REBUILD LONG ISLAND

Revitalizing Super Storm Sandy Communities

Request For Qualifications

LONG ISLAND HOUSING PARTNERSHIP, INC.

www.lihp.org

Application Due Date
Completed applications must be submitted by 4:00pm on
Wednesday, March 23, 2016
TO:
Long Island Housing Partnership
180 Oser Avenue, Suite 800, Hauppauge NY 11788

Peter J. Elkowitz
President and C.E.O
631-435-4710
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Rebuild Long Island

RFQ

I. Introduction

The Long Island Housing Partnership, Inc. (LIHP), a not for profit housing agency, is soliciting responses to this Request For Qualifications (RFQ) from qualified developers who can successfully design, construct and/or rehabilitate quality single family homes on sites owned by LIHP within communities located in Nassau and Suffolk Counties.

The housing to be constructed/rehabilitated will be single family homes with three (3) bedrooms and two (2) baths of approximately 1500 square feet. It is expected that up to 15 homes will be assisted in the first phase of the project. LIHP will designate which sites will be for new construction or rehabilitation.

Sites available for development are located in communities that were impacted by Super Storm Sandy. All sites are located in the 100 year flood zone and will require elevation to meet federal, state and local building codes. The goal of this program is to promote neighborhood revitalization through infill housing development that provides affordable homeownership opportunities.

LIHP seeks a developer(s) who is experienced in single family housing construction, FEMA requirements, local building codes and is able to work cooperatively with LIHP staff and LIHP consultants.

Ideally, the development team should include professional, technical and construction entities that will participate in the design, development and construction of the homes.

LIHP will assess applicants who respond to this RFQ to determine the most qualified developer(s) based on the evaluation criteria and process described in Section VI Selection Criteria. All applicants must adhere to the requirements of this RFQ. This RFQ does not represent any obligation or agreement whatsoever on the part of LIHP.
Pre-submission conferences will be held on March 2, 2016 at 10:00am and 1:30 pm at LIHP, 180 Oser Avenue, Suite 800, Hauppauge, NY 11788. Interested organizations are strongly encouraged to attend the conference. If you are planning to attend the conference, please RSVP at the email address below. Please limit attendance to two individuals from each organization. The first 30 individuals who RSVP will attend the conference at 10:00am. If more than 30 people RSVP, there will be a second pre-submission conference at 1:30pm. Once you RSVP, LIHP will notify you of the time. People with disabilities requiring special accommodations to attend the pre-submission conference should contact Joe Sanseverino at jsanseverino@lihp.org.

All RFQ’s are due in hand no later than 4:00pm on Wednesday, March 23, 2016 at LIHP’s office in Hauppauge, NY. Four copies of the proposal must be submitted to:

Joseph Sanseverino  
Assistant Vice President  
Long Island Housing Partnership Inc.  
180 Oser Avenue, Suite 800  
Hauppauge, NY 11788  
jsanseverino@lihp.org

Following review of initial submission LIHP may request additional information.

II. RFQ Schedule

<table>
<thead>
<tr>
<th>Target Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>February 19, 2016</td>
<td>Release of RFQ</td>
</tr>
<tr>
<td>March 2, 2016</td>
<td>Pre-Submission Conference</td>
</tr>
<tr>
<td>March 23, 2016</td>
<td>Time 10:00 am and 1:30 pm</td>
</tr>
<tr>
<td>TBD (April/2016)</td>
<td>Submission Deadline – 4:00pm</td>
</tr>
<tr>
<td>April, 2016</td>
<td>Interviews (If applicable)</td>
</tr>
<tr>
<td></td>
<td>Target Date of Selection</td>
</tr>
</tbody>
</table>

Please note that the RFQ timeline includes target dates and may change. It is the sole responsibility of Respondents to periodically review the LIHP website for regular updates to the RFQ timeline and other important information, which may alter the terms or requirements of this RFQ.
III. Program Description and Developer Responsibilities.

The Long Island Housing Partnership, Inc. (LIHP), a not for profit housing agency, is soliciting responses to this Request For Qualifications (RFQ) from qualified developers who can successfully design, construct and/or rehabilitate quality single family homes on sites owned by LIHP within communities located in Nassau and Suffolk Counties. Sites available for development are located in communities that were impacted by Super Storm Sandy. All sites are located in the 100 year flood zone and will require elevation to meet federal, state and local building codes.

