

North Hempstead Housing Development Inc.
On behalf of the North Hempstead Housing Authority
Magnola Gardens and Manhasset Valley Residence
Interior Upgrades

**NORTH HEMPSTEAD HOUSING
DEVELOPMENT INCORPORATED**

Managing Agent and Owner of North Hempstead Housing Development Incorporated

899 Broadway, Ste. 121, Westbury, NY 11590

Telephone (516) 627-6433 Fax(516) 627-8476

NORTH HEMPSTEAD HOUSING DEVELOPMENT

ON BEHALF OF THE

NORTH HEMPSTEAD HOUSING AUTHORITY

REQUEST FOR PROPOSAL FOR

MAGNOLA GARDENS

899 BROADWAY, WESTBURY, NY

AND

MANHASSET VALLEY RESIDENCE

155 EAST SHORE RD, MANHASSET, NY

INTERIOR UPGRADES

REQUEST FOR PROPOSALS (RFP)
Apartment Renovations – Magnolia Gardens & Manhasset Valley
North Hempstead Housing Authority

Re-issue Date: July 6, 2026

Proposal Due Date: July 30, 2026

1. Introduction

A. **Magnolia Gardens** – Located at 899 Broadway, Westbury, NY, Magnolia Gardens is owned by North Hempstead Housing Development Incorporated (NHDI) and managed by the North Hempstead Housing Authority (NHHA). The property is a three-story residential building with elevator access, consisting of 88 studio and one-bedroom units. Amenities include a Community Room and a Community Garden available for resident use.

B. **Manhasset Valley** – Located at 155 East Shore Road, Manhasset, NY, this property is also owned by NHDI and managed by NHHA. It is a four-story brick building with elevator access to all levels, containing 98 studio and one-bedroom units. Amenities include a Community Room available to residents.

C. The NHHA intends to engage a qualified general contractor to perform apartment upgrades as units become vacant.

D. Renovations will include, but are not limited to, kitchens, bathrooms, bedrooms, and living areas.

2. Scope of Work

The scope of this RFP is limited to **general renovation work**. Electrical and plumbing work will be completed by a separate contractor and are **not** included in this solicitation.

Contractors are requested to provide **pricing, timelines, and a detailed description of materials and finishes** for the following work categories:

A. Demolition and Preparation (per unit)

1. Remove bathroom fixtures, fittings, and finishes; cap all lines; level floors and surfaces; and prep for new finishes.
2. Remove debris, carpeting, window treatments, doors, bases, and flooring. Level all surfaces and prep for new finishes (including removal of previous flooring).
3. Frame and replace bi-fold doors with six-panel Masonite doors.

4. Level floors. New Vinyl flooring in kitchens, living areas, and bedrooms. Underneath the existing carpet is cement. You will need to scrape the imperfections or glues and provide self-leveling flashing compound as required.
5. Patch, prime, and paint all walls and trim with two coats of paint.
6. Door shaving adjustments

B. Painting and Wallcoverings (per unit)

- Sand, level, and prep existing doors, and door frames for paint.
- Skim coats Benjamin Moore Semi-Gloss, color by owner on existing doors and frames
- Hardware to be cleaned and to remain.
- Two coats a Benjamin Moore Semi-Gloss, colors by owner on all partitions. Trim and bathrooms are to be painted with two coats of Benjamin Moore Semi-Gloss paint.
- Ceiling flat and everything else are to be painted with two coats of Benjamin Moore Matte paint.
- Prep., prime, and Paint new shelves 2x coats of paint.
- Heater Covers: Prime & Painted with Rustoleum
- Special paint due to odor or smoke damage
- Excess patching and painting

