

**MOUNTAIN VILLAGE HOUSING AUTHORITY
REQUEST FOR PROPOSALS**

**General Contractor, Modular Construction, Village Court Apartments
Town of Mountain Village, Colorado**



SUBMITTAL DUE DATE

March 23, 2022

2:00PM

**MOUNTAIN VILLAGE TOWN HALL
455 MOUNTAIN VILLAGE BLVD STE. A**

housing@mtnvillage.org

johnmiller@mtnvillage.org

REQUEST FOR PROPOSALS

The Mountain Village Housing Authority (“MVHA”) seeks proposals from General Contractors and/or Firms to bid general contracting services for the construction of two modular rental apartment buildings called Village Court Apartments Phase IV (VCA Phase IV) at 415 Mountain Village Boulevard. The construction period begins the spring of 2022 and ends the summer of 2023.

The following documents are part of this RFP:

1. RFP Document

Written Inquiries

All inquiries regarding this RFP shall be submitted via email to the Mountain Village Housing Authority Office at housing@mtnvillage.org and will be taken on a rolling basis and not accepted after March 4, 2022. A response from the town to all inquiries shall be posted and sent via email weekly.

Submittal Instructions

Submittals are due at the Community Development Department (please note address below) or the email box (preferred) listed below, for time and date recording on or before 2:00 p.m. MST on March 23, 2022.

Your response can be submitted in the following ways. Please note that an email responses to this solicitation is preferred but are limited to a maximum of 25MB capacity.

Electronic Submittals must be received in the e-mail box listed below. Submittals sent to any other box will NOT be forwarded or accepted. This e-mail box is only accessed on the due date of your questions or proposals. Please use the Delivery Receipt option to verify receipt of your email. It is the sole responsibility of the proposer to ensure their documents are received before the deadline specified above. MVHA does not accept responsibility under any circumstance for delayed or failed email or mailed submittals. Email housing@mtnvillage.org; and identify the submittal as “VCA Phase IV General Contractor RFP” in subject line.

-OR-

US Mail: One (1) unbound copy of your submittal, printed double-sided, 11 point, must be submitted in a sealed envelope, clearly marked as **VCA Phase IV General Contractor RFP**, to the **Community Service Development Department Front Desk located at 455 Mountain Village Blvd STE A, Mountain Village, Colorado 81435.**

All RFPs must be received, and time and date recorded by authorized county staff by the above due date and time. Sole responsibility rests with the Offeror to see that their RFP response is received on time at the stated location(s). Any responses received after due date and time will

be returned to the offeror. The MVHA reserves the right to reject any and all responses, to waive any informalities or irregularities therein, and to accept the proposal that, in the opinion of the Authority, is in the best interest of the Town of Mountain Village, State of Colorado.

Americans with Disabilities Act (ADA): If you need special services provided for under the Americans with Disabilities Act, contact John Miller, Community Housing Program Director by email at johnmiller@mtnvillage.org at least 48 hours before the scheduled deadline.

