

July 27, 2022

**REQUEST FOR PROPOSALS  
CONSTRUCTION OF TWO SINGLE-FAMILY RESIDENTIAL HOMES IN DULUTH**



**PROJECT OVERVIEW:** One Roof Community Housing is requesting proposals for the construction of two single family homes, in Duluth. Home locations: (1) W 3<sup>rd</sup> St & N 10<sup>th</sup> Ave W, and (2) 21 S 67<sup>th</sup> Ave W, Duluth. Both homes will be the same design, plans attached. Homes must meet Minnesota Green Communities criteria and be energy star certified. One Roof intends to use this proposal process to identify one home builder to undertake the construction of both homes. Construction should begin Fall of 2022, weather permitting, and be completed by May 31, 2023. 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:** Elevations and 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, August 10, 2022, with a public bid opening via zoom at 1 p.m.** – Meeting ID: 892 5052 3346, Passcode: 675631 Any questions should be referred to:

Debbie Freedman, [dfreedman@1roofhousing.org](mailto:dfreedman@1roofhousing.org)  
Housing Development Coordinator  
One Roof Community Housing  
12 E. 4<sup>th</sup> Street  
Duluth, MN 55805

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**218 727-5372**

**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, August 10, 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.
- 1.11. Builder must be licensed in accordance with State and/or municipality and approved as an Energy Star

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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.

1.16 Visitable unit design and construction allow people with mobility impairments to enter and comfortably stay for a duration. This project must meet the following visit-ability requirements:

- 32-inch clear opening doorways throughout the Qualified Dwelling Unit;
- At least one no-step entrance; and
- A half bath, or larger bathroom, on the main level.

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NeighborWorks  
CHARTERED MEMBER

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July 27, 2022

## PROJECT SPECIFICATIONS

### SINGLE FAMILY NEW CONSTRUCTION HOMES

#### 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.
  - h. The General Contractor is encouraged to hire local, minority and woman-owned businesses.

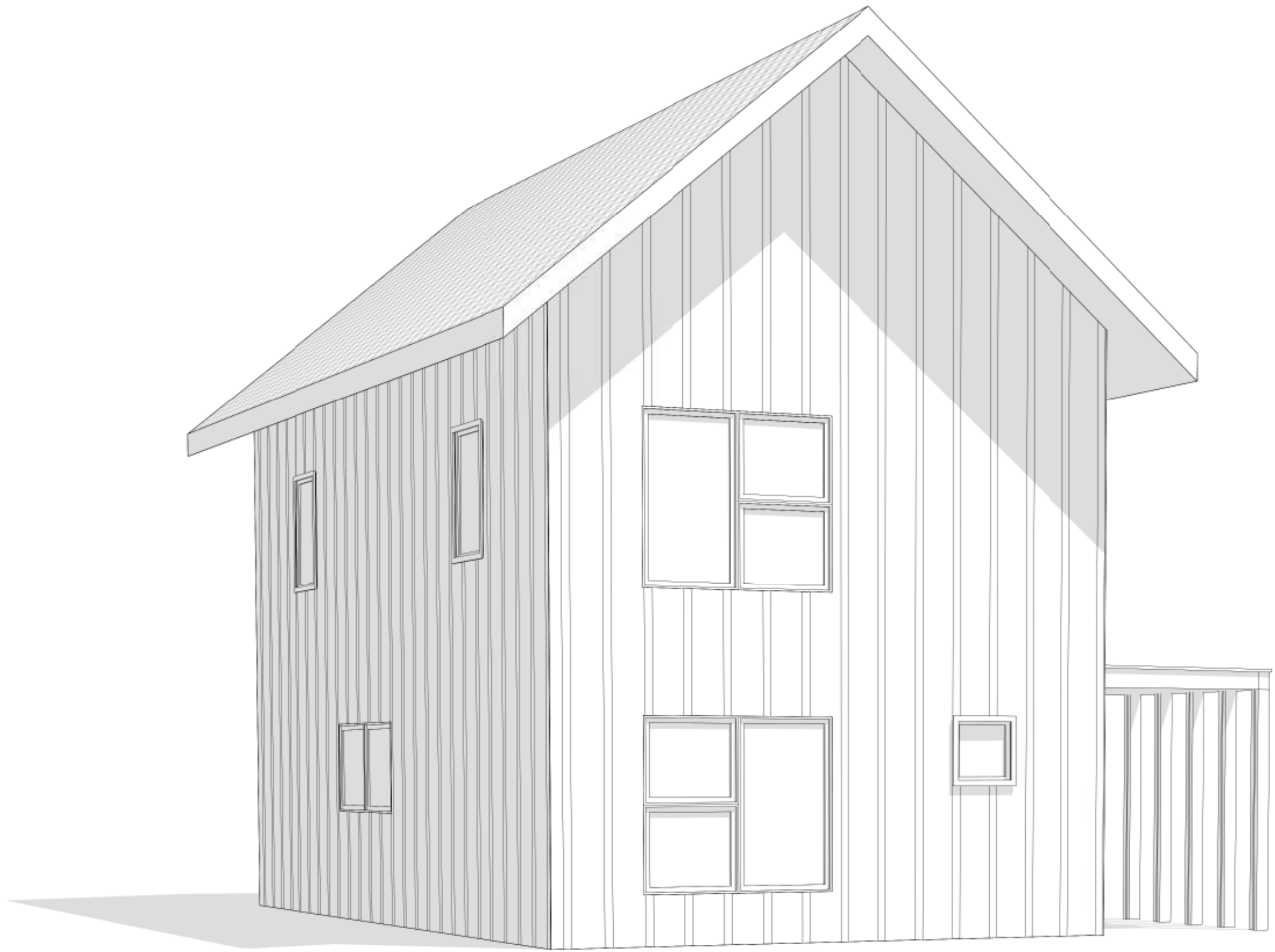
- 1.5. The General Contractor shall provide the following services as part of the contract:
  - a. Cost estimating
  - b. HERS rating and completion of required checklists as outlined above
  - c. Blower door test(s)
  - d. Energy Star Compliance paperwork and Checklists
  - e. Special inspections, if any, are by Owner
  - f. Compilation of O&M manuals, as-built drawings, and warranty information
    - i. 2-copies, in an organized binder
  - g. If required by owner, all invoicing shall provide separate line items for ALL sales tax paid so that the Owner may apply for applicable rebates
    - i. Provide a sales tax spreadsheet.
- 1.6. Additional items to be paid and coordinated by the General Contractor:
  - a. Building Permit
  - b. All utility hook-ups and fees.
  - c. Builder's Risk Insurance for amount of construction contract
  - d. Temporary power during construction
  - e. Final cleaning
  - f. Street closures, barricades, and street cleaning as required.
  - g. Temporary heat, as required
  - h. Site security as required (fencing, storage, monitoring etcetera)
- 1.7. Waste Management
  - a. A minimum of 25% of the construction waste shall be diverted from the waste stream, with a goal of 75% being diverted. This shall include:
    - i. Separate out cardboard, recyclable plastics, mixed paper, clean sheetrock, metal, and clean wood waste.
  - b. All waste shall be weighed and documented at the point of disposal for verification of goals.
  - c. All wall, floor, and joint penetrations shall be sealed with approved sealants against pest entry into concealed spaces.
- 1.8. Unit pricing:
  - a. Unit prices may be provided for materials if they are identified by line item and quantity.
- 1.9. Green criteria:
  - a. All adhesives and sealants to be low VOC per MNGC requirements
  - b. All composite wood products shall meet the MNGC requirements for low/no formaldehyde.
  - c. All hard surface flooring produces must meet the Scientific Certification System's FloorScore program criteria.
- 1.10. Detached Garage:
  - a. Provide a unit price for a 24' x 24' 2 car garage, 16' x 7' overhead door, 3' man door, 2 windows. Automatic garage door opener, on a concrete slab and apron. Siding color and shingles to match house. Garages may or may not be built at all sites, depending on pricing.

