



REQUEST FOR PROPOSALS
Construction Manager as Constructor (CMc)
For Phased Affordable Housing Project

Date: July 5, 2023

Project Identification

Project Name: Eagles Landing
Project Address: North Parcel: APN to be determined (0.48 acres)
South Parcel: APN 002-201-77 (2.46 acres)

Owner

Northern Nevada Community Housing (NNCH)
2757 Beck St
Reno, Nevada 89509
(775) 337-9155

NNCH Contact: Katty Hoover, Procurement Manager (813) 892-4096

All questions or comments pertaining to the RFP and/or the submittal shall be directed to the contact listed above.

Architect

Firm Name: FormGrey Studio, LLC
Address: 400 S Wells Ave
City, State, Zip Code: Reno, Nevada 89502
Phone: (702) 367-6900

Delivery Deadline for Submittals

Phase 1: July 26, 2023
Time: 5:00 PM PT

Phase 2 (for shortlisted candidates): August 23, 2023
Time: 5:00 PM PT

FEDERAL GRANT REQUIREMENTS

States Department of the Treasury (Treasury)'s State and Local Fiscal Recovery Fund (SLFRF) Final Rule and Compliance Reporting Guidance details recipients' compliance responsibilities and provides additional information on eligible and restricted uses of Fiscal Recovery Funds and reporting requirements.

The CMc will be required to comply with applicable Federal, State, and Tribal rules and regulations, most importantly Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, 2 CFR Part 200 (Uniform Guidance).

Prevailing Wage. The Contractor and all Subcontractors (of any tier) must pay prevailing wages and must be currently registered and qualified to perform public work in accordance with Labor Code section 1725.5.

CMc should be solely responsible for providing, at its cost, in construction phase, 5% Bid Bond, 100% Performance Bond and 100% Payment bond per the UG.

ARTICLE 1 PROJECT DESCRIPTION AND BUDGET

Project Name:	Eagles Landing
Gross Building Area:	BUILDING 2: 32,505 GROSS SF
(Approximate and subject to change)	BUILDING 3: 35,345 GROSS SF
	BUILDING 4: 30,875 GROSS SF

Project Description:

The development of 96 units across three buildings (Buildings 2, 3, and 4) at Eagles Landing, in Carson City, Nevada. These units feature affordable, new construction, multi-family housing and will serve households at 30-60% of area median income. The project is anticipated to break ground in early 2024 with completion expected first quarter of 2025.

The site will be equipped with recreation areas, play equipment and picnic/barbeque areas and all units will have private balconies or patios. All common areas, entrances, exits, walkways and parking areas will feature 24-hour video surveillance monitoring.

Residents will have access to a Community Building that houses a resident gathering area, warming kitchen, computer center and on-site management offices. The site will provide ample on-site parking with 24-hour security camera coverage and ample exterior lighting. Plans include a solar panel array that will offset at least 20% of the total property electric consumption. Construction will utilize low VOC materials and Nevada manufactured goods whenever possible.

Construction Manager as Constructor (CMc) Position:

The awarded CMc will be responsible for providing preconstruction services under the first phase and, if a price agreement is reached, construction services under the second phase of such contract.

ARTICLE 2 INCORPORATED DOCUMENTS

The following documents are hereby incorporated and form the basis for the CMc's Fee Proposal:

1. CMc Request for Proposals (RFP)
2. A133 Owner-CMc Pre-Construction Agreement - Draft
3. A133 Exhibit A Owner Constructor GMP - Draft
4. A133 Exhibit B Owner Constructor Bonds - Draft
5. A201 CMc General Conditions of the Contract - Draft
6. A401 Sub Agreement – Working Draft

7. G731 Change Order – Draft
8. G734 Substantial Completion – Draft
9. G735 Authorization for Early Release – Draft
10. SLFRL Addendum to Agreement Owner-CMc Pre-Construction and Construction Agreement
11. Tab 9 CMc Fee Proposal Form, Phase 1
12. Tab 9 CMc Fee Proposal Form, Phase 2
13. Tab 9 Exhibit A: GMP Proposal Worksheet

*Please email kattyhoover@gmail.com to receive exhibits 2-9, highlighted in gray.

ARTICLE 3 PAYMENT TERMS AND DEFINITIONS

See A201 CMc General Conditions of the Contract.

