

AMENDED REQUEST FOR PROPOSALS

Preconstruction Services

RFP #15-2010

AMENDED: July 15, 2010

PROPOSALS DUE: July 23, 2010 at 4:00 pm

TO: Preconstruction Services Consultants
FROM: Liz Wolfert, Planning Assistant
RE: Request for Proposals for Preconstruction Services for the High Mar Redevelopment Project

Request

As part of the redevelopment of the High Mar property located at 4990 Moorhead Ave. in Boulder, Colorado, Boulder Housing Partners (BHP), in partnership with Morgan Creek Ventures (MCV), is seeking to obtain preconstruction services including, but not limited to, cost estimating, value engineering, constructability analysis, schedule preparation, **and** design/contract document review, ~~and bid phase assistance~~. It is BHP's desire that the successful preconstruction services consultant (Consultant) will support and enhance our highly collaborative design process. Project construction costs are estimated at \$7-8 million.

Due Date and Process

Proposals are due to BHP's offices below no later than 4 pm on July 23rd. Please provide three hard copies of your proposal, and one electronic copy, and deliver or mail to the following contact and address:

Boulder Housing Partners
4800 Broadway
Boulder, CO 80304
Attention: Liz Wolfert
Re: High Mar Preconstruction Services Proposal
wolfertl@bouldercolorado.gov

Proposals will be reviewed and short listed finalists may be invited for interviews the week of July 26, 2010. Final award decisions will likely be made by the week of August 2nd, 2010. All known respondents will be notified of the results of the process as soon as possible.

Any substantive clarifications requested by one respondent will be shared with all known potential respondents and posted on BHP's website at www.boulderhousingpartners.org → Bids and RFPs. The deadline for clarifications is 5:00 pm on July 16th. Questions and answers will be posted on BHP's website by 5:00 pm on July 19th. Please submit your questions in writing to wolfertl@bouldercolorado.gov.

Background and Anticipated Schedule

High Mar's Concept Review application, including a conceptual site plan and conceptual architectural character sketches, was submitted to the City's Planning Department on April 19, 2010. The project's Planning Board hearing occurred on June 3, 2010. BHP anticipates submitting the Site Review application on September 6, 2010. Barring any unforeseen delays, BHP currently anticipates the following project schedule:

July 2010 – November 2010

Site Review

Schematic Design through approximately 25% Design Development

November 2010 – February 2011

Technical Documents

Design Development through approximately 50% Construction Documents

February 2011 – May 2011

Building Permit

90% Construction Documents

June 2011

Begin vertical construction

100% Construction Documents

Site Summary

High Mar is a 2.19 acre site located in south Boulder at 4990 Moorhead Avenue near the intersection of Moorhead Avenue and Table Mesa Road. In 1993, the High Mar Recreation Association, which operated High Mar as a private swim and tennis club, was no longer interested in operating the facility and sold the land to BHP. The site is zoned RH-5 (High Density Residential). A maximum of 59 residential units can be built under the current zoning. The following affordable housing covenant is in place on the property:

- 40% of units the (23 units) at or below 50% of the Area Median Income (AMI);
- 40% of units the (24 units) at or below 40% of the Area Median Income (AMI); and
- 20% of the units (12 units) with unrestricted rents

BHP is assessing whether to target High Mar as a family-oriented or an age-restricted (62+) senior community. BHP anticipates making a target population determination by July 16th 2010.

BHP Summary

BHP is the housing authority for the City of Boulder, a quasi-governmental organization created in 1966 by the City Council of the City of Boulder. It was established as a housing authority under state law to provide safe and sanitary housing to low and moderate income households in the City of Boulder. In 2004 the organization changed its name to Boulder Housing Partners. BHP owns and/or manages over 1,500 dwelling units in the City of Boulder including several hundred Section 8 Housing Vouchers. BHP is also an experienced developer of affordable housing.

