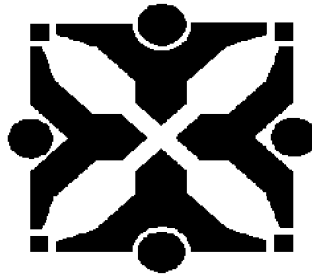


REQUEST FOR PROPOSAL  
2016 COMMUNITY HOUSING DEVELOPMENT ORGANIZATION (CHDO)  
DESIGN-BUILD 105, 107, 115 Lynn St.  
FOR THE  
CITY OF COLUMBIA, MISSOURI



COMMUNITY DEVELOPMENT DEPARTMENT  
701 E. BROADWAY, 5<sup>TH</sup> FLOOR  
COLUMBIA, MO 65201  
(573) 874-7687

Closing Date: Monday October 31, 2016- 5:00pm

## 2 GENERAL REQUIREMENTS

- 2.1 **PURPOSE:**The City of Columbia is seeking design-build proposals from Community Housing Development Organizations (CHDO) for the redevelopment of property at 105, 107, & 115 Lynn Street with a single family affordable housing unit.
- 2.2 Eligible applicants are nonprofit organizations eligible for Community Housing Development (CHDO) certification by the City of Columbia Community Development Department upon receipt of proposal. In order for organizations to be eligible for qualification as a CHDO, organizations must meet the HUD definition of a CHDO as defined in the 2013 HOME Final Rule 24 CFR 92.2. The CHDO shall have complete and exclusive control over the construction management, subject only to the terms of the agreement and RFP. CHDO's performing on-site work, or any sub-contractor firm performing work must be city licensed to perform, construct or develop new housing and such license must be kept current during the term of this agreement.
- 2.3 The City will grant to the CHDO an amount of \$67,500 (\$22,500 per lot) in HOME CHDO funds. These funds will be provided as a grant for construction draw purposes. HOME CHDO funds shall be used to pay for eligible construction costs as stated in 24 CFR 92.206. The remainder of the development costs will be the responsibility of the CHDO. Respondents will provide cost estimates, other sources of funds and total development costs (including developer fees) in their responses using Form X.
- 2.4 Drawing grant funds: The CHDO will forward billing invoice statements to the Housing Specialist. Invoices must clearly state the items purchased, date and cost of the purchase, and delivery address and location where materials were used. If requested, Vendor and/or sub-contractor bids and invoices must be provided. To the City's satisfaction CHDO, upon notification, must rectify improper payments made by the City to the CHDO.
- 2.5 The CHDO will develop a single family home as described in this document and Request for Proposal and will be responsible for marketing and sale of the completed home exclusively to owner-occupants approved by the primary lender and City of Columbia in accordance with HUD income limits and the City's Homeownership Assistance program guidelines. The home must be under contract within 9 months of completion. The City reserves the right to approve all development plans including, but not necessarily limited to, home plans, specifications, allowances, change orders, and costs. Significant design change orders or deviations from previously agreed upon plans and specifications will require the approval of the City and CHDO. The development of the lot shall be a collaborative endeavor between the City and CHDO.
- 2.6 The CHDO shall furnish all labor, materials, tools, equipment, supervision, and services required to complete the work to be performed with quality workmanship in compliance with the specifications, plans, and Agreements as agreed upon by the CHDO and City. It shall be the CHDO's responsibility to resolve all "punch list" items to the City's satisfaction within the project budget.
- 2.7 The CHDO shall begin work only after execution of an agreement signed by the City and the CHDO. Project completion as determined by the issuance of a Certificate of Occupancy by the City of Columbia, should not take more than 360 days beginning from the date of the agreement. Should construction take longer than 360 days, a review will be made by the City and the City may, at its option, terminate this Agreement upon giving a 30 day written notice.
- 2.8 Sale of Home: The listed sales price shall be based upon a market study and appraised value of the property. Sales price cannot exceed limits established by HUD in 24CFR 92.254(a)(2)(iii). Upon sale of the home, the CHDO will provide to the owner the

guarantee of work performed, statement of contractor's warranty a minimum of one (1) year and provide city or Buyer all manufacturers' and suppliers' written guarantees and warranties covering materials and equipment. The property will be subject to HUD recapture provisions as stated in 24 CFR 92.254.

**2.9** Sale proceeds: Developer fees will be paid out of the sale proceeds at the time of sale to a qualified buyer and cannot exceed 15% of the total development cost provided in the CHDO's response to this RFP. The remaining sales proceeds will be calculated and distributed as follows:

- Close construction loan balance, and/or agency funds used to cover development expenses;
- HOME funds drawn reimbursed to agency's CHDO account;
- Remaining proceeds will be retained by the CHDO as proceeds.

