



REQUEST FOR PROPOSAL (RFP)

Project:

Hope Springs
Owner's Representative

Closing Date:

January 28, 2023 3:00PM MST

Issued by:

**Greeley-Weld County Habitat For Humanity
December 31, 2022**

December 31, 2022

Subject: Request for Proposal, Hope Springs Site work - Owner's Representative

Enclosures: (1) Firm Acknowledgement
(2) Instruction to Proposers
(3) Scope of Proposal
(5) Owner's Representative Scope of Services
(7) Project Narrative

To: All prospective proposers:

Enclosed, please find a Request for Proposal (RFP) to provide Habitat for Humanity with owner's representative services as further described in the Scope of Work/Specifications. Unless otherwise noted, Proposers must provide a proposal on all of the requirements stated within this request. Proposers must be able to commit the resources necessary to provide the design and engineering services requested in a timely manner and conform to all material aspects of the Scope of Work/Specification enclosed.

To be considered valid in the selection process, all proposals must follow the critical dates, as set forth below:

Critical Dates:

1) RFP Issue Date- December 31, 2022

2) Questions Due Date- January 9 at 3:00 PM, Local Time. Responses to questions will be provided in writing to all prospective proposers, by January 15, at 9:00 AM, Local Time. All questions are to be emailed to cheri@greeleyhabitat.org Only emailed questions will be responded to.

3) Proposal Due Date- Proposals must be sent or delivered as directed in this solicitation and received on or before, January 28 3:00 PM, Local Time. Proposals received after this time will not be considered and individual extensions to the due date will not be granted. The District will only accept an e-mail response to this Request for Proposal. You are responsible to address the email to cheri@greeleyhabitat.org.

Attn: Cheri

NOTE: THERE WILL NOT BE A BID OPENING ON THE PROJECT.

4) Proposal Expiration date- Proposers must indicate an expiration date for the proposal and pricing. Any expiration date shall not be less than ninety (90) days from the proposal due date as indicated herein.

FIRM ACKNOWLEDGEMENT

Purpose: The purpose of this RFP is to provide Greeley-Weld Habitat for Humanity a proposal for owner’s representative services as described in the Scope of Work.

Date: _____

Proposal title: Greeley- Weld Habitat for Humanity
Owners Representative
Hope Springs – Site work

Proposals will be received until: January 28, 2023 @ 3:00 PM. MST

For additional information please contact: Cheri Witt-Brown
Executive Director, Greeley- Weld Habitat for
Humanity
cheri@greeleyhabitat.org

Documents included in this package: Firm Acknowledgement
Instruction to Proposers
Pricing Template
Scope of Proposal
Owner’s Rep Scope of Services
Project Narrative

The undersigned hereby affirms that (1) he/she is a duly authorized agent of the firm, (2) he/she has read all terms and conditions, technical specifications and all other Contract Documents which were made available in conjunction with this Solicitation and fully understands and accepts them, (3) that the offer is being submitted on behalf of the Firm in accordance with any terms and conditions set forth in this document, and (4) that the Firm will accept any awards made to it as a result of the offer submitted herein for a minimum of ninety (90) calendar days following the date of submission.

Company PRINT OR TYPE YOUR INFORMATION

(Include this form in your proposal)

Name of Company: _____		Fax: _____
Address: _____	City/State: _____	Zip: _____
Contact Person: _____	Title: _____	Phone: _____
Authorized Representative’s Signature: _____		Phone: _____
Printed Name: _____	Title: _____	Date: _____
Email Address: _____	Approved by: _____	Date: _____

INSTRUCTIONS TO PROPOSERS

1. TERMS/DEFINITIONS:

The term (“Owner”) throughout this Request for Proposal refers to Greeley-Weld Habitat for Humanity. The term (“Proposer” – “Firm”) hereby refers to the company that submits a proposal in response to this Solicitation. The term (“Offer”) is a written response to provide Goods and/or Services in response to this Solicitation. (“Closing”) is hereby defined as the specified date and time, or the deadline for bid submission.

