

# Request for Proposals (RFP) No. P17007

## General Contractor/Construction Manager (GC/CM) Pool



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# Request for Proposals (RFP) No. P17007, General Contractor/Construction Manager (GC/CM) Pool

## INTRODUCTION

The Minneapolis Public Housing Authority (MPHA) is a public entity formed in 1991 to provide federally subsidized housing and housing assistance to low-income families in the City of Minneapolis, MN. The MPHA is headed by an Executive Director (ED) and governed by a nine-person board of commissioners and is subject to the requirements of Title 2 of the Code of Federal Regulations (CFR) and the MPHA’s Procurement Policy.

Currently, the MPHA owns and/or manages: (a) 42 high-rise apartment complexes totaling 5,006 units; (b) 753 scattered site units located throughout the City of Minneapolis; (c) 184 townhome units in the Glendale family development; and (d) administers over 5,000 Section 8 Housing Choice Vouchers. The MPHA currently has approximately 280 employees.

In keeping with its mandate to provide efficient and effective services, the MPHA is now soliciting proposals from qualified and insured entities to provide the above-noted services to the MPHA. All proposals submitted in response to this solicitation must conform to all of the requirements and specifications outlined in this document and any designated attachments in their entirety.

## RFP INFORMATION AT A GLANCE

[Table No. 1]

CONTACT PERSON (NOTE: Unless otherwise specified, any reference to “Buyer” shall be a reference to Ms. Prahm.)	Molly Prahm, Buyer Telephone: (612) 342-1469 E-mail: mprahm@mplspha.org TDD/TTY: (800) 627-3529
HOW TO OBTAIN THE RFP DOCUMENTS	Access <a href="http://ha.economicengine.com">ha.economicengine.com</a> (no “www”); Click on the “Login” button on the upper left side; then follow the listed directions. If you have any problems accessing or registering on the Marketplace, call customer support at (866) 526-0160.
PRE-PROPOSAL CONFERENCE	None scheduled
DEADLINE TO SUBMIT QUESTIONS	<b>Friday, September 22, 2017 at 3:00 PM CST</b>
HOW TO RESPOND TO THIS RFP	As instructed in Section 3.2, submit 4 copies of your proposal to the MPHA’s Procurement Office by the published deadline.
PROPOSAL SUBMITAL DEADLINE & RETURN	<b>Wednesday, October 4, 2017 at 3:00 PM CST</b> Minneapolis Public Housing Authority, Attn: Molly Prahm 1001 Washington Ave N, Minneapolis, MN 55401  Proposals must be received in-hand and time-stamped by the MPHA by no later than the deadline stated above.

**1.0 THE MPHA'S RESERVATION OF RIGHTS.** The MPHA reserves the following rights:

- 1.1 The Right to Reject, Waive, or Terminate the RFP.** Reject any or all proposals, to waive any informality in the RFP process, or to terminate the RFP process at any time, if deemed by the MPHA to be in its best interests.
- 1.2 The Right to Not Award.** Not award a contract pursuant to this RFP.
- 1.3 The Right to Terminate.** Terminate a contract awarded pursuant to this RFP, at any time for its convenience upon 10 days written notice to the contractor.
- 1.4 The Right to Determine Time and Location.** Determine the days, hours and locations that the successful proposer shall provide the services called for in this RFP.
- 1.5 The Right to Retain Proposals.** Retain all proposals submitted and not permit withdrawal for a period of 60 days subsequent to the deadline for receiving proposals without the written consent of the Buyer.
- 1.6 The Right to Reject Any Proposal.** Reject and not consider any proposal that does not meet the requirements of this RFP, including but not limited to incomplete proposals and/or proposals offering alternate or non-requested services.
- 1.7 No Obligation to Compensate.** Have no obligation to compensate any proposer for any costs incurred in responding to this RFP.
- 1.8 The Right to Prohibit.** At any time during the RFP or contract process, prohibit any further participation by a proposer or reject any proposal submittal that does not conform to any of the requirements stated herein. By accessing the eProcurement Marketplace and downloading this document, each prospective proposer agrees to abide by all terms and conditions listed in this document and in the eProcurement Marketplace, and further agrees that he/she will inform the Buyer in writing within 5 days of discovery of any item listed or of any item that is issued by the MPHA that he/she feels needs to be addressed. Failure to abide by this time frame shall relieve the MPHA, but not the prospective proposer, of any responsibility regarding such issue.
- 1.8 The Right to Reject – Obtaining the RFP Documents.** The eProcurement Marketplace is the only venue to obtain the RFP documents and any other information regarding the RFP, such as addenda. By submitting a response to this RFP, the proposer affirms that he/she obtained all information on the eProcurement Marketplace. Any other group, such as a proposal depository, that informs potential proposers of the availability of such competitive solicitations are hereby instructed to not distribute these documents to any such potential proposers, but to instruct the potential proposers to visit the eProcurement Marketplace to obtain the documents.

