

Request for Proposals



Project Address: 837 North Hills Drive, Charleston, WV 25387

Habitat for Humanity of Kanawha & Putnam requests proposals for the furnishing by Subcontractor of a portion of the labor, services, and equipment/tools necessary to construct the Project in accordance with the scope of work described in Exhibits A, B, and C. Subcontractor is requested to provide itemized bid prices for each sub-section of the scope of work; mark any excluded sub-sections with "no bid."

Habitat for Humanity of Kanawha & Putnam:

- Will serve as the general contractor for this project.
- Will apply for all necessary and required permits for this project.
- Will provide all construction materials for this project.
- Reserves the right to reject any or all proposals.
- Reserves the right to contract with more than one subcontractor for Work on this project.

If selected, Subcontractor:

- Represents and warrants that it possesses or will secure all licenses, registrations and certifications to perform the Work and that they will be kept in effect for the duration of its Work on the Project, in particular both a West Virginia Contractor's License and a City of Charleston Contractor's License.
- Warrants that all labor performed, equipment, and materials furnished by Subcontractor shall be free of defects in workmanship and materials for a period beginning on the date that Subcontractor achieves final completion of the Work and ending on the date the last of the following occurs: (i) one (1) year; or (ii) the date upon which the statute of limitations expires for HFHCP to bring an action for breach of (a) any warranty created or implied by law or (b) any express warranty given by Subcontractor. Additional terms may apply.
- Will perform the Work in accordance with the standard of care in the industry and the locality where the Work is to be performed for similar projects of comparable complexity, risk and magnitude.
- Represents and warrants that it is familiar with and will comply with all federal, state and local laws, ordinances, regulations, and permits governing the performance of its Work.
- Will assign a competent supervisor to oversee the Work. Subcontractor's supervisor must attend the site during the performance of Subcontractor's Work and shall be the Subcontractor's authorized representative for all purposes under the Subcontract. Subcontractor shall assign sufficient qualified, skillful, and competent personnel to perform the Work in accordance with the Contract Documents and to maintain the progress of the Work in accordance with the contract times and approved schedule.

- Shall be responsible for the safety of its employees and the Work it performs on the Project and shall take all necessary steps for the specific safety program and designate a competent, qualified, and experienced safety representative at the job site whose duties and responsibilities shall be the prevention of accidents and the maintaining and implementation of safety precautions and programs.
- Will coordinate its work with representatives of Habitat for Humanity of Kanawha & Putnam.
- Will attend periodic meetings with representatives of Habitat for Humanity of Kanawha & Putnam and other subcontractors as directed by representatives of Habitat for Humanity of Kanawha & Putnam.
- Will promptly either correct all defective work, whether or not fabricated, installed, or completed, or, if the work has been rejected by representatives of Habitat for Humanity of Kanawha & Putnam, remove it from the site and replace it with non-defective Work.
- Will purchase and maintain in effect during its performance of the Work the following policies of insurance:
 - i. Workers compensation insurance as required by law;
 - ii. Commercial general liability or Comprehensive General Liability insurance with limits of not less than One Million Dollars (\$1,000,000) per occurrence and Two Million Dollars (\$2,000,000) in the aggregate. Such coverage shall include but not be limited to premises and operations, products/completed operations coverage maintained for two (2) years following acceptance of the Work by Habitat for Humanity of Kanawha & Putnam and the Owner; personal injury liability, broad form property damage, and Habitat for Humanity of Kanawha & Putnam's equipment insurance on an "all risk" basis covering equipment owned, leased, or used by Subcontractor.
 - iii. Automobile liability insurance coverage for all owned, non-owned, and rented automotive equipment used in connection with the Work, with minimum limits of \$1,000,000 for each accident — single limit — bodily injury and disability combined.
 - iv. All policies shall be written on an "occurrence" basis and shall be endorsed to state that coverage shall not be suspended, voided or cancelled except after thirty (30) calendar days' prior written notice by certified mail, with return receipt requested and given to Habitat for Humanity of Kanawha & Putnam. Such provision shall appear in the Certificates of Insurance.
 - v. Subcontractor's commercial general liability policy shall name Habitat for Humanity of Kanawha & Putnam as an additional insured. Subcontractor shall provide subrogation waivers to Habitat for Humanity of Kanawha & Putnam for its commercial general liability policy.
- Shall provide Habitat for Humanity of Kanawha & Putnam with certificates and original endorsements demonstrating that the required insurance has been obtained. Subcontractor shall provide copies of said policies upon Habitat for Humanity of Kanawha & Putnam's request.

