



Request for Proposals (RFP)

RFP 2022: Affordable Single Family Construction

Proposal Cover Sheet

(Builder) Name of Company: _____

Contact Person: _____ Title: _____

Telephone: _____ Cell: _____ Email: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Tax ID Number: _____ DUNS Number: _____

TX Registrar of Contractors License No. _____

Business License No. _____

The undersigned acknowledges and agrees that:

- I. 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. TCCC 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. TCCC may award to a single or multiple Builder. Nothing in this RFP creates any rights or interests to the Builder and all costs associated with responding are the responsibility of the Builder.

Signature: _____ Title: _____

Printed: _____ Date: _____



Request for Proposals (RFP)

RFP Code: TCCC Single Family

Checklist

Submission Checklist:

- o Proposal Cover Sheet
- o Narrative of Experience
- o Three (3) Professional References
- o Home Construction Activity (last 3 years)
- o Construction Timeline for a Single-Family Home and Production Capacity
- o Evidence of Financial Strength and Resource Availability
- o Proposed Home Plans and Specifications (at least 2-4)
- o Firm Fixed Price Cost for Base/Standard Plan and Line-Item List of Options with Pricing or fee based.
- o Schedule of Draws/Progress Payments
- o Copy of Business License
- o State of Texas General Contractor's License
- o Proof of insurance Coverage as follows:
 - o Commercial General Liability, each occurrence \$1,000,000
 - o Automobile Liability, combined single limit \$1,000,000
 - o General Aggregate Limit, each occurrence \$2,000,000
- o Copies of Women or Minority Business Status and/or Other Certifications (if applicable)

I. **OVERVIEW**

Tejano Center for Community Concerns (TCCC) is using a competitive Request for Proposals process to identify a builder for the construction of 6 new homes in 2022 – 50 over the next few years. These homes will be at 1687 sf and have 3-bedrooms. These properties will be placed on vacant lots.

Construction is expected to begin in 3rd Quarter of 2022.

Timeline is dependent upon approval of Construction Financing.

Proposals are due on or before April 15, 2022.

All questions regarding this Request for Proposals should be directed to:

Richard Rodriguez, Housing Director
Tejano Center for Community Concerns
2950 Broadway
Houston, Texas 77017

(713) 640-3788
ricardo.rodriguez@tejanocenter.org

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, particularly highlighting, as applicable, any such experience with grant-funded affordable housing, partnership with community non-profits, and urban in-fill development.
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, completion date, and sales price/fair market value (if known). Optional: you may also attach up to twelve (12) photos (3 sheets max) of homes constructed.
4. Identify any litigation or other disputes involving your company and a client or subcontractor for the past three (3) years. Legal/liens etc...



C. Capacity

1. 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.
2. Provide corporate financial statements, letter of credit and/or other evidence that demonstrates your company's financial strength and capacity to participate in this initiative, undertaking construction of the number of homes proposed.

D. 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/standard 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.



E. Attachments

All proposals must contain the following attachments:

- Copy of Business License
- State of Texas General Contractor's License
- Proof of Insurance Coverage as follows:
 - o Commercial General Liability, each occurrence \$1,000,000
 - o Automobile Liability, combined single limit \$1,000,000
 - o General Aggregate Limit, each occurrence \$2,000,000
 - o Worker's Compensation at statutory amount

III. SUBMISSION, REVIEW, and SELECTION

A. Submission

Proposals are due by 4:00 PM on April 15, 2022. All proposals should be submitted to:

Richard Rodriguez, Housing Director - Tejano Center for Community Concerns
2950 Broadway - Houston, Texas 77017 - (713) 640-3788 ricardo.rodriguez@tejanocenter.org

B. Review (10 Points Each Line Item Below - See Scoring Matrix)

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

1. The pricing (cost to TCCC) and value of the proposed homes.
2. The experience and track record of the builder, overall and specifically in the development of affordable single-family housing in traditional urban neighborhoods.
3. The builder's financial strength and resource capacity.
4. The builder's ability to undertake construction of multiple homes at one time.
5. Project Readiness: ability to begin work promptly and complete in a timely manner.



