

# Restored Homes Housing Development Fund Corporation

## REQUEST FOR QUALIFICATIONS

### ARCHITECTS

ISSUE DATE: January 21, 2025

RFQ RESPONSE DUE DATE: N/A – Open Response Period

Questions should be submitted to [RH@neighborhoodrestore.org](mailto:RH@neighborhoodrestore.org)



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# 1. INTRODUCTION

Restored Homes Housing Development Fund Corporation (“Restored Homes”) is issuing this RFQ to identify eligible architects for a pre-qualified list for upcoming 1-to-4 family residential projects within NYC. Not all qualified professionals will be selected.

Architects selected through this RFQ will be responsible for preparing scopes of work, narrative of existing conditions, and architectural drawings that will be submitted to New York City Department of Buildings (“DOB”) for review and approval. Architects will also oversee the execution of the renovation plans through completion and sign off. The Architects’ workloads are dependent upon the scopes of work for each home.

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 New York City Department of Housing Preservation and Development (“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”). Below are brief descriptions of three current programs.

As a program administrator, 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 these Programs. 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.

## ***HOMEFIX (HOME REPAIR PROGRAM)***

The New York City HomeFix Program (“HomeFix”) offers low-interest and forgivable home rehabilitation loans, education, and financial counseling to NYC homeowners of 1 to 4 family homes who may not qualify for conventional loans. The Center for New York City Neighborhoods, Inc. administers the program with funding from Enterprise Community Partners, the New York City Council, the City of New York, and the Office of the New York Attorney General in collaboration with the NYC Department of Housing Preservation and Development (HPD). Restored Homes, as non-profit partner, oversees each project from scope of work development through construction close out, providing construction management and technical assistance to help homeowners achieve long-term stability.

## ***NYC HOUSING AUTHORITY (NYCHA) SMALL HOMES REHABILITATION PROGRAMS***

Restored Homes, in collaboration with NYCHA and NYC HPD, has rehabilitated and sold 61 vacant single-family foreclosed homes through the NYCHA Small Homes Rehabilitation Program. These homes, in NYCHA’s inventory for decades, are primarily located in Southeastern Queens - an area still recovering from the effects of the 2008 foreclosure crisis and Hurricane Sandy. The homes developed through this program achieve Enterprise Green Communities certification. Public subsidy provided by HPD and AHC leverages private capital, secures construction financing, and maintains affordability for homeowners. RH The rehabilitated were sold to low- and moderate-income, qualified homebuyers. RH intends to acquire a new portfolio of properties for rehabilitation soon.

## ***ACCESSORY DWELLING UNIT PROGRAM***

Restored Homes HDFC (“RH”) is serving as the program administrator for the Plus One accessory dwelling unit (“ADU”) Program (“Program”) in New York City. This pilot program will assist low- and moderate-income single-family homeowners with the predevelopment, construction, and monitoring resources necessary to safely build or convert ADUs on their properties. Financial assistance for the Program is being contributed in the form of grants through New York State Homes and Community

Renewal ("HCR") as well as additional subsidy as low interest of forgivable loans through New York City Department of Housing Preservation and Development.

## **ARCHITECT ROLE**

Architects are required to provide the following services:

Upon consultation with Restored Homes, Architects will provide zoning and code compliance analysis and assist in the identification of required pre-development activities; followed by preparing a detailed summary of existing conditions, scope of work, job specifications, and a proposed schematic design for each project. Based upon comments and recommendations from Restored Homes and the homeowner, Architects will prepare the final design documents and modify the plans and scope of work as needed. Architects will also assist in cost estimating and schedule projection on an as needed basis.

Once the final design documents are reviewed and approved by Restored Homes, Architects shall prepare a full set of all required architectural drawings including the scope of the proposed work to be filed with DOB.

Architects will administer the DOB application process, file the plans and documents required by DOB, and address any objections raised during the approval process.

Architects will 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. Once DOB approval is secured, Architects shall provide Restored Homes the final scope of work and a half-size set of the approved plans. Architects will also accompany Restored Homes for the contractor bid walkthrough and assist in the permitting process as needed.

