



REQUEST FOR PROPOSAL

November 17, 2017

Meadows Apartments Renovation

**CONSTRUCTION MANAGEMENT/GENERAL
CONTRACTING SERVICES**

**DUE DATE:
12:00 Noon
December 6, 2017**

Public Notification and Release



Bidder Notification
Construction Manager / General Contractor
Meadows Apartments Renovation

The Loveland Housing Authority is accepting proposals from qualified Construction Manager / General Contractor firms to complete the renovation of the Meadows Apartments, a 60 unit multi-family affordable apartment complex located in Loveland, Colorado. Those firms interested in submitting a proposal to provide construction management and general contractor services must respond to a Request for Proposal.

Copies of the Request for Proposal are available on the Housing Authority's website at www.lovelandhousing.org, or by contacting the Director of Development via email:

Jeff Feneis
Director of Development
Loveland Housing Authority
jfene@lovelandhousing.org
970-635-5925

All responses to the Request for Proposal must be submitted to the Loveland Housing Authority no later than 12:00 NOON, Wednesday, December 6, 2017. There will not be a formal bid opening. The Loveland Housing Authority Board of Directors shall make an award to the most qualified firm and shall not be bound by the lowest service fee proposed. The Board of Directors may waive any irregularities and improprieties related to this offer as determined to be in the best interest of the Loveland Housing Authority.



**Meadows Apartments Renovation
Request for Proposal
Construction Manager/General Contractor**

GENERAL

The Loveland Housing Authority (LHA), Loveland, Colorado is seeking a qualified Construction Manager/General Contractor (CMGC) to assist the Housing Authority with the renovation of the Meadows Apartments.

PROPERTY IDENTIFICATION

Constructed in 1996 as a Low Income Housing Tax Credit project, the Meadows Apartments consist of five-two story and one-one story buildings, providing a total of 60 affordable housing units. The apartments were developed by and are owned and operated by the Loveland Housing Authority.

Located on the southern edge of Lake Loveland, the property address is:

1056 Lynx Avenue
Loveland, CO 80537

PROJECT DEFINITION

The intent of LHA is to incorporate minor architectural changes and to generally update the property. Renovation opportunities include, but are not limited to: Update kitchens and bathrooms, replace flooring, replace siding, re-paint interiors and exteriors, update landscaping and signage, improve dumpster enclosures, renovate common area stairwells, etc. The property will be re-syndicated as a Low Income Housing Tax Credit project, and will continue to serve Loveland residents with incomes of 30%-60% of the Area Median Income.

PROJECT CHARACTERISTICS

Upon completion of the renovation, the property must retain the "farmhouse" feel of the original design, and must continue to blend in well with the surrounding neighborhood. The property will meet LHA standards, and will be an attribute to the neighborhood and the larger Loveland community.

DESIGN TEAM

EJ Architecture has been contracted to provide architectural services for this project, and will provide all necessary consultants. The expectation is that the CMGC will be a vital part of the design team and will contribute to project scoping and planning, in addition to completing construction responsibilities.

PROJECT TIMING

Initial scoping of the project is underway, and the Loveland Housing Authority intends to integrate the CMGC into the design/project team immediately. LHA will fund the project with 4% Tax Credits, and will submit an application for funding on March 1, 2018. That application requires the following:

Site Control – The site must be owned by the Housing Authority, or the Authority must demonstrate through a real estate contract that it has the ability to “close” on the property following approval of the tax credit application. LHA has full ownership of the property;

Site Plan – The Architect will provide a site plan showing the location of the buildings, landscaping, parking, and site amenities;

Schematic Drawings – The Architect will provide a preliminary building footprint and floor plan for each type of building that will be constructed as well as building elevations. A general exterior finish definition must also be provided;

Enterprise Green Communities Check List – The tax credit allocation program in the State of Colorado adheres to the Enterprise Green Communities Criteria governing energy saving and conservation components which must be incorporated into the building design. As part of the application process, the Architect, working with the Housing Authority and CMGC, must identify project energy saving/conservation components and document the intent of the design to incorporate those features. It is expected that the CMGC will contribute to the scoping and integration of EGC requirements;

General Contractor Estimate – The CMGC must use the schematic drawings, site plan and scope of work to prepare an estimate for all anticipated construction costs. In addition, because this is a renovation project that will temporarily displace residents, the CMGC will also contribute to planning and cost estimating related to temporary relocation;

FOLLOWING TAX CREDIT APPLICATION APPROVAL

Immediately following approval of the tax credit application by CHFA, the intent is to move as quickly as possible into the apartment building renovation. It is anticipated that renovation will begin 4-5 months after the award of the tax credits.

