



Housing Resources

Achieving self-sufficiency one home at a time.

524 30 Road, Suite 3, Grand Junction, CO 81504 (970) 241-2871

Invitation For Bid

Date: February 1, 2020

Project Title: Butner Estates Self-Help Build Program, Group 11

Location: Butner Estates Subdivision, Jamison Avenue and 32 Road, Grand Junction CO 81501

Pre-Bid Conference: February 10, 2020. 3:00pm to 5:00pm. Garden Village Community Center, 2601 Belford Avenue Grand Junction, CO, 81501

Bid Delivery Date/Time: February 24, 2020. 3:00pm to 5:00pm. Garden Village Community Center, 2601 Belford Avenue, Grand Junction, CO, 81501

To Prospective Bidders

Housing Resources of Western Colorado (HRWC) is seeking qualified vendors and subcontractors to provide materials and services for the Self-Help Build Program, Group 11 in the Butner Estates subdivision. This project consists of eight (8) single-family residential houses. Homeowners who participate in this program contribute working hours toward each phase of the construction process, with the requirement to contribute 65% of the labor upon completion. Vendors are requested for the supply of specified building materials, and subcontractors needed for portions of the labor not done by the homeowner participants. A list of contractors and vendors required for this project is included in this IFB along with a scope of work and specifications for each. Please review the instructions for bidding, the general conditions, and associated documents before submitting a bid.

Procurement Representative

Dawn Rubalcaba

Self-Help Build Program Manager

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Instructions to Bidders

Bids

Contractors, vendors, and other service providers may submit bids for any work they are qualified to perform. Housing Resources of Western Colorado (HRWC) reserves the right to accept and exclude portions of those bids when awarding contracts. This will be done with the consent of the bidder. Proposed substitutions, line items, and optional upgrade or cost-saving alternatives will generally be considered, however, bids should account for the specifications contained within the scope of work and will be evaluated on that basis. Bid amounts should account for any and all fees associated with the goods or service and should include the combined sales tax for Mesa County. No city taxes apply to projects in Butner Estates.

Pre-Bid Conference

There will be a pre-bid conference to discuss and clarify the project, the scope of work and specifications. Bidders are encouraged to attend, review details of the work involved, ask questions about the project and program, and meet with homeowners. The conference will be held at the time listed on the title page above.

Examination of Specifications

Bidders are encouraged to carefully examine the house plans and associated documents. Failure to account for portions of the work, omissions, or misinterpretations do not excuse the bidder from the obligation to fully satisfy the design requirements, the objectives stated within the scope of work and specifications, or addenda.

Addenda

If it becomes necessary to revise any part of this solicitation, a written addendum will be posted on hrwco.org. HRWC is not bound by any oral representations, clarifications, or changes made in the written designs, scope of work and specifications unless provided in written addendum from a procurement representative.

Questions and Request for Information

Bidders will be given an opportunity to ask questions, discuss, and clarify the project at the pre-bid conference. The procurement representative may also be contacted in writing with any questions prior to the bid submission due date.

Qualifications of Bidders

Bidders should be qualified to perform the work bid and possess any license required by the governing authority. Bidders are asked to include a summary statement establishing their qualifications to provide said services. Statements might include a history of work completed, industry certifications or licensure, or professional references. Vendors might list a physical store location, length of time in the industry, or volume of sales.

Submission of Bids

Bids should be submitted in a sealed envelope with the project title and the name of the bidding contractor clearly marked. The due date, time, and address are listed on the front page of this IFB. Late bids will not be considered. No oral, telephone, email, facsimile, Morse Code, or smoke-signal bid will be considered. Bids will be received and publicly acknowledged at the location, date, and time stated. Contractors, their representatives, and interested persons may be present. Bids shall be received and acknowledged for the purpose of procedural transparency. Trade secrets and confidential information contained within the bid will be treated as confidential by HRWC.

Contract Documents

The complete IFB with associated bidding and contract documents are available for download at hrwco.org, along with any addenda.

Required Documents

In addition to the bid, the following documents will be required at submission:

- Bidder Information Form
- Bidder Summary Statement
- Non-Collusive Affidavit
- Certificate of Liability Insurance

Successful Bids

Award is generally made to the lowest responsive and responsible bidder whose bid meets the requirements and criteria set forth in the bid documents, as long as that bidder provides HRWC with the “best value” of all bids received. A written notice of award letter to the successful bidder will be issued once recommended and approved by HRWC. The procurement representative will also notify all unsuccessful bidders, in writing, as to the outcome of the evaluation process. Contracts will be awarded for all eight (8) houses in the Self-Help Build Program, Group 11. In addition to the submitted contract documents, successful bidders will be required to sign a Subcontract Agreement for Building Construction with each of the homeowners. A W-9 will also be required. The construction schedule will be finalized only after contractors have accepted an obligation to perform work or provide materials.

