



Feb 16, 2022

**REQUEST FOR PROPOSALS
CONSTRUCTION OF A SINGLE-FAMILY RESIDENTIAL HOME IN PROCTOR**

PROJECT OVERVIEW: One Roof Community Housing is requesting proposals for the construction of a single family home at 730 5th St. in Proctor.

The home must be a minimum of 1200 square feet, must be a 3 Bedroom, or a 2 Bedroom, with an option to add a bedroom in a basement or lower level of a house with a tuck-under garage. The home must meet Minnesota Green Communities criteria and be energy star certified. Construction should begin spring of 2022, weather permitting, and be completed by September 30, 2022. The Project is supported by local, State and Federal grant programs.

PROPOSALS: Builders wishing to be considered must submit proposals as follows:

A. Cover Sheet – Proposals must include a completed and signed Proposal Cover Sheet.

B. Experience – Proposals must contain a written narrative outlining experience in single family home construction and sustainable/green construction. Please include any experience you have had in working with local, state and/or federal funds. Proposals must include three (3) client references, a list of all the homes constructed from 2019 through 2021, including specific addresses, square footages, completion dates, and construction prices. Photos can be attached.

C. Timeline - Provide a construction schedule for the completion of all homes from permitting to Certificate of Occupancy.

D. Pricing & Payment - Provide a firm fixed-price for each home and a written commitment that prices submitted will remain in effect through 2022. Also, provide a description of your billing procedure over the course of the project.

E. Additional Documentation - All submissions must include: • Copy of builder's contractor license; • Proof of General Liability, Risk, and Workers Compensation insurance coverage.

PLANS & SPECS: Specifications are available on the One Roof Community website at the following link:
<https://1roofhousing.org/request-for-proposals/>

QUESTIONS, REVIEW & SELECTION: Proposals should be submitted electronically (preferable) or mailed to the address below. All submittals must be received no later than **Noon on Wednesday, March 2, 2022, with a public bid opening via zoom at 1 p.m.** – Meeting ID: 859 8243 2936, Passcode: 482160 Any questions should be referred to:

Debbie Freedman, dfreedman@1roofhousing.org
Housing Development Coordinator
One Roof Community Housing
12 E. 4th Street
Duluth, MN 55805

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218 727-5372



NeighborWorks
CHARTERED MEMBER



IMPORTANT: Late or incomplete proposals will not be accepted. All accepted proposals will be opened at our office in a public setting via “zoom” on Wednesday, March 2, 2022 at 1 p.m.

Proposing builders may be contacted for additional information, and may be invited to meet with, or make formal presentations to One Roof as part of the review process. One Roof reserves the right to engage in discussions or negotiations with none, any, or all proposing builders as part of the selection process. It reserves the right to select or reject any or all proposals, and if deemed necessary, to engage in subsequent builder proposal rounds. After selection, One Roof and the Builder will finalize all outstanding matters and execute a contract for construction of three homes.

SPECIFIC REQUIREMENTS:

- 1.1. All requirements and standards must be included in a FIRM FIXED CONSTRUCTION PRICE submitted by Builder with Proposal/Bid, and shall become part of a NO-LIEN CONSTRUCTION AGREEMENT between One Roof and Builder. Builder may not assign construction agreement to another party.
- 1.2. All materials and workmanship must conform with current Energy Star/MN green communities criteria.
- 1.3. Builder shall provide One Roof a detailed list of all individuals and entities that have a contract with Builder to perform any portion of work at the site (“Subcontractor”), including names, addresses, Federal ID numbers, and dollar amount of subcontracts, with or prior to submission of final progress draw request.
- 1.4. Final payment will only occur after the municipality has issued a Certificate of Occupancy and energy star certificate has been received.
- 1.5. Builder is responsible for exact measurements, materials, and labor needed for bidding purposes. Bids must include all labor and materials to complete the job in a workmanship- like manner.
- 1.6. All costs to complete the Work described in these specifications and included on any drawings or plans should be included in these line items. Any scope of work Builder does not believe is covered, but is needed for a workman-like completion of the Work, should be discussed with One Roof before submitting a Proposal/Bid.
- 1.7. All materials used are to be new, of first quality and without defects, except in the case of harvest, salvaged, or recycled materials used in finishes, trim, etc., which have been approved by One Roof.
- 1.8. Change orders are for unforeseen circumstances or substantial changes to the Scope of Work only. All reasonable costs to complete the Work in the manner outlined in this document and submitted with Builder’s Proposal/Bid are assumed to be included in the original contract.
- 1.9. One Roof **must** approve all change orders before additional Work is started.
- 1.10. Builder will work closely with One Roof to resolve any defects in materials or workmanship. Builder agrees to remedy any defect due to faulty material or workmanship and pay for all damage to other work resulting there from, in accordance with the timeframe indicated in the current state statute.

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1.11. Builder must be licensed in accordance with State and/or municipality and approved as an Energy Star Builder.

1.12. Builder must apply for, and obtain, all required Permits. Builder must comply with all rules of the permitting process as established by the municipality where building.

1.13. All work will comply with any and all applicable Federal, State and local Codes and Ordinances.

1.14. Builder understands that grant funds used by One Roof to underwrite project costs require oversight and approvals.

1.15 Builder will submit to One Roof a detailed listing of all Minnesota State sales tax paid for any materials by them and/or subcontractors at construction close-out.

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PROJECT SPECIFICATIONS

SINGLE FAMILY NEW CONSTRUCTION HOME

1. GENERAL

- 1.1. The primary goals for this project are superior building performance balanced with efficiency and economy of systems. The Contractor is encouraged to offer input as to materials, methods and equipment that will enhance these goals.
- 1.2. Any changes sought by the contractor regarding materials or methods outlined in the construction documents shall be approved in writing by the Owner.
- 1.3. General code requirements:
 - a. Building materials, construction methods, heating, ventilation and other mechanical systems will conform to or exceed MN State Energy Code chapter 1322.
 - b. Building construction will conform to or exceed the requirements of the 2015 Minnesota State Residential Code, or any more stringent local codes currently adopted.
- 1.4. Applicable design standards and regulations: The project shall meet or exceed the following standards:
 - a. Current State of Minnesota and City of Duluth/Proctor Building Codes
 - b. Minnesota Housing Finance Agency (MHFA) standards
 - c. Minnesota Green Communities (MNGC) criteria for Single Family (SF) homes
 - i. Project shall be MNGC certifiable
 - ii. Certification checklists, submittals and verification to be by Owner
 - d. The project must be certified under the most current EnergyStar program (per MNGC requirements)
 - e. EPA criteria for Climate Zone 6A
 - i. Perform 15% better than 2009 IECC
 - ii. Project shall secure a Home Energy Rating System (HERS) rating of 85 or better
 - HERS rating costs to be covered by the General Contractor
 - f. A building air tightness target has been set at a maximum of 3 air change per hour (ACH) at 50 Pascal.
 - g. The contractor is responsible for scheduling and payment of all energy testing and all test results shall be shared with the owner.

