

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

REQUEST FOR QUALIFICATIONS (RFQ)

PARK MANOR

**AFFORDABLE HOUSING -DEVELOPER/BUILDER SERVICES
WNPFC -2026.18.2.1**

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INTRODUCTION:

The Westmoreland County Housing Corporation Inc. (WCHA-Inc.) 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. WCHA, Inc. can assign the procurement over to a Limited Partnership – Owner Entity, to be formed at a later date. The (WCHA-Inc.) is seeking a qualified and experienced Developer to demolish, redevelop and construct a mixed financed affordable family housing development, located in the City of Monessen, Westmoreland County, Pennsylvania 15062. The public housing development, Park Manor, was originally developed in 1956 and capital improvements were made in the early 1980's. The project funding will be primarily financed through the Pennsylvania Housing Finance Agency (PHFA) – Low Income Housing Tax Credit (LIHTC) Program.

Proposals will be received by registered mail, express mail or delivered to the (WCHA-Inc.) – Administration Office, located at 167 South Greengate Road, Greensburg, PA. 15601 no later than July 8, 2026 @ 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:

WCHA - PARK MANOR REQUEST FOR QUALIFICATIONS (RFQ) AFFORDABLE HOUSING - DEVELOPER/BUILDER - WNPHC - 2026.18.1.2

Westmoreland County Housing Associates, Inc. (WCHA-Inc.) is requesting proposals from qualified and experienced Developer/Builders to demolish, develop, and construct a mixed finance affordable family housing development, located in the City of Monessen, Westmoreland County, Pennsylvania 15012. The Site is currently the Westmoreland County Housing Authority – Park Manor - Public Housing Development.

Interested respondents may obtain, at no cost, the Request for Qualifications - Documents from the WCHA-Website located at 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 or by phone at 724-832-7248 – ext. 3056 or Mr. Ed Primm – Director of Development Services at 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 RFP-Invitation) on or before July 8, 2026. An outdoor Pre-Proposal Meeting will occur at the site adjacent located at 1250 Park Manor Road, Monessen, PA 15062(40°8'55.068" N 79°52'36.23884" W) on June 5, 2026, at 11:00 A.M. (EST).

Michael L. Washowich, President
Westmoreland County Housing Associates, Inc

Advertisement Dates: May 15, 2026, and May 20, 2026(Tribune Review)
May 20, 2026 (Pittsburgh Courier); May 20, 2026 (Mon Valley Independent)

RFP INFORMATION AT A GLANCE:

[Table No. 2]

(WCHA-INC.) - CONTACT PERSON	Erik Spiegel, WCHA, COO/Director of A&E Services, 724-832-7248, Ext. 3056 eriks@wchaonline.com Ed Primm, WCHA, Director of Development Services 724-832-7248, Ext. 3015 eprimm@wchaonline.com
HOW TO OBTAIN THE RFP DOCUMENTS ON THE APPLICABLE INTERNET SITE	1. Log on to www.wchaonline.com 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 (WCHA-INC.) – 2026-18.1.2 PARK MANOR – RFQ, download documents.
PRE-SUBMISSION MEETING	1. A PRE-SUBMISSION MEETING will occur at the site location 1250 Park Manor Road, Monessen, PA 15062 (40°8'55.068" N 79°52'36.23884" W) on June 5, 2026 at 11:00 A.M.
HOW TO FULLY RESPOND TO THIS RFP BY SUBMITTING A PROPOSAL SUBMITTAL	1. As directed here within the RFQ document, submit all required documents within a sealed envelope labeled (WCHA-INC.) WNPHC 2026 .18.1.2 PARK MANOR PROPOSAL SUBMISSION 2. As instructed within the RFQ document, submit three copies to the (WCHA-INC.).
PROPOSAL SUBMITTAL RETURN & DEADLINE	Proposals are due by July 8, 2026 @ 10:00 A.M..
ANTICIPATED APPROVAL	It is anticipated the WCHA Inc. will select a group to develop the project within the month of July-August 2026.