ARTICLE 4 CMc PRE-CONSTRUCTION SERVICES

The CMc will be expected to attend and participate in ongoing regularly scheduled design progress review meetings with the Architect and the Owner for the duration of the design process. Additionally, the CMc's scope of work includes:

- Design review and analysis
- Recommendations on construction costs, feasibility and practicality regarding the selection of methods, materials and systems, including cost reducing alternatives
- Constructability reviews
- Value engineering—the CMc will review the designs for possible economies and make recommendations to the Agency. The CMc assumes no liability for design errors or omissions
- Schedule development
- Long lead time procurement
- Solicitation of competitive bids

See Owner-CMc Pre-Construction Agreement for additional description of required services.

ARTICLE 5 CMc REQUEST FOR PROPOSALS SUBMITTAL REQUIREMENTS, PHASE 1

A cover letter shall be included that addresses pertinent general information as deemed appropriate by the CMc. The cover letter shall also include the appropriate contact person at the CMc firm, along with their phone number and e-mail address, and a list of 3 references with their contact information.

Proposals can be delivered to Attn: Katty Hoover, Northern Nevada Community Housing at 2757 Beck St, Reno, Nevada, 89509 or emailed to Katty Hoover at kattyhoover@gmail.com.

Proposals shall be submitted in the format outlined below. Incomplete proposals will not be rated. Proposals must be tabbed in the following order for convenient review and selection. The information within each category shall be ordered to match those listed in this request for proposals.

Required Proposal Outline:

Tab 1 CMc Firm General Information

- a. Firm Information
Provide firm name, business address, year established, type of firm ownership (i.e., single source, joint venture), name and address of parent company, former parent company names, name and contact information for principal personnel, areas of responsibility, and total number of personnel.
- b. Firm Organizational Chart
Indicate lines of responsibility and/or communication.
- c. Current Workload
Provide a list and a summary paragraph describing the firm's current workload, including a list of project names and the associated contract values.

Tab 2 Key Personnel Qualifications

1. Provide a resume for each key person that will be assigned to this project. Include their name and title, project assignment, total years of construction experience, years of experience with CMc, years of experience with this firm, education including degree(s), year and discipline, active registrations and licenses including the number and State, other qualifications, and experience. Also, provide a summary of any experience with CMc pre-construction services.
2. Describe the specific role performed on each project listed in the resume, highlighting projects of similar size and scope where the person's role was similar to their role on this project.
3. As a minimum, provide resumes (that include qualifications and experience) for the Project Manager, Superintendent, Estimator, and Schedule Coordinator. Provide this information for both the Pre-Construction and Construction phases, if different personnel will be utilized.
4. Provide a project-specific organizational chart.

Tab 3 Project Experience (Similar Projects)

- a. Include experience on up to 10 projects of similar size and scope in either public or private sector. Include project name, project description, client references for each project (including contact name, address, and telephone), completion date, project budget, type of services provided, and other pertinent information.
- b. Include any applicable experience in the State of Nevada.
- c. Include a statement as to whether the proposed key personnel were involved in any of the listed projects.

- d. Specify the delivery method utilized for each of the listed projects. Relevant project experience may include projects using any delivery method, including without limitation, CMc, Design-Build, Design-Assist, Negotiated, or Value-Engineered work.

Tab 4 Past Performance

For each project listed under project experience (above) provide the following information:

- a. List the name, location, and a general description of each project.
- b. List your firm's record of cost performance (list contract award amount versus final construction cost). Explain any cost deviations.
- c. List your firm's record of schedule performance (list original schedule versus final completion date). Explain any schedule deviations.

Tab 5 Project Implementation Plan

- a. Describe your approach to performing pre-construction services.
- b. Describe your subcontractor qualification process.
- c. Describe how you will involve subcontractors in the pre-construction process.
- d. Describe how you will obtain subcontractor bids (in accordance with federal procurement requirements, States Department of the Treasury (Treasury)'s State and Local Fiscal Recovery Fund (SLFRF) Final Rule and Compliance Reporting Guidance, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, 2 CFR Part 200 (Uniform Guidance).
- e. Describe your approach to incorporating Virtual Construction and Building Information Modeling (BIM).
- f. Describe your approach to performing construction administration and management.
- g. Describe your approach to controlling the project construction budget and schedule.
- h. Describe your approach to performing quality assurance/quality control during construction.
- i. Describe your approach to achieving project close-out (commissioning, punch-list completion, and warranty work).

Tab 6 Safety Program

- a. Provide a summary description of your safety program including sample documentation/forms.
- b. Provide a summary description of your safety program implementation plan, including assigned personnel and the percentage of their time that will be allocated to this project.
- c. Provide your safety record for the last 5 years.