Proposal

The undersigned acknowledges and agrees that:

- He/she is a duly authorized signatory with full authority to submit the attached proposal on behalf of the above-mentioned subcontractor and is fully informed as to the preparation and contents of the attached proposal.
- 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, directors, employees, or parties in interest.
- Habitat for Humanity of Kanawha & Putnam will serve as the general contractor for this project.
- Habitat for Humanity of Kanawha & Putnam reserves the right to reject any or all proposals received, to enter negotiations with more than one prospective subcontractor prior to selection, and to engage in subsequent written proposal rounds with fewer than all submitted proposals considered.
- All costs to complete the Scope of Work described in this Request for Proposals and included on any drawings or plans including any and all labor costs should be included in the Proposal/Bid understanding that Habitat for Humanity of Kanawha & Putnam will provide necessary materials. Any scope of work that the subcontractor does not believe is covered but is needed for a workman-like completion of the Scope of Work should be discussed with Habitat for Humanity of Kanawha & Putnam before a Proposal/Bid is submitted.
- Change orders are for unforeseen 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 Subcontractor's Proposal/Bid are assumed to be included in the original contract.
- Habitat for Humanity of Kanawha & Putnam shall ensure proper zoning of building lot to allow permitting to proceed. Subcontractor must comply with all rules of the permitting process as established by the local authority having jurisdiction.
- Habitat for Humanity of Kanawha & Putnam will secure all necessary building permits for this project.
- Subcontractor to provide all relevant home warranty information. Subcontractor to assemble and collect applicable warranty information for all products installed by Subcontractor. Such warranty information to be provided to Habitat for Humanity of Kanawha & Putnam at final inspection or final payment, whichever occurs first.
- Contract will be payable at the completion of the required scope of work by submission of an invoice by the subcontractor to Habitat for Humanity of Kanawha & Putnam, 815 Court Street, Charleston, WV 25301.
- Any additions, deletions, clarifications, etc. should be explained and provided on a separate page.

Subcontractor name: _____

Contractor's License Numbers WV: _____ **Charleston:** _____

Address: _____

Telephone: _____ **Email:** _____

Representative's Name: _____ **Date:** _____

Representative's Signature: _____

--- Please provide two (2) professional references of comparable size and scope---

Reference #1: _____ **Telephone:** _____

Project Cost: \$ _____ **Project Description:** _____

Reference #2: _____ **Telephone:** _____

Project Cost: \$ _____ **Project Description:** _____

Return pages 3 and 4 to HFHKP, Attn: Andrew Blackwood, 815 Court Street, Charleston, WV 25301 or submit by Email to andrew@hfhkp.org.

Subcontractor name: _____

EXHIBIT A - Scope of Work and Bid Sheet

If you are not interested in a subsection of work, please write “**No Bid**” in the space provided for the bid amount.

- **Excavation, utilities, and footer** **Bid Amount:** _____
 - Site grading
 - Footer trench
 - Excavate and install water line and sewer line
 - Install rebar
 - Pour footer

- **Foundation** **Bid Amount:** _____
 - Install drain pipe and gravel
 - Apply waterproofing
 - Connect footer drains and downspouts to storm sewer
 - Fill block with concrete (HFHKP will provide pumper)

- **Framing** **Bid Amount:** _____
 - Sill plate
 - Joists, floor trusses, and subfloor
 - Exterior and interior walls
 - Blueboard
 - Solid wood blocking for electrical mast
 - Soffit for HVAC ductwork
 - Sheetrock nailers
 - Roof trusses, sheathing, tape, drip edge, shingles
 - Windows and tape
 - Doors (interior and exterior)
 - Spray foam insulation for exterior doors and windows
 - Front and rear decks and stairs including painting
 - Siding, soffit, and fascia
 - Flooring
 - Kitchen cabinets
 - Bathroom cabinets and fixtures
 - Finish carpentry
 - Interior painting (walls and trim)

