



**Request for Proposals
From
General Contractors
For Construction Management / General Contracting Services**

**Village on Eastbrook
3221 Eastbrook Drive
Fort Collins, Colorado**



Issued by:
Housing Catalyst
1715 W. Mountain Avenue
Fort Collins, Colorado 80521
Preston Nakayama, Project Manager,
Housing Catalyst
APRIL 2024

I. PROJECT BACKGROUND

Housing Catalyst is the largest affordable housing developer and property management company in Fort Collins with over 1,000 units of affordable rental housing. Established in 1971, Housing Catalyst has over 45 years of experience in developing housing, managing properties, and providing services for the community's most vulnerable people. It is a quasi-governmental organization created in 1971 by the Fort Collins City Council and established under state law to provide safe housing for low and moderate-income households within the City of Fort Collins and Larimer County. HC will act as the lead Developer for this project.

Housing Catalyst (HC) is requesting proposals from General Contractors (GC) to perform construction management general contractor services for the construction of new affordable housing. The Project will be built on a partially developed 1.74-acre parcel, located at 3221 Eastbrook Drive Fort Collins, CO. Ownership of the parcel will be transferred to a Housing Catalyst affiliate upon the finalization of a Proposition 123 grant. The Project is planned to include one 3-story multi-family building containing 73 total units with 44 one-bedroom one-bathroom, and 29 two-bedrooms/two-bathroom units. The Project is planned to serve households earning 30%-80% of the area median income (AMI). The Project is planned to be a community for all ages in that we will serve seniors and families, offering apartments designed to allow people to comfortably age in place.

The selected GC should demonstrate their ability to incorporate Housing Catalyst's Guiding Principles into the construction process and overall project. These principles include:

- Quality Design and Construction
- Health and Stability
- Affordability
- Efficient Operations
- Environmental Stewardship
- Development Budget Parameters

Housing Catalyst is interested in utilizing an integrated team structure and contracting approach to produce the greatest quality and efficiency in design, preconstruction, and implementation. Integration and alignment of the architect, engineers, and contractor will be required. The architect will participate in an interactive interview and selection process for the General Contractor (GC). The selected GC will be expected to fully participate in all design and coordination efforts.

The Design Team for this project includes:

Architect: ALM2S

Land Planner/Landscape Architect: Ripley Design

Civil Engineer: Highland Development Services

Structural Engineer: JVA. Inc

Mechanical Engineer: Integrated Mechanical, Inc

Electrical Engineer: APS, Inc

Previous Project Name and Developer: Seven Generations Multi-Family for Black Timber Builders

