



REQUEST FOR PROPOSALS (EXPRESSION OF INTEREST) (RFP/IPM/0001/2024)

FOR THE

**PROVISION OF PROJECT MANAGEMENT SERVICES FOR THE CONSTRUCTION OF MASS HOUSING FOR
NIGERIANS**

Submission Due by June 5th, 2024. at 12:00p.m

Family Homes Funds Limited,
3rd Floor Sinoki House, Opposite Ministry of Transportation,
Ademulegun Street CBD, Abuja.



DISCLAIMER

The information contained in this Request for Proposals document ("RFP") or subsequently provided to Applicants, whether verbally or in documentary or any other form by or on behalf of Family Homes Funds Limited (In Formation ("the Company") , or any of its employees or advisers, is provided to Applicants on the terms and conditions set out in this RFP and such other terms and conditions subject to which such information is provided.

The Company (FHFL), its employees and advisers make no representation or warranty and shall have no liability to any person including any Applicant under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this RFP or otherwise, including the accuracy, adequacy, correctness, reliability or completeness of the RFP and any assessment, assumption, statement or information contained therein or deemed to form part of this RFP or arising in any way in this Selection Process.

The Company (FHFL) also accept no liability of any nature whether resulting from negligence or otherwise, howsoever caused, arising from reliance of any Applicant upon the statements contained in this RFP.

The Company (FHFL) may, in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumption contained in this RFP.

The issue of this RFP does not imply that The Company (FHFL) is bound to select an Applicant or to appoint the Selected Applicant, as the case may be, for the consultancy services and The Company (FHFL) reserves the right to reject all or any of the proposals without assigning any reason whatsoever. The Applicants shall bear all costs associated with or relating to the preparation and submission of Proposals including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by The Company (FHFL), or any other costs incurred in connection with or relating to its Proposal.

All such costs and expenses will remain with the Applicant and The Company (FHFL) shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by an Applicant in preparation or submission of the Proposal, regardless of the conduct or outcome of the Selection Process.



INTRODUCTION

The Family Homes Funds Limited (FHFL) is a housing finance initiative promoted by the Federal Government of Nigeria as part of its Social Intervention Programme. The Company is a Limited Liability Company with initial shareholding by the Federal Ministry of Finance and the Nigeria Sovereign Investment Authority. The company aims to invest up to N1.3trn in promoting the development of 500,000 homes for people on low and medium income. In the process, the Company also aims to create up to 1,500,000 jobs.

To achieve this goal, FHFL has set up a Project Management Department (PMD) which is tasked with the responsibility to oversee the successful completion of the projects in collaboration with Independent Project Managers (IPMs), the PMD is to ensure that these procedures are implemented consistently and effectively and that they are reviewed regularly to reflect the requirements of their terms of engagement throughout the durations of works.

Based on the above, the Company (FHFL) is requesting proposals from Qualified Project Management Firms in the field of construction to oversee the construction of new FHFL projects in various locations in Nigeria. Interested bidders are to submit proposals in accordance with the specifications, terms, and conditions shown in this RFP. This RFP is being released to identify experienced, outstanding, and eligible Project management experts in the field of housing construction to oversee, evaluate, monitor, and give timely progress report with regards to the construction of new houses financed by FHFL. Prospective respondents are advised to read this information carefully prior to submitting a proposal.

SCOPE OF WORK

FHFL has been in collaboration with various partners both in private and public sector for the construction of mass housing in various locations in Nigeria. In its quest to ensure quality assurance and control of its projects, the Fund has established an effective Project Management system with the objective to oversee quality management and delivery for all stages of pre-development, development, and post development of its projects.

In line with this objective, the FHFL is hereby inviting to pre-qualify prospective project management firms who will be tasked to oversee project delivery as contained in signed development agreement for the construction of mass housing in partnership with developers.

DEVELOPMENT PARTNERS

FHFL provide housing finance to any interested and qualified prospective partners including state governments, private developers, corporative, and institutions both government and private at a subsidized interest rate to provide affordable shelter for Nigerians in every location.

LOCATION

FHFL's mandate is to provide mass housing across the 6 geopolitical zones thus, project management services may be required in any part of the country, FHFL will assign qualified and selected IPM to its project location based on understanding of the location and experiences on projects executed around that location.

