

HOME Investment Partnership Program

NEW CONSTRUCTION BID PACKAGE

Number HFH-002

Due Date: 2:00 PM March 23, 2020.



Habitat for Humanity of Greater Jonesboro
520 West Monroe Avenue
Jonesboro, Arkansas 72401

Mailing Address
PO Box 19051
Jonesboro, Arkansas 72403

Background

Habitat for Humanity of Greater Jonesboro (HFH) is a sub recipient of an Arkansas Development Finance Authority (ADFA) grant under the Federal HOME Investment Partnership Program as determined by HUD. HOME is the largest Federal block grant to state and local governments designed exclusively to create affordable housing for low-income households. Our development activities will be focused in Jonesboro, Arkansas and will result in 12 new residential structures for buyers in need. Activities will be conducted through 2021.

You are hereby invited to submit a bid for the total completion of the work specified in the documents which are provided within this bid package.

These documents include:

1. Bid Instructions
2. Contractor Application
3. Federal Requirements
4. Insurance Requirements
5. Specifications by Trade/Location
6. Investor-owner/Contractor Agreement

The following documents must be submitted with the bid:

1. Price Proposal for each house
2. Contractor Application Form
3. City Business license number
4. State contractor's license number
5. Insurance Certificates
6. W-9 Certificate
7. Bid Security (with Power of Attorney attached) in the form of a Bid Bond, Cashiers or Certified Check, in the amount equal to 5% of the Bid submitted, and payable to HFH as a guarantee that, if selected, the bidder will promptly enter into a contract and execute such bonds as may be required.

Please note this bid package is for ten New Construction Property listed below. Each floor plan (4-bedroom and 3-bedroom) is to be bid separately. Your bids must be submitted on the enclosed "Bid Form." Only completed applications will be accepted.

Site Addresses – All New Residential Construction located in Jonesboro, AR. 72401

- 412 Belt Street (4-bedroom floor plan)
- 416 Belt Street (4-bedroom floor plan)
- 211 Phillip Evans Parkway (TBD)
- 215 Phillip Evans Parkway (TBD)
- 219 Phillip Evans Parkway (TBD)
- 223 Phillip Evans Parkway (TBD)
- 227 Phillip Evans Parkway (TBD)
- 231 Phillip Evans Parkway (TBD)
- 235 Phillip Evans Parkway (TBD)
- 239 State Street (TBD)

The construction schedule for these ten (10) residential homes shall comply with the Attachment A - Construction Schedule attached hereto and made part of.

All ten (10) project sites include site preparation, footings and concrete foundation installation and complete erection of house as described herein with landscape and driveway. For those houses located on Phillip Evans Parkway, water, sewer and electrical stubs will be provided for each house as well as a partial driveway pour. For those houses located on Belt street, water, sewer and electrical connections will be the responsibility of the contractor. HFH shall provide certain materials and labor for these houses. Should any material and labor be provided by HFH, the contractor's bid shall be reduced by the difference in the amount included in the bid and the cost at which HFH is able to secure. Contractor shall pay the cost of the HFH secured materials and labor. This allows tax receipts to be supplied to the donors. To this end, the awarded contractor will provide a breakdown of their bid showing separating material and labor cost for each line item within ten (10) days of acceptance.

It is important to HFH to maintain its volunteer base. Therefore, the awarded contractor will be required to make available volunteer opportunities during the construction of the home. Contractor will also be required to provide supervisory support for some of these opportunities such as construction and setting of walls. Materials and labor that HFH *might* supply include:

1. Termite treatments (specification page 4)
2. Framing wood, framing hardware, interior and exterior doors, sheetrock and door and cabinet hardware (specification page 5)
3. Roof decking, Shingles, and felt (specification page 6)
4. Windows (specification page 6)
5. All paint for the houses, labor to paint interior and exterior of the houses (specification page 7)
6. Styrofoam insulation board, tape for foam boards, house wrap, foam gap filler, window flashing tape, window sill gaskets, and bottom plate exterior wall gasket (specification page 8)
7. Plumbing fixtures, kitchen and bath faucets, toilets, tubs and hot water heater (page 8)
8. Lighting fixtures (ceiling lights, ceiling fans, exterior lights, doorbell and bath exhaust (specification page 10)
9. Electrical supplies (specification page 10)
10. Kitchen cabinets and bathroom vanities (specification page 11)
11. Flooring for the house (specification page 11)
12. Sod laying (specification page 12)
13. Kitchen appliances (range, refrigerator, dishwasher, disposal and microwave (specification page 12)