1.0 (WCHA-INC.) RESERVATION OF RIGHTS:

- 1.1 The (WCHA-INC.) 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 (WCHA-INC.) to be in its best interests.
- 1.2 The (WCHA-INC.) reserves the right not to award a contract pursuant to this RFQ.
- 1.3 The (WCHA-INC.) 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 (WCHA-INC.) 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 (WCHA-INC.) 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 (WCHA-INC.) 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 (WCHA-INC.) will not compensate any proposer for any costs incurred in responding to this RFQ.
- 1.9 All addendums, clarifications and additional information pertaining to this solicitation shall be posted on the Westmoreland County Housing Authority's website 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 non-profits have partnered to develop additional affordable housing projects within Westmoreland County within 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 nearly 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 occupancy is at 100% through the end of 2024.

2025 – June 2027 – Willowbrook Commons, a 50-unit 4-story apartment building to be constructed in Rostraver Township, Westmoreland County, PA. Construction is slated to begin in June/June 2026 with a 12-month construction period. This 50-unit development will serve the 62+ senior population that has the ability to live independently. The development is being funded primarily with an allocation of Pennsylvania Housing Finance Agency Low-Income Housing Tax Credits. The Low-Income Housing Tax Credits will be sold to a private/public equity investor to generate funds for the development.

2.3 PARK MANOR –

This development effort will be envisioned to be a two-phased development that will use the financing vehicle of the low-income housing tax credit program to help fund the construction of the development. Because of the amount of equity and tax credit basis eligible to the development, it is anticipated to submit two tax credit applications that will help fund 50-80 units at the site.

Park Manor, located in the City of Monessen, Westmoreland County, PA, is an existing public housing community owned and operated by the Westmoreland County Housing Authority. The current development consists of eleven (11) residential buildings containing a total of eighty-six (86) units. Unit configurations are primarily two-bedroom apartments, with additional one-, three-, and four-bedroom units. A centrally located community building serves residents and will remain as part of the future redevelopment, although it is possible for some renovation at the building. This will be assessed during the final planning phase.

The site is organized along approximately 1,000-foot-long paved dead-end street with concrete sidewalks on both sides. Existing underground infrastructure includes public sanitary sewer, water distribution, natural gas, electric, telephone, and cable television systems. The scope of work includes demolition of eleven existing residential structures, removal and replacement of all underground utilities, and reconstruction of the internal access roadway network. The existing community building will be renovated and integrated into the new site plan.

Westmoreland County Housing Authority has retained Sleighter Design, an architectural and engineering team, to prepare conceptual designs for the new development. The project will involve installation of entirely new underground utility infrastructure, including sanitary sewer, storm sewer management systems, domestic water distribution, natural gas, electricity, telecommunications, and cable systems. A new asphalt access roadway with associated concrete sidewalks and pedestrian connections will be constructed to serve the new development.

The development plan envisions a series of wood-framed residential buildings arranged in a traditional neighborhood configuration. Building types will include single – and multi-story structures containing two (2) to four (4) dwelling units per building. The anticipated total unit count is projected to range between fifty (50) and eighty (80) units and is planned for phased implementation (two phases). Final density and configuration will be refined in coordination with the selected development partner.

Dwelling units will include a mix of one-, two-, three- and four-bedroom layouts, with a predominance of two- and three-bedroom units to meet the demonstrated housing needs. The development will incorporate accessible units in compliance with applicable federal, state, and local requirements, with a minimum of five percent (5%) of each unit type designed to meet accessibility standards.

Architecturally, this development will reflect a traditional neighborhood character, incorporating pitched roof forms and residential-scale massing. Exterior materials will include a complementary blend of siding, brick, and stone to create a durable and context-sensitive community aesthetic.

The building design and construction will need to comply with the **PHFA Design Standards and Allocation Plan for 2025-2026 Low Income Housing Tax Credit Program**.

Each apartment will have its own individually controlled Energy Star® HVAC Unit that provides heating and cooling for the entire living space identified.

Energy Star® Labeled Appliances and Window treatments are to be provided within all apartments.

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 (Mon Valley Sewage Authority), Natural Gas (Peoples Gas), Electric (West Penn Power) and Communications (Comcast & 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, hard construction costs and soft costs for the low-income housing tax credit application needs to be developed with the selected developer, Sleighter Design, and the Westmoreland County Housing Authority. Based on an evaluation of the development and sizing of the development phase, a budget will be produced to make both phases financially feasible. The main source of financing will be the low-income housing tax credit program which will generate approximately 70% of the financing needed for the deal. It is also anticipated that Westmoreland County funds, Pennsylvania Housing Finance Agency PHARE Funds and other hard/soft financing will be needed to make the project financially feasible.