Once construction commences, Architects will provide construction administration services, such as monitoring the installation of appropriate materials, observing site progress to ensure that all work performed is of quality workmanship, and ensuring contractors are in compliance with contract documents, DOB requirements, and with the approved plans and specifications. Site visits will also be required for onsite review and subsequent approval of any pending contractor applications for payment and/or change order requests. 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 as are required to resolve conflicts and/or problems identified on site. Architects will attend all requisition meetings and approve and sign requisitions.

Finally, Architects, working in conjunction with Restored Homes and contractors, will complete all the site visits and documentation needed to secure DOB signoffs for completion of the project.

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.

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.

## **GENERAL ASSUMPTIONS**

- All construction will be compliant with the Building Code, including the Fire Code, Housing Maintenance Code, and any other required regulations.
- Only work identified as eligible under each program will be included in the scope.

Restored Homes must require that any participating sub-recipient, contractor, sub-contractor, agent or third party complies with all applicable Federal, state, and Local laws and regulations. Participating third parties must adopt and perform reviews and inspections to ensure compliance with all applicable Federal, State and Local laws and regulations. All third parties are required to indemnify Restored Homes, along with any program partner non-profit or government agency, from any and all claims arising out of the Third Party's performance or work.

### **REPORTING REQUIREMENTS**

Architects will be required to provide information on each project's status. This will include information about the status of scopes of work, status of DOB approvals and filings, progress of repair work and projected completion dates. This information will include (as needed) written reports, pictures of the progress of work, urgent issues requiring resolution, and potential setbacks or defects in the work. In addition to regular reporting on all aspects of the project(s) verbally and in writing, the Architect is responsible for communicating all red flags and urgent issues that could potentially delay or change the project in real time.

## **2. SELECTION CRITERIA**

### **MINIMUM THRESHOLD CRITERIA:**

- 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 district(s)
- Experience with the minor to substantial rehabilitation of 1- to 4- family properties in New York City
- Familiarity with DOB and industry requirements/standards
- Must be legally licensed Architects under applicable laws in New York State

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 may result in rejecting the application. Restored Homes will review the responses to the RFQ and identify eligible Architects

### **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 an Architect is assigned projects. In addition, Restored Homes, generally, will assign more complex and extensive projects to Architects who score more highly within the competitive criteria categories. 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, and/or demonstrated commitment to working with Minority and Woman Owned Businesses (MWBE)
- Likelihood of Early Construction Start: Restored Homes will consider Applicant's track record in delivering projects on time and within budget;
- Demonstrated capacity to deal with projects in an expedited fashion
- 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;
- Experience in providing design 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 design services within the time frame required by this RFQ.
- Demonstrated ability to work successfully with government and not-for-profit organizations
- Experience in green, energy-efficient building standards and practices

### ***TERMS AND CONDITIONS***

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

The proposed work shall conform to 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,

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.

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 reserves 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.

### ***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 applying.

Persons in the employ of the City considering a submission are advised that opinions regarding propriety of their participation 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 Chart.

### ***INSURANCE MINIMUM REQUIREMENTS***

- i. Workers Compensation & Disability Insurance & Employers Liability Insurance: in accordance with statutory requirements in the State of New York in order to meet obligations towards employees in the event of injuries or death in the course of employment. Employee Liability limits shall be in an amount not less than \$500,000 each accident.
- ii. Professional Liability/Errors and Omission Insurance: Such policy shall cover wrongful acts made by or on behalf of the professional. Minimum limit per claim is \$1,000,000 and minimum in aggregate is \$1,000,000.

iii. Commercial General Liability: in order to protect against claims brought by members of the public for bodily injury, death, personal injury or damage of property and alleged to have arisen out of premises and operations performed in connection with this Program. Limits of Commercial General Liability shall not be less than the general aggregate \$2,000,000 aggregate limit and \$1,000,000 per occurrence for bodily injury, personal injury and property damage provided that attorney's fees, costs and disbursements shall not be included as part of such limits. Coverage shall be written on an occurrence form. Coverage shall be on "Occurrence" ISO Form CG0001, ed. 11/88 or an equivalent and shall include:

