



**Request for Proposals  
From  
General Contractors  
For Construction Manager / General Contractor Services for**

**811 EAST MYRTLE SINGLE ROOM OCCUPANCY (SRO)  
REHABILITATION PROJECT  
811 EAST MYRTLE STREET  
FORT COLLINS, COLORADO**

Issued by:

**Housing Catalyst  
Development Department  
1715 W. Mountain Avenue  
Fort Collins, Colorado 80521**

**Nick D. Benson  
Construction Project Manager  
Telephone 970-416-2811**

**APRIL 2019**

Housing Catalyst is requesting proposals from General Contractors (GC) to perform construction management general contractor services as described below. The successful proposal team will provide the best value, highest level of innovation and team synergy within a defined price structure.

### **Construction Management General Contractor Services & Fees**

Housing Catalyst seeks to enter into a contractual agreement with a GC for the services listed below. Housing Catalyst's preferred method of calculating project fees is described below.

#### **1. Design Build Process**

Assist Housing Catalyst and designer with finalizing the project design, project scope, construction specifications and a project budget to ensure Housing Catalyst reaches the construction goals and fiscal requirements for the property.

#### **2. Cost Modeling**

Prepare cost model and project cost estimates based on agreed upon scope of work. Assist Housing Catalyst with design analysis and value engineering to maximize efficient use of budget.

#### **3. Construction Scheduling**

Prepare a detailed schedule of construction activities including any necessary phasing and a plan to address temporary relocation of residents required.

#### **4. Bid Process**

General administration of bid process including:

- a. Provide all subcontractor qualifications, solicitation and bid packaging with multiple competitive bids per trade (minimum of three).
- b. Provide definition of "Scope of Work" to be included in bids sought from sub-contractors and suppliers.
- c. Provide coordination of public advertisements and pre-qualification for bids.
- d. Prepare bid and qualification forms.
- e. Prepare final bid tabulation and review bids with Housing Catalyst's development team prior to awarding sub-contracts.
- f. Prepare all costs to be included in the Guaranteed Maximum Price (GMP) for the project. Costs shall be reviewed with Housing Catalyst prior to establishing final GMP.
- g. Permits & Contracting: Obtain necessary planning and building permits. Contract with all MEP professionals, engineers, architects, and planners as required by project scope.

## **5. Construction Management**

- a. Oversight and management of all construction activities, sub-contractors, and suppliers for project.
- b. Preparation of construction loan draws including monthly and final lien waivers.
- c. Coordinate construction scheduling and temporary resident relocation with Housing Catalyst staff.
- d. Obtain permits, inspections and certificates as required by City of Fort Collins building code, city planning requirements and regulations.
- e. Ensure compliance with Enterprise Green Communities criteria for moderate rehabilitation projects.
- f. Project is not subject to the Davis Bacon Act.

### **GUARANTEED MAXIMUM PRICE**

Housing Catalyst desires to negotiate contract conditions and terms with the selected GC using the AIA Document for a standard stipulated sum between Owner and General Contractor, plus applicable addenda. A competitive bid process will be conducted by the selected GC. A Guaranteed Maximum Price (GMP) will be established for the Project once the final design and scope of work have been established. Upon Housing Catalyst acceptance, the GMP will be incorporated into the Agreement.

For the purposes of accurately comparing proposals submitted to Housing Catalyst, fees to be included in each category are described below. The categorization of fees is not intended to exclude any services or costs customarily included in the General Conditions or General Requirements.

### **PRE-CONSTRUCTION SERVICES FEE**

The GC fee for pre-construction services shall be a Fixed Fee to be paid to the GC at the time the GMP is established. In the event the work of the GC is terminated for failure to agree upon a GMP, the fee shall be paid at time of termination of agreement for services. In the event that negotiations regarding a GMP do not result in a signed Agreement, any and all project documents, including but not limited to specifications, drawings, bid documents, surveys, plans, etc. developed for this project shall become the property of the Housing Catalyst.

### **CONSTRUCTION FEES**

For purposes of responding to the Request For Proposals (RFP), the General Contractor Fee and the General Conditions / General Requirement Fees shall be determined on a “percentage not-to-exceed fee” basis.