**2.10** One property will be provided to each qualified CHDO; CMCA, Habitat for Humanity, and COMO CHDO. Each CHDO's response shall be reviewed for eligibility by Community Development Department staff. The Community Development Commission (CDC) shall provide recommendations for funding to the City Council. The City Council shall make the final approval and determination of the winning proposal.

**2.11 SCHEDULE OF ACTIVITIES:**

| DATE             | ACTIVITY                                     |
|------------------|--|
| October 3, 2016  | Request for Proposals from CHDO's Issued     |
| TBD              | CHDO conference for eligible CHDO's          |
| October 31, 2016 | Request for Proposal is due by 5:00 p.m. CDT |
| November 9, 2016 | CDC Public Hearing                           |

**2.12 DUE DATE FOR PROPOSALS:**

Proposals must be submitted in a sealed envelope at City Hall, 5<sup>th</sup> Floor Community Development office or as a PDF through email. Proposals must be submitted by the closing date and time. Proposals received after the appointed time will be determined non-responsive and will not be considered. The proposals must be in sealed envelopes and marked in bold letters "**RFP 2016 CHDO 105, 107, 115 Lynn Street**".

**2.13 QUESTIONS/CLARIFICATIONS OF THE REQUEST FOR PROPOSAL:**

All questions concerning the solicitation and specifications shall be submitted in writing via e-mail to the name below. You are encouraged to submit your questions via e-mail.

Randy Cole  
 Phone: (573) 874-6321  
 E-mail: randall.cole@como.gov

Any oral responses to any question shall be unofficial and not binding on the City of Columbia. An Addendum to this RFP providing the City of Columbia's official response will be issued if necessary to all known prospective respondents.

#### **2.14 VALIDITY OF PROPOSALS**

Respondents agree that proposals will remain firm for a period of ninety (90) calendar days after the date specified for the return of proposals.

#### **2.15 REJECTION OF PROPOSALS:**

The City of Columbia reserves the right to reject any or all proposals received in response to this RFP, or to cancel the RFP if it is in the best interest of the City of Columbia to do so. Failure to furnish all information requested in this RFP may disqualify the proposal. Any exceptions to the requirements specified must be identified in the proposal.

#### **2.16 WITHDRAWAL OF PROPOSALS:**

Any Presenter may withdraw their proposal at any time prior to the scheduled closing time for the receipt of proposals. However, no proposal will be withdrawn for a period of ninety days after the scheduled closing time for the receipt of proposals.

#### **2.17 ALTERATION OF SOLICITATION:**

The wording of the City of Columbia's solicitation may not be changed or altered in any manner. Respondents taking exception to any clause in whole or in part should do so by listing said exceptions on their letterhead and submitting them with their proposal; such exceptions will be evaluated and accepted or rejected by the City of Columbia, whose decision will be final.

#### **2.18 RESPONSE MATERIAL OWNERSHIP:**

All material submitted regarding this RFP becomes the property of The City of Columbia.

#### **2.19 INCURRING COSTS:**

The City of Columbia shall not be obligated or be liable for any cost incurred by Respondents prior to issuance of a Contract. All costs to prepare and submit a response to this solicitation shall be borne by the Respondent.

#### **2.20 COLLUSION CLAUSE:**

Any agreement or collusion among Respondents and prospective Respondents to illegally restrain freedom of competition by agreement to fix prices, or otherwise, will render the proposals of such Respondents void.

#### **2.21 CONTRACT DOCUMENTS:**

The final Contract between the City of Columbia and the Respondent will include by reference:

- Respondent's Proposal
- The Specifications contained in this RFP

#### **2.22 FUNDS:**

Financial obligations of the City of Columbia payable after the current fiscal year are contingent upon funds for that purpose being appropriated, budgeted, and otherwise made available. In the event funds are not appropriated, any resulting Contract will become null and void, without penalty to the City of Columbia.

#### **2.23 TAX EXEMPTION:**

The City of Columbia is funded by public monies and as such has been approved by the State of Missouri for sales/use tax-exempt status. The Missouri tax identification number and certificate is available upon request by the successful Respondent.

## **2.24 APPLICABLE LAW:**

The proposal and Contract shall be governed in all respects by the ordinances of The City of Columbia and the laws of the State of Missouri, and any litigation with respect thereto shall be brought in the courts in the State of Missouri.

## **2.25 RESPONSIBILITY:**

The City of Columbia reserves the right to require the apparent successful vendors to file proof of his/her ability to properly finance and execute the Contract, together with his/her record of successful completion of similar Contracts prior.

## **2.26 ASSIGNMENT:**

Firm shall not assign the Contract, subcontract it, or sublet it as a whole. Assignment, subcontracting, or subletting will in no way relieve the Firm of any of its obligations under this Contract unless specifically stated by the City of Columbia in its consent.

## **2.27 AUDITING OF INVOICES:**

Invoices are subject to audit for a period of five (5) years after the expiration date of the final year of the Contract. If during the audit it is revealed that the Respondent charged the City of Columbia a price higher than the proposed price, the Respondent will reimburse the City of Columbia the amount of the overcharge.

