



Stillwater Housing Authority

807 S Lowry St. Stillwater, OK 74074

(405) 372-4906 | (405) 372-1416

sha@stillwaterhousing.org | www.stillwaterhousing.org

Request for Proposal

1118 S West St House

Stillwater Housing Authority

January 30st 2023 3PM CST

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Invitation for Proposal

Project Name	1118 S West St House 2022
PHA Project NO	OK146- 2022-1118 S West St
Proposal Submission Time	January 30th, 2023, 3 PM CST Owners Office 807 S. Lowry OFC Stillwater, OK 74074 Stillwater Housing Authority
Project Owner	807 S. Lowry Office, Stillwater, OK 74074 Stillwater Housing Authority (SHA)

Project: The Stillwater Housing Authority will receive sealed Proposals for the 1118 S West St House 2022 as described herein:

Pre- Proposal Conference: Not Scheduled. Proposers may make arrangements to view work at 807 S. Lowry Office Stillwater, OK 74074. Please direct all questions to Matthew Dickey 405-372-4906 Ex 1700.

PROPOSAL: Sealed Proposals for this work, including the furnishing of all necessary materials, labor and equipment, will be received at the Owners office until the above time and date in the care of Stillwater Housing Authority. Please mark sealed Proposal: 1118 S West St House 2022

Documents: All Documents are on file with the Stillwater Housing Authority office. The Proposal shall be awarded to the lowest and most responsible proposal, provided that the Proposal does not exceed the funds available for this project. The SHA has the right to reject any and all Proposals. All Proposals shall be at the judgment of the Stillwater Housing Authority and what is in the best interest of the SHA.

Toni Broyles

Executive Director

PROPOSAL SPECIFICATIONS

The Authority is accepting Proposals from qualified insured businesses for the following work:

Please see attachment 1 House Documents

1118 S West MINIMUM DESIGN STANDARDS

SIZE 1-bedroom, 1 bath

EXTERIOR

Entrances

- Front entrance facing street
- Rear entrance to back yard
- Raised panel, primed steel or fiberglass doors with insulated cores
- Peephole at front door
- Weather stripping and thresholds at exterior doors
- Keylock & deadbolt on exterior doors

Windows -Submittal

- Meet building code for operable windows
- Single Hung
- Low E
- U-Factor of .3 US or 1.7 metric or better
- Solar heat Gain coefficient of .21 or better
- Air Leakage of \leq .3 or better
- Window screens -h/af

Exterior wall materials – Submittal

- Brick

Roofing

- Option 1- 30-year architectural shingles

Option 2- METAL ROOFING

A. Exposed fastener system with screw fasteners that are visible on the exterior of the roof surface after installation.

Over ice and water shield

- or

B. Concealed Fastener system (standing seam panels) with fasteners completely concealed and protected by the roof surface.

Over ice and water shield

- Metal drip edge at fascia

Engineered construction

- Foundations, wall panels & trusses engineered

Insulation to meet building and energy codes

- Attic must have blown-in insulation
- R value of least R30-R49 in attic and walls

Landscaping -

- Hose bibs at front and rear of home

Outdoor lighting

- Porch lights (LED) at front and rear doors each switched at interior.

INTERIOR

DOORS

- All doors must be handicap accessible.
- Solid core doors

HVAC-Submittal

- Heat Pump A/C - Minimum 14 SEER

Bathroom

- 30" Vanity with integral lavatory that's meets the ADA requirement

- Fixtures, Moen Chateau Package or equal.
- Bathroom exhaust fan vented to outside
- 60" white solid surface walk in shower.
- Framed mirror at least 32" high over sink -submittal
- Light fixture over mirror at sink

Lowes Shiloh 24-in 3-Light Brushed Nickel or equivalent

- GFCI outlet at Lav. Per code
- Ceiling light with fan

Panasonic 0.8-Sone 110-CFM White Lighted Bathroom Ventilator Fan ENERGY STAR or equivalent

- One surface mount toilet paper holder and at least one towel bar brushed nickel

Delta 4-Piece Sandover SpotShield Brushed Nickel Decorative Bathroom Hardware Set or equivalent

- Privacy lock on bathroom door

Kitchen – Provide and install appliances

- Refrigerator, 28 cu ft top freezer ADA accessible
- 30" electric range, Whirlpool WFC150MOEW or equal.
- Dishwasher - Undercounter, Whirlpool WDT7505AHW or equal.
- 1/3 hp disposal
- Vent hood with cooktop light vented to exterior
- Double bowl stainless steel sink with Moen Chateau Package or equal.
- Prefinished wood faced cabinets with laminate countertops. Submittal
- GFCI counter top outlets
- All counters to be handicap accessible

Laundry

- Laundry closet with Washer/Dryer connections
- Dryer vent as per building code requirements.

