



Providing Homes, Creating Community, Changing Lives

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RFP 02-2025 Request for Proposal Window & Patio Door Replacement – Dakota Ridge

Boulder Housing Partners, identified hereafter as BHP, is requesting bid proposals from companies to provide the following services for multi-family housing sites:

- **Window & Patio Door Replacement**

GENERAL

The bid packet will be listed as Request for Proposal, **RFP 02-2025, Window & Patio Door Replacement – Dakota Ridge**, and will be available for downloading from our website, <https://boulderhousing.org/bidsrfps> beginning 04/07/25. Submittals are due via email only on or before April 28th by 5:00pm. Please submit all proposals to procurement@boulderhousing.org. The subject line of the email MUST read “**RFP 02-2025**”. No mailed, hand-delivered, or faxed submissions will be accepted. For questions, please email procurement@boulderhousing.org.

SUMMARY OF RFP DATES:

April 7th 2025:

RFP Package Available online

April 21st, 2025:

Highly recommended site walk due to multi ownership of duplexes.

Where: Dakota Ridge Townhomes **4978 10th St. Boulder, CO**

That is the first unit owned by BHP on the north end of a one way street. There is some parking at that end of the street.

When: Rick Chek will meet you at **9:00am**

April 28th, 2025:

RFP Proposal Submission Deadline **5:00pm**

May 2nd, 2025 or sooner:

Award of Contract and Notification

SCOPE OF WORK/TECHNICAL SPECIFICATIONS

Boulder Housing Partners (BHP) is soliciting proposals from qualified contractors for the full replacement of windows and sliding glass doors at the **Dakota Ridge Townhomes, located at 4912, 4925, 4927, 4929, 4936, 4953, 4955, 4956, 4957, 4960, 4962, 4964, and 4978 10th Street, Boulder, CO**. The project scope involves the removal, disposal, and installation of approximately 165 windows and sliding glass doors (final quantity subject to verification based on project plans). All work performed must comply with the latest City of Boulder regulations, including the 2024 Energy Conservation Code (COBECC) and Energy Outreach Colorado (EOC) specifications.

Window and Patio Door Replacement

- Remove and replace all windows, screens, and sliding glass doors at the designated townhome units.
- Ensure all new windows and doors meet the following performance criteria:
 - **U-value of 0.27 or lower**
 - **Solar Heat Gain Coefficient (SHGC) of 0.40 or lower**
 - **Air infiltration rate of 0.3 cfm per square foot or lower**
- Install proper caulking and sealing around all window and door openings to prevent air and water infiltration and ensure weather resistance.
- Install metal flashing where required to protect against water infiltration, in accordance with industry best practices and local building codes.
- **Ensure all windows and sliding glass doors are compliant with current City of Boulder codes and Energy Outreach Colorado (EOC) specifications.**

Site Management & Disposal

- **No On-Site Storage:** The contractor is strictly prohibited from storing any materials, including windows, doors, or debris, on-site.
- The contractor shall be responsible for scheduling the **daily delivery of new window inventory and the removal of old windows** and associated debris. This must be coordinated to ensure that windows are delivered, and old materials are removed in a timely manner each day.
- The contractor must manage the delivery and removal process efficiently to minimize disruption to residents and maintain a safe and clean work environment.
- A clean, organized, and safe worksite must be maintained at all times during the project.

- All waste and debris must be removed from the site at the end of each workday to ensure the site remains free from clutter and hazardous materials.

Resident and Owner Coordination

- **Boulder Housing Partners (Owner) Responsibilities:**
 - BHP will notify residents in advance about the window replacement schedule and any expected disruptions.
 - BHP will facilitate coordination with residents, but **it is the contractor's responsibility to coordinate directly with residents** regarding the specific window replacement schedule.
- **Contractor Responsibilities:**
 - The contractor must coordinate directly with residents to confirm the date and time of the window replacement for each unit.
 - The contractor is responsible for ensuring that residents manage pets and personal property during the window replacement process. This includes advising residents to secure pets and remove any items near windows to prevent damage or disruption during the work.
 - The contractor must ensure that the residents' access to their homes is minimally disrupted, and that appropriate steps are taken to protect the property during work.
- **Resident Responsibilities:**
 - Residents must ensure that work areas around all windows and sliding glass doors are cleared before the contractor begins work. This includes removing any personal items, securing pets, and providing unimpeded access to the work areas.

Inclement Weather Management

- **Weather Protection:** The contractor is responsible for continuously monitoring weather conditions and taking necessary precautions in the event of inclement weather (e.g., rain, snow, high winds, etc.).
- In the event of inclement weather, the contractor must not stop work abruptly but must ensure that the property is properly boarded up and sealed to prevent any weather-related damage. This includes securing windows and doors, ensuring proper temporary coverings are in place, and protecting any exposed openings.
- The contractor is fully responsible for any damages to the property resulting from inclement weather if the property was not adequately protected, including but not limited to water damage, property loss, or structural damage.

