



## **Request for Proposals (RFP)**

### **Architectural and/or Construction Services for Residential Development within San Bernardino County**

**Release Date:** Tuesday, April 22, 2025

**RFP Meeting:** Tuesday, April 29, 2025

**Responses Due:** Tuesday May 6, 2025 @ 5PM

**EMAIL ALL RESPONSES TO:** [Kailin.Peoples@nhsie.org](mailto:Kailin.Peoples@nhsie.org)

**Presentations to Board:** Monday, May 12, 2025

**Award Announcement:** Tuesday, May 13, 2025

\*Please note that the above dates are subject to change at NHSIE's sole discretion.

Contact: Kailin Peoples, CEO/ Executive Director

[Kailin.Peoples@nhsie.org](mailto:Kailin.Peoples@nhsie.org) | 909-884-6891

### **I. INTRODUCTION**

Neighborhood Housing Services of the Inland Empire (NHSIE) is a nonprofit affordable housing developer focused on economic empowerment and community enrichment throughout the Inland Empire. NHSIE's mission is to create homeownership opportunities, bridge the housing affordability gap, and build sustainable communities of choice. As a nonprofit organization, NHSIE is dedicated to empowering individuals and families—particularly those from low- to moderate-income backgrounds—by providing the resources, education, and support necessary to achieve and maintain homeownership. NHSIE's comprehensive services include homebuyer education, financial counseling, down payment assistance, real estate services, and lending solutions. By addressing



both the financial and educational aspects of homeownership, NHSIE aims to foster long-term stability and wealth-building opportunities for residents throughout the Inland Empire region. More information about NHSIE is available on our website at <https://nhsie.org/>.

NHSIE is requesting proposals from qualified **architectural firms and/or construction firms** to provide design and/or build services or design-build bridge services for an upcoming multi-site residential development project totaling 135,991 Square Feet (approx. 3 acres) in San Bernardino County.

## II. PROJECT OVERVIEW

**Project Location:** San Bernardino County  
(Please see **Attachment A** for site details)

**Site 1: 29,620 sq. ft.**

**Site 2: 29,619 sq. ft.**

**Site 3: 6,534 sq. ft.**

**Site 4: 19,166 sq. ft.**

**Site 5: 11,761 sq. ft.**

**Site 6: 39,291 sq. ft.**

**Project Scope:** New construction of six (6) multi-site mixed use, multi-family and single-family homes for affordable housing purposes.

The project will include:

- Pre-development design and planning
- Schematic design and construction documents
- Environmental assessments and submissions
- Permitting coordination
- Site preparation
- Turn-key construction and project management
- Compliance with all local, state, and federal building codes



### III. SCOPE OF SERVICES

#### **Phase 1: Provide within 30 days of contract**

Submission of conceptual designs (site plan, elevations, and renderings)  
Cost estimation

#### **Phase 2: Provide until completion of Project**

Architecture and design  
Site analysis and planning (i.e., environmental, geotechnical)  
Preparation of plans for entitlement and permit approvals  
Construction drawings and specifications  
Construction administration and management  
General contracting and subcontractor coordination  
Compliance with prevailing wage and documentation submission

### IV. QUALIFICATIONS

Responding firms must meet the following minimum qualifications to be considered:

#### **General Requirements**

- Must hold all applicable and current professional licenses in the State of California (e.g., California Architect License, General Contractor License).
  - **Preferred but not required: C-47 General Manufactured Housing Contractor** and experience in recording 433A – converting manufactured housing into real property.
- Must have a minimum of **5 years of experience** in providing architectural and/or construction services for residential development, preferably with a focus on ground up, multi-family, affordable housing or community-based projects.
- Must demonstrate experience working with municipalities, housing authorities, or non-profit housing developers.
- Must provide evidence of **general liability, workers' compensation, and professional liability insurance** with additional insured for NHSIE and its agents, and partners.
  - All proposers are expected to possess a comprehensive understanding of prevailing wage requirements and reporting protocols, as well as demonstrated experience in affordable housing development and the execution of publicly funded projects.



## Local Impact

- Can demonstrate capacity to engage and collaborate with local subcontractors and suppliers representing diverse economic and demographic backgrounds, reflecting a commitment to inclusive and equitable procurement practices.