Final soft cost percentages will be determined by PHFA but estimated as follows: Contractor Overhead Costs are limited to 6.0% with 2.0% - Profit.

A&E Design Fee (5%-6%), fee represents Architectural, Mechanical, Electrical, Plumbing Structural Building Engineering Services and Construction Administration services.

Civil Engineering Design and Construction Support, Survey/Subdivision, Geotechnical, Environmental ESA Phase I, Permitting & Approvals, Municipal Approvals, Environmental Phase I ESA, Geotechnical is estimated (5%-8%) of development site construction costs as allowed by PHFA.

To secure valuable PHFA-LIHTC application ranking points associated with Total Development Costs, the Developer/Builder and (WCHA-INC.) will need to work to develop, design and construct a development that will demonstrate costs less than the median total development costs of the total applications submitted for the type of development proposed. In each application cycle the PHFA will determine the median total development cost per square foot (less the cost of acquisition, reserves, and commercial space).

The project funding may utilize several resources which may include but not limited to: Low Income Housing Tax Credits (9% Credits), Westmoreland County Funding (HOME, CDBG, Act 137), Westmoreland County Housing Authority Funding (Loan), PHARE/RTT Funding, FHLB Funding.

Funding resources identified and estimated to be used may require the use of Davis Bacon Wages – Residential Classification for Westmoreland County with requested Supplemental Wages for job classifications not identified in standard determination. As such, the Developer/Builder and its trade subcontractors shall comply with the wage and reporting requirements imposed by the Act. Also cost estimating associated with the RFP process shall take into consideration the wages estimated for the project. WCHA Inc. will provide a representative sample of wages to utilize for cost estimating purposes.

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 WCHA-Inc. 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.

- 3.2 General Design Services:** 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 will 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.

Sleighter Design has contracted directly with WCHA Inc. and will have no contractual relationship with the contractors. Sleighter Design may be required to engage professional sub-consultants including but not limited to: Mechanical Engineering, Electrical Engineering, Plumbing Design, Fire Protection Design, Structural Engineering, Energy HERS Rater, and Elevator System Design.

WCHA Inc. will contract directly for a Phase I Environmental Site Assessment as required by PHFA.

- 3.3 Site Construction Services:** The Developer/Builder shall engage a licensed Site Contractor (SC) consistent with applicable Commonwealth of Pennsylvania construction law and could serve as the Primary Contractor or sub-contractor for the project site to a point at the face of building and shall contract with all site material suppliers and labor / specialty subcontractors necessary to construct the proposed development site. No legal contractual relationship between the (WCHA-INC.) and any material supplier or subcontractor will exist.

SC shall provide cost estimating and any necessary support services to submit LIHTC funding application (s) to PHFA.

The Site Contractor within the Collaboration shall be the responsible entity to manage all aspects of site construction including but not limited to:

- i. Permit compliance
- ii. Labor law compliance
- iii. Safety & Quality control
- iv. Daily site management
- v. Site Schedule compliance, in conjunction with GC.
- vi. Site Material procurement – delivery & storage.
- vii. Provide Labor and Equipment necessary to construct the proposed development site.
- viii. Address Union legal challenges, if occur.

- 3.4 LIHTC – PHFA Application:** The Developer/Builder will work with Development Team to collectively prepare a preliminary development design (site and building) that addresses the requirements of WCHA-Inc. and PHFA – Development Standards & QAP. Specific services and deliverables related to the LIHTC Application Submittal include but may not be limited to:

- i. Preliminary Site Plan
- ii. Municipal Land Development and Building UCC Code Review.
- iii. Building Design
- iv. Building Front Elevation Plan
- v. Floor Plans (1-4)
- vi. Unit Plan (UFAS, 1 BR, 2BR ...)
- vii. Wall Sections
- viii. Location Map w/ Area Amenities
- ix. Scope of Work Synopsis
- x. PHFA – General Contractor (Builder)
- xi. PHFA – Developer/Builder Experience
- xii. Project Cost Estimating

