

**WESTMORELAND NON-PROFIT  
HOUSING CORPORATION,  
a PENNSYLVANIA NON-PROFIT**

# **REQUEST FOR QUALIFICATIONS (RFQ)**

## **Church View Senior Residences**

**AFFORDABLE HOUSING -DEVELOPER/BUILDER SERVICES  
WNPHC -2024.18.1.3**

**WESTMORELAND NON-PROFIT  
HOUSING CORPORATION (WNPHC)**

**CHURCH VIEW SENIOR  
RESIDENCES  
AFFORDABLE HOUSING -  
DEVELOPER/BUILDER**

**RFQ- WNPHC - 2024.18.1.2  
PROPOSAL DUE:  
January 7, 2025 @ 10:00 A.M. (E.S.T)**

**PROPOSAL DEPOSITORY:  
WCHA - ADMINISTRATION OFFICE  
167 SOUTH GREENGATE  
GREENSBURG PA. 15601**

RFQ Document - Table of Contents [Table No.1]

Section	Description	Page
	Introduction	3
	Public Notice	3
	RFQ Information at A Glance	4
1.0	(WNPHC) Reservation of Rights	5
2.0	Project Overview	5
2.1	Statement of Development Purpose	5
2.2	Recent Affordable Housing Developments	6
2.3	Church View Senior Residences Description	6
2.4	Project Estimated Cost and Funding	8
3.0	Scope of Services To Be Procured	10
3.1	General Construction Services	10
3.2	General Design Services	10
3.3	Site Construction Services	11
3.4	Application Services	11
3.5	Closing Services	12
3.6	Construction Services	12
4.0	Project Goals	12
4.1	General Requirements	12
4.2	Application Schedule	13
4.3	Construction Schedule	13
4.5	Safety	13
5.0	Selection Procedures and Requirements	14
5.1	General Requirements	14
5.2	Evaluation Committee	14
5.3	Oral Presentations	14
5.4	Tabbed Proposal Format	15
5.5	Proposal Submission	16
5.6	Submission Conditions	16
5.7	Developer/Builder Responsibilities	17
5.8	Addendums	17
5.9	Pre-Proposal Meeting	17
6.0	Evaluation Factors	18
6.1	Qualifications	18
6.2	References	18
6.3	Executive Summary	18
7.0	Evaluation Scoring Criteria	18
7.1	Qualifications-Experience & References	18
7.2	Project Approach	19
7.4	Total Development Cost	20
8.0	Certifications	21

**INTRODUCTION:**

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**REQUEST FOR QUALIFICATIONS (RFQ) NO. WNPHC – 2024.18.1.3 CHURCH VIEW SENIOR RESIDENCES**

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The Westmoreland Non-Profit Housing Corporation Inc. (WNPHC) is a Non-Profit Affiliate of the Westmoreland County Housing Authority which is a public body and a body corporate and politic created under the Pennsylvania "Housing Authorities Law", for the purpose of providing affordable housing opportunities within Westmoreland County, Pennsylvania. (WNPHC) can assign the procurement over to a Limited Partnership – Owner Entity, to be formed at a later date. The (WNPHC) is seeking a qualified and experienced Developer/Builder to develop and construct a Rural mixed financed affordable senior housing development, located in Norvelt – United Area of Mount Pleasant Township, Westmoreland County, Pennsylvania. Property is located adjacent to St. Florian Catholic Church, 4263 State Route 981, Mount Pleasant, PA 15666. The project is titled **CHURCH VIEW SENIOR RESIDENCES**. The project funding capital stack will be primarily financed through Westmoreland County- (HOME) Investment Partnerships Program (Committed), Pennsylvania Department Housing Finance Agency (PHFA) – PHARE Grant Program (Pending), Westmoreland County Housing Authority – Loan Funds (Committed) and possibly Pennsylvania Department of Community and Economic Development (PA-DCED) Funding (Pending).

Proposals will be received by registered mail, express mail or delivered to the (WNPHC)– Administration Office, located at 167 South Greengate Road, Greensburg, PA. 15601 no later than **January 7, 2025 @ 10:00 A.M.** Late arrivals will not be accepted.