Allowances are included in the bid package for each of the above. *Please note the separate lighting plan.*

The contractor shall separate the labor and material cost for these items from the lump sum cost of the house. Should HFH provide any of these items, the contractor shall manage the delivery of these items and reimburse HFH for the items' cost at the next monthly draw request. **The Bidder agrees to utilize a reduction in the monthly draw amount for HFH reimbursement.** In addition, any difference in the items actual cost and the allowance amount will be treated as a bid change and addressed through Change Orders (AIA Form G701 or comparable).

The contractor must comply with all building codes, safety requirements, house plans and specifications and the obligations of this New Construction Package HFH-002. The contractor shall be required to obtain all building permits and to schedule and obtain building inspection permits. The contractor will be **required to schedule an energy efficiency audit, a blower door test, a HVAC manual J calculation test, a duct leakage test and obtain an Entergy Star 2.5 certificate.** All results of test and certificates shall be provided to HFH before final retainage payment is paid.

Before construction is to commence, a pre-construction meeting shall be scheduled between contractor, HFH and Arkansas Development and Finance Authority. All insurance requirements, permits (building, electric and plumbing), diagram of HVAC system selection and proposed layout of the distribution system must be obtained or submitted before this meeting. Monthly progress meetings will be scheduled during construction where payment requests, progress reports, mock samples, and purchase submittals will be reviewed and discussed. Payments requests along with progress reports must be submitted in the monthly meeting and then reviewed by HFH and Arkansas Development and Finance Authority before payment is made. All purchase submittal sheets must identify the manufacturer and specifications and proof that the items are in compliance with the drawings for this project and this New Construction Bid Package HFH-002. Payment requests shall be use AIA Forms G732 and G703 or equivalent.

Construction bids must be good for 60 days from the due date: 2:00 PM March 23, 2020.

All bids shall be delivered to HFH offices to the attention of Micheal Sullivan.

CONTRACTOR BID INSTRUCTIONS

To be considered, proposals must be in accordance with these instructions to bidders.

1. Documents:

1. Copies of all documents are on file at the HFH office. Documents may also be downloaded from www.jonesborohabitat.com/bids

2. Submitting Bids:

1. Sealed bids for a four (4) bedroom and three (3) bedroom floor plans will be received from bidders at their offices at 520 West Monroe Avenue, Jonesboro, Arkansas 72401 until 2:00 PM March 4, 2020. Bids received after that time will not be accepted. HFH will inform contractor what floor plan will be selected for each site as soon as a homeowner owner is selected.
2. Bids shall be based upon the "Specifications". Bids should be made upon the "Specs by Trade/Location Form" provided, all unit price amounts and blanks filled in. DO NOT change or add to the wording of the "Specifications". Unauthorized conditions, limitations, or provisions attached to the proposal shall be cause for rejection of the entire bid.
3. Each bid shall be addressed to HFH and shall be delivered to the office on or before the time set for the opening of the bids. The bid shall be enclosed in a sealed envelope bearing the name of the work.

3. Insurance:

1. The contractor shall purchase and maintain such insurance to protect Contractor against claims as set forth in the Insurance Requirements.
2. Certificates of Insurance acceptable to HFH shall be filed prior to commencement of the work. These certificates shall contain a provision that coverage afforded under the policies will not be canceled until at least ten days prior written notice has been given to the HFH.

4. Examination of Drawings and Specifications:

Before submitting a bid, each Bidder shall carefully examine and read the specifications and all other Contract Documents. Each Bidder shall be fully informed prior to bidding all existing conditions and limitations under which the

work is to be performed and the bidder shall include in the bid a sum to cover the cost of all items necessary to perform the work as set forth in the Contract Documents. No allowances shall be made to any Bidder because of lack of such examination or knowledge. The submission of a bid shall be construed as conclusive evidence that the Bidder has made such examination.

