

# CONSTRUCTION REQUEST FOR PROPOSAL

RFP# AAHC 24-05

## BROADWAY TERRACE RENOVATIONS

ANN ARBOR HOUSING COMMISSION



**Due Date: Tuesday, July 2nd, 2024 by 2:00 p.m. (local time)**

Issued By:

Ann Arbor Housing Commission  
2000 S. Industrial Hwy  
Ann Arbor, MI 48104

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## **SECTION I - GENERAL INFORMATION**

### **A. OBJECTIVE**

This RFP is being issued by the Ann Arbor Housing Commission (AAHC), a Michigan Public Body Corporate, with local, state and federal funding. This RFP is issued by the Ann Arbor Housing Commission and a contract will ultimately be signed with a wholly-owned subsidiary organization of the AAHC, called the Ann Arbor Housing Development Corporation (AAHDC). The purpose of this Request for Proposal (RFP) is to select a firm to perform building renovations at Broadway Terrace, a property owned by the Ann Arbor Housing Commission, and located at 1504 – 1506 Broadway Street, Ann Arbor, MI 48105.

### **B. QUESTIONS AND CLARIFICATIONS / DESIGNATED CONTACTS**

All questions regarding this Request for Proposal (RFP) shall be submitted via e-mail. Questions will be accepted and answered in accordance with the terms and conditions of this RFP.

**All questions shall be submitted on or before June 20th, 2024 at 2:00 p.m. (local time)**, and should be addressed as follows:

Scope of Work/Proposal Content questions shall be e-mailed to **Tom Pierce, Construction Project Manager, [tpierce@a2gov.org](mailto:tpierce@a2gov.org)**

Should any prospective bidder be in doubt as to the true meaning of any portion of this RFP, or should the prospective bidder find any ambiguity, inconsistency, or omission therein, the prospective bidder shall make a written request for an official interpretation or correction by the due date for questions above.

All interpretations, corrections, or additions to this RFP will be made only as an official addendum that will be posted to [a2gov.org](http://a2gov.org) and it shall be the prospective bidder's responsibility to ensure they have received all addenda before submitting a proposal. Any addendum issued by the AAHC shall become part of the RFP, and must be incorporated in the proposal where applicable.

### **C. PRE-PROPOSAL MEETING**

A pre-proposal conference for this project will be held **at Broadway Terrace (meeting will begin in the parking lot)**. During the meeting prospective bidders will have the opportunity to walk the property and ask questions. Administrative and technical questions regarding this project will be answered at this time. The pre-proposal meeting is for information only. Any answers furnished will not be official until verified

in writing by the Ann Arbor Housing Commission. Answers that change or substantially clarify the proposal will be affirmed in an addendum.

**Where:** **Broadway Terrace**  
**Date:** Wednesday, June 12<sup>th</sup>, 2024  
**Time:** 10:00 a.m.  
**Address:** 1506 Broadway Street  
Ann Arbor, MI 48105

**Parking:** Very limited parking available on property parking lot. Overflow parking on Jones Drive.

#### **D. NOTIFICATION OF INTENT TO BID**

Contractors who intent to submit a proposal for this project should indicate such via email to the Designated Contact no later than 2:00 pm **Thursday June 13<sup>th</sup>, 2024.**

#### **E. PROPOSAL FORMAT**

To be considered, each firm must submit a response to this RFP using the format provided in Section III. No other distribution of proposals is to be made by the prospective bidder. An official authorized to bind the bidder to its provisions must sign the proposal. Each proposal must remain valid for at least one hundred and twenty (120) days from the due date of this RFP.

Proposals should be prepared simply and economically providing a straightforward, concise description of the bidder's ability to meet the requirements of the RFP. Mistakes may be crossed out and corrected and must be initialed in ink by the person signing the proposal.

#### **F. SELECTION CRITERIA**

If interviews are desired by the Ann Arbor Housing Commission, the selected firms will be given the opportunity to discuss their proposal, qualifications, past experience, and their fee proposal in more detail. The Ann Arbor Housing Commission further reserves the right to interview the key personnel assigned by the selected bidder to this project.

