



**Request for Proposals  
Port Gamble S'Klallam Tribe Housing Authority (PGSTHA)**

**Proposal Cover Sheet**

(Builder) Name of Company:

Contact Person and Title:

Telephone:

Cell:

Email:

Address:

Tax ID Number:

WA Contractors License No.

1. He/She is authorized to submit the attached proposal on behalf of the Builder, and is fully informed as to the preparation and contents of the attached proposal and all the pertinent circumstances respecting such proposal;
2. The terms of the proposal are fair and proper and not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the proposing entity, or any of its agents, representatives, owners, employees, or parties in interest;
3. If selected, Builder and its representative(s) will negotiate in good faith to enter into a Contract for participation in the Project and that the proposal, along with supplemental materials submitted and modifications mutually agreed through the course of the selection process, will form the basis for said Contract; and
4. PGSTHA reserves the right to reject and/or table any or all proposals received, to enter into negotiations with more than one prospective Project participants prior to selection, and to engage in subsequent written proposal rounds with fewer than all submitted proposals considered,

Signature:

Title:

Date:

Craig Dougall, Director, Port Gamble S'Klallam Housing Authority, 31912 Little Boston Rd NE, Kingston, WA 98346



## Request for Proposals (RFP) Port Gamble S'Klallam Tribe Housing Authority

### Checklist

#### Submission Checklist:

- Proposal Cover Sheet
- Narrative of Experience
- Three (3) Professional References
- Home Construction Activity (last 3 years)
- Construction Timeline for a Single-Family Home and Production Capacity
- Evidence of Financial Strength and Resource Availability
- Proposed Home Plans and Specifications
- Firm Fixed Price Cost for Base/Standard Plan and Line-Item List of Options with Pricing
- Commitment that Prices Submitted Will Remain in Effect (minimum 1 year)
- Schedule of Draws/Progress Payments
- Copy of WA State Business License
- Proof of Insurance Coverage including Commercial General Liability, Automobile Liability, General Aggregate Limit, Worker's Compensation
- Brochure or other materials providing an overview of the new Home Warranty to be provided to PGSTHA, and the name and contact information of the company providing the warranty, for verification purposes

### I. OVERVIEW

Port Gamble S'Klallam Tribe Housing Authority (PGSTHA) is using a competitive Request for Proposals process to identify a builder for the construction of four (4) new homes in 2020-2021. Two homes will be identical 4BR units and two homes will be identical 2BR units.

The tribe has a plan set for the 4BR units and a plan set for the 2BR units slated for construction, but the plans are older, may not meet current code requirements and are in need of additional/modified details and specifications. The tribe is providing the plans because the housing authority wants the new homes to be the same elevation design, square footage, and floor plans shown on the plans. Prospective bidders will update these older plans with the minimum standards contained in this RFP (see V. Construction Specifications) which will be considered the BASE MODEL bid proposal. Builder may provide better quality (and more expensive) options for materials or construction that PGSTHA may consider, but this is not mandatory.

This RFP and the two plan sets can be found on the Port Gamble S'Klallam Tribe *pgst.nsn.us* website. Click on *News/Events*. Click on *Publications*.

You can copy and paste the entire web address into your search bar as follows:

<https://www.pgst.nsn.us/tribal-news-and-events/publications>

Construction is expected to begin late September 2020 or early October 2020, with completion date no later than June 30th, 2021.

**Proposals are due on or before September 1, 2020.**

All questions regarding this Request for Proposal should be directed by email only to [craigd@pgst.nsn.us](mailto:craigd@pgst.nsn.us) (Craig Dougall, Director, Port Gamble S'Klallam Housing Authority, 32000 Little Boston Rd NE, Kingston, WA 98346). Please leave your phone number on all emails in case the director wants to contact you with questions.

## **II. PROPOSALS**

All proposals must conform to the prescribed format and contain all required information and materials as outlined here:

### **A. Cover Sheet**

All proposals must include a completed and signed Proposal Cover Sheet (attached herewith).

### **B. Experience**

1. Provide a written narrative (2 pages max.) describing your company, its history and ownership, and its single-family residential construction and/or development experience.
2. Provide three (3) client references with contact information. Respondent is encouraged to provide references for projects that were funded in-whole or in-part with state or federal grants.
3. Provide a list of single-family homes built/developed by your company over the last three years, including address, model name/number, size, construction price, and completion date. Optional: you may also attach up to twelve (12) photos (3 sheets max) of homes constructed.