General Terms and Conditions

Definitions

This solicitation is made by Housing Resources of Western Colorado (HRWC) on behalf of its Self-Help Build Program. As part of this program, each homeowner participant is the general contractor for their own house. HRWC is the “guarantor” and provides program, loan, technical, and project management support to the homeowner participants, vendors, and subcontractors. Vendors generally supply materials and equipment for the project, but they may provide installers or perform work as part of the contract. Subcontractors generally perform some part of the work for the project, but may supply materials as well. Vendors and subcontractors contract directly with each homeowner according to the guidelines of the participant agreement. Vendors, subcontractors, and other service providers will generally be referred to as “contractors” throughout this document.

Collusion and Conflict of Interest

Each bidder is required to sign a Non-Collusive Affidavit as part of the bid process. HRWC reserves the right to reject any and all bids if there is reason to believe that collusion exists among bidders. Neither shall any HRWC employee participate in the selection or in the award or administration of a contract if a conflict of interest, real or apparent, would be involved. Such a conflict would arise when the employee, officer or agent; any member of his/her immediate family; his/her partner; or an organization which employs, or is about to employ, or any of the above, has financial or other interest in the party or firm selected for award. Officers, employees or agents of the Delegate Agency shall neither solicit nor accept gratuities, favors or anything of monetary value from parties or potential parties to contracts. Unsolicited items provided as gifts are not prohibited if the intrinsic value of such items is nominal.

Appeals Process

Any actual or prospective contractor may protest the solicitation or award of a contract for serious violations of the procurement process. Any protest against a solicitation must be received before the solicited due date for receipt of bids or proposals. Any protest against the award of a contract must be received within ten (10) business days after contract award, or the protest will not be considered. All bid protests shall be in writing, submitted to the Executive Director or the designated representative, who shall issue a written decision on the matter within five (5) business days of the receipt of the bid protest. The Executive Director may, at his/her discretion, suspend the procurement pending resolution of the protest, if warranted by the facts presented.

Contract Claims

All claims by a contractor relating to performance of a contract shall be submitted in writing to the Executive Director, or designate, for a written decision. The contractor may request a conference on the claim. The decision shall inform the contractor of its appeal rights to the Executive Director.

Substitution of Material and Equipment

The contracts will be awarded on the basis of the material and equipment described in the architectural drawings, the Description of Materials, and associated documents without consideration of possible substitutions or co-equal items where described. Possible substitutions or co-equal items will be considered when indicated on the construction documents, or wherever brand or manufacturer is not specified. Preferential consideration will be given to materials and equipment used for prior construction projects in the Butner Estates subdivision with the goal of maintaining consistency of design and build quality throughout.

Warranty Requirements

The contractor guarantees that all materials and equipment furnished under this contract will be new unless otherwise specified, and that all work will be of good quality, free from defects, and in conformance with contract documents and specifications. All materials and work performed are required to meet or surpass building code standards as determined by the governing authority. The contractor will be responsible to correct any materials or work considered by HRWC to be defective or of poor quality, within a reasonable period of time or within fourteen (14) days of a written correction notice, and at the contractor's own expense. The contractor will also bear the expense of making good all the work of others destroyed or damaged by the correction. The warranty period is twelve (12) months after the date of final completion unless otherwise specified in the contract documents.

Insurance Requirements

The contractor agrees to procure and maintain, at its own expense, insurance policies sufficient to insure against all potential liability, claims, and obligations assumed by the contractor. The insurance must meet or exceed the requirements of the local governing authority, and it must be acceptable to HWRC.

- General Liability Insurance
- Automobile Liability Insurance

Indemnification

The contractor shall defend, indemnify and hold harmless HRWC and all its officers, employees, and insurers from and against all liability, suits, actions, or other claims of character, name and description brought for or on account of any injuries or damages received or sustained by any person, persons, or property on account of any negligent act or fault of the contractor, or of any contractor's agent, employee, subcontractor or supplier in the execution of, or performance under, any contract which may result from bid award. Contractor shall pay any judgements with cost which may be obtained against HRWC growing out of such injury or damages.

Payment Terms

The contractor is responsible to submit a written invoice to HRWC for work completed, inspected and approved. Payment will be issued within thirty (30) days of submission. Only HRWC may authorize draws on the homeowners' Rural Development loan account and prepare checks for payment of all costs and charges attributable to construction of their home.

Exceptions to Competitive Procurement

Every reasonable effort will be made to secure materials and services according to the formal bid process described in this IFB, however HRWC's procurement policy does permit certain departures. Exceptions to competitive procurement might include cooperative purchasing agreements, consultations and professional services, sole source procurement in which only one vendor or contractor exists that can successfully furnish a product or service, and others. The formal bid process may also be waived by the Executive Director if the process may cause undue delay or hardship, or when deemed in the best interest of HRWC. In the event that this competitive bidding process fails to produce any vendor or contractor required for this project, or if the bids are considered unreasonable, HRWC reserves the right to solicit outside the competitive bidding process.