5. Proof of Competence of Bidder:

Any Bidder may be required to furnish evidence satisfactory to HFH that shows the subcontractors have sufficient means and experience in the type of work called for to assure completion of the contract in a satisfactory manner.

6. Withdrawal of Bids:

Any Bidder may withdraw his bid by written notice at any time prior to the scheduled time for opening of bids.

7. Alternate Bids:

Alternate bids will not be considered. No alterations of bid package are allowed.

8. Execution of Agreement:

Where Bidder is a corporation, proposals must be signed under the legal names of the corporation followed by the name of the state of incorporation and legal signature of an agent authorized to bind the corporation to a contract.

9. Addenda:

Any addenda issued by HFH during the time of bidding are to be included in the proposal. Acknowledge receipt of addenda on the proposal form in space provided.

10. Contractor's License Law:

Contractor shall comply with state and city contractor's license laws and be duly registered and licensed there under.

11. Equal Opportunity

Contractor agrees to provide Equal Opportunity to all persons and small businesses, without discrimination to race, color, creed, religion, national origin, sex, marital status, age, and status with regard to public assistance or disability.

12. Unacceptable Risk

Contractor represents that at the time of execution hereof, Contractor's Company is not listed on the disbarred and Suspended Contractor's list of the U.S. Department of Housing and Urban Development.

13. Managing Volunteer Base (**READ CAREFULLY**)

It has been HFH practice to build homes primarily with volunteer labor. Due to the size of this HOME Building Grant Program, a general contractor will be used as the primary builder for the remaining 10 homes to be built. It is important to HFH to maintain the volunteer base over this period. In recognition of this need, the bidder shall include:

- **Raising Walls:** Two days for each house where HFH will host volunteers to build and raise walls. Bidder shall supply supervision along with HFH supervision for this effort. ***Contractor will square house and mark for base plate placement.*** Contractor will also mark bottom and top plates for studs prior to HFH's wall raising dates. Bidder will be responsible to build and raise walls that were not complete in this two-day effort.
- **Painting:** HFH volunteers will paint the interior and exterior of the house. Bidder shall supply HFH ample notice so a volunteer force can be raised to paint the interior. Bidder will vacate interior of house prior to the installation of any trim while HFH volunteers paint. Installation and painting of trim will be the responsibility of bidder. Bidder can make available all trim material to HFH before installation and HFH will paint trim material if desired. HFH shall coordinate with bidder and supply sufficient work force to minimize the time impact to bidder. Primer, wall, ceiling and exterior paint will be provided by HFH. HFH volunteers will also paint exterior of the house, if needed, during times when such work will not impact bidder.
- **Flooring:** After interior painting, HFH will provide labor to install all vinyl tile flooring.
- **Landscaping:** HFH will provide volunteers to lay sod on the whole property. Bidder will purchase sod for this purpose.

FEDERAL REQUIREMENTS

Section 3 Requirements:

Section 3 is one of the federal government's tools for ensuring that the expenditure of federal economic stimulus funds in economically distressed communities has a "multiplier effect" by providing opportunities for local low and very low income persons and qualified businesses for jobs, training, and contracting opportunities. Each grant recipient as well as their contractors and subcontractors are required to comply with the requirements of Section 3 for new employment, training, or contracting opportunities that are created during the course of the project. This responsibility includes:

1. Implementing procedures to notify Section 3 (low and very low income) residents and business concerns about the training and employment opportunities available.
2. Implementing procedures to notify Section 3 business concerns about the availability of contracting opportunities or the need to acquire materials for the project.
3. Notifying all potential contractors and subcontractors performing work on the projects of their responsibilities.
4. Incorporating the Section 3 Clause into all bid solicitations and contracts
5. Providing training and employment opportunities for Section 3 (low and very low income) residents in or near the project area whenever possible.
6. Assisting all contractors and subcontractors in meeting Section 3 requirements
7. Refraining from entering into contracts with contractors that are in violation of, or who knowingly ignore the Section 3 regulations
8. Documenting all actions taken to comply with Section 3 requirements and retaining those records for a period of 3 years in case of federal audit.