2. CONTENTS OF OFFER:

A. General Conditions. Firms are required to submit their Offers in accordance with the following expressed conditions:

1. Proposers shall make all investigations necessary to thoroughly inform themselves regarding the project. No plea of ignorance by the Firm of conditions that exist or that may hereafter exist as a result of failure to fulfill the requirements of the contract documents will be accepted as the basis for varying the requirements of the Owner or the compensation to the Firm.
2. Proposers are advised that Owner contract is subject to all legal requirements contained in the Owner’s policies, and procedures and state and federal statutes. When conflicts between the Solicitation and these legal documents occur, the highest authority will prevail.
3. Firms are required to state exactly what they intend to furnish to the Owner via this Solicitation and must indicate any variances to the terms, conditions, and specifications of this Solicitation no matter how slight. If variations are not stated in the Firms’s Offer, it shall be construed that the Firms’s Offer fully complies with all conditions identified in this Solicitation.
4. All Offers and other materials submitted in response to this Solicitation shall become the property of Owner.

B. Clarification and Modifications in Terms and Conditions

1. If any Firm contemplating submitting an Offer under this Solicitation is in doubt as to the true meaning of the specifications, the Firm must submit a **written request** for clarification to the Owner’s specified contact person. The Firm submitting the request shall be responsible for ensuring that the request is received by the Owner in accordance with the Solicitation Schedule.

Any official interpretation of this Solicitation must be made, in writing, by Cheri Witt-Brown, Managing Director who is authorized to act on behalf of the Owner. The Owner shall not be responsible for interpretations offered by employees of the Owner.

The Owner shall issue a written addendum for substantial changes which impact the technical submission of Offers. Such addenda shall be emailed to all Proposer’s that have notified the Owner of their intent to Offer on this project. The Firm shall certify its acknowledgment of the addendum by signing the addendum and returning it with its Offer. In the event of conflict with the original contract documents, addenda shall govern over all Contract Documents to the extent specified. Subsequent addenda shall govern over prior addenda only to the extent specified.

C. Prices Contained in Offer

1. The Owner is exempt from paying sales tax. Notwithstanding, Firms should be aware of the fact that all materials and supplies which are purchased directly by the Firm in conjunction with this contract will be subject to applicable state and local sales taxes and these taxes shall be borne by the Firm.
2. The Proposer, by affixing its signature to this Solicitation, certifies that its Offer is made without previous understanding, agreement, or connection either with any persons, firms or corporations making an Offer for the same items, or with the Owner. The Proposer also certifies that its Offer is in all respects fair, without outside control, collusion, fraud, or otherwise illegal action. To insure

integrity of the Owner's public? procurement process, all Firm's are hereby placed on notice that any and all Propser's who falsify the certifications required in conjunction with this section will be prosecuted to the fullest extent of the law.

- D. Qualification of Firm. Firm shall be prepared, if so requested by Owner, to present evidence of his/her experience, qualifications and financial ability to carry out the Contract Documents.

3. SOLICITATION: The following activities outline the process to be used to solicit firm responses and to evaluate each Firm's proposal.

Solicitation Schedule:

Distribute Request for Proposal	_____ , 2022
Deadline for Submitting Questions	_____ , 2022 at 3:00 PM
Proposal Due Date Deadline	_____ 2023 at 3:00 PM

Completion of this project is scheduled to be August 2023. Construction will commence 3/1/23 continue into the fall of 2023. General Contractor selection process will occur shortly after selection of owner's representative. Construction schedule will be finalized once the construction contract is awarded. Hope Springs Site work budget is \$14.0 million.

4. PREPARATION AND SUBMISSION OF OFFER

A. Preparation

1. All Offers will refer to and contain the information requested in the Scope of Work/Specifications document (included) as well as follow the format as described therein.
2. The Offer must be typed or legibly printed in ink. The use of erasable ink is not permitted. All corrections made by the Firm must be initialed by the authorized agent of the Firm.
3. Offers must contain, a signature of an authorized agent of the Firm in the space provided on the Firm Acknowledgement. **The original Firm Acknowledgement of this Solicitation must be included in all Offers.**
4. The accuracy of the Offer is the sole responsibility of the Firm. No changes in the Offer shall be allowed after the date and time that the Offers are due.