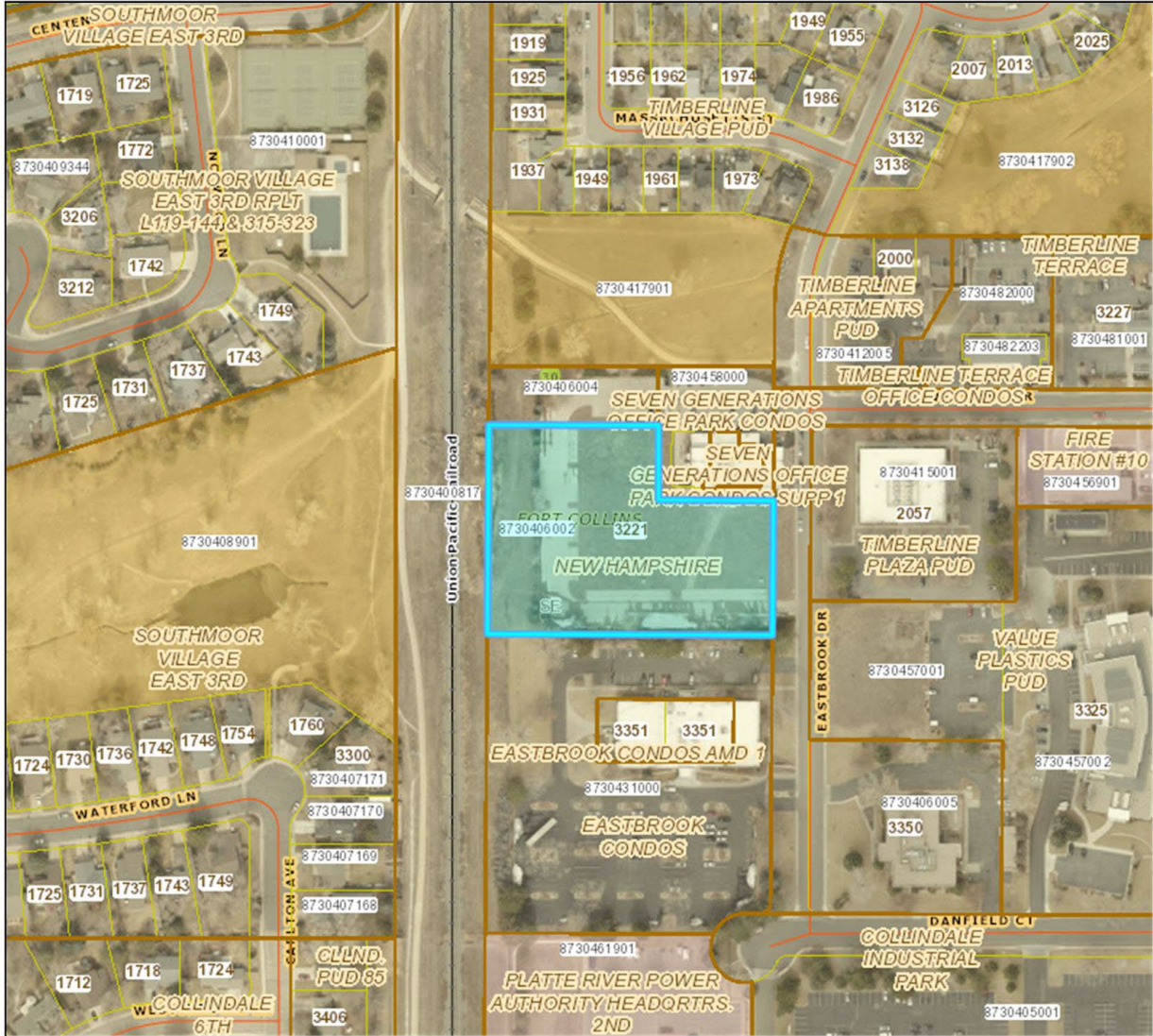
Please note that this RFP is autonomous from other RFPs that are issued by Housing Catalyst. Award of one RFP does not exclude a firm from award of another. If a firm chooses to submit a proposal for more than one development, the team will need to clearly demonstrate their capacity to complete simultaneous projects.



Eastbrook Building Elevations – AM2S Architects

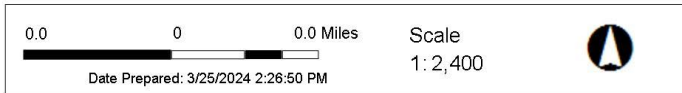


Larimer County Web Map



Legend		
Addresses	Rivers and Streams	State
Subdivisions	County Boundary	Federal
Tax Parcels	Rocky Mountain National Park	Other
Recorded Dimensions	Incorporated Areas	30969E146467N sid
Railroads	PLSS Township and Range	Red: Band_1

Notes



This map was created by Larimer County GIS using data from multiple sources for informal purposes only. This map may not reflect recent updates prior to the date of printing. Larimer County makes no warranty or guarantee concerning the completeness, accuracy, or reliability of the content represented.

Ariel View and Context Map – Note the parking and drive area previously installed will remain.

II. PROJECT AND PROPOSAL INFORMATION

This RFP is for Construction Management General Contractor Services for new construction of one new multi-family building including 44 one-bedroom units and 29 2-bedroom units. The estimated construction budget is approximately \$20,500,000. The Proposer is requested to provide a project budget based on the project design plans provided; all GC's, Fee's, etc. to be based on the budget provided.