Once the GMP for the project is established, the percentage fees shall apply to the cost of work determined by accepted bids. The final GC Fees, General Conditions and General Requirement Fees shall be provided in an itemized breakdown to be included in the Schedule of Values as a line item amount. Specific items to include in each category are defined below:

### **1. General Contractor Fee**

- a. All items identified in Article 6.2 “Costs Not to be Reimbursed” of AIA Document A121 / GC.
- b. Scheduling during construction
- c. Accounting and payroll during construction
- d. Professional liability insurance
- e. Organization of and issuance to owner of all “As-Built Drawings” and Operating & Maintenance Manuals
- f. Mailing and shipping of shop drawings and samples
- g. Printing required by GC
- h. Equipment maintenance costs
- i. GC profit

### **2. General Conditions / General Requirements**

- a. Licenses
- b. Administration Project Management
- c. All insurance except Builders’ Risk and Professional Liability Insurance
- d. Insurance to cover contents / personal property of residents during scheduled work.
- e. Trash dumpsters
- f. Temporary Fencing
- g. Truck expenses
- h. Transportation & freight related to project materials
- i. Construction office
- j. Maintenance of record drawings
- k. General weekly clean-up labor costs
- l. Photographs
- m. Storage trailer
- n. Communications
- o. Printing of drawings
- p. Small tools & equipment
- q. Material deliveries
- r. Safety & OSHA monitoring
- s. General on-site Superintendent
- t. Job-site office equipment or supplies
- u. Temporary toilets
- v. Final job site cleanup costs

### **3. Builders’ Risk & Permit Fees**

The costs of Builders’ Risk Insurance and all permit fees shall be calculated outside of the General Contractor and General Conditions / General Requirements percentage fees. The cost of these items shall be determined at the time the GMP is established.

## **I. PROJECT INFORMATION**

811 East Myrtle SRO is located at 811 East Myrtle Street in Fort Collins, Colorado. The property includes 15 separate rooms, a dining area, living area plus an onsite manager's apartment all in one building. The building has five showers, four of which are shared and one is exclusive to the manager's apartment. There is a shared kitchen, dining and laundry area.

The building was constructed in 1950. A limited rehabilitation of the property was conducted in 2003. The proposed renovation project will include several improvements to the interior and exterior of the building plus site & landscaping.

The 811 East Myrtle SRO property includes four parking spaces at its south end in the alley. The building is approximately 7,465 square feet in size.

811 East Myrtle SRO is home to 15 individuals who will remain in their units as much as possible during construction.

### **Construction Scope**

The proposed construction project will include the following items:

#### **1. Site Improvements**

- a. Improved landscaping. New plants must include a minimum of 50% native or adaptive species
- b. Erosion and sedimentation control
- c. Irrigation system – must meet efficiency standards for City Green Code
- d. Remove white vinyl fence at north / front of property
- e. Install fencing as indicated on site plan on west side of property
- f. Repair existing concrete and add new walkways
- g. New site lighting – 120 volt and solar powered
- h. Trash enclosure that includes space for onsite recycling by residents
- i. Repair spalled concrete south parking lot
- j. Grill area and trash receptacle
- k. Sheltered area for bike parking
- l. Outdoor seating area
- m. Shade sail
- n. Site grading as required
- o. ADA ramp and railing at south parking lot
- p. Proposed exterior mailboxes

#### **2. Sewer Pipes**

- a. All interior and exterior sewer lines will be repaired or replaced from the building to the city main wastewater line.
- b. Further inspect interior lines to determine full scope of work needed.