## 2.0 SCOPE OF WORK/TECHNICAL SPECIFICATIONS.

**Introduction and General Information.** The MPHA administers approximately \$10-15 million in capital work each year, and seeks to pre-qualify a pool of licensed and insured firms to provide area-wide General Contractor/Construction Manager (GC/CM) services on an as-needed basis for MPHA development and modernization activities. This delivery method typically consists of a development consultation services phase and a construction phase. Proposals are requested from GC/CM firms with direct demonstrated expertise in renovating occupied, residential apartment buildings, and new construction of multi-family developments.

As the MPHA identifies specific projects, the pre-qualified pool of firms will be notified of an RFP outlining the specific project details. All pool members will have the opportunity to respond to each RFP issued. The MPHA will select a GC/CM for each project based on the evaluation criteria outlined in the RFP issued for that project. Selection as a pre-qualified firm in the pool is not a guaranty of work. The MPHA will have no contractual relationship with pre-qualified firms in the pool. Contracts will be issued as GC/CM pool firms are awarded specific projects.

**2.1 Scope of Work.** The awarded GC/CM for each project will provide development pre-construction consultation services as well as construction services. The GC/CM shall comply with 2 CFR Part 200 and other applicable federal regulations, state law, and the MPHA's Procurement Policy and Procedures.

**2.1.1 Phase One - Development Consultation Services.** The GC/CM will participate as a member in a Development Team (Team) during the development stage of a project by making recommendations through value engineering, constructability analysis, and cost estimating. The Team typically includes one or more MPHA representatives; the MPHA's selected design professional (Architect); and/or other specialty consultants. Drawings and specifications describing the work will typically be prepared by the Architect. The goal of Phase One is typically to ensure that the design of the project achieves maximum value, constructability, sustainability, and is within the project budget. Phase One services may include but are not limited to:

**2.1.1.1 Investigative Work.** The GC/CM will participate with the Team to gather available information on existing site and building conditions. The GC/CM will make recommendations to the Team for supplemental site surveys and other information needed to make the project scope fully biddable, which may include mock-up work.

- 2.1.1.2 Identifying Potential Risk Factors.** The GC/CM will identify project risks that may negatively affect project scope, quality, schedule, or cost. The GC/CM will evaluate the risk to include severity of impact, probability of occurrence, and other relevant factors and recommend ways to manage or mitigate each risk.
- 2.1.1.3 Construction Documents/Constructability Review.** The GC/CM will review drawings and specifications for completeness, coordination, ambiguities, ability to bid, and make modification recommendations to the Team. The GC/CM will typically perform constructability reviews at 80% and 95% complete Construction Documents.
- 2.1.1.4 Construction Cost Estimates.** The GC/CM will provide construction cost estimating services throughout the development phase of each project.
- 2.1.1.4.1** As an initial task, the GC/CM, along with the Team, will review the project scope, schematic plans, and budget to determine if the budget is sufficient to complete the project. The GC/CM will prepare a cost estimate and evaluate such against the budget and recommend action(s) to avoid potential cost overruns. The GC/CM shall monitor the budget as compared to the project scope through design development. The GC/CM shall timely notify the team in writing of scope changes that may exceed the budget.
- 2.1.1.4.2** Based on the design drawings and specifications produced by the Architect, the GC/CM will typically research and prepare a final cost estimate at 100% of the construction documents, which may include deductive alternates that may be eliminated from the scope of work to allow the construction cost to meet the MPHA's budget.
- 2.1.1.5 Identifying Project Savings.** The GC/CM will typically participate in the value engineering process should it be determined that project costs need to be reduced. Proposed cost reductions shall not reduce the project program requirements, reduce the quality of materials or craftsmanship, increase life-cycle costs, negatively affect the

architectural aesthetics or design intent, or adversely affect the project completion.

**2.1.1.6 Identifying Potential Energy Conservation & Green Measures.** The GC/CM will typically identify potential energy savings or sustainable practices for the project. Examples include use of recycled materials or energy efficient fixtures or equipment, construction waste recycling programs, etc.

**2.1.1.7 Construction Schedule & Phasing Plans.**

**2.1.1.7.1** The GC/CM will provide a project schedule at the onset of the development phase for tasks necessary to complete each project, which will include sufficient time for all parties to perform all tasks, including but not limited to regulatory plan reviews and approvals, MPHA and GC/CM construction document review, Architect revisions, bidding activities, material lead time, mobilization, inspections, commissioning, training, and an allowance for weather losses and other unforeseen conditions.

**2.1.1.7.2** The GC/CM will recommend project phasing allowing for continued building operations during construction and providing potential benefit(s) to the MPHA. Benefits may include cost savings, schedule efficiencies or acceleration, and reduced downtime or discomfort to tenants/clients and staff.

**2.1.1.7.3** At 100% construction documents, the GC/CM will develop the construction portion of the project schedule in sufficient detail for use in subcontractor bidding, progress assessment, project percent completion for billing purposes and retainage administration.

**2.1.1.8 Developing Bid Documents.** The GC/CM, along with the MPHA and subconsultant(s) (if necessary), may develop construction documents for components of a project not assigned to the MPHA's Architect.