All proposals submitted may be subject to clarifications and further negotiation. All agreements resulting from negotiations that differ from what is represented within the RFP or in the proposal response shall be documented and included as part of the final contract.

## G. SEALED PROPOSAL SUBMISSION

**All proposals are due and must be delivered via email to Tom Pierce, Construction Project Manager, tpierce@a2gov.org on or before, July 2nd, 2024 at 2:00 p.m. (EST).** Proposals submitted late or via facsimile will not be considered or accepted.

**Each respondent must submit:**

- **One (1) digital copy of the proposal as one file in PDF format**

Proposals submitted should be clearly marked: **“RFP No. AAHC 24-05 – BROADWAY TERRACE RENOVATIONS”** and list the bidder’s name and address.

Proposals must be addressed and delivered to:

Tom Pierce  
Ann Arbor Housing Commission  
2000 S. Industrial Hwy  
Ann Arbor, MI 48104  
tpierce@a2gov.org

All proposals received on or before the due date will be recorded on the due date. No immediate decisions will be rendered.

Bidders are responsible for submission of their proposal. Additional time will not be granted to a single prospective bidder. However, additional time may be granted to all prospective bidders at the discretion of the Ann Arbor Housing Commission.

Each person signing the proposal certifies that they are a person in the bidder’s firm/organization responsible for the decisions regarding the fees being offered in the Proposal and has not and will not participate in any action contrary to the terms of this provision.

## H. DISCLOSURES

Under the Freedom of Information Act (Public Act 442), the Ann Arbor Housing Commission is obligated to permit review of its files, if requested by others. All information in a proposal is subject to disclosure under this provision. This act also provides for a complete disclosure of contracts and attachments thereto.

## I. TYPE OF CONTRACT

A sample of the Contract is included as Exhibit D. Those who wish to submit a proposal should review this sample agreement carefully. **The Ann Arbor Housing Development Corporation will not entertain changes to its Contract.**

The Ann Arbor Housing Commission reserves the right to award the total proposal, to reject any or all proposals in whole or in part, and to waive any informality or technical defects if, in the Ann Arbor Housing Commission's sole judgment, the best interests of the Ann Arbor Housing Commission will be so served.

This RFP and the selected bidder's response thereto, shall constitute the basis of the scope of services in the contract by reference.

**J. COST LIABILITY**

The AAHC assumes no responsibility or liability for costs incurred by the bidder prior to the execution of an Agreement. The liability of the AAHC is limited to the terms and conditions outlined in the Agreement. By submitting a proposal, bidder agrees to bear all costs incurred or related to the preparation, submission, and selection process for the proposal.

**K. DEBARMENT**

Submission of a proposal in response to this RFP is certification that the Respondent is not currently debarred, suspended, proposed for debarment, and declared ineligible or voluntarily excluded from participation in this transaction by any State or Federal departments or agency. Submission is also agreement that the AAHC will be notified of any changes in this status.

**N. PROPOSAL PROTEST**

All proposal protests must be in writing and filed with the AAHC Executive Director within five (5) business days of the award action (Jennifer Hall, [jhall@a2gov.org](mailto:jhall@a2gov.org)). The bidder must clearly state the reasons for the protest.

Any inquiries or requests regarding this procurement should be only submitted in writing to the Designated Contacts provided herein. Attempts by the bidder to initiate contact with anyone other than the Designated Contacts provided herein that the bidder believes can influence the procurement decision, e.g., Elected Officials, City Administrator, Selection Committee Members, Appointed Committee Members, etc., may lead to immediate elimination from further consideration.

**O. SCHEDULE**

The following is the schedule for this RFP process (subject to change).