### **3. Roofs & Gutters**

- a. Remove two swamp coolers
- b. Remove, replace and reroute exterior gas line
- c. Repair to soffit on east side

### **4. Building Interior**

- a. Upgrade fire alarm
- b. Repair and improve fire sprinkler system
- c. Install security cameras, WiFi and front door access control
- d. Install InstaKey system
- e. Install ADA opener at front entry door
- f. Install mini-split or PTAC systems to provide heat & air conditioning
- g. Replace boilers
- h. Abate asbestos in flooring
- i. Remove and replace acoustical ceiling tile
- j. Build new laundry area & install sink
- k. Sound control for washer & dryer
- l. Create computer room with two workstations
- m. Demo floor and build new manager office with interior window
- n. Remove water fountain

### **5. Building Exterior**

- a. Remove awning
- b. Remove and replace front door & sidelights
- c. Install new siding and board & batten
- d. Install six solar tubes
- e. Paint

### **6. Residential Units**

- a. Install new flooring
- b. Install new built-in drawers & cabinets
- c. Add new toilets & sinks
- d. Add small fridge
- e. Add ceiling fans / light combo
- f. Paint walls & trim
- g. Add kickplates
- h. New signage
- i. Paint doors

## **7. Manager Unit**

- a. Install new flooring
- b. Paint
- c. Add modular kitchenette
- d. Add 5" exhaust fan above kitchenette unit
- e. Add countertop & pantry
- f. Bathroom upgrade
- g. Replace ceiling
- h. Replace light fixtures
- i. Demo fireplace

## **8. Kitchen**

- a. Full remodel, ADA compliant with three prep stations
- b. Sheetrock ceiling
- c. Create one ADA prep station
- d. Add all new appliances
- e. Add one commercial fridge
- f. Build wall & door at boiler room
- g. Install kitchen hood
- h. Install lockers
- i. Replace light fixtures

## **9. Bathrooms**

- a. Demo FRP, install tile
- b. Reinstall grab bars
- c. Add new toilets
- d. Add floor drain and full tile shower #4
- e. Replace all shower valves
- f. Replace exhaust fans
- g. Replace light fixtures

## **10. Community Spaces & Hallways**

- a. Install four skylights (locations TBD)
- b. Remove wall between dining & kitchen
- c. Modify main hallway walls per plan for bench niches
- d. Remove some wood hand rails per plan

## **11. Additional Criteria**

- a. GC must commit to following a construction waste management plan that recycles a minimum of 45% of non-hazardous construction and demolition waste by weight through recycling, salvaging or diversion strategies.
- b. GC will ensure compliance with City of Fort Collins Green Building code.

Housing Catalyst expects the GC to carry a cost contingency of at least 10%, possibly higher depending on the financing requirements. Housing Catalyst intends to have the project completed before January, 2020.

### **Proposed Project Timeline**

<u>RFP Document Release</u>	<u>April 26, 2019</u>
<u>Walk Through / Site Visit</u>	<u>April 30, 2019</u>
<u>Written (clarifications) Questions Due</u>	<u>May 2, 2019</u>
<u>Written Responses Issued</u>	<u>May 7, 2019</u>
<b><u>Response Deadline</u></b>	<b><u>May 21, 2019 @ 1:00 p.m. MDT</u></b>
<u>Short List Announced</u>	<u>June 3, 2019</u>
<u>Interviews / Final Selection</u>	<u>June 6, 2019</u>
<u>Execute Contract</u>	<u>June 20, 2019</u>
<u>Design-Assist</u>	<u>July 11, 2019</u>
<u>Construction Documents</u>	<u>August 7, 2019</u>
<u>City Planning and Permitting</u>	<u>August 28, 2019</u>
<u>Prep Bid Package</u>	<u>September 19, 2019</u>
<u>Bids / Selection of Sub-Contractors</u>	<u>September 26, 2019</u>
<u>Final Budget Approval</u>	<u>October 2, 2019</u>
<u>Notice to Proceed</u>	<u>October 4, 2019</u>
<u>Construction Completed</u>	<u>January 2, 2020</u>

### **GREEN BUILDING**

An important goal of Housing Catalyst in this project is to incorporate as many sustainable building technologies and products as possible. The ideal GC will be familiar with the City of Fort Collins Green Building Codes, LEED or green building best practices. Where financially feasible the GC shall assist Housing Catalyst with implementing technologically sound strategies to conserve energy and surpass current norms for water conservation, waste management, recycling and the quality of the indoor environment (including quality of indoor air, light, acoustics and personal controllability of building systems). Housing Catalyst intends to partner with Energy Outreach Colorado to utilize strategies & rebates for lighting and other efficiency upgrades. Housing Catalyst does not intend to pursue LEED Certification, but will require that the selected GC fully explore energy efficiency, green strategies and adhere to LEED practices whenever possible for this project.