- 3.5 LIHTC – PHFA Award & 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 WCHA-Inc. and PHFA – Development Standards & QAP. Specific services and deliverables related to the LIHTC – Closing with PHFA and Limited Equity Partner include but may not be limited to:
- i. Final Land Development Plans & Subdivision
 - ii. Municipal Land Development Approvals
 - iii. Final Building Design
 - iv. Building Permit Approval.
 - v. Building Construction Plan Set
- 3.6 LIHTC – PHFA Post Construction:** The Developer/Builder and Development Team shall prepare contract closeout documents to secure final equity payment from Limited Partner 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. Survey and prepare As-Built Plans
 - iii. Prepare Maintenance – Operations Owner’s Manual.
 - iv. Provide Warranty Manual
 - v. Assist with the preparation of Project Cost Certification IRS Form 8609.

4.0 PROJECT GOALS:

- 4.1 General Requirements:** The project is not financially feasible without private equity secured with 9% low-income housing tax credits. Securing an experienced Developer/Builder will provide the WCHA-Inc. with a designer, engineer and other team members that have demonstrated expertise within the LIHTC Program. The PHFA administered program is a highly complex competition with strict schedules that must be adhered to if awarded credits. The program requires that WCHA, Inc. have a Developer/Builder in place to focus early in on the process of the importance of designing sustainable structures that meets the needs of the proposed tenants while satisfying the design and construction standards set forth by PHFA. Utilizing a Developer/Builder WCHA, Inc. is of the opinion that a team approach with the design architect, civil engineer, and site contractor will produce a project that can secure LIHTC’s and when funded can deliver the project on schedule and on budget satisfying the PHFA and Limited Partner Equity Investor requirements.
- 4.2 Application Schedule:** At the time of this RFQ, PHFA has not issued a LIHTC application due date. It is expected the selected Developer will submit an application to PHFA in the next available application round.

- 4.3 Construction Schedule:** With the LIHTC Award, WCHA, Inc. is required to place in service the development within a specified time frame, typically within 12 months from the date of equity closing. WCHA, Inc. is required to deliver the tax credits to the equity investor in accordance with the master development agreement. Failure to deliver the project as defined will be costly to WCHA, Inc. through downward credit adjusters.

With Tax Credit Equity guarantees in place time it is of the essence with respect to the contract. The Project must be Substantially Complete as defined in the LIHTC Award Notice and as such, the CG must dedicate such personnel and other resources as are necessary to ensure that the Project is completed on-time and in a diligent, skilled, and professional manner.

- 4.4 Developer/Builder – Material Participation of Minority, Women and Veteran Businesses:** The LIHTC Application ranking criteria will require the Developer/Builder to provide material participation of minority-owned, woman-owned, veteran-owned and/or service-disabled veteran-owned businesses which meets the eligibility criteria of the Small Diverse Business Program. The PHFA – Allocation plan outlines requirements for complying with the definition of Material Participation.

- 4.5 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 WCHA, Inc. construction personnel. The Developer/Builder plan shall be provided in response to this RFQ requirement.

5.0 SELECTION PROCEDURES & REQUIREMENTS:

- 5.1 General Requirements:** WCHA, Inc. will receive and evaluate proposals according to the criteria contained within this RFQ. A determination 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. Proposal was received prior to the date and time identified within the RFQ or Addendum.

- 5.2 Evaluation Committee:** WCHA, Inc. will designate a Committee of three (3) 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 from a technical and content approach and offer their rankings of proposals. The rankings will be tabulated, and the two top-rated firms will be notified and scheduled for a follow up meeting. The committee will then rank the two Developer/Builder giving consideration to the final Oral Presentation and Best and Final Offers related to development costs. The Committee led by the WCHA – Executive Director/Contracting Officer will then conduct negotiations with the highest ranked Developer/Builder to arrive at final Best Value contract for WCHA, Inc. Prior to negotiations the COO/Director of A&E Services will tabulate the price proposals received to develop a competitive range. The tabulation will be shared and evaluated by the committee prior to negotiations with the two top ranked Developer/Builder. 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:** WCHA, Inc. intends to interview all Developer/Builder who have submitted complete and timely proposals in accordance with this RFP; however, it reserves the right to interview Developer/Builder in a competitive range if necessary. If WCHA, Inc. 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 and SC (builders) principal officer, architect of record, civil engineer of record, and any key consultants. The job functions of the persons attending the presentation will be considered to be an indication of the CGs assessment of the key areas of responsibility that are deemed essential to the successful completion of the project.

