



The Primavera Foundation, Inc.

**REQUEST FOR PROPOSAL
FOR
QUALIFIED CONTRACTOR SERVICES**

**FOR THE RENOVATION OF WINDOWS & FLOORING
AT THE
GREYHOUND APARTMENTS**

**3001 S. 4th Ave.
Tucson, AZ 85713**

TIMELINE

**PRE-BID MEETING & SITE VISIT REGISTRATION FORM DUE TO PRIMAVERA
BY: SEPTEMBER 27, 2018**

MANDATORY SITE VISIT: SEPTEMBER 28, 2018 @ 9:00 a.m.

**BID DUE DATE: OCTOBER 12, 2018
CLOSING TIME: 4:00 p.m.**

NOTIFICATION OF BID AWARD: OCTOBER 16, 2018

PRE-CONSTRUCTION MEETING: OCTOBER 23, 2018

PROJECT START DATE: OCTOBER 29, 2018

PROJECT COMPLETION DATE: DECEMBER 21, 2018

DESCRIPTION OF SERVICES REQUIRED

The Primavera Foundation, Asset Management Department, is seeking qualified contractors for the replacement of windows and rehab of flooring at the Greyhound Apartments located at 3001 S. 4th Ave.

This project is funded through a federal Community Development Block Grant, and therefore subject to Federal Labor Standards, including the Davis-Bacon Act. A mandatory preconstruction meeting with the awarded contractor and subcontractors will be required prior to the issuance of any Notice To Proceed for this project.

All contractors/subcontractors must be registered with sam.gov and not be suspended or debarred from contracting for Federal monies to qualify for this project. Registration will be verified prior to contractor selection.

The selected contractor/s is required to have a business license from the City of South Tucson before a contract with Primavera may be signed. The process for obtaining the license will be reviewed at the mandatory pre-bid site meeting.

This project is funded through a federal Community Development Block Grant, and therefore subject to the Davis-Bacon Act. A mandatory preconstruction meeting with the awarded subcontractors will be required prior to the issuance of any Notice To Proceed for this project.

The services to provide include but are not limited to the following:

- Provide contractor management services during construction/rehab including but not limited to obtaining permits and permit drawings, scheduling inspections, coordinating scheduling, and providing construction cost estimates, phasing plans and related schedules where applicable;
- Oversee and maintain quality control;
- Maintain proper safety practices in accordance with OSHA standards;
- Communicate work schedule with designated Primavera staff;
- Comply with the Davis-Bacon Act including providing required paperwork and acceptable certified payrolls;
- And ensure demo and disposal of materials/debris in code legal dump and manner, recycling when possible and submit all dump tickets.

The selected firm/s will be expected to work collaboratively with Primavera and shall have previous experience in the applicable trade/s as it relates to the scope of work, follow applicable local, state, and federal codes, and be licensed, bonded, and insured.

BRIEF DESCRIPTION

The Greyhound, owned and managed by The Primavera Foundation, was built as a motel in 1947 and until recently, was an emergency shelter for 17 families. Located in the City of South Tucson, the Greyhound is being transitioned into affordable rental housing for low income individuals.

The buildings consist of 17 similar units with kitchenettes and one standalone unit attached to the property office. The units are arranged in a "U" shape with the standalone unit/office in the middle of the "U". There are 8 units in the main wing of the facility which is on the east side of the complex. Five units are on the south side and four units are in the north side of the complex. Each unit has a kitchen area, a clothes closet, and a large double hung picture window. All units have bathrooms which consist of a lavatory, a built-in shower compartment and a toilet. The individual units are approximately 14' x 23' or 322 sq. ft. and the bathrooms are 5' x 6' or 30 sq. ft. There is also a laundry room on the property that serves the entire complex and a maintenance/storage area. Access to the grounds is by concrete slab sidewalks on grade serving the entry to each unit. Additionally there is a covered patio area, approximately 400 sq. ft. that can be used for small gatherings. The total area for the facility is 7,404 square feet.

- **Walls:** Exterior walls are 8-inch concrete block construction. Interior walls are 2x4 wood frame.
- **Floors:** The floors are concrete slab on grade.
- **Roof:** The roof is composition roll roofing over tongue and groove sheathing over 2 x 4 wood trusses at 24 inches on center.
- **Doors:** The exterior doors are solid core wood. Exterior doors share door-jamb with metal frame screen/security doors. Interior doors are solid core wood.
- **Windows:** All windows are aluminum frame double hung windows with wrought-iron security enclosures attached to the building exterior.
- **Finishes:** Interior walls and ceilings are plaster on lathe. Floors are either vinyl or painted concrete slab on grade.
- **Exterior Walks:** Exterior walks are concrete slab on grade throughout the property.
- **Hardscape:** There is a large covered patio (approximately 361 sq.ft.) with masonry walls and a concrete slab floor on grade.
- **Security System:** There is a wrought iron fence surrounding most of the property and chain-link fencing on the remainder.
- **HVAC:** Cooling and heating is provided by mini-split systems.
- **Water:** Seven 40 gal. gas water heaters provide hot water to the units.
- **Electrical System:** The service is 230 Amp.
- **Safety Equipment:** There are three (3) fire extinguishers attached to the outside of the buildings. One is on units 1-3, one is on the patio, and one is on units 14-18.

SCOPE OF WORK - WINDOWS

The scope of work includes but is not limited to the following:

- Replace exterior windows with vinyl framed, dual pane, energy efficient windows.