C. General Apartment Improvements (per unit)

- Painting (walls, ceilings, trim).
- Flooring replacement (VCT flooring-“Hand Crafted Honey” or Philadelphia Commercial in the Grain II 12 Mil, Color “Wheat 0074”)
- Baseboard installation (heavy duty Roppe contours). *only in the kitchen*
- Upgrade Baseboard Rubber base throughout apartment
- Minor carpentry as needed such as to minimize threshold height between the bathroom or bedroom and living room space
- Closet: Purchase & install new wood shelves, heavy duty metal pole, and brackets.
- Remove and replace all existing doors and hardware throughout the unit, including all bi-fold doors, with new hollow-core, pre-hung six-panel doors; remove existing metal door frames in bedrooms and bathrooms and install new frames to accommodate the new doors; remove existing closet and pantry doors, reframe openings as required, and install new hollow-core, pre-hung doors; and provide and install new wood base moldings, window sills, and door casings throughout, including all decorative door hardware and accessories.
- Window sills
- Installation of FULL and partial Base Board heat Covers

D. Bathroom Renovations (per unit)

- Full renovation to include flooring, wall finishes, walk-in shower, toilet, sink/vanity, lighting (fixtures only), bathroom bars, and accessories. Provide blocking at all bathroom walls at 32-38” for future grab bars before installing tile.

- Removed existing tub to accommodate new bathroom layout include the installation of shower pan, tiles and wonder board.
- New light fixtures in existing locations. Replace existing outlet covers. Replace existing wall switches with new rocker switches.
- Recess medicine cabinet, reframe metal studs to accommodate recessed medicine cabinet
- Replace bathroom mirror and vanity. Bathroom fixtures/fittings/accessories
- Provide **line-item cost** for a full bathroom renovation.
- Contractor must specify material types and brands (where applicable).

E. Kitchen Renovations (per unit)

- Demo existing kitchen
- Remove and replace flooring, wall finishes, lighting (fixtures only), cabinetry/countertops, and sink/faucets.
- Purchase and install new kitchen cabinets including hardware and knobs
- Purchase and install new countertop include sink
- Purchase and install 4” backsplash
- Provide **line-item cost** for a full kitchen renovation with the following options clearly itemized for both studio and one-bedroom apartments:
 1. Renovation with existing cabinets/countertops refinished or repaired.
 2. Renovation with existing cabinets, replacing only countertops.
 3. Renovation with new cabinets and countertops installed.

NOTE: Bathroom vanities will be purchased by the general contractor and reimbursed by the NHDI.

NOTE: Utilities servicing Residents must remain in operation. Temporary shut down of utilities is only permitted with prior approval.

NOTE: Plumbers and Electricians supplied by NHHA.

3. Contractor Requirements

- Demonstrated experience in residential apartment renovations, preferably within public housing or multi-family settings.
- Licensed and insured in the State of New York.
- Ability to adhere to all applicable local, state, and federal housing codes.
- Capacity to complete renovations on an agreed-upon schedule, minimizing disruption to residents.

4. Insurance & Indemnification

A. Insurance

1. Comprehensive General Liability Insurance with limits of \$1,000,000 per occurrence/

\$2,000,000 aggregate. The Certificate of Insurance must name the following as additional insured's:

- a. North Hempstead Housing Development Incorporated
- b. The North Hempstead Housing Authority

2. The Contractor shall furnish the NHDI with Certificates of Insurance before starting work under this contract. The Certificates shall contain a 30-day prior written notice of cancellation or material change clause, naming the NHDI and NHHA as Certificate Holders.

B. Workers Compensation and Disability Benefits for all employees and subcontractors engaged under this Agreement.

C. The Contractor agrees to defend, indemnify, and hold harmless. The additional insured as stated above from damages, causes of action and legal proceedings arising out of the negligent acts, errors, or omissions with respect to the services provided by the respondents under this contract.