Tab 7 Certifications

- a. CMc shall include a copy of their current Nevada Contractor's License.
- b. CMc shall submit a statement as to whether their firm has been found liable for breach of contract with respect to a previous project, other than breach for legitimate cause, during the 5 years preceding the date of this Request for Proposals.

Tab 8 Insurance and Bonding Capacity

- d. Submit evidence of ability to obtain all insurance as stipulated in the CMc General Conditions of the Contract.
- e. Submit evidence of the financial capability of your bonding company.
- f. Submit evidence that your bonding company is listed by the United States Treasury.
- g. Submit written certification or other appropriate evidence from your bonding company confirming that your firm will have bonding capacity if this project, estimated at the value listed in Article 1 of this Request for Proposals, is added to your current and anticipated workload.
- h. Submit evidence that your firm is covered by workers compensation insurance as stipulated in the CMc General Conditions of the Contract.

Tab 9 CMc Fee Proposal and Corresponding Exhibits

Please initial the RFP and the corresponding exhibits. All candidates should submit the Phase 1 Fee Proposal. Short-listed candidates will be invited to submit the Phase 2 Fee Proposal.

NOTE: Exhibit A: GMP Proposal Worksheet should be used to calculate GMP Initial Proposal but will not be submitted to NNCH until final GMP negotiations. The GMP Fee Proposal Worksheet will be used post-award, between Phases 1 and 2 of the CMc contract, in order to determine the appropriateness of the GMP, and in order to elect for Phase 2 of the contract.

ARTICLE 6 CMc SELECTION SCHEDULE

All times stated are Pacific Time (PT). These dates represent a tentative schedule of events. NNCH reserves the right to make amendments to this solicitation only with adequate notification to applicants. NNCH reserves the right to modify these dates at any time.

Task	Date/Time
Deadline for submission of Phase 1 Fee Proposal	7/26/23, by 5:00pm PT
Evaluation period for short list	7/27/23 – 7/28/23
Interviews (if necessary)	8/1/23
Short list of candidates announced	8/2/23
Deadline for submitting questions for Phase 2 Fee Proposal	8/10/23, by 5:00pm PT
Answers disseminated for Phase 2 Fee Proposal	8/11/23
Deadline for submission for Phase 2 Proposal	8/23/23, by 11:00am PT
Public opening of sealed proposals	8/23/23, 11:10am PT
Evaluation period (qualification)	8/24/23

verification)	
CMc Award Announced	8/25/23
Contract start date	On or about 8/28/23

Contact Information:

For further information regarding the project, the Request for Proposals submission, contract requirements, to schedule a site visit and all other inquires please contact NNCH Procurement Manager, Katty Hoover at kattyhoover@gmail.com or (813) 892-4096.

ARTICLE 7 CMc SELECTION PROCESS

A short-list of between 2 and 3 CMc firms will be determined based on initial proposals only. Each of the short-listed firms will be asked to prepare and submit a CMc Phase 2 Fee Proposal. Award will be made to the lowest technically acceptable Fee Proposal (see CMc Evaluation and Selection Criteria, Article 9).

The CMc selection process will be conducted in accordance with applicable Federal, State, and Tribal rules and regulations, all of the requirements stipulated in States Department of the Treasury (Treasury)’s State and Local Fiscal Recovery Fund (SLFRF) Final Rule and Compliance Reporting Guidance, most importantly Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, 2 CFR Part 200 (Uniform Guidance).

ARTICLE 8 CMc INITIAL EVALUATION AND SELECTION CRITERIA

Initial evaluation of the CMc firms will be based on the information requested and provided in the CMc’s Proposal. The defined categories will be evaluated on a percentage score or on a pass/fail basis, as may be applicable. All proposers understand and accept that the weighted selection criteria are both subjective and objective by nature and that the weight factor of each category is intended to define its relative importance. The ranking of each firm will be based on a combined evaluation of all applicable criteria. By submitting a Proposal, the proposer acknowledges that the NNCH has sole and absolute discretion in determining the selection criteria and in evaluating the proposer based on the selection criteria in each category. NNCH reserves the right to waive interviews.

