

**REQUEST FOR PROPOSAL
FOR
CONSTRUCTION OF SINGLE-
FAMILY HOMES**

PROPOSAL COVER SHEET

(Builder) Company Name: _____

Address: _____

Telephone: _____ Email: _____

DUNS #: _____ EID or Federal ID #: _____

❖ **Number of Home Proposed for Construction:** _____

❖ **Properties for which this Proposal is Submitted:**

1402 Eickhof Blvd

❖ **Home Plans Submitted as Part of this Proposal (by name or number):**

Plan: _____ Plan: _____

The undersigned acknowledges and agrees that:

1. He/She is authorized to submit the attached proposal on behalf of the Builder entity, and is fully informed as to the preparation and contents of the attached proposal and all pertinent circumstances respecting such proposal;
2. The terms of the proposal are fair and proper and not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the proposing entity, or any of its agents, representatives, owners, employees, or parties in interest;
3. If selected, Builder and its representative(s) will negotiate in good faith to enter into a Contract for participation in the Project and that the proposal, along with all supplemental materials submitted and modifications mutually agreed through the course of the selection process, will form the basis for said Contract; and
4. Crookston Housing and Economic Development Authority (CHEDA) reserves the right to reject and/or table any or all proposals received, to enter into negotiations with more than one prospective Project participants prior to selection, and to engage in subsequent written proposal rounds with fewer than all submitted proposals considered.

Signature

Title

Printed

Date

SUBMISSION CHECKLIST:

- Proposal Cover Sheet (this document)
- Narrative of Experience
- (3) References
- 2022-2024 Home Construction Activity
- Evidence of Financial/Construction Capacity
- Proposed Home Plans & Specifications
- Base and Line-Item Option Pricing
- Commitment that prices submitted will remain in effect through 2025
- Schedule of Draws/Progress Payments
- Section 3 Compliance
- Proof of Builder's Risk & Workman's Compensation Insurance
- Warranty Information
- Copies of WBE/MBE/VBE and Other Certifications (if applicable)

I. OVERVIEW

The Crookston Housing and Economic Development Authority (CHEDA) is using a competitive *Request for Proposals* process to identify one builder for the **construction located at 1402 Eickhof Blvd.** This property is a vacant lot. Construction is to begin as soon as possible, with completion no later than August 30, 2025. Interested builders may submit proposals for the construction of at least two, or all of the planned new homes now, and may propose to do construction only to build homes.

Proposals are due on or before September 19, 2024. All questions regarding this *Request for Proposals* should be directed to:

Karie Kirschbaum, Community Development Director
Crookston Housing and Economic Development Authority
510 County Rd 71
Crookston, MN 56716
(218) 470-2000

II. PROPOSALS

IMPORTANT: All proposals must conform to the prescribed format and contain all required information and materials as outlined here:

1. Cover Sheet

All proposals must include a completed and signed Proposal Cover Sheet (attached herewith).

2. Experience

1. Provide a written narrative (2 pages max.) describing your company, its history and ownership, and its single-family residential construction and/or development experience, particularly highlighting, as applicable, any such experience with grant-funded affordable housing, partnership with community non-profits, and urban in-fill development.
2. Provide three (3) client references with contact information.
3. Provide a list of all single-family homes built/developed by your company from 2022 through 2024, including address, model name/number, size, construction price, completion date, and sales price/fair market value (if known). Optional: you may also attach up to twelve photos (3 sheets max) of homes constructed.

3. Capacity

- Indicate your normal construction time for a single home, from permitting to Certificate of Occupancy, what your production capacity is (i.e., how many homes can you have under construction at one time), and how your normal build time would be impacted if you did have multiple homes underway simultaneously.
- Provide corporate financial statements, letters of credit and/or other evidence that demonstrates your company's financial strength and capacity to participate in this initiative, undertaking construction of the number of homes proposed.