5. Proposal Submission

Proposals must include:

1. **Company Information** – Name, address, contact person, licenses, and insurance documentation.
2. **Relevant Experience** – Summary of similar renovation projects completed in the last five years.
3. **Project Approach & Timeline** – Detailed explanation of how the contractor will execute the work.
4. **Cost Breakdown** – Per-unit renovation costs for:
 - o Full bathroom renovation.
 - o Full kitchen renovation (with and without new cabinets/countertops).
 - o General apartment renovation costs.
 - o Painting
5. **References** – Minimum of three client references.
6. Requests for proposals were publicly advertised, and all responses must be received inside a clearly marked, sealed mailing envelope labelled "Apartment Upgrades". One copy of the proposal shall be submitted no later than 2:00 p.m. on July 30, 2026, and addressed to:

All proposals must be submitted by mail or in person in a sealed envelope to:
North Hempstead Development Incorporated
899 Broadway Ste. 121
Westbury, NY 11590
Attn: Dolly Carrington, Executive Director

7. Limitations to Liability

North Hempstead Housing Development Inc. and the North Hempstead Housing Authority assume no responsibility or liability for costs incurred by applicants' responding to the **RFP** or to any subsequent requests for interviews, additional data, etc.

6. Contract

1. Assignment of Contract

The Contractor shall not assign, transfer, or otherwise dispose of the contract to any person company, partnership or corporation without prior written consent of the NHDI.

2. Form of Contract

The contract shall be AIA Document A101, Standard Form of Agreement Between Owner and Contractor, modified to incorporate the following:

1. The fee shall be a stipulated sum or be based upon stated hourly rates with a not-to exceed sum. Include hourly and/or daily rates for additional services. Open-ended hourly fees or percentages-of construction fees are not acceptable.
 2. Reference to interest payments shall be deleted.
 3. Payments are subject to NHDI approval.
 4. The respondent will be expected to address all technical review comments.
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7. Evaluation Criteria

Selection shall not be made solely on the basis of fee. The North Hempstead Housing Development Incorporated (NHDI) will contract with a qualified firm at a compensation that is fair and reasonable. NHDI reserves the right to reject any or all proposals without invalidating this RFP. The successful respondent will be the firm that best meets the following criteria and qualifications:

Evaluation Criteria	Excellent	Good	Fair	Score (Enter Points)
1. Understanding of Project Requirements (Max 30)	30	20	10	_____
2. Experience with Complex Field Conditions (Max 20)	20	15	10	_____
3. Qualifications & Track Record (Max 30)	30	20	10	_____
4. Fee Proposal (Max 20)	20	10	5	_____
TOTAL SCORE (Max 100)				_____

All proposals must include a written schedule, timeline, and diagram of the proposed work plan, including dust protection measures and strategies to minimize disruption to residents. **Contractors must also demonstrate their ability to complete the full scope of services within the required time frame and within the agreed-upon budget.** Submissions that do not include these elements may be considered incomplete and may not be evaluated.

8. Additional Information

- The Authority reserves the right to reject any and all proposals.
- The lowest proposal will not necessarily be accepted; evaluation will be based on best value to the North Housing Authority.
- All work must be performed in compliance with HUD regulations and Authority requirements.

****SEE ATTACHED**

Scope of Work with specifications.

Typical Studio and One Bedroom Apartment Plan

Bid Sheet for Studio Apartment

Bid Sheet for One Bedroom Apartment

Acknowledgment & Initials Form

I have read and agree to the requirements outlined below.

A. The proposal shall outline the work plan and proposed time schedule, to be followed to complete the work and shall stipulate the total Stipulated Sum; (GMP, Guaranteed Maximum Price). To include all Fees, labor, material, allowances, OH & Profit. Any exclusions must be clearly indicated. Method to charge for 'extras/ changes', 'unforeseen conditions', 'delays', 'additional services', must be clearly indicated such as investigating and/or replacement of Wonderboard or leaking and broken plumbing values. Any stipulated allowances and per unit costs must be broken down to indicate time and materials.