Scope of Work and Specifications

The Self-Help Build Program, Group 11 in the Butner Estates subdivision consists of eight (8) single-family residential houses. Program participants choose from several floor plans offered by HRWC and purchase the lot. The house designs are relatively uniform. All are single-story, wood framed houses with a slab on grade foundation, cementitious siding, asphalt shingle roof, forced air heating and AC, vinyl windows, standard plumbing and lighting fixtures, LVT or carpet flooring, cabinets with laminate countertops. Variations may include garage and driveway orientation, hip or gable roof designs, and a selection of finish styles and colors. Much of the construction labor is supplied by program participants and volunteers, however we are seeking skilled and licensed contractors for portions of the work, and vendors to supply materials. They are as follows:

Excavation Contractor

- The excavation contractor is responsible for all dirt work on the lot, labor and materials, including site protection and erosion control during construction, excavation for foundation and flatwork, structural fill, compaction, backfill, trenching, drainage systems particular to the house or lot, and grading. Exceptions include bulk fill materials required to change the elevation of the lot in relation to surrounding land, trenching done for utilities service (e.g. electrical, gas, water, sewer), and finished landscaping.

Pest Control Contractor

- The pest control contractor is responsible for subgrade termite protection.

Concrete Contractor

- The concrete contractor is responsible for all foundation and flatwork specified in the architectural and engineered designs, labor and materials, including forming, placing gravel, rebar and other reinforcement, placement of foundation bolts, pouring, and finishing the structural slabs, garage, driveways, sidewalks, and landings. Exceptions include installation of the rigid foam for frost protection and flashing to be done by homeowners.

Framing Contractor

- The framing contractor is responsible for select rough carpentry labor, including stud framing of walls, roof trusses, roof sheathing, soffits, and fascia. Homeowners are responsible for installing wall sheathing, structural hardware, backing, WRB, exterior flashing, and window and door installation.

HVAC Contractor

- The HVAC contractor is responsible for the heating and cooling system design, labor and materials, including furnace, air conditioner, evaporator coil, thermostat and wiring, ducting, venting (furnace, water heater, range hood/microwave, dryer, bath fans), platform cover, air filter, registers, and bath fans. Exceptions include register installation to be performed by homeowners.

Plumbing Contractor

- The plumbing contractor is responsible for all plumbing labor and materials, including water and sewer underground, trench excavation and backfill for underground, water supply lines, waste/vent piping, gas piping to mechanical pad and range, 40 gallon water heater (gas), dishwasher supply and drain, refrigerator supply, washer box, hose faucets, garbage disposal, kitchen and bath fixtures (one piece tub/surrounds, sinks, faucets and trims, toilets), and installation of dishwasher, gas range, and refrigerator waterline.

Electrical Contractor

- The electrical contractor is responsible for all electrical labor and materials, including underground, service, wiring and boxes, low-volt wiring, coaxial cable and Cat 6 network cable for television and internet service, pre-wiring for overhead garage door controller, smoke and CO detection systems, switches and receptacles, lighting, electrical fixtures, electrical trim, wiring to mechanical, and wiring to appliances. Exceptions include installation of switch and receptacle plates which are installed by homeowners.

Roofing Contractor

- The roofing contractor is responsible for all roofing labor, and may contract for materials as well, including installation of underlayment, flashing and boots, ridge and box vents, and 30 yr. asphalt shingles.

Gutter Contractor

- The gutter contractor is responsible for all gutter labor and materials, seamless aluminum gutters, downspouts, and extensions.

Drywall Contractor

- The drywall contractor is responsible for select drywall labor, including installation of corner bead, taping and finishing joints, and hand-trowel texture. Garage is to be fire-taped only. Homeowners are responsible for hanging and fastening drywall panels.

Garage Door Contractor (Overhead)

- The garage door contractor is responsible for labor and materials for the insulated overhead garage door, track, springs, and weather stripping.

Flooring Installer

- The flooring installer is responsible for flooring labor, including slab preparation, underlayment, installation of the homeowner's choice of luxury vinyl tile/plank or carpet, and transitions.

Cabinet Installer

- The cabinet installer is responsible for kitchen and bath cabinetry installation, including boxes, fillers, toe kick, scribe molding and other trims, and adjusting doors and drawers.

Countertop Installer

- The countertop installer is responsible for all countertop installation, including sink cut-outs, and scribing to wall and other adjacent surfaces.

Professional and supporting services are also needed, including:

- Trash service
- Portable toilet service
- Surveyor

Vendors should refer to the house plan, the Description on Materials, and associated documents for material specifications. We are seeking the following:

- Building Lumber Vendor
- Door and Window Vendor
- Insulation Vendor
- Roof Material Vendor
- Drywall Material Vendor
- Paint Vendor
- Flooring Vendor
- Cabinet Vendor
- Countertop Vendor
- Appliances Vendor