



E-Mail: mwright@bahelpinghand.org
827 W. McKennie Ave
Nashville, TN 37206
Main 615.227.6000 Fax 615.290.5298

Re: Request for Quote for Affordable Home - Rehab

Be a Helping Hand Foundation (BAHMF) is soliciting a proposal from qualified Contractors for rehab construction on a single family home as part of an affordable housing project for low to moderate income residents in Nashville/Davidson County.

The organization is soliciting requests for quotes in order to select a contractor to rehab an existing single dwelling home at 4162 Bobwhite Dr. beginning September 1, 2011. A Request for Quote (RFQ) package can be requested via email: mwright@bahelpinghand.org or can be mailed; please supply mailing address. There will not be a pre-bid question and answer session for potential contractors. All questions must be submitted in writing by September 13, 2011. Potential contractors will have full access to the property by way of lockbox, code 9182. Proposals will be received until 1:30 p.m. via email or postal, Central Standard Time, on September 23, 2011 at BAHMF's office, 827 W. McKennie Ave., Nashville, TN.

The criteria for evaluating these proposals will be based on the items set forth in the Request for Quote. An award will be granted to the individual, which in the judgment of BAHMF, best meets the current need of the organization's affordable housing program goals. Additionally, other requirements that may be imposed by any of the grantors or financing institution(s) will be considered in the decision. BAHMF reserves the right to reject any quote and/or waive any informality in the solicitation process.

Sincerely,

Mark A. Wright

Mark A. Wright
Executive Director

**REQUEST FOR QUOTES (RFQ)
#2011-02
WITH
QUALIFICATIONS-BASED
SELECTION (QBS)**

**CONTRACTOR/
REHAB CONSTRUCTION
AFFORDABLE HOME PROJECT**

September 1, 2011

**An Equal Opportunity Employer
*An Equal Housing Provider***

TABLE OF CONTENTS

<u>SECTION</u>	<u>PAGE</u>
INVITATION	3
QUESTIONS	3
BACKGROUND	3
TASK REQUIREMENTS	3
SCOPE OF SERVICES	3-6
SUBMISSION REQUIREMENTS	6-7
INSURANCE REQUIREMENTS.....	7
SUBCONTRACTORS	7
EVALUATION PROCESS	7
EVALUATION CRITERIA	7-8
DEBARRED STATEMENT	8
CONTRACT PERIOD.....	8
AWARD OF CONTRACT.....	8
CONTENTS OF PROPOSAL	8
ACCEPTANCE OF PROPOSALS	8

Be a Helping Hand Foundation (BAHMF) is soliciting quotes from qualified Contractors to provide Rehab Construction Services for one existing single family home. The contractor selected will provide Rehab Construction for 4162 Bobwhite Dr. located in Nashville Tennessee. BAHMF may use various sources of funding and any other funds that become available to the organization, including in-kind donations.

TYPE OF PROJECT: Serve as Contractor for Rehab Construction of a low-income home.

DATE ISSUED: September 1, 2011

CONTACT PERSON: Mark A. Wright, Project Coordinator
PHONE: (615) 227-6000 FAX: (615) 290-5298
Email: mwright@bahelpinghand.org

SUBMISSION DEADLINE: September 23, 2011 @ 1:30 p.m. (Central Standard Time)

SUBMISSION ADDRESS: Be a Helping Hand Foundation
827 W. McKennie Ave.
Nashville, TN 37206

QUESTIONS: All questions **MUST** be in writing and submitted by 12:00 NOON on September 13, 2011 to Mark Wright, Project Coordinator. Failure to acknowledge any issued amendments to this solicitation may deem the offer non-responsive.

BACKGROUND:

- ❖ BAHMF is a non-profit organization in Nashville, TN and a provider of affordable housing services including skill trade training, housing development and affordable rental housing.
- ❖ BAHMF is interested in New Construction and Rehabilitation of housing in Davidson County for homeownership and affordable rental opportunities.
- ❖ BAHMF was awarded affordable housing project grants from Metropolitan Housing Development Agency and Tennessee Housing Development Agency to be used for the acquisition, new and rehab construction of single family dwelling homes in Nashville.

TASK REQUIREMENTS: Rehab construction of existing single family dwellings.