- The contractor must plan and execute protection measures to mitigate the impact of adverse weather conditions, ensuring that residents' homes remain safe and secure during all phases of the project.

Project Requirements

- **Permitting & Compliance**
 - The contractor is responsible for obtaining all necessary permits, inspections, and approvals required by the City of Boulder for the full scope of work.
 - All work must comply with relevant local building codes, energy codes, and other applicable ordinances.
 - The contractor must coordinate all inspections and approvals, ensuring timely completion of the work.
- **Safety & Access**
 - The contractor shall ensure a safe working environment for both residents and workers throughout the project duration.
 - Temporary barriers, signage, and other necessary safety measures must be implemented to prevent accidents or injuries.
 - The contractor must coordinate access to individual units with BHP and provide a minimum of 48 hours' advance notice before entering any occupied unit.
- **Warranty & Quality Assurance**
 - The contractor shall provide a warranty on labor and installation in accordance with industry standards.
 - All new windows and sliding glass doors must include a manufacturer's warranty of no less than 10 years.
 - A final inspection and walk-through will be scheduled before project closeout to ensure all work is completed to specification.

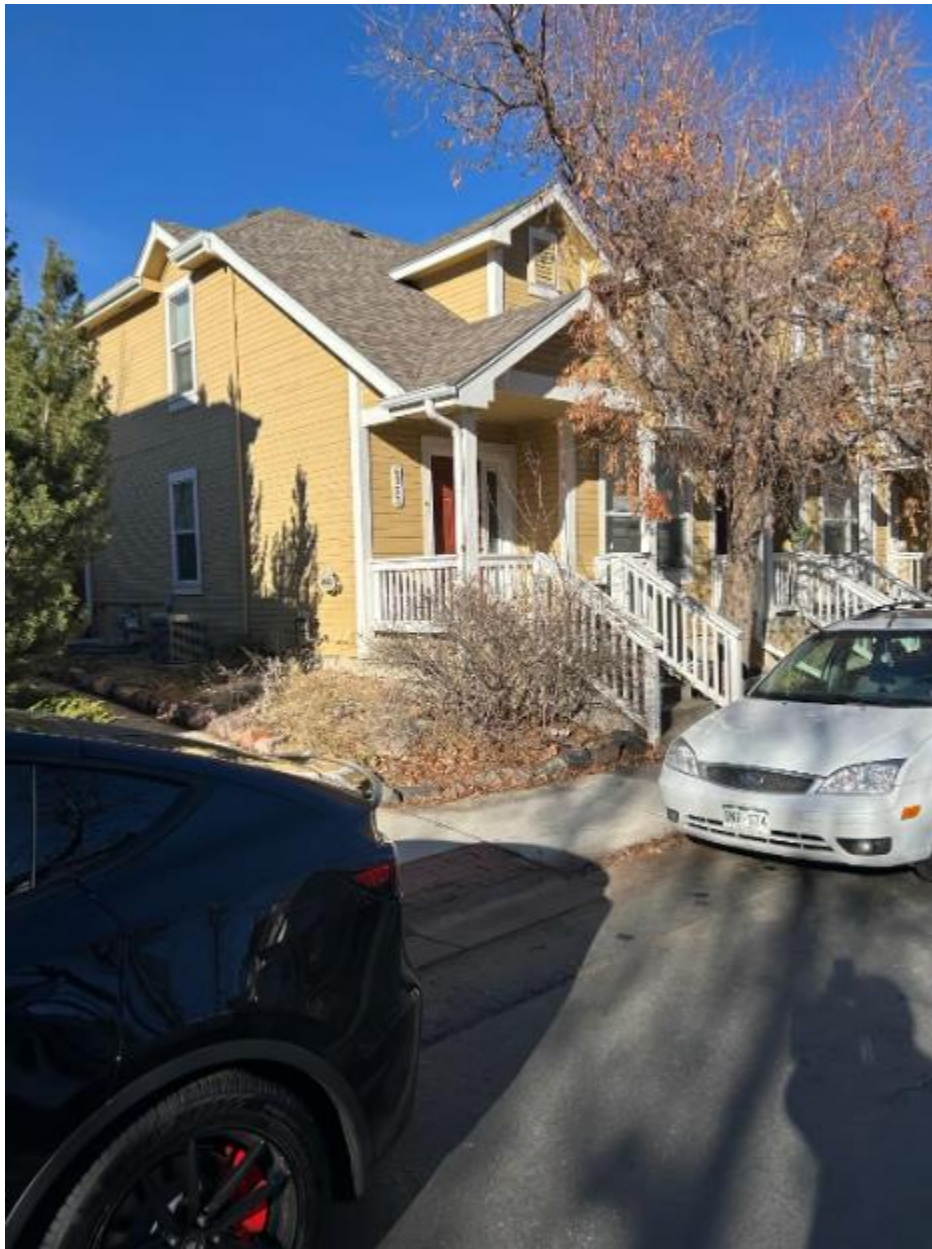
Additional Attachments

1. COI and Workers Compensation Requirements
2. Bid Table (Please add/include any additional specs for each selected product)

