

**Request for Qualifications: General Contractor
For
Pre-Construction and Construction Services at Sunrise Village
40-unit Apartment Building in Longview, Washington**

Sponsor: Sunrise Village Housing LLLP, on behalf of
Housing Opportunities of Southwest Washington
Jennifer Westerman, CEO
820 11th Ave
Longview, WA 98632

Project Name and Address: Sunrise Village
38th Ave & Pennsylvania St
Longview, WA 98632

Development Consultant: Community Frameworks
Adam Lee, Senior Housing Developer
907 West Riverside Ave.
Spokane, WA 99201

Architect: ZBA Architecture
Sarah Brede, Associate Principal
421 W Riverside Ave, Suite 860
Spokane, WA 99201

Overview

The Housing Authority of the City of Longview, dba Housing Opportunities of SW Washington (HOSWWA), on behalf of Sunrise Village Housing LLLP, is requesting interested general contractors to submit their qualifications to provide pre-construction and construction services for Sunrise Village, a new construction, 40-unit garden-style apartment project in Longview, WA with anticipated hard construction costs between \$9 - \$11M. Sunrise Village Housing LLLP intends to enter into a negotiated construction contract with the successful contractor, pending award of funding.

RFQ Submission

Interested general contractors must complete the required documentation and return to Community Frameworks by the end of business on July 15, 2022. Submissions should be emailed. RFQ responses will be reviewed, and, depending on the number of responses, screened to create a short list of firms for the interviews. Interviews will occur July 26-27, 2022. Following the interviews, the owner will select the most qualified firm to participate in the design process, pre-construction services, and construction.

Part I. Project Description

Sunrise Village Housing is proposing to build a 40-unit new construction project located at 3808 Pennsylvania Street in Longview, WA. This project will consist of 12 one-bedroom units, 17 two-bedroom units, 11 three-bedroom units, and a community building. The current preliminary design totals 37,000 SF, and is composed a mix of single story and 2-story townhomes, plus a standalone community building. Outdoor spaces will include a patio area, green space, and a children's play area.

The site, which is currently vacant, has been identified as a category IV wetland and sits in a potential liquefaction zone. The successful respondent should have experience with projects in wetland zones or requiring substantial shoring, and will be expected to offer expertise during pre-construction on the constructability and cost of various mitigation and shoring options.

HOSWWA has retained Community Frameworks as the development consultant and ZBA Architecture for architectural services. The successful general contractor is expected to work with the owner and design team collaboratively throughout the pre-development and design development phases of the project to help ensure the project's success.

The project will be financed with funding from the Washington State Housing Trust Fund, City of Longview HOME, the Federal Home Loan Bank, and low-income housing tax credits from the Washington State Housing Finance Commission. The contractor will be responsible for complying with all applicable City, State and Federal requirements, including Section 3 and MWBE targeting, state apprenticeship targets, residential Davis Bacon prevailing wage rates, and the Evergreen Sustainable Development Standards.

Schedule

Stage I: There will be three separate stages to the work under this RFQ. The first stage will consist of schematic plan review, coordination with the Architect and development team, and a cost estimate based on the schematic design plans. The contractor should be prepared to offer input on the price and constructability of the schematic plans. The first stage is anticipated to begin in July 2022 and be mostly complete after the submission of the cost estimate, due September 1, 2022. The price for work during stage 1 should be tracked on a time and materials basis and rolled into the construction contract to be invoiced at the beginning of construction.

Stage II: Contingent upon awards of funding from the State Housing Trust Fund and State Housing Finance Commission in the 2022 application round, the second stage of work under this RFQ will consist of pre-construction services and cost and constructability support during detailed design. Stage two is expected to begin in January 2023.

Stage III: Stage III is the physical construction and delivery of the project. Construction is anticipated to begin in September 2023.

Contractor Selection Process

Sunrise Village Housing LLLP intends to retain the services of a general contractor for the Stage I services identified above based on the responses to this RFQ process. Pending funding awards expected in December 2022, the Owner will also enter into a Stipulated Sum construction contract for Stage II and Stage III services based on the architect's final plans and specifications.

Important qualifications include the contractor's ability and experience to construct the project on time and within budget; the contractor's experience working on a new construction project on this size and type; and the contractor's ability to collaborate with the owner and developer to rapidly bring the project from conception to occupancy.