SCOPE OF SERVICES: Qualified licensed contractors are hereby invited to submit a quote to BAHMF for rehab construction services. BAHMF intends to enter into negotiations with a qualified Contractor to furnish materials and labor for rehab of an existing single dwelling home.

Services to be included, but are not limited to, the following:

- ◆ Power wash entire house
- ◆ Repair and replace gutters where needed
- ◆ Grade around house (see home inspection)
- ◆ Repair brick front porch and seal where leakage is occurring (see home inspection)
- ◆ Remove stone from porch and replace with poured concrete
- ◆ OPTION: Complete demolition of front porch and re-build
- ◆ Replace front railing for both steps and porch with wrought iron
- ◆ Replace control knob on exterior faucet
- ◆ Repair front left side fascia
- ◆ Roof entire house (tear off)
- ◆ Seal and re-insulate HVAC ductwork where needed
- ◆ Replace window glass or sash (see home inspection)
- ◆ Replace window screens –where needed
- ◆ Paint rear of home –block only (will provide paint)
- ◆ Paint entire interior of home (will provide paint)
- ◆ Replace rotten door in basement (see home inspection)
- ◆ Remove all decorative glass mirrors in basement
- ◆ Remove/demo bar and repair drywall in basement as needed
- ◆ Replace all entry doors and hardware to bedroom; replace with 6 panel hollow core doors and new hardware
- ◆ Repair all bi-fold doors in bedrooms as needed
- ◆ Replace baseboards in bedrooms as needed
- ◆ Remove all carpeting and pad in entire house and replace
- ◆ Replace vinyl flooring in kitchen; repair underlayment as needed
- ◆ Replace cabinets, countertop and back splash in kitchen
- ◆ Remove serving Island and replace damage drywall and create cased opening to dining/ breakfast nook
- ◆ Replace toilet and paint vanity cabinet
- ◆ Resurface tub
- ◆ Repair ceramic tile as needed in bathrooms and paint
- ◆ Repair electrical service mast, kitchen lighting, and panel box as noted in Home Inspection (see home inspection)
- ◆ Provide other repairs not mentioned in this list in accordance with the Home inspection (see home inspection)

NOTE: PLEASEE SEE ATTACHED HOME INSPECTION

The Contractor shall be experienced in all aspects of renovation of residential construction, site development, utilities (water, sewer, gas, electric, etc.), and new construction activities, as necessary.

It is the responsibility of the Contractor to ensure that all services are performed using prudent planning, qualified subcontractors, and building practices in accordance with the latest building codes and regulations and any other applicable standards, including HUD standards.

It is the intent of BAHHF that the Contractor will begin upon execution of a contract and issuance of a Notice to Proceed. A Notice to Proceed shall be issued authorizing the firm to begin once an agreement has been reached on the services to be performed.

BAHHF and the Contractor will mutually agree upon the work schedule for the project. Failure to complete the scope of work/task on schedule may be cause for termination of the contract and/or penalties for each day beyond project deadline.

Contractor must maintain copies of all documents pertaining to project for a period of four (4) years from the date of completion of the project.

An expedient implementation of this project is required and only Contractors who demonstrate an ability to perform under tight schedules shall be considered for this project.

SUBMISSION REQUIREMENTS: Submit **one (1) original and three (3) copies** of the proposal, dated and signed by an official of the company. Show on the proposal firm's or individual's federal identification or Social Security number, whichever is applicable, and correct mailing address.

The following forms **MUST** be completed and submitted with the proposal documents. Failure to complete and submit **ALL** of the forms **MAY** render the proposal non-responsive and subject to disqualification. Please **tab** and **submit** documents/information in the following order:

- A letter of interest
- "Statement of Qualifications" form (form enclosed)
- "Eligibility Certification" form (form enclosed)
- Evidence of the Contractor's ability to perform all line items
- Statement showing current contracts as to size, type, and anticipated completion date
- Proof of Tennessee license/registration
- Proof of Bonding, General Liability Insurance & Workman's Compensation Insurance
- Statement regarding knowledge of local building codes
- Where applicable, statement regarding contractor's disadvantage status
- Contact person for the Contractor
- Three (3) references of previous work similar to this project and shows company name, contact person, address, phone and fax number, email address, and if available, and type of work performed, **include letters of reference.**