<b>Activity/Event</b>	<b>Anticipated Date</b>
Mandatory Pre-Proposal Meeting	June 12 <sup>th</sup> , 2024 at 10:00 AM (local time)

Notification of Intent to Bid	June 13 <sup>th</sup> , 2024 at 2:00 PM (local time)
Written Question Deadline	June 20 <sup>th</sup> , 2024 at 2:00 PM (local time)
Addenda Published (if needed)	Week of June 24 <sup>th</sup> , 2024
Proposal Due Date	July 2 <sup>nd</sup> , 2024 at 2:00 PM (local time)
Selection/Negotiations	Week of July 8 <sup>th</sup> , 2024
Expected AAHC Authorizations	Week of July 15 <sup>th</sup> , 2024
Substantial Project Completion	March 31 <sup>st</sup> , 2025

The above schedule is for information purposes only and is subject to change at the AAHC's discretion.

**P. IRS FORM W-9**

The selected bidder will be required to provide the Ann Arbor Housing Commission an IRS form W-9.

**Q. RESERVATION OF RIGHTS**

1. The Ann Arbor Housing Commission reserves the right in its sole and absolute discretion to accept or reject any or all proposals, or alternative proposals, in whole or in part, with or without cause.
2. The Ann Arbor Housing Commission reserves the right to waive, or not waive, informalities or irregularities in terms or conditions of any proposal if determined by the Ann Arbor Housing Commission to be in its best interest.
3. The Ann Arbor Housing Commission reserves the right to request additional information from any or all bidders.
4. The Ann Arbor Housing Commission reserves the right to reject any proposal that it determines to be unresponsive and deficient in any of the information requested within RFP.
5. The Ann Arbor Housing Commission reserves the right to determine whether the scope of the project will be entirely as described in the RFP, a portion of the scope, or a revised scope be implemented.
6. The Ann Arbor Housing Commission reserves the right to select one or more contractors or service providers to perform services.
7. The Ann Arbor Housing Commission reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the firm of the conditions contained in this RFP, unless clearly and specifically noted in the proposal submitted.
8. The Ann Arbor Housing Commission reserves the right to disqualify proposals that fail to respond to any requirements outlined in the RFP, or failure to enclose copies of the required documents outlined within the RFP.

## **R. ENVIRONMENTAL COMMITMENT**

The Ann Arbor Housing Commission recognizes its responsibility to minimize negative impacts on human health and the environment while supporting a vibrant community and economy. The Ann Arbor Housing Commission further recognizes that the products and services the Ann Arbor Housing Commission buys have inherent environmental and economic impacts and that the Ann Arbor Housing Commission should make procurement decisions that embody, promote, and encourage the City of Ann Arbor's commitment to the environment.

The Ann Arbor Housing Commission encourages potential vendors to bring forward emerging and progressive products and services that are best suited to the City of Ann Arbor's environmental principles.

## **S. MAJOR SUBCONTRACTORS**

The Bidder shall identify each major subcontractor it expects to engage for this Contract if the work to be subcontracted is 15% or more of the bid sum or over \$50,000, whichever is less. The Bidder also shall identify the work to be subcontracted to each major subcontractor. The Bidder shall not change or replace a subcontractor without approval by the Ann Arbor Housing Commission.



## **SECTION II - SCOPE OF WORK**

Project design specifications and drawings are attached as Exhibit A.

### **A. SCOPE OF WORK**

This project involves interior and exterior renovations for eleven (11) residential units at 1504 Broadway Street and 1506 Broadway Street, based on the attached drawings and specifications (no work included for 1508 Broadway Street). Renovations include mechanical, electrical, and plumbing work associated with equipment replacements, addition of air conditioning, lighting replacements, receptacle relocation, bathroom remodeling, new insulation, new entryway doors, addition of roof-mounted solar arrays, and electrical service rework to upgrade components. Existing natural gas furnaces and natural gas tank water heaters will be replaced with high efficiency gas furnaces and electric tank water heaters. Electrical utility services will also be modified to accommodate estimated loads for future full electrification of the buildings. Kitchen appliances (including range, range hoods for ADA units, microwaves, and refrigerators) will be provided by the AAHC and installed by the contractor.