Initials: _____

B. Respondent shall state in submitted proposal the proposed method to charge time and material if the need should arise for a revised scope of work to address change order. Such method will be subject to further discussion and negotiation with the successful bidder, as necessary.

Initials: _____

C. Contractor's Qualifications:

Contractors and their Technicians, installers and sub-consultants who will be assigned to the project must have a minimum of five years' experience in similar work.

Initials: _____

D. Installer shall identify any key problems, existing or potential, that may have scheduling or cost implications for the project or the installation contract and report such problems, and call attention of potential problems to NHDI as part of a responsive bid.

Initials: _____

E. Respondents shall state whether the firm is a qualified Minority, Women-Owned or Veteran of U.S. Armed Forces Business Enterprise and shall give evidence of same. Evidence shall be certification; or the request of certification; or, if not certified and no request for certification has been made, documentation supporting the Installer's belief that the firm is qualified as an MBE/WBE.

Initials: _____

F. The response shall include a completed form of contract and insurance certificates as required below.

Initials: _____

Authorized Representative:

Name: _____

Title: _____

Signature: _____

Date: _____

NHHA Unit Upgrades
Specification List

GENERAL:	PRODUCTS:	COMMENTS:
Flooring-throughout excluding bathroom	VCT flooring-"Hand Crafted Honey" or Philadelphia Commercial in the Grain II 12 Mil, Color "Wheat 0074"	Transition saddle required at entry door and at bathroom door
Bases:	Vinyl cove Base – 120 Lin, Fl- Fawn heavy duty Roppe contours- 4-5/8" x 3/8"x8'- fawn	
Doors: Remove existing Bifold Doors, frame new opening for Masonite Doors	6-raised panels w/ grain	
Hardware: Replace Existing Interior	Brushed Chrome, Levers Baldwin, schlager or equal	Provide door bumpers and stops
Door Casing: Remove throughout	Garden State Metro 11/16" X 3-1/2" MCC312	
Closets	Closet Pole Heavy-Duty	
BATHROOMS:		
Remove Fixtures, Finishes, Level all surfaces, prep for finishes Investigate Wonderboard, replace Investigate existing shower bodies Provide blocking for 24" grab bar Completely gut bathroom		
24" Wide Vanities, V.I.F.	Glacier Bay vanity combo	NOTE: purchased by contractor then reimbursed by NHDI
Toilet	Kohler, Elongated, Verify Rough In.16 ½ "	Chrome fittings
Lav	Combo Vanity Top-see below	
Fittings:	Plumber provides faucet and valves	
Tub	Boots Showercast 6030 Porcelian Finished Shower Base 30x60 Right Hand Drain, white Alternative: Left Hand Drain	
Tub Fittings	Plumber provides	
Tub Surround	Daltile Rittenhouse, 3 X 6 Field: Alternate: Swanstone, Tahiti White	
Tile - Walls	Daltile Rittenhouse, 3 X 6 Field: White Daltile Sanitary Cove Base, 6 X 6, with ins/outs Trim: Daltile Simple Elegance, Half Round. ½" X 6" Urban Putty 0161	

	With one course of Daltile White Bullnose above, carry quarter round through tub enclosure	
Tile - Floor	Daltile, Porcelain, 12" X 12", B 926, Arctic White Speckle.	
Accessories:	Delta Leland Toilet Tissue Holder #77850 Alternate: Bobrick Recessed Toilet Tissue	
	Delta Leland 24" Towel Bar #77824	
	Delta Leland Robe Hook #77835	
	Kohler "Archer 20x31 in. Rectangular Recessed/Surface Mount Medicine Cabinet with Mirror	Recessed Mount
	Delta 1" X 5' Shower Rod with Brackets 6" Box, Model #42205ST	
	Light fixture spec. Electrical devices and covers Leviton decora or equal, white Sower wall soap tray Robe hooks on door Towel bars (also needs blocking) Exhaust fan motor and cover Radiator covers Hi-Hats (Manhasset Only)	