**2.1.1.9 Developing Bid Packages.** The GC/CM will develop bid packages for subcontracting, allowing for the greatest competition and best value to the MPHA, and maximization of Section 3 and Women and Minority Business Enterprise (W/MBE) participation efforts. The bid packages will state the GC/CM's subcontract agreement requirements, specific project requirements such as site access and phasing, relevant MPHA bidding requirements, contract general conditions, required HUD forms, and any others as directed by the MPHA.

**2.1.1.10 Selection of Subcontractors and Self-Performed Work.** The work, other than those items described in this paragraph, will be bid to subcontractors in accordance with the MPHA's Procurement Policy. The Team and the GC/CM may jointly conclude that certain work is more reasonably accomplished by the following method:

**2.1.1.10.1 Authorization for Self-Performed Work.** Upon recommendation of the GC/CM, the Team may determine that some work may be most effectively performed by the GC/CM. This work may require overall control and coordination not amenable to subcontracting, and would not be bid. In the event of such determination, the GC/CM will prepare a proposal for review and approval by the MPHA.

**2.1.1.10.2** Based on the construction documents, the GC/CM will plan and prepare to solicit and obtain subcontractor bids for all work other than work agreed to be self-performed. The GC/CM will prepare and submit a subcontracting plan that outlines how it will provide for or otherwise encourage W/MBE participation and meet Section 3 employment goals.

**2.1.1.11 Construction Subcontract Bidding.** At the completion of the development consultation phase, the GC/CM will conduct the bidding process competitively in compliance with the MPHA's Procurement Policy, 2 CFR Part 200 and any other applicable federal regulations and state laws.

**2.1.1.11.1 General.** The GC/CM will prepare and competitively offer subcontract bid packages for



work necessary to complete the specific project. Subcontracts will include all necessary provisions to ensure that the GC/CM is the sole manager of the subcontracts and also to comply with the MPHA's contract requirements, including but not limited to: Davis-Bacon wage requirements; Equal Employment Opportunity (EEO) requirements; utilization of W/MBE and Section 3 businesses; insurance; bonding; and other legal requirements.

**2.1.1.11.2 Bidding in Accordance with the Subcontracting Plan.** The GC/CM will administer the subcontract bid procedure, including:

- 2.1.1.11.2.1** Along with the MPHA, determine the bidding timeframe and requirements, including but not limited to advertisement(s), pre-bid conference(s), formal vs. informal solicitations, question and answer period(s), bidding period, bid due date, and others;
- 2.1.1.11.2.2** Along with the MPHA, develop a list of qualified firms that will be solicited for bidding to ensure multiple bids will be obtained for each bid package;
- 2.1.1.11.2.3** Publicly advertise, as required, the bidding in publications mutually agreeable to the GC/CM and the MPHA;
- 2.1.1.11.2.4** Make the bid documents available to all Plan Centers mutually agreeable to the GC/CM and the MPHA;
- 2.1.1.11.2.5** Make the bid documents available to any interested bidder;

- 2.1.1.11.2.6** Along with the Team, conduct a pre-bid conference at the project site to discuss the project, contract terms, schedule, and other items;
- 2.1.1.11.2.7** Along with the Team, prepare and issue addenda, as necessary, in response to subcontractor inquiries;
- 2.1.1.11.2.8** Conduct subcontractor outreach via telephone calls, e-mails, etc. and documenting outreach efforts including name of subcontractor(s), date(s) contacted, commitment or non-commitment to bidding, and reason(s) for non-interest in bidding;
- 2.1.1.11.2.9** Conduct a public bid opening at the GC/CM's offices for all formal bid packages; and
- 2.1.1.11.2.10** Determine whether a bidder is responsive and responsible.
- 2.1.1.11.3** **Provide a Competitive Bid Report.** The GC/CM will provide the MPHA with a report of all work to be awarded to subcontractors or to be performed by the GC/CM, which will include the name and address of each bidder, the bid amount, and an itemization of any exclusions, limitations, or other modifications to the bid. The report will also include a description of any negotiations and a recommendation for award of a subcontract.
- 2.1.1.11.4** **Provide Noncompetitive Award Report.** The GC/CM will provide the MPHA with a report that

identifies any bid package in which three or more bids were not received. Such report shall identify:

- 2.1.1.11.4.1** The measures taken by the GC/CM to obtain competitive responsible bids for the work, including copies of advertisements and lists of plans centers and bidders receiving bid documents and documented outreach efforts;
- 2.1.1.11.4.2** Explanation of any instance in which the GC/CM elected to accept a bid other than the lowest bid, including bidder disqualification resulting from lack of responsiveness or responsibility;
- 2.1.1.11.4.3** Explanation of the impact of any bidder exclusions or amendments accepted by the GC/CM;
- 2.1.1.11.4.4** Explanation of any instance in which the GC/CM elected to amalgamate bids for multiple divisions or items, and the cost benefit realized from such an action;
- 2.1.1.11.4.5** Identification of any bid package in which no competitive responsible bids were received, where the GC/CM elects to self-perform the work, and analysis demonstrating why the cost is the lowest cost reasonably obtainable; and
- 2.1.1.11.4.6** A cost breakdown from any bidder for work in which only one bid was received, and the GC/CM's best analysis confirming why the bid is

reasonable and the best price that can be reasonably obtained.