Women and Minority Business Enterprises:

HOME grant regulations require the following minimum affirmative steps are taken to ensure that WBE's and MBE's are afforded every opportunity to participate in HOME generated contracts.

1. Placing minorities and women on solicitations lists
2. Taking steps to ensure that MBE and WBE firms are solicited whenever they are potential sources
3. Dividing the total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority business enterprises, and women business enterprises
4. Where the requirement permits, establishing delivery schedules that encourage participation by small and minority business enterprises, and women business enterprises
5. Using the services and assistance of the Governor's Office of Small and Minority Business Assistance (OSMBA) and AEDC to locate qualified businesses
6. Requiring subcontractors to take all of the same affirmative steps listed here

**CONTRACTOR CERTIFICATE OF INSURANCE
(Required Coverage and Endorsement)**

Accepted firms become vendors and must provide a certificate of insurance from an insurer with a Best's rating of no less than A- indicating compliance with the required coverage of the Contract. Vendors must notify HFH immediately of any material changes in insurance coverage such as changes in limits, coverage extent, change of status of policy, etc. HFH reserves the right to require complete copies of insurance policies at any time.

- 1) **General Requirements:** The vendor shall maintain for the duration of the contract(s), at its cost and expense, insurance against claims for injuries to persons or damages to property, including contractual liability, which may arise from or in connection with the performance of the work by the Vendor, its agents, employees, representatives, assigns or subcontractors. This insurance shall cover such claims as may be caused by any negligent act or omission and shall be in the amounts of \$1,000,000 per occurrence and \$2,000,000 aggregate.
- 2) **Primary Insurance:** The Vendor's insurance coverage shall be primary insurance with respect to HFH, its officers, officials, employees, agents, and representatives and shall apply separately to each project or location. Any insurance or self-insurance maintained by HFH, its officers, officials, employees or volunteers shall be in excess of the Vendor's insurance and shall not contribute with it.
- 3) **Workers Compensation Insurance:** The Vendor shall maintain for the duration of the contract(s), at its cost and expense, Workers Compensation Insurance in the statutory amounts pursuant to Arkansas law.
- 4) **Additional Insured Status:** HFH must be listed as additional insured for liability arising out of activities performed by or on behalf of the Vendor.
- 5) **Special Conditions:** The insurer must indicate on the Certificate of Insurance that it agrees to defend, indemnify, and hold harmless HFH, its agents, servants, and administrators from any and all complaints arising out of work or duties to be performed under this contract between HFH and the Vendor.
- 6) **Performance Bond:** The Vendor shall supply to HFH a Performance Bond in the amount of its bid for sites under construction and revise such Performance Bond as sites are completed a news sites started. Such bond as amended shall remain in effect for the duration of the project and final approval by HFH.
- 7) **Amounts:** All insurance shall be written for the following limits of liability:

Bodily Injury Liability Insurance:	\$1,000,000.00 each person
	\$1,000,000.00 each occurrence
Property Damage Liability Insurance:	\$1,000,000.00 each person
	\$1,000,000.00 each occurrence
Professional Liability:	\$1,000,000.00
Performance Bond	Amount of under construction sites

Habitat for Humanity of Greater Jonesboro
520 West Monroe Avenue
Jonesboro, AR 72401

CONTRACTOR APPLICATION

Statement of Qualifications

All questions must be answered and the data given must be clear and comprehensive. The contractor may submit additional information as appropriate.

