

**REQUEST FOR PROPOSALS  
MATERIALS TESTING VENDORS  
RFP #07-2010  
Monday March 15, 2010  
PROPOSALS DUE: Friday March 26, 2010 at 4:00 pm**

**TO:** Materials Testing

**FROM:** Lindsey Moss, Project Assistant  
Laura Sheinbaum, Assets Project Manager

**RE:** **Materials Testing for Construction of the Red Oak Park Redevelopment Project**

**Request**

As part of the development of the Red Oak Park affordable housing community located at 2637 Valmont Road in Boulder, Colorado, Boulder Housing Partners (BHP) is seeking to complete all necessary and associated materials testing toward the completion of the Red Oak Park community and in accordance with the materials testing requirements of a typical investor in this type of project. BHP requests proposals from qualified and interested firms. Proposals should, at a minimum, include the following, and in the following order:

1. Cover letter including contact name, address, phone number and email;
2. Description of the firm or team and team member bios, qualifications and experience completing title work;
3. Brief description of why BHP should use your firm for the work specified (i.e. what sets your firm apart?);
4. List of no less than three references for title work completed on a similar property including their contact information and contact information for the property associated with the reference;
5. Anticipated schedule for completion; and
6. Fee structure.

**Screening Criteria**

The information submitted will provide the basis for selection. Responses will be scored based on the following selection criteria and weighted as indicated in parentheses.

1. Firm expertise and qualifications of staff (40)
2. Fees (25)
3. References (15)
4. Schedule (10)
5. Quality of Proposal (10)

**Hard copies of all proposals are due to BHP's offices below no later than March 26th at 4:00 pm.** Please provide three (3) copies of your proposal and deliver or mail to the following contact and address:

Boulder Housing Partners  
4800 Broadway  
Boulder, CO 80304  
Attention: Lindsey Moss  
Re: Red Oak Material Testing Proposal

Proposals will be reviewed the week of March 29, 2010 and final award decisions made the week of April 5, 2010. All known respondents will be notified of the results of the process as soon as possible. If there is a close decision, respondents may be requested to come in for an interview the week of March 29, 2010. Any substantive clarifications requested by one respondent will be shared with all known potential respondents and posted on our website. The final day for all questions will be Monday March 22nd at 5:00 pm.

BHP reserves the right to share the completed work with potential investors and lenders for the project.

### **Scope of Work**

BHP expects the following from the selected materials testing company:

- Expect to spend, on average, 3 hours per week on site
- Cason observation for 40 days about 2 hours/day
- Concrete testing per 50 Cubic yards, about 62 tests
- Compaction testing – 50 Tests
  - Trench
  - Soils
- Sub grade observation – 25 hours
- Foundation rebar – 25 inspections
- Asphalt – 10 tests
- Maintaining accurate field notes during construction reflecting actual construction details to be used in preparation of the as-constructed plans;
- Construction timeline expected from April 2010 to the beginning of 2012.
- Scheduling will be done by Wyatt Construction

### **Site Summary**

Red Oak Park is a 4.75 acre site located in central Boulder. The site once contained a mobile home park constructed in 1961. The utility infrastructure and the homes had deteriorated beyond repair and need to be replaced. BHP removed all the structures on the site during the summer of 2009.

Redevelopment of this site will include the construction of 59 single-family homes, duplexes, and triplexes which will be available as affordable rentals to BHP's client families. In addition, a three-story building containing additional affordable apartments will be constructed along the edge of the site fronting Valmont. This building will be constructed as a separate project.

Red Oak Park is located in a lively part of town, and is within a mile of schools, city parks, large and small grocers, many varieties of retail and light industrial uses, restaurants, the local hospital and other health clinics. Residents have access to multi-use trails, bus lines, and major arterial roads connecting to regional highways. The density of BMM fits well into the surrounding neighborhood, which is comprised of townhome communities, apartment buildings, mobile home parks, and well-established single-family homes.

The site is zoned RH-4 (Residential-High 4) and will be built to a density of about 15 units per acre. There is an irrigation ditch that runs along the northern boundary, and the site is not within a floodplain. Many of the sites mature trees will be preserved during the redevelopment.

The title work prepared for this site will be used in applications for low-income housing tax credits and will also be provided as due diligence in securing investment in and financing for the project.

### **Organizational 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. The new name acknowledges BHP's many relationships with private and public organizations that are helping to build community and supporting families of low and moderate income.

BHP owns and/or manages over 1500 dwelling units in the city of Boulder including several hundred Section 8 Housing Vouchers. Our portfolio includes the following types of housing:

- Workforce housing;
- Dwelling units constructed under federal housing programs;
- Mixed income projects like the award winning Foothills and Holiday Communities;
- Reduced rent units; and
- Unrestricted market rate units.

BHP is an experienced developer of affordable housing and has used a variety of structures and funding sources including six Low Income Housing Tax Credit partnerships, conventional and federal financing, Private Activity Bonds, tax exempt bonds, federal HOME and CDBG grants, as well as fundraising from public and private sources.

There are approximately 50 professionals working at BHP with many years of experience developing and managing housing in the city of Boulder. A nine member volunteer community board, appointed by the Mayor, provides oversight and direction for BHP operations. The Board of Commissioners includes members of the community, a resident representative and a City Councilmember. Betsey Martens is the Executive Director of the organization.

### **Attachments:**

- [Vicinity Map](#)
- [Site Drawings](#)
- [Site Photographs](#)
- [Sample BHP Service Contract](#)

### **Notes:**

Additional site information will be available upon request following conclusion of the selection process.

### **Contact Information**

For Project Specific Information:  
Lindsey Moss, Project Assistant  
Phone: (720) 564-4642  
Email: [MossL@bouldercolorado.gov](mailto:MossL@bouldercolorado.gov)

For Procurement/Proposal Information:  
Laura Sheinbaum, Assets Project Manager  
Phone: (720) 564.4646  
Email : [sheinbauml@bouldercolorado.gov](mailto:sheinbauml@bouldercolorado.gov)

## **TERMS AND CONDITIONS FOR REQUEST FOR QUALIFICATIONS**

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

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 or emailed RFPs will be accepted.
8. 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.
  9. 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.
  10. 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 be disclosed after the completion of the selection process.