



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

Date: May 13, 2024

Project Identification

Project Name: Trembling Leaves
Project Address: 115 Booth Street, Reno, NV 89509, APN: 010-051-34

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: June 3, 2024
Time: 5:00 PM PT

Phase 2 (for shortlisted candidates): June 21, 2024
Time: 5:00 PM PT

ARTICLE 1 PROJECT DESCRIPTION AND BUDGET

Project Name: Trembling Leaves
Gross Building Area: 22,192 sq ft

Project Description:

Northern Nevada Community Housing has owned Trembling Leaves, a 27-unit, multi-story, multi-family affordable apartment building serving 30-60% AMI households since 1996. The property was built in 1980 and has received limited renovations over the years and is now in need of a significant

rehabilitation. The property is 22,192 sq. ft. and offers 9 one-bedroom units and 18 two-bedroom units. One two-bedroom unit is reserved as a manager unit and one unit is set-aside for permanent supportive housing.

NNCH performed a third-party capital needs assessment to determine the scope of rehab needed. Major items include modifying ground floor units for accessibility, updating electrical and HVAC, updating kitchen and baths, installing new floor coverings in units and hallways and new paint throughout. The site will require new paving and the building will need exterior paint, roof maintenance and added insulation. NNCH will begin work with the project architect third quarter 2024 to determine final scope of work and budget. Rehabilitation work at the project site is expected to begin early 2025.

The property is located in a middle-income census tract in an established Reno residential neighborhood where affordable housing is difficult to find. Trembling Leaves provides good access to schools, public transportation, shopping, employment and public parks.

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 subsequent phase of such contract.

FEDERAL GRANT REQUIREMENTS

Offerors must be aware that the Project will be supported with a State of Nevada's Housing Division subaward, as pass-through, to NNCH, of federal funds from the U.S. Department of the Treasury's State and Local Fiscal Recovery Fund program ("SLFRF"). The Department of the Treasury's SLFRF Final Rule and Compliance Reporting Guidance detail multiple requirements and compliance responsibilities, as well as provide 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, if applicable, Tribal, laws, regulations, codes, rules, and ordinances as may apply to vendors or contractors whose services have been procured with federal support.

Davis-Bacon Act. As amended, if applicable, which requires that all laborers and mechanics who are employed to perform work on the Project, or any contractor or construction work which is financed, in whole or in part, with assistance which is received under the Housing and Community Development Act of 1974 shall be paid wages at rates which are not less than those that prevail in the locality for similar construction and shall receive overtime compensation in accordance with the Contract Work Hours and Safety Standards Act. The contractor and its subcontractors shall also comply with all applicable Federal laws and regulations which pertain to labor standards, including the minimum wage law.

Bonding. CMc should be solely responsible for providing, at its cost, 5% Bid Bond, based on total bid costs, starting at pre-construction services phase and, in construction phase 100% Performance Bond and 100% Payment bond.

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. CMc Contract Documents
 - A133 Owner-CMc Pre-Construction Agreement - Draft
 - A133 Exhibit A Owner Constructor GMP - Draft
 - A133 Exhibit B Owner Constructor Bonds - Draft
 - A201 CMc General Conditions of the Contract - Draft
 - A401 Sub Agreement – Working Draft
 - G731 Change Order – Draft
 - G734 Substantial Completion – Draft
 - G735 Authorization for Early Release – Draft
 - SLFRL Addendum to Agreement Owner-CMc
3. Tab 9 CMc Fee Proposal Form, Phase 1
4. Tab 9 CMc Fee Proposal Form, Phase 2
5. Tab 9 Exhibit A: GMP Proposal Worksheet

ARTICLE 3 PAYMENT TERMS AND DEFINITIONS

See A201 CMc General Conditions of the Contract.

Availability of Funds Limitation. The owner has received federal grant funds from the U.S. Department of the Treasury's State and Local Fiscal Recovery Fund program ("SLFRF") and HUD's HOME program funds respectively (termed for purposes herein the "Prime Awards") to carry out the underlying project. The continuation of the project and payments thereunder shall be subject to the availability of funds to NNCH under the Prime Awards. NNCH shall promptly notify CMc, in writing, of any (i) termination of the Prime Awards or (ii) modification of funding available under the Prime Awards that might negatively impact NNCH's Agreement with CMc and NNCH shall compensate CMc for services performed prior to termination or funding modification.

