Hebron Housing Services

1166 Quail Ct. Suite 400

Pewaukee, WI 53072

(262) 522-1409 / gchristenson@hebronhouse.org

Re: Hebron Housing Services – Juno House Renovation

Request for Proposal – General Contracting Services

Hebron House (HH) invites proposals from a select list of Construction Companies to provide General Contracting Services for the Juno House Renovation project. A walk-through will be held prior to the bidding process to allow contractors to complete the necessary measurements. The walk-through will be held on March 31, 2023, at 8:30 AM.

Requests for Proposals (RFPs) must be submitted in a sealed envelope. The envelopes must be marked “Request for Proposal for General Contracting Services – Juno House Renovation” and shall include all information required according to this RFP. The owner requests that candidates limit the length of their submittals to a maximum of 20 pages (one-sided), not including dividers and attachments. Copies of the Qualifications and Price Proposals must be submitted accordingly: three (3) hard copies and one (1) electronic copy of the requested material to:

Gabriel Christenson

Property Manager

Hebron Housing Services

1166 Quail Ct. Suite 400

Pewaukee, WI 53072

[gchristenson@hebronhouse.org](mailto:gchristenson@hebronhouse.org)

100% Complete RFPs and Price Proposals are due by 4:00 PM CST on April 24, 2023, at the above address. E-Mail submissions will be an accepted means of delivery. Submittals received after this deadline will not be considered.

1. **SUMMARY**
   1. **INTRODUCTION:**
      1. Hebron Housing Services (HH) issues this Request for Proposals (RFP) for General Contractor (GC) services from qualified business entities with expertise in General contractive services for the construction of the Juno House Renovation.
      2. Construction Service work should include, but not be limited to, the following:
         1. Kitchen Remodel
         2. Bathroom Remodel
         3. Flooring
         4. ADA Compliant Ramp
         5. Roof
      3. Specific plans (if applicable) will be completed for each of the areas listed above and may commence at various times or in conjunction with each other during the construction process. The contractor will complete a master schedule outlining the summary information for the above work and will provide a detailed and updated schedule upon request. The contractor will bid to subcontractors when necessary. The contractor will use its best reasonable efforts to ensure that all subcontractors, consultants, or third-party service providers meet the liability requirements for vendors indicated in exhibit A.
      4. The contract type will be a Design-Build where the contractor is responsible for the design and construction services.
   2. **TIMELINE:**
      1. **March 24, 2023:** RFP sent
      2. **March 31, 2023:** Pre-Bid Walkthrough at **8:30 AM** 
         1. **Location:** 812 N East Ave.

Waukesha, WI 53186

* + 1. **April 24, 2023:** Proposals in response due **by 4:00 PM**
    2. **April 27, 2023, to April 31, 2023:** Review of proposals
    3. **May 1, 2023:** Winning Bidder selected
       1. Contract negotiations with the winning bidder will begin immediately following notification of selection.
       2. Bidders who were not selected will be notified.
    4. **May 5, 2023:** Contract negotiations will be completed
    5. The desired start date for the project is **June 1, 2023**, with a tentative duration of **Summer 2023 - Fall 2023** and ending on or about **October 01, 2023**.
  1. **PURPOSE:**
     1. The purpose of this Request for Proposal (RFP) is to solicit proposals for general contracting services, conduct a fair evaluation based on the prescribed criteria, and select the candidate who is the best fit for the project. Hebron Housing Services reserves the right to award the contract as it sees fit and to the bidder of its choosing when and how it deems appropriate.