**See attached Bid Set and Specs, designed by Doug Zaun, LHB, construction documents prepared by Ben Trumbull**

2 STORY NORDIC

1006 WEST 3RD STREET, DULUTH

MINNESOTA 55807



GENERAL NOTES

DISCREPANCIES: THE OWNER HAS REQUESTED THAT THE DESIGNER PROVIDE LIMITED ARCHITECTURAL SERVICES AND HAS REPRESENTED THAT HE CAN CONSTRUCT THE WORK WITH SUCH SERVICES. IN THE EVENT ADDITIONAL DETAILS OR GUIDANCE ARE NEEDED BY THE CONTRACTOR FOR CONSTRUCTION OF ANY ASPECT OF THIS PROJECT, HE SHALL IMMEDIATELY NOTIFY THE DESIGNER. FAILURE TO GIVE SIMPLE NOTICE SHALL RELIEVE THE DESIGNER OF RESPONSIBILITY. DO NOT PROCEED IN AREAS OF DISCREPANCY UNTIL ALL SUCH DISCREPANCIES HAVE BEEN FULLY RESOLVED WITH WRITTEN APPROVAL FROM THE DESIGNER. THE CONTRACTOR SHALL BE RESPONSIBLE FOR SATISFYING ALL APPLICABLE CODES AND OBTAINING ALL PERMITS AND REQUIRED APPROVALS.

DIMENSIONS: WRITTEN DIMENSIONS ALWAYS TAKE PRECEDENCE OVER SCALED DIMENSIONS. DO NOT SCALE THE DRAWINGS. VERIFY ALL DIMENSIONS SHOWN PRIOR TO BEGINNING ANY WORK AND NOTIFY DESIGNER OF ANY CONFLICTS OR DISCREPANCIES FOR INTERPRETATION OR CLARIFICATION. PLAN DIMENSIONS ARE TO THE FACE OF FRAMING MEMBERS, FACE OF CONCRETE, OR WOOD FURRING UNLESS OTHERWISE NOTED. SECTION OR ELEVATION DIMENSIONS ARE TO TOP OF CONCRETE, TOP OF PLYWOOD, OR TOP OF WALL PLATES OR BEAMS UNLESS OTHERWISE NOTED.

MECHANICAL, PLUMBING & ELECTRICAL WORK: ALL MECHANICAL, PLUMBING, AND ELECTRICAL WORK SHALL CONFORM TO CURRENT UNIFORM MECHANICAL AND NATIONAL ELECTRICAL CODES INCLUDING ANY RELATED LOCAL CODES.

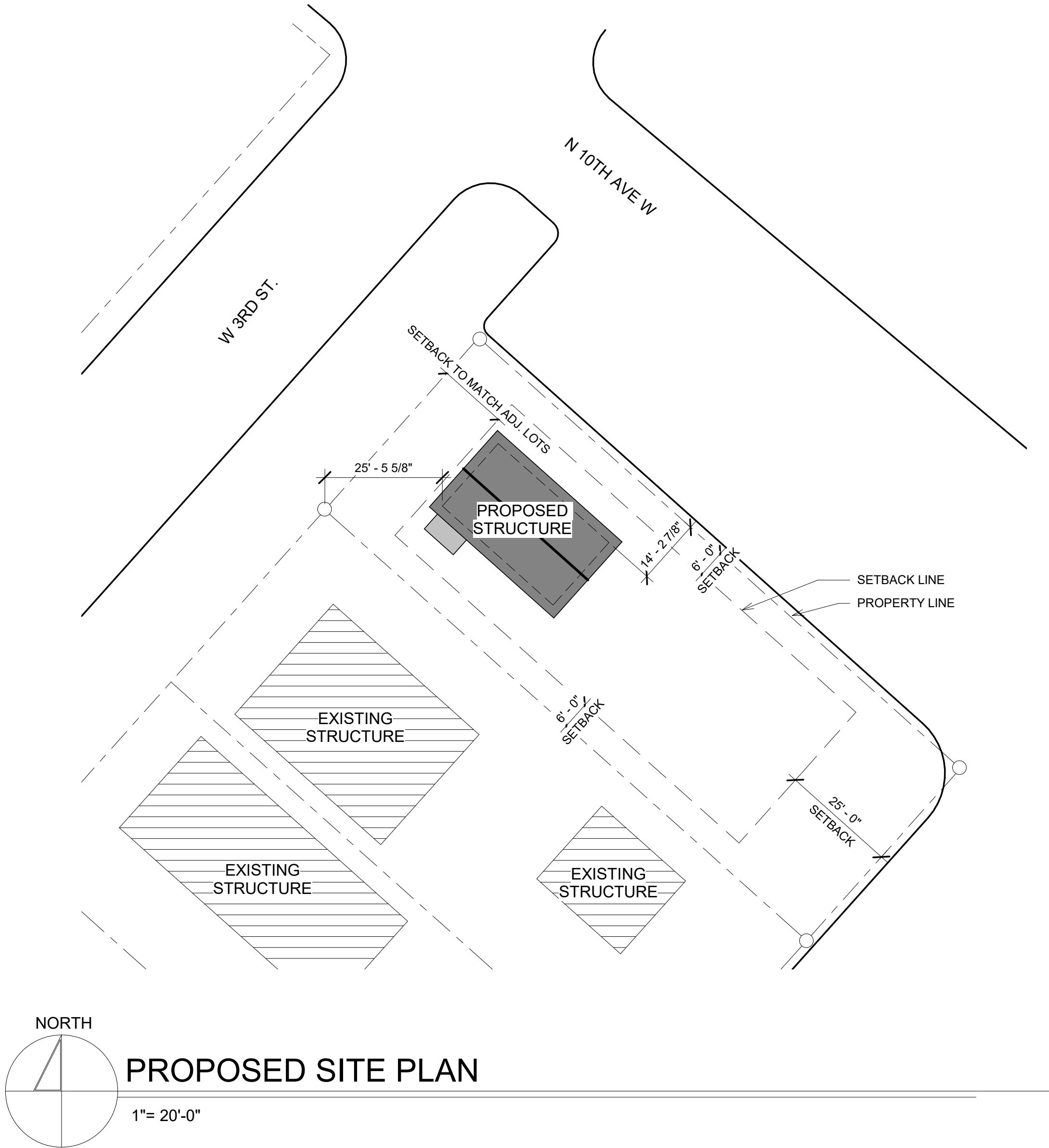
CONSTRUCTION SAFETY: THESE DRAWINGS DO NOT INCLUDE THE NECESSARY COMPONENTS FOR CONSTRUCTION SAFETY. THE GENERAL CONTRACTOR SHALL PROVIDE FOR THE SAFETY, CARE OF UTILITIES, AND ADJACENT PROPERTIES DURING CONSTRUCTION, AND SHALL COMPLY WITH STATE AND FEDERAL SAFETY REGULATIONS.

