



## **Request for Proposals (RFP) for Design-Build For the Development and Construction of a Single-Family Residential Building**

### **Section 1 – Introduction and Site**

Central Missouri Community Action (CMCA) is seeking a professional and qualified design-build firm to provide development and construction services for the design, documentation, engineering services, and construction of a single-family home to be located at **105 Lynn Street, Columbia, MO 65203**.

The site is approximately 50 feet wide and 201 feet deep. Costs for this project will be paid for with federal dollars the City of Columbia receives from the U.S. Department of Housing and Urban Development's HOME Investment Partnerships Program (HOME), and from reserve Community Housing Development Organization (CHDO) funds held by CMCA. Successful bidders must be able to commence work by June 1, 2017 and complete the entire project no later than February 1, 2018. Payment penalties will be included in the contract for the successful bidder if the awarded bidder is unable to meet deadlines.

The site is currently a vacant parcel of land that is included in the City of Columbia community land trust organization. **Architectural plans, specifications, budget, and timeline for the design and construction of the home are due to CMCA no later than Monday, February 20, 2017.** City Council approval of the plans has been tentatively scheduled for Monday, April 3, 2017.

Nothing in this RFP shall be construed to create any legal obligation on the part of CMCA or any respondents. CMCA reserves the right, in its sole discretion, to amend, suspend, terminate, or reissue the RFP in whole or in part, at any stage. In no event shall CMCA be liable to respondents for any cost or damages incurred in connection with the RFP process, including but not limited to, any and all costs, expenses, or fees related to this RFP. All supporting documentation submitted in response to this RFP will become the sole property of CMCA. Respondents may also withdraw their interest in the RFP, in writing, at any point in time as more information becomes known.

This RFP is being emailed to prospective bidders, will be posted on the CMCA website ([www.showmeaction.org](http://www.showmeaction.org)), and will be advertised in the Columbia Daily Tribune. CMCA encourages qualified firms to apply.

### **Section 2 – Submission Information**

Any Requests for Information (RFI) regarding this RFP must be submitted in writing either to the address below or by email to Lisa Goldschmidt at [Lisa-Goldschmidt@ShowMeAction.org](mailto:Lisa-Goldschmidt@ShowMeAction.org). RFIs shall be accepted

no later than Monday, February 6, 2017. A final Supplemental Instructions shall be issued no later than February 10, 2017 concerning any RFIs received.

Lisa Goldschmidt, Program Officer  
Central Missouri Community Action  
807-B North Providence  
Columbia, MO 65203

**All proposals must be received by February 20, 2017 by 4:00pm at the address shown above. Please submit three (3) copies of your proposal with all attachments. Proposals must be submitted in a sealed envelope and shall be labeled, "Proposal to Provide Design-Build Services for CMCA."**

Contractors will be required to comply with all applicable federal and state equal opportunity, affirmative action, and Section 3 requirements as well as all federal requirements associated with HOME funds.

All respondents will be required to certify that they are not on HUD's list of debarred contractors and are not in default on any obligations due to the State of Missouri including, but not limited to, payment of taxes, fines, penalties, or other monies due. Selected contractor will also have to provide evidence of required insurance, a City of Columbia business license, and enrollment in the E-Verify program.

### **Section 3 – Design Concept**

1. The single structure should be built in a style that complements the existing general neighborhood aesthetic and shall be on a slab on grade foundation.
2. Setbacks shall be per the current zoning ordinance and no further variances shall be requested unless necessary due to special conditions. Any extraordinary conditions that may warrant the need for an additional setback variance shall be addressed with CMCA prior to action.
3. All products, design elements, and systems shall comply with the respective standards, guidelines, and manufacturer's recommendations for each item.
4. The structure shall be approximately 1000 square feet, with two (2) bedrooms and one (1) bathroom.
5. A single car attached garage is to be included.
6. Construction to be at the appropriate depth to maintain adequate slope and grade for sanitary sewers, proper site drainage, and no-step entrances accessible by "accessible route" from parking area(s) and garage, as defined by the Uniform Federal Accessibility Standard (UFAS).
7. Construction of the home shall conform to 2015 IECC & IRC as adopted by the City of Columbia.
8. A passive radon system with rough-in for active system is to be included. A radon test must be completed and passed before the final draw will be released. Active radon mitigation fan will be installed as an addendum in the event radon test results are above EPA minimum level.
9. Appraisal value: Community Land Trust appraisal value of ~\$105,000 (structure without land)

