



April 4, 2024

Re: Habitat for Humanity Philadelphia, Inc.  
40<sup>th</sup> Street Homeownership Project (805, 809, 815, 817 N. 40<sup>th</sup> St.)  
Request for Proposals – Flooring & Staircase Covering

Dear Bidder:

Habitat for Humanity Philadelphia, Inc. (“Habitat” “HFHP” and “Developer”) invites your firm to submit a responsive, competitive bid proposal for its housing development project in the Belmont neighborhood of Philadelphia, PA at 805, 809, 815 & 817 N. 40<sup>th</sup> Street, which is slated for construction from summer 2024 through early spring of 2025. HFHP is specifically seeking bids for any or all the following trade(s):

- Flooring & Staircase Covering

For bids on this RFP scope to be considered by Habitat for Humanity Philadelphia, bidders must carefully review and acknowledge crucial information, instructions, contract terms and other key guidelines that will govern this bid process and the resulting contract with the selected bidder. HFHP is under no obligation to accept bids that do not acknowledge and conform to the terms and processes prescribed within that bid and contract instructions information.

Habitat Philadelphia encourages and will accommodate site preview visits by interested bidders *\*arranged in advance with HFHP Project Management\** to occur during regular business hours (9:00AM-5:00PM weekdays) to facilitate bid preparation.

Kindly reply by **April 8<sup>th</sup>** (via phone call and/or e-mail message) to indicate your firm’s intention to bid or to decline.

Please review all this information in detail, forward any related questions within the allotted timeframe, complete the bid proposal in its entirety and submit your bid proposal by no later than **3:00PM April 18<sup>th</sup> 2024**.

If you have any *administrative questions* regarding the RFP process itself, or to arrange a pre-bid site visit, please call me at (267) 761-1597. However, please submit any *technical or scope-related questions* – in writing – (via e-mail only) to: [carloa@habitatphiladelphia.org](mailto:carloa@habitatphiladelphia.org)

Thanks for your consideration of this RFP. Habitat for Humanity Philadelphia welcomes your bid and looks forward to the prospect of your participating in Habitat for Humanity’s 40<sup>th</sup> Street project.

Sincerely,

A handwritten signature in black ink that reads "Carlo Arjona". The signature is written in a cursive, flowing style.

Carlo Arjona  
Senior Project Manager, Home Construction

### ***Project Description:***

The project consists of four (4) single-family, affordable townhouses Habitat is building (ground-up) 805, 809, 815, 817 N. 40<sup>th</sup> St. (i.e., near its intersection with Brown St.) in Philadelphia’s Belmont neighborhood. Three of the units will be “in-fill” units built either between or adjacent to two existing residential houses.

Each\*of the four (4) units will be:

- approximately 1,200 gross square feet;
- of slab-on-grade, framed construction;
- two (2) stories, three (3) bedrooms, one and a half (1.5) bathrooms\* (\*ADA unit - 2 full bathrooms;)
- situated to front along N. 40<sup>th</sup> Street;
- \*one of the units (i.e., 817 N. 40<sup>th</sup> Street ~1,300SF) will be ADA accessible;
- constructed to meet all pertinent Energy Star design, performance & efficiency requirements.

Habitat, as General Contractor, is coordinating a combination of trade sub-contracting and volunteer engagement to complete the work and will hold all construction subcontracts.



### ***Schedule Snapshot:***

No on-site work has occurred yet or is anticipated to commence prior to June 2024. The scope encompassed by this flooring & staircase covering RFP is targeted to occur in spring 2025 to meet an August 2025 deadline to have all units fully complete and ready for occupancy.

Habitat Philadelphia expects the bidder selected via this RFP process to advance and complete all of the corresponding scope within Habitat’s schedule, as well as to furnish *all* associated labor, materials, testing, inspections and warranties, etc.