All of the above information **MUST** be submitted with the proposal. This list does not include other submittals that may be required. **Please read this RFQ document fully and carefully.**

Quotes must include a full description of all proposed services. If the submitting contractor is not proposing complete services as requested in this proposal, be very specific as to what is and is not included. All assumptions concerning BAHHF's involvement should be stated. All exceptions to the RFQ should be noted in the submittal. Unique services should be clearly defined. The assumption should be made by all contractors that their original quote may be their only opportunity to present their services and qualifications, and therefore should be as comprehensive as possible. **It is BAHHF's intent to make this RFQ a part of the contract.**

Quotes must be submitted by mail, fax or email. If mailed the quote must be in a *sealed envelope* that shows the company's name and address, and **clearly** written on the outside of the sealed envelope must be the words "**Contractor/Rehab 4162 Bobwhite Dr.**", **RFQ #2011-02 – DEADLINE September 23, 2011**". If emailed or faxed the words "**Contractor/Rehab 4162 Bobwhite Dr.**", **RFQ #2011-02 – DEADLINE September 23, 2011**" must be in the subject line.

Submittals received after deadline date and time will be determined unacceptable and remain unopened. **Submittals are not publicly opened. No facsimile will be accepted.**

BAHHF is not liable for any costs incurred by the contractor prior to issuance of a contract. The contractor shall wholly absorb all costs incurred in the preparation and presentation of the proposal.

The contractor may be requested to submit recent financial statements prior to final selection to be used as a basis to ascertain financial viability. These may be optionally included in proposal package.

BACKGROUND CHECK REQUIREMENTS: Contractor will be required to give approval for background check and credit check.

INSURANCE REQUIREMENTS: Contractor will be required to furnish at the time of contract signing proof of general liability insurance minimum coverage of \$1,000,000 per occurrence and workers compensation coverage. Coverage must be kept current and **the appropriate financing institution** is to be named as additional insured.

SUBCONTRACTORS: The name of any subcontractor who your company is interested in subcontracting with on this project must be included in the proposal. **All subcontractors must meet the same requirements as the contractor (i.e. general liability, workman's comp, etc.).**

EVALUATION PROCESS: The following procedures will be followed for the evaluation:

- ❖ A three-member evaluation committee is formed.
- ❖ All submittals are evaluated individually on qualifications and experience of the proposer. The evaluation will consist of a qualitative review of the proposal to determine how it meets the minimum requirements.
- ❖ The committee will select those submittals determined to be within the competitive range.
- ❖ The BAHHF reserves the right to make an award based solely on the proposal or to negotiate further with one or more proposers. BAHHF may reject any and all proposals at its discretion.
- ❖ The BAHHF may request that proposers whose submittals are in the competitive range make oral presentations concerning their qualifications to the BAHHF's Evaluation Committee. Presentations will be scheduled by BAHHF on an individual basis.
- ❖ Negotiation of a reasonable price for the intended scope of work as it is assigned will be held with selected firm.

EVALUATION CRITERIA: BAHHF intends to use the following criteria to evaluate all submissions:

1. Evidence of contractor’s ability to perform the work, as evidenced by profiles of the principals’ and staff’s professional and technical competence, experience and facilities.
(0-15 Points)
2. Capability to provide professional services in a timely manner.
(0-15 Points)
3. Past performance in terms of cost control, quality of work and compliance with performance schedules.
(0-15 Points)
4. Price **(0-35 Points)**
5. Knowledge of local building codes. **(0-10 Points)**
6. General response to this Request for Proposals. **(0-10 Points)**

REVOKED LICENSE: The contractor must submit a certified statement that the licensing agent license has not been revoked, suspended, or otherwise prohibited from being licensed by any Federal, State, or Local Agency. Failure to provide this information precludes further consideration.

CONTRACT PERIOD: Contract shall commence from issuance of Notice to Proceed and run until completed –no more than 90 days. The contract will be performance based and failure to perform in a manner acceptable to BAHHF will be grounds for termination of the contract. The timeframe on each assigned project will be contingent upon the type of work involved.

