

# **REQUEST FOR PROPOSAL** **GENERAL CONTRACTOR – Hildebrandt Park**

## **A. INVITATION & BACKGROUND**

Lansing Housing Commission (“LHC”) is requesting with this RFP, on behalf of the new Owner, Hildebrandt Park LDHA LP, your proposal to complete the planned renovations of a 100 unit affordable housing project in Lansing, Michigan containing 22 buildings made up of single story structures and townhouse type buildings, known as Hildebrandt Park Apartments (“Project”). Proposal among other items would include budget pricing for the planned work and qualifications demonstrating substantial experience with similar projects.

Chesapeake Community Advisors, Inc. (“CCA”) has been engaged by the LHC and Owner as the Development Consultant for the Project redevelopment.

The Project is located at 3122 N. Turner, Lansing, MI 48906.

It is envisioned that the respondent will provide all of the listed services below necessary to manage the completion of the planned renovations that brings all the skills and experience to provide a successful outcome of a completed Project. Organizations that possess experienced construction management background and qualifications in capacity as the desired General Contractor are encouraged to respond. The purpose of this RFP is to identify the most qualified respondent that has adequate available current capacity, depth of experience with similar projects, proven successful track record managing similar projects for affordable housing renovations and that can complete this project as quickly and cost efficiently as possible.

## **B. DELIVERY AND ACCEPTANCE OF SUBMISSIONS**

One (1) bound and tabbed original with table of contents are to be delivered to the LHC and (1) complete PDF copy of the proposal and excel attachment is to be sent electronically to both the LHC and CCA contact, Sam Spadafore [sams@lanshc.org](mailto:sams@lanshc.org) and John Schuster [jschuster@ccadev.com](mailto:jschuster@ccadev.com) . **The completed submission package must be received by 5:00 PM Eastern Standard Time, on Thursday May 27<sup>th</sup>, 2021.**

The response should state your firm's name, address, telephone number, due date and RFP title: "Request for Proposal: General Contracting Services Hildebrandt Park." If your submission is received after the deadline, it shall not be considered. If mailed, you should use certified or registered mail, UPS, or Federal Express with return receipt requested.

Please carefully review your submission.

Withdrawal of Submission: Your submission may be withdrawn by written request at any time after submitted. Negligence on your part in preparing the required documents confers no right of withdrawal or modification of submission documents after such documents are opened.

Questions and clarifications should be submitted to Sam Spadafore [sams@lanshc.org](mailto:sams@lanshc.org) and are due by May 19<sup>th</sup>, 2021.

### **C. PROJECT DESCRIPTION**

Project consists of the redevelopment of the current existing Hildebrandt Park Project in Lansing, Michigan. The property consists of 100 units with one thru five bedrooms units included in 22 buildings across more than 8 acres included in one legal parcel.

LHC is the current owner of the property and has owned it since its construction which occurred around 1969. The property is currently subsidized under HUD's Public Housing Program. As part of the redevelopment and transition process to new Owner, Project will be converted to a new project-based Section 8 HAP contract project through HUD's Rental Assistance Demonstration (RAD) program. The project will be financed through a new MSHDA Direct Lending first mortgage, subordinate GAP financing from MSHDA, 4% LIHTC investor equity and seller financing. LHC and CCA desire to move as quickly as possible thru the RAD, equity and MSHDA loan financing processes to close as soon as able and start construction immediately thereafter. At this time LHC/CCA are working toward an anticipated closing currently projected in the 2<sup>nd</sup> half of August 2021. Thus, the selection of a qualified and experienced General Contractor who currently has capacity that fits this timeline is critical. We will ask the General Contractor to immediately join the project team to move the Project toward the closing timeline indicated above.

At this time, due to other financial factors of the Project, LHC is tentatively planning to arrange for renovation work to be completed in at least 2 vacated buildings at a time so renovations can be concluded without tenants in place. This will help to accelerate the completion of the contemplated improvements and avoid any need for temporary offsite tenant relocation. An additional building may or may not be freed up at times pending further details on the relocation plan and feedback from the GC in regard to scheduling.