### **C. Capacity**

Indicate your normal construction time for a single-family home, from permitting to Certificate of Occupancy, what your production capacity is (i.e. how many homes can you have under construction at one time), and how your normal build time would be impacted if you did have multiple homes underway simultaneously.

### **D. Home Plans**

Employing the home design, elevation and floor plans in the provided plan sets, proposing builders must submit a BASE MODEL plan and specifications ("Plan").

Home construction specifications shall be in conformance with the attached PGSTHA Construction Specifications.

All deviations from the Construction Specifications submitted shall be itemized in a separate **Options**

document and attached to the specifications submitted.

## **E. Pricing and Payment**

Provide a separate pricing sheet for each of the Plans submitted that includes the following:

1. A firm fixed price cost for construction of the BASE MODEL Plan, as submitted, and a line item list of all **Options** with option pricing
2. An indication that the cost/pricing will remain in effect for at least one year of the date of this proposal.
3. A schedule of values for draws or progress payments during construction.

## **F. Attachments**

All proposals must contain the following attachments:

- State of WA General Contractor's License
- Proof of Insurance Coverage to include Commercial General Liability, Automobile Liability, Worker's Compensation
- Brochure or other materials providing an overview of the new Home Warranty to be provided to PGSTHA, and the name and contact information of the company providing the warranty, for verification purposes

## **III. SUBMISSION, REVIEW, and SELECTION**

### **A. Submission**

Proposals are due by **2 PM** on **Tuesday, September 1, 2020**. Hard Copy proposals shall be submitted to Craig Dougall, Director, and delivered to the Port Gamble S'Klallam Housing Authority, 32000 Little Boston Rd NE, Kingston, WA 98346.

Proposals by Email will also be accepted to the following email address: [craigd@pgst.nsn.us](mailto:craigd@pgst.nsn.us).

This is a **public bid opening**. Bidders are invited to attend the opening at **2 PM on Tuesday, September 1, 2020** at the Housing Authority building main conference room. All attendees are required to wear a mask while in the Housing Authority building.

### **B. Review (10 Points Each Line Item Below)**

All accepted proposals will be thoroughly reviewed by PGSTHA and will be considered on a variety of factors, including but not limited to:

1. New 2BR and 4BR architectural plans submitted that revise older plans provided by tribe.
2. A FIRM FIXED CONSTRUCTION PRICE submitted by Builder. Builder may provide more expensive options for materials or construction that PGSTHA may consider, but this is not mandatory.

3. Any “green” or sustainable building features of the proposed homes.
4. The perceived quality of the proposed homes to be built.
5. The pricing (cost to PGSTHA) and value of the proposed homes.
6. The experience and track record of the builder, overall and specifically in the development of affordable single-family housing.
7. The builder’s financial strength and resource capacity.
8. The builder’s ability to undertake construction of multiple homes at one time.
9. Project Readiness: ability to begin work promptly and complete in a timely manner.

Proposing builders may be contacted by PGSTHA for additional information, may be invited to meet with PGSTHA representatives, and may be asked to revise plans or other materials submitted, as part of PGSTHA’s review and selection process.

**C. Selection**

1. Final selection of one or more Builders is anticipated on or before **Friday, September 4, 2020.**
2. PGSTHA intends to contract with the selected Builder(s) for immediate construction, pending timing of grant funding allocated to this project.

**IMPORTANT:**

Late or incomplete submissions and submissions by facsimile will not be accepted. PGSTHA reserves the right to engage in discussions or negotiations with none, any, or all proposing builders as part of the review and selection process, to select or reject any or all proposals, and if deemed necessary, to engage in subsequent builder proposal rounds with fewer than all submitted proposals considered.

**IV. CONSTRUCTION: SCOPE OF WORK / CONTRACT**

Builder is required to furnish all labor, building materials, and equipment to complete the proposed project, and all work must be done according to the International Building Code (IBC). Builder is required to sign standard PGSTHA contract.

The project is to be completed within eight (8) calendar months from Notice to Proceed.

See Construction Specifications.