4. Home Plans

Proposing builders must submit home plans and specifications ("Plan") from which CHEDA may choose, on a lot-by-lot basis, for construction of planned new homes.

- All homes must be/have:
 - 1 or 2 stories
 - 1600 square feet or greater
 - 2-3 bedrooms
 - 2- Full bathrooms
 - Raised foundation, slab on grade and/or crawl space
 - Covered front porch
 - 2-car concrete parking pad on lot, connected to the house by a concrete walkway
 - Front foundation landscaping bed
- The following are desirable features that might be included as standard or as options in the Plans submitted:
 - 2-car attached garage with electricity and door opener
 - High-efficiency furnaces and water heaters
 - Fixture, lighting, door, cabinetry and flooring upgrade(s)
 - Alternative roof line/orientation
 - Contemporary exterior design alternative
 - Full front porch
 - Rear wood deck
 - Privacy fencing
 - Landscaping upgrade
 - "Green" or sustainable package that exceeds standard Building Code
- The home Plans submitted must be distinctly different. Plans differentiated only by a varied roofline, porch size, window style, or interior finish levels, for instance, will not be considered to have met this requirement. (Offering these and other things as options or alternatives to the various standard Plans is encouraged, however.)
- The home Plans submitted should take into account, and be compatible with, the physical and design context of the existing neighborhood housing stock

- Included for each Plan submitted must be a floorplan, with dimensions, elevation drawings of all four sides, a list of standard features, and construction specifications.
 - a. Only one set of garage plans needs to be provided if offered as a standard feature or an option for *all* homes to be built.
 - b. Only one set of construction specifications needs to be submitted if they are the standard specifications for *all* homes to be built.
- Home construction specifications shall be in conformance with the attached **CHEDA Construction Standards & Specifications**. All deviations in the construction specifications submitted from the CHEDA Construction Standards & Specifications shall be itemized in a separate document and ATTACHED TO THE Specifications submitted.

5. Pricing and Payment

Provide a separate pricing sheet for each of the Plans submitted that includes the following

- A firm, fixed-price cost for construction of the base/standard Plan, as submitted, and a line item list of all options with option pricing.
- An indication that the cost/pricing will remain in effect through the end of 2025.
- Contractor fee CHEDA Developer fee of set \$10,000.00

6. Marketing & Sales

- Unless otherwise indicated in this portion of your proposal, all proposals submitted will be considered for new home construction services only. In this circumstance, Builder(s) would construct homes for CHEDA, CHEDA would then be responsible for marketing and selling the home to eligible homebuyers.
- If your company is willing to provide services to assist CHEDA in the marketing and sales of its new homes, or is willing to undertake construction and sale of one or more model/spec home(s) itself, indicate such in this section of your proposal and detail the services and activities that would be provided or carried out.
 - Such services and activities might include, but are not necessarily limited to: Manning a sales model, holding open houses, printing and distributing flyers, promoting homes for sale and build opportunities to an existing clientele or customer base, holding homebuyer workshops, providing pre-purchase counseling or home ownership education to prospective buyers, and arranging or directly providing mortgage financing for the purchase of a home. Please contact the Director of Housing for this particular service.

7. Section 3 Compliance

Explain how you will meet federal Section 3 requirements by seeking to provide job training, employment and contracting opportunities for low- or very-low income residents in connection with your involvement in this project.

8. Attachments

All proposals must contain the following as attachments:

- Proof of General Liability, Risk, and Workers Compensation insurance coverage;
- Brochure or other materials providing an overview of the new home warranty to be provided (required) to the home buyer upon sale of the home by CHEDA, and the name and contact information of the company providing the warranty, for verification purposes.