The successful contractor will have experience as a General Contractor in the construction of apartment and townhome-style housing, experience with public funder requirements including Section 3 and apprenticeship requirements, prevailing wages, and maintaining compliance paperwork, and will be willing to disclose financial statements to lenders. General Contractor selection will be based on criteria including, but not limited to:

- Relevant experience doing similar projects
- Assigned staff skills and experience
- Cost management and mark-ups
- Answers to questions provided in the interviews
- Pre-construction services
- Experience and ability to meet funder requirements such as ES&S and wage administration
- Input from GC-provided references

Part II: RFQ Submission

Please submit one copy of all documents requested below. Responses are due by the close of business on July 15th, 2022. Proposals received after the due date may not be considered for this project.

Responses should be e-mailed to adaml@communityframeworks.org

Required Forms:

1. A cover letter indicating your interest in the project.
2. AIA Form A305 or similar, including financial statement.
3. Certificate of Insurance or other documentation demonstrating contractor's insurance meets the minimum requirements outlined in Appendix B.
4. Supplemental narrative covering the following items:
 - Proposed team leaders (project manager, site superintendent, other lead positions)
 - Statement acknowledging that expenses for Stages I and II will be rolled into the construction contract and invoiced at tax credit closing/commencement of construction, and confirming the firm's ability to do so.

- List of similar projects completed within the last 5 years. Please note if they were funded in whole or part by the Washington State Housing Trust Fund or used low-income housing tax credits, or had other federal, state, or local funding/compliance requirements
- Provide contact information for references on state- or locally-funded projects, as well as other relevant projects
- Describe how the general contractor will ensure competitive solicitation of subcontractor/supplier bids. If the GC expects to self-perform any major work, describe the likely tasks and identify how the owner can assess if this is cost competitive.
- Describe your firm's experience in meeting Section 3 and WMBE goals through subcontractor selection. Please identify if your company is a woman or minority owned business enterprise.
- Describe your preferred approach in a negotiated bid contract. Please limit this to no more than one page.
- Describe your approach to managing the supply of materials, labor, and cost changes in the current construction environment.
- Describe the scope of services you think is most important for a GC to provide during Stage II (pre-construction).
- Identify your proposed rates for all markups on the base construction bid, including general conditions, overhead and profit, bonds, insurance, and any other markups not mentioned. If they differ, please identify the rates for all markups on change orders.

Sunrise Village Housing LLLP plans to interview firms on July 26th or 27th, 2022. Each interview will last roughly 60 - 75 minutes. We would appreciate your providing any preferred dates and times in your cover letter. Please contact us if you would like to be considered but are not available for an interview on these dates. If you have any questions about this request or need any additional information, contact Adam Lee at 360-842-8051 or via email at adaml@communityframeworks.org. All questions must be submitted by 4 pm on July 8th, and answers to all questions will be posted publically on HOSWWA's website on July 11th.

