



**SECTION 00100
INVITATION TO BID**

The Monterey County Housing Authority Development Corporation (HDC) will receive sealed bid proposals for furnishing all labor and materials for the construction of Haciendas 4, a 41-unit multifamily Senior Development in Salinas, California.

Bid proposals will be received at its office at 134 East Rossi Street, Salinas California 93901, Attention: Starla Warren, until **3:00 PM** on November 28, 2014. All bid documents shall be submitted in a sealed envelope, which shall be clearly marked with the words "**Bid Documents, Haciendas 4,**" the bidder's name, and the specified time and date for receipt of bids. Bids will be received, reviewed for compliance and scored. Bid results will be published within 10 working days. Interested bidders shall submit one original and two copies of their proposal. Proposals received after 3:00 PM will be deemed non-responsive and returned to the bidder.

A pre-bid conference will be held at the Conference Room of HDC, 134 East Rossi Street, Salinas, California 93901 on November 14, 2014, at **10:00A.M.** **Attendance at the pre-bid conference is mandatory.** Failure of a bidder to attend will render a bid ineligible.

The Request for Proposal, drawings, and specifications can be accessed via the web by inserting the following address into a web browser: <ftp://173.164.176.146/>

You will then be asked to log to the FTP server with a user name and password. Use the following:

User name: haciendas4
Password: haciendas4

Requests for information or clarification of the intent or content herein shall be submitted in writing to HDC via: 1) email to hdconstructionmanager@hdcmonterey.org, or 2) fax at 831-759-9363 no later than the date set for submitting questions herein. Interpretations or clarifications considered necessary by HDC in response to such requests will be issued in writing by Addenda to all parties recorded by HDC as having attended the pre-bid conference. Requests must be submitted at least 7 days before the scheduled time for the bid submission. Only questions answered by formal written Addenda will be binding. Oral and other interpretations and clarifications will be without legal effect.

The intent of this RFP is to determine the lowest responsive and responsible bidder for a multifamily development as defined in Section 00410 Scope of Work of this RFP.

Bids shall be submitted on the bid form provided, which was created from a Microsoft Excel spreadsheet. An electronic version of the bid form will be made available to all bidders. The electronic version of the bid form will contain locked cells to prohibit addition of cells. Additional attachments may be included to support the cost identified for any line item on the spreadsheet, if necessary. If discrepancies exist between the amounts identified in any additional attachment and the amounts included in the bid sheet form, the amount included on the bid sheet form will govern.

It is important that the price for each of the line items identified on the spread sheet be identified, even if there is no cost associated with a particular line item. If that is the case, the cost shall be identified as zero (0). Additional line items can be added if necessary.

Separate lines items have been included in the bid form for Preconstruction Services. The entire cost of constructing the building, community center, office and laundry room inclusive of all trades room is to be included in the respective line items in the bid form. The bid form for general conditions costs will also be included in the electronic version of the bid form and can be accessed by clicking on the identified tab at the bottom left of the Excel workbook. Any bid not submitted on the bid form may be considered non-responsive.

Extensive lists of exclusions could render the bidders response non-responsive.

The category for Predevelopment Expenses identified on the bid form shall include: construction drawings, constructability reviews, value engineering, cost estimates, etc, that occur prior during the design completion process and prior to the issuance of a Notice to Proceed. This shall include all MEP design participation and documentation necessary to obtain building permits and to furnish final "as built" or record drawings to the Owner and City in hard copy and electronic format.

Bid shall include all material costs including taxes and delivery.

All deferred submittals shall include associated permit costs.

All budget estimates will be subject to further negotiations and refinement during the interview process and the design development and construction document design process.

Pre-Contractual Expenses

HDC will not, in any event, be liable for any pre-contractual expenses incurred by the Prospective Bidders. Pre-contractual expenses are defined as expenses incurred by Prospective Bidders in:

- Preparation of a proposal in response to this RFP;
- Submission of the proposal to HDC;
- Negotiations with HDC of any type related to this RFP and/or a contractual agreement;
- Or any other expenses incurred by Bidder prior to the date of an executed contract.

Submission Requirements:

Firm Background:

1. Firms resume:
 - (a) Provide evidence of at least three (3) projects your firm has completed within the last five (5) years that are similar in size and scope to Haciendas 4.
 - (b) Identify the specific personnel who will be assigned to this project, their planned roles, and provide resumes substantiating their relevant experience.
 - (c) Identify any projects of similar size for which your firm has been responsible for providing design, as well as construction, services for all mechanical, plumbing and electrical systems.
 - (d) Provide evidence of prior tax credit funded construction project experience.

2. Experience with Change Orders: List the most recent projects completed by the firm and include construction contract amount, percentage of approved change orders and identify the mitigating factors that, in your opinion, most contributed to change orders.
3. Based on your review of the plans, please provide no less than five value-engineering potentials that you believe should be considered in the construction of this project, including a brief description and estimated savings value.
4. Provide a preliminary construction schedule for the project.
5. Provide evidence of your firm's bonding capacity. List the name, contact person and telephone number of your bonding agent, and include a firm commitment from your bonding agent of your firm's ability to provide the payment and performance bonds for this project.
6. Provide evidence of your firm's Workmen's Compensation rating.
7. If your firm has ever made a claim against surety, identify when and describe the circumstances that lead to the claim.
8. Identify whether your firm has filed a claim against a project owner in the last ten years.
9. Provide (3) verifiable references from project Owners and a minimum of (3) major trade subcontractors from recent completed projects. Include project name, address and contact information (email address, telephone number)

Documents required to be submitted with Bid.

1. Bid form with Addenda receipt acknowledgment
2. Construction Schedule
3. Bid Guarantee
4. HUD Form 5369A, Representations, Certifications, and other Statements of Bidders
5. Non-collusive Affidavit
6. HUD Form 2530, Previous Participation Certificate
7. Compliance Statement
8. Certification Debarment, Suspension, Ineligibility, and Voluntary Exclusion
9. Certification for Contracts, Grants, and Loans
10. Certification of No Identity of Interest

Basis of Selection

In accordance with HDC's Procurement Policy, the project will be awarded to the lowest, most responsive and responsible bidder. This document outlines the criteria to be used in determining those factors.

- Responsive – Bid Ranking
- Responsibility -Rating and Ranking - see below

Threshold Items		Pass/Fail
At least 3 projects within 5 years that are similar in size		
Bonding Capacity		

Item	Range	Score
Prior Tax Credit Project Experience	1-10	
Value Engineering Suggestions	1-10	
Surety Claims	1-10	
Owner Claims	1-10	
Contractor experience with MEP System design and construction	1-5	
Staffing	1-5	
Acceptable Change Order History	1-5	
Prelim Construction Schedule	1-5	
Workman's Comp Rating	1-5	

END OF SECTION