A. Eligibility to Apply

This RFQ is open to qualified developers that have experience in housing development. Developers may partner with other professional, technical and construction entities with demonstrated development experience. Developers may be non-profit or for profit entities.

LIHP strongly encourages respondents that are certified by New York State, or any other city or state, or the federal government, as minority- and/or woman-owned business enterprise ("M/WBEs"), as well as respondents that are not yet certified, but have applied for certification, to submit responses to this RFQ. All New York State certified M/WBE firms submitting proposals to this RFQ should be registered as such with the New York State Department of Economic Development. For M/WBE firms that are not certified but have applied for certification, please provide evidence of filing, including filing date. For purposes of this solicitation, LIHP hereby establishes an overall goal of 20% M/WBE participation, 10% minority-owned business enterprises ("MBEs") and 10% women-owned business enterprises ("WBEs"). For Developers who are not M/WBE, LIHP encourages the Developer to use its best efforts to include M/WBE businesses as part of the Development Team.

B. Development Sites

LIHP intends to make available sites for housing construction and/or rehabilitation in both Nassau and Suffolk County neighborhoods listed in Appendix A. Developers have the option of working in both Nassau and Suffolk Counties or can choose to work in only one of the two counties. In the response to this RFQ, developer(s) should select which option(s) they would like to be considered for and explain the reason for the selection.
C. Developer Responsibilities

The developer will be responsible for assembling the Development Team including at a minimum a general contractor, architect, engineer, environmentalist and other professional and construction entities necessary to construct and/or rehabilitate affordable single family homes. The developer will be responsible for all phases of the design and construction of the homes including the following:

a) Obtaining all required building permits and determining viability of construction on site.
b) Preparing Phase I and Phase II Environmental Site Assessments as necessary.
c) Demolition and clearance of structures on the sites.
d) Lead paint and asbestos mitigation and or removal at sites as necessary.
e) Design including floor plans, elevation of proposed single family homes to be built on the sites and bulk heading where necessary.
f) Licensed home improvement contracts for rehabilitation of selected sites.
g) Experienced elevation and bulk heading contractor(s)
h) Soil test borings to determine if site can accommodate elevated foundations.
i) Obtaining Certificates of Occupancy from local municipalities.
j) Where applicable all Health Department approvals.
k) Arranging for the timely construction and completion of the homes.
l) Participating in required public hearings and briefings with community groups, civic associations and local officials as needed.
m) Securing construction financing necessary to construct or rehabilitate the homes.
IV. Program Narrative

A. Required Information

The response to this RFQ should at a minimum contain the following information:

1. A description of recent new construction of single family home development in the last 5 years. A description of experience developing affordable housing (Last 5 years). The RFQ should provide details of relevant projects, including number of units, sales prices and locations.

2. A description of recent rehabilitation of single family homes (last 5 years) – including projects that involve the testing and appropriate treatment of lead-based paint and/or asbestos.

3. Provide a proposed development schedule. Describe current and planned projects of housing development that may limit the ability of the developer to undertake additional work.

4. Description of specific and relevant experience of the entire “Development Team,” including associated consultants and professionals. Document the developer’s ability and capacity to implement a quality project by describing the developer’s experience/qualifications in developing and/or completing housing projects that are similar in size, scope and complexity to the Rebuild Long Island project.

5. Neighborhood Preference(s)

   In narrative form, indicate the county or counties for which she/he would like to be considered and explain reason for selection. Describe the extent of developer’s experience in the RFQ communities.

6. Home Design (see paragraph B of this section)

7. Demonstrate adequate financial resources to complete the project. Financial statements for the last two (2) years.

8. Discuss developer’s ability to work with and gain community support in previous projects.

9. Documentation that a non-profit developer is certified as a 501 (c) 3 tax exempt non-profit by the Internal Revenue Service (IRS), if applicable.

10. Key Personnel

   The resumes and professional qualifications of Key Personnel assigned to this project shall be submitted for evaluation, and shall include the education, work experience, licensure and certification, and other relevant information regarding each professional.
11. Development Team Chart. Provide the names, addresses, e-mail addresses, and telephone of members of the development team to the extent that these have been decided; if unknown, enter “N/A”.

