**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): \_\_\_\_\_

<b>SECTION 1 - PERSONAL INFORMATION</b>	
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:	

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

\* 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.



<b>SCHEDULE B INCOME FROM PROPERTIES</b>					
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: \_\_\_\_\_

**FORM E-HOMEFIX PROGRAM**  
**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:**\_\_\_\_\_