Request for Proposals

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

C. Selection

1. Final selection of one or more Builders is anticipated on or before May 1st, 2022.
2. TCCC 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. TCCC 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 applicable building and city codes.

The project is to be completed within six (6) calendar months from Notice to Proceed.

See attached Construction Specifications.

Change orders must be agreed to and accepted by TCCC's Housing Director.

General Notes:

- Where conflict occurs between requirements of the Construction Specifications and the 2021 International Residential Code, the stricter of the requirements shall apply.
- All materials and workmanship shall comply with 2021 IRC 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 Texas and hold a current Business License.
- 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 TCCC.
- All HUD, EPA, and OSHA guidelines must be followed.



Construction Specifications

Single Family Construction

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 TCCC.

General Conditions

All requirements and standards must be included in a FIRM FIXED CONSTRUCTION PRICE submitted by Builder with Proposal/Bid, and shall be a part of a NO-LIEN CONSTRUCTION AGREEMENT between TCCC and Builder. Builder may not assign the construction agreement to another party.

TCCC 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. Builder shall deliver samples for such selections to TCCC for review.

Builder shall consult with, and have written approval from, TCCC 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 TCCC 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 TCCC 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.



Construction Specifications

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 TCCC 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.

All utilities shall be placed in the Builder's name during the construction period and remain so until a Certificate of Completion is approved. Builder shall notify TCCC before utilities are disconnected to avoid any interruption of service(s).

Builder must apply for, pay for, and obtain, all required Permits. Builder must comply with all rules of the permitting process as established by the City of Houston.

All work shall be performed in the manner outlined in the 2021 International Residential Code and comply with any and all applicable Federal, State, and Local Codes and Ordinances.

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 TCCC 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.

Builder will provide a plot plan based upon the footprint provided by a qualified Site/Survey Plan provider and will provide staking of such footprint. Builder is responsible for reviewing and staking house on the lot per approved plat plan. Builder to pay for lot ties, splits, recording fees, or any other costs associated with developing property, as intended, for construction.

Builder is responsible for provision of drainage information and obtaining needed building permits. Builder shall provide final grade and seeding to achieve positive drainage away from structure and conform to the approved drainage plan.

Project description:

This projects main goal is to infill existing sites owned by the Tejano Center.

The model shared is a 3 bedroom 2 bath modern shotgun house.

The house's square footage is as follows:

building 1446 sqft

front porch 119 sqft

back porch 122 sqft

driveway (2 cars tandem) 404 sqft

All ceiling heights are 9'-0" unless in main living / kitchen / dining

All exterior walls are using 2x6s

All roof rafters are using 2x12s (this is to allow for an R38 roof assembly using batt insulation)*

All rooms with 9'-0" ceiling shall have decking on top of the ceiling joist to allow for attic storage.

All cabinets, finishes are all builder grade.

There are (5) 48"x24" Vinyl clerestory windows in the main space

There are (13) 36"x72" Vinyl single hung windows

There is (1) 108"x72" R.O. 3 panel sliding door in the living room

All interior doors are 6'8" width varies

There is one exterior door 3'0x8'-0"

We are designing this house to up to code with IRC 2015 which will be in effect later this year