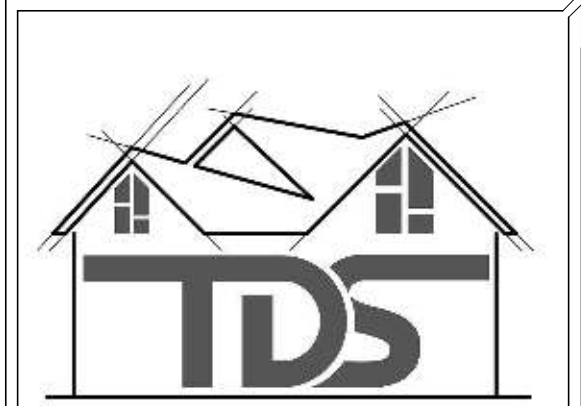
WINDOWS: LUMBER SUPPLIER, GENERAL CONTRACTOR, AND OWNER TO VERIFY WINDOW TYPE AND ROUGH OPENINGS PRIOR TO ANY WORK.

BUILDERS NOTE: THE ATTACHED INFORMATION WILL CONSTITUTE A "BUILDERS SET" OF PLANS. THE OWNER UNDERSTANDS THAT THE DESIGNER HAS NOT PROVIDED FULL ARCHITECTURAL OR ENGINEERING SERVICES. THE DESIGNER UNDERSTANDS THAT THE OWNER WILL SELECT A CONTRACTOR FOR THE PROJECT WHO WILL ASSIST WITH THE ON SITE CONSTRUCTION DETAILS AND ADJUSTMENTS TO THE DRAWINGS AS NECESSARY TO COMPLETE THE PROJECT.

CODE DATA	
1.	PORTAL FRAMING OF GARAGE DOOR OPENING REQUIRED AS PER CODE R602.10.5 (SEE SHEET A-5 FOR DETAIL)
2.	90 MPG GARAGE DOORS REQUIRED AS PER CODE R301.2(1)
3.	FLASH HEAD AND SIDES OF WINDOWS AND DOORS PER CODE R703.8 #1
4.	PAN FLASH WINDOW AND EXTERIOR DOOR SILLS AS PER CODE R703.8.1
5.	1" VENT CLEARANCE REQUIRED IN ATTIC AS PER CODE R806.3
6.	R-21 WALL INSULATION REQUIRED AS PER TABLE R402.1.1
7.	WINDOW U-VALUE OF 32 OR BETTER REQUIRED AS PER TABLE R402.1.1
8.	PROTECTIONS OF FOUNDATION INSULATION REQUIRED AS PER CODE R303.2.1

SHEET INDEX	
C-1	SITE PLAN, GENERAL NOTES, 3D VIEW
A-1	MAIN LEVEL FLOOR PLAN
A-2	UPPER LEVEL FLOOR PLAN
A-3	EXTERIOR ELEVATIONS
A-4	BUILDING/STAIR SECTION
A-5	TYPICAL WALL SECTION
A-6	FOUNDATION & ROOF PLAN





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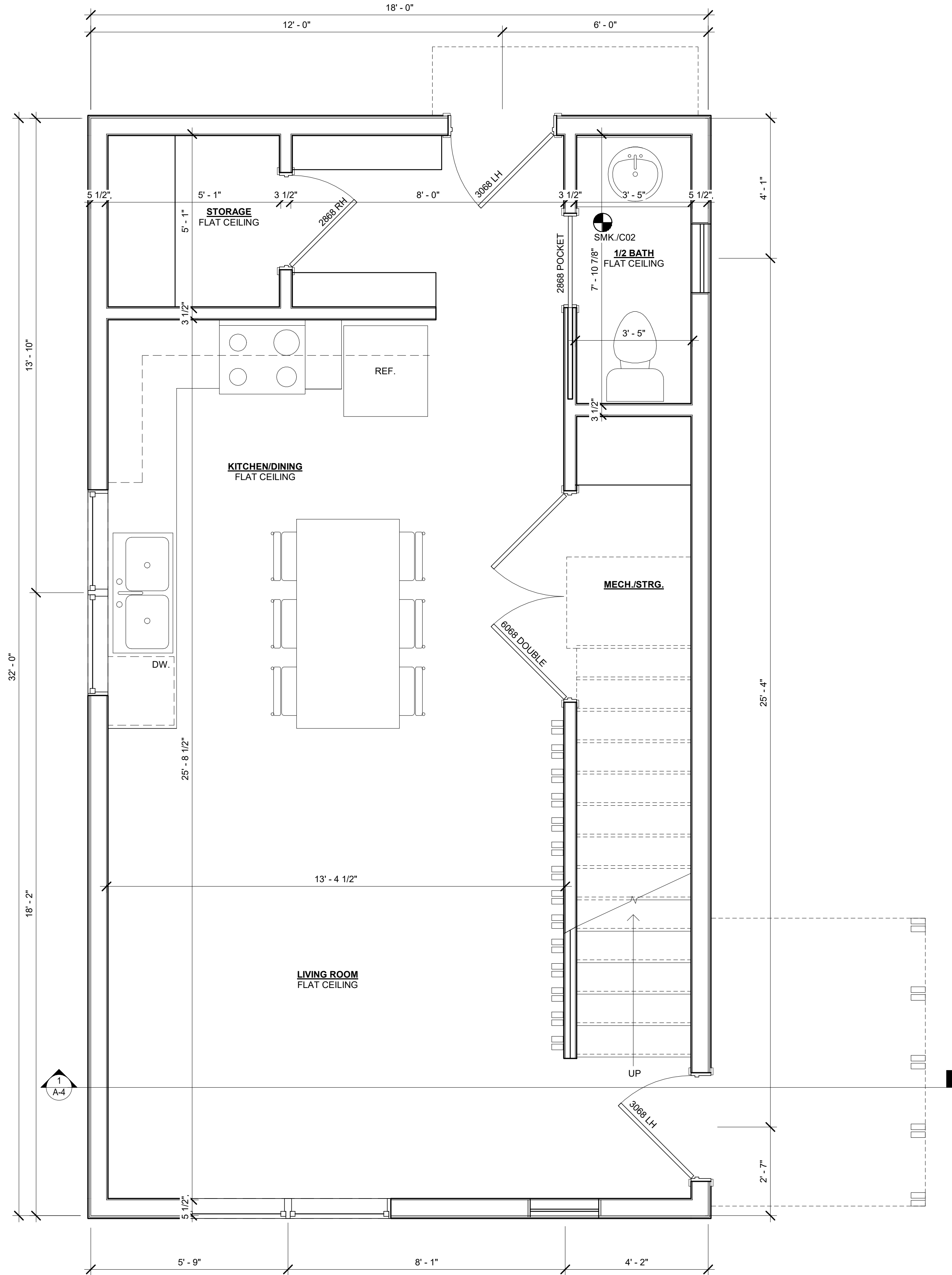
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COVER SHEET

C-1



MAIN LEVEL FLOOR PLAN

1/2"= 1'-0"