**2.1.1.11.5 Provide a W/MBE and Section 3 Report.** The GC/CM will provide the MPHA with a report identifying how the GC/CM encouraged W/MBE and Section 3 participation and the results of such efforts.

**2.1.1.12 Submittal of Guaranteed Maximum Price (GMP) Proposal.** After the MPHA approves subcontractor awards and self-performed work recommendations, the GC/CM will submit a GMP Proposal for completing the entire project. The GMP is the maximum price the MPHA will pay to the GC/CM for the project and is a Not-To-Exceed contract amount. The GMP submittal will include:

**2.1.1.12.1** Administrative Overhead costs that were submitted in response to the RFP;

**2.1.1.12.2** General Conditions;

**2.1.1.12.3** Cost of all subcontracts and self-performed work;

**2.1.1.12.4** For bid packages where a bid was not received or the bid process revealed more work that was not bid, the GC/CM shall estimate the cost(s) of the work, which will be included in the GMP as Allowance(s);

**2.1.1.12.5** Construction Contingency and Owner Contingency. GC/CM will establish contingency amounts with the MPHA prior to GMP submittal. The Construction Contingency will not exceed 5% of the total of subcontracts and self-performed work;

**2.1.1.12.6** The GC/CM fee expressed as a lump sum that was submitted in response to the specific RFP; and

**2.1.1.12.7** A final construction schedule.

**2.1.1.13 Phase Completion.** Phase One will typically be completed upon: (1) agreement between the GC/CM and MPHA of a final GMP representing the total cost of Phase Two, Construction Services; and (2) execution of a Change Order and establishment of a Performance Schedule.

**2.1.2 Phase Two – Construction Services.** Phase Two is the period during which the project is physically constructed. It typically begins with the execution of a Change Order for Phase Two issued by the MPHA, proceeds through Substantial Completion and ends with Final Construction Completion. The scope of work for Phase Two of the project may include, but is not limited to:

**2.1.2.1 Execution of Subcontracts.** After execution of the Change Order, the GC/CM will enter into subcontracts for the construction phase with the successful bidders for each bid package.

**2.1.2.2 Obtaining Permits.** The GC/CM will obtain all necessary permits to complete the project, and ensure all of its subcontractors obtain permits required of their work.

**2.1.2.3 Conducting Preconstruction Conference.** The GC/CM will conduct a preconstruction conference with the subcontractors to discuss the project schedule and information such as procedures for drawings or design intent clarifications, change orders, shop drawings, progress payments, retainage, field testing and inspection, safety, and other items.

**2.1.2.4 Conducting Subcontractor Orientation.** The GC/CM will conduct a Subcontractor Orientation prior to the construction start for each person interacting with tenants. Such conference will go over the need for positive interaction and respect for the MPHA's tenants and their property.

**2.1.2.5 Implement Safety Program.** The GC/CM shall have a comprehensive safety program that complies with the Occupational Safety and Health Act of 1970 and shall review each subcontractor's safety programs which shall also comply with said Act. The GC/CM and its subcontractors shall comply with statutes, rules, regulations, orders, and codes in regard to

safety and hazardous materials. During construction, the GC/CM shall implement an on-site safety program and shall monitor the subcontractors' compliance with the program and this section and report deficiencies.

- 2.1.2.6 Updating Project Schedule.** The GC/CM will typically update the project schedule on a monthly basis or at intervals approved by the MPHA. The GC/CM will conduct a daily review of the subcontractors' progress and conformance with monthly updated schedules and will inform the MPHA of any major discrepancies. The GC/CM will identify potential schedule improvements throughout the entire project.
- 2.1.2.7 Reviewing Monthly Progress Payment Requests.** The GC/CM will review and approve subcontractors' monthly progress payment requests and compare the requested payments to work completed in accordance with the pre-approved schedule of values presented by subcontractors at the beginning of construction. The GC/CM will combine subcontractor payment requests into the GC/CM's payment request, prepare an overall schedule of values for the project and submit one invoice to the MPHA for processing. The GC/CM will ensure all certified payroll reporting requirements for the payment request time period are satisfied prior to submitting payment requests.
- 2.1.2.8 Coordination of Information.** The GC/CM will coordinate communication between the MPHA, the Architect, and the subcontractors. This may include, but is not necessarily limited to, submittals of shop drawings, Requests for Information (RFIs), Architect's Supplemental Information (ASIs), Proposal Requests (PRs), and Requests for Change Orders (RCOs).
- 2.1.2.9 Progress Reports & Documentation.** The GC/CM will hold regular progress meetings at intervals agreed to by the MPHA and the GC/CM, summarizing the progress of construction, key issues, action items and the party responsible for each action item.
- 2.1.2.10 Coordinate Subcontractors.** Throughout Phase Two, the GC/CM shall provide direct supervision, scheduling, and problem resolution for all subcontractors. The GC/CM will require daily

sign-in and sign-out of all subcontractors on site and will provide such logs to the MPHA upon request. The GC/CM will also require its subcontractors to pay their employees by check or direct deposit as cash payment to employees is not allowed.