***Bidding Schedule:***

RFP Issued: April 4, 2024

Indicate Intent to Bid or to Decline: April 8, 2024

Bids Due: **April 18, 2024 (3:00PM)** via *e-mail* to [carloa@habitatphiladelphia.org](mailto:carloa@habitatphiladelphia.org)

Descoping with Bidders: April 18 - 19, 2024 (*as deemed necessary by HFHP*)

Bidder Selection: on or about April 22, 2024

Contract Negotiation & Execution: April 22 – May 6, 2024

Notice to Proceed Target Date: May 31, 2024

On-site Mobilization & Construction: on or about June 1, 2025

RFP Scope Completion Target: August 30, 2025

***Bid Submission Overview:***

Bid proposal packages must be submitted **by e-mail\*** to:

ATTN: Carlo Arjona, Senior Project Manager – Home Construction

[carloa@habitatphiladelphia.org](mailto:carloa@habitatphiladelphia.org)

Bids are due by **3:00PM on April 18, 2024\***

*\*Habitat is under no obligation to consider bids submitted via other means or submitted after this deadline.*

Please submit your bid proposal via e-mail to [carloa@habitatphiladelphia.org](mailto:carloa@habitatphiladelphia.org) ***using the bid proposal forms provided herein.*** Any additional/other bid proposal or pricing forms a bidder might choose to include ***shall be in addition to the provided Bid Proposal forms.*** Non-conforming proposals may be disregarded. Oral or telephone proposals will not be considered.

***Bid Proposal Contents:***

Proposals shall consist of the following:

- Bid Proposal Form – **Use the Bid Proposal form provided in this RFP.** It must be filled out completely.

- Non-collusion Affidavit of Bidder – This form must be executed by an authorized representative of the bidder and returned with the proposal.
- Bid Submission Checklist – Complete and *\*include\** this checklist with your bid submission.

***Bid Questions:***

Any technical or scope-related question must be submitted ***in writing via e-mail*** to:  
[carloa@habitatphiladelphia.org](mailto:carloa@habitatphiladelphia.org)

In the e-mail subject line, reference “HFHP – 40<sup>th</sup> Street Project (*applicable trade*) RFP”

*\*Habitat is under no obligation to consider inquiries submitted via other means or submitted after the deadline noted in the bidding schedule.*

***Bidder Selection:***

Proposals will be reviewed using the following criteria:

1. Cost:  
The Developer is executing this project within extremely tight budget parameters and will give consideration to the bid proposal outlining the most economical and cost-effective approach to successful completion of the work.
2. Experience/Qualifications:  
This project and the Scope of Work referenced within this RFP represent a substantial endeavor for the Developer and its several stakeholders. Extensive qualifications and significant prior experience carrying out similar work locally in close collaboration with other local non-profits and or housing developers will be key factors in proposal selection.
3. Responsiveness:  
The Developer is seeking responsive bids, namely ones that reflect: close attention to the bid instructions and Contract Documents, responsive, reasonable pricing that accurately and comprehensively incorporates the entire Scope of work, a willingness and ability to work collaboratively and cooperatively with the Developer and its stakeholders, a commitment to project schedule, budget and quality objectives, as well as reasonable consideration of neighbors near the work area and compatibility with Habitat’s mission and principles in carrying out the work.

# Scope of Work

805, 809, 815, 817 N. 40th St.

## Vinyl Flooring & Staircase Covering\*

### Scope of Work: Narrative Summary

The scope of work encompassed by this Request for Proposal (RFP) and corresponding bidding process is to include furnishing and installing all: flooring and staircase covering necessary for the construction of four (4) single-family, affordable townhouses Habitat is building (ground-up) at 805, 809, 815, 817 N. 40th St. (i.e., near its intersection with Brown St.) in Philadelphia's Belmont neighborhood.

Execution of the work shall comply with the project's design documents, as well as with all applicable rules, regulations and requirements of all Authorities Having Jurisdiction (i.e., organizations, offices or individuals responsible for enforcing the requirements of a code or standard, or for approving equipment, materials, an installation, or a procedure,) and the Developer.

Such work shall include, but not necessarily be limited to the furnishing and installation of flooring materials, staircase nosing, tread and riser components matching the main flooring materials, proper adhesion, subfloor clearing, leveling and other essential preparation as applicable.

This scope shall also include the satisfactory preparation of any and all applicable shop drawings and/or submittals.

The work is to be carried out as indicated/specified by the design documents/project plans as well as consistent with industry best practices and any applicable manufacturer instructions.

Finally, the selected bidder will be responsible for any site clean-up related to their scope. (Habitat will provide an on-site dumpster for use by all its subcontractors, as well as some limited storage container space on or very near the worksite.)

Proposals should anticipate and provide for the reasonable anticipation of any pertinent weather-related factors as well as for any demobilizations/remobilizations necessary to carry out the work in coordination/conformance with the sequence and status of on-site work scope by others.

Bidders should be certain to reflect pricing for any *specified* materials. Pricing for proposed "or equals" will *only* be considered if provided in addition to the pricing for the specified materials and if such substitutions, in the Developer's opinion, are comparable and of equal or better quality.