SF 576

DATA

LIVABLE SQFT.	- 511
GARAGE	- N/A
ALL-SEASON	- N/A



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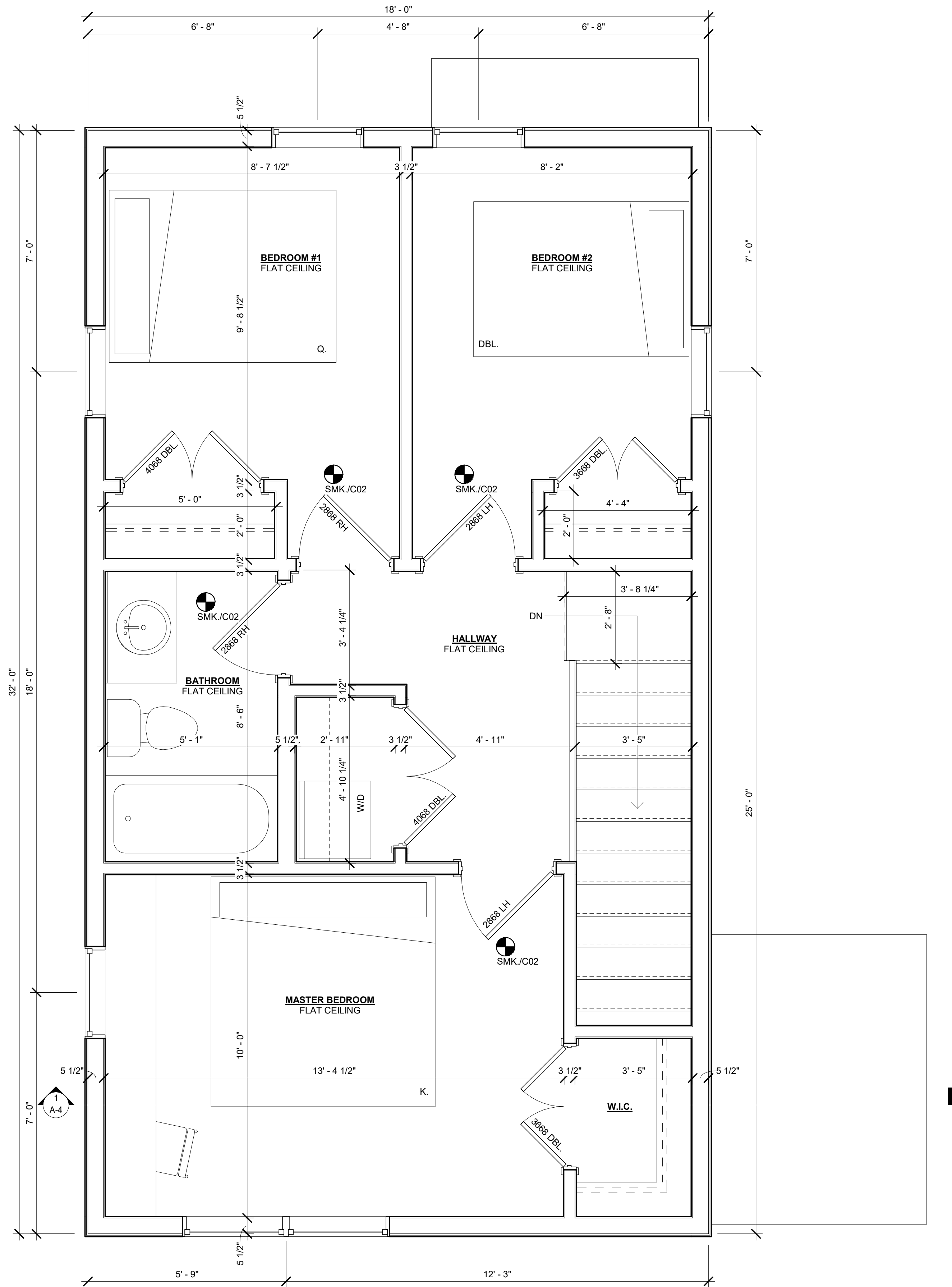
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MAIN LEVEL  
FLOOR PLAN

A-1



UPPER LEVEL FLOOR PLAN

1/2"= 1'-0"

SF 531

DATA

LIVING SQFT.	- 463
GARAGE	- N/A
ALL-SEASON	- N/A



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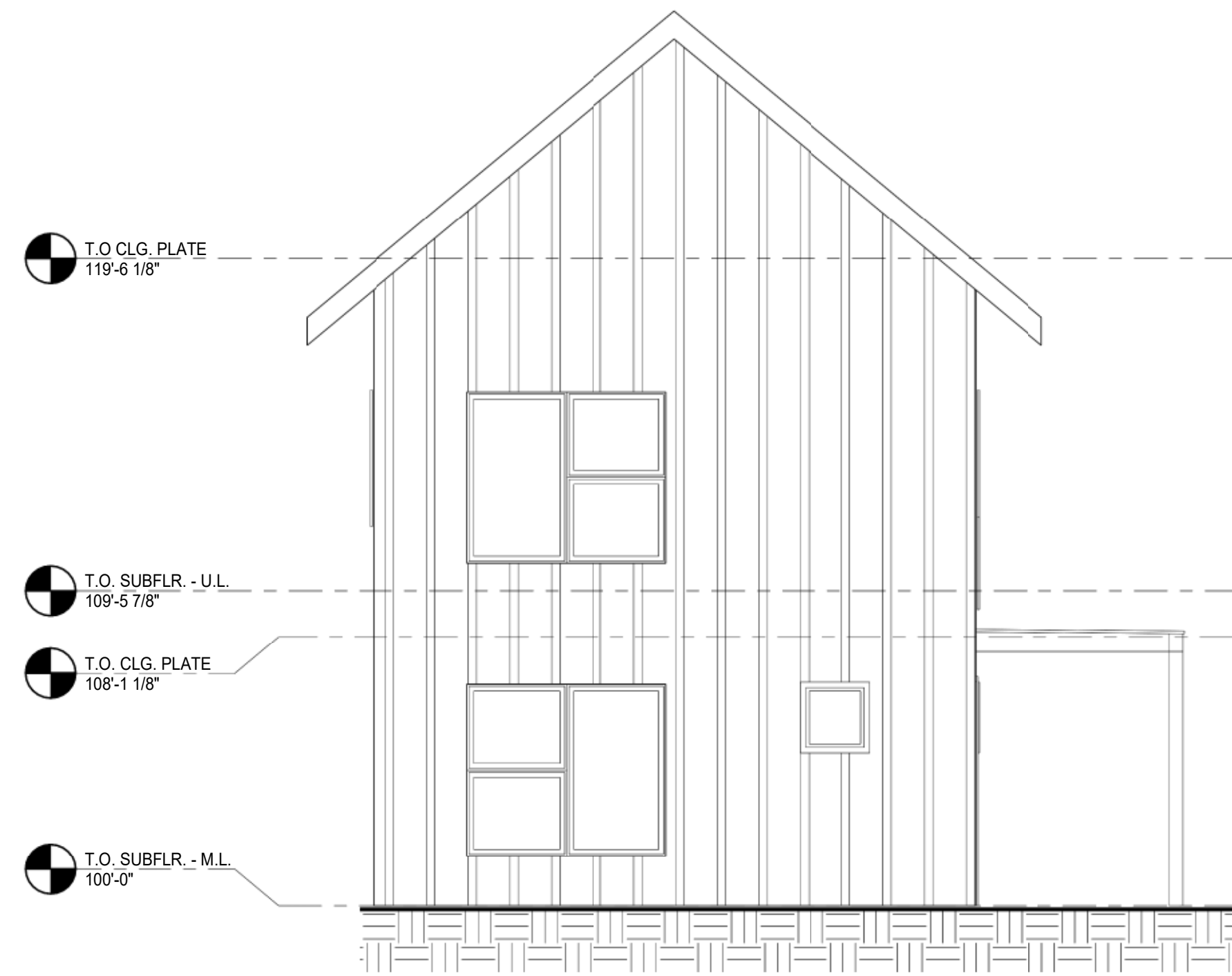
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UPPER LEVEL  
FLOOR PLAN