1. **NATURE AND SCOPE OF WORK**
   1. **PROJECT DESCRIPTION**
      1. The Juno House Renovation project aims to perform necessary upgrades that will improve the overall experience of the women and children utilizing the shelter. The elected GC will accomplish the following:
      2. **KITCHEN REMODEL**
         1. Demolition and removal of existing cabinets, countertops, flooring, and trim.
         2. New cabinetry and countertops will be installed throughout based on the new layout and requirements for more storage.
         3. Patch and paint walls and ceilings.
         4. Plumbing
            1. Provide new fixtures
            2. Tie into existing lines.
         5. HVAC
            1. Clean and reinstall existing grills/diffusers - replace with new ones as necessary
            2. Clean and repair as needed for the stove vent hood system
         6. Electrical
            1. Selective Demo
            2. Replace/Upgrade light fixtures
      3. **BATHROOM REMODEL** (will be consistent for all four bathrooms)
         1. Remove and replace the vanity.
         2. Update plumbing fixtures and lines as necessary (except toilets).
         3. Patch and repair damaged areas and paint walls.
         4. Upgrade exhaust vents and ventilation systems.
         5. Replace light fixtures.
         6. Replace door hardware.
      4. **FLOORING** 
         1. Remove and replace flooring throughout the entire building with new LVP or other commercial-grade, high-traffic materials.
      5. **ADA RAMP**
         1. Make necessary upgrades to repair the damaged ADA ramp on the exterior of the building.
         2. If demolition and ramp removal is necessary, rebuild the ramp with quality materials.
         3. The ramp will be upgraded/rebuilt to comply with ADA requirements.
      6. **ROOF**
         1. Remove and replace existing shingles.
         2. Repair missing fascia and trim.
         3. Remove and replace the existing gutter system.
      7. The CM must account for occupants using the shelter as everyday living throughout construction. If it is not possible to complete the work while individuals are living in the building, CM needs to demonstrate a solution to minimize the time Juno House will need to be closed during construction.
   2. **SCOPE:**  
        
      Location: 812 N East Ave., Waukesha, WI 53186
      1. **Pre-Construction Services** 
         1. Review conceptual design and recommend alternative solutions;
         2. Advise on the selection of materials;
         3. Provide recommendations on construction feasibility;
         4. Advise on availability of materials and labor;
         5. Provide a preliminary Construction Schedule;
         6. Establish Bidding and Construction Contingencies;
         7. Provide a Control Estimate for the cost of construction; and
      2. **General Contractor Services** 
         1. Develop subcontractor interest in the Project;
         2. Define any self-performed work;
         3. Coordinate and track donated or discounted bids;
         4. Receive and award subcontractor bids;
         5. Supervise and direct the work of subcontractors;
         6. Provide a Project Superintendent on a full-time basis for the duration of the Project;
         7. Coordinate the Work with HH to complete the Project in accordance with HH’s objectives of cost, time, and quality;
         8. Provide and maintain a Construction Schedule;
         9. Provide and maintain a Schedule of Values;
         10. Schedule and conduct weekly progress meetings; and
         11. Provide HH with post-construction services, including but not limited to operations and maintenance training and warranty inspections for the Project.
2. **SELECTION CRITERIA**
   1. All Proposal submissions that meet the requirements of this RFP and are submitted by the deadline will be considered based upon the materials provided. The selection team will use the following criteria for selecting the winning bid(s):

Note: preference will be given to small businesses, locally owned businesses, women, minorities, veteran-owned businesses, or entities owned by persons with disabilities.

* + 1. The proposal’s ability and the likelihood of achieving the desired outcome of the project
    2. Past performance of bidder’s similar services
    3. The experience and expertise of the bidder’s management and staff
    4. The proposed budgeted costs of the project.
  1. Hebron Housing Services reserves the right to suspend or terminate acceptance of proposals at any time as it sees fit, for any reason, without notice or obligation to any bidder.
  2. According to 24 CFR 570.489(h) Conflict of Interest Clause for Community Development Block Grant Programs (Exhibit A), Hebron will not be considering proposals with a conflict of interest unless an exception has been made by law.
     1. The conflict-of-interest provision applies to “covered persons,” which may include any individual who is an employee, agent, consultant, officer, or elected official or appointed official of the state, of a UGLG, or any designated public agencies, or sub-recipients. Except for eligible administrative or personnel costs, the general rule for those individuals described above (who exercise or have exercised any functions or responsibilities with respect to CDBG activities and who are in a position to participate in a decision-making process or gain inside information with regard to such activities) is that they may not:
        1. Obtain a financial interest or benefit from the activity;
        2. Have an interest or benefit from the activity; nor
        3. Have an interest in any contract, subcontract, or agreement with respect thereto or the proceeds thereunder.
     2. This rule also applies during their tenure or for one year thereafter to themselves and to those individuals with whom there is a family or business tie, with “family” intended to mean immediate family. The definition of an “immediate family member” is defined differently within the state statutes than the federal regulations, with the federal definitions being broader. Under federal HUD definition, an “immediate family member” includes “…(whether by blood, marriage or adoption) the spouse, parent (including a stepparent), child (including a stepchild), brother, sister (including a stepbrother or stepsister), grandparent, grandchild, and in-laws of a covered person.
  3. All bids will be opened privately and discussed with the selection committee.