The Selected Team will be required to implement the requirements found in the 2023-2024 Qualified Allocation Plan (QAP) from Colorado Housing and Finance Authority (CHFA), the 2020 Enterprise Green Communities standards for the project (included in the Exhibits section) as well as maximizing 45L tax credits and meeting HC's energy efficiency goals while also meeting the budget mandates. The Project will also be pursuing certification from the Lifelong Homes Program through the Institute for the Built Environment (IBE), with a goal of being a Community For all Ages. Meeting the 2020 Enterprise Green Communities Criteria is required. Beyond energy efficiency goals, a strong emphasis on accessibility is desired for the Project. Housing Catalyst is also motivated to explore other health and sustainability programs and incentives.

This project was originally designed as a market-rate development by Black Timber Builders, and Housing Catalyst is now purchasing the site and building plans from the previous owner. In their current form, the existing building plans have already gone through design review and entitlements, and the project has received permit approval from the City of Fort Collins. The next steps are finalizing the Proposition 123 grant award with CFHA and closing on the purchase of the land in May 2024. Because the design process is so far along at this stage, the preconstruction process will be abbreviated. The proposed schedule will be driven by the Colorado Housing and Finance Authority's Low Income Housing Tax Credit (LIHTC) application deadlines and awards. Housing Catalyst plans to apply for competitive 4% Federal and State Tax Credits in August 2024. The selected GC will work with HC until submission of the LIHTC application. Thereafter, HC will continue working with the GC in preparation for construction which will start in the summer of 2025.

III. CONSTRUCTION MANAGEMENT GENERAL CONTRACTOR SERVICES & FEES

HC seeks to enter into a contractual agreement with a GC for the services listed below. The preferred method of calculating project fees is described below.

a. Design Process

The design process has already been completed through CDs and is currently permit-ready (see attached existing Permit Submittal plans in Attachment 8 for reference). However, because HC purchased the site and plans from another party and the project was originally designed as a market-rate development, some changes will be needed to accommodate HC's goals for Eastbrook as an affordable housing project. These include but are not limited to: meeting all of the Low-Income Housing Tax Credit program requirements for electrification and sustainability, higher levels of accessibility than what may be in the existing plans, and updating the building's finishes to help meet HC's construction budget. Integration of constructability analysis and cost estimating will be expected during this process. The GC will also be expected to implement the project design, determine construction specifications, and develop a project budget and schedule to ensure HC reaches their construction goals and fiscal requirements for the property. Ultimately, the GC will prepare a Guaranteed Maximum Price (GMP) budget based on these conversations with the Design Team and HC, following a successful LIHTC award.

The critical first step for the selected GC will be to provide the 3rd Party Cost Estimate as required for the August LIHTC application submission. This step will happen concurrently with a

constructability analysis based on the existing Construction Drawings. The Design Team and GC may need to provide additional design and cost estimate materials specifically to meet the CHFA application deadlines and requirements.

b. Cost Modeling

Implementing an integrated process to prepare project cost estimates based on the agreed upon scope of work is desired. Assisting HC and the Design Team with design analysis and value engineering to maximize efficient use of budget is also expected. Along with each cost estimate, the selected GC will present to the team, at minimum, a list of value engineering options and their anticipated value, a list of potential conflicts or challenges identified during their review of the documents, an update on material price escalation occurring in the industry as well as subcontractor interest and availability for the project. GC to recommend contingencies to be carried at each individual estimate stage.

c. Construction Scheduling

Include a preliminary schedule of construction with your proposal. Maintain this document throughout the ongoing iterative process of constructability analysis, providing a full and complete construction schedule at the GMP Phase. Throughout the process, identify specific ways in which the project schedule may be expedited, i.e. through the use of different materials, construction methods, procurement options, etc.

d. Bid Process: General administration of bid process for the CD, and GMP phases including:

- i. Provide all subcontractor qualifications, solicitation and bid packaging with multiple competitive bids per trade. GC to target a minimum of three; however, demonstration of a good faith effort to get the maximum number of bids will be required.
- ii. Provide definition of "Scope of Work" to be included in bids sought from sub- contractors and suppliers.
- iii. Provide coordination of public advertisements and pre-qualification for bids.
- iv. Prepare bid and qualification forms.
- v. Prepare final bid tabulation and review bids with HC's development team prior to awarding sub-contracts.
- vi. Prepare all costs to be included in the GMP for the project. Costs shall be reviewed with HC prior to establishing FGMP.