## **2.28 NONDISCRIMINATION IN EMPLOYMENT**

In connection with the furnishing of supplies or performance of work under this Contract, the Firm agrees to comply with the Fair Labor Standard Act, Fair Employment Practices, Equal Opportunity Employment Act, and all other applicable Federal and State laws and further agrees to insert the foregoing provisions in all subcontracts awarded hereunder.

## **2.29 TERMINATION FOR DEFAULT**

If, through any cause, the firm shall fail to fulfill, in a timely and proper manner, its obligations under this contract, or if the firm shall violate any of the covenants, agreements, or stipulations of this contract, the City of Columbia shall thereupon have the right to terminate this contract for cause by giving written notice to the firm of its intent to terminate and at least ten (10) calendar days to cure the default or show cause why termination is otherwise not appropriate. In the event of termination all finished or unfinished documents, data, studies, survey, drawings, maps, models, photographs, and reports or other material prepared by the firm under this contract shall, at the option of the City of Columbia, become its property, and the firm shall be entitled to receive just and equitable compensation for any services and supplies delivered and accepted. The firm shall be obligated to return any payment advanced under the provisions of this contract.

Notwithstanding above, the firm shall not be relieved of liability to the City of Columbia for any damages sustained by the City of Columbia by virtue of any breach of the contract by the firm, and the City of Columbia may withhold any payment to the firm for the purpose of mitigating its damages until such time as the exact amount of damages due the City of Columbia from the firm is determined.

If after such termination it is determined, for any reason the firm was not in default, or that the firm's action/inaction was excusable, such termination shall be treated as a termination for convenience, as described herein.

## **2.30 TERMINATION FOR CONVENIENCE:**

The performance of work under this Contract may be terminated by the City of Columbia in whole or in part, whenever the Community Development Director will determine that such termination is in the best interest of the City of Columbia. Any such termination will be affected by delivery to the Respondent of a letter of termination specifying the extent to which performance of work

under the Contract is terminated and the date upon which such termination is effective.

After receipt of a termination letter the Respondent will:

- Stop work on the Contract on the date and to the extent specified in the letter.
- Place no further orders for materials, services or facilities except as may be necessary to complete any portions of the work under Contract not terminated.
- Complete on schedule such part of the work as will not be terminated by termination letter.

### **2.31 EMPLOYMENT OF UNAUTHORIZED ALIENS PROHIBITED:**

(a) Contractor agrees to comply with Missouri State Statute section 285.530 in that they shall not knowingly employ, hire for employment, or continue to employ an unauthorized alien to perform work within the state of Missouri.

(b) As a condition for the award of this contract the contractor shall, by sworn affidavit and provision of documentation, affirm its enrollment and participation in a federal work authorization program with respect to the employees working in connection with the contracted services. The Contractor shall also sign an affidavit affirming that it does not knowingly employ any person who is an unauthorized alien in connection with the contracted services.

(c) Contractor shall require each subcontractor to affirmatively state in its contract with contractor that the subcontractor shall not knowingly employ, hire for employment or continue to employ an unauthorized alien to perform work within the state of Missouri. Contractor shall also require each subcontractor to provide contractor with a sworn affidavit under the penalty of perjury attesting to the fact that the subcontractor's employees are lawfully present in the United States.

### **2.32 INSURANCE REQUIREMENTS:**

**CONTRACTORS INSURANCE:** The Contractor shall not commence work under this Contract until they have obtained all insurance required under this paragraph and such insurance has been approved by the City, nor shall the Contractor allow any subcontractor to commence work on their contract until all similar insurance required of subcontractor has been so obtained and approved. All policies shall be in amounts, form, and with companies satisfactory to the City which must carry an A-6 or better rating as listed in the A.M. Best or equivalent rating guide.

**WORKERS COMPENSATION INSURANCE:** The Contractor shall take out and maintain during the life of this Contract Employers Liability and Workers Compensation Insurance for all of their employees employed at the site of the work, and in case any work is sublet, the Contractor shall require the subcontractor similarly to provide Workers Compensation Insurance for all of the latter's employees unless such employees are covered by the protection afforded by the Contractor.

Workers Compensation coverages shall meet Missouri statutory limits. Employers Liability limits shall be at least \$500,000.00 each employee, \$500,000.00 each accident, and \$500,000.00 policy limit. In case any class of employees engaged in work under this Contract at the site of the work is not protected under the Workers Compensation Statute, the Contractor shall provide and shall cause each subcontractor to provide Employers Liability Insurance for the protection of their employees not otherwise protected.