**DEVELOPMENT TEAM CHART**

<table>
<thead>
<tr>
<th>Position</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Architect:</td>
<td>Engineer:</td>
</tr>
<tr>
<td>General Contractor:</td>
<td>Sub-Contractor:</td>
</tr>
<tr>
<td>Legal Counsel:</td>
<td>Environmentalist:</td>
</tr>
<tr>
<td>Other:</td>
<td>Other:</td>
</tr>
</tbody>
</table>
B. Home Designs

The response of this RFQ must include a set of floor plans and elevations of a ranch, and cape style home with 3 bedrooms and two baths. The homes should have up to 1500 square feet of living space and a one car garage. The developer should also include plans and alternative cost breakdown for the construction of a comparable handicapped accessible ranch-style home. In addition the developer should submit a set of plans and elevations for a home with up to 1300 square feet that could be placed on smaller lots sizes (4000-5000 sq. ft.)

All home are required to be elevated to meet FEMA flood zone requirements and all new construction sites will require the demolition and clearance of an existing home.

LIHP welcomes the submission of a variety of models if a respondent so chooses. It is recommended that a developer visit sites prior to responding to this RFQ as there are variations in lot sizes.

For each style of home the developer should complete and include a pro forma budget (Appendix B) detailing all costs to construct including, demo, foundation, hard and soft costs and profit - which is limited to 10% of the total hard costs. Homes should include energy saving appliances and features that will enhance affordability and sustainability of the units.

V. Qualifications

This RFQ seeks developers who have the experience and organizational capacity to successfully develop newly constructed affordable housing and rehabilitate existing homes. LIHP will review applications and identify a List of Qualified Developers based on the criteria listed below. Developers will be evaluated based on their development experience, record of developing successful projects, their capacity to implement affordable housing projects, familiarity with Nassau and Suffolk County communities, the ability to work cooperatively with LIHP staff, consultants and local municipalities.

This RFQ seeks only to establish a list of Qualified Developers. Developers must be qualified in each of the following qualification criteria in order to be considered Qualified Developers. LIHP will evaluate submitted Qualifications to determine if they meet the qualification criteria. All developers must submit a full response to this RFQ and meet the minimum criteria set forth in this RFQ. Qualifications that are not complete or do not conform to the requirements of this RFQ will be eliminated from further consideration. LIHP may request additional information, site visits, interviews, or presentations.
A. Completeness of Qualifications
The Qualifications must contain all documentation required under the RFQ. All of the required information must be fully completed and application requirements met at the time of submission. Upon review, LIHP at its discretion may notify a developer that additional information or clarification is necessary. Developers that do not adhere to these requirements risk disqualification from consideration under this RFQ.

B. Development Experience and Capacity
Affordable housing development experience will be evaluated as it reflects the developers demonstrated ability to successfully carry out a quality project of the type, size, and complexity the Rebuild Long Island Program envisions, in a timely manner.

C. Ability To Finance
Developer must demonstrate adequate financial resources to develop a project of the scope proposed in their submission. LIHP will evaluate the developer’s assets, bank or other lender references and current commitments in order to assess the developer’s capacity to secure, absorb any cost overruns, and complete construction of developer’s entire Project in a timely manner.
Developer should be able to provide their own construction financing. LIHP can assist the developer in securing financing and maybe able to provide low interest rate construction loans.

D. Community Involvement and Support
Community involvement and support will be evaluated by developer’s proven ability to obtain the support of community stakeholders and benefit the community through past developments. Among the factors that will be considered are:

- Ability to effectively execute a strategy to get community support in the pre-development phase of past projects; and
- Planning/design approach within the context of the RFQ communities.