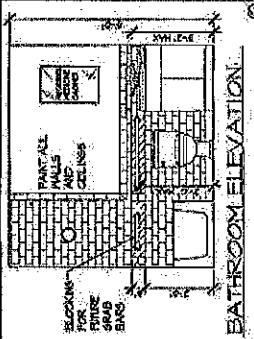
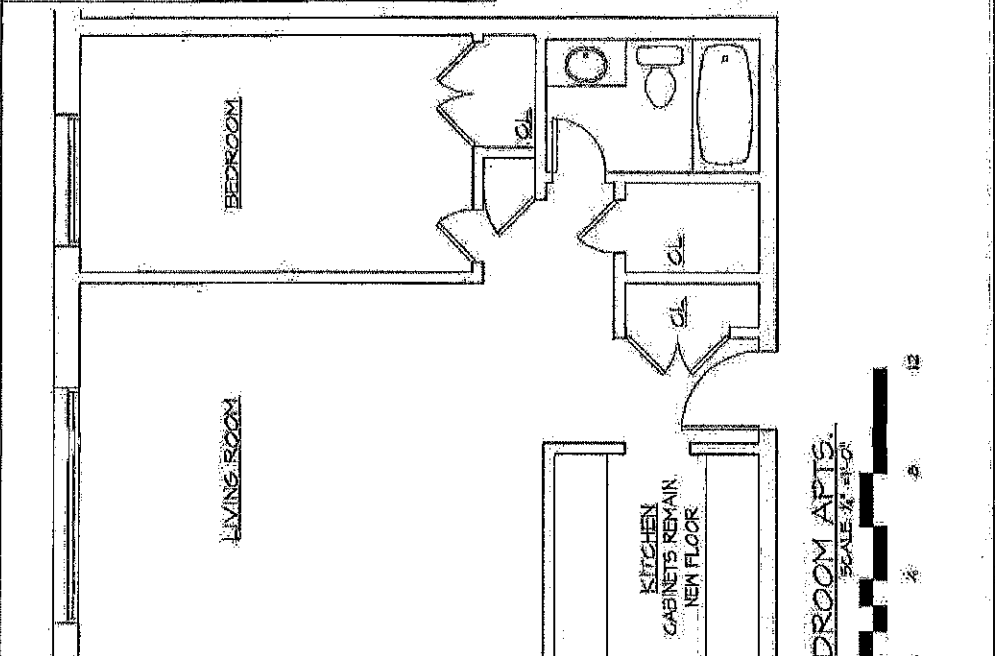
*Plumbing and Electrical will be done by our plumber and electrician to ensure the work is being done by a licensed tradesman.

**Products can be replaced with comparable items, but only with approval from NHDI staff.

GENERAL NOTES:

1. KITCHENS, CABINETS, APPLIANCES, FIXTURES TO REMAIN.
2. LIVING ROOM AND BEDROOM: NEW FLOORING, NEW DOORS, HARDWARE, CLOSET FITTINGS, NEW BASES AND DOOR CASINGS, SKIM COAT, SAND AND LEVEL ALL SURFACES, PREP FOR PAINT, PAINTING AS SPECIFIED.
3. BATHROOMS: REMOVE ALL FIXTURES AND FITTINGS, CAP ALL LINES, SUT BATHROOMS TO STUDS, NEW MOUNTERBOARD, TILE BASE AND SURROUND AT TUB, NEW FIXTURES, FITTINGS, AND ACCESSORIES.