MCV Summary

Morgan Creek Ventures acquires and develops office/mixed-use and residential properties in urban areas. MCV is active in Denver and Boulder, Colorado as well as San Francisco, California. In the past few years, MCV has been involved in the acquisition, development or renovation of more than 435,000 square feet of mixed-use projects and 375 residential units.

Additional Information and Attachments

Please see the BHP High Mar website for additional information about the project including, but not limited to:

- Vicinity Map
- Aerial Photograph
- Site Photographs
- Geotechnical Report
- Phase I Investigation
- Preliminary Civil Plans
- Survey
- Concept Review Application Materials

Proposal Format

Proposals shall provide a comprehensive, but concise summary of qualifications and capabilities to satisfy the requirements of the RFP. Proposals shall adhere to the following format for organization and content:

- Cover Letter
- Table of Contents
- Evaluation Criteria (in the order listed below)
- Exceptions/Clarifications

Scope of Work

Design Phase Services

BHP intends to enter into a contract with the Preconstruction Services manager before the completion of the Schematic Design Phase. During the design phase, the Consultant shall work closely with BHP and the Project Architect on the tasks described in the following sections:

A. Schematic Design, Design Development and Construction Documents

The Consultant shall work with the Architect in reviewing and developing the contract documents, taking into account the quality of materials and equipment, to ensure an efficient design and the reduction of lifecycle costs. In addition, the Consultant shall participate in design decisions by providing information, estimates, schemes, and recommendations regarding construction materials, methods, systems, phasing, and costs that shall provide the highest quality building within BHP's proposed budget and schedule.

B. Phasing and Scheduling

The Consultant shall provide phasing and project schedule analysis at each of the major design milestones including all of the preconstruction, bidding, entitlement, regulatory agency permits

and other project-related scheduling issues and activities. Consultant shall update the schedule as necessary to reflect the most recent project developments.

C. Value Engineering (Analysis)

At each of the major milestones the Consultant shall value engineer all building systems and conduct a life cycle analysis for major building elements.

D. Constructability Review

The Consultant shall check the documents for completeness and coordination and make recommendations to the Architect and BHP and/or BHP's Representative. ~~Constructability reviews shall occur at approximately 50% and 95% Construction Documents.~~ Constructability reviews shall occur at the end of Schematic Design, Design Development and approximately 50% Construction Documents.

E. Cost Control Management

In conjunction with the Architect, the Consultant shall prepare and evaluate a cost estimate and evaluate the estimate against the construction budget. The Consultant shall recommend, if necessary, the appropriate action to correct and/or avoid potential cost overruns. ~~The Consultant shall provide full and complete estimates at 50% and 100% Construction Documents.~~ The Consultant shall provide full and complete estimates at the end of Schematic Design, Design Development and approximately 50% Construction Documents. Estimates are to be in a format acceptable to BHP. Authorization to proceed with the next step in the design process is contingent on the acceptance of the building cost estimates as compared to BHP's construction budget.

At its cost, BHP may request an independent review of the Consultant's detailed estimate to confirm quantities, costs or rates shown. The Architect also may undertake his own independent, complete estimate at any phase. If the Architect's independent estimate, or review of the Consultant's estimate, significantly differs from the Consultant's estimate, the Architect and Consultant shall meet and resolve the differences, and then present one common, agreed upon cost estimate to the Owner. At Schematic Design Phase, the difference between the Architect's and Consultant's estimate shall be five percent (5%) or less. At Design Development, this difference shall be two and one-half percent (2.5%) or less.

~~If the direct cost portion of the Estimate of Construction Cost exceeds the construction budget at the 95% CD estimate, then the Consultant shall value engineer the project back within the construction budget at the Consultant's cost.~~

F. Approvals

The Consultant shall monitor all regulatory approvals required during the design phase.