e. Construction Management

- i. Oversight and management of all construction activities, sub-contractors, and suppliers for project.
- ii. Preparation of construction loan draws including monthly and final lien waivers.
- iii. Coordinate construction scheduling with HC staff.
- iv. Obtain permits, inspections and certificates as required by City of Fort Collins building code, city planning requirements and regulations.
- v. Ensure compliance with Enterprise Green Communities criteria.
- vi. Project is subject to the Davis Bacon Act. GC is responsible for full compliance with the Federal labor standards requirements.
- vii. Project is subject to Section 3. GC is responsible for full compliance with Section 3.

IV. GUARANTEED MAXIMUM PRICE

Housing Catalyst desires to negotiate contract conditions and terms with the selected GC using the AIA A102

Document for a cost plus with a Guaranteed maximum Price between Owner and General Contractor, plus applicable addenda. A competitive bid process will be conducted by the selected GC. A Guaranteed Maximum Price (GMP) will be established for the Project once the final design and scope of work have been established. Upon HC acceptance, the GMP will be incorporated into the Agreement.

For the purposes of accurately comparing proposals submitted to Housing Catalyst, fees to be included in each category are described below. The categorization of fees is not intended to exclude any services or costs customarily included in the General Conditions or General Requirements.

This development will be required to utilize Davis Bacon wage standards. Experience with Davis Bacon and certified payrolls should be demonstrated.

V. PRE-CONSTRUCTION SERVICES

It is expected that the selected General Contractor will be an active member of the HC Team and participate in design meetings. Because building plans are already in place with only minor adjustments remaining to be made, the preconstruction process will be abbreviated. Preconstruction services should be included in the fee and scope proposal, including but not limited to the following scope for services:

1. Attendance and participation in all design, energy, and requested city meetings (where applicable);
2. Maintenance of the project budget via a Trend Log (or other tracking method); GC shall be prepared to report on the current status of the budget based upon decisions made at each meeting;
3. Track market conditions to provide up to date cost opinions to assist HC and Design Team in making informed decisions on the project;
4. Provide detailed, open book estimates at the GMP phase.
5. Provide a pre-construction fee contingent upon HC's right to terminate the CMGC following preconstruction for any reason with payment of the CMGC's preconstruction fee.
6. Provide an applicable fee discount should the selected CMGC construct the project.

VI. CONSTRUCTION COSTS and FEES

For purposes of responding to the RFP, the General Contractor Fee, General Conditions, and Savings Split shall be calculated based on the provided spreadsheet tool (Attachment 1). The tool provides Housing Catalyst the opportunity to accurately compare the fees of each respondent. The fees should be consistent with the provided estimated timeline for construction.

Proposal must include:

1. **Completed General Condition (GC's) and Fee Proposal Excel spreadsheet (attached);** project budget to be based on the Cost Opinion provided below. The General Conditions and Fee will be fixed based upon the GMP provided but can be adjusted should the Budget require a modification of scope.
2. **Detailed Budget (Cost Opinion)** of the current CD drawings included with this RFP; Proposer shall use their "in house" method for determining these costs and use their typical format. The proposal shall include a summary page and line item, unit costs backup. NOTE: This cost opinion is not a "BID" and the costs represented will not be used as a factor for award (i.e. lowest cost); however, the completeness, detail, and quality of the response will be. NOTE: the intent is to maintain all currently installed infrastructure on the site, including parking, utility lines, etc. The cost opinion should reflect these exclusions.
3. **Proposed contract provisions:** including savings split (contingency and savings), handling of GC/GR's (i.e. Lump SUM), and any comments on the AIA agreement proposed.

4. Payment and Performance Bond Rate

General Contractor will be required to post Payment & Performance bond that meets the requirements of the lender and investor for the project. Please include your proposed Payment and Performance Bond Rate.