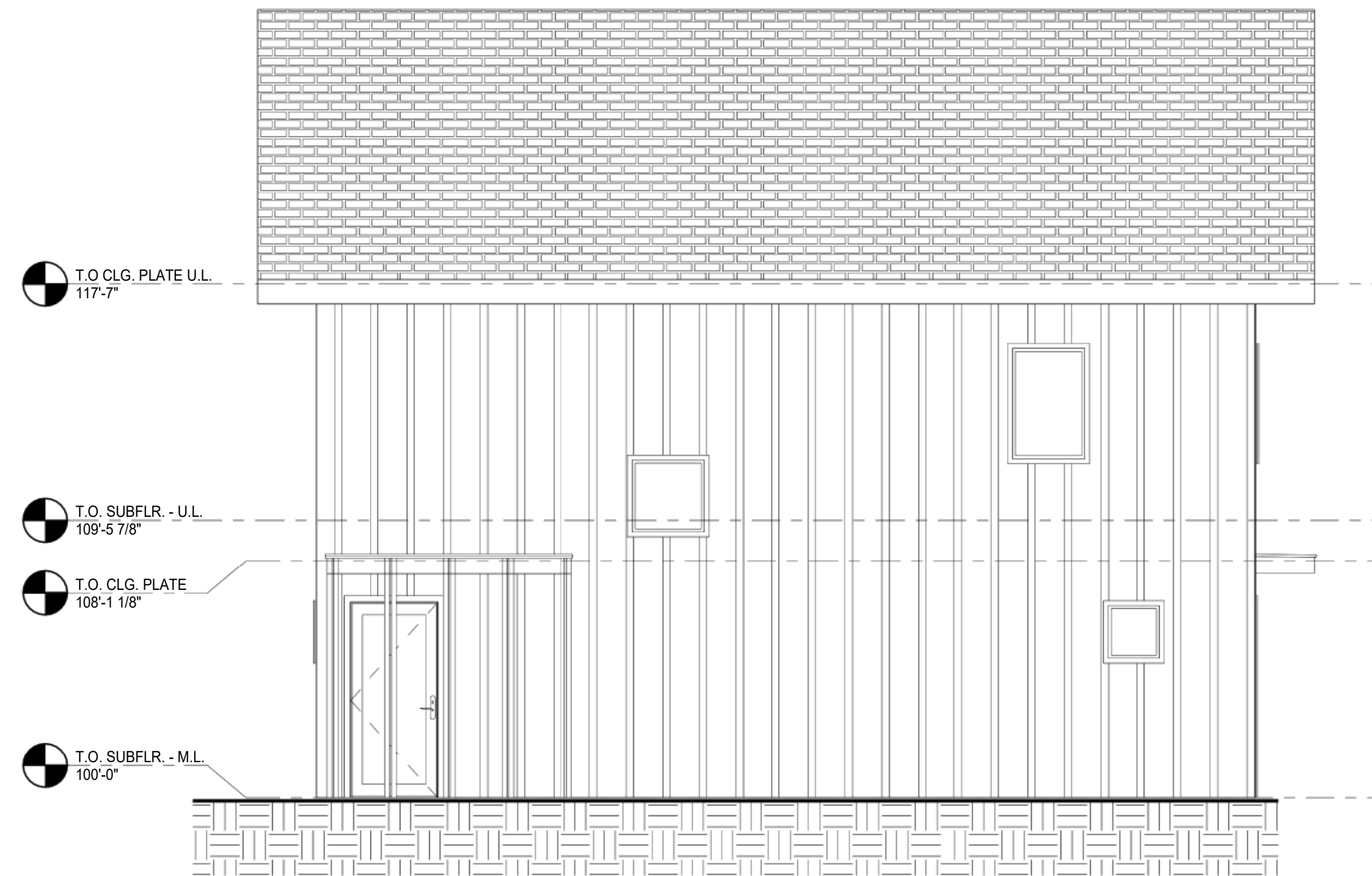
A-2





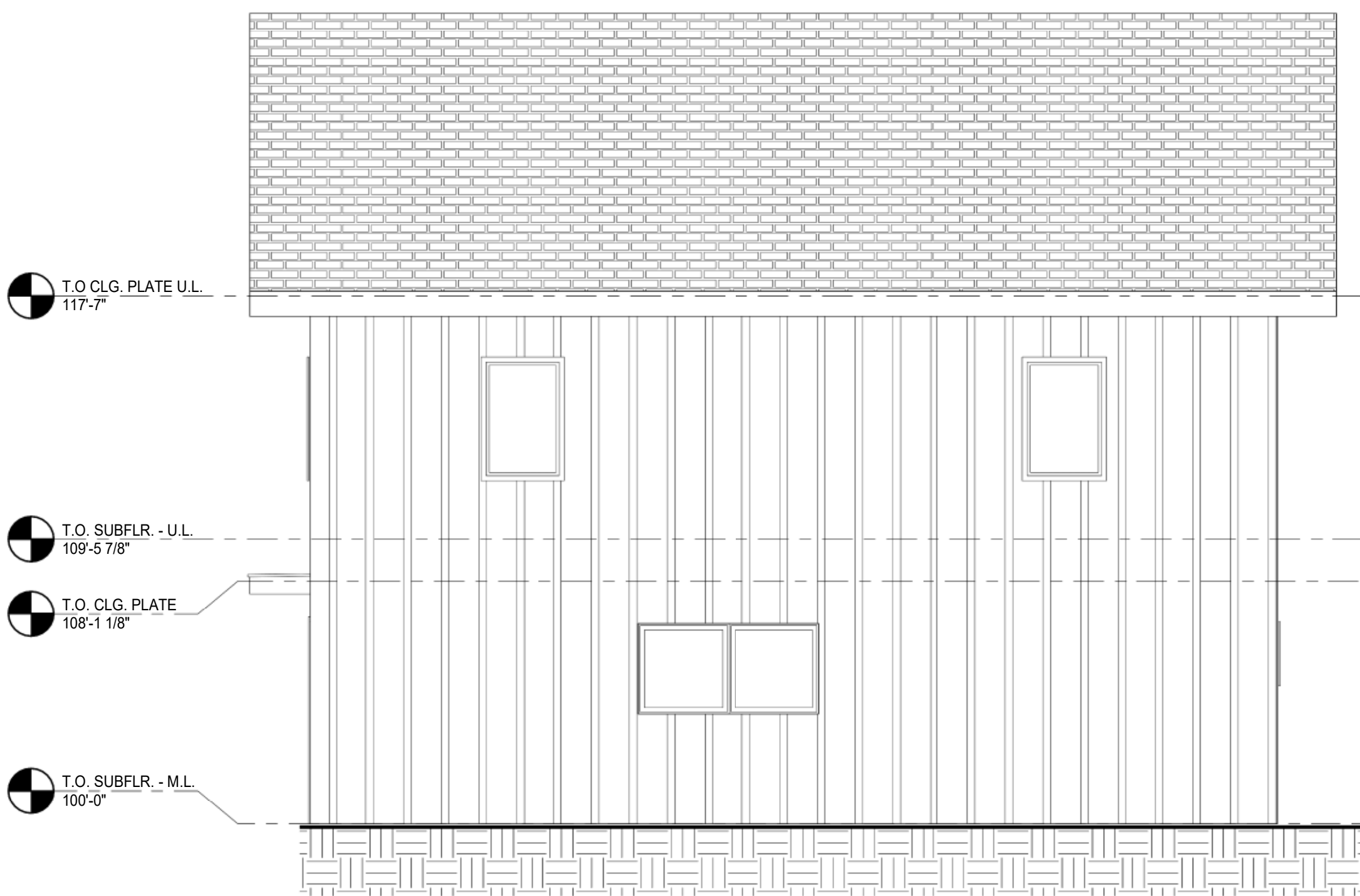
FRONT ELEVATION

1/4"= 1'-0"



