



12 E 4<sup>th</sup> STREET  
DULUTH, MN 55805

218 727-5372

February 19, 2025

**REQUEST FOR PROPOSALS:**

Design & Construction of 3 SINGLE-FAMILY HOMES at 63xx Sherburne St.

**PROJECT OVERVIEW:** One Roof Community Housing is requesting proposals for the design and construction of 3 single family, 2-bedroom, maximum 1000 sf, home on infill lots on Sherburne St in Duluth. The homes will be sold to a household at or below 80% of the Duluth Area Median Income through the Community Land Trust program.

The homes must meet Minnesota Green Communities mandatory criteria and be Energy Star Certified. One Roof intends to use this proposal process to identify a home builder to undertake the design & construction of the homes. Construction will begin Summer 2025 and be completed by Spring 2026. 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 homes constructed from 2021 through 2024, including specific addresses, square footage, completion dates, Energy Star Certificates, and construction prices. Photos should be attached.
- C. Vision - Describe your design vision for single family homeownership. Provide plans and specifications of 3-bedroom homes that are comfortable, affordable to construct, and energy efficient.
- D. Timeline - Provide a schedule for the completion of the home from design contract start through permitting, and from permitting through Certificate of Occupancy.
- E. Pricing & Payment - Provide a firm fixed-price for the home and a written commitment that prices submitted will remain in effect through project completion.
- F. Additional Documentation - All submissions must include:
  - a. Copy of builder's contractor license.
  - b. Proof of General Liability, Risk, and Workers Compensation insurance coverage.
  - c. Proof of Energy Star Builder's Certification
  - d. Proof of HVAC subcontractor's Energy Star Certification

**QUESTIONS, REVIEW & SELECTION:** Proposals should be submitted electronically. All submittals must be received no later than noon on Wednesday, March 12, 2025.

Any questions should be referred to:

Debbie Freedman, [dfreedman@1roofhousing.org](mailto:dfreedman@1roofhousing.org)

Housing Development Coordinator

One Roof Community Housing



**We make home a better place.**

**1ROOFHOUSING.ORG**

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 the home.

#### REQUIREMENTS:

- 1) All requirements and standards must be included in a FIRM FIXED CONSTRUCTION PRICE submitted by Builder with Proposal/Bid which shall become part of a NO-LIEN CONSTRUCTION AGREEMENT between One Roof and Builder. Builder may not assign construction agreement to another party.
- 2) All materials and workmanship must conform with current Energy Star/MN Green Communities criteria.
- 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.
- 4) Final payment will only occur after the Builder has provided the municipality-issued Certificate of Occupancy, the Energy Star Certificate, and the Sales Tax Rebate documentation.
- 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.
- 6) All materials used are to be new, of first quality and without defects, except in the case of harvested, salvaged, or recycled materials used in finishes, which have been approved by One Roof and which have been remediated of all lead or other contamination prior to delivery to site.
- 7) 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.
- 8) One Roof must approve all change orders before additional work is started.
- 9) 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.
- 10) Builder must be licensed in accordance with the State and/or municipality and approved as an Energy Star Builder.
- 11) 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.
- 12) All work will comply with all applicable Federal, State and local Codes and Ordinances.
- 13) Builder, subcontractors, including professional services subcontractors, must not have been suspended or debarred from doing business with federal or MN State Governments. Refer to the following websites to determine suspension or debarment status:  
<https://mn.gov/admin/osp/>  
<https://sam.gov>
- 14) Builder understands that grant funds used by One Roof to underwrite project costs require oversight and approvals.
- 15) 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.
- 16) Any changes sought by the contractor regarding materials or methods outlined in the construction documents shall be approved in writing by the Owner.
- 17) 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 2020 Minnesota State Residential Code, or any more stringent local codes currently adopted.
- 18) Applicable design standards and regulations: The project shall meet or exceed the following standards:
- a) Current State of Minnesota [ref?] and City of Duluth
  - b) Minnesota Housing Finance Agency (MHFA) standards [ref?]
  - c) Minnesota Green Communities (MNGC) criteria for Single Family (SF) homes
    - i) Project shall be compliant with MNGC mandatory items.
    - ii) Certification checklists, submittals and verification to be by Owner
- 19) The project must be certified under the most current EnergyStar program (per MNGC requirements) EPA criteria for Climate Zone 7.
- a) Perform 15% better than MN Residential Energy Code 2012 IECC
  - b) Project shall secure a Home Energy Rating System (HERS) rating of **45** or better HERS rating costs to be covered by the General Contractor.
  - c) A building air tightness target has been set at a maximum of **1.8** air change per hour (ACH) at 50 Pascal.  
The contractor is responsible for scheduling and payment of all energy testing and all test results shall be shared with the owner.
- 20) The General Contractor is encouraged to hire local, minority and woman-owned businesses.
- 21) 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:
- a) 32-inch clear opening doorways throughout the Qualified Dwelling Unit;
  - b) At least one no-step entrance; and
  - c) A half bath, or larger bathroom, on the main level.
- 22) 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:
- a) 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.
- 23) All wall, floor, and joint penetrations shall be sealed with approved sealants against pest entry into concealed spaces.
- 24) Additional green requirements:
- 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 products must meet the Scientific Certification System's FloorScore program criteria.
  - d) No vinyl siding
  - e) At least ½" of exterior insulation or zip sheathing.
- 25) 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, Blower door test(s) and Energy Star Compliance paperwork and Checklists
  - c) Special inspections, if any, are by Owner
  - d) Compilation of O&M manuals, as-built drawings, and warranty information, 2-copies, in an organized binder
  - e) 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. Provide a



sales tax spreadsheet: all invoicing shall provide separate line items for ALL sales tax paid so that the Owner may apply for applicable rebates

- 26) 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)
- 27) Detached Garage: Provide a unit price for a 1 car garage, plus storage space, overhead door, 3' man door, electrical service, automatic garage door opener, on a concrete slab and apron. Siding color and trim to match house. Garages may or may not be built at all sites, depending on pricing.