SCOPE OF SERVICES

FHFL seeks to engage project management firms to provide comprehensive coordination and support services during pre-development, development, and post development stages of its projects. The key responsibilities of the project management firms will be the provision of their professional services under a consortium of other building professionals to deliver mass housing projects in line with the requirement of FHFL mass housing objectives.

The scope of services outlined is to set out the responsibilities of the project management firm. These includes:



A. Design and Technical Evaluation.

- Review Architectural, Structural, MEP drawings, Bills of Quantities and other documents to ensure its adequacy for the execution of the project and report discrepancies to the representative of PMD.
- Technically assess and evaluate all construction elements and systems in line with the industry standard practice and FHFL's broader objectives.
- Certify that designs and project documentation have been prepared according to principles guiding the building industry.
- Examine the construction budgets presented by the developers and determine monitoring techniques to assess their financial performance based on deliverables.
- Ensure adequate assessment of project risk and report same to FHFL team.
- Review the construction strategy and work plan presented by the developers in line with the objectives of the FHFL.
- Providing recommendations on awards of contract.
- Monitor the execution of project and track actual progress in line with the signed contract documentation.

B. Quality Assurance and Quality Control.

- Ensuring the highest quality of workmanship is reflected in the construction.
- Review project submissions in compliance with the FHFL quality control Objectives.
- Ensuring the Project remains within budget as agreed with FHFL.
- Ensuring that the project officer is kept apprised of work in progress, unusual disruptions, and changes in schedules.
- Ensuring that all approved project submittals and construction works are in compliance with the design-intent.
- Collecting and organizing submittals, contracts, reports, logs, and other supporting documentation necessary on behalf of PMD from various sites.
- First responder to delays or problems encountered at project sites.
- The Project Manager shall advise on changes required to move the project past the encountered issue(s).
- Value engineering assistance and best construction practices recommendations.
- Provide FHFL with independent opinion in respect to the project location, technical quality of proposals and project cost in relation to market benchmark.
- Provide weekly and monthly QA/QC reports for the whole work to FHFL.

C. Valuation and Budget Control.

- Review and assess the valuation stages with the PMD against disbursements made to developers/contractors.
- Ensure budget control measures are in place for effective monitoring.
- Cost-estimating individual projects and advising PMD team on matters pertaining to the overall project budget.
- Reviewing, reconciling, and validating payment applications and invoices from developers/contractors.
- Review cost variations, change requests, claims and more.

D. Compliance.

- Ensuring that statutory health and safety guidelines are met and adhered to at each respective project site.
- Ensuring the adherence to national building codes and other regulatory bodies.



E. Strategic Advisory Roles.

- Working with PMD to develop Target cost indicator and pricing Framework.
- Monitoring Performance management and periodic review of projects in the various geopolitical zones.
- Provide professional guidance on best practice and industry standards acceptable to FHFL.
- Endorsement of reports and valuation certificates forwarded to FHFL through PMD.

PROPOSAL GUIDELINES AND FORMAT

The prospective project management firms are required to submit their proposals in the following format:

A. Approach and Strategy: Kindly provide a brief statement on the following.

- Background and understanding of mass housing project management.
- Your competitive advantage mass housing projects management
- Understanding of key challenges and risk factors of managing construction projects in Nigeria and strategic approach to mitigate it.
- Key Strategy statements in relation to managing projects of low-cost and high earned mass housing for a financial institution of such nature on the following headings (putting into cognizance your understanding of at least two regional locations and risk factors mentioned above).
 - Design and Technical Assessments
 - Quality assurance and quality control
 - Valuation and budget control
 - Compliance and submittals

B. Submission of Corporate Profile: Interested applicants must submit up to date compliance document together with a corporate profile and must be submitted with the following documents:

- Corporate profile document of the firm.
- Evidence of Certificate of Incorporation with Corporate Affairs Commission. (CAC) including form CAC2 and CAC7 or CAC 1.1.
- Evidence of Company's Income Tax Clearance Certificate for the last three (3) years valid till December 31, 2023, with a minimum average turnover of N150,000,000.00
- Evidence of Current Pension Compliance Certificate form valid till December 31st, 2023.
- Evidence of Industrial Training Fund (ITF) Compliance Certificate valid till December 31, 2023.
- Evidence of Compliance Certificate with the Nigeria Social Insurance Trust Fund (NSITF) valid till December 31, 2023.
- Evidence of registration in the National Database of Federal Contractors, Consultants, and Service providers by submission of Interim Registration Report (IRR) expiring on 31/12/2023 or valid certificate issued by the Bureau of Public Procurement (BPP).
- Company's Audited Accounts for the last three (3) years - 2022, 2023 & 2023.
- Evidence of financial capability to execute the project by submission of Reference letter from a reputable commercial bank in Nigeria, indicating willingness to provide credit facility for execution of the project when needed.
- Note: A professional Indemnity from a reputable insurance company or a commercial bank will be required where necessary.



C. Similar experience in past projects and their coverage area.

Experience in past projects should demonstrate the ability to manage a broad multi-disciplinary construction and professional services contracts simultaneously. Please discuss (no less than) Five completed project management contracts completed by members of the Project Team that are comparable, in scope and complexity, to the requirements of this solicitation. Provide references for each project.

- List of key personnel
- Organizational Structure
- Project Team for execution
 - A seasoned project management team is an essential element of a successful proposal. Please identify the essential personnel who would be assigned to work and provide a summary of their qualifications and experience.

The following guidelines are provided for standardizing the preparation and submission of proposals. The intent is to assist respondents in the preparation of their submission and to assist FHFL by simplifying the review process providing standards for comparison of submissions. Statements submitted in response to this RFP shall include a complete response to the requirements in this section in the order presented. Statements should be a straightforward delineation of the respondent's capability to satisfy the intent and requirements of this RFP and should not contain redundancies and conflicting statements.

Proposals shall be printed double-sided, submitted on standard A4 paper, with easy-to-read font size and style. Pages shall be numbered and bound (spiral/ three-ring binder). Tabbed dividers should separate and identify the response items described below.

Respondents must submit one signed original, two copies, and one electronic (USB flash drive preferred) copy of the proposals Family Homes Limited by **12:00pm on June 5th, 2024**.

Proposals shall contain the following information in the order listed:

1. Introductory Letter

The introductory letter should be addressed to:

The Managing Director,
Family Homes Funds Limited,
3rd Floor Sinoki House,
Ademulegun Street, CBD- Abuja.
Attention: Head Administration and Procurement

The letter should state the project management Firm and include mailing address, telephone number, and contact name. The cover letter shall include a statement acknowledging the conditions stated in the RFP, referencing any exceptions contained in the response, and be signed by an authorized officer of your company. The authorized officer is responsible for answering any questions relevant to the proposal and would have the responsibility relative to the submission.

2. The Proposal

Submission based on the proposal format requested which should include all the information in the following:

- A. Approach and Strategy
- B. Company Profile
- C. Record of previous experience in projects management.



3. Conflict of Interest Statement

Submit a statement regarding any activities or relationships of the responder that might create a conflict of interest for the responder or FHFL, and, if such activities or relationships exist, a description of the facts, legal implications, and possible effects sufficient to permit FHFL to appreciate the significance of the conflict and react as appropriate.

4. Exceptions

Note any exceptions to the RFP requirements in their entirety. Also note that qualified firms will be engaged and placed in a pool to be assigned projects when ready to commence.

5. Supportive Information

This section may include graphs, charts, photos, maps, references, etc., in support of the respondent's qualifications and competence.

EVALUATION AND SELECTION CRITERIA

1. Project Selection Process

In order to be considered, a proposal must be consistent with the terms of this RFP. The evaluation committee shall review the responses to this RFP for completeness and evaluate them against the stated criteria. Once the proposal has been determined to be eligible and complete, it will be reviewed further by the committee for recommended action. The committee will then select and recommend the most competent company to oversee the various construction projects around various locations.

The company selected will be invited for a meeting which will provide an opportunity for a question-and-answer session. The main objective of the meeting will be to review the work plan and expectations.