All proposals submitted in response to this solicitation must conform to all of the requirements and specifications outlined within this document, addendums and any designated attachments in its entirety.

### **PUBLIC NOTICE:**

#### **CHURCH VIEW SENIOR RESIDENCES - REQUEST FOR QUALIFICATIONS (RFQ) AFFORDABLE HOUSING - DEVELOPER/BUILDER - WNPHC - 2024.18.1.3**

The Westmoreland Non-Profit Housing Corp.(WNPHC) is requesting proposals from qualified and experienced Developer/Builders to develop and construct a mixed finance affordable senior housing development. The project to be developed is a mixed financed Affordable Housing Development, located in Norvelt – United Area of Mount Pleasant Township, Westmoreland County, Pennsylvania. Property is located adjacent to St. Florian Catholic Church, 4263 State Route 981, Mount Pleasant, PA 15666. The project is titled Church View Senior Residences .

Interested respondents may obtain, at no cost, the Request for Qualifications - Documents from the WCHA-Website located at [www.wchaonline.com](http://www.wchaonline.com). In addition, an electronic (PDF) file copy can be provided by contacting Mr. Erik Spiegel – COO/Director of A&E Services at [eriks@wchaonline.com](mailto:eriks@wchaonline.com) or by phone at 724-832-7248 – ext. 3056 or Mr. Ed Primm – Director of Development Services at [eprimm@wchaonline.com](mailto:eprimm@wchaonline.com) or by phone at 724-832-7248 ext. 3015.

Interested respondents are required to respond by proposal submission (satisfying the requirements of this RFQ-Invitation) on or before **January 7, 2025 @ 10:00 A.M.** An outdoor Pre-Proposal Meeting will occur at the site adjacent to St. Florian Church, 4263 State Route 981, Mount Pleasant, PA 15666 on December 13, 2024 at 10:00 am (EST).

Michael L. Washowich, President  
Westmoreland Non-Profit Housing Corp.

**RFQ INFORMATION AT A GLANCE:**

[Table No. 2]

(WNPHC) - CONTACT PERSON	Erik Spiegel, WCHA, COO/Director of A&E Services, 724-832-7248, Ext. 3056 <a href="mailto:eriks@wchaonline.com">eriks@wchaonline.com</a> Ed Primm, WCHA, Director of Development Services 724-832-7248, Ext. 3015 <a href="mailto:eprimm@wchaonline.com">eprimm@wchaonline.com</a>
HOW TO OBTAIN THE RFQ DOCUMENTS ON THE APPLICABLE INTERNET SITE	1. Log on to <a href="http://www.wchaonline.com">www.wchaonline.com</a> Click on Procurement Drop Down Tab, click Current Solicitations, click See List, Log In to see list of solicitations or register if new user, click (WNPHC) – 2024-18.1.3 CHURCH VIEW SENIOR RESIDENCES – RFQ, download documents.
PRE-SUBMISSION MEETING	1. A PRE-SUBMISSION MEETING will occur at the site adjacent to St. Florian Catholic Church, 4263 State Route 981, Mount Pleasant, PA 15666 on <b>December 13, 2024</b> @ 10:00 AM.
HOW TO FULLY RESPOND TO THIS RFQ BY SUBMITTING A PROPOSAL SUBMITTAL	1. As directed here within the RFQ document, submit all required documents within a sealed envelope labeled (WNPHC) 2024.18.1.3 CHURCH VIEW SENIOR RESIDENCES PROPOSAL SUBMISSION – DEVELOPER-BUILDER 2. As instructed within the RFQ document, submit three copies to the (WNPHC).
PROPOSAL SUBMITTAL RETURN & DEADLINE	Proposals are due by JANUARY 7, 2025, at 10:00 am.
ANTICIPATED APPROVAL	It is anticipated the (WNPHC) will select a group to develop the project within the month of JANUARY 2025.