AWARD OF CONTRACT: BAHHF intends to make the award to the responsible Contractor that offers services most advantageous to the organization.

The Contractor to whom the award is made will be notified at the earliest practical date. Unsuccessful contractors will also be notified. BAHHF contemplates the award of a firm fixed price, level of effort type contract resulting from this solicitation. The agreement will be placed in writing, by BAHHF.

This solicitation consists of the following documents:

RFQ w/QBS Selection #2011-02	8 pages
Statement of Qualifications	2 pages
Eligibility Statement	1 page
Home Inspection Report	14 pages

ACCEPTANCE OF QUOTE: Once the Quotes have been evaluated and ranked, BAHHF will use the contract negotiation process to obtain the most highly qualified contractor at a fair and reasonable price. The proposed contract(s) will be approved by the board of BAHHF.

Mark A. Wright, Ex. Dir.
Mark A. Wright, Executive Director

**Be a Helping Hand Foundation
REQUEST FOR QUOTE #2011-02**

**Contractor/New Services
STATEMENT OF QUALIFICATIONS**

Each contractor submitting a proposal **MUST** answer the following questions and return this form with their submittal. THIS IS A PART OF THE REQUEST FOR QUOTE PACKAGE. Failure to complete and return this form may be regarded as justification for rejecting the contractor's proposal. Attach additional sheets if necessary.

- (1) NAME OF PERSON COMPLETING FORM _____
- (2) BUSINESS ADDRESS _____
- (3) MAILING ADDRESS _____
- (4) FEDERAL IDENTIFICATION and/or SOCIAL SECURITY NO. _____
- (5) NAMES/TITLES OF FIRM'S PRINCIPALS: _____
- (6) WHEN ORGANIZED: _____
- (7) INCORPORATED? _____ IF YES, WHAT STATE & WHEN? _____
- (8) HOW MANY YEARS HAVE YOU BEEN ENGAGED IN PROVIDING THESE TYPE SERVICES UNDER THE PRESENT COMPANY NAME _____
- (9) HAVE YOU DONE THIS TYPE SERVICE UNDER ANY OTHER NAME? _____ IF YES, GIVE NAME: _____
- (10) DESCRIBE CURRENT CONTRACTS, LISTING TYPE OF WORK PERFORMED, DATES OF CONTRACT, COMPANY NAME, ADDRESS, TELEPHONE NO., EMAIL ADDRESS & CONTRACT NAME: _____

- (11) NUMBER OF SUBCONTRACTORS? _____ TRADES? _____

(12) EQUIPMENT OWNED & TO BE USED IN THIS CONTRACT: _____

(13) EXPLAIN YOUR INTEREST IN THIS CONTRACT AND WHAT KNOWLEDGE, SKILLS, ABILITIES, AND EXPERIENCES QUALIFY YOU FOR THIS CONTRACT:

(14) Please select one or more of the following certifications:

DBE MBE WBE Disable Veteran 8(a) HUBZone

If you possess one of the above certifications please provide certificate and date of certification

ARE THERE ANY ATTACHMENTS TO THIS DOCUMENT? NO YES _____ Pages

TO THE BEST OF MY KNOWLEDGE, I CERTIFY THAT THE INFORMATION SUBMITTED ON THIS FORM AND ANY ATTACHMENT THERETO IS TRUE AND CORRECT.

COMPANY NAME

COMPLETED BY

SIGNATURE & DATE

PHONE NUMBER

FAX NUMBER

EMAIL

BE A HELPING HAND FOUNDATION
REQUEST FOR PROPOSAL #2011-02

CONTRACTOR – NEW SERVICES

ELIGIBILITY CERTIFICATION

By my signature below, I certify that _____

{Company Name}

is eligible to receive awards from the United States government and therefore, to the best of my knowledge is **not** on any lists provided by the United States government of contractors that are debarred or ineligible to receive awards from the United States government.

BY: _____
(Signature)

WRITTEN NAME: _____

TITLE: _____

SWORN TO AND SUBSCRIBED BEFORE ME on this the ____ day of _____, 2011.

NOTARY PUBLIC

My commission expires:

(seal)



ARCHER

HOME INSPECTION

& ENVIRONMENTAL SERVICES, INC.