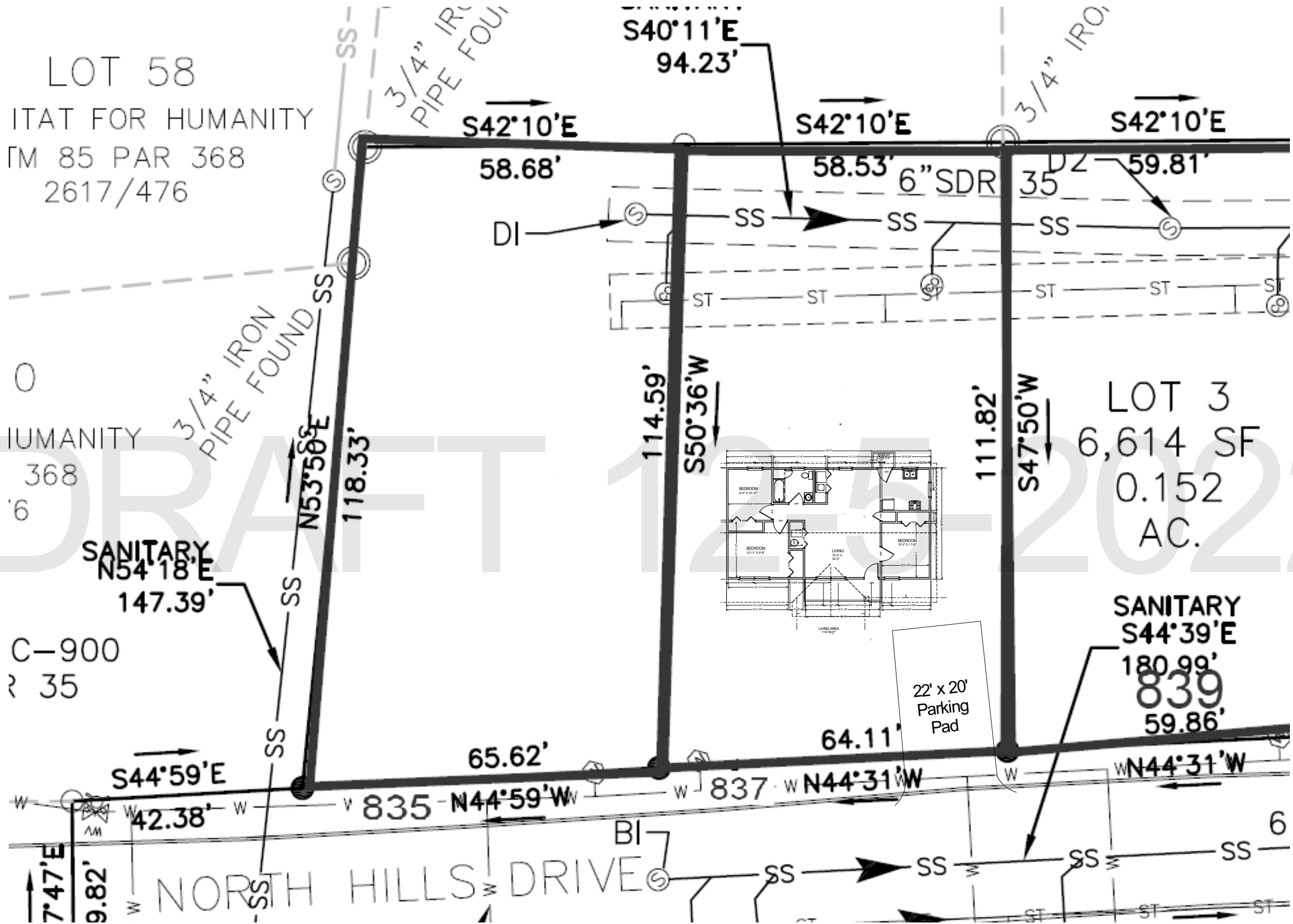
- **Electrical** **Bid Amount:** _____
 - Entry wire and meter base
 - Rough in – outlets, switches, lights, smoke detectors, door bell
 - Finish

- **Plumbing** **Bid Amount:** _____
 - Rough in
 - Hot water tank
 - Finish

- **Parking Pad and Walkway** **Bid Amount:** _____
 - Excavate
 - Wall
 - Concrete pouring and finishing