**1.0 (WNPHC) RESERVATION OF RIGHTS:**

- 1.1 The (WNPHC) reserves the right to reject any or all proposals, to waive any informality in the RFQ process, or to terminate the RFQ process at any time, if deemed by the (WNPHC) to be in its best interests.
- 1.2 The (WNPHC) reserves the right not to award a contract pursuant to this RFQ.
- 1.3 The (WNPHC) reserves the right to terminate a contract awarded pursuant to this RFQ, at any time for its convenience upon 10 days written notice to the successful group / proposer.
- 1.5 The (WNPHC) reserves the right to retain all proposals submitted and not permit withdrawal for a period of 60 days from the deadline for receiving proposals.
- 1.6 The (WNPHC) reserves the right to negotiate a Best and Final Offer with the selected group associated with all project costs and fees proposed.
- 1.7 The (WNPHC) reserves the right to reject and not consider any proposal that does not meet the requirements of this RFQ, including but not necessarily limited to incomplete proposals and/or proposals offering alternate or non-requested services.
- 1.8 The (WNPHC) will not compensate any proposer for any costs incurred in responding to this RFQ.
- 1.9 The (WNPHC) can assign the RFQ procurement over to a Limited Partnership – Owner Entity, to be formed at a later date.
- 1.10 All addendums, clarifications and additional information pertaining to this solicitation shall be posted on the Westmoreland County Housing Authority's website [www.wchaonline.com](http://www.wchaonline.com) . Developer/Builders are advised to check the Westmoreland County Housing Authority's website before submitting their proposal. WCHA assumes no responsibility for notification to potential respondents of the availability of addendums, clarifications and additional information.

**2.0 PROJECT OVERVIEW:**

- 2.1 **Statement of Development Purpose:** The Westmoreland County Housing Authority (WCHA), established in 1941, has a mission to provide safe, well maintained, affordable housing for families and seniors throughout Westmoreland County. WCHA provides its residents with opportunities for economic self-sufficiency and an enhanced quality of life. The WCHA is committed to furthering affordable housing opportunities within communities underserved within the County. The WCHA is actively developing opportunities and partnerships to develop and construct affordable housing within Westmoreland County.

- 2.2    Recent Affordable Housing Developments:** The majority of the WCHA – Affordable Housing Units were constructed in the 1960's-1980's through HUD Public Housing and Section 8 New Construction housing programs. With a demonstrated need for additional affordable housing units within Westmoreland County, the WCHA, through affiliate nonprofits, have partnered to develop additional affordable housing projects within Westmoreland County within the 20 plus years. Most recently the following projects have been developed:

**2012- October 2013 - South Greengate Commons,** a 45-unit 3-story senior apartment building constructed within the Westmoreland County Housing Authority – South Greengate Road Campus, located at 164 South Greengate Road, Hempfield Township – Westmoreland County. The mixed finance senior housing project was funded primarily with private equity secured with the sale of Low-Income Housing Tax Credits (LIHTCs) awarded by the Pennsylvania Housing Finance Agency. The project has demonstrated a near 100% occupancy rate on a yearly basis with a waiting list of exceeding 100 seniors' citizens.

**2019- October 2020 – Odin View,** a 47-unit 4-story senior apartment building constructed within the Westmoreland County Housing Authority – South Greengate Road Campus, located at 172 South Greengate Road, Hempfield Township – Westmoreland County. The mixed finance senior housing project was funded primarily with private equity secured with the sale of Low-Income Housing Tax Credits (LIHTCs) awarded by the Pennsylvania Housing Finance Agency. As a sister building to South Greengate Commons, this building operates at 100% occupancy levels and has a waiting list exceeding 100 senior citizens.

**2022 – August 2024 – Grand View Senior Residences,** a 50-unit 4-story apartment building constructed in Irwin Borough and North Huntingdon Township, Westmoreland County, PA. This 50-unit development serves the 62+ senior population with the ability to live independently. This mixed-finance development was funded primarily with private equity from the sale of Low-Income Housing Tax Credits (LIHTCs) allocated/awarded by the Pennsylvania Housing Finance Agency. On July 17, 2024, the building received a certificate of occupancy and lease-up occurring at the development. It is anticipated the building will be 100% occupied by the end of October 2024.