- 2.1.2.11 Provide Necessary Personnel.** The GC/CM will provide all necessary on-site supervisory, project management, and clerical staff for the proper management of the project. All such staff will be experienced, qualified, and capable to perform the functions and responsibilities outlined in the RFP.
- 2.1.2.12 Provide Necessary Equipment.** The GC/CM will provide necessary on-site equipment such as dumpsters, storage containers, satellite toilets, temporary heat and power, and office equipment for proper implementation of the project.
- 2.1.2.13 Inspections and Punch Lists.** The Team will perform regular inspections of completed or in-progress work at intervals agreed upon by the MPHA, its Architect, and the GC/CM. The GC/CM may need to prepare punch lists of deficient work, in which case the GC/CM will ensure that deficiencies are corrected and will provide the Team signed copies of completed punch lists.
- 2.1.2.14 Commissioning.** The GC/CM will conduct training to the MPHA staff on all disciplines impacted by the project, if necessary. Training sessions shall be videotaped and electronic files provided to the Agency for each discipline.
- 2.1.2.15 Warranty.** The GC/CM and its subcontractors will warrant all aspects of a project for a two-year period that will commence at Substantial Completion. Around the 11<sup>th</sup> and 23<sup>rd</sup> months following Substantial Completion, the MPHA will conduct warranty inspections of the project, attended by the MPHA, the GC/CM, and the Architect, to identify warranty and building performance concerns.
- 2.1.2.16 Project Close-Out.** The GC/CM shall prepare a recommendation for final acceptance of the project after all deficiencies have been corrected and all contract conditions have been met. The GC/CM will prepare a final cost report and a final payment request.

**2.1.2.17 Phase Completion.** Phase Two will typically be complete when:

- 2.1.2.17.1** The GC/CM has notified the MPHA that construction is complete;
- 2.1.2.17.2** A final inspection by the GC/CM and the Team has been conducted;
- 2.1.2.17.3** Items noted by the Team that require correction or completion are completed to the MPHA’s satisfaction;
- 2.1.2.17.4** Certificates of Substantial Completion and/or Certificates of Occupancy are issued; and
- 2.1.2.17.5** The MPHA has received all close out documentation and has established the date of Final Construction Completion.

**3.0 PROPOSAL FORMAT.**

**3.1 Tabbed Proposal Submittal.** All proposals submitted in response to this RFP must be formatted in accordance with the sequence noted below. Each category must be separated by numbered index dividers (which number extends so that each tab can be located without opening the proposal) and labeled with the corresponding tab reference noted below. None of the proposed services may conflict with any requirement the MPHA has published or issued by addendum.

[Table No. 2]

<b>RFP Section</b>	<b>Tab No.</b>	<b>Description</b>
<b>3.1.1</b>	<b>1</b>	<b>Form of Proposal (Attachment A).</b> This form must be fully completed and submitted under this tab as part of the proposal submittal.
<b>3.1.2</b>	<b>2</b>	<b>Form HUD-5369-A (11/92), Representations, Certifications, and Statements of Proposers, Public and Indian Housing Programs (Attachment B).</b> This form must be fully completed and submitted under this tab as part of the proposal submittal.



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<b>3.1.3</b>	<b>3</b>	<b>Profile of Firm Form (Attachment C).</b> This form must be fully completed and submitted under this tab as part of the proposal submittal.
<b>3.1.4</b>	<b>4</b>	<b>Proposer’s Qualifications and Experience.</b> Proposers shall place under this tab documentation further explaining the proposer’s qualifications and experience, including but not limited to: the proposer’s <b>DEMONSTRATED EXPERIENCE</b> in performing similar work and <b>DEMONSTRATED SUCCESSFUL PAST PERFORMANCE</b> of work substantially similar to that described in this solicitation. Illustrate how and why these projects/contracts were a success. In addition, proposers shall:
<b>3.1.4.1</b>		<p>(a) Provide examples of recent experience and qualifications regarding high-rise housing and rehabilitation construction projects and new construction of multi-family developments, including:</p> <ol style="list-style-type: none"> <li>1) Description of such projects, including total project costs, and name telephone number, and email address of references for each project;</li> <li>2) The proposer’s experience in confirming that project budgets are sufficient to complete the work and identifying cost savings measures;</li> <li>3) The proposer’s experience participating in design investigative work; design and constructability review; estimating; value engineering; and identifying alternative materials and/or methods to meet the project design intent while maximizing budget, schedule, and phasing; and</li> <li>4) The proposer’s experience developing competitive bid packages in compliance with applicable laws, regulations, and its strategy for meeting or exceeding Section and W/MBE goals.</li> </ol>

