



**REQUEST FOR
PROPOSALS FOR**

**LCMS National Housing Support Corporation's
Helping Hand Initiative**

Requested by:

**LCMS National Housing Support Corporation
D/B/A Lutheran Housing Support
1333 S. Kirkwood Rd.
Saint Louis, MO 63122**

REQUEST FOR PROPOSALS-SUMMARY

Date of RFP Publication: October 20, 2015

LCMS National Housing Support Corporation (NHSC) is soliciting proposals LCMS from congregations and their community partners that are interested in delivering an Owner-Occupied Housing Rehabilitation Program for low income, disabled and elderly households near LCMS altars.

Proposals will be accepted until 5:00 p.m. CST. on December 11, 2015. Please email all completed proposals to nicole.ridley@lcms.org or mail the full packet to Ms. Nicole Ridley at the address below:

Contact: Ms. Nicole Ridley
Chief Executive
1333 S. Kirkwood Rd.
Saint Louis, MO 63122
314-995-1376

If you have any questions please contact:

Ms. Nicole Ridley
Chief Executive
1333 S. Kirkwood Rd.
Saint Louis, MO 63122
314-995-1376

OR

Rev. John Albers
Director of Resource Development
1333 S. Kirkwood Rd.
Saint Louis, MO 63122
(314) 996-1317

REQUEST FOR PROPOSALS

Project Summary

NHSC is soliciting proposals to deliver an Owner-Occupied Housing Rehabilitation Program in partnership with a local congregation and Laborer's for Christ. The program should serve one or more of the following: low income, disabled or elderly households. The scope of work is outlined below.

The proposed project will focus on providing critical home repairs to families in need surrounding LCMS altars. NHSC has arranged for Laborer's for Christ to take part in this initiative and offer low cost labor, but this does not preclude the partner congregation making use of other low cost labor options alongside LFC. Additionally, any work identified that will require licensed contractors will have to be coordinated and managed by the construction project manager. LCMS congregations will serve as rallying points through which volunteers and resources will be deployed into their community to perform these repairs. The project will serve a minimum of 10 families in the proposed target neighborhood(s). Additionally, the project is designed to provide financial education and guidance to the families served, which should enable them to maximize the use of their limited resources. The project should be implemented during an estimated start date of April 1,, 2016 or before with a completion date of August 1, 2016. NHSC will provide \$84,000 to support the project activities. Applications which demonstrate that there are additional resources available to leverage the funding that NHSC's is providing will be reviewed favorably.

NHC's end goal is that served residents will have their deferred maintenance challenges addressed and will be able to afford ongoing minor repairs moving forward. The project will leverage existing community resources currently serving these areas – namely the partner churches and their community partners.

SCOPE OF SERVICES TO BE PERFORMED

All applicants shall include in their proposal a detailed summary and submit a proposed budget of \$90,000 on how they will provide critical repairs to a minimum of 10 households performing the following services:

- A. Specialized Roles:
 - Volunteer recruitment
 - Fiscal accounting for all dollars spent by household

- B. Project Design/management:
 - Project Development

- Project /Construction Management
- Identification of project sites
- Management of intake process to include verifying that prospect service recipients can produce the following: Show proof of ownership (**Example-** provide a copy of a current tax bill or receipt), show proof of insurance, and provide proof that tax bills are paid current.

C. Education Services

- Identify congregants who would like to train as a financial education mentor to project participants.
- Deliver financial education training to project participants

D. Construction/Project Administration

- Identify and assign project point of contact
- Help identify and/or hire contract spec writer
- Hire licensed contractors when necessary
- Hire, insure and process payroll for the Laborer's for Christ workers
** Please note that NHSC can insure and process payroll for the Laborer's for Christ workers on behalf of the applicant. If the applicant elects for NHSC to perform such duties please call RFP contact, Nicole Ridley to discuss prior to submission so that budgets can be adjusted accordingly prior to submission. Funding would be decreased to cover payroll and insurance expenses

E. Marketing

- Neighborhood outreach-raising awareness of opportunity
- Selection of participants
- Neighborhood liaison for project

F. Other

- Coordinate logistics with LFC including but not limited to identifying a place for RV's for the duration of the project

Parking requirements for Laborers for Christ (LFC):

- Laborers need 50 amps of power
- Need for potable water and sewage
 - ✚ Least desirable – close location to fill water tanks/pump sewage out of trailers directly
 - ✚ Second – ability to fill water tanks on site/dump sewage in container (that can be removed weekly)
 - ✚ Third – direct connection to water/dump directly into the sewage line (most desirable setup)
- Needs a fairly safe and secure area to park

To supplement and support the project, NHSC and LFC will provide the services as outlined below:

LCMS National Housing Support Corporation will provide the following services to the partnership to help achieve the project's end goal:

A. Specialized Roles:

- Consulting Services
- Logistical guidance

B. Project Design/management:

- Guidance as needed on final project design
- May hire, insure and process payroll for the Laborer's for Christ workers if applicants prefer NHSC to do so.
- Provide access to homeowner communication and project tracking templates.

C. Fund Development/Coordination

- Provide a maximum of \$90,000 in grant funding
- Assistance with the identification of resources such as other community partners, volunteers and the identification of additional local funding and in kind donations.

D. Marketing

- Assistance with outreach to local media outlets

Laborer's for Christ will provide the following services to the partnership to help achieve the project's end goal:

A. Construction/Project Administration

- Provide low-cost construction services.

B. Other

- Assist and serve congregational partners in other ways as needed.

The selected applicant will be required to enter into an agreement with NHSC that will incorporate the information contained in this document. The final scope of services in the agreement may incorporate revisions mutually agreed upon by the selected applicant and NHSC. NHSC reserves the right to select or reject any and all proposal packages submitted.

PROPOSAL EVALUATION

One copy of the proposal must be submitted to:

Ms. Nicole Ridley
Chief Executive
1333 S. Kirkwood Rd.
Saint Louis, MO 63122
nicole.ridley@lcms.org
314-995-1376

Proposals must be received no later than 5 p.m. CST Tuesday, December 11, 2015. Proposals will be reviewed and evaluated by NHSC and its representatives. The selection of an applicant shall be based upon a review of proposals provided in response to this RFP. Evaluation will consider, but not necessarily be limited to, the following:

- Capability to perform all aspects of the project and experience with similar projects;
- Key project partners and volunteer's qualifications and experience and availability to undertake the tasks as outlined above; their reputation and professional integrity and competence;
- Demonstrated ability to meet the aggressive schedules or deadlines detailed in this RFP. ***The project should be implemented during an estimated start date of April 1, 2016 or before with a completion date of August 1, 2016;***
- Cost of the proposed services. Project administrative fees may be added, not to exceed 15%;

REQUIRED INFORMATION

- (1) Applicant name, address, contact information and project point of contact;
- (2) Each application shall include sufficient information to demonstrate abilities to carry out scope of work;
- (3) A project timeline must be included with these proposals.
- (4) A brief description of all project partners, their roles and experience carrying out similar activities;
- (5) Project budget. Please use budget template provided;