

April 18, 2023

BIDDING REQUIREMENTS

CONSTRUCTION OF FOUR TO EIGHT SINGLE-FAMILY RESIDENTIAL HOMES IN GRAND RAPIDS

PROJECT OVERVIEW: The Housing and Redevelopment Authority (HRA) of Itasca County is requesting proposals for the construction of four single family homes, in Grand Rapids, MN. The homes will be constructed on residential lots at the site of the former Forest Lake School. See attached plans - the HRA intends to construct two of the two-bedroom designs and two of the three-bedroom designs. Homes must meet Minnesota Green Communities criteria and be energy star certified. The HRA intends to use this proposal process to identify a contractor to undertake the construction of four and up to eight homes. Construction should begin summer of 2023/ early fall 2023 and be substantially completed by March 1, 2024, with the exception of exterior items such as landscape and sidewalks which will be complete by a date to be negotiated. The Project is supported by local and state grant programs.

Bid alternate 1 is for the construction of a total of eight homes. In this case, the date to be completed will be extended to June 30th, 2024. The eight homes will consist of 4-two bedrooms and 4-three bedrooms per the designs.

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

- Bid Proposal Form – Proposals must include a completed and signed Bid Proposal Form.
- 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 2020 through 2023, including specific addresses, square footages, completion dates, and construction prices. Photos can be attached.
- Timeline - Provide a construction schedule for the completion of all homes from permitting to Certificate of Occupancy.
- Pricing & Payment - Provide a firm fixed price for each home on the Bid Proposal Form and a written commitment that prices submitted will remain in effect through completion of this project. Also, provide a description of your billing procedure over the course of the project.

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 HRA website at the following link:
<https://www.itascacountyhra.org/>

QUESTIONS, REVIEW & SELECTION: Proposals must be submitted or mailed to the address below. All submittals must be received no later than **11 a.m. on Tuesday, May 9th, 2023, with a public bid opening at 11 a.m. at the HRA offices, 1115 NW 4th Street, Grand Rapids, MN.** Any questions should be referred to:

Diane Larson, Executive Director
diane@itascacountyhra.org
HRA of Itasca County
1115 NW 4th Street
Grand Rapids, MN 55744

IMPORTANT: Late or incomplete proposals will not be accepted. All accepted proposals will be opened publicly at our office on Tuesday, May 9, 2023, at 11 a.m.

Proposing builders may be contacted for additional information, and may be invited to meet with, or make formal presentations to the HRA as part of the review process. The HRA of Itasca County 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, the HRA and the Builder will finalize all outstanding matters and execute a contract for construction of four or eight homes.

SPECIFIC REQUIREMENTS:

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 Construction Agreement/Contract between the HRA 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 the HRA 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, prior to construction start.
4. Final payment will only occur after the municipality has issued a Certificate of Occupancy and energy star certificate has been received.
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 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 the HRA before submitting a Proposal/Bid.
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 the HRA.
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.
9. The HRA **must** approve and execute all change orders in writing before additional Work is started.

10. Builder will work closely with the HRA 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.

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

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.

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

14. Builder understands that grant funds used by the HRA to underwrite project costs require oversight and approvals.

15. Builder will submit to the HRA a listing of all Minnesota State sales tax paid for any materials by them and/or subcontractors at construction close-out. The HRA will provide a form for the builder and each subcontractor to complete.

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.

GENERAL REQUIREMENTS

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.

2. Any changes sought by the contractor regarding materials or methods outlined in the construction documents shall be approved in writing by the Owner.

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 current Minnesota State Residential Code, or any more stringent local codes currently adopted.

4. Applicable design standards and regulations: The project shall meet or exceed the following standards:

- a. Current State of Minnesota and City of Grand Rapids Building Codes
- b. 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
- c. The project must be certified under the most current EnergyStar program (per MNGC requirements)
- d. The General Contractor is encouraged to hire local, minority and woman-owned businesses.

5. The General Contractor shall provide the following services as part of the contract:

- a. Cost estimating
- b. 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

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, if needed
- h. Site security as required (fencing, storage, monitoring etcetera)

7. Unit pricing: Unit prices may be provided for materials if they are identified by line item and quantity.

All Bidders must provide pricing for all Bid Add Alternates:

Bid Add Alternate 1:

Detached Garage: 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.

Bid Add Alternate 2:

Detached Garage: Provide a unit price for a 12' x 22' 1 car garage, 9' 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.