Company Name: _____

Company Owner(s): _____ SSN# _____

_____ SSN# _____

Address: _____

Phone: _____

Federal IRS Tax I.D. # _____

DUNS# _____

Contractor State of AR License No. _____ (Attach Copy)

EPA Rehab Right: _____

Trade License: _____

Minority Registration # _____

Type of Ownership: Corporation () Partnership () Privately Owned ()

Company Principals and Titles: _____

Names of Corporation Officers (if corporation), Partners (if partnership), Owner (if private):

Name	Title	SSN
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Address	Phone
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Name	Title	SSN
------	-------	-----

Address	Phone
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**Attach additional pages to list all other officers, partners, owners if needed*

If corporation, where incorporated, State _____

Number of years in business as this entity: _____ Years

If the company name has changed, what was the original name(s)

1. _____
Company Name Address Dates

2. _____
Company Name Address Dates

What is company's average annual gross income for the last 2 years? \$ _____ per year

Number of persons on your company's payroll _____

How many times have you failed to complete any work or defaulted on a contract awarded to you? _____ If so, when, where and why? _____

Bank Reference: _____

Address: _____ Phone _____

Bank Credit Available in dollars \$ _____ Supply House Credit \$ _____

Insurance Company: _____

Phone: _____ Email: _____

JOB REFERENCES

List three (3) jobs under construction or recently completed over \$50,000 that HFH may contact for job reference. Supply name, phone number, address and type of work done. (References that will allow us to examine interior and exterior work we prefer).

1. Name _____
Address _____
Phone _____
Type of work performed _____

2. Name _____
Address _____
Phone _____
Type of work performed _____

3. Name _____
Address _____
Phone _____
Type of work performed _____

ADDITIONAL INFORMATION

General background, such as experience of co-workers, including officers, and other information showing ability to work property improvement and construction.

Please list suppliers with whom you have credit accounts.

Name	Phone
Name	Phone
Name	Phone

Have you ever filed for bankruptcy? _____

Name(s) authorized to sign contracts, bids, contract changes and endorse checks

Name	Title
Name	Title

Personal References – Optional

Name	Address	Phone
Name	Address	Phone

I/we hereby certify that the above statements are true and complete to the best of my knowledge. I/we further understand that Our Program will keep all the information confidential and use such information only to verify the qualification of the undersigned as a home improvement contractor.

I/we authorize Our Program to obtain a written credit report on both the individuals and the partnership, or corporation that is applying.

The undersigned hereby authorizes and requests any person, firm or corporation to furnish any information requested by Our Program in verification of the recitals comprising this Contractor Profile dated: _____, _____.

(Date) (Contractor)

AFFIDAVITS

1. That the contractor license and/or trade license are current and that the undersigned contractor agrees to maintain current status of all licenses as required by the issuing jurisdiction.
2. That the contractor will perform the work in accordance with the work write-up, general specifications and all applicable Jonesboro and State of Arkansas building codes and zoning regulations and be subject to a final inspection by HFH.
3. That if the work performed by the contractor is found to be unsatisfactory or if the contract relations between the contractor, homeowner or other parties are found to be unsatisfactory, we may remove his/her name from the list of selected contractors without notice.
4. That all required insurance and worker compensation will be maintained.
5. That she/he will abide by all applicable affirmative action and equal employment opportunity requirements.
6. That the contractor will be responsible for and will pay any penalty, assessment, lien, or violation assessed against the property, the contractor and/or HFH which was caused by the contractor, the contractor's employees, any subcontractor or the subcontractor's employees. The contractor shall also ensure that all subcontractors and suppliers have been paid and no liens shall be levied against the property by subcontractors or suppliers.

Date: _____

By: _____

Title: _____

TO BE CONSIDERED YOU MUST SUPPLY A COPY OF THE FOLLOWING:

1. PHOTO COPY OF CURRENT LICENSE (FOR ALL TRADES)
2. LIABILITY INSURANCE CERTIFICATE
3. WORKMAN'S COMPENSATION CERTIFICATE
4. W-9 CERTIFICATE
5. CURRENT STATE REGISTRATION
6. CORPORATE RESOLUTION VERIFYING AUTHORIZED SIGNATURES
7. ADDITIONAL INFORMATION REQUESTED TO VERIFY APPLICATION

JOB REFERENCE

Date _____

Name _____

Address _____

Phone _____

Re:
Subcontractor _____

Address _____

The contractor above has given your name as a reference on work he has recently completed for you. Any information that you can give our office will be kept in strict confidence and will only be used to determine the qualification of this contractor to do similar work for us. Please help us by filling in following information and add your remarks.