The following universal design features shall be included in home plans:

- At least one accessible, no-step entrance with at least a 36" door on an accessible route from site entry point; max threshold height: ¼" vertical, ½" beveled (1:2 slope);
- Maximum 1:20 running slope and 1:50 cross-slope for exterior accessible routes;
- 36" wide clear travel space along accessible routes;
- 60" x 60" level (less than 2% slope in any direction) maneuvering space clear of door swing at accessible entrances; 18" clear space on pull side of door;
- **One** wheelchair accessible bathroom;
- Minimum 32" interior door panel and 42" hallways; 18" clear space on pull side of all doors, minimum of 30" x 48" approach space on push side;
- Switches and environmental controls shall be placed no higher than 48" above the finished floor and electrical outlets no lower than 15" above the finished floor to bottom outlet. Any switches/outlet above kitchen cabinets/bathroom vanity shall be placed no higher than 45" above the finished floor to switch or top outlet;
- Nominal 2x8 blocking placed in appropriate locations between studs to support installation of grab bars in the tub/shower and toilet areas of the wheelchair accessible bathroom.

### **Technical Requirements** **SPECIFICATIONS**

CITY OF COLUMBIA TO PROVIDE:

- A. GRADING TO PREPARE LOT FOR DEVELOPMENT
- B. SEWER INFRASTRUCTURE
- C. INSTALL ELECTRICAL BOXES AND LINES UP TO METER BASE
- D. INSTALL WATER METER WITHIN 10' OF RIGHT-OF-WAY

FEES AND PERMITS:

CMCA will apply for a waiver of fees and permits associated with the construction of affordable housing in the City of Columbia

EXTERIOR WALLS:

- A. BOTTOM PLATE: 2x6 nominal #2 or better construction PT K.D.
- B. SILL SEAL: Foam seal with a polyurethane sealant applied on the interior and exterior
- C. FRAMING (CHOOSE ONE):
  - (1): 2x4 nominal #2 or better or stud grade construction K.D. 16" O.C.
  - (2): Structural Insulated Panels must meet project insulation specifications.
  - (3): Insulated Concrete Forms must meet project insulation specifications.
- D. Preferred, not required: Insulated headers, ladder blocks at partition junctions, and California type corners, OVE framing methods.
- E. SHEATHING: Minimum 7/16 OSB; Tyvek or equivalent (woven or pin punched material is not acceptable). Seams are to be taped using manufacturer approved tape.
- F. SIDING – Front Sides, & Rear: Engineered wood, fiber cement board. Use of strapping over foam board for siding attachment **preferred**.
- G. OTHER: Single color for siding, additional color for exterior doors and trim.

#### Roof System:

- A. STYLE: gable roof
- B. FRAMING: Engineered trusses or 2" nominal #2 or better rafters
- C. SHEATHING: Minimum 7/16" OSB @ 24" O.C. max with plywood clips
- D. UNDERLAYMENT: 30# asphalt felt or equivalent
- E. SHINGLES: 30-year architectural
- F. FLASHING: Step and counter flash as needed where roof meets wall of higher elevation. Use .019 aluminum or .015 galvanized steel.
- G. OTHER: Self-sealing bituminous membrane (OC – WeatherLock or equivalent) installed at eave drip edges, in valleys, and where roof meets wall of higher elevation. Depth of rafters or truss hell shall provide for total R-value of R-38 at exterior of the wall line.

#### Interior Walls:

- A. FRAMING: 2x4 nominal or #2 or better 16" O.C.