EXHIBIT B – Floor plans

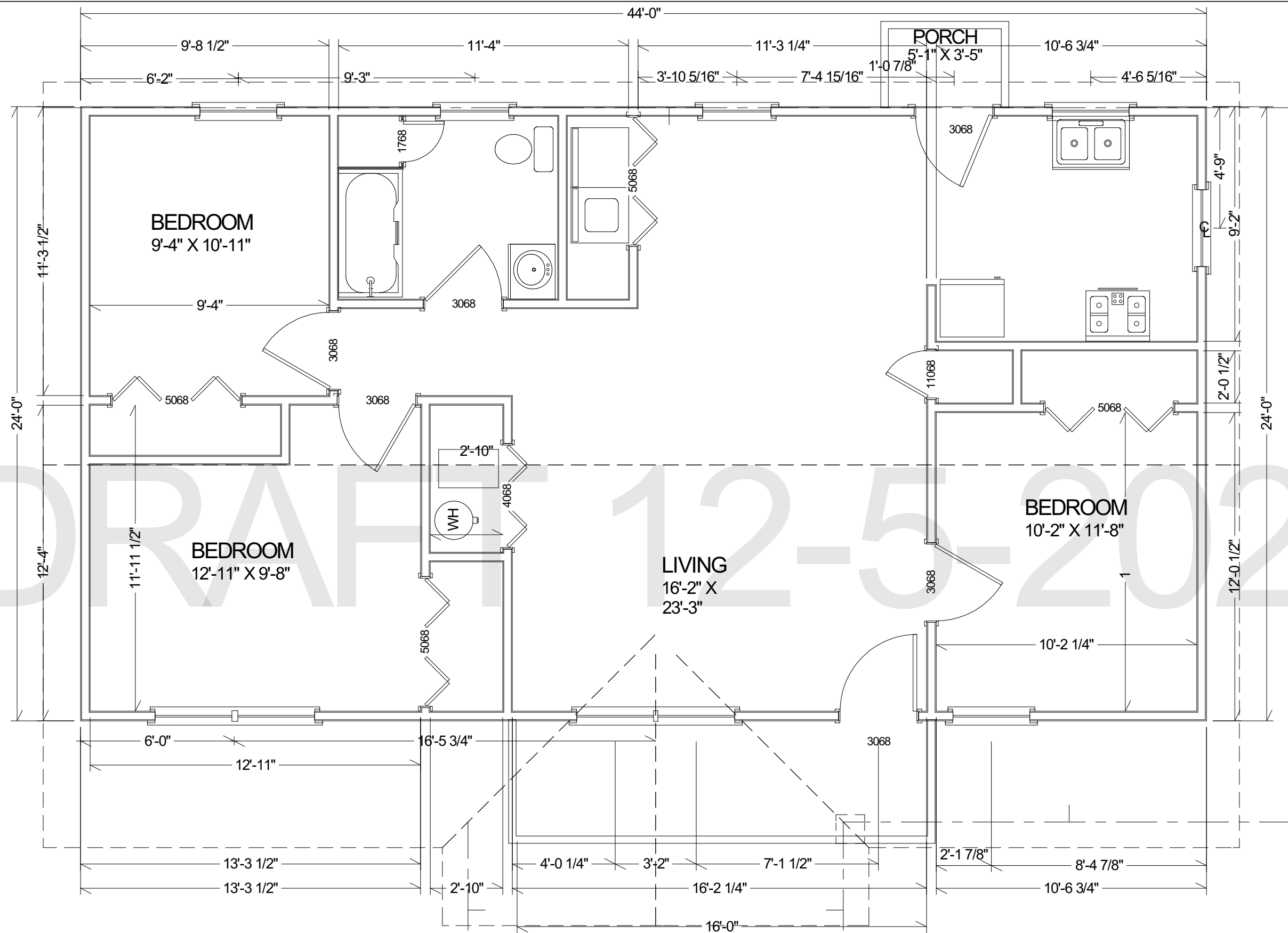
LOT 58
 ITAT FOR HUMANITY
 FM 85 PAR 368
 2617/476



LOT 3
 6,614 SF
 0.152 AC.