1. **BIDDER QUALIFICATIONS**
   1. Bidders should provide the following items as part of their proposal for consideration:
      1. Description of relevant experience
      2. Bidder shall also acknowledge and include:
         1. The project includes Federal HUD CDBG Funds and Davis Bacon Prevailing Wages, in accordance with Sec. 66.0903, Wisconsin Statutes, which the bidder must pay employees.
         2. The bidder must maintain and submit weekly certified payroll reports for ALL workers and sub-tier contractors.
         3. Bidder shall make efforts under Section 3 of the Housing and Urban Development Act to hire or document efforts to hire low and moderate-income persons from Waukesha County on the job site. The target for all projects is twenty-five percent (25%) of all workers on a project to be Section 3 workers.
         4. Completed conflict of interest disclosure form (Exhibit B)
         5. No contractor or subcontractor can work on this project if they are debarred or suspended from federal work per SAM.Gov.
      3. Resources you will assign to this project (number, title, experience)
      4. Timeframe for project completion
2. **REQUIRED FORMAT**

The proposal should be in the following format and address, in detail, the needs and requirements of the proposed project.

* 1. Contact Information
     1. Provide the name, title, phone number, and email for the best contact for follow-up questions and/or to notify of bid status.
  2. Summary & Qualifications
     1. Use this section to introduce yourself, your company, and provide information on your relevant experience and qualifications.
  3. Methods and Plan
     1. Describe your methodology and capabilities for meeting project deliverables and detail your plan of action for executing and completing this project. Include a detailed milestone timeline in this section.
  4. Expectations and Results
     1. Explain your expectations for the project and summarize your anticipated results. Include a summary of your anticipated timeline for completion in this section.
  5. Management and Staff
     1. List all applicable personnel involved with this project and their titles, roles, and qualifications. Include the estimated costs associated with this personnel in this section.
  6. Communications
     1. Provide a communication plan for how you intend to communicate with HH, internally and with project managers, to ensure the progress and completion of the project.
  7. Equipment and Resources
     1. List all necessary equipment and associated costs. Include details of any outsourced or subcontracted work here.
  8. Budget and Costs
     1. Provide a detailed breakdown of all anticipated expenses and a summary of the total proposed costs of the project.
  9. Licensing and Bonding
     1. If applicable, list any and all required licenses and/or bonds and include copies of your licensure and/or bond.
  10. Insurance
      1. If applicable, provide details of your insurance coverage related to this project.
  11. References
      1. Provide three (3) references for previous work of a similar nature.
  12. Attachments
      1. Attach all required documents, as well as any additional documents, to the end of your proposal.

1. **DELIVERABLES**
   1. Proposals will be accepted until **4:00 PM on April 24, 2023**. Any proposals received after this date and time will be returned to the submitting bidder. The proposal must be signed by an official agent or authorized representative of the bidder.
   2. Any outsourced or subcontracted work is subject to the requirements of this RFP and must be clearly disclosed in the proposal. Any and all costs must be listed in the proposal, including any outsourced or contracted work. Proposals that include outsourced or contracted work must provide a name and description of the individuals and/or organizations being contracted. All costs must be itemized and include a detailed explanation of all fees and associated costs.
   3. Terms and conditions will be negotiated upon selection of the winning bidder(s) and will be subject to review by Hebron Housing Services’ selection committee and/or its legal advisors, including but not limited to scope, costs, timeline, and anything else applicable to the project.
   4. Send proposals using the following methods:
      1. Via Mail to:

Hebron Housing Services

1166 Quail Ct. Suite 400,

Pewaukee, WI 53072

* + 1. Via Email: [gchristenson@hebronhouse.org](mailto:gchristenson@hebronhouse.org)
  1. QUESTIONS: Please contact Gabriel Christenson at (262) 522-1409 or [gchristenson@hebronhouse.org](mailto:gchristenson@hebronhouse.org). Other members of the organization or selection team should not be contacted about questions regarding this RFP.

**EXHIBIT A**

24 CFR 570.489(h) CONFLICT OF INTEREST CLAUSE

FOR COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAMS

Code of Federal Regulations Title 24 570.489(h) Program Administrative Requirements

(h) Conflict of interest: (1) Applicability. (i) In the procurement of supplies, equipment, construction, and services

by the States, units of local general governments, and sub-recipients, the conflict of interest provisions in paragraph

(g) of this section shall apply.

(ii) In all cases not governed by paragraph (g) of this section, this paragraph (h) shall apply. Such cases include the acquisition and disposition of real property and the provision of assistance with CDBG funds by the unit of general local government or its sub-recipients, to individuals, businesses and other private entities.