ENTERPRISE GREEN COMMUNITIES

The Enterprise Green Communities Criteria is a required element for this Project. The CMGC plays a critical role in ensuring those criteria are met during the construction period. The selected CMGC must have provided evidence of their working knowledge of those criteria and must ensure that standard is maintained throughout the project. It is critical that the CMGC consider the Green Communities reporting requirements and implementation criteria when scoping their role in this project.

DAVIS-BACON

At the present time, the Owner does not believe this project will be qualified under the Housing and Urban Development (HUD) requirements mandating Davis-Bacon Wages. However, should that determination change prior to commencement of construction, the CMGC must provide evidence of their working knowledge related to those requirements and must ensure during the construction phase that all employees working on the job site are paid the prevailing Davis-Bacon Wage Rates. The Contractor must adhere to all reporting requirements and provide the Owner with all supporting documentation.

SECTION 3 REPORTING

At the present time, the Owner does not believe this project will require Section 3 Reporting. However, if funding sources require Section 3 Reporting, the CMGC will be required to implement an aggressive program to target low income, minority, and women sub-contractor opportunities. The Contractor should become familiar with Economic Development Requirements of HUD 24 CFR 135, Section 3 and will be expected to implement and document prior to and during construction the results of those recruiting efforts, if so required.

CONTACT INFORMATION

Please direct any communication regarding the details or content of this Request for Proposal to:

Jeff Feneis
Director of Development
Loveland Housing Authority
375 W 37th Street, Suite 200
Loveland, CO 80538

970-635-5925
jfene@lovelandhousing.org

DISCLAIMER

The Housing Authority of the City of Loveland reserves the right to reject any and all responses to this offering on the basis of being nonresponsive or for failure to disclose requested information. The Housing Authority reserves the right to waive any irregularities associated with the offering, the responses to the offering, the selection process, or any related processes. The Board of Commissioners of the Housing Authority shall have the right to make a final selection based on any factors it deems to be in the best interest of the Authority and shall not be bound to any conditions or requirements defined in this offering. The decision of the Board of Commissioners of the Housing Authority shall be final.



**Meadows Apartments Renovation
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SCOPE OF SERVICES

DESIGN TEAM

The intent of integrating a Construction Management/General Contractor into the Design Team is to provide the Design Team with fair and accurate information concerning the eventual completion of the Project. That information will primarily be related to: (1) the feasibility of implementing and constructing the proposed design alternatives and (2) a reasonable estimate of the costs associated with the design alternatives being considered. It is expected that the CMGC will incorporate a sufficient number of experienced sub-contractors to provide the type and quality of information requested of the Design Team. It is anticipated by the architect that the design team will have at least one all-day Design Charrette to scope the project design. Additional design meetings will be required to focus on specific areas of the design including, but not limited to: Mechanical systems, electrical systems, energy modeling, infrastructure and landscaping, and temporary resident relocation. The CMGC will be required to participate in all of those sessions as required by the architect and LHA to offer expertise and input into the final design selections. Additionally, the CMGC will be asked to provide a detailed cost estimate of the project within 45 days of being selected. See Attached Schedule.

As a member of the Design Team the CMGC will provide:

1. Knowledge and information of generally accepted construction practices sufficient to help the Design Team determine the feasibility of incorporating various product solutions;
2. Provide the Design Team with opinions and options related to the "methods and means" which may be utilized when constructing various product solutions;
3. Provide the Design Team with product and material vendor options, performance options, pricing options, and installation options concerning various recommended solutions;
4. Monitor and review each component of the Architect's construction drawings to identify conflicting issues, cost effective construction methodologies, and material selection alternatives;
5. Working with the Design Team, provide knowledge, experience, and examples of similar projects or products utilized including the installation processes, the long term performance, and the anticipated maintenance requirements;

6. Working with the Design Team, provide knowledge, experience and examples of any “integrated design” projects or “green built” projects and prepare to discuss the “pros” of those completed projects;
7. Provide the Design Team, as requested, with estimated construction pricing of the project and any individual components of the project in a timely manner to meet the proposed Design Schedule;
8. Participate, as required, with members of the Design Team in any meetings required to discuss, promote, or secure approvals for any portion of the project with outside entities including, but may not be limited to, the Owner’s Development Team, the City of Loveland Planning or Building Departments, various material and product vendors, and/or funding agencies;
9. Participate in the planning for temporary resident relocation.