~~**G. Bid Phase Services**~~

~~The Consultant shall perform all of the services described below:~~

- ~~• Finalize the prime contractor bid packages, develop the bidding schedules and prepare for bidding;~~
- ~~• Assist with the prequalification of potential bidders;~~
- ~~• Arrange and conduct pre-bid meetings and walk thrus for bidding contractors (prime and subcontractors);~~

- ~~On the Scheduled Bid Date and within the following days:~~
 - ~~Attend and participate in the bid opening;~~
 - ~~Conduct Pre Award Conferences to review and analyze at least two low bidders for complete scope inclusions;~~
 - ~~Verify low bidder's qualifications; and~~
 - ~~Make contract award recommendations to the Client.~~
- ~~Once the client approves the contract award recommendation:~~
 - ~~Issue letters of intent to the prime contractors (this will start the submittal process); and~~
 - ~~Generate and review for execution the prime contractors' agreements.~~

H. Project Design

The Consultant shall not be responsible for the correctness or design completeness of the technical design of the project or the technical interpretation of design issues. These responsibilities shall be performed by the Architect under a separate agreement with BHP. The Consultant shall coordinate and cooperate with the Architect.

Proposal Evaluation Criteria

Each proposal will be independently analyzed by members of an evaluation team comprised of BHP's representatives. The evaluation team will analyze the firm's experience, qualifications, professional content, and proposed work methodology to ensure that BHP's needs will be met. The evaluation team may choose to interview 3-5 proposers.

1. Project Experience (20 points)

Provide information for two projects *with a similar size and scope* and completed within the last five (5) years that demonstrate the proposer's ability to act as a Preconstruction Services Consultant. Briefly include:

1. A Project Description cover sheet for each project submitted.
2. For each Project, describe the processes used to:
 - Provide design coordination and feedback to the Architect,
 - Address and incorporate review and constructability issues into the design, and
 - Provide cost estimating and value engineering, explaining how issues were addressed and used to revise and/or develop the Architect's design to meet the project construction budget.
 - Finally, in this section, provide reference information for the project owner, the owner's representative and the architect. Briefly describe each reference's role and responsibility and everyday interaction with your project team.
3. Your experience with modular construction and any concerns or issues you've experienced with this construction method. Based on your past experiences, do you think this would be an appropriate construction method for High Mar? Why or why not?
4. Your experience working with the City of Boulder to facilitate site review and building permit review. Give specific examples of questions and concerns raised by the City that you have effectively managed and/or resolved. If you haven't worked with the City of Boulder in the past, provide examples of similar experiences in other jurisdictions.
5. Your experience with ARRA, CHFA and HUD-funded projects, including experience with Federal requirements (i.e Davis Bacon wages, Uniform Relocation Act, NEPA Environmental Assessment, etc.).

6. Your experience with the following: Enterprise Green Communities Checklist and the City of Boulder Greenpoints requirements.
7. Your past experience working for affordable housing authorities. Please include brief answers to the following questions:
 - What is unique about working for affordable housing authorities and/or non-profit clients?
 - What do you see as unique about affordable housing projects?
8. Give examples of products, assemblies, or processes you have suggested in the past that have saved your clients money with no sacrifice in quality, delivery, or function.
9. Your experience with ADA-compliant age-restricted senior housing. Give specific examples of design or construction issues related to senior apartments that you don't typically find in other housing types. How have you addressed these issues in past projects?

1. Project Organization, Personnel Experience and Qualifications (20 points)

Provide information for the organization of the project staff that will be used to successfully deliver this project. Describe the qualifications of key personnel and how the team will be managed. At minimum, include the following:

Project Organization

Provide an organization chart that defines the project management and staffing plan – key personnel - for the project and include:

- Each position within the project organization and the role and responsibilities of the individuals, and
- The number(s) of individuals that may be acting in the same position.

Personnel Experience and Qualifications

Each proposer shall submit résumés demonstrating the qualifications of key personnel. Résumés shall include but not be limited to:

- Experience on projects of similar size, scope, complexity and budget;
- Experience with projects where interaction during the design phase with the design Architect is demonstrated;
- Professional certifications and technical expertise;
- Indicate whether the key personnel have worked together on previous projects and list that project information including owner contact information; and
- Identify each key person's current commitments and their availability to begin this project. If a person will be working multiple projects identify the percentage of time they will be assigned to complete the project tasks on this job.