E. Adverse Findings
A Developer’s Qualification may be rejected at any time during or after the evaluation process if there are any adverse findings regarding the developer, any entity or individual associated with the developer, or any property owned and/or managed by them. Such adverse findings may include, but are not limited to:
- Conviction, administrative violation, judicial or administrative finding, pending judicial or administrative case, or pending litigation for harassment, arson, fraud, bribery, grand larceny, any felony or crime of dishonesty, or noncompliance with fair housing or anti-discrimination laws, any applicable codes or ordinances, labor laws, or construction laws.
- Defaults or poor performance under any government-assisted program;
- Suspension or debarment by any governmental entity;
- Mortgage arrears, default, or foreclosure proceedings;
- Tax arrears, tax foreclosure or enforcement proceedings, or sale of tax liens;
- Voluntary or involuntary bankruptcy proceeding.

VI. Selection Criteria

Upon receipt of submittals, LIHP staff will evaluate and determine which, if any, developers will be invited for follow-up interviews. However, the LIHP retains the right to select a developer without interviews.

Submittals will be evaluated based on the following criteria:

1. Completeness of the submittal relative to the RFQ requirements.
2. Developer Experience
   a) General residential/development experience.
   b) Affordable housing development experience.
3. Experience of total development team including key consultants.
4. Quality of design and architecture of homes being proposed.
5. Financial strength of developer.
6. Ability to comply with Federal, State and Local regulations.
7. Extent of Developer’s experience in the RFQ communities.
9. Cost effectiveness of prior developments and developer’s ability to stay within budget.
10. Ability to maintain at developer’s sole expense insurance coverage as required in Appendix C.

The LIHP will completely review and analyze all submittals and may request that developers modify, clarify or supplement their proposals with additional information. Developer(s) may also be asked to make a formal presentation and/or come in for an interview. The final selection decision is to be made by the LIHP Board of Directors.
VII. Submission Requirements

A. Inquiries
   All communication and inquiries regarding this RFQ should be directed in writing to
   LIHP at:
   E-mail  jsanseverino@lihp.org

B. Pre-submission Conference

   A pre-submission conference will be held March 2, 2016, at 10:00am and 1:30pm
   (if needed) at LIHP, 180 Oser Avenue, Suite 800, Hauppauge, NY 11788. LIHP will
   notify respondents of the time.

   LIHP strongly recommends that interested Applicants attend this pre-submission
   conference, as this will be the only opportunity to ask questions and receive
   answers in person regarding the RFQ.

   People with disabilities requiring special accommodations to attend and/or
   participate in the pre-submission conference should contact LIHP at the email
   address provided above.

C. Submission of Proposals
   Interested developers must submit four (4) bounded copies of their proposals and
   one unbound copy. All submittals are due by 4:00pm, on Wednesday, March 23,
   2016 to:

   Joseph Sanseverino
   Assistant Vice President
   Long Island Housing Partnership
   180 Oser Avenue, Suite 800
   Hauppauge, NY 11788

   Submission should follow format shown on Completeness Checklist (Appendix D).

   Facsimile or electronic transmissions will not be accepted. LIHP following review of
   the initial submission may request additional information. Late submissions will not be
   accepted. If LIHP determines, upon review of Qualifications, that any items are missing
   and/or incomplete, LIHP in its sole discretion, by written notification given to the
   developer, may permit the developer to provide or clarify such items. Failure to provide
   complete information in a timely fashion could result in rejection of the respondent’s
   response to the RFQ. All submissions become the property of LIHP. Developer has the full
   responsibility for ensuring that its final response has been submitted in the desired form by
   the submission deadline in accordance with the instructions in this RFQ and in any addenda
   that may be issued to the RFQ.
D. RFQ Addenda
   LIHP reserves the right to amend or withdraw this RFQ at any time. If, in LIHP’s
   Judgement, additional time is required for developers to prepare their response,
   LIHP reserves the right to grant an extension of the deadline for submission, and
   such extension will then be granted to all developers.

E. Applicant Letter
   Provide a cover letter (Form 1) below on the applicant’s letterhead and signed by
   an authorized representative of the applicant/developer.

   Form 1
   Applicant Letter
   (Submit on applicant letterhead)

   Mr. Peter J. Elkowitz, President and CEO
   Long Island Housing Partnership
   180 Oser Avenue, Suite 800
   Hauppauge, NY 11788

   Dear Mr. Elkowitz:

   This letter is being submitted in connection with my qualifications submitted in
   response to the Rebuild Long Island RFQ issued by the Long Island Housing
   Partnership Inc.
   I have received, read and understood the provisions of the RFQ and certify that the
   information submitted in and with the submission is true and accurate, and that I
   am authorized to submit this submission.