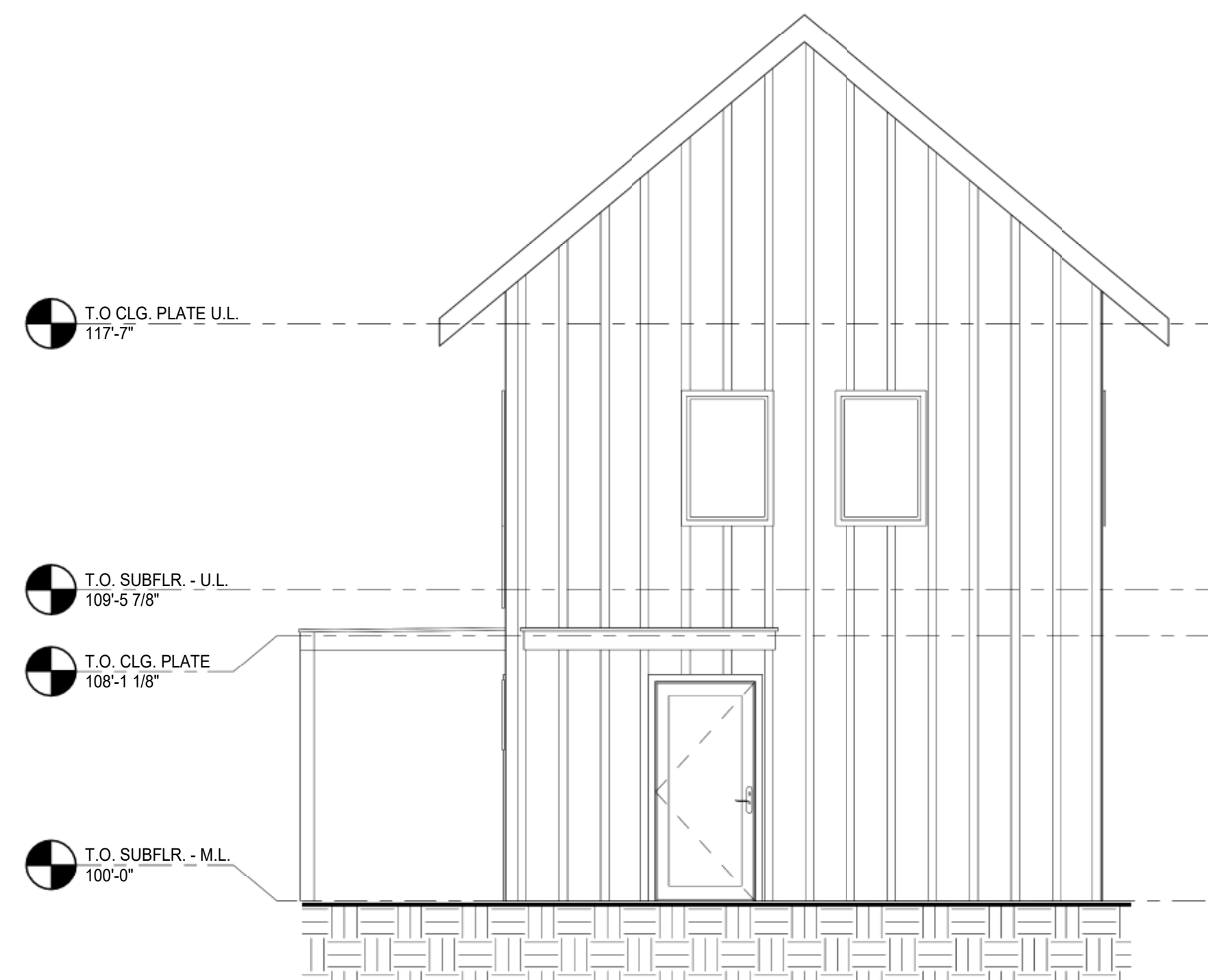
RIGHT SIDE ELEVATION

1/4"= 1'-0"



LEFT SIDE ELEVATION

1/4"= 1'-0"



BACK ELEVATION

1/4"= 1'-0"