TERMS AND CONDITIONS

1. Proposers are expected to examine the specifications, schedule of delivery, and all instructions. Failure to do so will be at the bidder's risk.
2. Each bidder shall furnish the information required in the Request for Proposals.
3. The Contract/Purchase Order will be awarded to that responsible bidder whose submittal, conforming to the Request for Proposals, will be most advantageous to the Town of Mountain Village, price and other factors considered.
4. The MVHA reserves the right to reject any or all proposals and to waive informalities and minor irregularities in bids received, and to accept any portion of or all items proposed if deemed in the best interest of the Town of Mountain Village to do so.
5. A signed purchase order or contract furnished to the successful bidder results in a binding contract without further action by either party.
6. Late or unsigned proposals will not be accepted or considered. It is the responsibility of proposers to ensure that the proposal arrives at the Community Development Department Front Desk or appropriate email box prior to the time indicated in the "Request for Proposals."
7. The proposed price shall be exclusive of any Federal or State taxes from which the Town of Mountain Village is exempt by law.
8. Any interpretation, correction or change of the RFP documents will be made by Addendum. Interpretations, corrections, and changes of the RFP documents made in any other manner will not be binding, and proposer shall not rely upon such interpretations, corrections, and changes. The Town's Representative will not be responsible for oral clarification.
9. Confidential/Proprietary Information: Proposals submitted in response to this "Request for Proposals" and any resulting contract are subject to the provisions of the Colorado Public (Open) Records Act, 24-72-201 et.seq., C.R.S., as amended. Any restrictions on the use or inspection of material contained within the proposal and any resulting contract shall be clearly stated in the proposal itself. Confidential/proprietary information must be readily identified, marked and separated/packaged from the rest of the proposal. Comingling of confidential/proprietary and other information is NOT acceptable. Neither a proposal, in its entirety, nor bid price information will be considered confidential/proprietary. Any information that will be included in any resulting contract cannot be considered confidential.

INSURANCE REQUIREMENTS

Commercial General Liability

- Minimum limits of \$1,000,000 Each Occurrence, \$2,000,000 General aggregate.
- Must show MVHA and Town of Mountain Village as additional insured (see below).

Automobile Liability

- Minimum limits are required to be \$1,000,000 for each Accident.
- Coverage must include: All vehicles owned, non-owned, and hired to be used on the contract.

Workers Compensation

- Workers' Compensation must be maintained with the statutory limits.
- Employer's Liability is required for minimum limits of \$100,000 Each
- Accident/\$500,000 Disease-Policy Limit/\$100,000 Disease-Each Employee.
- ***If you are a sole proprietor with no employees, contact us to fill out a waiver.***

Professional Liability

- Minimum limits are required to be \$1,000,000 per loss and \$2,000,000 aggregate.

ADDITIONAL INSURED LANGUAGE:

Mountain Village Housing Authority, a Colorado county housing authority organized under C.R.S. 29-4-501; Town of Mountain Village, State of Colorado, a body corporate and politic.

Note that the above insurance amounts are the minimum required for this project. Proof of current insurance must be provided with your proposal in the form of a sample certificate. If you require a waiver of insurance requirements (e.g. Workers' Comp and sole proprietorships) you may request one in your response with an explanation. New certificates will be requested if the contract process takes more than 30 days after an award.

RFP SPEIFICATIONS
VCA Phase IV General Contractor RFP

Project Overview:

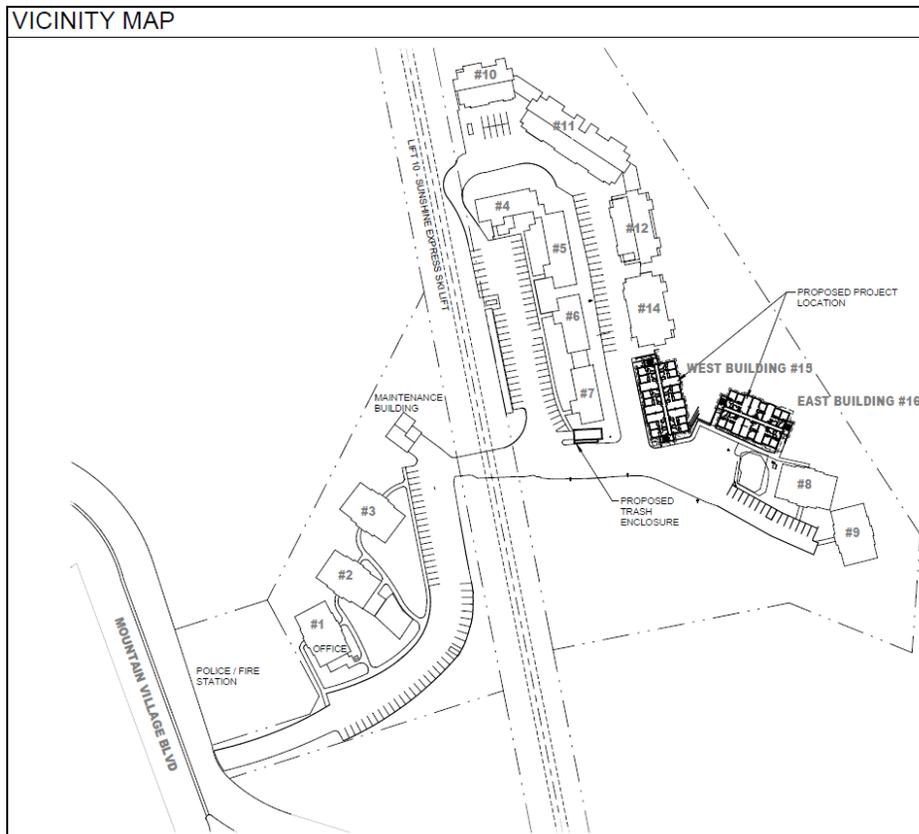
The Mountain Village Housing Authority (“MVHA”) seeks proposals from General Contractors and/or Firms to bid general contracting services for the construction of two modular rental apartment buildings called Village Court Apartments Phase IV (VCA Phase IV) at 415 Mountain Village Boulevard. The construction period begins the spring of 2022 and ends the summer of 2023.

