



# Heights – Phase 1 Bid Instructions

## Project Numbers &

<b>Project Locations:</b>	TCHFH Site #2020 – xxx Winthrop ST N; St. Paul, MN 55109
	TCHFH Site #2021 – xxx Winthrop ST N; St. Paul, MN 55109
(Sample Project 1)	TCHFH Sites #2022-2023 – xxx Winthrop ST N; St. Paul, MN 55109
	TCHFH Sites #2025-2026 – xxx Winthrop ST N; St. Paul, MN 55109
(Sample Project 2)	TCHFH Site #2027-2028 – xxx Winthrop ST N; St. Paul, MN 55109
	TCHFH Sites #2059-2060 – xxx Winthrop ST N; St. Paul, MN 55109
(Sample Project 3)	TCHFH Site #2061 – xxx Winthrop ST N; St. Paul, MN 55109
(Sample Project 4)	TCHFH Sites #2062-2063 – xxx Winthrop ST N; St. Paul, MN 55109
	TCHFH Sites #2064-2065 – xxx Winthrop ST N; St. Paul, MN 55109
	TCHFH Site #2066 – xxx Winthrop Street ST N; St. Paul, MN 55109
	TCHFH Site #2067 – xxx Winthrop Street ST N; St. Paul, MN 55109
	TCHFH Site #2068 – xxx Winthrop ST N; St. Paul, MN 55109
(Sample Project 5)	TCHFH Site #2069 – xxx Winthrop ST N; St. Paul, MN 55109
	Addresses are not yet available from the City of St. Paul.

## Project Overview

This fall TCHFH will be starting our Heights Development. The first group of projects will include single family homes (7) and twin homes (6) for a total of 19 housing units. All 19 units will be awarded to a single contractor for each separate type of work available for bid. For example, there will be a single plumbing award & contract that covers all 19 units.

## Bid Process

- Twin Cities Habitat for Humanity is operating as both the Developer and General Contractor at the Heights Development.
- One sample plan for each model type (5 total) will be provided for bidding with supplemental documents as needed for requested option costs. Designated sample models have been called out above, on the bid notification, and on the map of site.
- Bid forms are required and are due at 5:00 PM on August 13.
- Workforce Projection forms are to be completed and submitted with bid forms.
- Bid results will be provided to all bidders after the awards are completed.
- Contact the project manager, Moriah Baltz (612.791.7936) with any scope of work questions. **Please Note: Moriah Baltz will be out of the office July 29 – August 2 and August 7 – 9. During those periods, please contact the backup project manager, Jonathan Birkholz (612.328.0276), with any questions.**

## Bid Documents - Available via [Dropbox](#).

- Map of Site – Details site numbers and models. Addresses will be added when they are provided from the City.
- Bid Notification – Outlines timeline, items available for bid, requirements, contact information.
- Project Specification – Outlines scope of work.
- Bid Forms (zipped folder)
- Compliance Overview & Documents – Outlines the several types of requirements attached including Little Davis Bacon/Prevailing Wage. (zipped folder)
- HVAC Checklist and Design Report Forms
- 5 Sample Projects – Construction Docs (zipped folders – 1 per model). All 19 units included in this phase of development are based on one of the 5 sample projects.
  - Energy Code Compliance Certificates
  - Finish Schedule
  - Gutter Locations
  - Survey
  - Construction Plans
  - Additional documents for roofing and gutter options as needed.

## Requirements

Please see the compliance overview and zipped documents folder in the bid documents for additional details about the requirements below.

- General liability insurance and workers compensation insurance.
- Required contract provisions including: Suspension and Debarment; Equal Employment Opportunity; Minority Business Enterprise; Women Business Enterprise; and Drug Free Workplace. Twin Cities Habitat for Humanity is an equal opportunity employer, and as such, businesses owned by women or minorities are strongly encouraged to bid.
- Affirmative Action Plan – Any subcontractor that has been awarded with \$50,000 or more worth of contracts funded by City of St. Paul over the previous twelve months will be required to register an affirmative action plan.
- Workforce Employment Goals – Each subcontractor is expected to do their best to help Twin Cities Habitat for Humanity meet or exceed the workforce employment goals.
- Little Davis Bacon/Prevailing Wage with online certified payroll submittals.
- Project Labor Agreement with the St. Paul Building & Construction Trades Council applies to this project. Union membership is not required for bidders, but all bidders must comply with labor agreement regardless of their union status. **This agreement includes required contributions to established employee fringe benefit funds regardless of union status.**
- Developer/general contractor (TCHFH) vendor outreach goals for engaging minority-owned, women-owned, and small businesses registered through the Central (CERT) Certification Program. Certification is not required, but preference may be given to certified companies if needed to meet vendor outreach goals. Subcontractors will be required to verify payment information via the City of St. Paul's B2Gnow website.