B. Proposal Requirements

All proposals must contain the following information:

- Firm Acknowledgement Form
- A brief summary of the important characteristics of your firm/team that demonstrate the firm/team meets all of the minimum qualifications as listed previously in this document, including a description of the firm stating the size, locations, nature of the work done by the firm, number of years in existence, (1 page maximum)
- Past Experience: Owner will consider past experience for projects of similar size and complexity, as well as work within the City of Greeley on past projects, and familiarity with public works department, City of Greeley.
- Firm shall demonstrate experience working as an Owner Representative for civil, site work types of projects. Listing of experience with civil subcontractor base in Northern Colorado is helpful but not required.
- The names of the key personnel who will participate primarily in this project.
- Relevant Projects: Examples (ie: photo, drawing, illustrative) of projects more than \$8,000,000.00 in value.

- Additional information which the firm feels may be appropriate for evaluation.

C. Submission

1. Please furnish one (1) copy of your entire proposal via email, or on electronic media.
2. Unless otherwise specified, when a Pricing form is included as a part of the Solicitation, it must be used when the Firm is submitting its Offer. The Firm shall not alter this form (e.g. add or modify categories for posting prices offered) unless expressly permitted in the addendum duly issued by the Owner. No other form shall be accepted.
3. Firms will be required to submit a technical proposal including key dates and proposed fees.
4. List any current site work projects that your firm is working on that have not been closed out.

5. AWARD OF CONTRACT. The Owner shall award a contract to a Firm through the issuance of an Intent to Award. All of the documents included and/or referred to in this Solicitation (the “Contract Documents”) are collectively an integral part of the agreement between the Owner and the successful Firm. Accordingly, all Firms must be thoroughly familiar with these documents and the terms and conditions governing the project. Upon issuance of a Notice of Award, the Firm must execute, in substantially the same form, the Contract Documents.

6. CONTRACTUAL OBLIGATIONS. The terms and conditions for the Owner Representative services requested for in this RFP are contained in the Contract Documents, including, but not limited to, the Agreement. Contract will be developed with the selected owner’s rep or firm at that time.

7. EVALUATION CRITERIA. An evaluation committee composed of representatives selected by the Owner will perform the evaluation of proposals. The committee shall evaluate statements of qualifications, performance data, and technical proposals submitted by the Firm and may conduct interviews based upon evaluation factors listed in the proposal requirements. Proposals will be evaluated and scored by the committee based primarily on qualifications, compliance with scope of work, timeline and dates, and cost. The highest scoring firm will be awarded the project.

8. NEGOTIATIONS. The Owner reserves the right to conduct negotiations with Firms and to accept revisions of proposals. During this negotiation period, the Owner will not disclose any information derived from proposals submitted, or from discussions with other Firms.

Pricing Template

Bidding Process / Permitting \$ _____

Construction Management \$ _____

Close-Out \$ _____

Warranty \$ _____

Total: \$ _____

SCOPE OF PROPOSAL

RFP/Q Solicitation – Owner’s Representative

Greeley-Weld Habitat for Humanity – Hope Springs, Site Work

The Owner is seeking a proposal for owner’s representative services for the site work of Hope Springs project..

Project budget is \$14.0 million to fund the site work, both on and off site.

Proposed Design/Permitting/Construction Schedule:

Construction: April 2023

Completion: November 2023

See Attachment A for Owner’s Representative Scope of Services

See Attachment B for project design support documents.

Others:

Submissions due January 23, 2022 by 3:00 PM

Attachment A

Owner's Representative Scope of Services

Scope of Services includes but is not limited to:

Assist with Construction Documents

- Orchestrate and assist the Owner in the review of construction documents/specifications and cost estimates for approval of construction documents.
- Coordinate acceptance of the Construction Documents and finalize pricing.
- Provide weekly status reports to the Owner summarizing progress, schedule and cost status, major decisions, changes and other key project information.

Assist with the Bidding Process

- Confirm that the permit process is completed prior to start of construction, an early start permit has been obtained if necessary, and coordinate with agencies affected.
- Coordinate and review any modifications to pricing with the Owner.
- Review insurance and bonding requirements.
- Review subcontractor bids and process and confirm that a competitive process has been followed in obtaining bids from subcontractors, assist in the review of bids and subcontractor selection, and take necessary action such that subcontractors are properly insured.