All existing tenants will be relocated on-site, and sufficient vacancy will be made available at closing to turnover at least 2 buildings at a time. The selected GC will be expected to work with the Owner's team on scheduling work in vacant buildings and assist as necessary with communication and otherwise for resident moves. The Owner will hire a 3<sup>rd</sup> party moving company to manage the primary responsibilities of relocating tenants. If you have interest in providing services related to that role, please outline such service and any additional fees in your response.

Expectations are to identify a General Contractor as part of this RFP process to join the development team and continue discussions and work with Owner and design team as plans and specifications are finalized for closing.

**Davis Bacon Wage rates and program conformity will apply to these renovations.** The monitoring of such is anticipated to be done by either MSDHA or a 3<sup>rd</sup> party hired by the Owner.

**Please see detailed Scope of Work description** prepared by the architect, Fusco Shaffer and Pappas., Also included in the link below along with a current progress set of drawings and relevant environmental information and reports.

<https://file.ac/GPneFr-Ots0/>

Cost estimates should assume that any and all required drywall disturbance to complete work on either side of the wall board is ACM and should be abated and managed accordingly.

#### **D. FUNDING SOURCES & REQUIREMENTS**

Principal funding is comprised of MSHDA financed first and second mortgages, 4% LIHTC Equity and seller financing. All federal funding standards must be met including Section 504, Davis Bacon wage rate compliance and Section 3. MSHDA will also require compliance with their EEO program and procedures for MSHDA financed deals to include among other requirements a plan that would set tentative goals for MBE/WBE participation of roughly 16% and 7% respectively. The LHC would envision selecting a General Contractor that can implement impactful plans for Section 3 and MBE/WBE goals to benefit those in and around the Lansing community. This Project is also required to meet requirements of a recognized 3<sup>rd</sup> party Green program which is currently planned by the Architect to be the MSHDA Green Building Standard. Please take into consideration any additional fees or work associated with meeting such requirement, if applicable.

#### **E. SERVICES REQUIRED/SCOPE OF WORK**

1. Renovation of Project per detailed Scope of Work and current plans and specifications.
2. Ability to sign a MSHDA legal prepared MSHDA form Construction Contract and the ability to adhere to their typical applicable exhibit requirements and general condition documents that customarily accompany a form MSHDA prepared construction contract.
3. Ability to provide both preclosing and work in process scheduling updates with necessary revisions to keep the Project on schedule and on budget as customary issues on occupied rehab projects arise.
4. Ability to provide a performance and payment bond for 100% of the contract value or letter of credit acceptable to lenders/investor of at least 10% of contract amount.
5. Adherence to HUD and MSHDA imposed terms and conditions.
6. A MSHDA cost certification from the GC will be required as part of the closeout materials for the Owner and before release of final retainage being withheld.

#### **F. SUBMISSION REQUIREMENTS**

Your submission should include the following:

- A. Detailed cover letter and narrative addressing the points identified in this RFP and highlighting your capacity and experience as a General Contractor on similar type projects and approaches used on vacant, fully occupied and partially occupied/on-site tenant relocation multifamily renovations.

- B. Resumes of all principals in the firm.
- C. Resumes of all key designated staff who are proposed to work on the project.
- D. AIA Document A305 Contractors Qualification Statement (including all attachments:
  - List of projects that are currently under contract and a list of projects anticipated to be under contract over the next 6 months;
  - List of similar projects completed in past 5 years including project details such as name of project, location, year completed, # of units, building types (multi/high rise, Garden, townhomes, etc.), rehab or new construction, total contract amount, including client references;
- E. Financial statements;
- F. Copy of contractor's license to do business in the State of Michigan
- G. Certification (see below)
- H. References (Client and Financial)
- I. Letter with stated and proposed overhead, profit and general conditions
- J. Pricing budget summary in form of the MSHDA TPB
- K. Completed budget detail in the excel workbook provided - Lansing Housing Commission - Hildebrandt Park RFP - 04.23.2021; additional instructions provided in the workbook
- L. Sufficient subcategory or sub line pricing details from summary TPB budget further providing breakdown of more detailed estimated costs (form to be used per GC preference) for review
- M. A **separate** list of alternant budget pricing and/or SOW assumptions for any specific planned work in which the GC may want to call attention
- N. Expected list of any major subcontractors known at such time
- O. Anticipated overall schedule/timeline to complete Project with sufficient general detail to at least track major subcontractor work and critical path items