Note: The cost of Builders' Risk Insurance does NOT need to be included – Housing Catalyst will pay for Builder's Risk. However, all permit fees shall be included in the cost opinion but calculated outside of the General Contractor and General Conditions / General Requirements percentage fees. The cost of these items shall be determined at the time the GMP is established.

VII. FUNDING

Funding sources include:

- Proposition 123 Land Banking Grant (Awarded Jan 2024, Contracted May 2024)
- 4% Federal and State Low Income Housing Tax Credit (August 2024)
- Section 45L, Section 48, Section 42 Solar Tax Credits (Summer 2025)
- City of Fort Collins Competitive Grant - CDBG and/or HOME (June 2024)
- Colorado Division of Housing – CDBG and/or HOME (early 2025)
- Deferred Developer Fee
- Owner Equity

VIII. DESIGN TEAM

- Owner (GP), Developer & Property Manager: Housing Catalyst
- Architect: ALM2S
 - Civil: Highland Development Services
 - Structural: JVA, Inc
 - Structural Engineer: JVA. Inc
 - Mechanical Engineer: Integrated Mechanical, Inc
 - Electrical Engineer: APS, Inc
 - Landscape Architecture: Ripley Design
 - EGC Consultant: TBD
- Third Party Sustainably Field Testing: TBD

IX. GREEN BUILDING

An important goal of Housing Catalyst in this project is to incorporate as many sustainable building technologies and products as possible. The ideal GC will be familiar with the 2023-24 QAP from CHFA and 2020 Enterprise Green Communities requirements and reporting. This project will be required to implement the identified energy efficiency strategies and systems to comply with Enterprise Green Communities standards and City of Fort Collins Green Code.

X. BUDGET

The estimated construction budget for this development is approximately \$20.5 million.

Housing Catalyst intends for construction to begin in the second quarter of 2025.

XI. SUBMITTAL REQUIREMENTS

Please submit all questions by **Monday, April 15, 2024 at 12:00 p.m. MST.**

Proposals are due on Friday, May 10 at 10:00 a.m. MST.

At a minimum, responses should include the items listed below in the following order.

1. **Cover Letter** including a contact name, contact title, mailing address, phone number and email address.
2. **Description of the firm's key personnel** to be assigned to the project. Provide names and resumes of persons including specific project experience for estimating services, project management, and field management that would be assigned for the project. Explain the capacity of team members and firm's ability to meet the timeline.
3. **Summary of Relevant Experience.** Provide a summary of similar projects completed by the team (or by individuals on the team). Summary should include project name, project address, brief project description, date of project, project budget.
 - Provide specific experience with in-fill projects of similar scale in northern Colorado.
 - Provide a list of all multi-family projects completed in the past three years in Colorado. Include specific experience with affordable construction.
 - Provide information on the team's experience with Low Income Housing Tax Credit Projects.
 - Provide information and background working with the City of Fort Collins building code and permitting process.

Please provide at least one comparable project example that includes overview and explanation of the project (completed within last 5 years) including construction scope, funding sources, timeline, budget, green features, change order amounts, and photographs.

4. **Project Approach.** Provide an explanation of your approach to a successful integrated design and construction process. Include your explanation for how your role as general contractor will add value to the design and development process.

Included in the Project Approach, please also address the following questions:

- How do you see affordable housing projects as different from other construction projects?
 - What is your approach on working with the team to balance cost and scope at the time of GMP and throughout the project?
5. **General Conditions and Fee Proposal Spreadsheet (Attachment 1).** Please complete the spreadsheet attached with your proposal for fees, including details of general conditions, construction fee, and proposed savings split. Respondents should also include change order fees and payment and performance bond rate within the proposal.
 6. **Overall construction schedule:** Please provide an estimated timeline from Notice to Proceed through Substantial Completion. A detailed schedule by division is unnecessary; however, please include total number of weeks as well as expected key milestone deliveries.
 7. **Construction Design and Narrative Cost Opinion.** This cost opinion is not a "BID" and the costs represented will not be used as a factor for award (i.e. lowest cost); however, the completeness, detail, and quality of the response will be. Included details Costs, including Summary Page and detailed unit cost breakdown, presented in the GC's standardized format.