DOOR SCHEDULE

Mark	ROOM NAME	DOOR OPENING						GLAZING		DOOR FRAME				COMMENTS
		TYPE	THICKNESS	WIDTH	HEIGHT	MATERIAL	FINISH	TYPE	HEIGHT	WIDTH	MATERIAL	FINISH		
1	ENTRY	A	0 - 13/4"	3 - 0"	7 - 10"	WID-SC	<By Category>		1	8 - 0"	3 - 4"	HM	Steel ASTM A500, Grade B, Rectang tlar and Sq tate	
2	BED ROOM	A	0 - 13/4"	2 - 8"	6 - 8"	WID-SC	<By Category>		1	6 - 10"	3 - 0"	HM	Steel ASTM A500, Grade B, Rectang tlar and Sq tate	
3	BATH	A	0 - 13/4"	2 - 8"	6 - 8"	WID-SC	<By Category>		1	6 - 10"	3 - 0"	HM	Steel ASTM A500, Grade B, Rectang tlar and Sq tate	
4	STORAGE	A	0 - 13/4"	2 - 0"	6 - 8"	WOOD	<By Category>		1	6 - 10"	2 - 4"	WOOD	Steel ASTM A500, Grade B, Rectang tlar and Sq tate	
5	BATH	A	0 - 13/4"	2 - 8"	6 - 8"	WID-SC	<By Category>		1	6 - 10"	3 - 0"	HM	Steel ASTM A500, Grade B, Rectang tlar and Sq tate	
S1	CLOSET	B	0 - 13/6"	4 - 0"	6 - 8"	WOOD	PT4 - Paint		1	6 - 10"	4 - 4"	WOOD	PT4 - Paint	
S4	CLINING													
S6	CLOSET	B	0 - 13/6"	4 - 0"	6 - 8"	WOOD	PT4 - Paint		1	6 - 10"	4 - 4"	WOOD	PT4 - Paint	
S8		A	0 - 13/4"	2 - 8"	6 - 8"	WID-SC	<By Category>		1	6 - 10"	3 - 0"	HM	Steel ASTM A500, Grade B, Rectang tlar and Sq tate	
S9		A	0 - 13/4"	3 - 0"	7 - 10"	WID-SC	<By Category>		1	8 - 0"	3 - 4"	HM	Steel ASTM A500, Grade B, Rectang tlar and Sq tate	

WINDOW SCHEDULE

MARK	WIDTH	HEIGHT	R.O. WIDTH	R.O. HEIGHT	TYPE	FRAME MATERIAL	SHGC	U VALUE	COMMENTS
FW1	4 - 0"	2 - 0"	4 - 0"	2 - 0"		Steel ASTM A500, Grade B, Rectang tlar and Sq tate			CLERESTORY FIXED WINDOW
FW1	4 - 0"	2 - 0"	4 - 0"	2 - 0"		Steel ASTM A500, Grade B, Rectang tlar and Sq tate			CLERESTORY FIXED WINDOW
FW1	4 - 0"	2 - 0"	4 - 0"	2 - 0"		Steel ASTM A500, Grade B, Rectang tlar and Sq tate			CLERESTORY FIXED WINDOW
FW1	4 - 0"	2 - 0"	4 - 0"	2 - 0"		Steel ASTM A500, Grade B, Rectang tlar and Sq tate			CLERESTORY FIXED WINDOW
FW1	4 - 0"	2 - 0"	4 - 0"	2 - 0"		Steel ASTM A500, Grade B, Rectang tlar and Sq tate			CLERESTORY FIXED WINDOW
SD1	4 - 4"	2 - 6"	4 - 4 1/2"	2 - 6 1/2"		30" x 62"	0	0	Window-Sliding_Units-PlyGem_110D-Horizontal
W2	3 - 0"	6 - 0"	3 - 0"	6 - 0"		36" x 72"			Steel ASTM A500, Grade B, Rectang tlar and Sq tate
W2	3 - 0"	6 - 0"	3 - 0"	6 - 0"		36" x 72"			Steel ASTM A500, Grade B, Rectang tlar and Sq tate
W2	3 - 0"	6 - 0"	3 - 0"	6 - 0"		36" x 72"			Steel ASTM A500, Grade B, Rectang tlar and Sq tate
W2	3 - 0"	6 - 0"	3 - 0"	6 - 0"		36" x 72"			Steel ASTM A500, Grade B, Rectang tlar and Sq tate
W2	3 - 0"	6 - 0"	3 - 0"	6 - 0"		36" x 72"			Steel ASTM A500, Grade B, Rectang tlar and Sq tate
W2	3 - 0"	6 - 0"	3 - 0"	6 - 0"		36" x 72"			Steel ASTM A500, Grade B, Rectang tlar and Sq tate
W2	3 - 0"	6 - 0"	3 - 0"	6 - 0"		36" x 72"			Steel ASTM A500, Grade B, Rectang tlar and Sq tate
W2	3 - 0"	6 - 0"	3 - 0"	6 - 0"		36" x 72"			Steel ASTM A500, Grade B, Rectang tlar and Sq tate
W2	3 - 0"	6 - 0"	3 - 0"	6 - 0"		36" x 72"			Steel ASTM A500, Grade B, Rectang tlar and Sq tate
W2	3 - 0"	6 - 0"	3 - 0"	6 - 0"		36" x 72"			Steel ASTM A500, Grade B, Rectang tlar and Sq tate
W2	3 - 0"	6 - 0"	3 - 0"	6 - 0"		36" x 72"			Steel ASTM A500, Grade B, Rectang tlar and Sq tate