Short-List Selection Criteria and Weighting

Nevada Licensed Contractor	Pass/Fail
Qualified Bidder Per Federal Requirements	Pass/Fail
Prior Breach of Contract	Pass/Fail
Insurance and Bonding Capacity	Pass/Fail

Key Personnel Qualifications 10 Points

NNCH will review the qualifications, education, and licenses of the firm’s key personnel that will be assigned to this project. Emphasis will be given on qualifications associated with the scope of work of this RFP.

Project Experience (Similar Projects)	20 Points
<p>NNCH will review the experience of the firm’s key personnel assigned to this project. Experience must be specific to the required qualifications. Firm must submit a complete list of projects which key personnel have been involved in and/or completed. Similar Projects Affordable Multi-Family Construction, State of Nevada Qualified Allocation Plan Energy Efficiency Requirements, Section 3 Reporting (additional point scoring if they can provide a Section 3 Utilization Plan)</p>	
Past Performance	15 Points
<p>NNCH will review the past performance of the firm based on references and direct experience, if applicable.</p>	
Project Implementation Plan	10 Points
<p>NNCH will evaluate the firm’s method of accomplishing the tasks. A narrative must be attached explaining the firm’s approach which will be used to accomplish the required tasks (ie. availability and assignment of key personnel, use of subcontractors [if applicable] etc.)</p>	
Safety Program	5 Points
<p>NNCH will review the safety implementation plan and the safety record of applying firms for the quality of employee training, hazard prevention and control, and management’s commitment to safety.</p>	
SMWBE Preference	5 Points
<p>NNCH is required to give preference to qualified minority business, women’s business enterprises and labor surplus area firms.</p>	
CMc Pre-Construction Fee Proposal	20 Points
<p>The CMc Fee Proposal will be evaluated and scored based on the costs and fees listed on the CMc Fee Proposal, Phase 1. Scores will be calculated by dividing the lowest Proposed Fee by the applicant’s Proposed Fee multiplied by the total possible 10 points.</p>	
Initial GMP Proposal	5 Points
<p>The CMc Fee Proposal will be evaluated and scored based on the costs and fees listed on the CMc Fee Proposal Form. Scores will be calculated by dividing the lowest Proposed Fee by the applicant’s Proposed Fee multiplied by the total possible 10 points.</p>	
Interview	10 points
 Short-List Selection Point Subtotal	 100 Points

ARTICLE 9 FINAL SELECTION CRITERIA AND WEIGHTING

CMc Fee Proposal*

Award will be made to the lowest technically acceptable CMc Phase 2 Fee Proposal. (Please see Article 5 of the Phase 2 Fee Proposal). The fee includes the 1) proposed fee for pre-construction services, 2) the proposed construction phase fee per month/week of field

activity, and 3) the proposed Proposed Construction Phase Fee for Contractor's Profit & Home Office Overhead (G&A).

CMc Proposal, Phase 2 Fee Proposal Details

INSPECTION OF DOCUMENTS: This document and drawings may be viewed a Northern Nevada Community Housing at 2757 Beck St, Reno, Nevada, 89509. Please call (775) 337-9155 to make an appointment.

SEALED PROPOSALS must be submitted in a sealed envelope which shall be clearly marked with title and number of this Bid document, Bidder's name, address, telephone number, fax number, and e-mail address to Northern Nevada Community Housing at 2757 Beck St, Reno, Nevada, 89509, by 11:00 a.m. on August 23, 2023. Bids received after the time and date set for receipt will be rejected, disqualified from consideration, and returned unopened to Bidder.

PROPOSAL OPENINGS will be held publicly at 11:10 a.m. on August 23, 2023 at 2757 Beck St, Reno, Nevada, 89509. Bidders, their representatives, and all other interested persons may be present at the opening and reading of Bids.

A tabulation of the RESPONSES will be posted on NNCH's website [<https://nnch.org/>] within 48 hours.

AWARD RECOMMENDATION will be made by Katty Hoover, Northern Nevada Community Housing at 2757 Beck St, Reno, Nevada, 89509 or emailed to Katty Hoover at kattyhoover@gmail.com after August 23, 2023.

NOTICE OF PROTEST OF AWARD OF CONTRACT must be submitted in writing to NNCH within five (5) working days of the BID OPENING and must be compliant to States Department of the Treasury (Treasury)'s State and Local Fiscal Recovery Fund (SLFRF) Final Rule.

AWARD will be made by Northern Nevada Community Housing (NNCH), is scheduled for August 24, 2023, and the decision is final.

PRICES must be quoted FOB Reno, Nevada and are valid for sixty (60) calendar days after the date set for PROPOSAL OPENING.