



REQUEST FOR PROPOSALS (RFP)

Owner's Representative Services

For Home Place Duets & Stony Creek Duets Construction Projects

Issued by: HAND, Inc.

Issue Date: May 19, 2025

Response Deadline: May 30, 2025

I. Introduction

HAND, Inc. is soliciting proposals from qualified firms to provide Owner's Representative (OR) services for two upcoming affordable housing construction projects: Home Place Duets and Stony Creek Duets, each consisting of three 3-bedroom duplexes (six units per site) and related site infrastructure. These projects are funded in part with HOME and CDBG funds and must comply with associated federal requirements, including Section 3 regulations.

II. Project Overview

- **Home Place Duets:** Carmel, IN
 - **Stony Creek Duets:** Noblesville, IN
 - **Total Construction:** 12 rental units and associated infrastructure
 - **Delivery Method:** Design-Build (contractors and civil engineers already engaged)
 - **Funding Sources:** HOME, CDBG, private financing
-

III. Scope of Services

The selected Owner's Representative will serve as HAND's trusted advisor and advocate throughout pre-construction, construction, and post-construction phases.

Responsibilities include, but are not limited to:

Pre-Construction

- Collaborate with HAND, design-build teams, and civil engineers on schedule and budget development
- Participate in design meetings and review plans/specs



- Lead value engineering discussions
- Analyze site information and recommend solutions
- Review bid documents for compliance with federal and local regulations

Construction Phase

- Attend scheduled site meetings and document progress
- Observe construction activities and provide quality assurance
- Review payment applications, change orders, and lien waivers
- Monitor schedule, budget, and potential risks
- Provide weekly updates to HAND staff
- Coordinate with stakeholders, including participation in public meetings as needed

Post-Construction

- Support punch list development and final inspections
- Assist with project closeout
- Help coordinate move-in and address warranty issues
- Conduct 11-month warranty walk-through and follow-up

IV. Submission Requirements

Interested firms should submit a proposal that includes:

1. Firm Overview

- History, structure, and relevant qualifications

2. Relevant Experience

- Past projects where you served as an Owner's Rep or provided a similar scope of services, especially on residential and/or affordable housing projects
- Demonstrated experience with HOME and CDBG regulations, including Section 3 compliance



3. Key Personnel

- Resumes and roles of individuals assigned to the project

4. Approach and Methodology

- How your team would support HAND through each project phase
- Communication and reporting strategies

5. Fee Structure

- Fixed fee or hourly rate structure, with estimated total cost
- Include any additional reimbursable expenses

6. References

- At least two references from similar projects

V. Selection Criteria

Proposals will be evaluated based on:

- Relevant experience and past performance
- Familiarity with federally funded construction projects
- Qualifications of assigned personnel
- Understanding of the project scope and HAND's mission
- Cost and overall value

VI. Submission Instructions

Submit your proposal via email in PDF format to:

andrea@handincorporated.org

Subject Line: "Owner's Rep Proposal – [Your Firm Name]"

Deadline for submission: **noon Friday, May 30, 2025**



VII. Questions

All questions should be directed to:

Andrea Davis

andrea@handincorporated.org

317-674-8108

Deadline for questions: **Friday, May 23, 2025**

VIII. Intended Timeline

HAND staff will review proposals and contact finalists the week of June 2 to schedule interviews. Our goal is to select a contractor to provide Owner's Rep services by June 13. Work on the projects is expected to begin in July.

IX. About HAND

HAND is a nonprofit organization that develops and manages affordable housing for low- and moderate-income residents in Hamilton, Boone, and Tipton counties in Central Indiana. Learn more at www.handincorporated.org.