PLUMBING AND ELECTRICAL BY OTHERS



HIERARCHY
 1 Cooper Avenue, Northwell, New York 10800
 516.627.7007 Tel. 516.627.7071 Fax

N. HEMPSTEAD DEVELOPMENT
 MAGNOLIA GARDENS
 MANHASSET VALLEY

TYPICAL APARTMENTS	RFL	CHBR	A-1
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1 TYPICAL STUDIO AND ONE BEDROOM APTS.
 SCALE: 1/8" = 1'-0"

BASE BID BREAKDOWN SHEET (STUDIO)

Apartment Renovations – Magnolia Gardens & Manhasset Valley
North Hempstead Housing Authority

1. DEMOLITION & PREPARATION (PER UNIT)

Item	Description	Total
1.1	Remove debris, carpet, doors, bases, flooring	
1.2	Frame openings & replace bi-fold doors with 6-panel doors	
1.3	Floor leveling, scraping, self-leveling compound	
1.4	Surface prep (patch, prime)	
1.5	Door shaving/adjustments	

Subtotal – Demolition & Prep: \$ _____

2. PAINTING & WALL FINISHES (PER UNIT)

Item	Description	Total
2.1	Prep, sand, skim coat doors & frames	
2.2	Paint doors/frames (Benjamin Moore Semi-Gloss)	
2.3	Paint walls (2 coats BM Semi-Gloss)	
2.4	Paint ceilings (BM Matte)	
2.5	Paint trim & bathrooms (Semi-Gloss)	
2.6	Paint closet (2 coats)	
2.7	Heater covers (prime & Rustoleum paint)	
2.8	Odor/smoke specialty paint	
2.9	Excess patching & painting	

Subtotal – Painting: \$ _____

3. GENERAL APARTMENT IMPROVEMENTS (PER UNIT)

Item	Description	Total
3.1	Vinyl flooring (VCT / Philadelphia Commercial)	
3.2	Kitchen baseboard (Roppe contours)	
3.3	Rubber base throughout unit	
3.4	Minor carpentry (threshold leveling, etc.)	
3.5	Closet shelving, poles, brackets	
3.6	Replace all doors & hardware (pre-hung 6-panel)	
3.7	Remove/replace metal frames (bed/bath)	
3.8	Reframe closets/pantry openings	
3.9	Decorative Hardware and Accessories	
3.10	Interior Door Hardware	
3.11	Install new wood base, sills, casings	

3.12	Window sills	
3.13	Baseboard heat covers (full replacement)	

Subtotal – General Improvements: \$ _____

4. BATHROOM RENOVATION (PER UNIT)

Item	Description	Total
4.1	Full demolition & prep	
4.2	Remove bathroom fixtures, fittings, finishes; cap lines; prep surfaces	
4.3	Shower pan, tile, cement board installation	
4.4	Wall finishes & flooring	
4.5	Install fixtures (toilet, vanity, accessories)	
4.6	Lighting fixture replacement	
4.7	Medicine cabinet (recessed, framing included)	
4.8	Blocking for grab bars (32"-38")	

Subtotal – Bathroom Renovation: \$ _____

5. KITCHEN RENOVATION (PER UNIT)

OPTION A– Existing Cabinets, New Countertops

Item	Description	Total
A.1	Demo & prep	
A.2	New countertops & sink	

Subtotal – Option A: \$ _____

OPTION B – New Cabinets & Countertops

Item	Description	Total
B.1	Demo existing kitchen	
B.2	New cabinets (supply & install)	
B.3	Countertop & sink installation	
B.4	4" backsplash	

Subtotal – Option B: \$ _____

6. SUMMARY OF COSTS (PER UNIT)

Category	Total
Demolition & Prep	\$ _____
Painting	\$ _____
General Improvements	\$ _____

Bathroom Renovation	\$
Kitchen Option A	\$
Kitchen Option B	\$

7. GRAND TOTAL (SELECTED SCOPE PER UNIT)

Total Base Bid (Per Unit): \$ _____

8. ADDITIONAL PRICING

Item Rate
 Hourly Rate \$ _____ / hr

NOTES

- Electrical & plumbing excluded (by owner).
- Utilities must remain operational unless approved.
- Bathroom vanities reimbursable by NHDI.
- Materials/brands must be specified as stated on the RFP. All changes must be approved by NHDI.