III. SUBMISSION, REVIEW & SELECTION

A. Submission

Proposals are due by 2:00 pm, September 19, 2024. All proposals should be submitted to:

Karie Kirschbaum, Community Development
Director Crookston Housing and Economic
Development Authority
510 County Rd 71
Crookston, MN 56716

B. Review

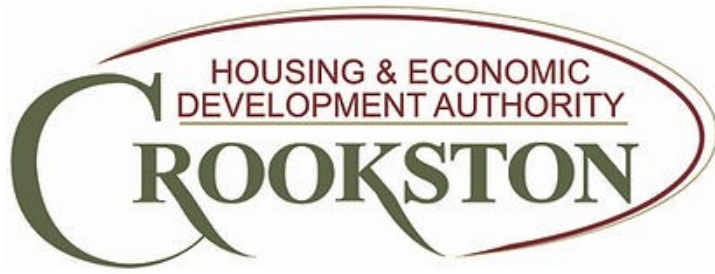
1. All accepted proposals will be thoroughly reviewed by CHEDA and will be considered on a variety of factors, including, but not limited to:
 - The architectural compatibility of the Plans submitted with the surrounding neighborhood housing stock;
 - The range of features, options, styles, sizes, and price points contained within the collective set of Plans submitted;
 - Any “green” or sustainable building features of the proposed homes;
 - The quality of the proposed homes to be built;
 - The pricing (cost to CHEDA) and value of the proposed homes;
 - The experience and track record of the builder, overall and specifically in the development of affordable single-family housing in traditional urban neighborhoods;
 - The builder’s financial strength and resource;
 - The builder’s production and financial capacity to undertake construction of multiple homes at one time;
 - Marketing & sales services provided to assist CHEDA Builder’s willingness to undertake construction and sale of a model/spec home itself;
 - Commitment and past successes in Section 3 compliance; and
 - Professional certifications (as applicable).

2. Proposing builders may be contacted by CHEDA for additional information, may be invited to meet with CHEDA representatives, and may be asked to revise plans or other materials submitted, as part of CHEDA review & selection process.

C. Selection

1. Final selection of one builder for this location at 1402 Eickhof Blvd is anticipated on or about September 24, 2024.
2. CHEDA intends to contract with the selected Builder for immediate construction of one spec home.

IMPORTANT: Late or incomplete submissions, and submissions by facsimile will not be accepted. CHEDA reserves the right to engage in discussions or negotiations with none, any, or all proposing builders as part of the review and selection process, to select or reject any or all proposals, and if deemed necessary, to engage in subsequent builder proposal rounds with fewer than all submitted proposals considered.



**2024 REQUEST FOR PROPOSALS
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CONSTRUCTION REQUIREMENTS AND STANDARDS

Builder is responsible for all construction and physical development homes as specified in this document and in conformance with all plans, designs, and specifications submitted by Builder as part of this 2022 Proposal/Bid process. This proposal/bid submission for home construction services shall constitute agreement in total by Builder to the requirements and standards contained herein by The Crookston Housing and Economic Development Authority(CHEDA).

1. General Conditions

- 1.1. Home plans are to be compatible in design and style with the existing housing stock in the area. CHEDA reserves the right to make such determination, and to reject any architectural plans or design proposals determined incompatible.
- 1.2. All plans submitted must include a minimum of three (3) bedrooms, two (2) bathrooms, and between 1,600-2,000 square feet of finished interior space. Bedrooms will be no smaller than ninety (90) square feet in size, excluding closet area, with the smallest room dimension no less than nine (9) feet. Each bedroom shall have a closet no smaller than six (6) square feet in size.
- 1.3. Home plans submitted must be suitable for lots of fifty (50) foot width and adhere to side setback regulations Front setback shall be similar to the homes on either side of the property.
- 1.4. Builder shall submit all architectural and engineering plans and copies thereof as requested by CHEDA. Plans must include room and overall home dimensions.
- 1.5. All requirements and standards must be included in a FIRM FIXED CONSTRUCTION PRICE submitted by Builder with Proposal/Bid, and shall become part of a NO-LIEN CONSTRUCTION AGREEMENT between CHEDA and Builder. Builder may not assign construction agreement to another party.
- 1.6. CHEDA shall select interior and exterior color schemes including, but not limited to, such items as paint, roofing, siding, trim, gutters, accents, carpet, and flooring within the range of choices provided for in Builder's plans and specifications submitted with Proposal/Bid. Builder shall deliver samples for such selections to the CHEDA office.
- 1.7. Builder shall consult with, and have approval from, CHEDA as to style and material choice before ordering or installing any item for which options or a range of selections are available in Builder's submitted plans and specifications.
- 1.8. Builder shall provide CHEDA a detailed list of all individuals and entities that have a contract with Builder to perform any portion of work at the site ("Subcontractor"), including names, addresses, Federal ID numbers, and dollar amount of subcontracts, with or prior to submission of final progress draw request.