- 2.3    CHURCH VIEW SENIOR RESIDENCES** single-phased development is envisioned to help address the lack of affordable housing opportunities within the rural communities of Mount Pleasant Township. (WNPHC) is open to development concepts. However, with the success of recent development projects, WNPHC has envisioned this project as a twenty-one (21) unit Affordable Independent – Senior Housing Apartment Building. Said apartments will all be single story duplexes and tri-plex structures. These buildings will be constructed of wood framing, concrete masonry units, and fiber cement siding and trim. A gabled multi-pitched asphalt shingled truss roof system has been programmed.

The development will encompass the construction of site improvements consisting of but not limited to: site access driveways, parking facilities, concrete walkways,

and landscaping, meeting land development requirements of Mount Pleasant Township. Utilities, site grading, stormwater management, soil erosion control, etc. will be constructed for the development.

The building design and construction may need to comply with the **PHFA Design Standards related to – PHARE Funding (If secured), WCHA Standards and HOME Funding Requirements.**

The building shall be designed to address: Universal Design Standards, Uniform Federal Accessibility Standards & ANSI for a minimum of 5% of the units' "Accessible" units with one having additional hearing and visually impairment improvements. The remaining units "General Occupancy" units shall be designed to be "Adaptable" to support the needs of seniors aging in place. Unit design and construction shall be in conformance with Visit Ability and all Fair Housing Act provisions within 100% of the units.

Each apartment will have its own individually controlled Energy Star® HVAC Unit that provides heating and cooling for the entire living space identified. It's anticipated the HVAC Equipment will be an all-electric split system.

Energy Star® Labeled Appliances and Window treatments are to be provided within all apartments. Appliances will be supplied and installed by WNPHC (Owner).

Building common areas and site improvements are proposed to support and encourage social activity and access to the adjacent St. Florian Church – Community Room which will serve as a space for supportive services.

Local - County and State site development and zoning standards shall be adhered to for: stormwater management and best management practices (BMP's), soil erosion and sedimentation control, parking, site access, site grading, site landscaping, site lighting and traffic control.

Utilities shall be designed and constructed in accordance with service providers requirements including: Water (Municipal Authority of Westmoreland County), Sewage (Mount Pleasant Township Sewage Authority), Electric (West Penn Power) and Communications (Comcast or Verizon)

Additional design and construction requirements will be provided at the mandatory Pre-submission Meeting.

- 2.4 Project Estimated Cost and Funding:** The development construction cost for site improvements and 21-Units has been estimated to be approximately.  
\$ 4,000,000 - \$4,500,000 plus a 3-4% contingency for building construction.

Final soft cost percentages will be determined but estimated as follows: Contractor Overhead Costs are limited to 6.0% - 10% with a maximum 5.0% - Profit.

Funding resources identified and estimated to be used **will not** require the use of Davis Bacon Wages – Residential Classification for Westmoreland County.

**3.0 SCOPE OF SERVICES TO BE PROCURED:**

**3.1 General Construction “Building” Services:** by a Developer/Builder shall, be consistent with applicable Commonwealth of Pennsylvania construction law, serve as General Contractor for the project and shall contract with all building material suppliers and labor / specialty subcontractors necessary to construct the proposed development. No legal contractual relationship between the (WNPHC) and any material supplier or subcontractor will exist.

Developer/Builder will provide cost estimating and any necessary support services to submit LIHTC funding application (s) to PHFA.

The Developer/Builder shall be the responsible entity to manage all aspects of construction including but not limited to:

- i. Construction Management (Office)
- ii. Temporary Building Utilities and Building Utilities during construction.
- iii. Building Permit compliance
- iv. Labor law compliance
- v. Safety & Quality control
- vi. Daily site management
- vii. Project scheduling & Schedule compliance.
- viii. Building Material procurement – delivery & storage.
- ix. Provide Labor and Equipment necessary to construct the proposed building.
- x. Address Union legal challenges, if occur.
- xi. WBE-MBE-VBE, SDB Vendor/Subcontractor Recruitment and Utilization **(IF REQUIRED BY FINAL CAPITAL FUNDING STACK)**