2. Project Approach (40 points)

In response to the RFP, demonstrate the project work plan indicating a clear understanding of the objectives and include at a minimum:

Preconstruction Services Narrative (limited to 2 pages):

- Your approach to:

- Review and develop the design and construction documents with BHP and the Architect;
- Assess materials and equipment during the design to define minimum life-cycle costs;
- Participate in the design, design review, constructability review, estimating, value engineering and scheduling regarding construction methods, materials, systems, phasing, and costs;
- The process to identify and incorporate opportunities for sustainable design features, their cost effectiveness, and how sustainability, or high performance building design, will be integrated into the project; and
- The process for developing bid packages to define distinct trade packages and provide a competitive bid environment with logical scopes of work.

Preconstruction Quality Control Plan (limited to 1 page):

- Your process to:
 - Identify constructability issues;
 - Review the coordination of building system design;
 - Identify construction detailing clarifications using trade best practices approach and previous project knowledge; and
 - Recommend alternative materials and/or methods to meet the intent of the Architect’s design and maximize the project budget.

3. Construction Schedule and Project Plan (10 points)

Each proposer shall be responsible for developing and providing a construction schedule illustrating the tasks and resources necessary to accomplish the work commencing with the Notice to Proceed for the Preconstruction Services and ending with the completion of construction/close-out.

Provide a construction schedule (limited to 1-11x17) and a narrative project plan (limited to 1 page) that incorporates both the preconstruction services and construction phase and includes the following:

- A CPM schedule that integrates the proposed design schedule and identifies when you would recommend design reviews and their durations;
- Illustrates an understanding of the City of Boulder process, design process, building permit process and required project approvals and durations for review;
- Milestones of approval and activity links within the construction schedule;
- Identifies and sequences critical submittals/shop drawings and activities as they relate to the progress of trade work; and
- Proposed tasks by discipline for each trade.

4. Consulting Fee Proposal (10 points)

The proposer shall provide a consulting fee proposal.

Additional Information

Proposer’s Cost

Each proposer responding to this RFP acknowledges and agrees that the preparation of all materials for submittal to BHP and all presentations, related costs and travel expenses are at the proposer’s sole expense, and BHP is not, under any circumstances, responsible for any cost or expense incurred by the

proposer. In addition, each proposer acknowledges and agrees that all documentation and/or materials submitted with their RFP shall remain the property of BHP.

Selection Process

Due to the aggressive project schedule, the top ranked firm will be informed in a timely fashion and should commence work following execution of the preconstruction services agreement. In the event contract award is unsuccessful with the selected proposer, BHP may choose to award the contract to the next proposer in the ranking.

Irregularities

BHP reserves the right to accept or reject any or all proposals, to alter the selection process in any way, to postpone the selection process for its own convenience at any time, and to waive any defects in the RFP.

Non-Binding

This RFP, and any interview process, if required, shall in no way be deemed to create a binding contract or agreement of any kind between BHP and the proposers.

Agreement

The selected proposer will be required to sign an agreement with BHP to perform preconstruction services, and the amount of the agreement will be the portion of the fee proposed for preconstruction services. The agreement shall be signed by the selected proposer and returned, along with the required submittals, to BHP within fourteen (14) calendar days of written intent to accept proposal notice. No agreement shall be binding upon BHP until it has been executed by the proposer and BHP.

Insurance

Upon award of a contract for preconstruction services, Contractor must be able to provide evidence of procurement, and the ability to maintain at its own expense and without cost to BHP, the following kinds and minimum amounts of insurance for purposes of insuring the liability risks which the Contractor has assumed until the contract has expired or is terminated:

Commercial General Liability

Coverage: \$1,000,000 single occurrence/ \$2,000,000 general aggregate

Commercial Automotive Liability

Coverage: \$1,000,000

Workers' Compensation / employer's liability

Coverage: Requirements set forth in statute

Professional liability

Coverage: Not applicable

Contractor is responsible for assuring that any subcontractors involved in the scope of services (if any) also carry the minimum required insurance coverage in full force and effect until final acceptance of all work.