- Change orders must be agreed to and accepted by PGSTHA’s Executive Director.
- General Notes:
- Where conflict occurs between requirements of the Construction Specifications and the latest published version of the International Building Code, the stricter of the requirements shall apply.
- All materials and workmanship shall comply with 2020 International Residential Code Guidelines and manufacturer’s installation instructions.
- All work shall be done in a professional manner and consistent with manufacturer’s recommendations.
- Builder and sub-contractors shall be licensed by the State of Washington.
- The Builder is to verify all measurements.

- On a daily basis, the Builder is to maintain the premises broom clean of construction debris and material, especially when the job is completed.
- Any property or facilities damaged by the Builder, his or her workers or subcontractors as a result of the construction shall be repaired or replaced at no cost to PGSTHA.
- All HUD, EPA, and OSHA guidelines must be followed.

## **V. Construction Specifications**

Builder is responsible for all construction and physical development of homes as specified in this document and in conformance with all plans, designs, and specifications submitted by Builder as part of this process. This proposal/bid submission for home construction services shall constitute agreement in total by Builder to the requirement and standards contained herein by PGSTHA.

### General Conditions

Home plan design and floor plans supplied by PGSTHA shall be updated to meet code requirements and to provide necessary details missing from said older plans. PGSTHA reserves the right to reject any architectural plans or design proposals determined inconsistent with the building design, elevation and floor plans of the tribe's supplied plans.

Builder shall submit all architectural and copies thereof as requested by PGSTHA. Plans must include room, overall home dimensions, and any other information necessary for permit application and complete construction of home(s).

All requirements and standards must be included in a FIRM FIXED CONSTRUCTION PRICE submitted by Builder with Bid. Builder may provide more expensive options for materials or construction that PGSTHA may consider, but this is not mandatory.

Builder may not assign the construction agreement to another party.

PGSTHA shall select interior and exterior color schemes including, but not limited to, such items as paint, roofing, siding, trim, gutters, accents, carpet, and flooring within the range of choices provided for in Builder's plans and specifications submitted with Proposal/Bid. If requested, Builder shall deliver samples for such selections to PGSTHA for review.

Builder shall consult with and have written approval from PGSTHA as to style and material choice before ordering or installing any item for which options or a range of selections are available in Builder's submitted plans and specifications.

Builder shall provide PGSTHA a detailed list of all individuals and entities that have a contract with Builder to perform any portion of work at the site ("Subcontractor"), including names, addresses, Federal ID Numbers, and dollar amount of subcontracts, with or prior to submission of final progress draw request.

Final payment will only occur after Builder and PGSTHA sign the Certificate of Completion of Work Specification.

Builder is responsible for exact measurements, materials, material quantities, and labor needed for the bidding process. Bids must include all labor and materials to complete the job in a workman-like manner.

All costs to complete the work described in these specifications and included on any drawings or plans should be included in these line items. Any scope of work Builder does not believe is covered but is needed for a workman-like completion of the work, should be discussed with PGSTHA before submitting a Proposal/Bid.

All materials, fixtures, equipment, appliances, and accessories necessary to complete the work are to be new and of construction grade. Any items purchased and used in construction that is not purchased from a retailer that is in the sole and specific business of construction material supply, will be replaced at contractor's expense.

Change orders are for unseen circumstances or substantial changes to the Scope of Work only. All reasonable costs to complete the work in the manner outlined in this document and submitted with Builder's Proposal/Bid are assumed to be included in the original contract.

Builder agrees to remedy any defect due to faulty material or workmanship and pay for all damage to other work resulting thereof, which appear within one year from final payment.

Electric service shall be coordinated with Puget Sound Energy (PSE) and placed in the Builder's name during the construction period and remain so until a Certificate of Completion is approved. Builder shall notify PGSTHA before electricity is disconnected to avoid any interruption of service(s).

Electrical inspections shall be coordinated with and conducted by WA Dept. of Labor and Industries by the builder. The Port Gamble S'Klallam Tribe has a Memorandum of Understanding (MOU) with L&I that authorizes L&I electrical inspections on the PGST Reservation.

The PGSTHA has a building inspector on contract who will prepare an inspection schedule card to be displayed on the job site at all times.

