



Providing Homes, Creating Community, Changing Lives

4800 N. Broadway, Boulder, CO 80304

Phone: 720-564-4610

Fax: 303-939-9569

www.boulderhousing.org

Hearing Assistance: 1-800-659-3656

RFP 1 - 2019

Tantra Lake Apartments

Sanitary Sewer Project

Boulder Housing Partners, identified hereafter as BHP, is requesting bid proposals from qualified contractors to provide materials, equipment, and skilled labor to install a new sanitary sewer main per City of Boulder requirements, abandon the existing main, and connect service lines to existing buildings, while maintaining continuous sewer service to the buildings at one BHP-owned property, Tantra Lake Apartments (185 apartments) in Boulder, CO 80305.

Addresses: Tantra Lake Apartments-
880, 900, 909, 930, 939, 979, 990, 999 West Moorhead Circle and
807, 817, 847, 877, 897, 903, 933, 993 East Moorhead Circle,
Boulder, CO 80305

Contact: Dean Rohr, Director of Maintenance
720-564-4621 or rohrd@boulderhousing.org

Site tour: January 30, 2019 at 2:00pm. Please meet at the
Tantra Leasing Office, 1000 West Moorhead, Boulder CO

Bids due: February 19, 2019 at 4:00pm

A site tour will be conducted on Wednesday, January 30th at 2:00 pm. Please meet Dean Rohr at the Tantra Leasing Office, 1000 West Moorhead, Boulder, CO. This tour is not mandatory, but you are strongly encouraged to attend. Please contact Dean at rohrd@boulderhousing.org to confirm your attendance.

Any questions regarding the RFP must be sent via email to rohrd@boulderhousing.org no later than **February 7, 2019 at 4pm**. Answers and clarifications will be emailed to all interested parties.

Submittals are due February 19, 2019 at 4:00pm. Proposals should be emailed to rohrd@boulderhousing.org with "RFP 1-2019 Tantra Sewer Project" in the subject line. Please do not deliver or fax your submission.



Scope of Work

1. Contractor will provide materials, equipment, and skilled labor to install the new sewer main as described on the attached drawing.
2. Contractor will abandon existing sewer line per city requirements.
3. Contractor will re-connect buildings to the new sewer main.
4. Contractor will restore all surfaces to existing condition, including removal of excess earth, restoring asphalt and concrete paving, and soil preparation and landscaping.
5. Contractor will conduct work in accordance with all Local and State codes including stormwater management.
6. Contractor will coordinate all utility locating and will provide protection of other buried utilities on the site.
7. Contractor will provide for the safety of building residents and site visitors using fencing, barricades, signage, and trench covers as needed.
8. Contractor will provide traffic control as needed per city of Boulder and in private drive and parking areas.
9. Contractor will include cost of Right of Way permit(s).
10. Contractor will pay the costs of required testing of new sanitary sewer.
11. Contractor will manage all permits and inspections.
12. Contractor will provide final as-built drawings as required by the city of Boulder.

NOTE: Owner will purchase city permits for the work including inspection fees and tap fees.

Continuous Service to Buildings

The buildings will be occupied during the project, and sewer service needs to be maintained without interruption. If it is necessary to stop use of the sewers to a building, then the maximum time for a service outage will be 4 hours, in the middle of a weekday between 10 a.m. and 3 p.m. BHP will need to be informed 3 days ahead of any outage, including the date and time. BHP will then provide notice to the building residents.

Project Drawings and Documentation

The project is described on the attached Technical Document Review prepared by Scott Cox and Associates Inc. dated June 4, 2018. See also ALTA/ACSM Land Title Survey by Drexel, Barrell & Co

dated June 14, 1996. This drawing is provided for general information only and accuracy of this drawing has not been confirmed.

Addresses

The following addresses are connected to the existing sewer and will require connection to the new sewer main:

Owned and managed by BHP, Tantra Lake Apartments: 880, 900, 909, 930, 939, 979, 990, 999 West Moorhead Circle Boulder, CO 80305.

