RFP #2 - 2015
Request for Proposals
Canyon Pointe Parking Lot Replacement

Boulder Housing Partners, identified hereafter as BHP, is requesting bid proposals from general contractors to replace a concrete parking lot and sidewalk ramp, as well as to replace an existing electric heat mat under the parking lot and entryway at the Canyon Pointe Apartments, located at 700 Walnut Street, Boulder, CO 80302.

Released: March 6, 2015

Pre-Bid Conference: March 18, 2015 – 10:30 am

Site Tour: March 18, 2015 – 11:15 am

Clarifying Questions Due: March 23, 2015 – 2:00 pm

Answers Posted: March 25, 2015 – 2:00 pm

Proposals Due: April 2, 2015 – 4:00 pm

Contract: Standard BHP Construction Contract with HUD General Conditions

Other: Davis Bacon regulated project, local prevailing wages and administration will apply. Construction Type: “Building”

Contact: Jessica Kenney, BHP Project Manager
Direct: 720.564.4628
Email: kenneyj@boulderhousing.org
RFP Timeline Information

A pre-bid conference and site tour will take place at the Canyon Pointe Apartments Conference Room at 700 Walnut Street in Boulder, at 10:30 am on Wednesday March 18th. A site tour will immediately follow the meeting – you are encouraged to bring your anticipated project subcontractors to this.

Please contact Jessica Kenney (at above contact information) to confirm your attendance. All interested parties are strongly encouraged to attend the pre-bid conference and the site tour.

Please submit any clarifying questions regarding the project or the RFP process by March 23rd at 2:00 pm via email to kenneyj@boulderhousing.org.

Answers will be posted on March 25th at 2:00 pm on the BHP website here: https://boulderhousing.org/bidsrfps.

Submittals are due by 4:00 pm on April 2, 2015. Proposals should be hand delivered to the following address and date/time stamped by the due date and time. No faxed or emailed bids will be accepted. There will be no public opening.

Boulder Housing Partners
Attention: Jessica Kenney
Re: RFP #2 – 2015 Canyon Pointe Parking Lot Replacement
4800 Broadway
Boulder, CO 80304
Scope of Work

Boulder Housing Partners is looking for a contractor to be responsible for the replacement of a concrete parking lot and sidewalk ramp, as well as the electric heat mat under it.

The scope of work is as follows:

1. Replace concrete parking lot, curb, gutter, and concrete sidewalk; sawcut and match edges of existing concrete pavement in two phases to allow some accessibility for residents;

2. Replace electric heating mat in loading zone and along sidewalk;

3. Remove and replace bollards at building entrance as needed;

4. Remove and replace existing 2’x2’ storm inlet, located at the bottom of the existing sidewalk;

5. All existing electric heat mat controls and control circuits to be utilized in the replacement work;

6. Does NOT include existing roof, gutter, downspout and underground downspout storm drain pipe heat cable, nor on the sanitary sewer lines in ceiling of parking lots; existing heat cable must be protected and preserved;

7. Restripe parking lot, including parking spot stripes, loading zone, etc.;

8. All work to be performed to industry standards, local, state and federal codes. Local permits and inspections are the responsibility of the contractor;

9. All necessary trades are to be covered by the proposal including if necessary, but not limited to, civil, concrete, asphalt, electrical, plumbing, roofing, sheet metal, carpentry, and masonry;

10. Upon completion, BHP will require a 2 year warranty against non-operation of new heat mat system. This is to cover at least one complete winter season, 2015 – 2016;

11. Due to funding source requirements, successful proposal and amount will need to be approved by HUD after final decision is made on contract. This may take 30 – 60 days after contract award. This will also make contract execution pending HUD approval. Price your proposals appropriately if you feel commodities will increase during that time.
Attachments

The following attachments are provided for your review:

1. Canyon Pointe Site Plans
2. Draft Civil Plans
3. Electric Heat Mat Specifications and Information (Four separate documents)
4. Electrical One Line Diagram
5. Davis Bacon Wage Rates
6. Draft Contract including:
   a. HUD 5370, General Conditions
   b. HUD 5369-A, Representations, Certifications, and Other Statements of Bidders
   c. Attachment B, Supplemental Conditions

Site Information

Canyon Pointe is an 82 unit affordable apartment building that houses residents that are elderly, disabled, or both. Thoughtful planning and care will need to be taken to ensure that these residents are inconvenienced as minimally as possible during this project. Within your submittal, please propose how you will accomplish this.

Organizational Summary

BHP is the housing authority for the city of Boulder, a quasi-governmental organization created in 1966 by the City Council of the City of Boulder. It was established as a housing authority under state law to provide safe and sanitary housing to low and moderate income households in the City of Boulder.

We build, own and manage 33% of the total inventory of affordable housing in Boulder, making a strong contribution to City Council's goal that 10% of all housing is permanently affordable.
Pricing Submittal Requirements and Format

Submittals from contracts 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.

Please include the following in your submittal:

1. Owner’s name, company name, address, phone and email;
2. Cover letter of no more than one page that includes a written summary of why your firm would provide excellent service to BHP, please include any previous experience working with affordable housing providers and special populations;
3. Detailed description of proposed work and materials;
4. Phasing, Parking and Safety Plan that would allow half of the parking lot to remain accessible for vehicles, as well as full pedestrian access to the building, access for Via Bus and Western Disposal, and minimal disturbance to the residents;
5. Proposed timeline for work (anticipating work to begin in April or May);
6. Pricing for Scope of Work;
7. Anticipated Subcontractor List;
8. Insurance Company Name, address, phone, fax, and email;
9. 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;
10. HUD Form 5369-A, Representations, Certifications, and Other Statements of Bidders (requires signature)
11. HUD Form 5370, General Conditions will apply to contract. Do not include with proposal.
Selection Criteria

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

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Points on 100 point Basis</th>
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<tbody>
<tr>
<td>Pricing</td>
<td>40 points</td>
</tr>
<tr>
<td>Timeline</td>
<td>25 points</td>
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<tr>
<td>Quality of Phasing, Parking and Safety Plan</td>
<td>25 points</td>
</tr>
<tr>
<td>Complete Proposal</td>
<td>10 points</td>
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Boulder Housing Partners does business in accordance with the Federal Fair Housing Law (the Fair Housing Amendments Act of 1988). BHP shall not discriminate against or in favor of any bidder on the basis of race, religion, sex or sexual preference, age, national origin, disability or political affiliation.

Boulder Housing Partners reserves the right to terminate the selection proceedings at its option at any time during the process.

Insurance Requirements

The following insurance coverage is required:

- Commercial General Liability: Minimum of $150,000 per person and $1,000,000 per occurrence.
- Worker’s Compensation Insurance: Equal to or at least $100,000 per employee.
- Automotive Insurance: Minimum of $100,000/$300,000 for bodily insurance and $50,000 for property damage.
- Pollution Insurance: Recommended minimum coverage of $1,000,000 per occurrence. Only necessary if contractor spraying or applying chemicals outdoors.
**BHP Reservation of Rights:**

1. BHP reserves the right to reject any or all proposals, to waive any informality in the RFP 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 Procurement 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.