<b>3.1.4.2</b>		<p>(b) Provide examples of experience and qualifications regarding typical Phase Two, Construction Services work, including:</p> <ol style="list-style-type: none"> <li>1) The proposer’s experience administering schedules and ensuring that subcontractors are performing expeditiously;</li> <li>2) The proposer’s experience assessing the quality of subcontractors’ work and verifying that all materials installed comply with approved submittals and shop drawings;</li> <li>3) The proposer’s experience effectively managing issues and its approach to problem resolution;</li> <li>4) The proposer’s safety program and how it addresses safety during construction in an occupied building;</li> <li>5) The proposer’s approach to staff, tenant and customer relations and communication during construction;</li> <li>6) The proposer’s experience reviewing subcontractors’ monthly progress payment requests and ensuring submission of all required documentation (material sales tax forms, certified payroll reporting, etc.); and</li> <li>7) The proposer’s experience effectively negotiating change orders with subcontractors.</li> </ol>
<b>3.1.5</b>	<b>5</b>	<p><b>Personnel Experience and Expertise.</b> Proposers shall identify under this tab key individuals who will typically perform the services detailed in Section 2.0. This shall include, at a minimum, the project superintendent and project manager. Identify the following for each individual:</p> <ul style="list-style-type: none"> <li>• Technical capabilities (in terms of professional certifications, skill level and on-going training);</li> <li>• Experience with projects of similar size, scope, and complexity;</li> <li>• Experience with alternative project delivery methods where collaboration with an owner and design team is demonstrated;</li> <li>• Length of employment with the firm; and</li> <li>• Other attributes that contribute to the success of projects.</li> </ul>

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<b>3.1.6</b>	<b>6</b>	<p><b>Proposed Fee Schedule (Attachment F).</b> Proposers shall submit Proposed Fee Schedule that includes [NOTE: As of January 1, 2017, the MPHA is exempt from paying Minnesota State Sales and Use Taxes and Federal Excise Taxes. A letter of Tax Exemption will be provided upon request. However, contractors must pay sales or use tax on the cost of all materials, supplies, and equipment to complete the construction contract.]:</p> <ul style="list-style-type: none"> <li>• Hourly rates for Project Manager, Superintendent, and Administrative/Clerical Staff; and</li> <li>• Proposed GC/CM fee range expressed as a percentage of Cost of Work. Costs of Work include all costs associated with the project less Direct Personnel Expenses, including superintendent costs [Direct Personnel Expenses means salaries and wages, including benefits, of all principals and employees]. Cost of Work will range from \$1,000,000 to \$10,000,000. The GC/CM fee shall not be charged on Direct Personnel Expenses.</li> </ul>
<b>3.1.7</b>	<b>7</b>	<p><b>Client Information.</b> Proposers shall submit a listing of at least 3 former or current clients for whom the proposer has performed similar or like services to those being proposed. The listing shall, at a minimum, include:</p> <ul style="list-style-type: none"> <li>• The client’s name;</li> <li>• client’s contact name;</li> <li>• client’s telephone number and e-mail address;</li> <li>• a brief narrative description and scope of the service(s) provided; and</li> <li>• dates the services were/are provided.</li> </ul>
<b>3.1.8</b>	<b>8</b>	<p><b>Equal Employment Opportunity/Supplier Diversity.</b> Proposers shall submit under this tab a copy of their Equal Employment Opportunity Policy and a complete description of the positive steps they will take to ensure compliance with the regulations detailed in Section 3.4 regarding supplier diversity (e.g. small, minority, and women-owned businesses).</p>
<b>3.1.9</b>	<b>9</b>	<p><b>Section 3 Business Preference Documentation (Attachment D) (Optional).</b> Any proposer claiming a Section 3 Business Preference shall include the fully completed Section 3 Business Preference Certification Form and any documentation required by that form under this tab.</p>

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<b>3.1.10</b>	<b>10</b>	<b>Other Information (Optional).</b> Proposers may include under this tab any other information that the proposer believes is appropriate to assist the MPHA in its evaluation.
<b>3.1.11</b>		<b>Optional Tabs.</b> If no information is to be placed under any of the above noted tabs (especially the “Optional” tabs), please place under such tab a statement such as “No information is being placed under this tab” or “This tab intentionally left blank.” Do not eliminate any of the tabs.
<b>3.1.12</b>		<b>Proposal Submittal Binding Method.</b> The MPHA prefers that proposers bind the proposal submittals in such a manner that the MPHA can, if needed, remove the binding (i.e. “spiral-type” etc.) or remove the pages from the cover (i.e. 3-ring binder; etc.) to make copies, then conveniently return the proposal submittal to its original condition.

**3.2 Proposal Submission.** Proposals shall be submitted and time-stamped received in the MPHA Procurement Office no later than the submittal deadline stated herein (or in any ensuing addendum). A total of 1 original signature copy (marked "Original") and 3 exact copies (each separate proposal shall have a cover and extending tabs) of the proposal submittal shall be placed unfolded in a sealed package and addressed to:

**Minneapolis Public Housing Authority  
Attention: Molly Prahm, Buyer  
1001 Washington Ave N, Minneapolis, MN 55401**

- 3.2.1** The package exterior must clearly state the RFP number and the proposer’s name and return address. Proposals received after the published deadline will not be accepted. Do not fold or make any additional marks, notations or requirements on the documents to be submitted.
  
- 3.2.3 Submission Responsibilities.** Proposers shall be aware of and abide by all dates, times, conditions, requirements and specifications set forth in all applicable documents issued by the MPHA, including the RFP document, the attachments detailed in Section 3.6, and any addenda and required attachments submitted by the proposer. By completing and submitting the documents, the proposer agrees to comply with all conditions and requirements set forth in those documents. Written notice from the proposer not authorized in writing by the MPHA to exclude any of the MPHA’s requirements contained in the documents may cause that proposer to not be considered for placement in the pool.