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EXTERIOR  
ELEVATIONS

**A-3**



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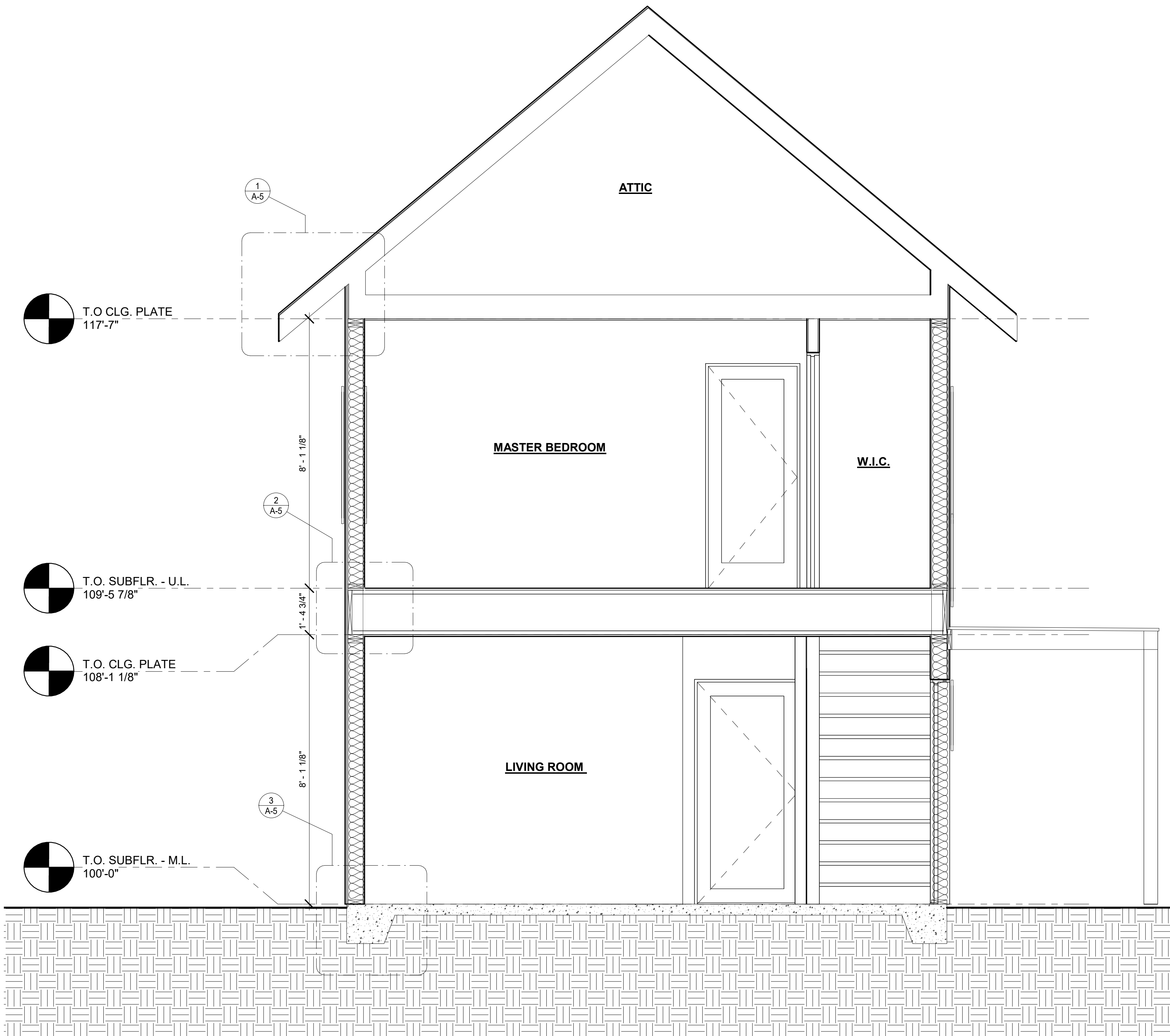
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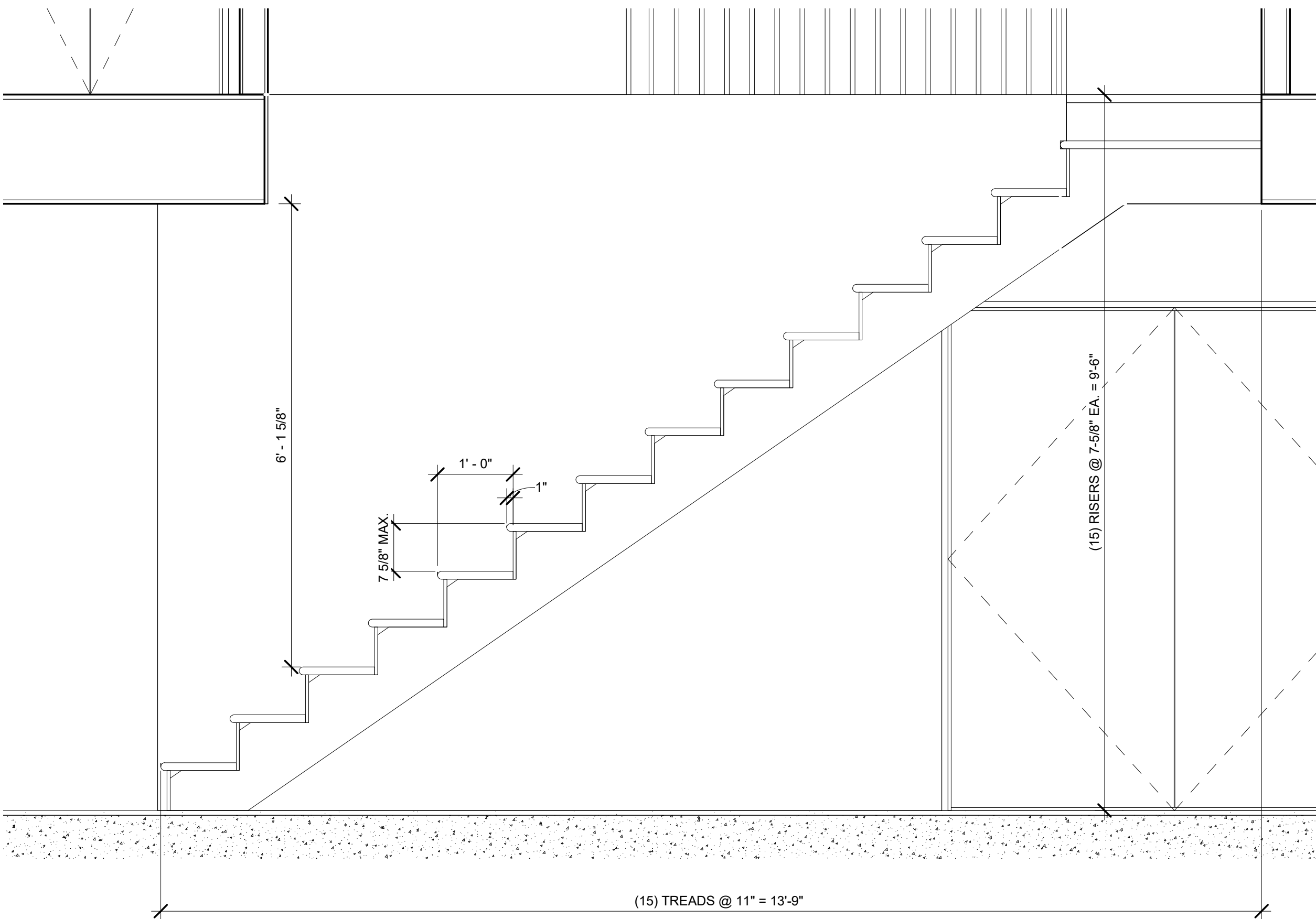
BUILDING SECTION

A-4



BUILDING SECTION

1/2"= 1'-0"



STAIR SECTION

3/4"= 1'-0"

TIMBERLINE HZ ASPHALT SHINGLES  
UNDERLAYMENT  
7/16" OSB SHEATHING  
WATER AND ICE SHIELD (BOTH  
SIDE OF DRIP FLASHING)  
DRIP FLASHING  
6" COMMERCIAL BOX GUTTER

INSULATION R-46

UPPER LEVEL

1  
DETAIL @ SOFFIT

1:4

MARMOLEUM OR CARPET  
DECKING PER G.C.  
16" JOISTS OR EQUIVALENT  
  
1 1/8" OSB RIM JOIST  
LP 5.8" SMARTLAP  
R6 ZIP SHEATHING  
DOUBLE 2X4 TOP PLATE  
2X4 STUD WALL @ 16" O.C.  
R21 FIBERGLASS BATTE INSULATION

MAIN LEVEL

2  
DETAIL @ HEADER JOIST

1:4

2X4 TREATED SILL PLATE W/ SILL SEAL  
2" VERTICAL RIGID INSULATION  
AROUND PERIMETER  
10" STL. FLASHING O/ FOAM, FINISH TO  
MATCH SIDING  
5/8" X 10" STRON TIE TITEN HD  
SCREW ANCHOR W/ MIN. 7"  
EMBEDMENT @ 6'-0" O.C.  
GRADE TO SLOPE MIN. 6"/120" FROM  
GRADE BEAM  
QTY-4 #4 REBAR  
16"X16" CONC. GRADE BEAM  
\*OPTIONAL 1/2" TREATED PLYWD: 4'  
FROM GRADE BEAM @ PRMT.  
2" RIGID FOAM: 4' FROM GRADE BEAM  
6 MIL. POLY. VAPOR BARRIER  
DRAIN TILE AROUND PRMT. AS REQ'D  
6" MIN. COMPACTED SAND OR COURSE  
AGGREGATE GRAVEL/PEA ROCK  
TAPE RIGID FOAM INSUL. @ SEAMS

4" CONC. SLAB, ACID ETCH AND  
CLEAR COAT FINISH  
RADIANT INFLOOR HEAT TUBING @  
SPACING PER G.C.