Construction Costs

RFP 2022: Single Family TCCC

		Total Cost: Estimate
1. General Reuirements		
A. General Contractor's		
Overhead: Job supervision, temporary power, cell phone, job site toilets, tool storage, job site clean up & debris removal, equipment rental, etc.		
Profit		
Subtotal		\$0
2. Existing Conditions		
Environmental Clearance		
Demolition		
Other		
Subtotal		\$0
3. Concrete		
Basement and Garage Floors N/A		
Foundation Walls		
Flatwork		
Other		
Subtotal		\$0
4. Masonry		
Foundation Walls		
Veneer		
Fireplace and/or chimney N/A		
Exterior retaining walls		
Other		
Subtotal		\$0
5. Metals		
Structural		
Wrought Iron		
Other:		
Subtotal		\$0
6. Wood & Composites		
Rough Capentry		
Finish Carpentry		
Other		
Subtotal		\$0
7. Thermal & Moisture Protection		
Roofing		
Insulation		
Exterior Siding		
Exterior Trim		
Gutters and Downspouts		
Other Damo Proofina		
Subtotal		\$0
8. Openings		
Windows		
Exterior Doors		
Interior Doors		
Garage Door		
Door Hardware		
Other General Requirements		
Subtotal		\$0

9. Finishes		
Gypsum Wallboard		
Ceramic Tile		
Flooring (wood, vinyl, carpet, etc.		
Painting		
Other		
	Subtotal	\$0
10. Specialties		
Towel Racks, mirrors, etc.		
Closet racks		
Other	Clean-up & Testing	
	Subtotal	\$0
11. Equipment		
Appliances		
Other		
	Subtotal	\$0
12. Furnishings		
Cabinets		
Countertops		
Window Treatments		
Other		
	Subtotal	\$0
13. Special Construction		
Accessibility Modifications		
Other		
	Subtotal	\$0
21. Fire Suppression Systems		
Sprinkler System	N/A	N/A
Other		
	Subtotal	\$0
22. Plumbing		
Rough Plumbing		
Finish Plumbing		
Fixtures		
Other		
	Subtotal	\$0
23. HVAC		
HVAC		
Other		
	Subtotal	\$0
26. Electrical		
Rough Electrical		
Fixtures		
Finish Electrical		
Other		
	Subtotal	\$0
27. Communications		
Security & Alarm Systems	N/A	N/A
Other		
	Subtotal	\$0

31. Earthwork		
Excavation		
Trenching		

Backfilling		
Site Grading		
Driveway		
Other		
	Subtotal	\$0
32. Exterior Improvements		
Paving		
Fencing		
Final grade and seeding		
Landscaping		
Other		
	Subtotal	\$0
33. Utilities		
Utility Connections		
Other		
	Subtotal	\$0
Total Construction:		\$0