Part III: Reservation of Rights

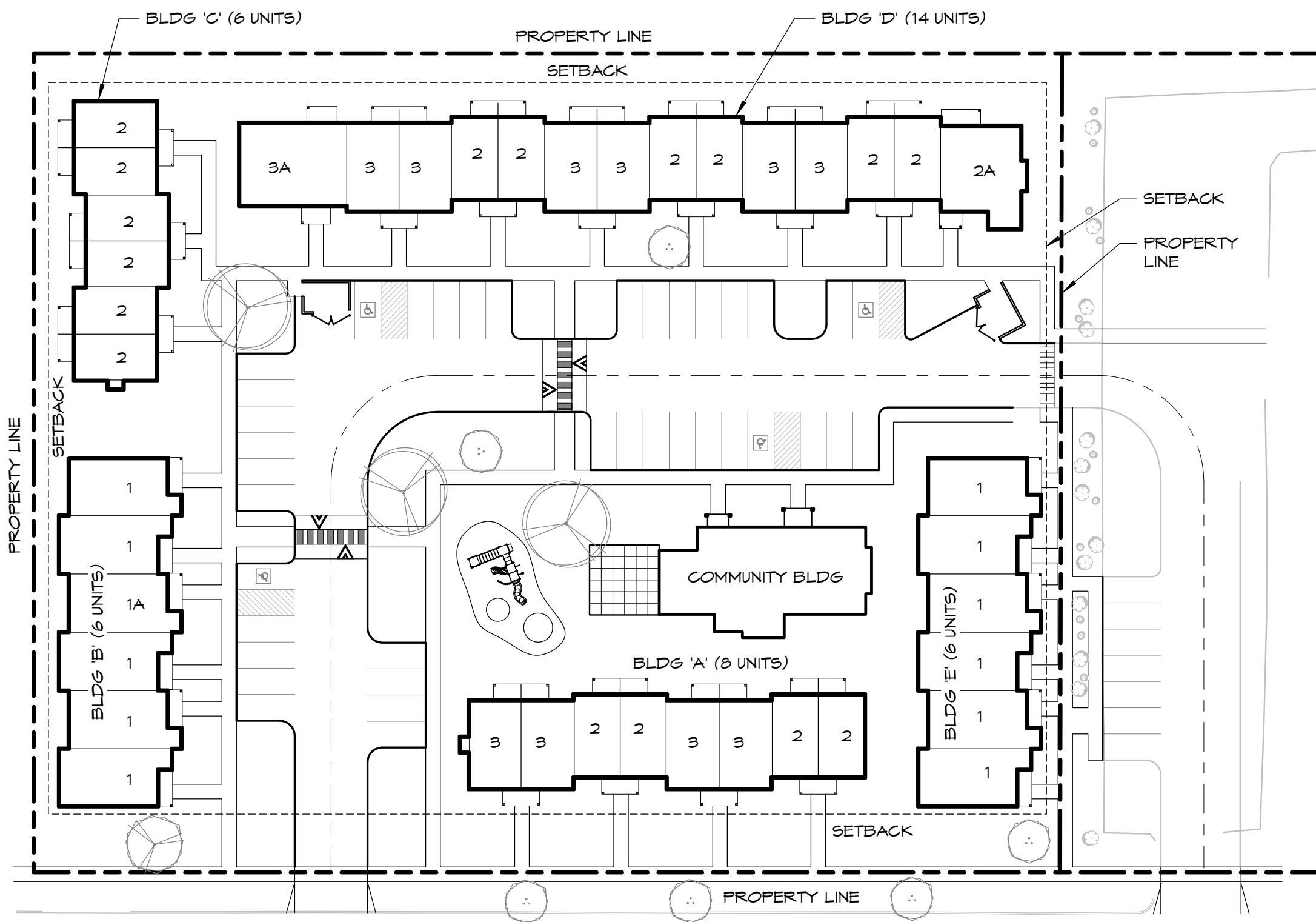
- Sunrise Village Housing LLLP reserves the right to reject any or all proposals, to waive any informality in the RFP process, or to terminate the RFP process at any time, if deemed to be in the Sunrise Village Housing LLLP's best interest.
- Sunrise Village Housing LLLP reserves the right to not award a contract pursuant to this RFP.
- Sunrise Village Housing LLLP reserves the right to negotiate fees proposed by any proposer entity.
- Sunrise Village Housing LLLP reserves the right to reject and not consider any proposal that does not meet the requirements of this RFP, including but not necessarily limited to incomplete proposals.

Level of Effort and Funding

It should be clearly understood that all services requested in this RFP are on an “as needed basis” and that any dollar values referred to in this RFP in no way constitute a guarantee of the level of effort that may be requested of the successful Respondent or guarantee a certain dollar amount.

Appendix A: Site Information

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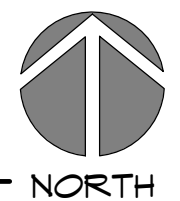


- (11) ONE-BEDROOM UNITS
 - (1) ONE-BED ACC UNIT
 - (16) TWO-BEDROOM UNITS
 - (1) TWO-BED ACC UNIT
 - (10) THREE-BEDROOM UNITS
 - (1) THREE-BED ACC UNIT
- 40 TOTAL UNITS**

45 TOTAL PARKING STALLS

SITE PLAN

1" = 40'-0"



Appendix B: Minimum Insurance Requirements

Insurance Requirements for Contractors (with construction, lead paint, or asbestos risks)

Contractor shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of or failure to perform the work hereunder by the Contractor, its agents, representatives, employees, or sub-contractors.