**3.3 Contact with the MPHA.** Proposers shall address all communication regarding this RFP process to the Buyer only. Proposers must not make inquiries or communicate with any other MPHA staff member or official (including members of the Board of Commissioners) regarding this RFP. Failure to abide by this requirement may be cause for the MPHA to not consider a proposal submittal.

**3.3.1 Addenda.** All questions and requests for information must be addressed in writing to the Buyer who will respond to all such inquiries in writing by addendum to all prospective proposers. During the RFP process, the Buyer will not have any substantive conversations with prospective proposers that may give one prospective proposer an advantage over other prospective proposers. This does not mean that prospective proposers may not call the Buyer; it means that, other than making replies to direct the prospective proposer where his/her answer has already been issued within the solicitation documents, the Buyer may not respond to the prospective proposer's inquiries but will direct him/her to submit such inquiry in writing so that the Buyer may more fairly respond to all prospective proposers in writing by addendum.

**3.4 Equal Employment Opportunity and Supplier Diversity.** Both the GC/CM and the MPHA have certain responsibilities regarding the hiring and retention of personnel and subcontractors.

**3.4.1 2 CFR § 200.321** states:

**3.4.1.1** Contracting with small and minority businesses, women's business enterprises and labor surplus area firms.

**3.4.1.2** (a) The non-federal entity must take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible.

**3.4.1.3** (b) Affirmative steps must include:

**3.4.1.3.1** (1) Placing qualified small and minority businesses and women's business enterprises on solicitation lists;

**3.4.1.3.2** (2) Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;

- 3.4.1.3.3** (3) Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women’s business enterprises;
- 3.4.1.3.4** (4) Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority business, and women’s business enterprises;
- 3.4.1.3.5** (5) Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and
- 3.4.1.3.6** (6) Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in paragraphs (1) through (5) of this section.

**3.4.2 Requirements.** Section 3.1.8 in Table No. 2 details what proposers shall submit showing compliance with these regulations.

**3.5 Pre-proposal Conference.** There is no pre-proposal conference scheduled for this RFP.

**3.6 Recap of Attachments.** Each proposer shall verify that he/she has downloaded the following attachments, which are hereby included as a part of this RFP.

[Table No. 3]

RFP Section	Document No.	Attachment	Description
3.6.1	1.0		This RFP Document
3.6.2	2.0	A	Form of Proposal
3.6.3	3.0	B	Form HUD-5369-A (11/92), <i>Representations, Certifications, and Statements of Proposers, Public and Indian Housing Programs</i>
3.6.4	4.0	C	Profile of Firm Form

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<b>3.6.5</b>	<b>5.0</b>	<b>D</b>	Section 3 Submittal Form
<b>3.6.5.1</b>	<b>5.1</b>	<b>D-1</b>	Section 3 Explanation
<b>3.6.6</b>	<b>6.0</b>	<b>E</b>	form HUD-5369 (10/2002), <i>Instructions to Proposers for Contracts, Public and Indian Housing Programs</i>
<b>3.6.7</b>	<b>7.0</b>	<b>F</b>	Proposed Fee Schedule

**4.0 PROPOSAL EVALUATION.**

**4.1 Evaluation Factors.** The following factors will be utilized by the MPHA to evaluate each proposal. Award of points for each evaluation factor will be based on the documentation submitted by the proposer in his/her proposal.

[Table No. 4]

<b>Factor No.</b>	<b>Max Point Value</b>	<b>Factor Description</b>
<b>1</b>	<b>35 points</b>	<b>PROPOSED FEES</b> (See Section 3.1.6).
<b>2</b>	<b>30 points</b>	<b>PROPOSER'S QUALIFICATIONS AND EXPERIENCE</b> (see Section 3.1.4)
<b>3</b>	<b>25 points</b>	<b>PROPOSER'S PERSONNEL EXPERIENCE AND EXPERTISE</b> (see Section 3.1.5)
<b>4</b>	<b>5 points</b>	<b>Strength of W/MBE and Section 3 Plans and Strategies</b> (see Section 3.1.4.1)
<b>5</b>	<b>5 points</b>	<b>OVERALL QUALITY and PROFESSIONAL APPEARANCE OF THE PROPOSAL SUBMITTAL.</b>
	<b>100 points</b>	<b>Total Points (other than preference points)</b>

**4.1.1 Section 3 Business Preference Evaluation Factor.** The following factors will be utilized by the Buyer to evaluate each proposer claiming a Section 3 Business Preference.

[Table No. 4a]

<b>Factor No.</b>	<b>Maximum Point Value</b>	<b>Factor Description</b>
<b>6</b>		<b>SECTION 3 BUSINESS PREFERENCE PARTICIPATION.</b> A firm may qualify for Section 3 status as detailed in Attachments D and D-1 (NOTE: A max of 15 points awarded).
<b>6a</b>	<b>15 points</b>	<b>Priority I, Category 1a.</b> Business concerns that are 51 percent or more owned by residents of the housing development or developments for which the Section 3-covered assistance is expended.