Oversee Construction Process

- Assist the owner in coordinating construction activities to allow for occupancy and continuation operation hours.
- Review contractor's safety plan for the construction site.
- Take necessary action such that terms of the contract are enforced.
- Confirm Contractor has an established process to monitor safety compliance with all Federal/State/Local requirements (not limited to OSHA, EPA, and EEO.)
- Take necessary action to ensure Habitat policies are enforced
- Assist with planning for the placement of construction trailers, fences, signage, staging areas, and construction traffic zones.
- Attend weekly Construction Meetings as established.
- Review construction progress and take necessary action such that weekly minutes are accurate (including but not limited to construction progress, cost concerns, schedule, and outstanding issues).
- Advise the Owner on issues including construction costs, schedule, coordination, and owner occupancy.
- Verify and document that inspections and testing reports take place as required. Review reports to take necessary action such that deficiencies are addressed.
- Photograph construction progress. Provide observations regarding quality of workmanship, conformity to plans and specs, Address corrective measures to mitigate and correct non-conforming workmanship per the Contract Documents as identified by the Architect or Contractor. Notify the Owner of non-conforming work with the Contract Documents and methods to resolve the issues.
- Participate as part of the communications distribution of construction directives including, but not limited to RFI, PCO, ASI actions.
- Assist the Owner in the review of pending Change Orders.
- Resolve any disputes or claims prior to final approval or denial of a Change Order.
- Review appropriateness of each pay application with the design team and take necessary action such that lien/claim releases are executed and included with all pay applications and all disputes or claims are resolved prior to approval of a pay application. Owner's Representative will submit fund requests to the Owner. The Owner's Representative will be responsible for accuracy of the request and will coordinate with staff for any comments or questions.
- Assist the Owner with any concerns and/or complaints by community members, and neighbors during construction.
- Provide weekly status reports to the Owner summarizing progress, schedule and cost status, major decisions, changes and other key project information.

Assist with the Close-Out of the Project

- Take necessary action such that there is a seamless handover to the Owner.

- Schedule and assist the Owner in developing punch lists for the project completion and attend all walk-throughs.
- Assist the Owner in the collection of all close-out documents and the acceptance of punch lists, Operational/Maintenance Manuals/Warranties, copies of construction drawings (including any as-builts or mark-ups by contractor during construction), specifications, shop drawings, construction directives, photos, and videos.
- Provide description of final budget with record of expenditures,
- Assist the Owner in acceptance and issuance of the final pay application and verify that the advertising for final payment has been completed.
- Oversee that all Third Party inspections are complete and all violations are corrected to allow for the issuance of building permits.
- Initiate a team evaluation of the process and final product and include lessons learned for all participants.
- Take necessary action such that proper inspections have been conducted, documented, and all permits are in place.

Assist the Owner during the Warranty Period

- Schedule the 11 month warranty walk through with the design team if the warranty is minimum of 1 year.
- Schedule the additional warranty walk throughs as required (e.g., 23 month walk through).
- Address warranty items to confirm the requirements of the warranty are met.
- Provide status reports to the Owner summarizing progress, schedule and cost status, major decisions, changes and other key project information affected through the warranty period.

Limitations of Authority

(The Owner's Representative Shall NOT):

- Authorize deviations from the Contract Documents.
- Approve substitute materials or equipment except as authorized in writing by the Architect and the Owner.
- Personally conduct or participate in tests or third party inspections.
- Assume any of the responsibilities of the Contractors or of Sub-contractors.
- Expedite the work for the Contractor.
- Have control over, or charge of, or be responsible for, construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with the work.
- Issue a Certificate for Payment or Certificate of Substantial Completion or sign on the Owner's behalf.
- Prepare or certify the preparation of a record copy of the drawings, specifications, addenda, change orders and other modifications.
- Reject work or require special inspection or testing except as authorized in writing by the Architect.
- Accept, distribute or transmit submittals made by the Contractor that are not required by the Contract Documents.
- Order the Contractor to stop the work or any portion thereof, except for safety reasons that immediately affect the life and safety of any staff or person.

Attachment B

RFQ/P SUPPORTING DOCUMENTS