#### Interior Doors & Trim:

- A. HARDWARE: Lever type doorknobs

#### Windows:

- A. ALL: Vinyl double pane with insect screen
- B. DETAIL: Low-E Argon filled, rated at u-factor  $\leq 0.30$
- C. MISC: 1x3 cellular PVC exterior trim or integrated j channel
- D. OTHER: Self-healing head, sill, and side flashing required (Dupont FlexWrap, Grace Vycor, or equal), flashing shall lap over WRB except at head flashing

#### Exterior Doors:

- A. FRONT DOOR: Insulated steel door with wide view peep. 0.30 max u-value.
- B. OVERHEAD GARAGE DOOR: 9x7 insulated overhead residential rated door
- C. AUTO OPENER: Yes – 2 remotes to be included
- D. OTHER: Doors shall be installed plumb and square, operate smoothly, latch and lock easily, and seal as designed

#### Finish Flooring:

- A. CARPET: Same color and style throughout the house
- B. VINYL: Finish floor under sink base
- C. CERAMIC: Finish floor under sink base

#### Home Performance:

- A. INFILTRATION: Final air infiltration rate of 3 ACH or less
- B. SOLAR READY: Home to be built to City of Columbia Solar-Ready standards
  - i. Must procure a HERS rater prior to construction

#### HVAC: Provide Manuals J and S

- A. FURNACE: Forced warm air, natural gas AFUE 95% or greater
- B. HEAT PUMP: Ducted: 15 SEER minimum; Ductless: 22 SEER minimum
- C. AIR CONDITIONING: 16 SEER minimum
- D. BATH EXHAUST FANS: 1 each bath – Energy Star rated, vented to exterior

- E. VENTILATION: Energy Recovery Ventilator with dedicated duct work, sized and ducted to meet ASHRAE 62.2-2013
- F. DUCT WORK: Return air shall be ducted from all spaces not prohibited by code, single central return is not allowed; seal all duct work.
- G. OTHER: All duct work outside conditioned space shall be insulated to R-13.

#### BATH, KITCHEN, PLUMBING

- A. ACCESSIBLE BATH: *Allow space in bathroom for a wheelchair to reverse direction. Where a 60" circle is not possible, a T-shaped turning space is an option as defined by ADA Title III 4.2.3. Toe and knee clearance can be included in the turning circle or at one end of one arm of the turning T. Up to 9" under an open base lavatory may be counted towards turning space, provided it is at least 27" above finished floor.*
  - i. Tub/shower: 30" x 48" clear space parallel to tub
  - ii. Toilet: Low flow; locate in clear space 48" wide 60" deep 18" from sidewall; seat height 17" flush valve on open side of toilet; min 2x10 nominal blocking for grab bars;
  - iii. Mirror: Width approximate to vanity top; bottom edge @38" above finished floor; top edge at least 66" above finished floor;
  - iv. Electrical: Energy Star rated exhaust fan; one GFCI outlet in easy reach range.
- B. KITCHEN:
  - i. Garbage Disposal: ½ HP
  - ii. Dishwasher: Energy Star rated

MISCELLANEOUS: Run black iron or CSST gas line or equal in house to furnace and water heater as required. Run ¾" from meter to home and size water lines in house to provide adequate flow at fixtures. Install PVC building drain, cleanouts, and sewer lateral as required. All drain lines in house to be PVC-DWV plastic.

#### OTHER:

- i. Sillcocks: Minimum 2 freeze proof
- ii. Floor drains: Minimum of 2. One in accessible bath, one in utility room
- ii. Laundry box: One
- iii. Water heater: 40-50 gal gas or electric Energy Star qualified
- iv. Quarter turn shut off valves at all fixture supply lines

#### ELECTRICAL: Buried 200 AMP Service

- A. HVAC: Per plans and code
- B. DOOR BELL: One, illuminated
- C. TELEVISION: 2 outlets in living spaces, one per bedroom
- D. TELEPHONE: 2 outlets in living spaces, one in master bedroom, one in accessible bathroom
- E. OUTLETS AND SWITCHES: Illuminated, rocker-type switches. Quantity determined by plans and code; receptacle height ≥15" to center of outlet, switch height ≤48", 45" if over cabinet or a vanity. Bath GFCIs shall be in easy reach range.
- F. APPLIANCES: Per plans and code.

**APPLIANCES:**

- A. RANGE: Electric range
- B. GARBAGE DISPOSAL: ½ HP
- C. REFRIGERATOR: Energy Star rated
- D. RANGE HOOD: Energy Star rated, vented to the exterior; provide switched control within reach range or seated user
- E. DISHWASHER: Energy Star rated
- F. DRYER: Vented to the exterior
- G. CLOTHES WASHER: High efficiency washing machine. Stacked units are acceptable as long as the required floor space for side-by-side units is provided in the design.