\*Please also be sure to note the Owner Expectations applicable to *all* RFP trades and scopes.

# **\*Owner Expectations**

## *applicable to all trades/all scopes*

Regardless of scope, the work referenced by this RFP is to be carried out in coordination and cooperation with the Developer, the Developer's agents or assigns, and other construction trade personnel engaged by the Developer.

The selected bidder will acknowledge that the Developer will be initiating subcontracts for other scopes of work on the project and that such work may occur immediately prior to, immediately subsequent to or simultaneously with the scope of this RFP. The selected bidder and the Developer will be expected to communicate and coordinate regarding any such work to prevent the obstruction, complication or delay of any other project scope.

*Please note*, the selected bidder **will be expected to staff the project sufficiently** to execute, advance and sufficiently supervise the contract scope of work timely and in conformance with Habitat's project schedule, as well as sequenced efficiently in a "waterfall" progression/completion of the work from unit to unit.

The selected bidder will also be expected to help maintain the safety, cleanliness and order of their work areas and any areas of the site they occupy and use.

Upon completion of the contracted scope of work, the construction site shall be left such that subsequent work in the construction sequence can readily and immediately be carried out by others.

Along with any stipulations noted within the construction contract, Habitat expects and will require the selected bidder to execute the scope of work as follows:

- Safely and consistent with all applicable safety guidelines, regulations and best practices;
- In conformance with the Construction Documents;
- In adherence to all pertinent City rules and regulations, as well as those of Habitat for Humanity Philadelphia and any other Authorities Having Jurisdiction;
- Within Habitat's project schedule;
- In consideration of Habitat's workforce utilization targets (and documenting same for this scope;)
- Economically and with consideration of Habitat's budget parameters;
- With impeccable quality;
- Covered by a comprehensive Workmanship Warranty for labor and materials;
- Demonstrating and documenting the use and efforts to engage M/W/DBE subs & suppliers in the work.

### ***Plans, Specifications & Reference Materials:***

These are accessible on-line for review/downloading at:

<https://h4h.sharepoint.com/:f/g/Srvcs/Build/Ep7D1N5jxI1OmtE461tLsjMBw48WONR1AAW8hPbHJJfzAw?e=hF86Qo>

# Bid Proposal Form

*to be completed by all bidders regardless of scope*

*\*Any other proposal or pricing documents bidders opt to submit must be in addition to **this bid form**. Submissions that do not include this provided bid form may be eliminated from consideration.*

1. Firm Name: \_\_\_\_\_ Primary Contact: \_\_\_\_\_
2. Address: \_\_\_\_\_
3. Telephone No.: \_\_\_\_\_
4. E-mail Address: \_\_\_\_\_
5. Number of Years in Business: \_\_\_\_\_ Contractor License # \_\_\_\_\_
6. Name(s) of Subcontractor(s), if any, anticipated to be used, and for which scope:
7. Sub: \_\_\_\_\_ Scope: \_\_\_\_\_  
Sub: \_\_\_\_\_ Scope: \_\_\_\_\_
8. Please attach any other information outlining your firm's ability to execute this RFP scope successfully, economically and timely that would facilitate your selection by HFHP for this project.
9. Please execute and attach the "Non-Collusion Affidavit of Bidder" form.
10. Complete the Bid Proposal Form continuation sheet.
11. Complete the Bid Submission Checklist, initial it and include it with your proposal.

*(please append additional pages to this form if necessary to provide complete answers)*

**Flooring BID PROPOSAL FORM**

(Firm Name: \_\_\_\_\_ )

Habitat for Humanity Philadelphia – RFP Scope Pricing & Projected Schedule

(proposed “or equal”)

- 1. General Requirements \$ \_\_\_\_\_
- 2. Allowance for Surface Prep/Leveling \$ \_\_\_\_\_
- 3. Flooring Material \$ \_\_\_\_\_ \$ \_\_\_\_\_
- 4. Flooring Installation \$ \_\_\_\_\_
- 5. Stair Cover/Capping Material \$ \_\_\_\_\_ \$ \_\_\_\_\_
- 6. Stair Cover/Capping Installation \$ \_\_\_\_\_
- 7. Overhead & Profit: \$ \_\_\_\_\_
- 8. **TOTAL PROPOSED COST:** \$ \_\_\_\_\_ \$ \_\_\_\_\_

9. Please list and detail any applicable scope exclusions or proposed substitutions. \*\*\*Unless a bid proposal specifically indicates any scope exclusions, Habitat will expect the project scope to be fully completed for the corresponding proposed price.\*\*\*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

10. SCHEDULE: Projected *per-unit* duration to complete the work \_\_\_\_\_ (work days per unit)

11. If selected for this project, what is the approximate lead time from award to secure the required materials?

\_\_\_\_\_

The person(s) whose signature(s) appear(s) below attests to being authorized to sign this proposal on behalf of the bidder.