   Sincerely,

   ____________________________
   Signature

   ____________________________
   Title

   ____________________________
   Applicant
VIII. CONDITION, TERM, AND LIMITATIONS

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

A. LIHP is not obligated to pay nor shall it fact pay any costs or losses incurred by any Developer at any time including the cost of responding to the RFQ.

B. LIHP reserves the right to reject at any time any or all submissions and/or withdraw this RFQ in whole or in part, to negotiate with one or more Qualified Developers, and/or undertake projects on terms other than those set forth herein. LIHP 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 applications of Qualified Developers.

C. The Qualification of a Developer will mean only that LIHP may commence negotiations with the Developer. LIHP will send written notification to commence negotiations if a Qualified Developer is selected.

D. Qualification of a Developer through RFQ will not create any rights on the Developer’s part including without limitation, rights of enforcement, equity, or reimbursement.

E. This RFQ and any agreement or other documents resulting there from are subject to all applicable laws, rules and regulations promulgated by any Federal, State or municipal authority having jurisdiction over the subject matter thereof, as the same may be Amended from time to time.

F. This RFQ does not represent any obligation or agreement on the part of LIHP which may only be incurred or entered into by a written agreement which has been approved as to form by the LIHP Legal Counsel and duly executed by the Developer and the LIHP.

G. No transaction will be consummated if any principal of any selected Developer is in arrears, or in default upon any debt, lease, contract or obligation to New York State, including without limitation real estate taxes and any other municipal liens or charges. LIHP reserves the right not to review any Qualification by any such Developer.

H. Entities that are in debarred status by either New York State or The United States Department of Labor, and entities with histories of convictions of criminal violations of the Occupational Health and Safety Act within the five years preceding the closing date, will not be eligible to enter into development agreements or serve as prime or general contractors on this project.
I. No commission for brokerage or any other fee or compensation shall be due or payable by LIHP and a Developer undertaking to indemnify and hold the LIHP harmless from and against any such claim for any such fee or compensation based upon, arising out of, or in connection with any action taken by the Developer, the selection of the Developer’s submission for the list of Qualified Developers and invitation to the Developer to respond to this RFQ, the conditional designation of a Sponsor pursuant to this RFQ or the sale of a site.

J. All determinations as to the completeness or compliance of any Qualifications, or as the eligibility on any Developer will be within the sole discretion of LIHP.

K. LIHP advises all Developers that there is no legal obligation on the part of the LIHP to issue the RFQ, and that LIHP reserves the right to use the Qualifications submitted pursuant to this RFQ as a basis for negotiation with Developers as the LIHP deems appropriate.

L. This RFQ and any resulting agreement are subject to all applicable laws, rules and regulations promulgated by any Federal, State, or municipal authority having jurisdiction over the subject matter thereof, as the same may be amended from time to time.

M. Developer recognizes its obligation under the law to promote opportunities for maximum feasible participation of certified minority-and women-owned business enterprises and the employment of minority group members and women in the performance of this project. LIHP encourages firms that are M/WBE certified in New York State, or municipality, or the federal government, be included in the response to this RFQ.

N. Qualified Developer(s) selected shall procure and maintain, at its sole cost and expense, in full force and effect without interruption during all periods of services covered by this Agreement, the Services or Scope of Services, or any Task Order(s), insurance of the type, and with the limits and deductibles, as prescribed by the Long Island Housing Partnership.
Appendix A
Sample Sites

Nassau County Sites

1116 Jefferson Place, Baldwin
1120 Jefferson Place, Baldwin

59 Hastings Road, Island Park
159 Radcliffe Road, Island Park
35 Nassau Lane, Island Park

3 Seneca Place, Massapequa
41 Ripplewater Ave, Massapequa

Suffolk County Sites

467 Smith Avenue, Islip

23 Lee Place, Amity Harbor
15 Albert Road, Amityville
241 South Bayview Ave., Amityville

61 Surf Road, Lindenhurst
90 Surf Road, Lindenhurst
446 Deauville Pkwy, Lindenhurst

110 So. Bay Drive, Babylon

LIHP reserves the right to add or remove sites from the list. It is also expected that LIHP will obtain additional sites in the future for inclusion in this program.
## Appendix B