2. Evaluation of Proposals

Applications will be evaluated, and the project manager selected based on the following criteria:

A. Approach and Strategy (75%)

- Background of your understanding of FHFL business model and how projects should be managed in a standardized manner. Selected shall be based on the following headers (Total - 20%)
 - Background statements (5%)
 - Your competitive advantage (5%)
 - Understanding of key challenges and risk factors of managing construction projects and strategic approach to mitigate it (10%).
- Key Strategy statements in relation to managing projects of mass housing for a financial institution of such nature on the following headings (putting into cognizance your understanding of the locations and risk factors mentioned above.) (Total - 40%).
 - Design and Technical Assessments (10%)
 - Quality assurance and quality control (10%)
 - Valuation and budget control (10%)
 - Compliance and Strategic Advisory Roles (10%)
- Strategy of working as Consortium for project management (Total - 15%)
 - Proposal of Consortium approach to deliver project management services pouring into cognizance your strategy in A and B above (10%).
 - Proposed structure of your working relation in a consortium of firms to deliver the project management services (5%).



B. Company Profile (5%) This should include the following information:

- Name of Firm
- Address and email of the Firm.
- Corporate profile document and other compliance documents as required above.

C. Similar experience in past projects and their coverage area (20%).

- List of key personnel (5%)
- Organizational Structure (5%)
- Project Team for execution (5%)
- Experience in EDGE Certified project (5%).

GENERAL POLICIES

1. Late Proposals

Proposals arriving after the specified date and time will not be considered, nor will late proposals be opened. Each respondent assumes responsibility for timely submission of its proposal.

2. Withdrawal or Modifications of Proposals

Any proposal may be withdrawn or modified by a written request signed by the respondents and received by FHFL prior to the deadline on the receipt of proposals. Once the deadline is past, respondents are obligated to fulfill the terms of their proposal.

3. Proposal Acceptance and Rejection

FHFL reserves the right to accept any proposal, to reject any and all proposals, and to call for new proposals, or dispense with the proposal process.

4. Proposal Evaluation and Award

Evaluation will be made on the basis of the weighted scoring as noted in Evaluation and Selection Criteria section. A constituted committee shall evaluate proposals submitted by project management firms.

Note: Firms who have applied previously can reapply, applications are only submitted once, multiple submission can lead to disqualification. Only qualified Project Management firms shall be notified in writing.

5. Request for Information

- Respond completely, accurately, and succinctly to each of the items below:
- Provide the legal name of the entity submitting the proposal.
- Identify the number of years that the entity has been in existence and the number of years that the entity has been providing housing and other construction consultancy services.
- Provide the addresses of the headquarters location of the entity and of the location, if different, that would be responsible for the day-to-day performance of the services.
- Identify the form of your business of the entity (corporation, partnership, limited liability company etc...) If a corporation, identify the state of incorporation and whether the corporation is public or private.
- Provide a summary of clients and properties for which you or your team are currently providing services. Indicate the number of years for which your firm has provided such services to these clients/properties.
- Of those identified in the response to the above item, provide a list of (2) references for a similar assignment. Include the name of the client, the contact person for that client site, the contact's titles, phone number and address. Of those two identify one (1) that the site could be visited to obtain insight from the client's point of view as to the capabilities of your firm.



- Describe your firm's approach to the assignment.
- Detail any of your firm's special or unique capabilities, technology or operating procedures that would be of direct benefit to the site.
- List any affiliates or joint venture partners your firm intends to utilize in the performance of this assignment. Describe the nature of that utilization and how your firm will coordinate and interact with that affiliate or joint venture partner.
- Provide a listing of individual and/or company accreditations, certifications and memberships pertinent to this assignment.
- Describe the quality assurance program that your firm would utilize on this assignment. Include copies of any certifications associated with the Quality program. Please identify the administrator of the program and how long it has been in effect. Discuss your process for monitoring level of service, complaint resolution and customer (occupant) satisfaction and measures to address any shortcomings. Explain and show examples of how you qualify suppliers and staff.
- Discuss your processes and policies regarding utilization of personnel on an overtime basis. Explain how your firm provides cover for personnel on vacation, leave of absence, or illness.

SUBMISSIONS

- Each bidder may have its own proposal version, but the technical proposal must be submitted as a separate document from the financial proposal.
- Only proposals that fully address the mandatory services listed in the bidding requirement will be evaluated.
- Due date of submission: **5/06/2024 by 12noon**. Proposals submitted after the stated date and time will not be accepted.
- Short-listed bidders may be invited to make presentations to the evaluation team.
- Bidders that require any further clarification prior to submission should send an email to procurement@fhfl.com.ng to request for directions and contact information, not later than 5 days of advert date.