



January 13, 2022

Re: Bid Proposal Request for Roofing, Flashing & Cornice, Gutters & Downspouts
351 W. Queen Lane Project

Dear Contractor:

Habitat for Humanity Philadelphia, Inc. ("Habitat" or "HFHP") is seeking bids from qualified, local construction subcontractors to help us build affordable housing, specifically new construction of a house in Germantown at 351 W. Queen Lane, from the following construction trade(s):

- Roofing
- Flashing & Cornice
- Gutters & Downspouts

If your firm is interested in being considered to carry out any portion(s) of this construction work, we invite you to submit a bid proposal to subcontract with HFHP for it.

Please see and *carefully* review the information accompanying this letter for: project details, construction documents and critical instructions on how to submit your bid via this Request for Proposal (RFP) process.

****Bids are due by 5:00pm on January 28th.***

If you have questions about this RFP process itself, please contact me at (267) 761-1597. If you have technical or scope-related questions, please submit them in writing *by e-mail* to my attention at carloa@habitatphiladelphia.org

Thanks for your consideration of this RFP. Habitat for Humanity Philadelphia encourages your firm to submit a bid and looks forward to the prospect of successful collaboration on this important project!

Sincerely,

A handwritten signature in black ink that reads "Carlo Arjona". The signature is written in a cursive, flowing style.

Carlo Arjona
Senior Project Manager, Home Construction

I. Project Overview

Introduction:

Habitat for Humanity Philadelphia, Inc., the developer of this project, is a non-profit organization founded in 1985 and dedicated to developing and building decent affordable housing in the City of Philadelphia. Habitat for Humanity Philadelphia has developed 238 homes and repaired over 600 homes to date.

Habitat achieves its mission through collaboration with its staff, an array of volunteers and a host of professional contractors in partnership with families facing such a housing need.

Although Habitat welcomes volunteer labor and gifts-in-kind, this RFP is *not* a solicitation for free services.

This project represents a key undertaking for Habitat for Humanity Philadelphia, as well as a promising opportunity to benefit its clientele, to enhance a Germantown neighborhood and a chance to build positive working relationships with quality, Philadelphia-area subcontractors. We are eager to explore whether your firm might be a great collaborator with HFHP in successfully carrying that out.

Project Description:

This project consists of one (1) new, single-family, semi-detached, affordable home that Habitat plans to construct at 351 W. Queen Lane, currently an open lot, in the Germantown section of the city.

The new home will: be approximately 1,650 gross square feet, be of frame, slab-on-grade construction, abut an existing structure and will consist of: three (3) stories, five (5) bedrooms, two (2) full bathrooms, a half bathroom and a small rear yard.

Habitat, acting as general contractor, is coordinating a combination of sub-contracted & self-performed trade work, *possibly* supplemented by volunteer labor, to build the home and will hold all construction contracts.

The scope of this RFP entails furnishing *all labor and materials* associated with the **roofing, flashing & cornice, gutters & downspouts** for the new home. (*see the detailed Scope in Exhibit "A"*)

Project & Bidding Schedule:

In an effort to have the house constructed and move-in-ready by mid spring 2022, Habitat needs to have the construction scope of this RFP started *no later than March 4, 2022* and fully completed within **five (5) working days** thereafter.

RFP Issued: **January 13, 2021**

On-line Zoom Pre-bid Meeting: **January 21, 2022 at 2:00PM** (*attendance required*)

Zoom meeting ID: **436 828 5924** Code: **16041616**

Bids Due: **January 28, 2021 (by 5:00PM)**

De-scoping with Bidders (*at Habitat's discretion*) Week of: **January 31 – February 4, 2022**

Bidder Selection: *on or about* **February 8, 2022**

Contract Negotiation & Sign-off: **February 14 – February 25, 2022**

Notice to Proceed: *on or about* **February 28, 2022**

On-site Mobilization & Construction: **March 4, 2022**

Scope Completion & Demobilization: **March 11, 2022**

Work to Date:

Aside from a site survey and geotechnical investigation, no construction work has occurred on-site to date. Work by preceding trades is anticipated to be substantially complete by this RFP scope's mobilization time.

HFHP has secured a building permit* for the project plans and specifications (*see Exhibit "A."*)

*The selected bidder will be responsible for securing any other necessary permits and will be reimbursed by Habitat for the associated permit cost.