- 1.9. Final payment will only occur after Builder and CHEDA sign the Certificate of Completion of Work Specifications.
- 1.10. Builder is responsible for exact measurements, materials, material quantities, and labor needed for bidding purposes. Bids must include all labor and materials to complete the job in a workmanship-like manner.
- 1.11. All costs to complete the Work described in these specifications and included on any drawings or plans should be included in these line items. Any scope of work Builder does not believe is covered, but is needed for a workman-like completion of the Work, should be discussed with CHEDA before submitting a Proposal/bid.
- 1.12. All materials used are to be new, of first quality and without defects, except in the case of repurposed, salvaged, or recycled materials used in finishes, trim, etc., which have been approved by CHEDA.
- 1.13. Change orders are for unforeseen circumstances or substantial changes to the Scope of Work only. All reasonable costs to complete the Work in the manner outlined in this document and submitted with Builder's Proposal/Bid are assumed to be included in the original contract.
- 1.14. CHEDA and applicable inspectors must approve all change orders before additional Work is started.
- 1.15. Builder is CHEDA "partner in the field" and Builder will work closely with CHEDA and homeowner to resolve any defects in materials or workmanship. Builder agrees to remedy any defect due to faulty material or workmanship and pay for all damage to other work resulting therefrom, which appear within one year from final payment.
- 1.16. Builder must be licensed by the State of Minnesota.
- 1.17. All utilities shall be placed in CHEDA name during the construction period and remain so until a Certificate of Completion is approved. Builder shall notify CHEDA before utilities are disconnected to avoid any interruption of service(s).
- 1.18. CHEDA must apply for, and obtain, all required Permits. CHEDA shall ensure proper zoning of building lot to allow permitting to proceed. Builder must comply with all rules of the permitting process as established by the City of Crookston.
- 1.19. All work shall be performed in the manner outlined in the Minnesota Residential Code and comply with any and all applicable Federal, State and local Codes and Ordinances.
- 1.20. Builder to provide all relevant home warranty information. Builder to assemble and collect applicable warranty information for all products installed by Builder. Such warranty information to be provided to CHEDA at final inspection or sales transaction closing, whichever occurs first.

2. **Site Work**

- 2.1. Builder will provide a plot plan based upon the footprint provided by a qualified Site/Survey Plan provider or subdivision plat plan and will provide staking of such footprint. Builder is responsible for reviewing and staking house on the lot per approved plat plan.
- 2.2. Builder is responsible for provision of drainage information and obtaining needed building permits. Builder shall provide final grade and seeding to achieve positive drainage away from structure and conform to approved drainage plan. Final grade of building floor shall be a minimum of 2ft or greater above curb line.
- 2.3. Property shall be kept free of debris during the construction process.

3. Concrete

- 3.1. Builder shall provide a spread footer (min. 16" x 8") including rebar reinforcement.
- 3.2. All steps at entries are to be concrete with a min. of a 3' x 3' landing at all entries. A wooden stoop or small deck may be substituted at either entry with the approval of CHEDA.
- 3.3. Builder shall provide concrete sidewalks that are a minimum of 36" wide and 4" thick from front entry/porch to city sidewalk and from front entry to front parking pad.