## G. SELECTION CRITERIA

The narrative and other documentation submitted should address the following selection criteria which is listed below, not in any order of priority:

- 1) Experience of contracting firm. State the length of time established, number of years identified principals have worked together.
- 2) Principal team members and likely role in the project with number of years experience for each identified team member.
- 3) Experience with similar projects
  - a) Multifamily residential of similar size and housing types;
  - b) Rehabilitation of multifamily;
  - c) Projects located in the City of Lansing and/or Ingham County.
- 4) Experience with projects funded with public funding sources including in particular HUD RAD conversion projects and MSHDA LIHTC projects.
- 5) Experience with Federal Labor requirements and HUD General Conditions;
- 6) Experience with Davis-Bacon requirements.
- 7) Expertise in Section 3 of the Housing and Community Development Act of 1992. Identify and briefly describe previous projects where you have met or exceeded established goals of your clients for such participation and prior successful ways of attracting and using such local involvement.
- 8) Summary track record for completing similar vacant or occupied multifamily affordable housing rehab projects on time and on budget over the past 5 years.

- 9) Ability to provide 100% payment and performance bond or 10% letter of credit. Please include a letter from your bonding agent demonstrating your current bonding capacity, what is currently obligated and remains open for use.
- 10) Ability to assemble a plan and tentative schedule that allows the Project to be completed as expeditiously as possible while following current owner requirements and navigating thru the rehab process.
- 11) Overall budget pricing proposal of the planned renovations, note LHC/CCA are aware plans are not substantially final at this point and budget estimates for some planned work involved will be made As the final documents are approved by the team.
- 12) References. Please provide the following:
  - a) List of 3 owner/client references complete with contact person, title, telephone number and email address. Also details on the GC management staff involved in those prior projects at that time.
  - b) List of at least 1 financial reference complete with contact person, person's role, title, telephone number and email address.
- 13) Prior successful track record working on MSHDA financed projects and the special nuances and requirements that accompany compliance with their form contract and other requirements.
- 14) Ability to demonstrate that GC has adequate current capacity to tackle one or both projects immediately and provide necessary oversight and construction management over the next 1.5 – 2 years.

## H. SELECTION PROCESS & SCHEDULE

### Schedule for RFP/Selection

April 26, 2021	Distribute / post RFP
May 10, 2021	Group site walks complete (target May 10 or 11)
May 12, 2021	Individual walks with subs (target May 12 or 13)
May 19, 2021	All questions and clarifications on RFP due
May 27, 2021	Proposal Submissions Due by 5:00 pm
May 31, 2021 – June 4, 2021	Interviews and/or revisions
Approximately June 11, 2021	Selection of a General Contractor for Project

Questions and clarifications should be submitted to Sam Spadafore [sams@lanshc.org](mailto:sams@lanshc.org) .

A General Contractor will be selected based on the firm which presents the proposal that, in the judgment of the Owner, and LHC/CCA, best accomplishes the desired end result of a successful Project completed as cost efficiently and expeditiously as is feasible. The RFP has been issued solely for the purpose of identifying a qualified General Contractor and ultimately Owner and LHC/CCA are under no obligation to select a party in the unlikely scenario that a qualified proposal is not received in their judgement.

By responding to this RFP respondent hereby agrees to waive any potential right or claim of either Owner, LHC or CCA based on the outcome of a selection of a General Contractor as part of the basis of this RFP issuance. Please include a certification acknowledging such with the proposal along with a certification that the firm nor any owner, investor, partner, or principal is currently under a limited denial of participation in any federally

funded programs, making such party ineligible to be selected as the Project General Contractor.

## EQUAL OPPORTUNITY EMPLOYER