**3.2 General Design Services (By Others):** The selected Developer/Builder will work with the selected architectural firm who will provide design services consistent with applicable Commonwealth of Pennsylvania licensing laws, provide professional services consisting of but not limited to: architectural, structural, mechanical – electrical – plumbing (MEP) engineering, , landscape architecture, energy efficiency analysis and engineering, green building analysis and certification. Design services shall be provided through qualified, licensed design professionals who are either directly employed by the Architecture or Civil Engineering Firms or employed by the project architect as sub-consultants. Project Architect is required to be prime consultant within the group and the Architect of Record within the Group shall be the responsible entity to manage all aspects of the design process and associated consultants. Civil Engineer will work with the Architect to coordinate the site design, site utilities, land development and zoning approvals, and site permitting.

Architectural Firm Procured is Canzian / Johnston & Associates – New Kensington PA. Architectural Firm is contracted directly with the WNPHC and will have no



contractual relationship with the contractors. Civil Engineer procured is Morris Knowles & Associates – Monroeville PA.

**3.3 Subcontractor Services:** The Developer/Builder shall engage licensed and insured subcontractors consistent with the applicable Commonwealth of Pennsylvania construction laws. No legal contractual relationship between the (WNPHC) and any material supplier or subcontractor will exist that are directly contracted by the Builder.

**3.4 Capital Funding - Closing:** The Developer/Builder will work with the Development Team to prepare a final development design (site and building) that addresses the requirements of the (WNPHC) and Funding Programs secured for this project.

Specific services and deliverables related to the Funding Capital Program include but may not be limited to:

- i. Final Land Development Plans
- ii. Municipal Land Development Approvals
- iii. Final Building Design
- iv. Building Permit Approval.
- v. Building Construction Plan Set

**3.5 Post Construction:** The Developer/Builder and Development Team shall prepare contract close-out documents to secure final capital payment from the specific sources and to allow for building to be placed into service. Specific services and deliverables related to the LIHTC – PHFA Post Construction include but may not be limited to:

- i. Assist with securing Municipal Occupancy Permit.
- ii. Prepare Record As-Built Plans
- iii. Prepare Maintenance – Operations Owner’s Manual.
- iv. Provide Warranty Manual

#### **4.0 PROJECT GOALS:**

**4.1 General Requirements:** The project is not financially feasible without funding from various programs and sources. Securing an experienced Developer/Builder will provide the (WNPHC) with a designer, engineer and other team members that have demonstrated expertise within the affordable housing development and construction industry. Having a Developer/Builder in place to focus early on in the process the importance of designing sustainable structures that meets the needs of the proposed tenants while satisfying the design and construction standards set forth by the various funding programs is essential. Utilizing a Developer/Builder the (WNPHC) is of the opinion that a team approach with the design architect, and civil engineer, will produce a project that can constructed on budget and schedule.

- 4.2 Construction Schedule:** With all capital funding is in place , the (WNPHC) is required to place in service the development within a specified time frame, typically within 12 months from the date of capital equity closing.
- 4.3 Developer/Builder – Material Participation of Minority, Women and Veteran Businesses:** **(IF REQUIRED)** funding may require the Developer/Builder to provide material participation of minority-owned, woman-owned, veteran-owned and/or service-disabled veteran-owned businesses. The Owner will provide the Developer / Builder with more requirements as defined by the capital funding programs.
- 4.4 Safety:** The Developer/Builder CG will be required to implement a comprehensive safety program/ plan during construction that will promote procedures and practices that promote safety for employees, subcontractors and (WNPHC) construction personnel.

## 5.0 **SELECTION PROCEDURES & REQUIREMENTS:**

- 5.1 **General Requirements:** The (WNPHC) will receive and evaluate proposals according to the criteria contained within this RFQ. A decision will be made to verify that the proposers and proposals are Responsive and Responsible. Responsive and Technically Competitive Proposals will be technically reviewed including consideration of costs.

Responsiveness test, each proposal will be reviewed for the following:

- i. Conformance to the RFQ instructions, format, presence of all required documentation and attachments.
- ii. Minor informalities, irregularities and apparent clerical or mathematical mistakes that are unrelated to the substantive content of the proposal.