**COMMERCIAL GENERAL LIABILITY INSURANCE:** Contractor shall carry Commercial General Liability Insurance written on ISO occurrence form CG 00 01 07 98 or later edition (or a substitute form providing equivalent coverage) and shall cover all operations by or on behalf of the Contractor, providing insurance for bodily injury liability and property damage liability for the limits indicated below and for the following coverage:

Premises and Operations  
Products and Completed Operations

Contractual Liability insuring the obligations assumed by the Contractor under this Contract.  
Personal Injury Liability and Advertising Injury Liability

Except with respect to bodily injury and property damage included within the products and completed operations hazards, the general aggregate limit shall apply separately to the Contractor's project under this Contract. Completed Operations coverage must be maintained for the correction period provided by the agreement.

Limit of Liability. The Commercial General Liability policy limits shall not be less than:  
\$2,000,000 Each Occurrence (Comb. Single Limit for Bodily Injury & Prop. Damage)  
\$2,000,000 Aggregate for Products/Completed Operations  
\$2,000,000 Personal Injury/Advertising Injury  
\$2,000,000 General Aggregate (provide endorsement to apply the General Aggregate per project, if available).

Additional Insured The Owner, all of its officers, directors and employees, shall be named as Additional Insureds under the Commercial General Liability Insurance using ISO Additional Insured Endorsements CG 20 10 or substitute providing equivalent coverage. This endorsement must be stated on the insurance certificate provided to the Owner and a copy of the endorsements confirming coverage should accompany the insurance certificate.

Primary Coverage the Contractor's Commercial General Liability Policy shall apply as primary insurance and any other insurance carried by the Architect or the Owner shall be excess only and will not contribute with Contractor's insurance. This must be stated on the insurance certificate and a copy of the endorsement confirming coverage should accompany the insurance certificate.

**BUSINESS AUTOMOBILE LIABILITY INSURANCE:** The policy should be written on ISO form CA 0001, CA 0005, CA 0002, CA0020 or a substitute form providing equivalent coverage and shall provide coverage for all owned, hired and non-owned vehicles. The limit of liability should be at least \$1,000,000 Combined Single Limit for Bodily Injury and Property Damage each accident and should also cover Automobile Contractual Liability. The policy should name the Owner and all of its officers, directors and employees as Additional Insureds. The policy shall be endorsed to be primary coverage and any other insurance carried by the Owner shall be excess only and will not contribute with Contractor's insurance. To confirm coverage, a copy of the Additional Insured Endorsement should accompany the insurance certificate.

**WAIVER OF SUBROGATION:** The Commercial General Liability and Automobile Liability policies shall each contain a waiver of subrogation in favor of the Owner and its officers, directors and employees.

**CERTIFICATES OF INSURANCE:** As evidence of the insurance, limits and endorsements required, a standard ACORD or equivalent Certificate of Insurance executed by a duly authorized representative of each insurer shall be furnished by the Contractor to the Owner and Architect before any Work under the Contract is commenced by the Contractor. Owner shall have the right, but not the obligation, to prohibit Contractor or any Subcontractor from entering the Project site until such certificates are received and approved by the Owner. With respect to insurance to be maintained after final payment, an additional certificate(s) evidencing such coverage shall be promptly provided to Owner as a precondition to final payment. The Certificate of Insurance shall provide that there will be no cancellation or reduction of coverage without 30 days prior written notice to the Owner. The certificate must also contain a description of the project or work to be performed. Failure to maintain the insurance required herein may result in termination of the

Contract at Owner's option. In the event the Contractor does not comply with the requirements of this section, the Owner shall have the right, but not the obligation, to provide insurance coverage to protect the Owner and charge the Contractor for the cost of that insurance. The required insurance shall be subject to the approval of the Architect, but any acceptance of insurance certificates by the Owner shall in no way limit or relieve the Contractor of their duties and responsibilities in this Agreement.

**SUBCONTRACTORS:** Contractor shall cause each Subcontractor to purchase and maintain insurance of the types and amounts specified herein. Limits of such coverage may be reduced only upon written agreement of Owner. Contractor shall provide to Owner copies of certificates evidencing coverage for each Subcontractor. Subcontractors' commercial general liability and business automobile liability insurance shall name Owner as Additional Insured and have the Waiver of Subrogation endorsements added.

**HOLD HARMLESS AGREEMENT:** To the fullest extent not prohibited by law, Contractor shall indemnify and hold harmless the City of Columbia, its directors, officers, agents, and employees from and against all claims, damages, losses, and expenses (including but not limited to attorney fees) arising by reason of any act or failure to act, negligent or otherwise, of Contractor, of any subcontractor (meaning anyone, including but not limited to consultants having a contract with Contractor or a subcontractor for part of the services), of anyone directly or indirectly employed by Contractor or by any subcontractor, or of anyone for whose acts the Contractor or its subcontractor may be liable, in connection with providing these services. This provision does not, however, require Contractor to indemnify, hold harmless, or defend the City of Columbia from its own negligence.