Rejection of Proposal

BHP may reject any or all proposals and may waive any immaterial deviation in a proposal. BHP’s waiver of an immaterial defect shall in no way modify the RFP documents or excuse the proposer from full compliance with the specifications if awarded the contract.

Failure to Execute the Agreement

Failure to execute the agreement within the timeframe identified above shall be sufficient cause for voiding the award. Failure to comply with other requirements within the set time shall constitute failure to execute the agreement. If the selected proposer refuses or fails to execute the contract, BHP may award the contract to the next qualified, highest-ranked proposer.

Disposition of the Proposals

Proposals become the property of BHP. The information contained in all proposals shall be held confidential to the extent permitted by law, except that the Total Fee Percentage, separately submitted as part of the Fee Proposal Package of each proposal, shall be publicly opened and read after the Total Quality Points have been tabulated and published. Proposals will become public upon execution of the Preconstruction Phase service agreement with the successful Proposer. All materials, ideas, and formats submitted in response to this RFP will become the property of BHP upon receipt and may be returned only at BHP’s option.

Cancellation

While it is the intent of BHP to award to the successful proposer, this solicitation does not obligate BHP to enter into an agreement. BHP reserves the right to cancel this RFP at any time, should BHP lose the required funding or it is in the best interest of BHP. No obligation, either expressed or implied, exists on the part of BHP to make an award or to pay any costs incurred in the preparation or submission of a proposal in response to this RFP.

Contact Information

For Project Specific Information:

Liz Wolfert, Planning Assistant
Phone: (720) 564-4619
Email: wolfertl@bouldercolorado.gov

TERMS AND CONDITIONS FOR REQUEST FOR PROPOSALS

1. BHP may select none or more than one of the responses for further consideration. Because of the mix of criteria necessary for a development partner, BHP reserves the right to make its selection on a variety of factors which may not all be measured objectively.
2. Responding to this solicitation does not guarantee that any work will be directed to the respondent.
3. The Board of Commissioners of BHP reserves the right to reject any and all RFPs, to waive any informalities or irregularities therein, and to accept the proposal that, in the opinion of the Board, is in the best interest of BHP.
4. Respondents are expected to examine the qualifications, schedule of delivery, and all instructions; failure to do so will be at the respondent's risk. Further, each respondent shall furnish all of the information required in the RFP.
5. BHP's standard services contract is included with this RFP. Respondents are required to review this contract carefully prior to submission of a proposal.
6. No submittal shall be withdrawn for a period of thirty (30) days subsequent to the opening of qualifications without the consent of BHP.
7. Late or unsigned responses will not be accepted or considered. It is the responsibility of respondent to insure that the statement of qualifications arrives in the offices of BHP prior to the time indicated in the RFP.
8. BHP reserves the right to share all completed work with potential investors and lenders for the project.
9. Any interpretation, correction or change of the RFP documents will be provided to all known potential respondents by email as appropriate and at the sole discretion of BHP.
10. Confidential/Proprietary Information: Information and Materials submitted in response to this RFP are subject to the provisions of the Colorado Public (Open) Records Act, 24-72-201 et.seq. C.R.S., as amended. Any restrictions on the use or inspection of material contained within the RFQ should be clearly indicated, as well as a brief description of the basis for the confidentiality (financial statements, trade secrets, etc) in the response to the RFP.
11. BHP will open all RFPs received on or after the scheduled time. RFPs are not generally opened in a public setting. As, and only if necessary, the name of the respondent is the only public information that will be mentioned following the opening of the RFP; all other information contained in the proposal may disclosed after the completion of the selection process.

Please note the following:

- Overnight, Express and Priority Mail should be directed to the above street address.
- All RFPs must be received by the date and time noted above.
- Any RFPs received after due date and time will be returned unopened.
- No faxed RFPs will be accepted.