Owner-occupied Tantra Lake HOA, managed by CPM Boulder: 850, 860, 919, and 959 West Moorhead Circle Boulder, CO 80305.

Project Management

Boulder Housing Partners will manage the project with assistance from an Owner's Representative. BHP will provide access to building interiors (with required 24-hour notice) if needed and will provide communication with building residents if that is needed. Contractor will provide all other management for the project.

Project Schedule

Contractor should provide a proposed start date as part of the proposal. Also provide a duration and detailed schedule for the project. The project has been approved by the City of Boulder. We would like construction to begin in Spring 2019.

Please propose a project timeline as part of your submission.

Working hours will be Monday through Friday 8:00 am to 5:00 pm.

Payment Schedule

Invoices will be made monthly based on progress of construction. City of Boulder approval and engineering inspections and sign-off of completed work will be required for each payment.

Proposal Submittal Requirements and Format

Submittals from contractors shall include the following list of items and in this order. Submittals are prepared at the firm's expense and upon submission become the property of BHP and therefore become a matter of public record once the successful firm has been chosen and contract awarded.

To be Included *(in this order)*

1. Owner’s name, company name, address, phone and email;
2. Detailed description of proposed work and materials;
3. Brief description of similar projects completed;
4. Proposed project timeline;
5. Pricing for Scope of Work;
6. Proof of General Liability, Workers Compensation, Automobile Insurance, and Pollution Insurance (if applicable). Appropriate limits for insurance are listed in this document. BHP to be listed as certificate holder;
7. City of Boulder Contractor’s License;
8. Please include whether your firm is certified as a Minority-Owned Business Enterprise (MBE), Woman-Owned Business Enterprise, or a Section 3 Business Enterprise; and
9. If you are a PERA retiree, please include this in your proposal.

Selection Criteria

BHP will use the following selection criteria to award the contract. The selection criteria are based on a 100-point evaluation:

Criteria	Points on 100-point Basis
Pricing	50 points
Experience	20 points
Timeline	20 points
Complete Proposal	10 points

General Information

- a. **Contract and Method of Payment:**
The final form of contract and scope of services will be negotiated between Boulder Housing Partners and top ranked firm after the selection process is complete. Invoices with proper documentation can be submitted monthly.
- b. **Submittal Withdrawal:**



No firm may withdraw a submittal for a period of 45 days after the date of submission, but a submittal may be withdrawn up to 24 hours prior to expiration of the deadline for submitting submittals.

c. **Insurance Requirements:**

Insurance requirements will be negotiated as part of the contract. Generally, the following coverage is required:

Commercial general liability--\$150,000 per person and \$1,000,000 per occurrence.

d. **Federal Fair Housing Law:**

Boulder Housing Partners 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 performance.

BHP Reservation of Rights

1. BHP reserves the right to reject any or all proposals, to waive any informality in the RFQ process, or to terminate the RFP process at any time, if deemed by BHP to be in its best interests.
2. BHP reserves the right not to award a contract pursuant to this RFP.
3. BHP 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 bidder.
4. BHP reserves the right to inspect work at any time during the ongoing work.
5. BHP reserves the right to determine the days, hours and locations that the successful bidder shall provide the services called for in this RFP.
6. BHP reserves the right to retain all proposals submitted and not permit withdrawal for a period of 60 days subsequent to the deadline for receiving proposals without the written consent of BHP Contracting Officer.
7. BHP reserves the right to negotiate the fees proposed by the bidder.
8. BHP reserves the right to reject and not consider any proposal that does not meet the requirements of this RFP, including but not limited to incomplete proposals and/or proposals offering alternate or non-requested services.
9. BHP shall have no obligation to compensate any bidder for any costs incurred in responding to this RFP.

10. BHP shall reserve the right to at any time during the RFP or contract process to prohibit any further participation by a bidder or reject any proposal submitted that does not conform to any of the requirements detailed herein.

Thank you for reading our solicitation. We hope you consider submitting a proposal.