



**Request for Qualifications—Posted June 22, 2023**  
**Attn: Licensed, Bonded and Insured Contractors**

Dove Recovery House for Women (DRH) requests qualifications from **commercial general contractors specializing in new building construction**. This request is related to the Housing and Economic Recovery Act of 2008 (HERA) Neighborhood Stabilization Program (NSP) administered by the U.S. Department of Housing and Urban Development (HUD). DRH will include applicants in a vendor pool to complete the construction of an 8,000 sq. ft. commercial/residential facility adjacent to its current property. Additional requests for information or RFPs will be sent to vendors on this list.

All responses should be received no later than noon, June 30, 2023. Questions pertaining to this RFP should be directed to Wendy Noe, at [wnoe@doverecoveryhouse.org](mailto:wnoe@doverecoveryhouse.org).

DRH reserves the right to reject any or all responses to this RFP, to waive any informality or irregularity in any RFP responses received, and to be the sole judge of the merits of the respective RFP responses received.

It is expected that the development agreement will be executed by the summer of 2023. And that all construction will be completed by first quarter of 2024.

DRH will be responsible for the following aspects of the program: Owner of the property, Management of grant funding related to the project site, and Coordination with the City of Indianapolis related to the City's development agreement.

Average construction costs are estimated to be around \$185 per sq. ft. DRH contracts with Construction Managers (CM) to prepare the scope of work and manage the bid process. The CM will send bid packets to those included in the vendor pool.

There is no guarantee that inclusion in the vendor pool means every contractor will have opportunities to bid. The owner reserves the right to request bids from those contractors best qualified for specific projects.

It is important to DRH that we exceed the City's goals of minority participation in this contract. We invite all applicants to prepare a plan for how you will provide economic opportunities to Minority/Women/ Veteran-Owned Business in your activities. As a reference, our building specs will emphasize:

- Requirements and/or LEED Home Standards
- Lead Based Paint Certifications (HUD and EPA)

The following characteristics will be used to select bid groups:

- Client references
- Financial resources to handle multiple projects at a time
- Warranties of service
- Minority/Women/Veteran-Owned Business Certifications and/or plans to include participation in your contracts
- HUD Section 3 Qualifications (Economic Opportunities for Low- and Very-Low Persons)
- Experience with Davis Bacon

Different RFPs will be sent to sub-groups within the Vendor Pool. If you're interested in receiving bids for specific work (ie. Mechanical or Construction Management), please check the corresponding box. Doing so will not eliminate you from competing for General Contractor projects. Please contact me if you have any questions.

Sincerely,

A handwritten signature in black ink that reads "Wendy Noe". The signature is written in a cursive, flowing style.

Wendy Noe, CEO, Dove Recovery House for Women



## **Contractor Application**

Dove Recovery House for Women  
3351 N. Meridian St. Suite 110  
Indianapolis, IN 46208

**For questions, contact Wendy Noe, CEO**  
317-972-4584  
wnoe@doverecoverhouse.org

### **TO BE CONSIDERED FOR WORK, DRH REQUESTS THE FOLLOWING INFORMATION:**

**Company:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Cell:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Type of Work: Check all that apply to your firm to be included in the bidding process for specific services.**

**General Contractors**

- ☐ New Building Construction
- ☐ Residential Renovation
- ☐ Mechanical, Electrical and Plumbing
- ☐ Construction Management Services

**Demolition**

- ☐ Excavation
- ☐ Demolition
- ☐ Deconstruction

**Other Services**

- ☐ Security
- ☐ Locksmiths
- ☐ Landscaping
- ☐ Mowing
- ☐ Tree Service Providers
- ☐ Other \_\_\_\_\_

<b>Certifications (check all that apply):</b>  Minority-Owned Business: <input type="checkbox"/> City <input type="checkbox"/> State  Women-Owned Business: <input type="checkbox"/> City <input type="checkbox"/> State  Veteran-Owned Business: <input type="checkbox"/> City <input type="checkbox"/> State  Lead Safe Work Practices: <input type="checkbox"/> HUD <input type="checkbox"/> EPA  Weatherization: <input type="checkbox"/> Ivy Tech or AC/C Tech <input type="checkbox"/> BPI <input type="checkbox"/> INCAA  Other: _____	
<b>Client References</b>	
<b>Name:</b>	<b>Phone:</b>
<b>Name:</b>	<b>Phone:</b>
<b>Name:</b>	<b>Phone:</b>

***Electronic Submission Packet Must be complete and include the following:***

- ***DRH Contractor Application***
- ***Copy of Contractor's License(s)***
- ***Copy of Certificate of Insurance***
- ***Copy of W-9***
- ***Development Proposal (using provided template)***

Submissions will only be accepted electronically. Please send all responses to Wendy Noe at [wnoe@dovererecoveryhouse.org](mailto:wnoe@dovererecoveryhouse.org) . All responses must be received by Friday, June 30th, 2023, at 12pm EST, and should contain the email subject line "DRH Housing Development - RFP Response." Responses can include links to cloud- shared folders. Responses will be downloaded upon receipt. If changes are requested to be made prior to the submission deadline, please inform DRH staff.

## **Development Proposal Template Should address the following:**

Team Organization, Project Understanding, and Project Approach containing:

- Description of team
- Brief description of the roles of the firm and key staff
- Organizational chart with names
- Description of any issues unforeseen by DRH that may delay the successful development of the project
- Resumes of each proposed team member should be included as Appendix A
- Qualifications to perform the project
- Proof of certifications
- Three reference contacts including name, title, phone number, and email address.
- How the company utilizes Minority/Women/Veteran-Owned Businesses
- Anticipated timeline of project, including how goal of project will be achieved by first quarter of 2024 at the very latest

**Relevant Experience** within the industry, service capabilities and experience, brief description of up to three comparable projects under management by the team. Applicants are encouraged to include projects that may include townhomes, urban infill, and/or environmentally impacted land.

**Budget Proposal** should include a preliminary development budget for the project that identifies anticipated expenses. The budget should include line items for expenses to give DRH an idea of the project's total development cost. If selected, this budget will be used as a framework during contract negotiations.