C-900
 R 35

NORTH HILLS DRIVE



Habitat for Humanity of Kanawha & Putnam County

815 Court St. Charleston, WV 25301 304-720-0141

LIVING AREA
1132 SQ FT

Project: 837 North Hills Drive

Sheet Description: Floor Plan

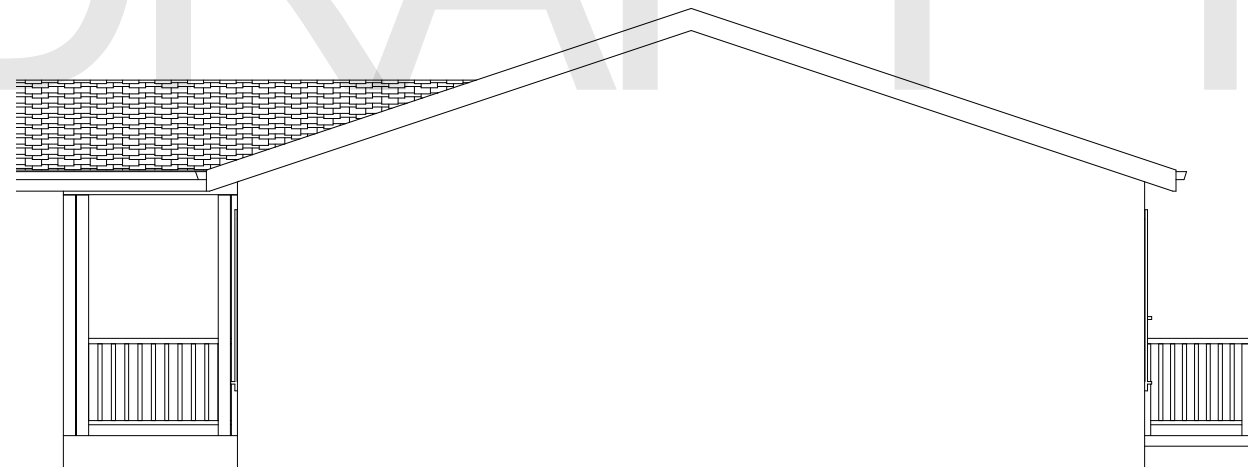
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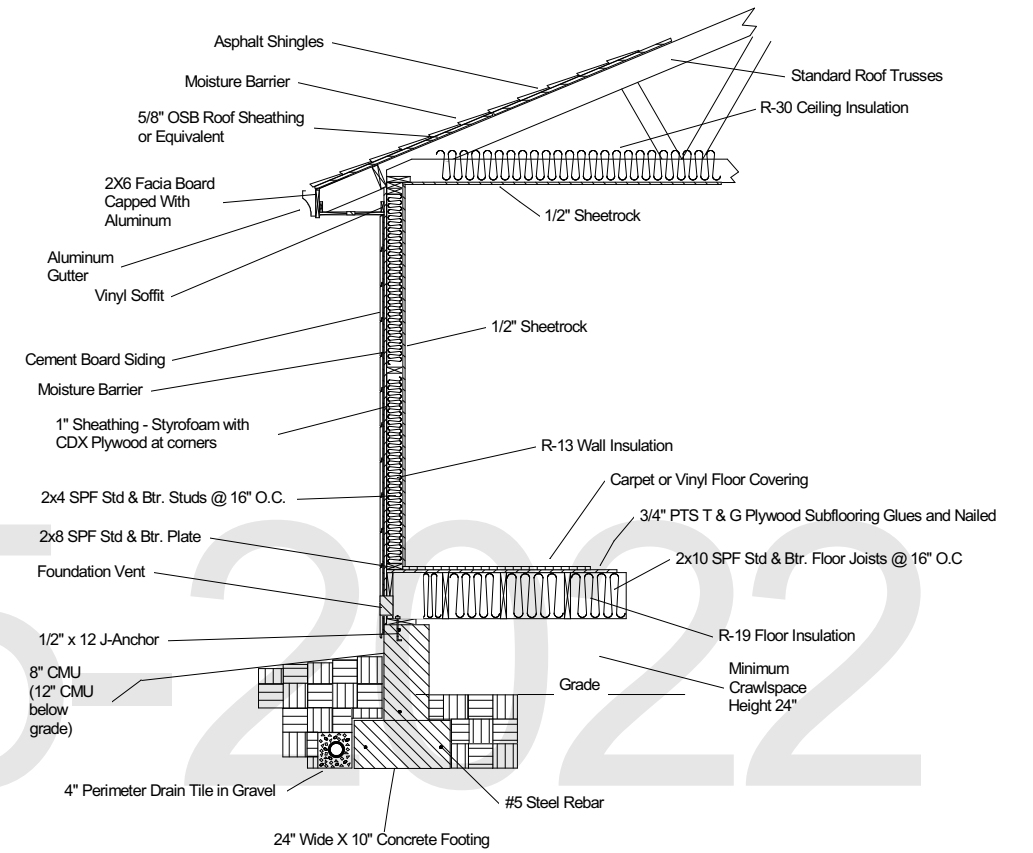
A-1



Front Elevation
Not to Scale



Side Elevation
Not to Scale



Typical Wall Detail

Habitat for Humanity of Kanawha & Putnam County

815 Court St. Charleston, WV 25301 304-720-0141

Project: 837 North Hills Drive

Sheet Description: Elevations and Details

Revisions:

Page No.:

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EXHIBIT C – Photos of Typical Finishes