MINIMUM SCOPE OF INSURANCE

Coverage shall be at least as broad as:

1. Insurance Services Office Commercial General Liability coverage (*occurrence form CG 0 01 10 01*).
2. Insurance Services Office Additional Insured form (*CG 20 37 or CG 20 26*).
3. Insurance Services Office form number CA 00 01 06 92 covering Automobile Liability Code 1 (*any auto*), [*require if scope of work includes driving on Authority property*].
4. Workers' Compensation insurance as required by state law and Employer's Liability Insurance.
5. Builder's Risk insurance coverage for all risks of loss (*in compliance with HUD guidelines*).

MINIMUM LIMITS OF INSURANCE

Contractor shall maintain limits no less than:

1. General Liability: \$1,000,000 per occurrence for Bodily Injury, Personal Injury, and Property Damage. If Commercial General Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to the project/location or the general aggregate limit shall be twice the required occurrence limit.

NOTE: If this contract deals with hazardous materials or pollutants (i.e. lead based paint, asbestos, etc.) the Contractor shall carry Contractor's Pollution Liability insurance to cover the pollution exposures. The Authority shall be named as Additional Insured on the policy.

2. Automobile Liability: \$1,000,000 per accident for Bodily Injury and Property Damage.
3. Workers' Compensation (*statutory*) and Employer's Liability: \$1,000,000 per accident for Bodily Injury or Disease.
4. Builder's Risk: Completed value of the project.

NOTE: These limits can be attained by individual policies or by combining primary and umbrella policies.

DEDUCTIBLES AND SELF-INSURED RETENTIONS

Any deductibles or self-insured retentions must be declared to and approved by the Authority. At the option of the Authority, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the Authority, its officers, officials, employees, and volunteers; or the Contractor shall provide a financial guarantee satisfactory to the Authority guaranteeing payment of losses and related investigations, claim administration, and defense expenses.

OTHER INSURANCE PROVISIONS

The General Liability and Automobile Liability policies are to contain, or be endorsed to contain, the following provisions:

1. The Authority, its officers, officials, employees, and volunteers are to be covered as additional insured with respect to liability on behalf of the Contractor including materials, parts, or equipment furnished in connection with such work or operations and with respect to liability arising out of work or operations performed by the Contractor; or arising out of automobiles owned, leased, hired, or borrowed by or on behalf of the Contractor. General Liability coverage can be provided in the form of an appropriate endorsement to the Contractor's insurance or as a separate Owner's policy.
2. For any claims related to this contract, the Contractor's insurance coverage shall be primary insurance as respects the Authority, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the Authority, its officers, officials, employees, or volunteers shall be excess of the Contractor's insurance.
3. Each insurance policy required by these specifications shall be endorsed to state that coverage shall not be cancelled or materially changed, except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the Authority.

Exhibit 2

4. Maintenance of the proper insurance for the duration of the contract is a material element of the contract. Material changes in the required coverage or cancellation of the coverage shall constitute a material breach of the contract by the Contractor.

Builder's Risk policies shall contain the following provisions:

1. The Authority shall be named as loss payee.
2. The insurer shall waive all rights of subrogation against the Authority, its officers, officials, employees and volunteers.

ACCEPTABILITY OF INSURERS

Insurance is to be placed with insurers with a current A. M. Best's rating of no less than B+:VI. Bidders must provide written verification of their insurer's rating.

VERIFICATION OF COVERAGE

Contractor shall furnish the Authority with original certificates and amendatory endorsements effecting coverage required by these specifications. The endorsements should conform fully to the requirements. All certificates and endorsements are to be received and approved by the Authority in sufficient time before work commences to permit Contractor to remedy any deficiencies. The Authority reserves the right to require complete, certified copies of all required insurance policies, including endorsements effecting the coverage required by these specifications at any time.

SUB-CONTRACTORS

Use of sub-contractors must be pre-approved by the Authority. Contractor shall include all sub-contractors as insureds under its policies or shall furnish separate insurance certificates and endorsements for each sub-contractor in a manner and in such time as to permit the Authority to approve them before sub-contractors' work begins. All coverages for sub-contractors shall be subject to all of the requirements stated above.

NOTE: If a subcontractor will be hired to perform hazardous material remediation, that sub-contractor will name the Authority, its officers, officials, employees and volunteers as additional insureds on its Pollution Liability insurance policy by endorsement. Such policy will provide coverage for the hazardous material work and other hazardous material operations.

NOTE: The General Contractor's Commercial General Liability insurance should not include CG 2294 or CG 2295 as these endorsements will eliminate the General Contractor's insurance coverage for its work where the damaged work or the work out of which the damage arises was performed by a sub-contractor.