Sample photos, additional RFP submittal requirements and BHP information below













SUBMITTAL REQUIREMENTS AND FORMAT

Submittals must include a submittal letter and supporting data, including the following list of items. 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 the contract awarded.

TO BE INCLUDED IN THE SUBMISSION OF THIS ORDER:

1. Owner's name, company name, address, phone, fax, and email.
2. Type of work contractor is licensed to perform and any other specialization of the firm.
3. Pricing as requested in the pricing table. Please copy and use the pricing table(s) for your submission.
4. COI. Proof of General Liability, Workers Compensation, Automobile Insurance, and Pollution Insurance (if applicable). Appropriate limits for insurance are listed in the attached contract. If a contract is awarded, BHP must be named on your insurance forms.
5. Organizational chart or description of principals and individuals responsible for work.
6. Two references for whom the firm has performed related work for in the last three years.
7. Please include whether your firm is certified as a Minority-Owned Business Enterprise (MBE), Woman-Owned Business Enterprise, or a Section 3 Business Enterprise.
8. If you are a PERA retiree, please include this in your proposal.

About Boulder Housing Partners

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. BHP owns and operates over 1350 affordable apartment homes, over 100 market rate apartments and over 1300 assistance vouchers. Please refer to our website for additional information: www.boulderhousing.org.

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 30 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.
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.

ADDITIONAL REQUIREMENTS ONCE CONTRACT IS SIGNED

The contract generated by this RFP may be cancelled by BHP for noncompliance with specifications, inability to perform the contracting requirements of BHP or continued safety hazards. The cancellation notification shall state the cause or reason for the cancellation. Such cancellation would be at no charge to BHP other than for work authorized and completed at the time of termination.

The contractor shall provide all items, articles, operations mentioned or herein specified, related labor services, tools, equipment, transportation, and incidentals necessary and required for satisfactory, acceptable completion of the contracted work or delivery of materials. Owner may inspect work at any time during the ongoing work. Should a problem with the materials or the work performed by the Contractor occur during the course of this contract, and should it be shown that the cause of this problem is faulty work, the Contractor shall repair such problem fully at Contractor's own expense. After completion of work, Contractor will return the site to its original condition as determined by the Managing Agent. Any work required to return the property to its original condition will be at the Contractor's expense. Contractor will repair damage to the site which is caused by the contractor. After completion of work, Contractor will return the site to its original condition as determined by the BHP. Any work required to return the property to its original condition will be at Contractor's expense.

Contractor shall be responsible for any injury, damage or loss to all public and private property caused directly, in whole or in part, by their employees or agents or anyone directly or indirectly employed by them or anyone for whose acts any one of them may be responsible. The contractor shall comply with all applicable laws and codes bearing on the safety of persons or property of their protection, from injury, damage, or loss. Contractor is responsible for the means, methods and sequence of work and all safety aspects of this work. To the maximum extent permitted by

law, Contractor agrees to indemnify, hold harmless, and defend Owner and Owner's Agents from and against any and all claims or damages arising from Contractor's performance of this agreement, as well as acts committed during the course of this agreement by any of Contractor's officers, employees, guests, invitees, and those doing business with Contractor.

Contractor assures that all existing and every new staff working on site do not have a criminal background which would indicate that they could present a threat to residents or staff. Acceptable criminal background is no felony arrests or convictions within five years and no pattern of misdemeanors (three or more) within five years. BHP may terminate this contract if this provision is violated. Contractor certification regarding criminal background included in attachments.

Every effort must be taken to insure the safety and security of the residents of BHP and properties owned by BHP.

Contractor agrees that if keys to buildings are misplaced, lost, or stolen, the Contractor will absorb all costs incurred to correct the situation. Work will be completed by BHP maintenance staff or contracted and billed to Contractor.

Contractor will disclose to BHP if anyone working for the contractor is related to an employee of Boulder Housing Partners prior to signing this contract.

WAGE RATE DETERMINATION

If applicable, Contractor is responsible for certifying that all of the contractor's employees are being paid the same or more than the HUD Wage Rate Determination for Boulder County for the trade being bid.