Responsible test, each proposal will be reviewed for the following:

- iii. The proposal was received prior to the date and time identified within the RFQ or Addendum.

- 5.2 **Evaluation Committee:** The (WNPHC) will designate a Committee of three (3) to persons to review Developer/Builder proposals and participate in the interview sessions outlined in section 5.3. The Committee members will independently score the proposals offer their rankings of proposals for Step #1 Ranking. The rankings will be tabulated, and the two-three top-rated companies will be notified and scheduled for a follow-up interview meeting. The committee will then rank the Developer/Builders considering the final Oral Presentations. The Committee led by the WCHA – Executive Director/Contracting Officer may elect to conduct negotiations with the highest ranked Developer/Builder to arrive at final Best Value contract for the (WNPHC). Prior to negotiations the COO/Director of A&E Services will tabulate the price proposals received within Step #1 to develop a competitive range. The tabulation will be shared and evaluated by the committee prior to final negotiations with the two-three top ranked Developer/Builders. The WCHA – Review Committee may be, but not limited to the following personnel: Executive Director/Contracting Officer, COO/Director of A & E Services and Director of Development Services.

- 5.3 **Oral Presentation:** The (WNPHC) intends to interview all Developer/Builder who have submitted complete and timely proposals in accordance with this RFQ; however, it reserves the right to interview Developer/Builder in a competitive range if necessary. If the (WNPHC) conducts such interviews, each Developer/Builder within the competitive range shall make an oral presentation to the Evaluation Committee and participate in a question-and-answer session. The purpose of the oral presentation and the question-and-answer session is to permit the Evaluation Committee to fully understand and assess the qualifications of each Developer/Builder, key personnel, design approach and cost. The submission will be re-scored at the conclusion of the oral presentation.

Each Developer/Builder will be given up to 45-60 minutes to make the presentation. At the end of the initial presentation, the committee may break for approximately 15-30 minutes for the Evaluation Committee to assess the presentation and prepare questions. The Developer/Builder will then respond to questions from the Evaluation Committee.

The presentation will be made by the Developer/Builder personnel who will be assigned the key management / client contract for this project. As a minimum, the Developer/Builder shall be represented by the Developer/Builder – Principal Officer In Charge of the Project. The job functions of the persons attending the presentation will be an indication of the Developers assessment of the key areas of responsibility that are deemed essential to the successful completion of the project.

- 5.4 Tabbed Proposal Format:** So, the (WNPHC) can properly evaluate the offers received, all proposals submitted in response to this RFQ must be formatted in accordance with the noted sequence. Each category must be separated by numbered index dividers or tabs (which number extends so the (WNPHC) can identify each tab without opening the proposal) and labeled with the corresponding tab reference also noted below. None of the proposed services may conflict with any requirement published herein or issued by addendum.

Proposals shall be submitted with indexed tab sections based on the requested components of the RFQ. If the proposers elect to submit additional tabbed sections those shall be identified and added to the end of the submission. As a minimum the following tabbed sections shall be provided:

<b>TAB 1</b>	Proposal Transmittal Letter
<b>TAB 2</b>	Executive Summary
<b>TAB 3</b>	Forms: <ul style="list-style-type: none"><li>▪ Statement of non-collusion</li><li>▪ Equal Employment Opportunity Certification</li></ul>
<b>TAB 4</b>	Organizational Chart for the Proposal including Developer/Builder with key sub-contractors identified if known.
<b>TAB 5</b>	Organizational Chart for individual Developer/Builder Members <ul style="list-style-type: none"><li>• Key Personnel – Resumes Included</li></ul>
<b>TAB 6</b>	Summary of Legal Issues - Liabilities – Proceedings (2019-2024) (If applicable)
<b>TAB 7</b>	Qualifications and Experience (Collectively and/or individually) <i>Ref. Section 6.0 of the RFQ.</i>  <b>Note:</b> Detailed representative project information shall include but need not be limited to: Client, Unit Count, Occupancy Type, Cost, Change Order Total or Percentage, Change Order Type (Owner Requested, Unforeseen Conditions, Design Related) Development Location, Schedule Compliance, Unique Building