CONSTRUCTION MANAGEMENT DURING RENOVATION

The General Constructor shall be responsible for all methods, means, inspections, certifications, and reports required to construct both the infrastructure and the vertical components of the project, including but not limited to:

1. Filing all construction documents and permit applications required of any government agency having jurisdiction over the project to secure all necessary permits required for construction including, but not limited to, building permits, drainage permits, erosion control permits, wetlands permits, and any special energy resources permits.
2. Maintaining an accurate record of all construction activities sufficient to meet the reporting requirements required, including but not limited to, HUD Section 3 low income employment (if required), Davis-Bacon Wage and Hour Reporting (if required), federal or state erosion control/drainage, OSHA, Enterprise Green Communities, the Owner, and any financial institution participating in the project;
3. Providing all related parties with a Comprehensive Construction Schedule prior to the start of construction and with weekly updates and status reports during the construction period;
4. Initiate, coordinate, and execute any required inspections of any governmental agency having jurisdiction over the project during the construction period;
5. Conduct at least one Owner/Architect/Contractor formal meeting each week during the construction period providing status information on the project;
6. Provide all documentation required related to any change orders, value engineered items, or other adjustments in the scope of the project during the construction period;
7. Secure sub-contractor bids and final contracts consistent with the approved Construction Budget and provide Owner copies of all bids submitted from each sub-contractor in each Division;

8. Provide Owner copies of all signed contracts with sub-contractors and material suppliers prior to the start of construction;
9. Plan, manage and provide direct supervision related to all construction activities;
10. Secure all required certificates of occupancy and any other required certifications from any governmental agency having jurisdiction over the project in order to allow Owner to occupy all structures within the time limits established in the approved Construction Schedule;
11. Participate as appropriate in the execution of the agreed upon temporary relocation plan for residents. Depending on the final plan, participation may be either a lead or a support role.



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ESTIMATING PROFESSIONAL FEES

The Housing Authority will be making its final decision concerning the selection of a Construction Management/General Contractor based on a variety of factors, including the professional fee structure provided during Step 2 of the selection process. These fees will be fixed as presented to the interview panel and will ultimately be incorporated into the final AIA-A101 contract and the A703 Schedule of Values. The respondent should review the format required found in this Request For Proposal, but in general the following elements shall comprise the professional fee structure:

1. The Construction Management Fee For Participation During Design Phase Of Project
2. The General Contractor's Fee
3. The Project's General Conditions During Construction

The Construction Management fee shall include all costs associated with the contractor's participation in the design phase of the project including staff time, travel time, meeting time, ancillary costs, and any third party consulting costs required to provide expertise or estimating. This fee must be stated as a fixed dollar amount. The interview committee will not accept a percentage fee for this category.

The General Contractor Overhead and Profit fee shall include the contractor's allocated corporate overhead and the contractor's profit for the project. Additionally, this fee shall include any costs the General Contractor believes they will incur bidding out the final set of construction drawings to sub- contractors, negotiating sub-contractor agreements, providing due diligence related to sub- contractor selection, and any other costs they may incur between the completion of the Design Phase and the start of Infrastructure and Vertical Construction. The interview committee would prefer this to be a fixed price amount but would consider this fee being stated as a percentage of the total project cost. If stated as a percentage of the total project cost, that amount would be fixed upon approval of the final Construction Budget.