**FINAL GRADE AND SEED:**

- A. Finish grade and seed with climate and site appropriate mix. Apply straw mulch or equivalent.

**LANDSCAPING:**

- A. Two local climate compatible trees with a trunk diameter  $\geq$  4" are to be planted on site.

**PRICING TO BE QUOTED**

Respondents must provide a signed, completed, detailed quotation with their submission.

**Section 4 – Proposal Requirements**

All proposals shall be organized in the following manner:

- A. Contact Information  
Name, address, phone number, and email of the individual or firm. If a firm, the name and title of the individual authorized to negotiate contract terms and make binding commitments shall be included and identified. If proposers bid as a team, bidder must identify team members as well as the key point of contact for CMCA staff. Each person's role and responsibilities must be identified.
- B. Experience
  - (1) Description of the firm's resources – Please provide the names of all personnel who will be assigned to work with CMCA, including previous experience.
  - (2) Years of operation – State the number of years your firm has been involved in home construction, the volume of homes built and delivered over the last five (5) years.
  - (3) Provide images and description of past projects to demonstrate experience with projects of a similar nature. Also describe your experience working with local municipalities to secure building permits and working with local inspectors to obtain Certificates of Occupancy.
- C. Financial Soundness  
Provide a current balance sheet and recent operating statement. Also identify key financial personnel who will be responsible for assembling and submitting payment requests to CMCA.
- D. Description of Proposed Services and Specifications

Describe your firm's approach to managing this project and completing it within the requested timeframe. To allow CMCA to evaluate bidder's concepts and capacity, bidders should provide the following preliminary draft renderings/drawings/sketches:

- (1) Proposed front, side, and rear unit elevation; and
- (2) Proposed floor plan

Bidders may also provide additional renderings or plans which clearly communicate their design ideas and plan for the development of the structure as well as a narrative outline specification.

CMCA reserves the right to work with the selected contractor to make any modifications to the site plan which would improve the project but not necessitate additional approvals from either the Board of Zoning Adjustment or the Planning Commission.

F. Total Development Budget

Provide a complete project development budget. This should include all professional services, site preparation, construction and delivery, installation and finishing, fees, and all other soft and hard costs related to the completion of the entire project.

This project is intended to provide a community good in the form of affordable housing. Discounts, subsidies, supplier donations, etc. will receive preference.

G. Project Timeline

Provide a projected schedule for completion with key milestones identified, including but not limited to meetings related to final design and plans, submission for permit, site preparation, foundation work, delivery and installation of units, final inspections, receipt of Certificate of Occupancy, and final payment request.

H. References

Provide a minimum of two complete references (name, title, address, phone number, and email) whom CMCA may contact to verify services rendered or currently being provided.

After written proposals have been reviewed, discussions with prospective firms may or may not be required to clarify any portions of the proposal.

Each bidder should visit the site of the proposed work and fully acquaint themselves with the existing conditions and the neighborhood.

**Section 5 – Evaluation and Anticipated Schedule**

The proposals received will be fully reviewed by an evaluation team, and responses will be considered in the following categories:

**(1) Responsiveness 10%**

Quality of the information submitted in the proposal based on completeness, relevance, conciseness, and organization of material presented.

**(2) Experience 25%**

Team members have experience completing projects of a similar size and scope, and experience with affordable housing and working with municipalities.

**(3) Design 30%**

Aesthetic quality of design proposed, including both the structure and the site. Inclusion of energy efficiency and universal design features as outlined in the design requirements.

**(4) Price 20%**

Analysis of cost competitiveness, including budget and cost justifications, and quality of materials proposed.

**(5) Schedule 15%**

A complete and realistic project schedule which meets requested deadline.

CMCA reserves the right to negotiate with the selected contractor on both design and budget issues to ensure compliance with City of Columbia building codes and cost considerations of the HOME program. CMCA shall not be obligated to accept the lowest priced proposal, but shall make an award in the best interest of the project.

This RFP will be governed by the following schedule:

Requests for Information Due	February 6, 2017
Proposals Due	February 20, 2017
Notification of Award	February 27, 2017 (anticipated)
Execution of Contract	May 1, 2017 (anticipated)
Commencement of Work	June 1, 2017 (anticipated)