8. **Capacity Worksheet (Attachment 2)** – In an effort to provide Housing Catalyst with accurate and qualitative information about respondent’s workload and capacity to execute on this project, complete the Capacity Worksheet.
9. **Legal.** If firm has been involved in a legal dispute involving construction or design defect in the last three years, please provide details.
10. **Contractor’s Qualification Statement.** Please provide a current AIA A305.
11. **References.** Provide names and telephone numbers of persons whom Housing Catalyst can contact for references regarding the firm’s past performance, preferably on similar projects. Please include at least one architect reference.
12. **ATTACHMENTS: Available at the link below:**
VOEB - GC RFP
 - **Attachment 1:** General Conditions and Fee Spreadsheet (please fill out)
 - **Attachment 2:** Capacity Worksheet (please fill out)
 - **Attachment 3:** HUD Form 4010 Federal Labor Standards Provisions (for reference)
 - **Attachment 4:** HUD Wage Rate Determination (for reference)
 - **Attachment 5:** Acknowledgement form that proposer has read and will comply with the local jurisdiction’s rules and regulations pertaining to the work (please fill out)
 - **Attachment 6:** Section 3 Opportunities Plan (please fill out)
 - **Attachment 7:** Building Plans – Permit Set (for reference)
 - **Attachment 8:** Architect Elevations (for reference)
 - **Attachment 9:** Site and Landscape Plans (for reference)
13. **SAM Registration** - All General Contractors and their subcontractors will be required to register with the System for Award Management. This can be completed by visiting <https://www.sam.gov/SAM/>. Proof of registration will need to be presented before a final contract can be executed. Any subcontractor that is hired after the final contract is executed will need to provide proof of registration.

Respondents shall complete all items listed in the proposal requirements listed above. Respondents may add information for purposes of clarification, qualification or exception to the proposal on separately attached sheets. The Respondent, by submitting this proposal, does hereby accept that changes to exhibits provided in the RFP, which do not materially affect the Respondent, shall not be cause for withdrawal or modifications of the amounts and percentages submitted herein.

Please submit any and all questions in writing to pnakayama@housingcatalyst.com and kfritz@housingcatalyst.com by **Monday, April 15, 2024** at 12:00 p.m. MST. Any substantive clarifications requested by one Respondent shall be shared with all known potential respondents. Please submit the RFP response by **Friday, May 10, 2024 no later than 10 a.m. MST**. Once a short list is determined, interviews will be held the week of **May 13th**.

The information submitted will provide the basis for selection. Responses will be scored based on evaluation criteria outlined in this RFP.

Please provide one (1) electronic copy to pnakayama@housingcatalyst.com and kfritz@housingcatalyst.com.

XII. SELECTION PROCESS

Responses will be reviewed by an evaluation committee based only on the criteria stated herein. Respondents rated the highest according to these criteria will be invited to interview. Housing Catalyst reserves the right to reject any or all responses, to waive irregularities and technicalities, re-issue the RFP or to proceed to provide services in any other manner deemed to be in the best interest of Housing Catalyst.

Factors to be used in evaluating the Responses will include, but are not limited to, the following:

1. Experience
 - a. Low Income Housing Tax Credit development experience (0-15 points)
 - b. City of Fort Collins development experience (0-15 points)
2. Project Understanding and Approach (0-10 points)
3. Performance Record (0-10 points)
4. Capacity and ability to adhere to provided timeline (0-10 points)
5. General Conditions and Fee Proposal (0-20 points)
6. Section 3 (0-5)

XIII. EXHIBITS

Available at the link below:

[VOEB - GC RFP](#)

1. 2020 Enterprise Green Communities Criteria
2. Colorado Housing and Finance Authority 2023-2024 Qualified Allocation Plan

XIV. APPENDIX

Available at the link below:

[VOEB - GC RFP](#)

1. Section 3 - Housing and Urban Development Act of 1968
2. Minority and Women Owned Business Participation (MWBE)
3. Definitions
4. General Information and Contractor Responsibility
5. Housing Catalyst Reservation of Rights
6. Contractor Insurance Requirements