### 3 SCOPE OF WORK

#### 3.1 BACKGROUND:

The City of Columbia's Department of Community Development acquired property at 105, 107, & 115 Lynn with the intent to redevelop the lots with an affordable housing unit. The City of Columbia receives Federal funding annually to promote, develop, or preserve affordable housing.

The completed home will be a model for affordable, energy efficient, universally accessible design.

The City of Columbia will provide down payment assistance up to \$7,500 to qualified buyers, as funding is available. Eligible buyer's income must be at or below 80% of the current HUD determined Area Median Income.

| 2016 80% Area Median Income |              |                |              |
|-----------------------------|--------------|----------------|--------------|
| Household Size              | Income Limit | Household Size | Income Limit |
| 1                           | \$39,000     | 5              | \$60,200     |
| 2                           | \$44,600     | 6              | \$64,650     |
| 3                           | \$50,150     | 7              | \$69,100     |



4

\$55,700

8

\$73,550

### 3.2 DESIGN REQUIREMENTS:

#### 2.2.4 Proposer agrees to provide to City

The City of Columbia is looking for a design/build proposal meeting the following construction and design requirements:

- Slab on grade single family residence;
- A minimum of 1100 square feet of finished area above grade;
- A minimum of three (3) bedrooms;
- A minimum of two (2) bathrooms;
- A single car attached garage or carport, single car concrete driveway ;
- Conformance to the lot size available with no construction within easements; required minimum side yard and set back requirements as per the City of Columbia regulations;
- Construction at the appropriate depth to maintain adequate slope and grade for sanitary sewers, proper site drainage and no-step entrances accessible by “accessible route”\* from parking area(s) and garage. \*As defined by the Uniform Federal Accessibility Standard (UFAS);
- Construction of the homes shall conform to 2015 IECC & IRC as adopted by the City of Columbia.
- Passive radon venting system with rough-in for active system. A radon test must be completed and passed before the final draw will be released. Active radon mitigation fan will be installed at CHDO’s cost in the event radon test results are above EPA minimum level.

The following universal design features shall be included in home plans:

- At least one accessible, no-step entrance with at least a 36” door on an accessible route from site entry point; max threshold height: ¼” vertical, ½” beveled (1:2 slope);
- Maximum 1:20 running slope and 1:50 cross-slope for exterior accessible routes;
- 36” wide clear travel space along accessible routes;
- 60” x 60” level (less than 2% slope in any direction) maneuvering space clear of door swing at accessible entrances; 18” clear space on pull side of door;
- **One** wheelchair accessible bathroom; See “ACCESSIBLE BATH” section.
- Minimum 32” interior door panel and 42” hallways; 18” clear space on pull side of all doors, minimum of 30” x 48” approach space on push side.
- First floor switches and environmental controls shall be placed no higher than 48 inches above the finished floor and electrical outlets no lower than 15 inches above the finished floor to bottom outlet. Any switches/outlet above kitchen cabinets/bathroom vanity shall be placed no higher than 45 inches above the finished floor to switch or top outlet;
- Nominal 2x8 blocking placed in appropriate locations between studs to support installation of grab bars in the tub/shower and toilet areas of the wheel chair accessible restroom.

## 4 TECHNICAL REQUIREMENTS

### 4.1 SPECIFICATIONS

#### EXTERIOR WALLS:

- A. BOTTOM PLATE: 2X6 nominal #2 or better construction PT K.D.
- B. SILL SEAL: Foam seal with a polyurethane sealant applied on the interior and exterior

- C. FRAMING(1): 2X4 nominal #2 or better or stud grade construction K.D. 16" O.C.
- D. FRAMING(2): Structural Insulated Panels must meet project insulation specifications.
- E. FRAMING(3): Insulated Concrete Forms must meet project insulation specifications.
- F. Preferred, not required: Insulated headers, ladder blocks at partition junctions, and California type corners, OVE framing methods.
- G. SHEATHING: Min 7/16 OSB; Tyvek or equivalent (woven or pin punched material is not acceptable). Seams are to be taped using manufacturer approved tape.
- H. SIDING – FRONT, SIDES, & REAR: Engineered wood, fiber cement board. Use of strapping over foam board for siding attachment **preferred**.
- I. OTHER: Single color for siding, additional color for exterior doors and trim

#### ROOF SYSTEM:

- A. STYLE: Gable roof
- B. FRAMING: Engineered trusses or 2" nominal #2 or better rafters.
- C. SHEATHING: Min 7/16" OSB @ 24" OC max with plywood clips
- D. UNDERLAYMENT: 30# asphalt felt or equivalent
- E. SHINGLES: 30 year architectural
- F. FLASHING: Step and counter flash as needed where roof meets wall of higher elevation. Use .019 aluminum or .015 galvanized steel.
- G. OTHER: Self-sealing bituminous membrane (OC – WeatherLock or equiv.) installed at eave drip edges, in valleys, and where roof meets wall of higher elevation. Depth of rafters or truss heel shall provide for total R-value of R-38 at exterior of the wall line.