Bedroom

- At least one exterior operable window; each window to meet building code

- Closet with minimum of 5 feet of hanging space no doors
- Closet maid system. See elevation

Flooring-Submittal

- Kitchen, bathroom, hallway – vinyl plank flooring
- Main living area vinyl plank flooring
- Bedrooms - vinyl plank flooring

American Plank Plus II/ Natural Walnut. 6 x 36, 6 mil wear layer or equivalent

Lighting -submittal

- Bedroom - 48" ceiling fan with light kit switched separately.

Harbor Breeze Armitage LED Indoor Flush Mount Ceiling Fan with Light (5-Blade) or equivalent

- Living room- 48" ceiling fan with light kit switched separately

Harbor Breeze Armitage LED Indoor Flush Mount Ceiling Fan with Light (5-Blade) or equivalent

- Kitchen – LED cans
- Dining – LED cans
- Hallway – LED cans

Window Coverings

- Cordless vinyl miniblinds on all windows

Lowes Project source or better

Interior Finishes

- Walls & ceilings Gyp board, taped & floated, textured and painted with satin finish
- Painted finished base and trim - pine, MDF or polystyrene
- Paneled solid core doors for interior and closets

OTHER

- 40 gallon/6 year electric hot water heater
- RG6 cable TV outlet - 1 in living room, 1 in master bedroom
- Category 5 telephone outlets - 1 in kitchen, 1 in master bedroom
- Electrical to meet building and electrical code.

- Plumbing to meet building and Mechanical code.
- HVAC to meet building and Mechanical code.

All Proposals will be received via mail or dropped off attention to Matthew Dickey at 807 S Lowry Stillwater, OK 74074

Any Proposals received after January 30th, 2023, 3 PM CST will be considered late and will not be considered.

Any Proposals not received via mail or brought into office will not be considered.

Proposals will be tabulated and evaluated by the Executive Officer (ED) of the Stillwater Housing Authority (SHA) and/or member(s) of the staff and/or other individual(s) designated by her. An award recommendation will be made to or by the ED.

All work shall be completed in accordance with this Request for Proposal. No proposer may withdraw their Proposal for a period of forty-five (45) consecutive calendar days after the date set for opening thereof.

Any actual or prospective contractor may protest the solicitation or award of a contract for serious violations of the principles of the Stillwater Housing Authority's Procurement Policy. Any protest against a solicitation must be received before the due date for receipt of Proposals, and any protest against the award of a contract must be received within ten (10) calendar days after the contract award or the protest will not be considered. All Proposal protests must be in writing, submitted to the ED or designee, who shall issue a written decision on the matter. The ED or designee may, at their discretion, suspend the procurement.

Questions regarding Proposal solicitation must be submitted in writing to Stillwater Housing Authority, 807 S Lowry – Main Office; Stillwater, OK 74074 or via electronic mail to Matthew Dickey at matt@stillwaterhousing.org.

Any addenda to the RFP document will be uploaded to Stillwater Housing Authority Website.

The Authority reserves the right to reject any or all responses wherever it is in the best interest of the Authority. The Authority is an Equal Opportunity Employer. Minority and Women-owned business are encouraged to submit a Proposal.

Section 1 – Information and Instructions

Submission Requirements

1.1 All Proposals shall be marked: **1118 S West House**

Proposals shall include all supporting documents they want considered with their Proposals. Proposals shall be responsible for the delivery of Proposals.

1.2 Proposal Format: Proposals shall be submitted in the following format and include the following information.

1.2.1 Contact names of references with phone numbers.

1.2.2 Any additional information that may be pertinent to the Proposal.

1.3 Proposals will be notified in writing by Stillwater Housing Authority (SHA) of any change in the specifications contained in this RFP. Amendments and any addenda will be posted utilizing the SHA website. Stillwaterhousing.org

1.4 No verbal or written information which is obtained other than through this RFP or its addenda shall be binding by SHA. No employee of SHA is authorized to interpret any portion of this RFP or give information as to the requirements of the RFP in addition to that contained in or amended to this written RFP document.