The Port Gamble S'Klallam Tribe Housing Authority will secure and pay for any necessary building permit fees and hookup fees as may be required by this project.

All work shall be performed in the manner outlined in the latest version of the International Building Code.

Builder is to provide all relevant home warranty information. Builder is to assemble and collect applicable warranty information for all products installed by Builder. Such warranty information to be provided to PGSTHA at final inspection.

Builder shall have a safety program in place and shall be solely responsible for the implementation of such policy, as well as, compliance with all Federal and State Laws.

Building shall have a COVID safety program in place to ensure workers, visitors and delivery drivers are protected by COVID infection to the maximum extent possible.

Builder is responsible for reviewing and staking house on the lot per and approved plat plan.

### **1: Updated Building Plans that Replace Older Plans**

Architectural plans for base model accompanied by a FIRM FIXED CONSTRUCTION PRICE is required. Builder may provide more expensive options for materials or construction that

PGSTHA may consider, but this is not mandatory.

**2: Planning Dept. Permits and Fees** – PGSTHA will be responsible for securing any building permits from the PGST Planning Department. PGSTHA will pay any building permit fees, if applicable.

**3: PGST Public Works Hookup Fees** – PGSTHA will be responsible for coordinating with PGST Public Works to determine and hookup fees associated with this project. PGSTHA will be responsible for paying hookup fees, if any.

**4: Construction Utilities** – Builder will coordinate with PGST Public Works to identify location of utility stub-outs for water and sewer. Builder will coordinate with PGST Department of Information Technology to identify routes and necessary infrastructure for providing fiber optic and cable service to the project.

**5: Excavation and Grading**

Necessary fill, compaction and fine grading, ready for hand raking upon completion

**6: Water and Sewer** – The homes will tie into Port Gamble S’Klallam Tribe water and sewer system.

**7: Foundation/Flatwork**

Minimum 2500 PSI concrete with Rebar or Fiber Mesh

**8: Foundation Material/Rebar** – Per International Building Code and as per plan.

**9: Sidewalks**

Any sidewalks shall be concrete and minimum 3-feet wide

**10: Trusses/Roofing Structural**

Pre-engineered and manufactured to support applicable loads.

Builder to submit truss calculations, profiles, and layout designed and stamped by Truss Manufacturer engineer.

**11: Roofing Materials**

The Port Gamble S’Klallam Tribe has purchased a metal roofing machine that will be used to provide roofs for this project. PGSHA will provide materials and do installation and provide warranty.

**12: Exterior Wall Construction – House**

2x6 at 16” on center

Design, indicate, and install necessary anchor bolts, hold downs, straps, clips, fasteners, and any other framing accessory necessary for wall framing system.

Ridge vent on roofing

Gable vents on both gable ends



### **13. Siding**

Board and batten siding. Cementitious (Hardi-board) sheet siding to 4 feet, trim belly-band, and cementitious lap-siding from belly-band to soffit. Cementitious trim on corners, and around window and door openings. Cementitious, vented soffits.

### **13: Interior Wall Construction – House and Garage**

House (Interior) = 2x4” at 16” on center and (Exterior) 2x6” at 16” on center  
Flooring = 2x10 or TJI equivalent, with ¾ inch T&G plywood sheathing

### **14: Drywall and Texture**

5/8” on ceiling. ½” on walls. Orange Peel Finish.

### **15: Windows and Glass Doors**

Windows as per older plan set, Milgard or equivalent contractor grade, dual glazed, Low-E, white or almond vinyl (color TBD)

### **16: Exterior Wall Un-faced Batt Insulation**

House = R-21 Fiberglass Batt or  
Open-cell spray-foam insulation

### **17: Ceiling Insulation**

House = R-38 Blown-in Fiberglass (10-12” Thick) or  
Open-cell spray-foam insulation

### **18: Sound Insulation – Around air handler**

### **19: Exterior Insulation Wrap**

Tyvek R-14

### **20: Heating/Cooling**

High efficiency A/C – Heat Pump split system (electric) unit sized in accordance with manufacture’s recommendation. Ground-mounted. Digital T-stat. Provide manual and perform duct leakage test.

### **21. Wood Stove**

Wood stove per plan

**22: Electrical –** Per International Building Code. All kitchen outlets to be 20 amp, and no more than 2 outlets per circuit.