(2) Conflicts prohibited. Except for eligible administrative or personnel costs, the general rule is that no persons

described in paragraph (h)(3) of this section who exercise or have exercised any functions or responsibilities with

respect to CDBG activities assisted under this subpart or who are in a position to participate in a decision-making

process or gain inside information with regard to such activities, may obtain a financial interest or benefit from the

activity, or have an interest or benefit from the activity, or have an interest in any contract, subcontract or agreement with respect thereto, or the proceeds thereunder, either for themselves or those with whom they have family or business ties, during their tenure or for one year thereafter.

(3) Persons covered. The conflict of interest provisions for paragraph (h)(2) of this section apply to any person who

is an employee, agent, consultant, officer, or elected official or appointed official of the state, or of a unit of general local government, or of any designated public agencies, or sub-recipients which are receiving CDBG funds.

(4) Exceptions: Thresholds requirements. Upon written request by the State, an exception to the provisions of

paragraph (h)(2) of this section involving an employee, agent, consultant, officer, or elected official or appointed

official of the state may be granted by HUD on a case-by-case basis. In all other cases, the state may grant such

an exception upon written request of the unit of general local government provided the state shall fully document

its determination in compliance with all requirements of paragraph (h)(4) of this section including the state's position with respect to each factor at paragraph (h)(5) of this section and such documentation shall be available for review by the public and by HUD. An exception may be granted after it is determined that such an exception will serve to further the purpose of the Act and the effective and efficient administration of the program or project of the state or unit of general local government as appropriate. An exception may be considered only after the state or unit of general local government, as appropriate, has provided the following:

(i) A disclosure of the nature of the conflict, accompanied by an assurance that there has been public disclosure of the conflict and a description of how the public disclosure was made; and

(ii) An opinion of the attorney for the state or the unit of general local government, as appropriate, that the interest for which the exception is sought would not violate state or local law.

(5) Factors to be considered for exceptions. In determining whether to grant a requested exception after the

requirements of paragraph (h)(4) of this section have been satisfactorily met, the cumulative effect of the following factors, where applicable, shall be considered:

(i) Whether the exception would provide a significant cost benefit or an essential degree of expertise to the program or project which would otherwise not be available;

(ii) Whether an opportunity was provided for open competitive bidding or negotiation;

(iii) Whether the person affected is a member of a group or class of low or moderate-income persons intended to be the beneficiaries of the assisted activity, and the exception will permit such person to receive generally the same interests or benefits as are being made available or provided to the group or class;

(iv) Whether the affected person has withdrawn from his or her functions or responsibilities or the decision-making process with respect to the specific assisted activity in question;

(v) Whether the interest or benefit was present before the affected person was in a position as described in paragraph (h)(3) of this section;

(vi) Whether undue hardship will result either to the State or the unit of general local government or the person affected when weighed against the public interest served by avoiding the prohibited conflict; and

(vii) Any other relevant considerations.

**EXHIBIT B**

**POTENTIAL CONFLICT OF INTEREST DISCLOSURE**

**Hebron Housing Services: *Juno House Renovation***

***Waukesha, WI***

**Do you have family or business ties to any of the people listed below?**

**Yes  No**

**If yes, please check the box next to the name(s) of the individual(s) and describe the relationship in the space provided below:**

ELECTED OFFICIALS:

* *Ildiko Huppertz, President*
* *Brigette Harenda, Vice President*
* *Trevor Arnold, Treasurer*
* *Aroon Viswanathan, Secretary*

BOARD MEMBERS:

* *Katie Grasch*
* *David Hollnagel*
* *Trina Jashinsky*
* *John McGinnis*
* *Jim Meyer*
* *Paul Noran*
* *Laurie Peterson*
* *Cassie Rodriguez*

ADMINISTRATION, DEPARTMENT HEADS AND/OR LEGAL COUNSEL:

* *Kathleen Fisher, Executive Director*
* *Ric Leitheiser, Finance Director*
* *Gabriel Christenson, Property Manager*

**Description of Relationship(s):**

**Please Note: The name of any contractor with a potential conflict of interest will be disclosed at the Hebron Housing Services, 1166 Quail Ct. Suite 400, Pewaukee, WI 53072, meeting in which bids are discussed. Potential conflicts of interest will be reviewed in accordance with 24 CFR 570.489(h).**

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| --- | --- | --- | --- | --- |
|  |  |  |  |  |
| Printed Name of Individual |  | Title |  | Signature |
|  | | |  |  |
| Name of Business/Firm/Company | | |  | Date Signed [MM/DD/YYYY] |