1.5 Right of Rejection and Clarification: The SHA reserves the right to reject any and all Proposals and to request clarification of information from any proposer. The SHA is not obligated to enter into a contract on the basis of any Proposal submitted in response to this document.

1.6 Request for additional information: Prior to the final selection, proposers may be required to submit additional information which SHA may deem necessary to further evaluate the proposer's qualifications.

1.7 Denial of Reimbursement: SHA will not reimburse proposers for any costs associated with the preparation and submittal of any Proposal, or for any travel and/or per diem costs that are incurred.

1.8 Right of Withdrawal: Proposals may be withdrawn prior to the closing date and time. No proposer may withdraw their Proposals for a period of forty-five (45) consecutive calendar days after the date set for opening thereof.

1.9 Right of Negotiation: SHA reserves the right to negotiate with the selected proposer the exact terms and conditions of the contract.

1.10 Right of Rejection of Lowest Proposal: SHA is under no obligation to award

this contract to the proposer offering the lowest Proposal. Evaluation criteria included in this document shall be used in evaluating Proposals.

1.11 Exceptions to the RFP: Proposers may find instances where they must take exception with certain requirements or specifications of the RFP. All exceptions shall be clearly identified, and written explanations shall include the scope of the exceptions, the ramifications of the exceptions for SHA, a description of the advantage to be gained or disadvantages to be incurred by the SHA as a result of these exceptions.

1.12 Indemnification: Proposer, at its own expense and without exception, shall indemnify, defend and pay all damages, costs, expenses – including attorney fees – and otherwise hold harmless the SHA, its employees, and agents from any liability of any nature or kind in regard to the delivery of services.

1.13 Rights to Submitted Material: All Proposals, responses, inquiries, or correspondence relating to or in reference to this RFP, and all reports charts, and other documentation submitted by proposers shall become the property of SHA when received.

1.14 Basis of Award: Proposals will be evaluated according to the following criteria and weight at a minimum:

1.14.1 Cost of Services – 30 points

1.14.2 Qualifications – 30 points

1.14.3 Contractors ability to complete the work within the time required by SHA – 10 points

1.14.4 Section 3 Business Preference – 10 points

1.14.5 References – 10 points

1.14.6 Local – 10 points

1.15 Selection Process: The Proposals will be reviewed by a selection panel appointed by the ED. The selection panel and ED shall be sole judge as to evaluation and ranking of Proposals.

1.16 Submittal: Proposals must be submitted utilizing mail or dropped off at the office to 807 S. Lowry Office Stillwater, OK 74074

1.17 Questions: Questions regarding this Request for Proposal should be directed to:

Matthew Dickey

Public Housing Director

matt@stillwaterhousing.org

[\(405\) 372-4906 x 1700](tel:4053724906)

1.18 Termination of Contract: SHA may cancel at any time by providing the company

with a written thirty (30) day notice of such cancellation. Should SHA exercise its right to cancel the contract, the cancellation shall become effective on the date as specified in the written notice of cancellation sent to the company.

1.19 Insurance Coverage and Limits: The proposer shall furnish to SHA evidence of the following minimum amounts of insurance coverage.

- 1.19.1 Worker's Compensation to apply to all employees for statutory limits in compliance with applicable state and federal laws.
- 1.19.2 Business auto policy or similar form shall have minimal limits of \$1MM per occurrence combined single limit for bodily injury and property damage liability. This shall include owned, hired and non-owned vehicles.
- 1.19.3 Commercial General Liability or similar form shall have minimum limits of \$1MM per occurrence combined single limit for personal injury, bodily injury, and property damage liability. Coverage shall include premises and/or operations, independent contractors, products and/or complete operations, contractual liability and broad form property damage endorsements. Coverage for the hazards of explosion, collapse and underground property damage (XCU) must also be included when applicable to the work to be performed.

1.20 Submit monthly draws by the 25th. Owner will pay by the 10th. Invoices to be made to the Stillwater Housing Authority 807 S. Lowry Stillwater, OK 74074. SHA is sales tax exempt.

1.21 All workers must be paid according to the Davis Bacon Wage rates listed for this project at minimum. Payrolls must be submitted for the project. If new hires are required, the contractor will do its due diligence to hire a section 3 individual.

1.22 Should project bid be below \$150,000.00 no bonds are required.

1.23 The project should be completed withing 180 days of start date.