



July 25, 2023

Re: Habitat for Humanity Philadelphia, Inc.
Coltrane Commons Phase II - 1600-1608 N. 32nd St.
Request for Proposals – HVAC

Dear Bidder:

Habitat for Humanity Philadelphia, Inc. (“Habitat” “HFHP” and “Developer”) invites your firm to submit a responsive bid proposal for its housing development project, Coltrane Commons Phase II, under construction at 1600-1608 N. 32nd St. for the following trade(s):

➤ HVAC Systems

For bids on this RFP scope to be considered by Habitat, bidders must carefully review and acknowledge crucial information, instructions, contract terms and other key guidelines that will govern this bid process and the resulting contract with the selected bidder. Habitat is under no obligation to accept bids that do not conform to the terms and processes prescribed within that information.

Habitat encourages and will accommodate worksite preview visits by interested bidders *arranged with HFHP in advance* to occur during regular business hours (9:00AM-5:00PM weekdays) to facilitate the preparation of bids.

Kindly reply by **July 28th** to indicate your firm’s intention to bid on this scope (or to decline.)

Please review all this information in detail, forward any related questions within the allotted timeframe, complete the bid proposal in its entirety and submit your bid by no later than **12:00PM August 7, 2023.**

Should you have any *administrative questions* regarding the RFP process itself, or to arrange a pre-bid site visit, please contact me at (267) 761-1597. However, please submit any *technical or scope-related questions* – in writing – to: carloa@habitatphiladelphia.org

Thanks for your consideration of this RFP. Habitat for Humanity Philadelphia welcomes your bid and looks forward to the prospect of your participating in this project.

Sincerely,

A handwritten signature in black ink that reads "Carlo Arjona".

Carlo Arjona
Senior Project Manager, Home Construction

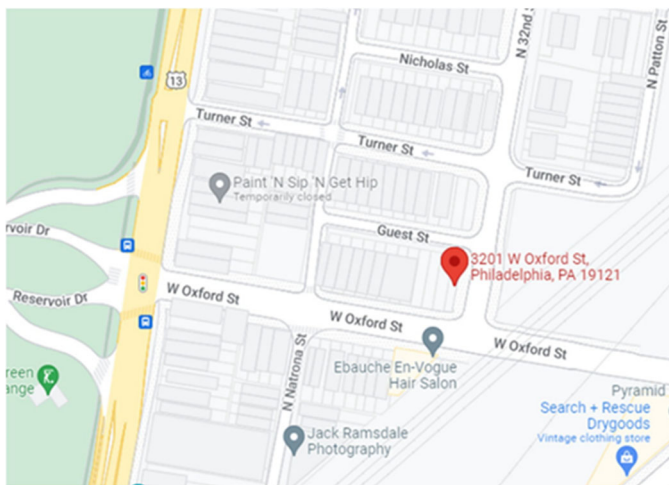
Project Description:

The project consists of five (5) single-family, affordable townhouses Habitat is building (ground-up) that span 1600-1608 N.32nd St. (at intersection with Oxford St.) in Philadelphia's Strawberry Mansion neighborhood.

Each*of the five (5) units will be:

- approximately 1,200 gross square feet;
- of slab-on-grade, framed construction;
- two (2) stories, three (3) bedrooms, one and a half (1.5) bathrooms;
- front along 32nd Street;
- *one of the units (i.e., 1600 N. 32nd Street ~1,300SF) will be ADA accessible;
- constructed to meet all pertinent Energy Star design, performance & efficiency requirements.

Habitat, as General Contractor, is coordinating a combination of trade contracting and volunteer engagement to complete the work and will hold all construction subcontracts.



Schedule Snapshot:

The scope referenced by this RFP is targeted to begin by mid-August and be completed by winter 2023.

Habitat Philadelphia expects the bidder selected via this RFP process to advance and complete all of the corresponding scope within Habitat's schedule, as well as to furnish *all* associated labor, materials, testing, inspections and warranties, etc.

Bidding Schedule:

RFP Issued: July 25, 2023

Indicate Intent to Bid or to Decline: July 28, 2023

Bids Due: **August 7, 2023 (12:00PM)** via e-mail to carloa@habitatphiladelphia.org

Bidder Selection: August 14, 2023 *(following any de-scoping HFHP deems necessary)*

Contract Negotiation & Execution: August 14 – 18, 2023

Notice to Proceed: August 18, 2023

On-site Mobilization & Construction: August 21, 2023

HVAC Rough-in Completion: by September 6, 2023

HVAC Finishes, Testing & Balancing Completion: January 10, 2024

Bid Submission Overview:

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 **12:00PM on August 7, 2023***

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

Please submit your bid proposal via e-mail to carloa@habitatphiladelphia.org ***using the bid proposal forms provided herein.*** Any additional bid proposal or pricing forms a bidder might choose to include ***shall be in addition to the provided Bid Proposal forms.*** Non-conforming proposals may be disregarded. Oral or telephone proposals will not be considered.