- 5.4 Tabbed Proposal Format:** So, WCHA, Inc. can properly evaluate the offers received, all proposals submitted in response to this RFP must be formatted in accordance with the sequence noted. Each category must be separated by numbered index dividers or tabs (which number extends so the WCHA, Inc. 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 RFP. 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:

TAB 1	Proposal Transmittal Letter
TAB 2	Executive Summary
TAB 3	Forms: ▪ Statement of Non-Collusion ▪ Equal Employment Opportunity Certification
TAB 4	Organizational Chart for the Proposal Developer/Builder with sub-consultants identified if known.
TAB 5	Organizational Chart for individual Developer/Builder Members • Key Personnel – Resumes Included
TAB 6	Minority, Women and Veteran Business Participation Plan
TAB 7	Summary of Legal Issues - Liabilities – Proceedings (2020-2025)

TAB 8	Team Qualifications and Experience (Collectively and/or Individually) <i>Ref. Section 6.0 of the RFQ.</i> Note: 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 Design Components, Awards,
TAB 9	References related to representative projects identified within TAB 10
TAB 10	Park Manor Project Approach, Building Exhibits (Elevation Concepts & Floor Plan Concepts), Site Conceptual Design
TAB 11	Surety Company – General Contractor and Site Contractor Bonding Capacity / Commitment to Bond Willowbrook Commons.
TAB 12	Total Development Cost: (Building and Site)
	Construction Cost Estimate Breakdown
	Architectural Fee – Line-Item Summary
	Civil Engineering Fee – Line-Item Summary

- 5.5 Proposal Submission:** All proposals must be submitted and time-stamped received in the designated WCHA, Inc. 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 CG 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 all 4 principals of the CG.

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 WCHA, Inc. by the DEVELOPER/BUILDER, such may invalidate the proposal.
- 5.7 DEVELOPER/BUILDER Responsibilities—Contact with WCHA, Inc. :** 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 WCHA, Inc. staff member or official (including members of the Board of Commissioners) pertaining to this RFQ. Failure to follow this requirement may be cause for WCHA, Inc. 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 CGs. During the RFQ solicitation process, WCHA, Inc. will not conduct any *ex parte* (a substantive conversation— “substantive” meaning, when decisions pertaining to the RFQ are made—between WCHA, Inc. and a prospective CG when other prospective CGs are not present) conversations may give one prospective CG an advantage over other prospective CGs.
- 5.9 Pre-proposal Meeting:** The scheduled mandatory pre-proposal meeting is identified on Page 3 and 4 of this document. The purpose of this meeting is to assist prospective Developer/Builder with WCHA, Inc’s. full understanding of the RFQ documents and development purpose. At this meeting WCHA, Inc. will conduct a brief overview of the RFQ documents, including the attachments. Additional information pertaining to development requirements and expectations will be presented. Prospective Developer/Builder may also ask questions, however WCHA, Inc. may ask the questions to 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 WCHA, Inc. Attendees should bring a copy of the RFQ documents to this conference. WCHA, Inc. **will not** distribute at this conference any copies of the RFQ documents.

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 assist in the design and build Park Manor. Experience and knowledge of the PHFA – LIHTC (9%) program is required by the Developer/Builder and Site Contractors must have substantial site development experience meeting the requirements of Park Manor. The Developer/Builder shall include within proposal submission the following:

- i. Summary of Affordable Housing projects with emphasis placed on LIHTC Senior Housing projects developed within the past 5-10 years. Developed shall mean building design and site design.
- ii. Summary of Affordable Housing projects with emphasis placed on LIHTC Senior Housing projects constructed within the past 5-10 years. Detailed development information for a representative sample (1-5) Affordable Housing / LIHTC projects constructed by Builder (GC) within the past 5-10 years.
- iii. Detailed development information for a representative sample (1-5) Affordable Housing / LIHTC projects constructed by Site Contractor, either as a Prime Contractor or Subcontractor during the past 5-10 years. If no Affordable Housing / LIHTC Credit experience, then market-rate development experience shall be provided.