An inspection of the home at 4162 Bobwhite Drive in Nashville was conducted on August 18, 2011. All major components of the home were inspected. Major components include: roof, framing, foundation, electric, plumbing, and heating and air. The weather conditions at the time of the inspection were partly cloudy with temperatures in the 90s. The homebuyer was not present at the time of the inspection. The repair list begins on the following page. We recommend that licensed or qualified professionals make all repairs.

- The shingles have reached the end of their life expectancy and need to be replaced.

Damage was noted to the roof, soffit, and gutter at the front left corner of the home. Repairs are needed to prevent water from entering this area. I recommend tarping the area off until the repairs are made.



The electrical service mast is bent. Apparently a tree fell on the electrical line and pulled the mast toward the road.



I recommend adding dirt against the exterior walls of the home. The dirt should be sloped away from the home to help direct water away from the home. A good rule of thumb is to have 6-inches of fall in the first 10-feet from the exterior wall of the home. Elevated moisture levels were detected on the right foundation wall and front foundation wall in the basement.



A large crack was noted at the front porch. The crack runs from the front wall of the porch across the surface of the porch.

The stone pieces on the surface of the front porch are loose.

The railing at the front porch steps is loose.



Water is entering the basement around the front porch. Some of the water is seeping through the block due to the exterior grading. Water is also running in through the crack on the surface of the front porch.



The door to the basement closet below the front porch is rotted and the hinges are rusted due to water entering through the front porch.



Broken glass was noted at the top sash of the left front living room window.



Spliced wires were noted at the ceiling lights in the kitchen. I recommend having a licensed electrician check the lights to make sure they were properly installed. The splices should be enclosed in a junction box.



- Loose wires were noted at the front left corner of the basement. The wires are coming out of the basement wall.
- I recommend having a licensed electrician look the electrical panel over. Several minor repairs are needed inside the panel.

The kitchen counter tops are in poor condition.



- The floor coverings in the home are in poor condition.
- A hairline crack was noted in the hall bathroom floor tile. This is fairly typical with ceramic tiles installed over wood flooring.
- Several broken acoustic tile pieces were noted in the basement ceiling.

A couple areas of drywall damage were noted in the basement area.



- Several of the baseboard heaters have missing parts or are bent. These heaters can be a fire hazard if they are not functioning properly. Once it is determined that the HVAC unit is functioning properly I would have the baseboard heaters removed.

The control knob to the rear exterior faucet is missing.



The fence gate on the left side of the home is missing.



For a more in depth look at the report see the pages that follow. If you have any questions concerning this report please feel free to call me at 804-2722 and leave a message. Thank you for the business.

For an additional fee, Archer Home Inspection will conduct a follow-up inspection to insure that the items listed above have been properly addressed. To schedule a re-inspection, call (615) 804-2722 once repairs have been made.

EXTERIOR OBSERVATIONS

Driveway- The driveway is concrete.

Sidewalks- The sidewalks are exposed aggregate concrete.

Deck- N/A

Patio- N/A

Porch- The front porch is concrete. The surface of the porch is covered with concrete. The front porch has a brick face and stairs. The handrails are wrought iron.



Walls- The exterior walls of the home are predominantly covered with brick. Small areas of vinyl siding were noted in the gables.

Trim- The trim on the house is wood. The trim is wrapped in a combination of vinyl and metal. Soffit ventilation was noted in the overhangs.

Windows- Single-hung wood windows were noted throughout the home. The windows are single paned with storm windows on the exterior.

Gutters / Downspouts- 4-inch aluminum gutters and downspouts were noted on the home.

Drainage / Grade- The drainage and grade were both checked.

Roof- The roof is covered with composite shingles. The roof is ventilated adequately by soffit, metal roof, and gable vents.

Exterior Doors- All exterior doors and hardware were inspected. A combination of metal and composite exterior doors was noted.

Retainer Walls- N/A

Fencing- Pressure treated wood privacy fencing was noted around the perimeter of the backyard.



ATTIC OBSERVATIONS

Rafters- 2x4 roof trusses on 24-inch centers were used in framing the roof system.

Insulation- Blown and loose cellulose insulation was used in the attic area.

Ventilation- Soffit, metal roof, and gable vents serve as ventilation in the attic.