General Conditions During Construction shall include all full, or part time, staff that will be assigned for the duration of the project and contractor's direct project expenses for fuel, trailers, utilities, temporary power, general liability insurance, builder's risk insurance, vehicle expense, rental equipment, safety equipment, first aid supplies, copies, small tools, telephones, faxes, computers, and other miscellaneous items directly related to supporting the management and construction of the project to completions. Any directly related miscellaneous costs the General Contractor believes they may incur in preparing for construction such as computer modeling, coordination meetings, or constructability reviews should be included in this fee. This fee must be stated as a fixed dollar amount. The interview committee will not accept a percentage fee for this category.

ESTIMATING CONSTRUCTION COSTS

The interview committee and Board of Commissioners will make their final selection of a General Contractor for this project based on the fees identified in this proposal, as well as other factors. Actual costs associated with the renovation is not a required element of this proposal. Following the release of construction drawings, the General Contractor will bid the entire project to a minimum of three (3) qualified sub-contractors and material suppliers in each Division and will evaluate those responses in association with the Loveland Housing Authority Design Team. The Design Team and Contractor will jointly select qualified sub-contractors and material suppliers to execute the construction of the project.

A final AIA-A101 Contract and A703 Schedules of Values will incorporate both the fees the Contractor has provided the selection committee as part of this proposal and the costs provided by the selected sub-contractors and material suppliers following that bid process. Fees associated with temporary resident relocation, based upon the agreed plan, will be included in the schedule of values.



STEP 1 – PRE-QUALIFYING SUBMITTAL

It is the intent of the selection committee to only interview those firms who have demonstrated through their initial response to the offering that they have the experience and management capable of renovating a wood framed, multi-family project of this size and description. Therefore, each candidate is being asked to provide background information concerning the firm's staffing, experience, management skills, and financial strength as a means to select only those highly qualified firms that will be invited to participate in the interview phase of the selection process.

1. Respondent shall submit six (6) copies of all material contained in a spiral binder which shall be formatted and tabbed. Additional information the respondent wishes to provide may be added at the end under separate tab. Three (3) ring binders will not be accepted.
2. Respondent shall provide a CD or flash drive version of the material contained in the response.
3. Respondents shall follow the TAB format identified below.
4. Respondents are encouraged to answer all questions as completely as possible and to provide relevant examples.
5. References identified shall be as current and relevant as possible.
6. Respondents shall include the mandatory forms identified and shall provide the appropriate signatures as instructed. Copies of those forms in Microsoft Word format are available upon request.

Those firms responding to this initial application will not be required to provide any estimate of fees or Project costs. The selection committee will choose firms for interviews based solely on the firm's experience and information contained in the Request for Proposal information provided in the binder. Costs associated with the Project and Contractor fees will only be provided by those firms selected to participate in the interview process.

TAB 1-EXPERIENCE

The first TAB is an opportunity to provide a narrative concerning the firm's experience managing and constructing wood framed multi-family projects in Colorado. The selection committee will be looking for firms which have experience constructing projects which most closely resemble the Project. The respondent should focus their response on such specific information as:

- Experience working with the City of Loveland Building Department
- Experience with multi-family renovation projects in excess of \$2M
- Experience with Low Income Housing Tax Credit Financing
- Resumes of key company employees

TAB 2-FINANCIAL STRENGTH

The second TAB is an opportunity to provide information concerning the financial strength of the respondent. The panel will be evaluating the overall financial strength of each respondent to ensure the selected firm has the ability to withstand the current economic conditions and will be able to become an approved General Contractor by those firms who will be investing in the project through the purchase of New Market Tax Credits. Respondents should include in this TAB such information as:

- Copy of the firm's most current audited financial statement – Firms who wish this information to remain confidential may provide one copy of the audited financial statement in a separate sealed envelope which the selection committee will review. If provided with a self-addressed, return postage envelope, the selection committee will return the financial information following their evaluation. If no return request is provided, the selection committee will shred this information after completing the evaluation process.
- Documentation defining the firm's current bonding capacity.
- Information concerning any litigation the firm is currently or has been involved in over the past 5 years

TAB 3 – GREEN BUILDING EXPERIENCE

The third TAB is an opportunity to provide information concerning the firm's experience managing and constructing projects which have become LEED certified or which have met the requirements of the Enterprise Green Communities Criteria. The Project must be able to meet the Enterprise Green Communities Criteria when complete and the panel will be looking for firms who understand those criteria and who have participated in projects with the same or similar requirements. Respondents should provide the panel with as much information as possible concerning their experience with "green construction" including:

- Number and types of projects which met the Enterprise Green Communities Criteria
- Number of employees in the firm who are LEED accredited and which specific LEED accredited employees would participate in project
- Specific examples of projects and "green" components that most closely resemble those required of Enterprise Green Communities

TAB 4 – DAVIS BACON & SECTION 3

This TAB should be utilized to provide experience and information on the firm’s experience and capabilities related to tracking Davis-Bacon Wages and an example of the pro-active processes the firm will utilize when addressing the requirements of the Economic Development –Section 3 program.