4. Masonry

- 4.1. Foundation is to be a crawlspace with concrete blocks (CMU) or poured concrete walls. Bids should include one and one-half courses of block (or approx. 12") above grade Adjustments to price shall be made if stipulated by CHEDA that more courses (exposure) are appropriate. Above-grade exposure may be adjusted according to neighborhood context and neighborhood design.
- 4.2. Builder is responsible for footer inspection by a City of Crookston Code Compliance inspector.
- 4.3. Builder is to install a sump pump pit and sump pump, per one and two family dwelling code.

5. Wood and Plastics

- 5.1. Builder is to supply and install a pressure treated sill plate per code (including sill sealer)..
 - 5.2. All framing to be done per code and must be inspected by a City of Indianapolis code compliance inspector prior to gypsum wallboard (drywall) installation.
 - 5.3. Trim package shall include paint grade wood trim throughout entire house, including closets and workrooms. All base trim to be a min. of 3-1/2" in height and all door/window casing to be a min. of 2 3/4" wide. All windows are to have a wood sill with return.
 - 5.4. All windows and doors shall have exterior trim to create a positive protrusion beyond siding;
Installed and caulked to be weatherproof. All fascia/gutter boards are to be wood with aluminum wrap, or of a composite/fiber-cement material.
 - 5.5. All exterior steps with three or more risers shall have a decorate handrail per code.
 - 5.6. Porch columns shall be a minimum of 6inch diameter round or square posts, primed and painted to match color scheme.
 - 5.7. Builder shall provide and install wooden or wire shelving with clothes rods in all closets including a shelf over the washer and dryer area and appropriate shelving in any linen closets.
- All bathrooms receiving (sheet) vinyl flooring shall have appropriate underlayment installed per manufacturer's specifications. Install a minimum of 4' x 4' area at front and rear entries.

6. Thermal and Moisture Protection

- 6.1. Builder to provide min. of R-49 insulation in the attic and a min. of R-21 insulation at all exterior wall conditions. Builder shall install a vapor barrier with gravel ballast in crawlspace. Insulate the crawlspace exterior walls with rigid extruded polystyrene insulation board min. of 2" thick, (cumulative R value of R21) adhered to foundation. Insulate band board around perimeter of crawlspace. House shall have solid ¼" sheathing (OSB or plywood) on all exterior walls. All exterior walls shall have either a Tyvec style air barrier or fanfold insulation installed per manufacturer's specifications prior to siding installation.
- 6.2. Builder shall install fire stop/caulk as required by code at all penetrations throughout house.
- 6.3. Builder to install minimum of 25-year asphalt shingles with appropriate vents for roof Shingle style and color selection by owner. Install roof "boots" as required at all roof penetrations.

7. Doors and Windows

- 7.1. Exterior doors to be prefinished, metal- or vinyl-clad, insulated doors with deadbolt. Front and rear door locks to be keyed alike. Owner's choice of half-light or solid 6-panel with peepsight. Builder to provide color/style option that match/complement exterior color scheme and owner to select color/style.
- 7.2. All interior doors to be six-panel doors with appropriate locksets and door stopes. No bi-fold or by-pass doors will be used without CHEDA approval.
- 7.3. Windows shall be for new construction with integral nail fins and have fully-fused, welded joints on both sash and frame. All windows to have energy-efficient 7/8" double pane glazing and screen. All bedroom windows shall meet egress requirements by code. Install windows with tempered glass as required per code. Windows installed in bathrooms shall have opaque glass.