Bid Proposal Contents:

Proposals shall consist of the following:

- Bid Proposal Form – Use the Bid Proposal form provided in this RFP. It must be filled out completely.
- Non-collusion Affidavit of Bidder – This form must be executed by an authorized representative of the bidder and returned with the proposal.
- Bid Submission Checklist – Complete and include this checklist with your bid submission.

Bid Questions:

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 – Coltrane Commons Phase II (*applicable trade*) RFP”

**Habitat is under no obligation to consider inquiries submitted via other means or submitted after the deadline noted in the bidding schedule.*

Bidder Selection:

Proposals will be reviewed using the following criteria:

1. Cost:
The Developer is executing this project within extremely tight budget parameters and will give consideration to the bid proposal outlining the most economical and cost-effective approach to successful completion of the work.
2. Experience/Qualifications:
This project and the Scope of Work referenced within this RFP represent a substantial endeavor for the Developer and its several stakeholders. Extensive qualifications and significant prior experience carrying out similar work locally in close collaboration with other local non-profits and or housing developers will be key factors in proposal selection.
3. Responsiveness:
The Developer is seeking responsive bids, namely ones that reflect: close attention to the bid instructions and Contract Documents, responsive, reasonable pricing that accurately and comprehensively incorporates the entire Scope of work, a willingness and ability to work collaboratively and cooperatively with the Developer and its stakeholders, a commitment to project schedule, budget and quality objectives, as well as reasonable consideration of neighbors near the work area and compatibility with Habitat’s mission and principles in carrying out the work.

Scope of Work

Coltrane Commons Phase II

1600-1608 N. 32nd Street

HVAC Systems

Scope of Work: Narrative Summary

The scope of work encompassed by this Request for Proposal (RFP) and corresponding bidding process is to include furnishing and installing all Heating, Ventilation & Air Conditioning (HVAC) systems, equipment, testing, balancing and inspections (including related components to secure a Certificate of Occupancy, as well as meet Energy Star requirements) necessary for the construction of five (5) single-family, affordable townhouses Habitat is building (ground-up) that span 1600-1608 N. 32nd Street (at Oxford Street) in Philadelphia's Strawberry Mansion neighborhood.

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 the Developer. All work is to conform with the design documents.

Such work shall include, but not necessarily be limited to furnishing and installing: all HVAC system equipment, ductwork, grilles, registers, diffusers, duct sealing, testing, balancing, certification, etc., both rough-in and finish stage work as indicated and specified by the design documents. Additionally, the scope shall entail all related tie-in of HVAC systems and equipment to electrical and plumbing infrastructure being furnished and installed by others. Additionally, the work product must conform to Energy Star specifications and design parameters sufficiently to secure Energy Star certification.

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

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

The selected bidder will acknowledge that the Developer 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 the Developer will be expected to communicate and coordinate regarding any such work to prevent the obstruction, complication or delay of any other project scope.

Please note, the selected bidder will be expected to staff the project sufficiently to execute and advance contract scope of work timely and in conformance with Habitat's project schedule.

The selected bidder will also be expected to help maintain the cleanliness and order of their work areas and any areas of the site they occupy and use.

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;
- With impeccable quality;
- Covered by a comprehensive Workmanship Warranty for labor and materials.

Plans, Specifications & Reference Materials:

These are accessible on-line for review at:

<https://h4h.sharepoint.com/:f/g/Srvcs/Constr/Et9z4SN0bp1Gr7WzygG7dzcBVeSdRaG3S8RSZ4IUuHcyTA?e=wBESR7>

Bid Proposal Form

Any other proposal or pricing documents bidders opt to submit must be in addition to **this bid form. Submissions that do not include this provided bid form may be eliminated from consideration.*

1. Firm Name: _____ Primary Contact: _____
2. Address: _____
3. Telephone No.: _____
4. E-mail Address: _____
5. Number of Years in Business: _____ Contractor License # _____
6. Name(s) of Subcontractor(s), if any, anticipated to be used, and for which scope:
7. Sub: _____ Scope: _____
Sub: _____ Scope: _____
8. Please attach any other information outlining your firm's ability to execute this RFP scope successfully, economically and timely that would facilitate your selection by HFHP for this project.
9. Please execute and attach the "Non-Collusion Affidavit of Bidder" form.
10. Complete the Bid Proposal Form continuation sheet.
11. Complete the Bid Submission Checklist, initial and include it with your proposal.

