Re: Request for Quote for Affordable Home - New Construction

Be a Helping Hand Foundation (BAHHF) is soliciting a proposal from qualified Contractors for new 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 construct a new single dwelling home at 1701 Underwood St beginning March 15, 2011. A Request for Quote (RFQ) package can be requested via email: mwright@bahelpinghand.org or can be mailed; please supply mailing address. A question and answer session is scheduled for Tuesday, February 15, 2011 from 9 - 10 AM for potential contractors at BAHHF’s office, 827 W. McKennie Ave., Nashville, TN. Proposals will be received until 1:30 p.m., Central Standard Time, on February 24, 2011 at BAHHF’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 BAHHF, 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. BAHHF reserves the right to reject any quote and/or waive any informality in the solicitation process.

Sincerely,

Mark A. Wright
Executive Director
REQUEST FOR QUOTES (RFQ)  
#2011-01  
WITH  
QUALIFICATIONS-BASED SELECTION (QBS)  

CONTRACTOR/  
NEW CONSTRUCTION OF AFFORDABLE HOME PROJECT  

February 1, 2011  

An Equal Opportunity Employer  
An Equal Housing Provider
# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>SECTION</th>
<th>PAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>INVITATION</td>
<td>3</td>
</tr>
<tr>
<td>QUESTIONS</td>
<td>3</td>
</tr>
<tr>
<td>BACKGROUND</td>
<td>3</td>
</tr>
<tr>
<td>TASK REQUIREMENTS</td>
<td>3</td>
</tr>
<tr>
<td>SCOPE OF SERVICES</td>
<td>3-6</td>
</tr>
<tr>
<td>SUBMISSION REQUIREMENTS</td>
<td>6-7</td>
</tr>
<tr>
<td>INSURANCE REQUIREMENTS</td>
<td>7</td>
</tr>
<tr>
<td>SUBCONTRACTORS</td>
<td>7</td>
</tr>
<tr>
<td>EVALUATION PROCESS</td>
<td>7</td>
</tr>
<tr>
<td>EVALUATION CRITERIA</td>
<td>7-8</td>
</tr>
<tr>
<td>DEBARRED STATEMENT</td>
<td>8</td>
</tr>
<tr>
<td>CONTRACT PERIOD</td>
<td>8</td>
</tr>
<tr>
<td>AWARD OF CONTRACT</td>
<td>8</td>
</tr>
<tr>
<td>CONTENTS OF PROPOSAL</td>
<td>8</td>
</tr>
<tr>
<td>ACCEPTANCE OF PROPOSALS</td>
<td>8</td>
</tr>
</tbody>
</table>
Be a Helping Hand Foundation (BAHHF) is soliciting quotes from qualified Contractors to provide New Construction Services for one single family home. The contractor selected will provide New Construction for 1701 Underwood St, located in Nashville Tennessee and could potentially secure contracts to New an additional 3 single family New Affordable Home Projects. BAHHF 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 New Construction of a low-income home.

**DATE ISSUED:** February 1, 2011

**CONTACT PERSON:** Mark A. Wright, Project Coordinator

PHONE: (615) 566-6330  FAX: (615) 290-5298

Email: mwright@bahelpinghand.org

**SUBMISSION DEADLINE:** February 24, 2011 @ 1:30 p.m. (Central Standard Time)

**SUBMISSION ADDRESS:** Be a Helping Hand Foundation
827 W. McKennie Ave.
Nashville, TN 37208

**QUESTIONS:** All questions MUST be in writing and submitted by 12:00 NOON on February 10, 2011 to Mark Wright, Project Coordinator. Failure to acknowledge any issued amendments to this solicitation may deem the offer non-responsive.

**BACKGROUND:**
- BAHHF 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.
- BAHHF is interested in New Construction and Rehabilitation of housing in Davidson County for homeownership and affordable rental opportunities.
- BAHHF was awarded affordable housing project grants totaling $95,000 from Metropolitan Housing Development Agency and Tennessee Housing Development Agency to be used for the purchase and New Construction of one single family homes in Nashville.

**TASK REQUIREMENTS:** New Construction of single family dwellings.

**SCOPE OF SERVICES:** Qualified licensed contractors are hereby invited to submit a quote to BAHHF for New Construction services. BAHHF intends to enter into negotiations with a qualified Contractor to furnish materials and labor to New a single dwelling home.
Services to be included, but are not limited to, the following:

<table>
<thead>
<tr>
<th>Line</th>
<th>TRADES AND MATERIALS</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>Building permit fees</td>
<td>1.1%</td>
</tr>
<tr>
<td>02</td>
<td>impact fees</td>
<td>1.0%</td>
</tr>
<tr>
<td>03</td>
<td>Water &amp; Sewer inspection</td>
<td>1.0%</td>
</tr>
<tr>
<td>04</td>
<td>Excavation to rough shaping</td>
<td>1.2%</td>
</tr>
<tr>
<td>05</td>
<td>Footings, Foundation</td>
<td>9.5%</td>
</tr>
<tr>
<td>06</td>
<td>Framing</td>
<td>20.2%</td>
</tr>
<tr>
<td>07</td>
<td>Windows</td>
<td>3.8%</td>
</tr>
<tr>
<td>08</td>
<td>Exterior Doors</td>
<td>1.1%</td>
</tr>
<tr>
<td>09</td>
<td>Interior Doors and Hardware</td>
<td>1.9%</td>
</tr>
<tr>
<td>10</td>
<td>Shingles</td>
<td>2.6%</td>
</tr>
<tr>
<td>11</td>
<td>Siding</td>
<td>4.3%</td>
</tr>
<tr>
<td>12</td>
<td>Gutters &amp; downspouts</td>
<td>0.6%</td>
</tr>
<tr>
<td>13</td>
<td>Plumbing</td>
<td>5.9%</td>
</tr>
<tr>
<td>14</td>
<td>Electrical wiring</td>
<td>3.9%</td>
</tr>
<tr>
<td>15</td>
<td>Lighting fixtures</td>
<td>1.0%</td>
</tr>
<tr>
<td>16</td>
<td>HVAC</td>
<td>4.1%</td>
</tr>
<tr>
<td>17</td>
<td>Insulation</td>
<td>1.4%</td>
</tr>
<tr>
<td>18</td>
<td>Drywall</td>
<td>5.5%</td>
</tr>
<tr>
<td>19</td>
<td>Painting</td>
<td>3.8%</td>
</tr>
<tr>
<td>20</td>
<td>Cabinets &amp; countertops</td>
<td>5.0%</td>
</tr>
<tr>
<td>21</td>
<td>Appliances</td>
<td>1.3%</td>
</tr>
<tr>
<td>22</td>
<td>Flooring (tile, carpet etc.)</td>
<td>4.8%</td>
</tr>
<tr>
<td>23</td>
<td>Trim materials</td>
<td>3.1%</td>
</tr>
<tr>
<td>24</td>
<td>Landscaping</td>
<td>1.8%</td>
</tr>
<tr>
<td>25</td>
<td>Wood Deck or Patio</td>
<td>0.7%</td>
</tr>
<tr>
<td>26</td>
<td>Concrete driveway</td>
<td>1.5%</td>
</tr>
<tr>
<td>27</td>
<td>Miscellaneous</td>
<td>7.9%</td>
</tr>
<tr>
<td></td>
<td>Total</td>
<td>100.00%</td>
</tr>
</tbody>
</table>

**NOTE:** PLEASE SEE ATTACHED CONSTRUCTION DOCUMENTS FOR SPECIFICATIONS

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 RFP 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 BAHFF’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 BAHFF’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/New Construction, RFQ #2011-01 – DEADLINE February 24, 2011”. If emailed or faxed the words “Contractor/New Construction, RFQ #2011-01 – DEADLINE February 24, 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 #2011-01 8 pages
- Statement of Qualifications 1 page
- Construction Documents & Images 9 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, Executive Director
Be a Helping Hand Foundation  
REQUEST FOR QUOTE #2011-01

**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 #2011-01

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 ____________, 2009.

NOTARY PUBLIC

My commission expires:                                (seal)

__________________________________________
SCOPE OF WORK: 1701 Underwood, Nashville, TN 37208

Work includes but is not limited to the following: Final scope of work determined from finishes allowances agreed upon by owner and contractor

♦ Bedrooms: Carpet (owner to select color and grade)
♦ Living room: Carpet (owner to select color and grade)
♦ Bathroom Flooring: Vinyl
♦ Bathrooms: Tub Inserts (white), Vanity (one sink)
♦ Cabinetry: Basic Oak
♦ Bathroom Fixtures: Contractor Grade (contractor to provide)
♦ Kitchen Flooring: Vinyl, Laminate – or similar
♦ Kitchen Fixtures: Contractor Grade
♦ Kitchen Appliances: Dishwasher, Range Hood (owner to provide)
♦ Doors: Hollow Core 3-panel
♦ Door Hardware: Contractor Grade
♦ Lighting: Pendant w/globe– Recess Lighting where noted
♦ Ceiling height 9’
♦ Paint: Walls – Porter Antique White; Ceiling and Closets – Porter Ceiling White Baseboards and Trim – Porter White Cloud Semi-Gloss High Hide
♦ Exterior: Front brick; remaining three sides vinyl siding (owner to select color)
♦ Exterior Windows: Single Hung –Energy Star Rated
♦ Insulation: Energy Star Rated – per codes
♦ Exterior Doors: Metal –no glass w/peep hole and storm door
♦ HVAC Unit: At Minimum 15 seer High Efficiency
♦ Water Heater: High Efficient Unit –Energy Star Rated
♦ Deck/Porch: No Deck –concrete porch landing
♦ Driveway: Poured Concrete