II. Bidder Instructions & Requirements

Bid Submission Instructions:

1. Review the entire RFP, all its exhibits, terms, supporting documents and the work site;
2. Notify HFHP immediately of any RFP documents that you cannot locate or access;
3. Notify HFHP of whether you intend to submit a bid (by message to carloa@habitatphiladelphia.org)
4. Note the project schedule and the bid milestone dates;
5. Plan to attend the **2PM Jan. 21** on-line, pre-bid Zoom meeting ID: **436 828 5924 Code: 16041616**;
6. Direct any questions about the RFP process to Carlo Arjona (267) 761-1597 and any technical or scope-related questions in writing, by e-mail to carloa@habitatphiladelphia.org;
7. Fully complete, sign and include *all* pages of the supplied Bid Proposal Form as well as the Bid Submission Checklist as instructed;
8. Submit your bid proposal **by e-mail** to carloa@habitatphiladelphia.org **by the bid due date**;
9. Reference "HFHP - (*and this*) RFP" in the subject line of any RFP-related e-mail to HFHP;

10. Ensure that your bid proposal makes your firm's qualifications, pricing and projected scope completion schedule clear, complete and understandable for easy review of your bid;
11. Include any supplemental information outlining your firm's ability to execute this construction scope successfully that would facilitate consideration and selection of your firm for this HFHP project.

Bidder & Bid Proposal Requirements: (see also the Narrative Scope Summary in Exhibit "A")

Proper Licensing and Registration

Habitat requires all bidders to be authorized to do business in the Commonwealth of Pennsylvania, the City of Philadelphia and to maintain proper registration and/or licensing by all applicable governmental, public, and quasi-governmental authorities with jurisdiction over the bidder and/or the project.

Bidder Due Diligence

Habitat expects that, by submitting a bid, the bidder represents having sufficiently reviewed: the site conditions, RFP documentation and other information provided in support of this bid proposal request, as well as having taken all reasonable, applicable due diligence steps in preparation of a responsive bid.

Insurance Requirements

The selected bidder must have, maintain and be able to provide current, certified documentation for liability insurance coverage of *at least* the following types and levels:

Workers' Compensation:

- a) Bodily Injury by Accident = \$100,000 each accident;
- b) Bodily Injury by Disease = \$500,000 policy limit;
- c) Bodily Injury by Disease = \$100,000 per employee.

Liability:

- a) \$1,000,000 aggregate for Products & Completed Operations;
- b) \$1,000,000 for each occurrence and a \$1,000,000 combined single limit for property damage *if* insurance is provided under the 1993 ISO; *OR*
- c) \$1,000,000 for each occurrence and a \$2,000,000 general aggregate *if* insurance is provided under the 1986 ISO.

Bid Process Snapshot

Bid proposal packages must be submitted ***by e-mail**** to:

ATTN: Carlo Arjona, Senior Project Manager – Home Construction carloa@habitatphiladelphia.org

Bids are due by 5:00PM on Friday, January 28, 2022*

*Habitat is under no obligation to consider bids submitted via other means or submitted after this deadline.

Any technical or scope-related question must be submitted ***in writing via e-mail*** to:

carloa@habitatphiladelphia.org

In the e-mail subject line, reference "HFHP – Roofing RFP"

III. Additional Considerations

HFHP Liability Disclaimer

Habitat shall not be liable to any applicant or to any third party for any claims or damages occasioned by the solicitation, rejection, negotiation or selection of proposals regarding this requirement. Each bidder or other respondent agrees to bear all costs of its response and participation in the process described in this RFP; there shall be no reimbursement for any costs relating to the preparation of responses or bid proposals in connection with this process.

Diversity

Habitat for Humanity Philadelphia encourages registered Minority Business Enterprises (“MBE”), Women’s Business Enterprises (“WBE”), and Disadvantaged Business Enterprises (“DBE”) to submit proposals for the described project. Habitat for Humanity’s central mission is ensuring decent and affordable housing for all communities, regardless of race, gender, identity, or creed. We strive to do work with businesses that reflect the diversity of our organization and our homeowners.

