REQUEST FOR PROPOSAL
July 24, 2017

ADMINISTRATION BUILDING REMODEL

GENERAL CONTRACTING SERVICES

DUE DATE:
12:00 Noon
August 7, 2017
Public Notification and Release

LOVELAND
Housing Authority

Bidder Notification
General Contractor
Administration Building Remodel

The Loveland Housing Authority is accepting proposals from qualified General Contracting firms to assist with the partial demolition and renovation of our Administration Building located in Loveland, Colorado. Those firms interested in submitting a proposal to provide 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, Monday, August 7, 2017. There will not be a formal bid opening.

A pre-bid walk is scheduled for 1:00 PM on Wednesday, July 26. Persons participating in the walk should meet in the west parking lot of the Administration Building, 375 West 37th Street, Loveland, CO 80538. RSVP is not required.

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.
Request for Proposal
Administration Building Remodel
General Contractor

GENERAL
The Loveland Housing Authority (LHA), Loveland, Colorado is seeking a qualified General Contractor to assist the Housing Authority with the partial demolition and renovation of our Administration Building.

PROPERTY IDENTIFICATION
The LHA Administration Building is located at 375 West 37th Street, Loveland, CO, 80538.

PROJECT DEFINITION
The intent of the Housing Authority is to renovate the Administration Building to accommodate these needs: Increase the number of staff offices, increase the size of the existing Board Room, and add a resident intake room near the existing lobby. The Housing Authority will take the opportunity to also upgrade the Audio/Visual technology in the Board Room, renovate our maintenance and basement office areas to increase efficiency, improve the Board Room kitchen, and generally update common areas with new paint and flooring. Preliminary construction estimates for this project are $900,000 - $1,200,000. The Administration Building will remain occupied by Housing Authority staff during the construction period. A Housing Authority Staff person will assist with the coordination of activities impacting staff during the renovation.

PROJECT CHARACTERISTICS
The remodel and renovation must be cohesive with the existing architecture and finishes, while achieving all renovation objectives.

DESIGN TEAM
The Housing Authority has retained the services of ALM2s, Fort Collins, Colorado to be the architectural firm responsible for the completion of the project. The Architecture Firm will be responsible for providing all project consultants.

TIMELINE
The Housing Authority expects to begin construction in September 2017, and complete construction by April 2018.

FUNDING
The Housing Authority will self-fund the project from reserve accounts.
CONTACT INFORMATION
Please direct any communication regarding the details or content of the 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 non-responsive 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 Directors of the Housing Authority shall have the right to make the final selection based on any factors it deems to be in the best interest of the Housing Authority, and shall not be bound to any conditions or requirements defined in this offering. The decision of the Board of Directors shall be final.
SCOPE OF SERVICES

DESIGN TEAM
ALM2s will provide Architectural services for this project.

DEMOLITION, REMODEL AND VERTICAL CONSTRUCTION
The General Contractor shall be responsible for all methods, means, inspections, certifications, and reports required to demolish and remodel the existing structure as required, and to construct new building features as designed. This will include but is 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, etc.

2. Maintaining an accurate record of all construction activities sufficient to meet required reporting, including but not limited to: Federal or State erosion control/drainage, OSHA, or the owner.

3. Providing all related parties with a Comprehensive Construction Schedule prior to the start of construction, with weekly updates and status reports during the entire construction period. Because the building will remain occupied during renovation, the project should be scheduled appropriately to minimize disruption to Housing Authority staff.

4. Initiate, coordinate, and execute any required inspections of any governmental agency having jurisdiction over the project during the construction period.

5. Conduct a minimum of one Owner/Architect/Contractor 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 for 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 the building within the time limits established in the approved construction scheduled.
STEP 1 – PRE-QUALIFYING SUBMITTAL

It is the intent of the selection committee to only interview those firms which have demonstrated through their initial response that they have the experience and management capability to successfully complete a commercial renovation project of this size and description. Therefore, in addition to a hard bid, each candidate is being asked to provide background information concerning the firm’s staffing, experience, management skills, and financial strength.

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.