### Development Pro Forma

<table>
<thead>
<tr>
<th>Soft Costs</th>
<th>Estimate</th>
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<tbody>
<tr>
<td>1) Architect/Design Plans</td>
<td>$</td>
</tr>
<tr>
<td>2) Engineer</td>
<td>$</td>
</tr>
<tr>
<td>3) Environmental Reviews</td>
<td>$</td>
</tr>
<tr>
<td>4) Building Permits</td>
<td>$</td>
</tr>
<tr>
<td>5) Soil Testing</td>
<td>$</td>
</tr>
<tr>
<td>6) Cost Estimates</td>
<td>$</td>
</tr>
<tr>
<td>7) Lead Paint and Asbestos Inspections</td>
<td>$</td>
</tr>
<tr>
<td>8) Utilities during construction</td>
<td>$</td>
</tr>
<tr>
<td>9) Other</td>
<td>$</td>
</tr>
<tr>
<td>a)</td>
<td>$</td>
</tr>
<tr>
<td>b)</td>
<td>$ ______</td>
</tr>
<tr>
<td><strong>10) Total Soft Costs</strong></td>
<td>$ ______</td>
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<table>
<thead>
<tr>
<th>Construction Costs</th>
<th>Estimate</th>
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</thead>
<tbody>
<tr>
<td>11) Demolition/Clearance</td>
<td>$</td>
</tr>
<tr>
<td>12) Foundations</td>
<td>$</td>
</tr>
<tr>
<td>13) Elevations</td>
<td>$</td>
</tr>
<tr>
<td>14) Bulk heading</td>
<td>$</td>
</tr>
<tr>
<td>15) New Construction</td>
<td>$</td>
</tr>
<tr>
<td>16) Rehabilitation</td>
<td>$</td>
</tr>
<tr>
<td>17) Site Improvements</td>
<td>$</td>
</tr>
<tr>
<td>18) Performance Bond Premium</td>
<td>$</td>
</tr>
<tr>
<td>19) Lead Paint and Asbestos Abatement</td>
<td>$</td>
</tr>
<tr>
<td>20) Builders Risk Insurance</td>
<td>$</td>
</tr>
<tr>
<td>21) Builders Liability Insurance</td>
<td>$</td>
</tr>
<tr>
<td>22) Other</td>
<td>$</td>
</tr>
<tr>
<td>a)</td>
<td>$</td>
</tr>
<tr>
<td>b)</td>
<td>$</td>
</tr>
<tr>
<td><strong>23) Sub-Total Construction Costs</strong></td>
<td>$ ______</td>
</tr>
<tr>
<td>24) Builder’s Profit (10% of line 23)</td>
<td>$ ______</td>
</tr>
<tr>
<td>25) Construction Contingency</td>
<td>$ ______</td>
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<tr>
<td>26) Builder’s Overhead</td>
<td>$ ______</td>
</tr>
<tr>
<td><strong>27) Total Development Costs</strong></td>
<td>$ ______</td>
</tr>
<tr>
<td>(Lines 10+23+24+25+26)</td>
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</tbody>
</table>
Appendix C

Project Insurance Requirements

The Builder shall provide to the Owner at the BID SUBMISSION proof that they currently carry the following types of insurance coverage and limits with insurance companies with a Best Rating of A or better and licensed to do business in the State of New York and or the state in which the Contractor is domiciled.

Proof of coverage shall be provided in the form of a certificate of insurance evidencing the following:

I. New York Workers Compensation:
   a. If contractor is located outside of NY then they must provide proof that NY is covered state under section 3A of their workers compensation policy.