Sincerely,

Habitat for Humanity of Greater Jonesboro

Date of work _____

Cost of work _____

Type of work _____

Quality of workmanship _____

Would you use this contractor again? _____ Why? _____

Other remarks _____

Signature

Date

CONTRACTOR REFERENCE

Date_____

Name_____

Address_____

Phone_____

Re:
contractor_____

Address_____

The contractor above has given your name as a reference on work he has recently completed for you. Any information that you can give our office will be kept in strict confidence and will only be used to determine the qualification of this contractor to do similar work for us. Please help us by filling in following information and add your remarks.

Sincerely,

Habitat for Humanity of Greater Jonesboro

Date of Last business transaction _____

Amount of largest contract _____

Type of work _____

Quality of workmanship _____

Payment experience _____

Other remarks _____

Signature

Date

CONTRACTOR BID FORM FOR THREE (3) BEDROOM HOUSE

Date Submitted: _____

The following is hereby submitted as per your request.

This bid option covers all work shown and/or specified in the bid documents received for this job, which are:

1. Bid Instructions
2. Bid Form
3. Specifications by Trade/Location

The undersigned, having become thoroughly familiar with the terms and conditions of the proposed Contract Documents and with local conditions affecting the performance and costs of the Work at the place where the Work is to be completed, and having fully inspected the site in all particulars, hereby proposes and agrees to fully perform the Work, should this option be exercised by Habitat for Humanity, in strict accordance with the proposed Contract Document including furnishing of any and all labor and materials, and to do all work required to construct and complete said Work in accordance with the Contract Documents, for the sum of money:

Note: You are bidding on an **option** to build on an individual property. All labor, materials, services, and equipment necessary for the completion of the Work shown on the Drawings and in the Specifications for each property:

New Construction: 3-bedroom model location to be identified later.

Bid Total (per house) \$ _____

If awarded the Contract, the Bidder agrees to present the following documents to the owner for the issuance of the Notice to Proceed: Valid certificates covering Property Damage, Liability, and Worker's Compensation insurance, copy of Contractor License, and a Sworn Statement from Contractor listing all of the sub-contractors, and supplier names and estimated amounts. It is further agreed that if awarded this contract, 10% of all requested payouts will be retained until the project is completed to the approval of the Owner and all approving agents. Completion of this project will require _____ calendar days. This proposal is valid for a period of _____ days.

Contractor Signature

Date

CONTRACTOR BID FORM FOR FOUR (4) BEDROOM HOUSE

Date Submitted: _____

The following is hereby submitted as per your request.

This bid option covers all work shown and/or specified in the bid documents received for this job, which are:

1. Bid Instructions
2. Bid Form
3. Specifications by Trade/Location

The undersigned, having become thoroughly familiar with the terms and conditions of the proposed Contract Documents and with local conditions affecting the performance and costs of the Work at the place where the Work is to be completed, and having fully inspected the site in all particulars, hereby proposes and agrees to fully perform the Work, should this option be exercised by Habitat for Humanity, in strict accordance with the proposed Contract Document including furnishing of any and all labor and materials, and to do all work required to construct and complete said Work in accordance with the Contract Documents, for the sum of money:

Note: You are bidding on an *option* to build on an individual property. All labor, materials, services, and equipment necessary for the completion of the Work shown on the Drawings and in the Specifications for each property:

New Construction: 4-bedroom model, location to be identified later.

Bid Total (per house) \$ _____

If awarded the Contract, the Bidder agrees to present the following documents to the owner for the issuance of the Notice to Proceed: Valid certificates covering Property Damage, Liability, and Worker's Compensation insurance, copy of Contractor License, and a Sworn Statement from Contractor listing all of the sub-contractors, and supplier names and estimated amounts. It is further agreed that if awarded this contract, 10% of all requested payouts will be retained until the project is completed to the approval of the Owner and all approving agents. Completion of this project will require _____ calendar days. This proposal is valid for a period of _____ days.

Contractor Signature

Date