#### INTERIOR WALLS:

- A. FRAMING: 2 x 4 nominal #2 or better 16" O.C.

#### INTERIOR DOORS & TRIM:

- D. HARDWARE: Lever type doorknobs

#### WINDOWS:

- A. ALL: Vinyl double pane with insect screen.
- B. DETAIL: Low-E Argon filled, rated at u-factor  $\leq 0.30$
- C. MISC: 1x3 cellular PVC exterior trim or integrated j channel.
- D. OTHER: Self-sealing head, sill, and side flashing required (Dupont FlexWrap, Grace Vycor, or equal), flashing shall lap over WRB except at head flashing.

#### EXTERIOR DOORS:

- A. FRONT DOOR: Insulated steel door with wide view peep. 0.30 max u-value.
- B. OVERHEAD GARAGE DOORS: 9x7 insulated overhead residential rated door
- C. AUTO OPENER: Yes -2 remotes to be included
- D. OTHER: Doors shall be installed plumb and square, operate smoothly, latch and lock easily, and seal as designed.

#### FINISH FLOORING:

- A. CARPET: same color and style throughout house
- B. VINYL: finish floor under sink base.
- C. CERAMIC: finish floor under sink base.

#### HOME PERFORMANCE:

- A. INFILTRATION: Final air infiltration rate of 3 ACH or less.

#### HVAC: Provide Manuals J and S.

- A. FURNACE: Forced warm air, natural gas AFUE 95% or greater
- B. HEAT PUMP: Ducted: 15 SEER minimum; Ductless: 22 SEER minimum

- C. AIR CONDITIONING: 16 SEER minimum
- D. BATH EXHAUST FANS: 1 each bath – Energy Star rated, vented to exterior
- E. VENTILATION: Energy Recovery Ventilator with dedicated ductwork, sized and ducted to meet ASHRAE 62.2-2013
- F. DUCT WORK: Return air shall be ducted from all spaces not prohibited by code, single central return is not allowed; seal all duct work.
- G. OTHER: All duct work outside conditioned space shall be insulated to R-13

#### BATH, KITCHEN, PLUMBING

- A. ACCESSIBLE BATH: *Allow space in bathroom for a wheelchair to reverse direction. Where a 60" circle is not possible, a T-shaped turning space is an option as defined by ADA Title III 4.2.3. Toe and knee clearance can be included in the turning circle or at one end of one arm of the turning T. Up to 19" under an open base lavatory may be counted towards turning space, provided it is at least 27" above finished floor.*
  - i. Tub/shower: 30" x 48" clear space parallel to tub
  - ii. Toilet: Low flow; locate in clear space 48" wide 60" deep 18" from sidewall; seat height 17"; flush valve on open side of toilet; min 2x10 nominal blocking for grab bars;
  - iii. Mirror: Width approximate to vanity top; bottom edge @38" above finished floor; top edge at least 66" above finished floor;
  - iv. Electrical: Energy Star rated exhaust fan; one GFCI outlet in easy reach range.

#### SECONDARY BATH:

- v. Tub/shower: single piece tub / shower combo with grab bar and seat blocking installed; 30" x 48" clear space parallel to tub.
- vi. Lavatory Single sink and vanity
- vii. Toilet: Low flow; locate 18" from sidewall; seat height 15" (17" optional); flush valve on open side of toilet.
- viii. Mirror: Width approximate to vanity top
- ix. Electrical: Energy Star rated exhaust fan

#### B. KITCHEN:

- i. Garbage disposal: ½ HP.
- ii. Dish washer: Energy Star rated

MISCELLANEOUS: Run black iron or CSST gas line or equal in house to furnace and hot water heater as required. Run ¾" from meter to home and size water lines in house to provide adequate flow at fixtures. Install PVC building drain, cleanouts and sewer lateral as required. All drain lines in house to be PVC-DWV plastic.

#### OTHER:

- i. Sillcocks: Minimum 2 freeze proof
- ii. Floor drains: minimum of 2. One in accessible bath, one in utility room.
- ii. Laundry box: One
- iii. Water heater: 40-50 gal gas or electric energy star qualified.
- iv. Quarter turn shut off valves at all fixture supply lines.

#### ELECTRICAL:Buried 200 AMP SERVICE

- A. HVAC: Per plans and code
- B. DOOR BELL: One, illuminated.
- C. TELEVISION 2 outlets in living spaces, one per bedroom
- D. TELEPHONE 2 outlets in living spaces, one in master bedroom, one in accessible bathroom.

- E. OUTLETS AND SWITCHES: Illuminated, rocker-type switches, Quantity determined by plans and code; receptacle height  $\geq 15$ " to center of outlet, switch height  $\leq 48$ ", 45" if over cabinet or a vanity. Bath GFCI's shall be in easy reach range.
- F. APPLIANCES: Per plans and code.