BASE BID BREAKDOWN SHEET (One-Bedroom)

Apartment Renovations – Magnolia Gardens & Manhasset Valley
North Hempstead Housing Authority

1. DEMOLITION & PREPARATION (PER UNIT)

Item	Description	Total
1.1	Remove debris, carpet, doors, bases, flooring	
1.2	Frame openings & replace bi-fold doors with 6-panel doors	
1.3	Floor leveling, scraping, self-leveling compound	
1.4	Surface prep (patch, prime)	
1.5	Door shaving/adjustments	

Subtotal – Demolition & Prep: \$ _____

2. PAINTING & WALL FINISHES (PER UNIT)

Item	Description	Total
2.1	Prep, sand, skim coat doors & frames	
2.2	Paint doors/frames (Benjamin Moore Semi-Gloss)	
2.3	Paint walls (2 coats BM Semi-Gloss)	
2.4	Paint ceilings (BM Matte)	
2.5	Paint trim & bathrooms (Semi-Gloss)	
2.6	Paint closet (2 coats)	
2.7	Heater covers (prime & Rustoleum paint)	
2.8	Odor/smoke specialty paint	
2.9	Excess patching & painting	

Subtotal – Painting: \$ _____

3. GENERAL APARTMENT IMPROVEMENTS (PER UNIT)

Item	Description	Total
3.1	Vinyl flooring (VCT / Philadelphia Commercial)	
3.2	Kitchen baseboard (Roppe contours)	
3.3	Rubber base throughout unit	
3.4	Minor carpentry (threshold leveling, etc.)	
3.5	Closet shelving, poles, brackets	
3.6	Replace all doors & hardware (pre-hung 6-panel)	
3.7	Remove/replace metal frames (bed/bath)	
3.8	Reframe closets/pantry openings	
3.9	Decorative Hardware and Accessories	
3.10	Interior Door Hardware	
3.11	Install new wood base, sills, casings	

3.12	Window sills	
3.13	Baseboard heat covers (full replacement)	

Subtotal – General Improvements: \$ _____

4. BATHROOM RENOVATION (PER UNIT)

Item	Description	Total
4.1	Full demolition & prep	
4.2	Remove bathroom fixtures, fittings, finishes: cap lines; prep surfaces	
4.3	Shower pan, tile, cement board installation	
4.4	Wall finishes & flooring	
4.5	Install fixtures (toilet, vanity, accessories)	
4.6	Lighting fixture replacement	
4.7	Medicine cabinet (recessed, framing included)	
4.8	Blocking for grab bars (32"-38")	

Subtotal – Bathroom Renovation: \$ _____

5. KITCHEN RENOVATION (PER UNIT)

OPTION A– Existing Cabinets, New Countertops

Item	Description	Total
A.1	Demo & prep	
A.2	New countertops & sink	

Subtotal – Option A: \$ _____

OPTION B – New Cabinets & Countertops

Item	Description	Total
B.1	Demo existing kitchen	
B.2	New cabinets (supply & install)	
B.3	Countertop & sink installation	
B.4	4" backsplash	

Subtotal – Option B: \$ _____

6. SUMMARY OF COSTS (PER UNIT)

Category	Total
Demolition & Prep	\$ _____
Painting	\$ _____
General Improvements	\$ _____

Bathroom Renovation	\$
Kitchen Option A	\$
Kitchen Option B	\$

7. GRAND TOTAL (SELECTED SCOPE PER UNIT)

Total Base Bid (Per Unit): \$ _____

8. ADDITIONAL PRICING

Item Rate
 Hourly Rate \$ _____ / hr

NOTES

- Electrical & plumbing excluded (by owner).
- Utilities must remain operational unless approved.
- Bathroom vanities reimbursable by NHDI.
- Materials/brands must be specified as stated on the RFP. All changes must be approved by NHDI.