An Asbestos Containing Material (ACM) Inspection that was previously conducted identified no ACMs on the property. Follow this link to the Broadway Terrace [Asbestos-Containing Materials Report](#) (also included as Exhibit B).

Lead-based paint (LBP) has been identified in hallways, porch roof, interior doors, walls, and windows in the buildings. Follow this link to the Broadway Terrace [Lead-Based Paint Inspection Report](#) (also included as Exhibit C).

### **B. POST AWARD NEXT STEPS WITH SELECTED BIDDER**

1. Visit the project site in July 2024 with AAHC staff and agree on a preliminary scope of construction.
2. Review any drawings, specifications, reports, etc. provided by AAHC staff on the proposed project.
3. Develop and agree on a final scope of construction together with the AAHC and the AAHC's engineer.
4. Apply for and obtain all necessary permits.
5. Perform all work necessary.
6. Ann Arbor Housing Commission staff will review all work prior to final sign off of

invoices. Contractor to address all identified deficiencies in the work.

7. Contractor to provide final documentation for all time and materials. Ann Arbor Housing Commission will release any retainage held until the work is completed, inspections are completed, and permits are closed.

### **C. REQUIREMENTS**

1. Ability to work effectively with the AAHC's staff with respect to any of the construction services required by the Ann Arbor Housing Commission.
2. Ability to work effectively with other City of Ann Arbor units and regulatory agencies.
3. The ability to function in a support role to the Ann Arbor Housing Commission.

### **D. LIQUIDATED DAMAGES**

If the Date of Substantial Completion, as may be amended by subsequent change order, is not attained, the contractor shall pay the AAHC five hundred and fifty dollars (\$550) as liquidated damages and not as a penalty for each day that Substantial Completion extends beyond the Date of Substantial Completion for the first 60 days. After the first 60 days, the contractor shall pay the AAHC one thousand dollars (\$1,000) as liquidated damages and not as a penalty for each day that Substantial Completion extends beyond the Date of Substantial Completion.

The liquidated damages provided herein shall be in lieu of all liability for any and all extra costs, losses, expenses, claims, penalties, and any other damages of whatsoever nature incurred by the AAHC which are occasioned by any delay in achieving the Date of Substantial Completion.

### **E. STANDARD SPECIFICATIONS**

As of the date of this RFP, all work performed under this Contract shall be performed in accordance with all applicable codes, including but not limited to the following. This is subject to change and the codes enforced at the time of construction by the City of Ann Arbor will govern:

1. 2015 Michigan Building Code (MBC)
2. 2015 Michigan Fire Code (MFC)
3. National Fire Protection Association (NFPA)
  - a. NFPA 13, 2019 – Standard for the Installation of Sprinkler Systems
  - b. NFPA 14, 2019 – Standard for the Installation of Standpipe and Hose

## Systems

- c. NFPA 20, 2019 – Standard for the Installation of Stationary Pumps for Fire Protection
- d. NFPA 25, 2017 – Standard for the Inspection, Testing and Maintenance of Water-Based Fire Protection Systems
- e. NFPA 70, 2020 – National Electric Code
- f. NFPA 72, 2019 – National Fire Alarm and Signaling Code

## **SECTION III - MINIMUM INFORMATION REQUIRED**

### **PROPOSAL FORMAT**

The following describes the elements that should be included in each of the following proposal sections that will be used for evaluation of the proposals:

- A. Qualifications, Experience and Accountability
- B. Workplace Safety
- C. Workforce Development
- D. Social Equity and Sustainability
- E. Bid Form
- F. Attachments

*Bidders are strongly encouraged to provide details for all the information requested below within initial proposals. Backup documentation may be requested at the sole discretion of the Ann Arbor Housing Commission to validate all the responses provided herein by bidders. False statements by bidders to any of the criteria provided herein will result in the proposal being considered non-responsive and will not be considered for award.*

Bidders should submit the following:

#### **A. Qualifications, Experience and Accountability**

1. Qualifications and experience of the bidder and of key persons, management, and supervisory personnel to be assigned by the bidder.
2. References from individuals or entities the bidder has worked for within the last five (5) years including information regarding records of performance and job site cooperation.
3. Evidence of any quality assurance program used by the bidder and the results of any such program on the bidder's previous projects.
4. A statement from the bidder as to any major subcontractors it expects to engage including the name, work, and amount.
5. A demonstrated record of starting and completing projects in a timely manner.