**APPLIANCES:**

- A. RANGE: Electric range
- B. GARBAGE DISPOSAL:  $\frac{1}{2}$  HP,
- C. REFRIGERATOR: Energy Star rated,
- D. RANGE HOOD: Energy Star rated, vented to the exterior; provide switched control within reach range of seated user.
- E. DISHWASHER: Energy Star rated,
- F. DRYER: Vented to the exterior,
- G. CLOTHES WASHER: High efficiency washing machine.  
Stacked units are acceptable as long as the required floor space for side by side units is provided in the design.

**FINAL GRADE AND SEED:**

- A. Finish grade and seed with climate and site appropriate mix. Apply straw mulch or equivalent.

**LANDSCAPING:**

- A. Two local climate compatible trees with a trunk diameter  $\geq 2$ " are to be planted on site

## **4.2 PRICING TO BE QUOTED**

Respondents must provide a signed completed copy of Form X with their submission

## **5 SUBMISSION OF PROPOSAL**

### **5.1 TRANSMITTAL LETTER**

All Respondents must submit a transmittal letter prepared on the vendor's letterhead. An individual who is authorized to bind this firm to all statements, services, and prices contained in the proposal for both the primary and sub firms must sign the letter. In addition, a letter from any sub-vendor to be used in the service should be included. This letter must be signed by an individual who is authorized to bind the firm and should give a brief description of the work they are to perform.

### **5.2 SUBMISSION CONTENTS & INSTRUCTIONS**

Applicants must submit the following in response to this RFP:

1. Transmittal letter and board authorization for submission of proposal.
2. CHDO CERTIFICATION INFORMATION
  - a. Federal tax ID number.
  - b. DUNS Number.
  - c. Non-profit 501c3 status.
  - d. Articles of Incorporation Provisions Checklist
    - No part of its net earnings inure to the benefit of any member, founder, contributor, or individual.

- The nonprofit organization has, among its purposes, the provision of decent housing that is affordable to low- and moderate-income people.
- e. By-Laws Checklist
    - The nonprofit organization provides a formal process for low-income, program beneficiaries to advise the organization in all of its decisions regarding the design, siting, development and management of affordable housing projects.
    - The CHDO is not controlled, nor receives directions from individuals, or entities seeking profit from the organization.
  - f. Organization in good standing with the Missouri Secretary of State.
  - g. Certification of financial accountability standards conforming to 2 CFR 200.
  - h. Staff capacity with professional housing development experience.
  - i. Demonstrated organizational success at housing development.
  - j. List of all board members including denotation of public officials and low-moderate income members or representative of low to moderate income neighborhoods/census tracts. No more than 1/3 of its board represented by public officials and no less than 1/3 representation from low-moderate income individuals or low-moderate income neighborhood organization representatives.

### 3. ORGANIZATION INFORMATION AND CAPACITY

- a. Provide an overview of the organization's history and experience in developing affordable housing and homeownership opportunities. Identify your experience in working with City programs, including the CDBG or HOME programs.
- b. Provide names and describe the role, experience, and capacity of all personnel (including engineers, architects, contractors, construction managers, etc.) involved in the project.
- c. Briefly describe the staff positions and qualifications of those individuals who will carry out the construction project. Describe any existing commitments that would impact your ability to implement the project immediately.
- d. Have any persons employed by your agency been debarred by HUD or are otherwise restricted from entering into contracts with any federal agency?
- e. Provide current third party financial statements, letters of commitment, or other third party information to establish the financial capacity of the CHDO to undertake and complete the proposed project.

### 4. PROJECT INFORMATION

- a. Provide a projection of the timeframe for completion. Identify key tasks and completion dates that identify how your project is ready to proceed.
- b. Provide a project development budget, use Form "X":
  - i. Cost Estimates: Provide cost estimates for project components;
  - ii. Developer fee: Indicate the proposed developer fee (if any).

### 5. PLANS AND DRAWINGS:

- a. Proposals shall include a preliminary set of plans and specifications of sufficient detail and completeness to allow determination as to which proposal best meets the City's needs. Once a successful respondent has been identified, final plans will be required and included in the final contract documents.

### **5.3 FORMAT OF PROPOSAL**

Proposals are to be kept within 30 pages with a minimum font size of 11.

## **6 EVALUATION AND AWARD**

### **6.1 EVALUATION**

The City of Columbia reserves the right to reject any or all proposals, to negotiate with any respondent considered qualified, or to make an award without further discussion.

#### **Application Evaluation Criteria**

Applications will be subject to threshold review to determine eligibility for funding through the HOME program.

Threshold criteria include:

- 1) Application must be complete and received by the application submission deadline;
- 2) Applicant must meet the current CHDO definition as established in the 2013 HOME Final Rule at the time of proposal submission.
- 3) Applicant must demonstrate capacity to complete proposed project within the required timeframe;
- 4) Proposals must meet minimum energy efficiency and universal design elements.