8. Interior Finishes

- 8.1. Install minimum of ½" gypsum wallboard (drywall) on all walls. Install minimum of 5/8 gypsum wallboard (drywall) on all ceilings. Drywall to be smooth finished on all walls, including closets. Provide/apply a lightly textured finish on all ceilings except bathrooms.
- 8.2. Water-resistant drywall to be used where appropriate in all bathrooms.
- 8.3. All faucets to be approved by CHEDA.
- 8.4. Kitchen sink to be stainless steel finish. Quality to be approved by CHEDA.
- 8.5. Paint shall be Porter or equal. Semi-gloss in all bathrooms and on all trim, satin or eggshell on all other walls and ceilings, including closets.
- 8.6. Builder to bid waterproof flooring for all bathrooms, laundry areas and kitchens, including a minimum of 4' x 4' area at front and rear entry. Owner's choice of style and color. All other areas to receive carpet and pad. Builder shall bid medium grade FHA approved carpet and pad, owner's choice of color. Builder to provide and install all termination strips.
- 8.7. Minimum builder appliance package included in Proposal/Bid to include Energy Star recirculating range hood, and garbage disposal.

9. **Specialties**

- 9.1. Builder to provide and install mailbox located on latch side of front entry door.
- 9.2. House numbers shall be installed on a 1" x 8" exterior grade board. House numbers to be appropriately-sized at front and rear entries as required per city ordinance.
- 9.3. All bathrooms to have a minimum of 2 towel bars, toilet paper holder, and shower curtain rod (all accessories are to have chrome finish). Towel bar to be attached to a 1" board that has been primed, painted and securely attached to framing members. Provide mirror above vanity in each bathroom.
- 9.4. Medicine cabinet to be a minimum of 16" x 20" with 3 shelves. If medicine cabinet has a power outlet, it must be GFCI protected.

10. **Furnishings**

- 10.1. All cabinets shall have solid wood fronts.
- 10.2. All counter top surfaces shall be approved by CHEDA.
Builder to provide three (3) color/finish choices to CHEDA for selection. All countertops and backsplashes shall be neatly caulked at wall conditions.

11. **Mechanical**

- 11.1. All water supply lines shall be appropriately sized copper or PVC piping, with ball type, "1/4 turn" shut-off valves accessible at all plumbing fixtures. A main shut-off for the entire house shall be conveniently located in the utility room with a full-flow ball type shut-off valve
- 11.2. All plumbing fixtures shall be metal-bodied or equal with chrome finish.
- 11.3. Builder to install a 40 gallon 80 % high efficiency power vent water heater with overflow plan, as required by code.
- 11.4. Gas lines shall be run to all appliances in house to include, but not limited to stove, furnace, water heater, and dryer with appropriate drip legs per code.
- 11.5. Builder shall include in total price the cost of installing a new sewer and water supply lateral as a line-item cost in Proposal/Bid submitted, and provide for cost reduction or credit should lateral replacement not be required. No change orders for lateral replacement shall be approved.
- 11.6. Builder to provide new meter pit for water service and exterior clean out for sewer service.

HVAC

- 11.7. HVAC system shall have rigid/metal duct supplies with return air ducts at each room. Ducts in the crawlspace are to be insulated.
- 11.8. Builder to supply and install 90% AFUE gas furnace appropriately sized for the house. Furnace is to be vented as required per code and meet combustion air requirements.
- 11.9. Builder to supply and install air conditioner appropriately sized for the house. Air conditioner condensing unit shall be bolted securely to a concrete pad and a locking cage is to be included. Builder will not install unit until directed by CHEDA in conjunction with sales transaction.

12. Electrical

- 12.1. Builder to wire house to current National Electric Code and State of Minnesota Code. On home with all poly water services, electrical system must be grounded with two copper grounding rods.
- 12.2. Builder to provide co-axial cables complete with connection in master bedroom, and living room.
- 12.3. Builder to provide one (1) overhead light or fan/light fixture controlled by a switch in each room.
- 12.4. Builder to provide one (1) exhaust fan/light combination fixture in each bathroom.
- 12.5. Builder to provide one (1) wall-mounted light fixture over vanity in each bathroom
- 12.6. Builder to provide a doorbell at front and rear entries to the house.
- 12.7. Builder to provide an exterior light at front and rear entries. Light to be installed on latch side of entry door(s).