SCOPE OF WORK – FLOORING

The scope of work includes but is not limited to the following:

- Repair the cracks and chips in flooring material using elastomeric partial fill and seal, or similar type flooring sealant, and coat with a durable polymer flooring coating; same or similar to existing floor coating in unit #19.

Note: Wherever feasible, it is expected that energy efficient/"green" strategies will be utilized including the use of low VOC content products, non-toxic adhesives, energy efficient equipment, that penetrations will be sealed to prevent air leakage and pest infestation, etc.

SUBMITTAL INFORMATION

To be considered for this project, the following items shall be submitted:

1. Statement of Qualifications (SOQ), portfolio, or similar including the following:
 - Firm name, address, and brief history;
 - Services to be provided by your firm;
 - Services to be provided by outside subcontractors including name and license number;
 - Related experience describing projects of a relevant scope and nature with date of completion;
 - State of Arizona licenses as applicable;
 - At least three specific references that may be contacted including name, title, company affiliation, mailing address, email address;
 - And identification of a lead management person who will have day-to-day responsibility for this project. This person should have the demonstrated experience *and* time available to manage the entire project.
2. Proof of General Liability Insurance in an amount no less than \$1,000,000 each claim and \$1,000,000 aggregate.
3. Proof of Business Automobile Liability Insurance in an amount no less than \$1,000,000 Combined Single Limit.
4. Proof of Worker's Compensation Liability in an amount no less than \$1,000,000 Each Accident, \$1,000,000 Disease-Each Employee, and \$1,000,000 Disease-Policy Limit
5. Statement of work.

All information shall have been updated within the past three (3) months.

Interested parties may bid on one or all components (windows and/or flooring) of the project. Bids are due no later than 4:00 pm on October 12, 2018. Late submittals will not be accepted. You will be notified by email or phone by October 16, 2018 of Primavera's selection of a firm/s. Interested parties shall email or deliver sealed, completed submittal packages to:

The Primavera Foundation
151 W. 40th Street
Tucson, AZ 85713
Attn: Denise Taub & Brian McGrath

dtaub@primavera.org
bmcgrath@primavera.org

Note: If emailing your bid, please ensure your bid is received by requesting an email delivery receipt.

PRE-BID MEETING & SITE VISIT

A mandatory pre-bid meeting and site visit will be held at 3001 S. 4th Ave., Tucson, AZ 85713 at 9:00 am on September 28, 2018. Clarification of this RFP along with additional

information and specifications will be provided at this time. Please do not contact the office with questions.

RANKING CRITERIA

Primavera reserves the right to designate submitting firms as qualified and to prepare a list ranking those designated as qualified on the basis of Primavera's determination, in its sole discretion, in the best interests of Primavera and the project. Although there is a limited budget and price is a significant consideration, Primavera reserves the right to select the firm that it believes will provide the overall best value and best meet the project objectives even if that firm is not the lowest bidder.

TERMS AND CONDITIONS - NON-DISCRIMINATION

In conjunction with the applicant's provision of the contemplated contracting services, the applicant shall agree not to discriminate against any employee or applicant for employment because of race, color, religious creed, age, marital status, national origin, sex, sexual orientation, gender identity or gender expression, intellectual disability, or physical disability (unless it is demonstrated by the applicant that such intellectual disability or physical disability prevents the applicant's performance of services contemplated under this RFP). Additionally, such non-discrimination provision shall include, but not be limited to, employment, promotions, demotions, transfers, recruitment and recruitment advertising, layoff or termination, compensation, and selection for training. The applicant shall agree to take affirmative action to ensure equal employment opportunities.

RIGHTS RESERVED

The Primavera Foundation, Inc. reserves the right to (i) amend, modify, or withdraw this RFP, (ii) revise any requirements of this RFP, (iii) require supplemental statements or information from any respondent of this RFP, (iv) accept or reject any or all responses to this RFP, (v) revise the schedule to advertise, receive and review responses to this RFP, (vi) renegotiate or hold discussions with any applicants to this RFP and allow such applicant/s to correct deficient responses which may not completely conform to the instructions contained herein, or immediately eliminate such responses which are incomplete or unresponsive to this RFP, (vii) accept the lowest responsible proposal, (viii) consider alternatives, (ix) pursue any and/or all ideas generated by this request, (x) alter any timelines, and (xi) cancel and reissue, in whole or in part, this RFP. Responses to this RFP shall be prepared at the sole expense of the applicant and shall not be reimbursed. Additionally, responses to this RFP shall not obligate Primavera to procure any of the services described herein from such applicants. Primavera also reserves the right to waive as informality any irregularities, minor errors and/or omissions in content and form in submittals other than late submissions, to permit the correction of minor clerical errors, request additional or supporting documentation, and to waive any requirements of this RFP when it determines that waiving a requirement is in the best interest of Primavera.



The Primavera Foundation, Inc.

REGISTRATION FOR PRE-BID MEETING & SITE VISIT

NOTICE TO RESPONDENTS

PLEASE RETURN THIS SECTION UPON RECEIPT

Please fill in the requested information below to register for the pre-bid meeting regarding the property improvement project for the Greyhound. If your firm is interested in participating, this sheet needs to be completed and returned, faxed, or e-mailed by September 27, 2018 to:

Brian McGrath
Director of Facilities Management
Primavera Foundation
151 W. 40th Street
Tucson, AZ 85713
Fax: (520) 308-3127
e-mail: bmcgrath@primavera.org

Name of Firm: _____

Address: _____

City, State, Zip: _____

Telephone Number: _____ Fax Number: _____

E-mail: _____

Name and phone no. of representatives from your firm who will be attending:

Name (Print)

Phone #