II. Commercial General Liability:
   a. Minimum Limits: Bodily Injury & Property Damage:
      $1,000,000 Each Occurrence
      $2,000,000 General Aggregate
      $300,000 Fire Damage Legal
      $5,000 Medical Payments
   b. General Liability shall be written on an ISO Occurrence Form (CG 00 01 1093) or equivalent with a deductible or self-insured retention of no more than $5,000.
   c. Coverage shall not contain an exclusion or limitation of coverage for:
      - Residential Construction
      - Work performed above 3 stories
      - Claims for injury brought by subcontractors, contractors and their employees
   d. Coverage shall contain the following:
      - Per Project Aggregate endorsement
      - Waiver of subrogation endorsement
      - Additional Insured Endorsement for all required parties - Ongoing Operations
      - Additional Insured Endorsement for all required parties - Completed Operations for 2 years following completion of work
      - Primary/Non-Contributory Endorsement for Additional Insureds
      - Contractual Liability to cover obligation required by the contract.

Schedule of Additional Insureds

Following are the additional insureds to be named as required by this contract. If other parties are required, they will be provided to you within the final contract:

- Long Island Housing Partnership, Inc.
- Long Island Partnership Housing Development Fund Company, Inc.
- Long Island Partnership Community Development Corporation
- Nassau/Suffolk Partnership Housing Development Fund Co, Inc.
III. **Commercial Automobile:**

a. Minimum Limits: Bodily Injury & Property Damage - $1,000,000  
b. Business Auto must include coverage for Bodily Injury & Property Damage liability arising out of all Owned, Leased, Non-Owned and Hired vehicles  
c. Business Auto must extend coverage to the required parties as additional insured using ISO Designated Insured Endorsement CA2048 07/97 to cover the loading and unloading of vehicles at the job site.

d. Coverage shall contain a waiver of subrogation in favor of the Owner

IV. **Commercial Umbrella Liability:**

a. Minimum Limits: Bodily Injury & Property Damage - $5,000,000  
b. Umbrella coverage is excess over all of the General Liability, Commercial Automobile and Employers Liability.  
c. Coverage shall contain a waiver of subrogation in favor of the Owner

V. **Builders Risk/Property Insurance:**

a. Builder is required to provide insurance to protect his interest in supplies tools, and equipment while on or off the job-site. The Owner shall not be responsible for any loss (i.e. fire, destruction, theft) of the Contractors property.

b. Builder shall be responsible to provide proof of coverage before the commencement of any construction activity of a Builders Risk policy with the following coverages:

- Building limit must represent the Completed Hard Cost Value or Contract Value for the project whichever is greater;  
- Coverage shall be written on a Special form/Replacement Cost valuation  
- Property Deductible shall be no more than $10,000  
- No Co-Insurance  
- Off Site Storage up to $100,000  
- Transit up to $100,000  
- Equipment Testing Coverage  
- Back-Up of Sewers and Drains included up to the building value  
- Loss of Soft Costs to include construction loan interest, real estate taxes, insurance premiums, legal, accounting and architectural fees  
- Owners interest must be protected as a Named Insured on the policy  
- Builders Risk Policy shall contain a provision to allow the right to occupy up to 25% of the building before the construction project is completed. The definition of “When coverage ends” must be defined as when the Owner takes possession of the building and not before. Coverage should be written for the project term plus 3-6 months to cover the instance of delay in completion.  
- Mortgagees/Lenders/Loss Payees associates with the project shall be protected as required by their lending documents.  
- Builders Risk shall contain a Waiver of Subrogation between the Owner and Builder.
VI. **Professional Liability:**

a. Builder shall provide proof of Professional liability (Errors & Omissions) for their Architect and Engineers whether the work is provided directly by the Builder or subcontracted out for a limit not less than $2,000,000 Per Claim/$2,000,000 Aggregates & Omissions of the Architect.

VII: **Subcontractor Requirement:**

It is the responsibility of the Builder to obtain from all Sub-Contractors the same limits and coverages as required by this contract for Workers Compensation, General Liability and Commercial Auto Insurance. Umbrella shall be provided by subcontractors at a limit no less than $1,000,000. Liability insurance policies for Sub-Contractors must provide additional insured status on a primary/non-contributory basis including completed operations to the Builder, Owner and its affiliates and other parties required by the final contract. All sub-contractor certificates must be provided to the Owner as proof this requirement has been complied with.
Appendix D
RFQ Complienesis Checklist

Responders should use the following format when submitting their response:

- Applicant Letter
- Program Narrative
- Home Designs
- Budget Pro Formas
- Development Team Chart
- Financial Statements
- Key Resumes