Background:

As part of the Mountain Village Comprehensive Plan Vision, the Mountain Village Housing Authority is developing a total of 42 workforce housing rental units. 34 2-bedroom and 1 ¾ bath units, 8 one-bedroom units, and one office space, associated mechanical rooms, a common laundry room per building, and one exterior sewer main access found within the basement of the west building. The project is designed to be built utilizing modular construction. The project will be funded by a Certificate of Participation and is tax exempt. The general contractor will work directly with the owner’s representative for the duration of the project who works on behalf of the Mountain Village Housing Authority.

Site Location:

Legal Description - LOT 1001 ACC TELLURIDE MTN VILLAGE ACC TO PL BK 1 PG 1216 FILED 12.2.91



RFP Scope of Work: Provide General Contracting Services for the work outlines in the plans and specifications for a completely finished product, including but not limited to the following items -

- Comply with all regulations regarding Storm Water Pollution Prevention Plans. Obtain stormwater permit if one is required.
- Obtain all required construction permits, including local and state. The fees for the Town of Mountain Village building permit will be waived.
- Relocation and extension of all utilities, both existing and new. Include primary power extension to the new transformer location. The SMPA costs relating to the transformer installation and the SMPA facility reinforcement fees will be paid by the Owner. The existing sewer main will remain in its current location under the West building.
- Site Prep, excavation, foundation systems.
- Material export and import as required by the plans and soils report.
- Contract with and coordinate module manufacturing with modular manufacturer(s) including:
 - Thorough shop drawing review. Ensure shop drawings are consistent with all contract documents
 - Visit factory(s) as needed to ensure modules are being constructed consistent with the approved shop drawings, and that QC is being maintained
 - Provide module transportation from the factory to the site. Secure appropriate staging locations for modules (if storage is required).
 - Ensure that the modules are fully insured during transport, storage and set
- Provide all set and stitch services, including crane, inter-module connections, interior and exterior stitching and finishes installation and repair, roof framing and finish, and exterior stone and siding installation
- Include all stair towers and stair systems, whether site built or modular
- Provide and install a design/build fire protection system per applicable codes
- Grading, landscaping, and all site work
- Re-asphalting the disturbed areas of the parking area adjacent to the new buildings
- Construction of the trash compactor building adjacent to building 7. This must occur prior to the demolition of existing trash facilities.
- Tree removal for the purposes of construction and approved wildfire mitigation falls under the scope of the general contractor.