## V. PROPOSAL REQUIREMENTS

Proposals must include:

### **Cover Letter**

Each proposal must include a cover letter, signed by an authorized representative of the firm, that introduces the firm and outlines its interest in the project. In addition to standard introductory content, **the cover letter should reflect the firm's alignment with NHSIE's mission to create equitable housing opportunities and build stronger communities in the Inland Empire.**

Specifically, the cover letter should include:

1. A brief overview of your firm's background, size, location(s), and area(s) of specialization.
2. A clear statement of interest in the project, including whether the firm is submitting as a design-build team or an individual architecture or construction firm.
3. An expression of the firm's understanding of and commitment to affordable housing and community development.
4. A high-level **vision** for how the firm can contribute to **designing and/or building homes that reflect the needs, character, and aspirations of San Bernardino County residents.**
5. Examples of how the firm has previously helped shape or support a **vision-driven development process**, especially in underserved or historically disinvested communities.

### **Company Background, Project Team and Key Personnel**

1. Proof of licensing and relevant certification(s) (e.g., veteran-owned, contractor license, other credentials)
2. Respondents may submit proposals either as a **joint design-build team** or as **individual architectural or construction firms**. If submitting solely as a **design team**, the proposal must include a clear explanation of how your firm will support



NHSIE in identifying and securing a **qualified and competitively priced construction partner** to successfully execute the build phase of the project.

3. Proof of required insurance (general liability, workers' compensation, and professional liability insurance)

### **Relevant Experience**

Please describe relevant experience with affordable housing, public agency work, or similar projects.

1. **References** (minimum of 3): Provide each reference's name, title, organization, and contact information. Please also provide the dates of service and a brief summary of the services provided.
2. **Approach to Local Impact:** Outline your firm's approach to engaging and collaborating with local subcontractors and suppliers representing diverse economic and demographic backgrounds, reflecting commitment to inclusive and equitable procurement practices. If you have current relationships with local subcontractors, provide the names, relevant experience, and how they will be involved with the project.

### **Sealed Fee Proposal**

The sealed fee proposal must be submitted in a separate file. Do not include fees within the body of the proposal. Provide all fees for which compensation is expected. The proposed fee structure must be clearly itemized to reflect all fees by task, position, rate and hours, as well as miscellaneous billing fees. This original fee proposal must be received by the RFP due date and specified time. Please ensure that prevailing wage is included, if applicable.

Please Breakdown pricing according to:

Phase 1: Pre-construction

Phase 2: Construction

### **Conflict of Interest Statement**

Submit completed Attachment B.



## **VI. EVALUATION CRITERIA**

Proposals will be evaluated based on:

1. Experience and qualifications (25 points)
2. Cost effectiveness (20 points)
3. Understanding of affordable housing and community development (20 points)
4. Inclusion of and commitment to local business participation (15 points)
5. Approach to project management and communication (10 points)
6. References and past performance (10 points)



**ATTACHMENT A: SITE DETAILS**

<b>SITE SIZE</b>	<b>ZONING</b>	<b>PROPOSED PLAN</b>
<b>Site 1: 29,620 sq. ft.</b>	COMMERCIAL REGIONAL- DOWNTOWN (CR2)	40 Units of Residential Units – 1 <sup>st</sup> floor commercial up to 9,000 sq. ft.
<b>Site 2: 29,619 sq. ft.</b>	COMMERCIAL REGIONAL- DOWNTOWN (CR2)	40 Units of Residential Units – 1 <sup>st</sup> floor commercial up to 9,000 sq. ft.
<b>Site 3: 6,534 sq. ft.</b>	RESIDENTIAL MEDIUM HIGH (RMH)	Min. 5 units
<b>Site 4: 19,166 sq. ft.</b>	RESIDENTIAL MEDIUM HIGH (RMH)	Min. 8 units
<b>Site 5: 11,761 sq. ft.</b>	RESIDENTIAL MEDIUM HIGH (RMH)	Min. 6 units
<b>Site 6: 39,291 sq. ft.</b>	RESIDENTIAL LOW (RL)	Min. 10 units (Manufactured Housing on Permanent Foundation HCD – 433A)



**ATTACHMENT B: CONFLICT OF INTEREST STATEMENT**

In the section below, provide a statement disclosing any past, ongoing, or potential conflict of interest that your firm, proposed staff, or any subcontractors may have as a result of performing this work. **If there is no conflict of interest, then state “None.”**

If there is a real or perceived conflict of interest that exists with the submission of a proposal or would exist if the Proposer entered into an agreement with the Neighborhood Housing Service of the Inland Empire (NHSIE), full details should be provided in this section. Detail a plan to manage the conflict of interest.

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