Applicants that do not meet the threshold requirements may be deemed ineligible for further consideration.

Evaluation will be based on all elements of response to proposal criteria.

#### **Proposal Evaluation**

It is the purpose of this request for proposal to obtain data as complete as possible from each respondent that will enable the City of Columbia to determine which prospective CHDO is best able to serve all the criteria which are to be considered in the award of this contract. Evaluation of the respondents qualifying as finalists will be based on the following criteria:

#### **Organization and Management**

- Proven record of development and/or redevelopment experience with comparable activities in similar neighborhoods; Applicants demonstrating “capacity” will:
  - Have a recent history of development and/or redevelopment of quality affordable residential projects.
  - Have adequate staffing levels with appropriate skills & qualifications to complete proposed project within stated timeframe.

- Have relevant real estate and construction experience, including experience working with federally-funded housing development or other programs
- Provide realistic estimated cost projections and schedules and show a track-record of meeting projected time-lines for any previously authorized City funded projects.
- Be able to provide the insurance coverage noted in this RFP

### **Financial Management**

- Proven record of compliant and effective fiscal procedures.
  - Sources and uses statement completed correctly with reasonable cost estimates.
  - Ability to demonstrate additional resources to complete project (bank letter of commitment, line of credit, agency account documenting agency funding, etc...)

### **Housing Development Experience and Staff Qualifications**

- Applicants demonstrating adequate housing development experience and staff qualifications will:
  - Employ staff with demonstrated housing and development experience.
  - Demonstrate successful management of housing development projects.

### **Readiness to Proceed**

- Ability to implement program activities within 45 days of commitment of funds. Applicants demonstrating “readiness” will:
  - Submit an application with as specific and detailed a proposal as possible
  - Present clear preliminary financial analysis that includes cost estimates for construction, price estimates/appraisal for sale
  - Submission of ALL required contract-related documents (insurance certifications, etc.).

### **Proposed Plans**

- The most successful applications will have façade and site designs consistent and compatible with the existing neighborhood character.

### **Energy Efficiency**

- Projects must meet the minimum energy efficiency design criteria as described in the bid specification. Additional energy efficiency elements will be considered and points awarded.

### **Universal Design**

- Projects must include the minimum UD elements as described in the bid specification. Additional UD elements will be considered and points awarded.

### **Project Timeline**

- Project plan includes timely construction of housing unit. Location, design, and price will ensure timely sale or occupancy of home.

Failure of the Respondent to provide in his/her proposal any information requested in this RFP may result in disqualification of the proposal and shall be the responsibility of the proposing individual or firm.

## **6.2 SELECTION AND AWARD**

The City of Columbia Community Development Department shall determine eligibility of proposals and certify organizational eligibility to be designated as a Community Housing Development Organization (CHDO). The Community Development Commission will provide funding recommendations to the City Council for final consideration. The CDC's rating sheet can be viewed on the following page.



## FY2015 HOME CHDO APPLICANT RATING SHEET

**Organization Name:** \_\_\_\_\_ **Project Name:** \_\_\_\_\_

**Rater's Last Name:** \_\_\_\_\_

**Rating Scale: 1=Low 2=Med 3=High**

|  |       |
|--|-------|
| <p><b>Organization and Management:</b><br/>Clear agency mission, goals, and values that align with the proposed project.</p>   | 1 2 3 |
| <p><b>Financial Management:</b><br/>Proper fiscal procedures; efficient use of resources; sources and uses statement; use of alternative funding; long term financial stability.</p>                                   | 1 2 3 |
| <p><b>Past Performance:</b><br/>Demonstrated experience and success in grant and project management.</p>   | 1 2 3 |
| <p><b>Readiness to Proceed:</b><br/>Ability to begin construction within a timely manner.</p>  | 1 2 3 |
| <p><b>Housing Development Experience and Staff Qualifications:</b><br/>Organization employs staff with demonstrated housing and development experience, and successful management of housing development projects.</p> | 1 2 3 |
| <p><b>Proposed Plans:</b><br/>Agency has drawings, and detailed narrative of proposed affordable housing units to be constructed or rehabilitated.</p>   | 1 2 3 |
| <p><b>Energy Efficiency:</b><br/>Number of additional energy efficiency design features, potential savings, and overall value added to project.</p>  | 1 2 3 |
| <p><b>Universal Design:</b><br/>Number of Universal Design requirements included beyond minimum requirements and level of accessibility.</p>   | 1 2 3 |
| <p><b>Project Timeline:</b><br/>Project plan includes timely construction of housing unit. Location, design, and price will ensure timely sale or occupancy of home.</p>   | 1 2 3 |
| <p><b>Total score out of 27</b></p>  |       |