Special considerations in scope:

- Provide and install gas submeters per the specification. Meters will need to be installed at the factory and hooked up on site.
- Provide and install electrical submeters per the specification. Meters will need to be installed at the factory and hooked up on site.
- Streets, driveways, and parking lots must be kept free of mud, dirt, gravel and other debris caused by excavation and export/import operations.
- Access to be maintained for pedestrians and vehicles to the west of VCA Building 14 and the new west building, with the exception of minor temporary road closures.

With the following known constraints:

- Wetland in close proximity. Wetlands must be fully protected and cannot be disturbed.
- Steep slopes
- Constrained working area that is difficult to access on the lower portions of both buildings
- Dense urban environment with buildings, people and cars in close proximity to the construction area
- Aggressive construction timeline
- Securing modular construction within the specified timeframes.

Contract Format:

The contract for construction will be a Stipulated Sum contract

Specific Responsibilities of the Town:

- Provide the Construction Document Bid Set
- Provide the specifications manual
- Restripe the parking area once re-graded and re-asphalted
- Provide other documents as needed to help facilitate the proposal process
- Pay for laundry equipment in both buildings

Allowance:

Dewatering design build. By allowance pending final design.

Project Location:



Minimum Qualifications:

The Owner / Town is seeking a firm whose employees possess the following skills/abilities:

1. Demonstration working with as a General Contractor in the region with a minimum of five (5) major projects.
2. Experience as a General Contractor with modular construction (or similar).
3. Demonstrate pro-active examples of staying on time and on budget.
4. Demonstrate priority and commitment to this project with project staff and subcontractors in order to remain on budget and within the specified schedule.
5. Documentation demonstrating the employee(s) and company meet the qualifications discussed above must be provided with the RFP.
6. Demonstrated specific Construction Management/General Contracting experience in projects of similar scope, complexity and schedule
7. Demonstrated bonding capability of up to one half of the total cost of construction. Provide letter from surety that affirms this capacity.
8. Demonstrate insurance requirements can be met. See criteria listed above.
9. Proposer must possess an A or B ICC certification in General Contracting required by the Town of Mountain Village building code.
10. Proposer must have (or obtain prior to construction commencing) an active business license with the Town of Mountain Village.

Statement of Qualifications and Quote: Proposals submitted shall contain all information as requested herein, and any additional information as necessary to summarize the overall benefit of the proposal to the Town. The proposal shall be organized using the following format:

- A. **Letter of Intent** - Please submit a brief letter of intent to include a description of the services you will provide, your qualifications and all other relevant information. Include the name(s), addresses and telephone numbers of the people who will serve as project manager for the project and as principal contact with the Town. Any confidential material contained in the proposal shall be clearly indicated and marked as “confidential.”
- B. **General Experience Statement:** This statement should emphasize the individual or firm’s experience General Contracting within the past five years for at least two (2) projects in excess of \$7,000,000 (hard costs). Please address specific experience with modular construction and expertise. Please also address the selection criteria listed below as relevant.
- C. **Project Team or Individual Resumes**
- D. **Past Project Experience and References** - Please provide information per the following:

Similar development experience: Include project name, date, owner, and location of project. Include information on any projects that include Colorado communities or mountain town communities in the inter-mountain west. **Prior experience in the development of housing units and particularly affordable housing units is highly desired.**

References: List references (at least three) identifying each client a contact person, the client's e-mail and telephone contact information, and any other necessary information for similar projects completed by the contractor.

- E. **Other Information:** This section can be used to provide alternatives or additional information the individual or firm feels would be beneficial for the town to use during the review process.
- F. **An affirmation** that the project is a priority to the company and its associated personnel and subcontractors so as to maintain the project schedule.
- G. **Workload:** Provide information on your past, present, and projected future workload
- H. **Project Cost:** Provide an itemized budget breaking down the Proposed Contract Sum in either the 16 division (pre-2004) or current 50 Division CSI Master Format. General Conditions shall be itemized. Provide the percentage that the overhead and fee is based upon. Fees shall be calculated on total project cost, exclusive of costs relating to bonding, insurance, and overhead and fee.
- I. **Master Schedule:** Provide a preliminary master schedule outlining the major milestones dates (eg: excavation, foundation complete, utilities, modular fabrication, etc), and the final completion date.