TAB 5 – PRE-FORMATED FORMS

The fifth TAB should contain the pre-formatted forms provided in the offering related to the company and contact information. Pre-formatted forms which ask for prices and Contractor’s fee estimate will be required in the format provided.

TAB 6 – REFERENCES

This sixth TAB is reserved for references from owners, architects, developers, companies, or agencies for whom the candidate has managed and constructed similar Projects. While a list of all projects the candidate has completed is valuable information, specific letters of reference from former clients for whom you built similar project are of more value. This is also the TAB where the candidate may include letters of financial reference from their bank, CPA firm, insurance company, or any other financial institution.

TAB 7 – RESPONDENT’S SECTION

This final TAB has been reserved for the respondent to include any additional information they feel the panel should know about their company, their experience managing and constructing projects or any other information the respondent would choose to share with the panel.



STEP 2 – INTERVIEWS AND COST PROPOSALS

Following the selection committee's review of the responses received during STEP 1, the committee will extend an invitation to a limited number of firms they wish to interview and discuss in more detail the firm's capabilities to manage and construct the Project. At the time an invitation is extended, those firms will be provided with a specific time, date, and location for that interview. At the same time, the panel will ask those selected for the interviews to bring with them in a sealed envelope the Cost Proposal they believe represents their best efforts concerning their role as Construction Manager/General Contractor for the project.

INTERVIEW

The primary purpose of the interview is for the committee to discuss with the candidates their approach to managing and constructing the project. Candidates are encouraged to focus their presentation on the specifics of the Project and how their firm's experienced personnel would approach the logistics of the project. The committee will be especially interested in as much specific information as possible concerning the firm's concept for the construction sequencing, the firm's understanding of the "green" components of the building, and the construction experience of those individuals who will be assigned to the project.

Each interview will be scheduled for a one hour period and will be divided approximately 50% to the firm's presentation concerning their ability to perform on this Project and 50% to the committee being able to ask questions and have a discussion with the firm's representatives concerning the specifics of Project. The committee will have had an opportunity to review the material presented by the applicant in STEP 1 and would caution the presentation should focus more on how the firm and its team will approach the Project specifically as opposed to representing information already contained in the STEP 1 responses.

The panel encourages the firm to be as specific as possible concerning their approach to the Project and to bring to the presentation those individuals who will be assigned to manage and construct the project. The committee will be especially interested in the candidate's presentation focusing on some of the following project specifics and their approach toward managing and construction:

- Composition and Experience of the Project Team
- Process for reviewing the constructability of the project
- Temporary resident relocation
- Process for Securing and Qualifying Sub-Contractors

COST PROPOSAL

As part of the interview process, the firm will bring a single copy of their proposed fee for managing and constructing the Project. That fee proposal needs to be provided in a sealed envelope and delivered to the selection committee.

Cost Proposal shall be submitted utilizing the form provided without modification. The Cost Proposal needs to include a detailed disclosure listing items and their respective costs which comprise the amounts identified in each of the total fees presented.

The Cost Proposal presented is a binding offer to perform the services associated with this RFP and the complete management and construction of the Project. Once submitted, the offer cannot be changed. The candidate may recall the offer and in doing so would automatically eliminate the firm from the selection process.

The Loveland Housing Authority reserves the right to reject any or all Cost Proposals received and cancel the selection process, redefine the selection process, or defer to the Board of Commissioners to make the selection at their discretion.

The final contract between the Housing Authority and the selected firm will be a Lump-Sum Agreement and shall utilize the standard AIA-A101 and AIA-A201 Agreements to encompass all management and construction work required to build the project and secure Certificate of Occupancies and all Final Approvals from the Owner, investors, financing institutions, and governmental agencies having an interest or jurisdiction concerning the project.