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 financial familiarity with the project.

6.3 Executive Summary: shall contain information to familiarize the review committee with the Developer/Builder project approach to satisfy the requirements of this RFP and PHFA – LIHTC Program. 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 Design Concepts (ADCs) or 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 ADCs or 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, and Quality Control Personnel. Qualifications and experience of professional service sub-consultants, including but not limited to, Surveyor, MEP Engineer, Traffic Engineer, Geo Tech Engineer, Material Testing and Energy Engineer-Consultant.

7.1.2 **Experience: scoring** will emphasize demonstrated and successful completion of various affordable senior housing developments with emphasis placed upon those developments completed using 9% low-income housing tax credits. Scoring will take into consideration the following:

- a. Designed Projects with emphasis on LIHTC Projects
- b. Constructed Projects with emphasis on LIHTC Projects
- c. Design Build – projects completed as a team with emphasis on LIHTC Projects
- d. Design Build – projects completed as separate entities with emphasis on LIHTC Projects

7.1.3 **References:** scoring will emphasize the input from client references who have intimate working knowledge of projects completed by the CG or as builders and designers separately. 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 Proposal demonstrates a feasible and well-considered approach to the **construction of the project** that will exceed WCHA, Inc. expectations and within the PHFA-LIHTC program requirements.

7.3 **Material Participation of Minority, Women and Veteran Businesses:** scoring will emphasize a demonstrated plan to incorporate into the Design – Build Team, businesses that are classified as Minority, Women and Veteran owned and designated as a Small Diverse Business that meet the eligibility requirements of PHFA. PHFA requirements to secure application ranking points is as follows:

7.3.1 Firm / Entity:

- a. Professional Services Contract Values:
1 application point at 1%-4.99% of Total Development Cost.
- b. General Contractor & Site Contractor Contract Values:

- 1 application point at 1%-4.99% of Total Development Cost.
- c. Sub-Contractor/Vendors Contract Values:
 - 1 application point at 1%-4.99% of Total Development Cost.

7.3.2 Firm / Entity:

- d. Professional Services Contract Value:
 - 2 application points at >5.00% of Total Development Cost.
- e. General Contractor Contract Value:
 - 2 application points at >5.00% of Total Development Cost.
- f. Sub-Contractor/Vendors Contract Value:
 - 2 application points at >5.00% of Total Development Cost.

7.4 **Total Development Cost:** Scoring criteria will emphasize a demonstrated approach to the design and construction of Park Manor PHFA's Total Development Cost limitations as necessary to secure the maximum allocation of ranking points from PHFA in the LIHTC application for Park Manor The estimated Construction and Architectural & Engineering fees to arrive at a Total Development Cost. Each CG component shall be broken down into the following line items with costs provided for each: **Park Manor:**

Building Construction:

- 1. General Contractor - Construction Cost
- 2. General Contractor – Overhead Cost
- 3. General Contractor – Profit
- 4. General Contractor – Bond Cost
- 5. Mechanical Construction Cost w/ OH-Profit-Bond
- 6. Electrical Construction Cost w/ OH-Profit-Bond
- 7. Plumbing Construction Cost w/OH-Profit-Bond

Total Building Construction Cost = _____

Site Construction:

- 8. Site Contractor – Construction Cost
- 9. Site Contractor – Overhead Cost
- 10. Site Contractor – Profit
- 11. Site Contractor – Bond Cost

Total Site Construction Cost = _____

General Contractor shall work with their selected MEP subcontractors to identify the costs contained within 5-7 above. Said subcontractors will have the ability to bid on the project with the understanding the WCHA Inc. will award contracts for MEP to the lowest responsible-responsive bids.

TOTAL DEVELOPMENT COST (TDC) = _____
TDC = Total Construction Costs (Building & Site)

8.0 CERTIFICATIONS:

The following Certifications are applicable to this Request for Proposal and shall be completed and included within the proposal submission as identified within the RFP:

- **Exhibit A: Statement of Non-Collusion**
- **Exhibit B: Equal Employment Opportunity Certification**