(please append additional pages to this form if necessary to provide complete answers)

BID PROPOSAL FORM *continued*

(Firm Name: _____)
Habitat for Humanity Philadelphia – RFP Scope Pricing & Projected Schedule

- | | |
|--------------------------------|-----------------|
| 1. General Requirements | \$ _____ |
| 2. HVAC Equipment | \$ _____ |
| 3. HVAC Rough-in | \$ _____ |
| 4. HVAC Finish Work | \$ _____ |
| 5. HVAC Testing & Balancing | \$ _____ |
| 6. Overhead & Profit: | \$ _____ |
| 7. TOTAL PROPOSED COST: | \$ _____ |

List and detail any applicable scope exclusions or proposed substitutions.

8. SCHEDULE: Projected duration to complete the rough-in scope ____ / ____ / ____ (work days)
Projected duration to complete the finish scope ____ / ____ / ____ (work days)

9. Has your firm successfully completed residential, Energy Star-certified projects? YES / NO

10. Is your firm ACCA certified? YES / NO

11. If selected for this project, what is the approximate lead time from award to secure the required equipment?

The person(s) whose signature(s) appear(s) below attests to being authorized to sign this proposal on behalf of the bidder.

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

Signature of Authorized Representative:

X _____

Date: _____

Non-Collusion Affidavit of Bidder

State of _____

County of _____

_____, being first duly sworn, deposes and says that:

1. S/He is the _____ of _____, the Bidder that has submitted the attached Bid;
2. S/He is fully informed respecting the preparation and contents of the attached Bid and all pertinent circumstances respecting such Bid;
3. Such Bid is genuine and is not a collusive or sham bid;
4. Neither the said Bidder nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affiant, have in any way colluded, conspired, connived or agreed, directly or indirectly, with any other Bidder, firm, or person to submit a collusive or sham bid in connection with the contract for which the attached Bid has been submitted or to refrain from bidding in connection with such Contract, or has in any manner, directly or indirectly, sought by agreement, or collusion or communication or conference with any other Bidder, or, to fix any overhead, profit, or cost element of the bid price of the collusion, conspiracy, connivance, or unlawful agreement any advantage against any person or entity interested in the proposed contract; and
5. The price or prices quoted in the attached Bid are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the Bidder or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

Contractor entity: _____

Signed by: _____ (signature)

Name: _____ Title: _____

Sworn to and subscribed before me this _____ day of _____, 202__.

(Notarial Seal) _____ Notary Public

Bid Submission Checklist

To ensure your bid proposal submission is complete and not discarded, please review, fill out *and include this checklist* with your bid submission.

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

1. Review the entire RFP, the bid instructions supplements, the project plans and all the relevant supporting documents? **Y** / **N**
2. Notify HFHP of any RFP documents that you *cannot* locate or access? **Y** / **N**
3. Note the project outline schedule and bid milestone dates? **Y** / **N**
4. Indicate your intention to bid (or to decline) ***by July 28th***? **Y** / **N**
5. Arrange with HFHP to visit the site if necessary for preparation of a responsive bid? **Y** / **N**
6. Fully complete and include *all* pages of the supplied Bid Proposal Forms? **Y** / **N**
7. Include proposed schedule durations? **Y** / **N**
8. Complete, sign and include the Non-collusion Affidavit of Bidder? **Y** / **N**
9. Note the e-mail address carloa@habitatphiladelphia.org for bid submission, RFIs **Y** / **N**
arrangement of a pre-bid site visit, etc.?
10. Cite “HFHP - (*and this*) RFP” in your RFP-related e-mail subject lines? **Y** / **N**
11. Ensure that your proposal makes your firm’s qualifications, pricing, all included scope, any excluded scope and completion schedule clear, complete and understandable? **Y** / **N**
12. Include any other information outlining your firm's ability to execute this RFP scope successfully and cost-effectively that would facilitate your selection for this 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 MAIN RFP DOCUMENT*****

*****ALSO SEE “BID INSTRUCTIONS SUPPLEMENT” AT*****

<https://h4h.sharepoint.com/:f/g/Srvcs/Constr/Et9z4SN0bp1Gr7WzygG7dzcBVeSdRaG3S8RSZ4IUuHcyTA?e=wBESR7>