**23: Electrical Service –** 200 Amp

**24: CTV Pre-Wire –** in each room, living room

**25: Telephone Outlet –** in Kitchen

**26: Hose Bibs**

2 frost-free hose bibs per older plan

**27: Electric Plumbing** – Water Heater, Furnace, Range, Dryer

**28: Hot Water Heater** – 50 Gallon

**29: Plumbing Fixtures**

As per older plans, brushed nickel finish

**30: Plumbing Hardware**

Industry standards

**31: Bath Accessories**

Minimum One (1) towel bar – 36”, one (1) towel ring, one (1) tissue holder, one (1) hook on door, and (1) shower rod for each bathroom (brushed nickel finish)

**33: Medicine Cabinets** – One metal unit with beveled edge mirror in each bathroom, recessed into framing, and the equivalent size to match vanity.

**34: Kitchen Cabinets and Vanities**

Maple-facade, all plywood-box cabinets – (manufacturer TBD)

HP accessible vanity in master bath

Maple-façade, all plywood-box cabinets above washer/dryer hook-ups

**35: Counter Tops**

Kitchen – Master Bath – Bathroom – Laundry

Formica with 4” seamed backsplash

**36: Paint/Stain** – Apply One (1) Coat of Primer Prior to Finish Paint

Interior Body

Latex semi-gloss (TBD)

Exterior Body

Two field colors, with one trim color (TBD)

Exterior grade Acrylic Latex 2-coat minimum paint (TBD)

Trim/Fascia – Exterior grade Acrylic Latex 3-coat minimum paint (TBD)

**37: Trim (Base and Casing)**

Material

Finger joint

Finish

Latex semi-gloss (TBD)

**38: Doors**

### Interior

Material – Composite 6-Panel Door with Door Stops and Sliding Closet Doors

Finish – Latex semi-gloss (TBD)

Closet doors – Bi-folds, matching color to interior doors

### Exterior

Front – Steel Hollow Core or EPS Insulated, 6 Panel Door with Peephole

Finish – Therma Tru Stain (TBD)

### **39: Door Hardware**

Industry standard TBD

### **40: Flooring**

Luxury Vinyl Tile (LVT) Throughout 6”x36”

### **41: Closet, Pantry, and Miscellaneous Shelving**

Industry Standard

### **42: Final Cleaning** – Provided by Builder

### **43. Appliances** – All appliances to be stainless front.

GE Microwave: Model #:JVM3160RFSS (installed above range)

GE Range: Model #: JBS360RMSS

GE Refrigerator: Model #: GTS19KSNRSS

### **43: Miscellaneous Items**

Smoke and CO2 detectors per local building codes (Hard-wired and interconnected with battery backup. All detectors to be of same Manufacturer)

Panasonic 110 CFM bathroom and laundry/utility-room exhaust fans

Door chime

Washer and dryer hook-ups, and Dryer box

Exhaust fan in Utility room

Shelving and hanger rods in closets

### **44: Facility Accessibility / Grab Bars**

- Controls, faucets, and shower spray units shall be operable with one hand and shall not require tight grasping, pinching, or twisting of the wrist. The force required to activate operable parts shall be 5 lbs. maximum.
- Water supply and drainpipes under lavatory shall be insulated or otherwise configured to protect against contact. There shall be no sharp or abrasive surfaces under lavatory.
- The shower spray control unit shall be installed on the side wall farthest from the compartment entry.
- Grab bars with circular cross-section shall have an outside diameter of 1 ¼” minimum and 2” maximum.

- Grab bars with non-circular cross-sections shall have a cross section dimension of 2" maximum and perimeter dimension of 4" minimum and 4.8 inches maximum.
- The space between the wall and the grab bar shall be 1 ½". The space between the grab bars and the shower controls, shower fittings, and other grab bars above shall be permitted to be 1 ½" minimum.
- Grab bars and any wall or other surfaces adjacent to grab bars shall be free of sharp or abrasive elements and shall have rounded edges.
- Grab bars shall not rotate within their fittings.
- Allowable stresses shall not be exceeded for materials used when a vertical or horizontal force of 250 lbs. is applied at any point on the grab bar, fastener, mounting device, or supporting structure.
- There shall be continuous 2x8" backing for all grab bars.