Specific objectives may include but are not limited to:

- Waste reduction: building material reuse, job site recycling, and efficient use of materials.
- Energy efficiency: efficient thermal envelopes, efficient space and water heating, lighting, controls and monitoring.
- Materials and resources:
  - Recycled-content materials
  - FSC-certified woods
  - Use of safe, low-toxic materials, such as alternatives to CCA-treated wood, low VOC paints etc.
- Ensure high quality of the indoor environmental quality, address pollution reduction, and thermal comfort.



## II. SUBMITTAL REQUIREMENTS

Please submit a sealed response by May 21st, 2019 @ 1:00pm MDT. At a minimum, responses should include the following items in the following order.

1. **Cover Letter** including a contact name, contact title, mailing address, phone number and email address.
2. **Description of the firm's key personnel** to be assigned to the project. Provide names and resumes of persons including specific project experience for estimating services, project management, and field management that would be assigned for the project.
3. **Summary of Relevant Experience.** Provide a summary of similar projects completed by the team (or by individuals on the team). Summary should include project name, project address, brief project description, date of project, project budget.
  - a. Provide specific experience with tenant in place rehabilitation projects.
  - b. Provide a list of all multi-family projects completed in the past three years in Colorado.
  - c. Provide information on the firm's experience with Low Income Housing Tax Credit Projects.
  - d. Provide information and background working with the City of Fort Collins building code and permitting process.
4. **Current Projects.** Provide a list and value of the firm's current projects under construction or pre-construction and the firm's targeted gross construction revenue for the next two years.
5. **Legal.** If firm has been involved in a legal dispute involving construction or design defect in the last three years, please provide details.
6. **Contractor's Qualification Statement.** Please provide a current AIA A305.
7. **References.** Provide names and telephone numbers of persons whom Housing Catalyst can contact for references regarding the firm's past performance, preferably on similar projects.
8. **Cost Proposal.** Please complete Exhibit 1

The information submitted will provide the basis for selection. Responses will be scored based on evaluation criteria outlined below.

Please provide six (6) hard copies of the Response and one (1) electronic copy to:

Housing Catalyst  
1715 West Mountain Avenue  
Fort Collins, CO 80521  
Attention: Nick D. Benson  
RE: 811 East Myrtle SRO

Rehabilitation Email:  
[nbenson@housingcatalyst.com](mailto:nbenson@housingcatalyst.com)

1. Please submit any and all questions in writing to [nbenson@housingcatalyst.com](mailto:nbenson@housingcatalyst.com) by May 2, 2019 at 5:00p.m MDT. Any substantive clarifications requested by one Respondent shall be shared with all known potential Respondents.

### III. SELECTION PROCESS

Responses will be reviewed by an Evaluation Committee based only on the criteria stated herein. Respondents rated the highest according to the evaluation criteria will be invited to interview with the committee members. Housing Catalyst reserves the right to reject any or all Responses, to waive irregularities and technicalities, re-issue the RFP or to proceed to provide services in any other manner deemed to be in the best interest of Housing Catalyst.

Factors to be used in evaluation of Responses will include, but shall not be limited to the Respondent's:

1. Capacity & experience in similar projects. (0-25 points)
2. Proposal for calculation of fees and cost reductions. (0-25 points)
3. Performance record. (0-20 points)
4. Readiness to proceed with scope of work. (0-20 points)
5. Demonstrated project understanding. (0-10 points)

### INTERVIEW GUIDELINES

Housing Catalyst will invite high scoring Respondents to interview with the Evaluation Committee and will request the following information during the interview:

1. Superintendent and Project Manager attend the interview.
2. Describe the firm's experience with similar rehabilitation projects with construction while tenants remain in place.
3. Identify key personnel to be assigned to project.
4. Provide information on experience incorporating sustainable practices in building renovation and addition construction.
5. Discuss method of calculating General Contractor Fees, General Conditions / Requirement fees, and Cost Reduction Incentive Proposal.
6. Discuss references from owners, architects and companies or agencies for which the

firm has managed and constructed similar projects.