MVHA Review and Selection Schedule:

A selection committee will evaluate the qualifications of the responding individuals/firms. The town may elect to utilize the services of an outside consultant(s) to assist in the evaluation. In evaluating the responding individuals/firms, the town will use a criteria evaluation process. All statements will be evaluated using the same criteria and weighting with cost as one factor but not the sole determining criteria. The committee provides a recommendation to Town Council who is the final decision maker.

Selection criteria will include (not in rank order):

1. Quality of previous experience with similar projects (modular, affordable housing, local or regional construction)
2. Quality of experience and expertise in collaborative processes
3. Quality of references
4. Factory fabrication location (the nearer Mountain Village the better) and guarantees to turn around construction of the finished modules within the stated construction schedule.
5. Experience in working with similar projects and/or experience working regionally.
6. Proven demonstration of working through complex construction issues with multiple people (contractors, subcontractors, residents)
7. Demonstration of a solution-oriented work ethic

8. Stipulated Sum Contract Price

The committee will base the final selection and ranking upon the evaluation of the proposal. The committee will reserve the right to request a more comprehensive proposal from the top two finalists as needed and or interview finalists as needed. If a finalist is chosen and contract negotiations are unsuccessful, the committee may elect to negotiate with the next highest ranked individual/firm. The town reserves the right to award the contract to the most qualified bidder not necessarily the lowest bidder, when warranted.

Preliminary Project Schedule -

- Issue RFP: February 9, 2022
- Mandatory Meeting to be held remotely via Zoom: February 14, 2022 (site walk optional)
- Deadline for Questions: March 4, 2022
- Answers Issued: Weekly
- Statement of Qualifications and Stipulated Price Due: March 23, 2022, by 2:00 pm
- Committee Selection Meeting (this may include interviews): March 28, 2022, estimated
- Committee Recommendation to Town Council: March 30, 2022, estimated
- Contract Negotiations and Award: April 5, 2022, estimated
- Mobilize and Break Ground: April 11, 2022, estimated

The Town of Mountain Village reserves the right to select the proposal that in its view constitutes the best overall value for the Town. At its discretion, the Town also reserves the right to not select any proposal. Firms participating in the contractor selection process will be responsible for all costs incurred in responding to this RFP. All proposals submitted in this response to this RFP shall be considered public information.

TOWN CONTACT

Please address questions to Mark Carlson, Owner's Representative and John Miller, Housing Program Director. The statement of qualifications must be submitted no later than 2:00pm, Friday, March 23, 2022, and can be submitted electronically to housing@mtnvillage.org. Please request confirmation of receipt of your submittal to assure it was received.

Mark Carlson
Owner's Representative
Mountain Builder's, Inc
Town of Mountain Village
455 Mountain Village Blvd, Suite A,
Mountain Village, CO 81435
CELL: 970-729-0182
mtnbuilders@telluridecolorado.net

John Miller
Community Housing Program Director
Town of Mountain Village
455 Mountain Village Blvd, Suite A
Mountain Village, CO 81435
OFFICE: 970-369-8203
CELL: 970-417-1789
johnmiller@mtnvillage.org

Signatures Page
VCA Phase IV General Contractor RFP

Failure to complete, sign and return this signature page with your proposal may be cause for rejection.

Contact Information	Response
Company Name	
Name and Title of Primary Contact	
Person	
Company Address	
Phone Number	
Email Address	
Company Website	

By signing below I certify that:

I am authorized to bid on my company's behalf.

I am not currently an employee of the Town of Mountain Village.

None of my employees or agents is currently an employee of Town of Mountain Village.

I am not related to any Town of Mountain Village employee or Elected Official.

I am not a Public Employees' Retirement Association (PERA) retiree.

Signature of Person Authorized to Bid on Date
Company's Behalf

Note: If you cannot certify the above statements, please explain in the space provided below.