	<i>Design Components, Awards.</i>
<b>TAB 8</b>	References related to representative projects identified within TAB 7
<b>TAB 9</b>	<b>Church View Senior Residences</b> - Project Approach to building said development.
<b>TAB 10</b>	Surety Company – General Contractor Bonding Capacity
<b>TAB 11</b>	Construction Cost Estimate <i>(Based on preliminary site plan to be provided and based on buildings constructed of similar size, style and amenities.)</i>

- 5.5 Proposal Submission:** All proposals must be submitted and time-stamped received in the designated (WNPHC) office by no later than the submittal deadline stated herein (or within any ensuing addendum). A total of 3 original signature copies of the proposal shall be placed in a sealed package and addressed to:

MR. ERIK SPIEGEL, COO/DIRECTOR OF A&E SERVICES  
WESTMORELAND COUNTY HOUSING AUTHORITY  
167 SOUTH GREENGATE ROAD  
GREENSBURG, PA. 15601

The package exterior must clearly denote the above noted RFQ number and must have the Developer – Builder Corporate name and return address. Proposals received after the published deadline will not be considered.

The proposal shall comply with the following requirements:

- Submittals shall be in a 3-Ring Binder or a manufactured edge binder system.
- Proposals shall be signed by a Corporate Principal of the Developer/Builder.

In addition to the submission requirements identified within this section, the proposal shall address the submission content requirements of Section 6.0.

- 5.6 Submission Conditions:** DO NOT FOLD OR MAKE ANY ADDITIONAL MARKS, NOTATIONS OR REQUIREMENTS ON THE DOCUMENTS TO BE SUBMITTED! DEVELOPER/BUILDER are not allowed to change any requirements or forms contained herein, either by making or entering onto these documents or the documents submitted any revisions or additions; and if any such additional marks, notations or requirements are entered on any of the documents that are submitted to the (WNPHC) by the DEVELOPER/BUILDER, such may invalidate the proposal.
- 5.7 DEVELOPER/BUILDER Responsibilities—Contact With the (WNPHC):** It is the responsibility of the Developer/Builder to address all communication and correspondence pertaining to this RFQ process to the COO/Director of A&E only. Developer/Builder must not make inquiries or communicate with any other (WNPHC) staff member or official (including members of the Board of Commissioners) pertaining to this RFQ. Failure to follow this requirement may be

cause for the (WNPHC) to not consider a proposal received from any Developer/Builder who may not have followed this directive.

**5.8 Addendums:** All questions and requests for information must be addressed in writing to the COO/Director of A&E via email. The Director of A&E may respond to all such inquiries in writing by addendum to all prospective Developers/ Builders . During the RFQ solicitation process, the (WNPHC) will not conduct any *ex parte* (a substantive conversation— “substantive” meaning, when decisions pertaining to the RFQ are made—between the (WNPHC) and a prospective Developers/Builders when other prospective Developers/Builders are not present conversations may give one prospective Developers/ Builders an advantage over other prospective Developers/Builders .

**5.9 Pre-proposal Meeting:** The scheduled mandatory pre-proposal meeting is identified on Page 3 and 4 of this documents. The purpose of this meeting is to assist prospective Developer/Builder with (WNPHC) full understanding of the RFQ documents and development purposes. At this meeting, the (WNPHC) will conduct a brief overview of the RFQ documents, including the attachments. Additional information pertaining to development requirements and expectations will be presented. Prospective Developers/Builders may also ask questions, however the (WNPHC) may ask questions that be formally delivered in writing prior to a response being delivered. Whereas the purpose of this conference is to review: the RFQ documents, design construction requirements and to review the general site location and vision of the WNPHC which will serve as the basis of design for many components of CHURCH VIEW SENIOR RESIDENCES. Attendees should bring a copy of the RFQ documents to this conference. The (WNPHC) **will not** distribute at this conference any copies of the RFQ documents.