IV. List of Exhibits

Exhibit A: Project Scope (incl.: Narrative Scope & Plans, Specifications and other Reference Documents)

Exhibit B: Bid Proposal Form

Exhibit C: Bid Submission Checklist

Exhibit A

Scope of Work

351 W. Queen Lane

Roofing, Flashing & Cornice, Gutters & Downspouts

Scope of Work: Narrative Summary

The scope of work encompassed by this Request for Proposals (RFP) and corresponding bidding process is to include all roofing, flashing, cornice, gutter and downspout materials and installation necessary for the construction of a new, single-family residence at 351 W. Queen Lane. Execution of the work shall comply with the design documents referenced herein, as well as with all applicable rules, regulations and requirements of all Authorities Having Jurisdiction (i.e., organizations, offices or individuals responsible for enforcing the requirements of a code or standard, or for approving equipment, materials, an installation, or a procedure) and Habitat. Such work shall include, but not necessarily be limited to: furnishing, installing and warranting a TPO roofing system, associated R-19 rigid insulation, aluminum flashing, cornice and copings, aluminum gutters, downspouts, scuppers and related roof drainage components, as well as proper coverage/cladding of parapets and roof curbs for installation of construction components and penetrations by other trades. The scope also encompasses any temporary roof dry in measures (e.g., properly-secured tarping, etc.) necessary to allow interior work by other trades to proceed during permanent roof system installation. All work is to conform with the design documents.

This scope shall also include the satisfactory preparation of all applicable shop drawings and submittals.

The work is to be carried out in coordination and cooperation with Habitat, Habitat's agents or assigns, and other construction trade personnel engaged by Habitat.

The selected bidder will acknowledge that Habitat will be initiating subcontracts for other scopes of work on the project and that such work may occur immediately prior to, immediately subsequent to or simultaneously with the scope of this RFP. The selected bidder and Habitat will be expected to communicate and coordinate regarding any such work to prevent the obstruction, complication or delay of any other project scope.

Upon completion of the scope of work, the construction site shall be left such that subsequent work in the construction sequence can readily and immediately be carried out by others.

Along with any stipulations noted within the construction contract, Habitat expects and will require the selected bidder to execute the scope of work as follows:

- Safely and consistent with all applicable safety guidelines, regulations and best practices;
- In conformance with the Construction Documents;
- In adherence to all pertinent City rules and regulations, as well as those of Habitat for Humanity Philadelphia and any other Authorities Having Jurisdiction;
- Within Habitat's project schedule;
- Economically and with consideration of Habitat's budget parameters;
- To a high level of quality;
- Covered by a comprehensive workmanship warranty for labor and materials.

Scope of Work: Plans, Specifications & Reference Materials

also accessible on-line at <https://www.habitatphiladelphia.org/contractors/>

A. Construction Document plan set prepared by: OZ Collaborative (project #21156,) Urban Technology, Inc. & Thomas C. Faranda, PE

1. CS – Cover Sheet: revision #1 dated 12/1/21
2. CS-2 – General Notes: issue date 11/17/21
3. S0.1 – Structural Notes: issue date 11/17/21
4. S1.0 – Structural Floor Plans: issue date 11/17/21
5. S1.1 – Structural Details: issue date 11/17/21
6. Z1 – Zoning Plans & Elevation: revision #1 dated 12/1/21
7. A1.0 – New Work Floor Plans: revision #1 dated 12/1/21
8. A2.0 – New Work Ceiling Plans: issue date 11/17/21
9. A3.0 – Exterior Elevations & Building Section: issue date 11/17/21
10. A4.0 – Interior Elevations & Details: issue date 11/17/21
11. A5.0 – Schedules & Details: issue date 11/17/21
12. A6.0 – Wall Sections: revision #1 dated 12/1/21
13. A7.0 – Details: issue date 11/17/21
14. H0.1 – HVAC General Notes & Specifications: issue date 11/17/21
15. H1.0 – HVAC Plans: issue date 11/17/21
16. H2.0 – HVAC Details and Schedules: issue date 11/17/21
17. P0.1 – Plumbing General Notes & Specifications: issue date 11/17/21
18. P1.0 – Sanitary Plans: issue date 11/17/21
19. P2.0 – Water Plans: issue date 11/17/21
20. P3.0 – Sanitary Riser Diagram: issue date 11/17/21
21. FP1.0 – Sprinkler System: issue date 11/17/21
22. E0.0 – Electrical Coversheet: issue date 11/17/21
23. E0.1 – Electrical General Specifications: issue date 11/17/21
24. E1.0 – Electrical Plans: issue date 11/17/21
25. E2.0 – Electrical Single Line Diagram: issue date 11/17/21

Exhibit B

Bid Proposal Form

Any supplemental proposal documents bidders choose to submit must be in addition to **this bid form.*

1. Firm Name: _____ Primary Contact: _____

2. Address: _____

3. Telephone No.: _____

4. E-mail Address: _____

5. Number of Years in Business: _____

6. Number of Projects currently under contract: _____

7. Name(s) of Subcontractor(s), if any, anticipated to be used, and for which scope:

8. Sub: _____ Scope: _____

Sub: _____ Scope: _____

Sub: _____ Scope: _____

9. Please briefly describe your firm's qualifications and experience executing scopes of work like that outlined in this RFP.