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.
- c. **Debarment and Suspension.** CMc shall certify to the best of its knowledge and belief that its current and future principals, its current and future subcontractors and its principals: (a) are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any federal or state department or agency; (b) have not within the past three years been convicted of, or had a civil judgment rendered against them, for commission of fraud or a criminal offence in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or grant, violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; (c) are not presently indicted or otherwise criminally or civilly charged by a government entity (federal, state, or local) with commission of any of the offenses detailed in section (b) of this certification; and (d) have not within the past three years had one or more public transactions (federal, state, or local) terminated for cause or default. CMc shall provide immediate written notice to NNCH if at any time it learns there was an earlier failure to disclose information or that due to changed circumstances its principals or the principals of its subcontractors are excluded or disqualified or presently fall under any of the prohibitions in sections (a) through (d) herein.
- d. **Prohibition on Certain Telecommunications and Video Surveillance Services or Equipment.** Pursuant to Pub. L. 115-332, section 889 and 2 C.F.R. § 200.216, CMc shall certify and acknowledge, to and for the benefit of owner and Nevada Housing Division that CMc understands that no federal funds may be obligated or expended to procure or obtain, extend or renew a contract to procure or obtain, or enter into a contract to procure or obtain equipment, services, or systems that use covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system, that is produced by entities set forth in section 889; and any failure by CMc to comply with this prohibition shall permit the owner or Nevada Housing Division to recover as damages against the CMc any loss, expense or cost (including, e.g., attorney's fees) resulting from such failure.

- e. **Build America, Buy America.** If it is determined that domestic sourcing requirements applicable to federally-funded infrastructure under the Infrastructure Investment and Jobs Act (“IIJA”), Pub. L. 117-58, extend to this project, CMc will be required to certify and acknowledge, to and for the benefit of owner and Nevada Housing Division that CMc understands that all of the iron and steel, manufactured products, and construction materials provided by the CMc will be and/or have been produced in the United States in a manner that complies with the Build America, Buy America (“BABA”) requirements of the IIJA, unless a waiver has been issued, and any failure by CMc to comply with BABA requirements shall permit the owner or Nevada Housing Division to recover as damages against the CMc any loss, expense or cost (including, e.g., attorney’s fees) resulting from such failure.

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 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.

The cost plus a percentage of cost and percentage of construction cost methods of contracting shall not be used.

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	6/3/24 by 5:00pm PT
Evaluation period for short list	6/4/24 – 6/5/24

Interviews (if necessary)	6/6/24
Short list of candidates announced	6/7/24
Deadline for submission for Phase 2 Proposal	6/21/24
Public opening of sealed proposals	6/21/24 11:10am PT
Evaluation period (qualification verification)	6/24/24 – 6/26/24
CMc Award Announced	6/26/24
Contract start date	On or about 7/1/24

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 list of all qualified offerors which, in all cases, should be no less than three (3) qualified CMc firms will be determined based on initial proposals only. Offerors must score at least 60/90 or 70/100 points to qualify. Each of the short-listed firms will be asked to prepare and submit a CMc Fee Proposal, Phase 2. 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 laws, rules, codes, ordinances and regulations.

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 offeror 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
Financial, Insurance and Bonding Capacity	Pass/Fail

Key Personnel Qualifications	10 Points
<p>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.</p>	
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. Required experience with affordable housing construction, including State of Nevada Qualified Allocation Plan Energy Efficiency Requirements.</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 (Optional)	10 points
Short-List Selection Point Total.	100 Points

(Offerors must score at least 60/90 or 70/100 points to qualify.)

ARTICLE 9 FINAL SELECTION CRITERIA AND WEIGHTING

CMc Fee Proposal*

Award will be made to the lowest technically acceptable CMc Fee Proposal. (Please see Article 6 of 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 CMc's Proposed Construction Phase Fee CMc 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 June 21, 2024.

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.

AWARD will be made by Northern Nevada Community Housing (NNCH), is June 26, 2024 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.

Selected offeror must provide these items at time the contract is signed:

- Copy of contractor's license
- Signed financial statements prepared in the last 90 days
- Performance and Payment bonds