3  
DETAIL @ FOUNDATION

1:4



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TYPICAL WALL  
SECTION

A-5



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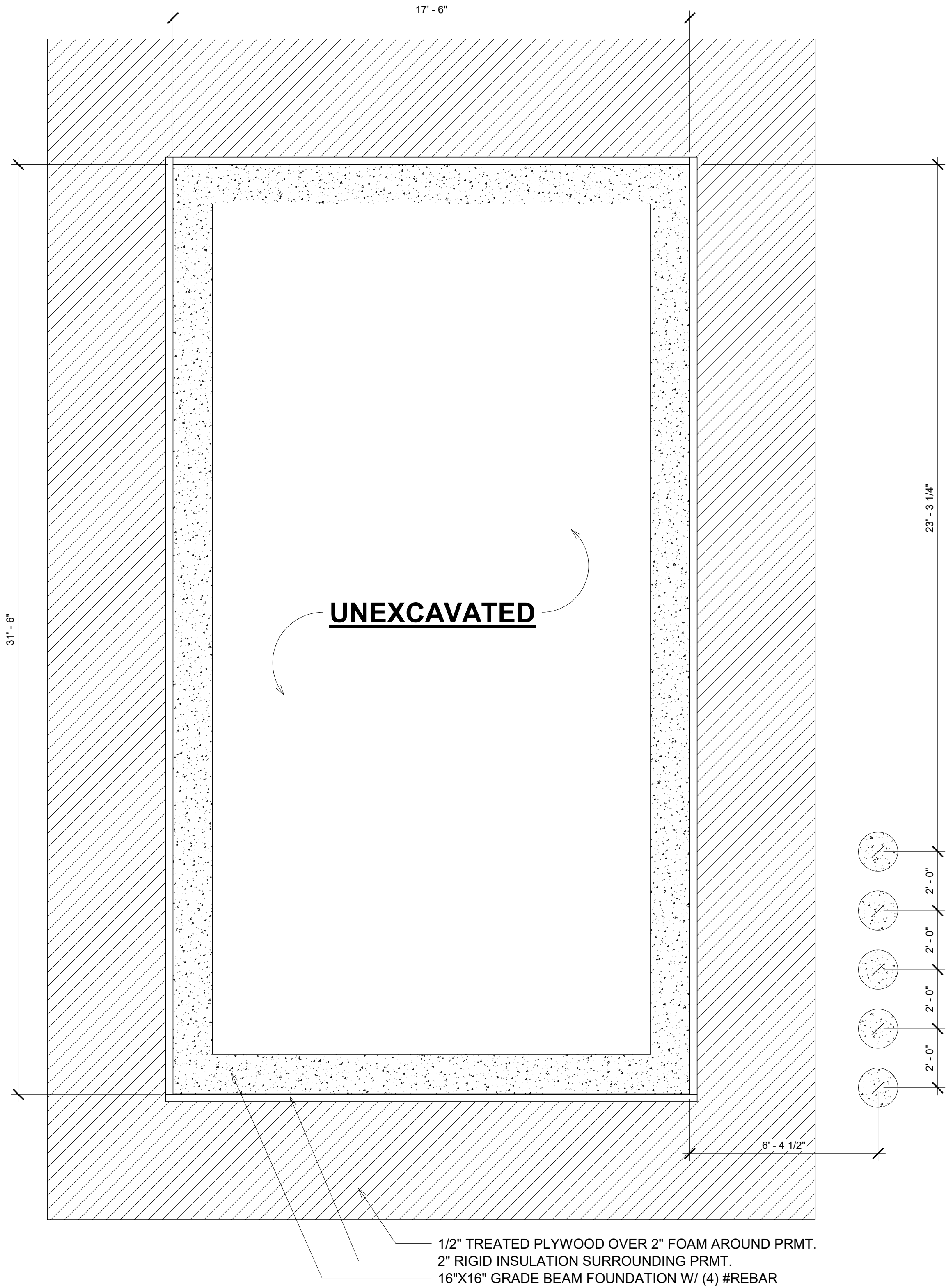
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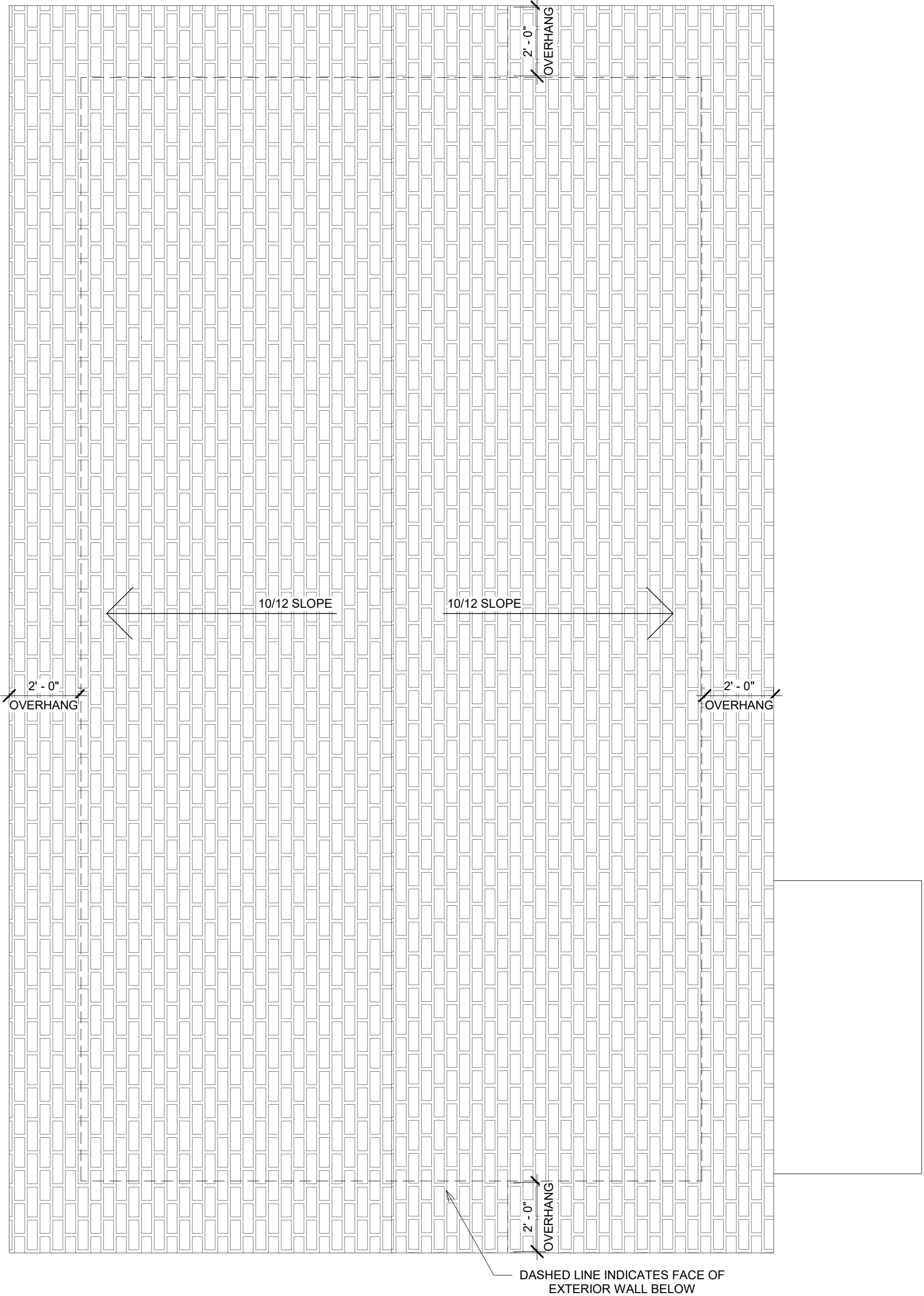
FOUNDATION &  
ROOF PLANS

A-6



FOUNDATION PLAN

3/8"=1'-0"



ROOF PLAN

3/8"=1'-0"