Name & Title of Authorized Representative: *(printed)*

Signature of Authorized Representative:

\_\_\_\_\_ X \_\_\_\_\_

Date: \_\_\_\_\_



# Non-Collusion Affidavit of Bidder

State of \_\_\_\_\_

County of \_\_\_\_\_

\_\_\_\_\_, being first duly sworn, deposes and says that:

1. S/He is the \_\_\_\_\_ of \_\_\_\_\_, the Bidder that has submitted the attached Bid;
2. S/He is fully informed respecting the preparation and contents of the attached Bid and all pertinent circumstances respecting such Bid;
3. Such Bid is genuine and is not a collusive or sham bid;
4. Neither the said Bidder nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affiant, have in any way colluded, conspired, connived or agreed, directly or indirectly, with any other Bidder, firm, or person to submit a collusive or sham bid in connection with the contract for which the attached Bid has been submitted or to refrain from bidding in connection with such Contract, or has in any manner, directly or indirectly, sought by agreement, or collusion or communication or conference with any other Bidder, or, to fix any overhead, profit, or cost element of the bid price of the collusion, conspiracy, connivance, or unlawful agreement any advantage against any person or entity interested in the proposed contract; and
5. The price or prices quoted in the attached Bid are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the Bidder or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

Contractor entity: \_\_\_\_\_

Signed by: \_\_\_\_\_ (signature)

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 202\_\_.

(Notarial Seal) \_\_\_\_\_ Notary Public

**\*COMPLETE AND SUBMIT THIS FORM WITH YOUR BID PROPOSAL\***

# Bid Submission Checklist

To ensure your bid proposal submission is complete and not discarded, please review, fill out *and include this checklist* with your bid submission.

***Before*** you press “send” on your bid proposal to HFHP, ***did you make sure to?:***

1. Review the entire RFP, the bid instructions supplements, the project plans and all the relevant supporting documents?    **Y**    /    **N**
2. Notify HFHP of any RFP documents that you *cannot* locate or access?    **Y**    /    **N**
3. Note the project outline schedule and bid milestone dates?    **Y**    /    **N**
4. Indicate your intention to bid (or to decline) ***by April 8<sup>th</sup>***?    **Y**    /    **N**
5. Arrange with HFHP to visit the site if necessary for preparation of a responsive bid?    **Y**    /    **N**
6. Fully complete and include *all* pages of the supplied Bid Proposal Forms?    **Y**    /    **N**
7. Include proposed schedule durations?    **Y**    /    **N**
8. Complete, sign and include the Non-collusion Affidavit of Bidder?    **Y**    /    **N**
9. Note the e-mail address [carloa@habitatphiladelphia.org](mailto:carloa@habitatphiladelphia.org) for bid submission, RFIs arrangement of a pre-bid site visit, etc.?    **Y**    /    **N**
10. Cite “HFHP - (*and this*) RFP” in your RFP-related e-mail subject lines?    **Y**    /    **N**
11. Ensure that your proposal makes your firm’s qualifications, pricing, *all* included scope, *any* excluded scope and *projected durations* clearly, completely and understandably?    **Y**    /    **N**
12. Include any other information outlining your firm's ability to execute this RFP scope successfully and cost-effectively that would facilitate your selection for this project?    **Y**    /    **N**

Bidder Representative Initials: \* \_\_\_\_\_

*\*The person whose initials appear above attests to being authorized to execute this document on the bidder’s behalf.*

\*\*\*\*\*END OF MAIN RFP DOCUMENTS\*\*\*\*\*

\*\*\*\*\***ALSO SEE** “BID INSTRUCTIONS SUPPLEMENT” AT\*\*\*\*\*

<https://h4h.sharepoint.com/:f/g/Srvcs/Build/Ep7D1N5jx11OmtE461tLsjMBw48WONR1AAW8hPbHJJfzAw?e=hF86Qo>