#### **B. Workplace Safety**

1. Documentation of an on-going, Michigan OSHA-approved safety-training program for employees to be used on the proposed job site.
2. Evidence that all craft labor that will be employed by the bidder for the project has, or will have prior to project commencement, completed at least the OSHA

10-hour training course for safety established by the U.S. Department of Labor, Occupational Safety & Health Administration.

3. The safety record of bidder and major subcontractors, including OSHA, MIOSHA, or other safety violations.

**C. Workforce Development**

1. The ratio of masters or journeypersons to apprentices proposed to be used on the construction project job site if apprentices are to be used on the project by you or any of your subcontractors.
2. Documentation as to bidder's and the bidder's subcontractors' pay rates, health insurance, pension or other retirement benefits, paid leave, or other fringe benefits to its employees.
3. Documentation that the bidder and/or the bidder's subcontractors participate in a Registered Apprenticeship Program that is registered with the United States Department of Labor Office of Apprenticeship or by a State Apprenticeship Agency recognized by the USDOL Office of Apprenticeship.

**D. Social Equity and Sustainability**

1. A statement from the bidder as to what percentage of its workforce resides in the City of Ann Arbor and in Washtenaw County, Michigan.
2. Evidence of Equal Employment Opportunity Programs for minorities, women, veterans, returning citizens, and small businesses and that the bidder does not discriminate on the basis of race, sex, pregnancy, age, religion, national origin, marital status, sexual orientation, gender identity or expression, height, weight, or disability.
4. The bidder's proposed use of sustainable products, technologies, or practices for the project, which reduce the impact on human health and the environment, including raw materials acquisition, production, manufacturing, packaging, distribution, reuse, operation, maintenance, and waste management.
5. The bidder's environmental record, including findings of violations and penalties imposed by government agencies.

**E. Bid Form (Attachment A)**

The proposal price shall include materials and equipment selected from the designated items and manufacturers listed in the bidding documents. This is done to establish uniformity in bidding and to establish standards of quality for the items named.

If the bidder wishes to quote alternate items for consideration by the Ann Arbor Housing Development Corporation, it may do so under this Section. A complete description of the item and the proposed price differential must be provided. Unless approved at the time of award, substitutions where items are specifically named will be considered only as a negotiated change in Contract Sum.

Consideration for any proposed alternative items or time may be negotiated at the discretion of the Ann Arbor Housing Development Corporation.

**F. Attachments**

Legal Status of Bidder and any additional attachments should be completed and included as attachments to the proposal submission.

Include the name, phone number, and e-mail address of persons(s) in your organization authorized to negotiate the agreement with the Ann Arbor Housing Development Corporation.

**PROPOSAL EVALUATION**

<b>Section</b>	<b>Points</b>
A. Qualifications, Experience, and Accountability	5
B. Workplace Safety	5
C. Workforce Development	5
D. Social Equity and Sustainability	5
<b>TOTAL</b>	<b>20</b>

1. The selection committee will evaluate each proposal by pricing schedules and the above-described criteria. The Ann Arbor Housing Commission reserves the right to reject any proposal that it determines to be unresponsive and deficient in any of the information requested for evaluation. A proposal with all the requested information does not guarantee the proposing firm to be a candidate for an interview if interviews are selected to be held by the Ann Arbor Housing Commission. The committee may contact references to verify material submitted by the bidder.
2. The committee will then schedule interviews with the selected firms if necessary. The selected firms will be given the opportunity to discuss in more detail their qualifications, past experience, proposed work plan (if applicable) and pricing.
3. The interview should include the project team members expected to work on the project, but no more than six members total. The interview may consist of a presentation of up to thirty minutes (or the length provided by the committee), followed by questions and answers. The committee may record the oral interviews.