**5.9.1 General Directions to the Pre-proposal Meeting:**

Property is located adjacent to St. Florian Catholic Church, 4263 State Route 981, Mount Pleasant, PA 15666.
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## 6.0 **EVALUATION FACTORS:**

- 6.1 **Qualifications:** Developer/Builder will need to demonstrate, to the complete satisfaction of the Review Committee, that all entities of the Developer/Builder Team have the necessary ability, capacity, experience, and financial resources to build CHURCH VIEW SENIOR RESIDENCES. Experience and knowledge of the affordable senior housing is required by the Developer/Builder. Developer/Builder shall include within proposal submission the following:
- i. Summary of Affordable Housing projects completed with emphasis placed on Affordable or Market rate Senior Housing projects developed within the past 5-10 years. Developed shall mean working with an architectural / engineering team and ownership group on new construction or substantial modernization.
  - ii. Detailed development information for a representative sample (1-5) Affordable Housing / Senior Housing projects developed (constructed or substantially modernized) by Builder (GC) within the past 5-10 years.
- 6.2 **References:** Developer /Builder will need to provide client references for each entity for the projects identified within section 6.1. Client references shall have working knowledge of the completed project design, construction processes, and financials’.
- 6.3 **Executive Summary:** shall contain information to familiarize the review committee with the Developer/Builder project approach to satisfy the requirements of this RFQ. Narrative, sketches, and photographs shall be used to convey the Developer/Builder intent and understanding of the project design and construction requirements. In addition, if the Developer/Builder proposes Alternative Construction Concepts (ACCs) those concepts shall be clearly identified and explained in detail so the review committee can make an educated decision to accept or reject said ACCs.

## 7.0 **EVALUATION SCORING CRITERIA:**

### 7.1 **Qualifications – Experience & References:**

- 7.1.1 **Qualifications:** scoring will emphasize the qualifications, experience, and resumes of corporate governance-management of Developer/Builder. Qualifications, experience and resumes of principal owners, project management personnel, including but not limited to: Construction Project Manager, Superintendent and Quality Control Personnel. Qualifications and experience of key subcontractors estimated to be employed on this project.

7.1.2 **Experience: scoring** will emphasize demonstrated and successful completion of various affordable senior housing developments with emphasis placed upon those developments constructed or substantially modernized. Scoring will take into consideration the following:

- a. Developed Projects within a team structure, with emphasis on Affordable senior housing projects
- b. Constructed Projects with emphasis on Affordable Senior Housing Projects.

7.1.3 **References:** scoring will emphasize the input from client references who have intimate working knowledge of projects completed by the Developer / Builder. LIHTC project references will impact higher scores. Review committee may elect to visit completed projects to meet with references and to view first-hand the completed projects.

7.2 **Project Approach:** scoring criteria related to the project design and implementation are as follows:

7.2.1 The proposal demonstrates a feasible and well-considered approach to the construction of the project that will exceed the (WNPHC) expectations.

7.3 **Total Development Cost:** Scoring criteria will emphasize a demonstrated approach to the design and construction of Church View Senior Residences with a Total Development Cost that is within the established limits of the funding programs.



**Church View Senior Residences:**

**DEVELOPER / BUILDER – APPLICABLE FEES & COSTS**

**Building Construction:**

1. General Contractor - Construction Building Cost
2. Mechanical Construction Cost w/ OH-Profit
3. Electrical Construction Cost w/ OH-Profit
4. Plumbing Construction Cost w/OH-Profit

**Total Building Construction Cost = \_\_\_\_\_**

**Site Construction:**

5. Site Construction Cost w/ OH-Profit

**Total Site Construction Cost = \_\_\_\_\_**

6. General Contractor – Overhead Cost
7. General Contractor – Profit
8. General Contractor – Bond Cost (If applicable)

**Total Soft Costs = \_\_\_\_\_**

**Total Development Construction Cost = \_\_\_\_\_**

**8.0 CERTIFICATIONS:**

The following Certifications are applicable to this Request for Qualifications (RFQ) and shall be completed and included within the proposal submission as identified within the RFQ:

- **Exhibit A: Statement of non-collusion**
- **Exhibit B: Equal Employment Opportunity Certification**