STEP 3 – METHOD OF SELECTION & AWARD

The selection panel shall evaluate and score each step separately. As its final step in the selection process it will combine the scores and the Cost Proposal in order to create a complete response from each candidate. The panel will compare the aggregate responses to each of the other candidates and formulate a final ranking of the candidates. The following overall values for each step will be assigned to the final ranking:

STEP 1 – Response to RFP	20% of Final Ranking Value
STEP 2 – Interviews	50% of Final Ranking Value
STEP 3 – Cost Proposal	30% of Final Ranking Value

The panel is not obligated to select a “preferred” candidate based on the individual scores nor on the final ranking. The panel will make its final recommendation based on whom it believes will bring the most experience, organization, professionalism, competency, and value to the project. The scoring and ranking process will be an important ingredient utilized by the panel to make its selection, but it is not bound to rely totally upon that process to make its final selection.

Following the panel’s decision on a “preferred” candidate, the panel will bring forward to the Board of Commissioner its recommendation. The Board of Commissioners of the Housing Authority may accept and approve that recommendation, or the Board of Commissioners has the authority to reject the recommendation and base its final decision on any criteria it deems to be in the best interest of the project and the Housing Authority.

The final contract will be negotiated with the firm approved by the Board of Commissioners and the final award will be made based on the negotiated terms of the contract, the availability of the candidate’s key project team as represented in the RFP and the interviews, and the availability of the approved funding for the project.



**Meadows Apartments Renovation
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Construction Manager/General Contractor**

INSTRUCTIONS TO BIDDERS

The Housing Authority of the City of Loveland is seeking a qualified Construction Management/General Contractor for the renovation of the Meadows Apartments, a 60 unit affordable apartment complex located in Loveland, Colorado. Preference in the selection of a Construction Manager/General Contracting firm will be given to those firms who have demonstrated significant experience renovating wood framed multi-family projects.

Firms responding to this Request for Proposal should submit as much detail and examples of previous projects as they feel will aid the Board of Commissioners in making a final decision. The Housing Authority encourages the bidders to provide any additional information concerning the firm and its capabilities to perform these activities and will utilize that information as part of its evaluation process.

ALL PROPOSALS MUST BE RECEIVED NO LATER THAN 12:00 NOON (MST), WEDNESDAY, DECEMBER 6, 2017 TO BE CONSIDERED. Proposals received after this date will be returned unopened. There will not be a public opening of the proposals submitted. Proposals shall be delivered to the following:

Jeff Feneis
Director of Development
Loveland Housing Authority
375 W 37th Street, Suite 200
Loveland, CO 80538

All proposals submitted must be in the format provided in the Request for Proposal. Proposals not in the defined format will be returned without consideration. Six (6) set of the original proposal must be submitted with the response, plus one (1) electronic copy on a CD, DVD, or USB flash drive. Faxed or emailed proposals will not be accepted.



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THE FOLLOWING INFORMATION MUST BE INCLUDED IN THE PROPOSAL

FIRM NAME _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

BUSINESS PHONE _____

BUSINESS FAX _____

CONTACT PERSON _____

TITLE _____

DIRECT PHONE NUMBER _____

E-MAIL ADDRESS _____

CELL PHONE NUMBER _____



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CORPORATE INFORMATION

THE FOLLOWING INFORMATION MUST BE INCLUDED IN THE PROPOSAL

Company Name _____

Company EIN: _____

Address _____

City/State/Zip _____

Phone (____) _____

Date of Formation/Incorporation _____

State of Incorporation _____

Number of Employees _____

Bonding Capacity _____

Contractor License(s): List License Number & Jurisdiction:



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REFERENCES

THE FOLLOWING INFORMATION MUST BE INCLUDED IN THE PROPOSAL

Provide contact information related to 3 projects you have completed similar in size and scope to the Meadows Apartments renovation project

Provide contact information for your trade banking facility

Provide contact information related to 3 subcontractors you utilize most often on your projects

EXPERIENCE:

Total number of all projects currently under construction & projected completion date

Total value of all projects currently under construction & Owner contact information

Total number of all projects completed in last 36 months

Total value of all projects completed in last 36 months

INTEGRATED DESIGN TEAM MEMBERS:

Please provide a narrative describing your firm's experience and capability to support the "Integrated Design" team's potential needs for estimating proposed design components and providing the team with cost effective ways of implementation and construction.