4. The firms interviewed will then be re-evaluated by the above criteria as appropriate. After evaluation of the proposals, further negotiation with the selected firm may be pursued leading to the award of a contract by the Ann Arbor Housing Development Corporation, if suitable proposals are received.

The Ann Arbor Housing Commission reserves the right to waive the interview process and evaluate the bidder based on their proposal and pricing schedules alone.

The Ann Arbor Housing Commission will determine whether the final scope of the project to be negotiated will be entirely as described in this RFP, a portion of the scope, or a revised scope.

Work to be done under this contract is generally described through the detailed specifications and must be completed fully in accordance with the contract documents.

## **ADDENDA**

If it becomes necessary to revise any part of the RFP, notice of the addendum will be posted to the [Ann Arbor Housing Commission's website](#) for all parties to download.

Each bidder should acknowledge in its proposal all addenda it has received on the General Declarations form provided in the Attachments section herein. The failure of a bidder to receive or acknowledge receipt of any addenda shall not relieve the bidder of the responsibility for complying with the terms thereof. The Ann Arbor Housing Development Corporation will not be bound by oral responses to inquiries or written responses other than official written addenda.

## **SECTION IV - ATTACHMENTS**

Attachment A – Bid Form

Attachment B – Legal Status of Bidder

Exhibit A – Project Drawings and Specifications

Exhibit B – Asbestos-Containing Materials Report, dated November 11, 2013

Exhibit C – Lead Based Paint Inspection Report, dated March 31, 2016

Exhibit D – Sample Standard Contract



**ATTACHMENT A**

**BID FORM**

Company: \_\_\_\_\_

**Schedule of Pricing/Cost –**

Base Bid \$ \_\_\_\_\_

**Voluntary Alternates –**

Voluntary Alternate # \_\_\_\_\_

Description:

Add/(Deduct) \$ \_\_\_\_\_

Voluntary Alternate # \_\_\_\_\_

Description:

Add/(Deduct) \$ \_\_\_\_\_

**Voluntary Alternate # \_\_\_\_\_**

**Description:**

**Add/(Deduct) \$ \_\_\_\_\_**

**Voluntary Alternate # \_\_\_\_\_**

**Description:**

**Add/(Deduct) \$ \_\_\_\_\_**

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Name	Title	Date
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**ATTACHMENT B**  
**LEGAL STATUS OF BIDDER**

(The bidder shall fill out the appropriate form and strike out the other three.)

Bidder declares that it is:

\* A corporation organized and doing business under the laws of the State of \_\_\_\_\_, for whom \_\_\_\_\_, bearing the office title of \_\_\_\_\_, whose signature is affixed to this Bid, is authorized to execute contracts.

**NOTE: If not incorporated in Michigan, please attach the corporation's Certificate of Authority**

• A limited liability company doing business under the laws of the State of \_\_\_\_\_, whom \_\_\_\_\_ bearing the title of \_\_\_\_\_ whose signature is affixed to this proposal, is authorized to execute contract on behalf of the LLC.

\* A partnership, organized under the laws of the state of \_\_\_\_\_ and filed in the county of \_\_\_\_\_, whose members are (list all members and the street and mailing address of each) (attach separate sheet if necessary):

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\* An individual, whose signature with address, is affixed to this Bid: \_\_\_\_\_  
(initial here)

**Authorized Official**

\_\_\_\_\_ **Date** \_\_\_\_\_, 202\_

(Print) Name \_\_\_\_\_ Title \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Phone ( ) \_\_\_\_\_ Fax ( ) \_\_\_\_\_

Email \_\_\_\_\_