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<b>6b</b>	<b>13 points</b>	<b>Priority II, Category 1b.</b> Business concerns whose workforce includes 30 percent of residents of the housing development for which the Section 3-covered assistance is expended, or within three (3) years of the date of first employment with the business concern, were residents of the Section 3-covered housing development.
<b>6c</b>	<b>11 points</b>	<b>Priority III, Category 2a.</b> Business concerns that are 51 percent or more owned by residents of any other housing development or developments.
<b>6d</b>	<b>9 points</b>	<b>Priority IV, Category 2b.</b> Business concerns whose workforce includes 30 percent of residents of any other public housing development or developments, or within three (3) years of the date of first employment with the business concern, were "Section 3" residents of any other public housing development.
<b>6e</b>	<b>7 points</b>	<b>Priority V, Category 3.</b> Business concerns participating in HUD Youth-build programs being carried out in the metropolitan area in which the Section 3-covered assistance is expended.
<b>6f</b>	<b>5 points</b>	<b>Priority VI, Category 4a.</b> Business concerns that are 51 percent or more owned by Section 3 residents in the metropolitan area, or whose permanent, full-time workforce includes no less than 30 percent of Section 3 residents in the metropolitan area, or within three (3) years of the date of employment with the business concern, were Section 3 residents in the metropolitan area.
<b>6g</b>	<b>3 points</b>	<b>Priority VII, Category 4b.</b> Business concerns that subcontract in excess of 25 percent of the total amount of subcontracts to Section 3 business concerns.
<b>6h</b>	<b>15 points</b>	<b>Maximum Available Preference Points (Additional)</b>
	<b>115 points</b>	<b>Total Possible Points</b>

**4.2 Evaluation Plan.**

**4.2.1 Initial Evaluation for Responsiveness.** Each proposal will first be evaluated by the Buyer for responsiveness (i.e. meets the minimum requirements).

**4.2.2 Evaluation Packet.** An evaluation packet will be prepared for each evaluator, including the following documents:



- 4.2.2.1 Instructions to Evaluators;
  - 4.2.2.2 Proposal Tabulation Form;
  - 4.2.2.3 Written Narrative Form for each proposer;
  - 4.2.2.4 Recap of each proposer's responsiveness; and
  - 4.2.2.5 Copy of all applicable RFP documents.
- 4.2.3 **Evaluation Committee.** The MPHA anticipates that it will select at least a three-person committee to evaluate each of the responsive proposals. No proposer shall be informed at any time during or after the RFP process as to the identity of any evaluation committee member. If, by chance, a proposer does become aware of the identity of such person(s), he/she shall not make any attempt to contact or discuss with such person anything related to this RFP. As detailed in Section 3.3, the Buyer is the only person at the MPHA that proposers shall contact regarding this RFP. Failure to abide by this requirement may cause such proposer(s) to be eliminated from consideration for award.
- 4.2.4 **Evaluation.** The Buyer will evaluate and award points regarding Evaluation Factor No. 6. The evaluation committee, independent of the Buyer or any other person at the MPHA, will evaluate the responsive proposals and award points regarding Evaluation Factor Nos. 1-5. Upon final completion of the evaluation process, the evaluation committee will forward the completed evaluations to the Buyer.
- 4.2.5 **Potential Competitive Range or Best and Finals Negotiations.** The MPHA reserves the right to conduct Best and Finals Negotiations, which may include oral interviews, with all firms deemed to be in the competitive range. Any firm deemed not to be in the competitive range will be notified of such in writing by the MPHA within a timely manner.
- 4.2.6 **Determination of Proposers to be Placed in the Pool.** The points awarded by the evaluation committee will be combined with the points awarded by the Buyer to determine the final rankings.
- 4.2.6.1 **Minimum Evaluation Results.** To be considered in the competitive range and to be placed in the pool, a proposer must

receive a total calculated average of at least 70 points (of the 115 total possible points detailed in Section 4.1).

- 4.2.7 Notice of Results of Evaluation.** All proposers will receive a Notice of Successful Offeror(s) by e-mail, which will inform proposers of:
- 4.2.7.1** Which proposers were placed in the pool;
  - 4.2.7.2** Where each proposer placed in the process as a result of the evaluation of the proposals received;
  - 4.2.7.3** The average points awarded to each proposer; and
  - 4.2.7.4** Each proposer's right to a debriefing and to protest.
- 4.2.8 Restrictions.** All persons having familial (including in-laws) and/or employment relationships (past or current) with principals and/or employees of a proposer entity will be excluded from participation on the MPHA evaluation committee. Similarly, all persons having ownership interest in and/or contract with a proposer entity will be excluded from participation on the MPHA evaluation committee.
- 4.2.9 Right to Reject.** The MPHA reserves the right to reject the proposal of any proposer who has previously failed to perform properly on a contract of similar nature, who is not able to perform the contract, and/or who habitually and without cause has neglected the payment of bills or otherwise disregarded its obligations to subcontractors, providers of materials, and/or employees.