Access- The attic is accessed through a small ceiling opening in the hall bathroom closet.

Comments- Water stains were observed in the decking in the attic. No wood moisture could be detected in the wood at the time of the inspection.



BASEMENT OBSERVATIONS

Evidence of Water- Moisture readings were taken on the foundation walls of the basement. Elevated moisture levels were detected in the front and right side foundation walls.

Foundation Walls- The foundation walls are constructed of 8-inch and 12-inch concrete blocks.

Joists / Girders / Supports- 2x8 floor joists on 16-inch centers along with triple 2x10 girders were used in framing the floor system. The floor system is supported by steel posts and load bearing walls.



Comments- The basement area is finished living space. Acoustic ceiling tiles were used in portions of the basement. I removed a lot of the ceiling tiles to observe the floor system above.

ELECTRICAL OBSERVATIONS

Electricity (Service, Outlets, Switches)- The service feeding the home is above ground. It is approximately 200 amps @ 120/240 volts. The main electrical disconnect is located in the electrical panel in the basement. Overload protection is provided by breakers. It is recommended that the breaker panel be adequately labeled. In case of an emergency you should familiarize yourself with this panel.



Smoke detectors were noted throughout the home.

Carbon Monoxide detectors are recommended in any home where gas appliances are present.



Comments- The electric meter has been removed. Therefore I was unable to test outlets and switches.

PLUMBING OBSERVATIONS

Plumbing- The home is supplied with city water. The waste lines appear to be connected to a sewer system. All readily accessible plumbing pipes throughout the home, including supply and drain lines, were inspected. Copper supply lines were noted along with steel ductile and PVC drain lines.



Water Heater- The water heater was manufactured by Whirlpool in 2009. The tank is located in the garage. It is an electric water heater with a 40-gallon tank. A relief valve and cold water shut-off were noted. These are important for safety reasons.



Comments- The water was turned off at the time of the inspection.

HEATING AND AIR OBSERVATIONS

The heating and air unit was manufactured by Goodman Manufacturing Company in 2009. It is a 3.5-ton electric packaged unit. The unit supplies the home with electric heating and cooling. This unit is adequately sized for the amount of square footage it is heating and cooling. This unit is also equipped with a heat pump. A heat pump is basically a compressor-cycle air conditioning system that can operate in reverse. As long as the unit is functioning properly in either the heating or cooling mode, it is a good indication that the major components (compressor, fan, and coils) are functioning properly. Adequate airflow is important to the efficiency of these units; filters should be kept clean. The service disconnect is located above the unit on the exterior wall of the home.



Comments- I was unable to test the HVAC because the electric was not turned on.

BATHROOMS / KITCHENS / UTILITY OBSERVATIONS

Plumbing- All plumbing pipes throughout the home, including supply and drain lines, were inspected. Copper supply lines were noted along with steel ductile and PVC drain lines. All lines are checked for adequate drainage, temperature, and water pressure. The plumbing fixtures were also inspected. Water quality was not tested.

Electric- N/A

Floor Coverings- The floors in these rooms are covered with linoleum and tile.

Walls / Ceilings- Minor drywall imperfections were not overlooked, but are to be expected and therefore not mentioned in this report.

Windows- Single-hung wood windows were noted throughout the home. Storm windows were noted on the exterior.

Heating / Air- N/A

Appliances- N/A

Comments- Broken seals at windows and doors may not show up during the inspection. The amount of moisture between the panes varies greatly depending on the difference between indoor and outdoor temperatures and humidity levels. We look for broken seals but make no guarantees that we will detect every one.

ROOMS OBSERVATIONS

Walls / Ceilings- No drywall damage was noted in these rooms. Minor drywall imperfections were not overlooked, but are to be expected and therefore not mentioned in this report.

Floor Coverings- The floors in these rooms are covered with carpet.

Electric- N/A

Windows- Single-hung wood windows were noted throughout the home. Storm windows were noted on the exterior.

Heating / Air- N/A

Fireplace- N/A



Comments- Broken seals at windows and doors may not show up during the inspection. The amount of moisture between the panes varies greatly depending on the difference between indoor and outdoor temperatures and humidity levels. We look for broken seals but make no guarantees that we will detect every one.