7. Using the design drawings provided, Respondents shall provide an all-inclusive hard bid for the project. At a minimum, the bid must be itemized with the following:

   - Contract Sum
   - Cost of each division
   - Cost of General Conditions
   - General Contractor fee
   - Alternate Pricing
**TAB 1-EXPERIENCE**
The first TAB is an opportunity to provide a narrative concerning the firm’s experience managing and completing commercial renovation 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 the City of Loveland Building Department
- Experience with wood frame and masonry construction/renovation
- Experience with renovation projects while building remains occupied and in service
- Experience with projects in excess of $1,000,000
- 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. Respondents should include in this TAB such information as:

- Copy of the firm’s most recent audited financial statement. Firms that 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 – PRE-FORMATTED FORMS**
The third 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 4 – REFERENCES**
The fourth 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 5 – 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

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. At the time an invitation is extended, those firms will be provided with a specific time, date, and location for that interview.

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 construction experience of those individuals who will be assigned to the project, and the firm’s approach to managing a renovation while occupied and in service.

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
- Process for Securing and Qualifying Sub-Contractors
- Systems in place to track the Projected Construction Schedule & Projected Occupancy Date

Cost Proposal Presentation

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** 40% of Final Ranking Value
- **STEP 3 – Cost Proposal** 40% 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.
REQUEST FOR PROPOSAL
GENERAL CONTRACTING SERVICES

INSTRUCTIONS TO BIDDERS

The Loveland Housing Authority (LHA), Loveland, Colorado is seeking a qualified General Contractor to assist the Housing Authority with the partial demolition and renovation of our Administration Building. Preference in the selection of a General Contracting firm will be given to those firms who have demonstrated significant experience with similar 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 proposal must be received no later than 12:00 Noon (MST) on Monday, August 7, 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

A pre-bid walk is scheduled for 1:00 PM on Wednesday, July 26. Persons participating in the walk should meet in the west parking lot of the Administration Building, 375 West 37th Street, Loveland, CO 80538. RSVP is not required.

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.
REQUEST FOR PROPOSAL
GENERAL CONTRACTING SERVICES

INSTRUCTIONS TO BIDDERS

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 ________________________
REQUEST FOR PROPOSAL
GENERAL CONTRACTING SERVICES

INSTRUCTIONS TO BIDDERS

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:

____________________________________________________

____________________________________________________

____________________________________________________
REQUEST FOR PROPOSAL
GENERAL CONTRACTING SERVICES

INSTRUCTIONS TO BIDDERS 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 Loveland Housing Authority Administration Building Remodel and 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
REQUEST FOR PROPOSAL
CONSTRUCTION MANAGEMENT/GENERAL CONTRACTING SERVICES

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___________________, 2017
My Commission Expires: ____________________________

Notary Public’s Signature  (SEAL)
REQUEST FOR PROPOSAL
CONSTRUCTION MANAGEMENT/GENERAL CONTRACTING SERVICES

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, Management, and Construction of the Mirasol Phase 3 Apartment Building, 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 HARD BID FEE OF $ ________________________________

Alternate Pricing:

A. Alternate No. 1 (Add): Replace carpet through entire building, including required moving of all fixtures/furniture.
   $________________________

B. Alternate No. 2 (Add): Paint all existing paintable surfaces including, but not limited to, gypsum board, steel railings, hollow metal frames; including required moving/protection of fixtures/furniture.
   $________________________

C. Alternate No. 3 (Add): Provide items for roof deck and access including, but not limited to, door, railings, 2x P.T. sleepers, composite decking.
   $________________________

D. Alternate No. 4 (Add): Renovate existing restrooms with new materials to match new restrooms, including floor and wall tile.
   $________________________
E. **Alternate No. 5 (Add):** Replace existing vinyl floor tile with new LVT.
   $__________________________

F. **Alternate No. 6 (Add):** Remove existing gypsum board wall on east end of Enlarged Board Room and replace with 1-hour rated hollow metal frame and glazing.
   $__________________________

G. **Alternate No. 7 (Add):** Construction of Disc Golf course.
   $__________________________

H. **Alternate No. 8 (Add):** Furnish and install prefinished sunscreens where shown on the drawings.
   $__________________________

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: ______________________________
# REQUEST FOR PROPOSAL

**CONSTRUCTION MANAGEMENT/GENERAL CONTRACTING SERVICES**

## PROJECT SCHEDULE

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Contractor Interviews Completed</td>
<td>August 16, 2017</td>
</tr>
<tr>
<td>General Contractor Selected</td>
<td>August 18, 2017</td>
</tr>
<tr>
<td>Project Schedule and Sequencing Completed</td>
<td>September 1, 2017</td>
</tr>
<tr>
<td>Construction and Demolition begins</td>
<td>September 11, 2017</td>
</tr>
<tr>
<td>Projected Occupancy Date</td>
<td>March 15, 2018</td>
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