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THIS FORM TO BE PROVIDED IF SELECTED FOR AN INTERVIEW

Date: _____ Contractor Name: _____

Project Title: Meadows Apartments Renovation

CONSTRUCTION MANAGEMENT FEE	\$ _____
GENERAL CONTRACTOR FEE	\$ (OR %) _____
GENERAL CONDITIONS FEE	\$ _____
<u>TOTAL ALL FEES</u>	\$ _____

General Conditions Fee Breakout Required:

Superintendent	_____
Other Contractor Staffing	_____
Miscellaneous Temporary Staff	_____
Construction Trailer & Equipment	_____
Vehicles, Gas, Travel Expenses, Etc.	_____
Supplies, Tools, Miscellaneous Costs	_____
Liability Insurance (State Percentage)	_____ %
Builder's Risk Insurance (State Percentage)	_____ %
Other Insurances (State Percentage)	_____ %



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THIS FORM TO BE PROVIDED DURING INTERVIEW IN SEALED ENVELOPE

NON-COLLUSIVE AFFIDAVIT

State of Colorado

County of _____

_____, being first duly sworn, deposes and says:

That (s)he is _____, the party making the foregoing bid, that such proposal or bid is genuine and not collusive; that said bidder has not colluded, conspired, connived or agreed, directly or indirectly, with any bidder or person, to put in a sham bid or to refrain from bidding, and has not in any manner, directly or indirectly sought by agreement or collusion, or communication or conference, with any person, to fix the bid price, or that any other bidder or to secure any advantage against the Housing Authority of the City of Loveland or any person interested in the proposed Contract; and that all statements in said proposal or bid are true.

Bidder's Signature (Owner or Corporate Officer Required)

Date

NOTARY:

Subscribed and sworn to before me this _____ day of _____, 2013

My Commission Expires: _____

Notary Public's Signature

(SEAL)



**Meadows Apartments Renovation
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SUMMARY OF SERVICES & FEES

THIS FORM TO BE PROVIDED DURING INTERVIEW IN SEALED ENVELOPE

THE UNDERSIGNED BIDDER, having familiarized himself with the Work required by this Request For Proposal, the site where the Work is to be performed, local conditions, laws, regulations and other factors affecting the performance of the Work, and having satisfied himself of the completeness and adequacy of the information contained in the Request For Proposal, and the expense and difficulties attending the performance of Work,

HEREBY PROPOSES AND AGREES, if this Bid is accepted, to enter into an Agreement to participate in the design and renovation of the Meadows Apartments, located in Loveland, Colorado, and provide services as described in the Scope of Work identified in this Request For Proposal and to assume all relative obligations, duties and responsibilities necessary to the successful completion of the Work;

For the **TOTAL LUMP-SUM SERVICE FEE PRICE OF \$ _____**

THE UNDERSIGNED BIDDER acknowledges the bid price is a LUMP-SUM SERVICE FEE PRICE inclusive of all professional services, materials, labor, travel, and incidental costs to participate in the Work as defined in this Request for Proposal.

THE UNDERSIGNED BIDDER acknowledges the right of the Owner to reject any or all Bids submitted, and to waive any informalities and irregularities therein. This Bid shall remain open and shall not be withdrawn for a period of sixty (60) days from the due date of the Request for Proposal.

Submitted on this _____ day of _____, 2017

BY: _____

TITLE: _____

COMPANY NAME: _____



**Meadows Apartments Renovation
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PROJECT SCHEDULE

Due date for RFP response	December 6, 2018
Interviews with respondents	December 11-15, 2018
Selection of CMGC, Scope of Work begins	December 18, 2018
CMGC price estimate	February 1, 2018
Application submitted for 4% Tax Credits	March 1, 2018
Tax Credits awarded by CHFA	April 1, 2018
Tax Credit Partnership Completed	August 1, 2018
Renovation begins	August 1, 2018
Projected Completion Date	February 1, 2019