10. Indicate your firm's ability to commence and complete the project scope within the required timeframe as well as any anticipated schedule conflicts/threats that would preclude meeting that timeframe.

11. Please outline your firm's experience completing projects for non-profit firms and with publicly-funded development projects.

12. Please include three (3) professional references (with contact information) from projects of similar scope recently completed by your firm.

13. Please include any supplemental information outlining your firm's ability to execute this construction scope successfully that would facilitate consideration and selection of your firm for this HFHP project.

14. Please indicate any of the following certifications that your firm currently holds:

Minority Business Enterprise (MBE) _____
Woman-owned Business Enterprise (WBE) _____
Disadvantaged Business Enterprise (DBE) _____

15. Complete the Bid Proposal Form continuation sheet.

BID PROPOSAL FORM *continued*

(Firm Name: _____)

Habitat for Humanity Philadelphia – RFP Scope Pricing & Projected Schedule

Any supplemental proposal documents bidders choose to submit must be in addition to **this bid form.*

1. General Conditions/General Requirements: \$ _____
2. TPO Roofing System* (*per project specs*) \$ _____ **presume sheathing by others*
3. Roof Insulation \$ _____
4. Flashing \$ _____
5. Copings/Cornice \$ _____
6. Roof Drainage, Gutters, Downspouts, etc. \$ _____
7. Temporary Roof Dry-in Measures \$ _____
8. Overhead & Profit: \$ _____
9. **TOTAL PROPOSED COST:** \$ _____

UNIT PRICING: (*for any subsequently-added scope*)

- A) Additional TPO Roofing \$ _____ /SQUARE
- B) Additional Roof Insulation \$ _____ /SQUARE
- C) Additional Coping \$ _____ /LF
- D) Roof Penetrations (*presume 3" diameter*) \$ _____ /EA.

SCHEDULE: Total proposed duration to complete the RFP/contract scope. _____ (*in work days*)

The person whose signature appears below attests to being authorized to sign this proposal on bidder's behalf.

Firm Name: _____

Name & Title of Authorized Representative: (*printed*)

Signature of Authorized Representative:

X _____

Date: _____

Exhibit C

Bid Submission Checklist

To ensure your bid proposal submission is complete and eligible for consideration, please review, fill out and include this checklist with it.

Before you press “send” on your bid proposal to HFHP, ***did you?***:

1. Review the entire RFP, all its exhibits, terms, supporting documents and the work site, etc.? **Y** / **N**
2. Notify HFHP of any RFP documents that you cannot locate or access? **Y** / **N**
3. Note the project schedule and bid milestone dates *and* include a proposed schedule? **Y** / **N**
4. Attend the on-line, Zoom pre-bid meeting? **Y** / **N**
@2PM Jan. 21 Zoom Meeting ID: 436 828 5924 Passcode: 16041616
5. Fully complete and include *all* pages of the supplied Bid Proposal Form? **Y** / **N**
6. Note the e-mail address carloa@habitatphiladelphia.org for bid submission & RFIs? **Y** / **N**
7. Cite “HFHP - (*and this*) RFP” in your RFP-related e-mail subject lines? **Y** / **N**
8. Ensure that your bid proposal makes your firm’s qualifications, pricing and projected scope completion schedule clear, complete and understandable for easy review of your bid? **Y** / **N**
9. Include any other information outlining your firm's ability to execute this RFP scope successfully that would facilitate your selection for this project? **Y** / **N**
10. Include any supplemental information outlining your firm's ability to execute this construction scope successfully that would facilitate consideration & selection of your firm for this HFHP project? **Y** / **N**

Bidder Representative Initials: * _____

**The person whose initials appear above attests to being authorized to execute this document on the bidder’s behalf.*

*****END OF RFP DOCUMENT*****