7. Discuss how the firm will carry out the work from the design-assist phase to completion of the project and proposed timing of the project.

### **Minority and Women Owned Business Enterprises**

Housing Catalyst requires all feasible efforts be made to ensure that small and minority-owned businesses, women's business enterprises, and other individuals or firms located in or owned in substantial part by persons residing in the area of the Project are employed when possible.

Respondents submitting Responses are encouraged to subcontract portions of the contract to firms owned and controlled by socially or economically disadvantaged individuals. If the Respondent intends to do so, include the names of the proposed subcontracting firms in the Response.

### **Definitions**

**Small business** is defined as a business that is: independently owned; not dominant in its field of operation; and not an affiliate or subsidiary of a business dominant in its field of operation. The size standards in 13 CFR part 121 shall be used to determine business size.

**Minority-owned business** is defined as a business which is at least 51% owned by one or more minority group members; or, in the case of a publicly owned business, one in which at least 51% of its voting stock is owned by one or more minority group members, and whose management and daily business operations are controlled by one or more such individuals. Minority group members include but are not limited to Black Americans, Hispanic Americans, Native Americans, Asian Pacific Americans, Asian Indian Americans, and Hasidic Jewish Americans.

## **IV. GENERAL INFORMATION**

- a. Submittal rejection: Housing Catalyst has the right to reject any and all Responses or waive any irregularities therein if it is found to be in the best interest of Housing Catalyst. Submittals not received by the deadline are ineligible for consideration and will not be opened. Housing Catalyst may change the deadline at any time in order to assure adequate review of the Responses.
- b. Contract and Method of Payment: The final form of contract and scope of work will be negotiated between Housing Catalyst and the top ranked Respondent after the selection process is completed. Invoices with proper documentation will be submitted on a monthly basis.
- c. Limitation of Liability: Housing Catalyst assumes no liability for costs incurred by Respondents in responding to this RFP or interview process. All Responses become a matter of public record upon submission.
- d. Insurance Requirements:
  - i. **Comprehensive General Liability:** Insurance coverage including premises liability and/or operations; independent contractors; products and completed operations and contractual liability. Coverage that protects the contractor from claims for all

damages whatsoever, including damages for care and loss of services arising out of bodily injury, sickness or disease including death and/or damage to property of others which may arise from and during operations under the contract whether such operations be by the contractor or any sub-contractor or anyone directly or indirectly employed by either of them.

1. Minimum Limit per Occurrence: \$1,000,000
2. Minimum Aggregate Limit: \$2,000,000
3. Housing Catalyst and affiliates to be named as additional insured.

ii. **Workers Compensation and Employers Liability:** Insurance covering all employees and owners performing work or providing services meeting statutory limits in compliance with the Colorado Workers' Compensation Act and applicable federal laws.

1. Minimum Limit:
  - a. Each Accident \$100,000
  - b. Disease Policy Limit \$500,000
  - c. Disease each employee \$100,000

iii. **Business Automobile Liability:** Insurance covering owned vehicles, hired and non-owned vehicles and employee non-ownership.

Minimum Limit per Occurrence: \$1,000,000  
Combined Single Limit

iv. **Professional Liability E&O:** Insurance covering financial loss caused by negligence, malpractice or misrepresentation by professional service providers.

1. Minimum Per Claim Limit: \$1,000,000
2. Minimum Aggregate Limit: \$1,000,000

Housing Catalyst shall be named as additional insured and listed as certificate holder where applicable. Housing Catalyst reserves the right to require additional or different insurance coverage's from any Vendor or Contractor that provides services to the Housing Catalyst if, in the sole discretion of the Housing Catalyst, additional or different insurance is in the best interest of the Housing Catalyst or its affiliates for this project.

e. Federal Fair Housing Laws. Housing Catalyst does business in accordance with the Federal Fair Housing Law (The Fair Housing Amendments Act of 1988). It is illegal to discriminate against any person because of race, color, religion, sex, handicap, family status, national origin, or sexual orientation.