- XCU (Explosion, Collapse and Underground Hazards where applicable);
- Independent Consultants Liability Insurance: to protect against work and/or service performed by sub-consultants;
- Blanket Written Contractual Liability Insurance: to insure the indemnification obligations contained in this agreement;
- Broad Form Property damage and deletion of "X" "C" "U" exclusion if applicable to site conditions and specific nature of work and/or Services;

Other than standard exclusions applicable to pollution, asbestos, mold, employment practices, ERISA and professional liability, there shall be no limitations or exclusions beyond those contained in the standard policy forms which apply to property damage, products and completed operations, contractual liability or construction defects. Unacceptable exclusions include exclusions for damage to work and/or services performed by Subcontractors on your behalf; for contractual liability; and for known loss.

### 3. SUBMITTING AN APPLICATION

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.

Applicants must submit their qualifications in accordance with the instructions and attachments contained in this RFQ. Submission of qualifications shall be considered affirmative permission by Applicants for Restored Homes to make inquiries concerning the Applicants as deemed necessary.

#### **REVIEW AND SELECTION PROCESS**

Applicants must meet the threshold requirements outlined above to be considered for participation. Failure to meet these threshold requirements or to provide the complete information required in the RFQ will disqualify the Applicants from consideration. Applicants must also attest that they have not been subject to any of the adverse findings listed below. 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,

- 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

### **REQUIRED SUBMISSION MATERIALS**

- 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.
  - 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.
- FORM B - Residential Development Experience
  - Architects 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 (Form 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.
- Resume: Applicant/Company Resume and/or brochure including credentials and experience for key staff
- License: Proof of active Architecture License with New York State
- Insurance: Proof of Insurance in accordance with the minimum requirements listed above

All submissions become the property of Restored Homes. 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.



**FORM A**

**ARCHITECT RFQ**  
**APPLICANT QUESTIONNAIRE**

**ALL APPLICANTS SHALL COMPLETE THIS FORM AS WELL AS THE QUESTIONNAIRE THAT IS ATTACHED.**

If the applicant is a joint venture, a separate Questionnaire and Attachment shall be provided for each entity that comprises the joint venture, as identified in Section 2 below. If the applicant is a newly formed joint venture or business, information on the entity with their rehabilitation and marketing and sales experience must be provided. If additional space is needed, please submit separate sheet(s), identifying the question(s) being answered on each sheet.

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

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

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**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.

- (f) Describe any experience or other factors that would demonstrate your knowledge and experience in renovating scatter-site 1-4-unit housing in New York City.
  
- (g) Does your organization or member of your development team have knowledge and experience in corrective structural work etc.?
  
- (h) Describe any experience your organization has with green building technology & sustainability. Include any professional certifications and identify completed or in process projects.
  
- (i) Identify any Minority or Women Owned Businesses (MWBE) certified with New York City & or State, including your firm that you have worked with and plan to work with should you be awarded this project, including your organization. Please provide business names and trades.

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 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 (FORM 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 design professional 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 a Design Professional, 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: \_\_\_\_\_

Name of Principal: \_\_\_\_\_

Signature of Individual: \_\_\_\_\_

Print Name and Title of Individual: \_\_\_\_\_

**FORM B-HOMEFIX PROGRAM**  
 RESIDENTIAL RENOVATION EXPERIENCE WITHIN NYC  
 LAST 5 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** relevant experience within NYC in the last 5 years. Please note, 1-to-4 family ALT1 filing projects will be reviewed prioritized for review over all other project types. If applicable, you may list residential renovation project experience outside of NYC once you've exhausted all relevant NYC projects.

ADDRESS Bldg. #, Street, City, State, Zip	DOB FILING NUMBER	PROJECT NAME	# OF UNITS	TOTAL CONST. COST	GOV'T PROGRAM	STATUS		WORK TYPE	MO/YR	MO/YR	OWNER  (Contact Name & Phone No.)
						O/V	P/I/C		STRT	COMPL.	

**OCCUPENCY STATUS**

O = Units occupied during  
 rehab  
 V = Units vacant during rehab

**WORK STATUS**

P = Pre-development  
 I = In-construction  
 C = Completed

**WORK TYPE**

Alteration 1  
 Alteration 2  
 Directive 14