### **Contractor Responsibility**

Housing Catalyst shall not award any contract until the selected Respondent has been determined to be responsible. A responsible Respondent must:

1. Have adequate financial resources to perform the contract, or the ability to obtain them.
2. Be able to comply with the required or proposed delivery or performance schedule, taking into consideration the Respondent's existing commercial and governmental business commitments.
3. Have a satisfactory performance record.
4. Have a satisfactory record of integrity and business ethics.
5. Have the necessary organizational and operational controls, experience, accounting and technical skills, or the ability to obtain them.
6. Have the necessary production, construction, and technical equipment and facilities, or the ability to obtain them.
7. Be otherwise qualified and eligible to receive an award under applicable laws and regulations, including not being suspended, debarred or under a HUD-imposed LDP.
8. Prohibit employment of illegal aliens.

Pursuant to Section 8-17.5-101 C.R.S. et. Seq., the contract with the selected Respondent will contain the following provisions:

Contractor must represent and agree that as of the date of the Agreement:

- a. Contractor does not knowingly employ or contract with any illegal alien or knowingly enter into a contract with a subcontractor that fails to certify that they shall not knowingly employ or contract with an illegal alien; and
- b. Contractor has participated in or attempted to participate in the basic pilot employment verification program created in Public Law 208, 104<sup>th</sup> Congress as amended in order to verify that Contractor does not employ any illegal aliens.

### **Housing Catalyst Reservation of Rights**

1. Housing Catalyst reserves the right to reject any or all Responses, to waive any informality in the RFP process, or to terminate the RFP process at any time, if deemed by Housing Catalyst to be in its best interest.
2. Housing Catalyst reserves the right not to award a contract pursuant to this RFP.
3. Housing Catalyst reserves the right to terminate a contract awarded pursuant to this RFP, at any time for its convenience upon 10 days written notice to the successful Respondent.
4. Housing Catalyst reserves the right to inspect work at any time during the ongoing work.
5. Housing Catalyst reserves the right to determine the days, hours and locations that the selected Respondent shall provide the services called for in this RFP.
6. Housing Catalyst reserves the right to retain all Responses submitted and not permit withdrawal for a period of 60 days subsequent to the deadline for receiving Responses without the written consent of Housing Catalyst.
7. Housing Catalyst reserves the right to negotiate the fees proposed by selected Respondent.
8. Housing Catalyst reserves the right to reject and not consider any Response that does not meet the requirements of this RFP, including but not limited to incomplete Responses and/or Responses offering alternate or non-requested services.

9. Housing Catalyst shall have no obligation to compensate any Respondent for any costs incurred in responding to this RFP.
10. Housing Catalyst shall reserve the right to any time during the RFP or contract process to prohibit any further participation by a Respondent or reject any response submitted that does not conform to any of the requirements detailed herein.

Please submit a signed original of the following document to the Fort Collins Housing Authority with proposal.

Respondents shall complete all items listed in the proposal requirements listed above. Respondents may add information for purposes of clarification, qualification or exception to the proposal on separately attached sheets. The Respondent, by submitting this proposal, does hereby accept that changes to exhibits provided in the RFP, which do not materially affect the Respondent, shall not be cause for withdrawal or modifications of the amounts and percentages submitted herein.

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Upon due consideration and review of the Request for Proposals, I/We do hereby submit the following proposal for providing services as the General Contractor for the Fort Collins Housing, Authority Project as defined in RFP document:

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Exhibit 1

**HOUSING CATALYST 811 EAST MYRTLE SRO REHABILITATION PROPOSAL**

**COST PROPOSAL FOR SERVICES AND FEES. TOTAL PROJECT ESTIMATED COST \$750,000**

Pre-Construction Services Fixed Fee:

\_\_\_\_\_ DOLLARS (\$ \_\_\_\_\_)

General Requirements & General Conditions Fees \_\_\_\_\_%

General Contractor Profit & Overhead Fees \_\_\_\_\_%

Change Order Fees \_\_\_\_\_%

Performance Bond Rate \_\_\_\_\_%

Respectfully submitted:

\_\_\_\_\_, 2019

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

(Corporate Seal)

\_\_\_\_\_  
Address

\_\_\_\_\_  
Attest