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SECTION I: General Information

A. Contact Information:

1. Project Owner:	Greater Brandywine Village Revitalization Inc. (GBVR) 1901 N. Market Street, Wilmington DE, 19802
Representative:	Steven J. Kuzmicki, Executive Director 302-571-9050 fax: 302-651-3470 skuzmicki@brandywinevillage.org
2. Project Architect:	Montchanin Design Group Inc. 1907 N. Market Street, Wilmington, DE 19802
Representative:	Sean Hill 302-652-3008 fax: 302-652-5138 seanhill@montchanindesign.com

B. Project Description:

Project Name:	GBVR-NSP Phase I
Project Description:	The project owner, GBVR Inc., is a not-for-profit community development corporation dedicated to the revitalization of the Brandywine Village neighborhood in the City of Wilmington. With this project, GBVR intends to work with the City of Wilmington's federally funded Neighborhood Stabilization Program (NSP) to completely renovate two houses into one residential unit.
Project Address:	#4, #6, #8 W. 20th Street, Wilmington DE, 19802

Section II. Project Summary

A. General Description of Work Required

In general, the scope of work consists of the gut-rehabilitation of two separate houses into one residential in the Brandywine Village neighborhood of Wilmington, DE, known as "GBVR-NSP Phase I". The project includes all site development, site utilities, sidewalks, and renovation of structures within the boundaries as prescribed. The Architect has provided drawings of unit lay-outs, elevations, demolition and new construction plans etc. however project specifications beyond that have not been provided. Each proposer will submit a cost proposal to design-build, construct and outfit the total project.

B. #4, #6, #8 W. 20th Street, Wilmington, DE 19802

These three buildings are attached to one-another however they are not attached to any other structure on the block. #6 are small row-homes, while #4 is a garage. The garage is in relatively good shape; however the two houses are in an advanced state of deterioration and require complete re-design and gut-rehabilitation. The size of the two houses present challenges in addition to their physical condition: total "as-is" living space is 2,300 square feet in two units (1,087 & 1,222 sq. ft. respectively, excluding garage). It is therefore necessary to consolidate the structure/property into a single, marketable residential unit. To achieve this, a rear add-on structure will have to be demolished and replaced, with a second floor added. This new construction required side-yard variances, which have been approved.

The historic portions of the structures (facades) are not being demolished but will be stabilized as necessary. The project is not seeking historic tax credits or additional certifications, however all construction work must be sensitive to preservation issues and done in conjunction with all applicable regulations of the City Planning Commission as well as SHPO.

The restoration of these buildings will complete the highly successful reclamation of what was, until very recently, a crime and drug infested, blighted and deteriorating block. The end result will be one; completely renovated & modern 3 bedroom historic home with a nice-size backyard and optional off-street parking intended to be sold to occupying homeowners.

C. Project Schedule

RFP Released: October 17, 2011

Bids submitted: 12:00 pm November 18, 2011

Expected Notice to Proceed: by December 23, 2011

Construction Phase: Jan. 1, 2011 – July 30, 2011 – approx. eight months

3. Instruction to Bidders

General Information

Proposal packages are obtainable only by prequalified contractors, licensed in the State of Delaware and the City of Wilmington. The bid documents include 1) this request for proposals, 2) GBVR specifications, 3) a set of plans for each of the three properties described in this RFP. It will be the responsibility of each proposer to obtain a proposal package in sufficient time to fulfill requirements therein.

GBVR will receive Electronic bids in PDF format until November 11, at 11:00 AM EST. No Bid Bond is required in order to submit a proposal. BIDS RECEIVED AFTER 11:00 AM ON 11/11 WILL NOT BE ACCEPTED.

General questions regarding GBVR, the Project or the Request for Proposals, as well as the actual Proposals, should be directed to:

Steve Kuzmicki, Executive Director, GBVR Inc.
1901 N. Market Street, Wilmington, DE 19802
(302)571-9050 skuzmicki@brandywinevillage.org

Questions of a more technical nature or those pertaining to the design and/or construction of the Project should be addressed to the Architect listed in Section 1.

1. Qualifications

In order to participate in this Offering, the following criteria must be met:

- a) Bidders must have provided General Contracting services within the city of Wilmington within the least three years.
- b) Bidders must have had experience in constructing affordable housing with not-for-profit community development organizations as clients.
- c) Bidders must have the experience and documented financial capacity to manage/implement publicly funded projects, which could include bridging funding cycles and longer-term payment schedules.
- d) Bidders must have the demonstrated managerial capacity to comply with all documentation and regulatory requirements.
- e) Bidders must show evidence of valid Professional Liability Insurance and Worker's Compensation.
- f) Bidders must be willing to adhere to any and all rules, regulations or requirements of any of the funding agencies, including but not limited to the signing of special addendum's, design and construction standards, report standards, waiver of liens, etc.
- g) The documented extent to which the Bidder has provided opportunities for minority and women business enterprises to participate in their work.

2. Interpreting the Request for Proposals

Each Bidder should carefully examine this Request for Proposal and any addenda prior to submitting a Proposal. Bidders shall ask GBVR (“The Owner”) for any additional information they need to be fully informed about the services that are requested.

Should a Bidders find discrepancies, ambiguities, or omissions from the Request for Proposal, or be in doubt as to its meaning, the Bidders shall, not later than seven days prior to proposed due date, notify the Owner who may send written addenda clarifying the Request for Proposal.

All addenda shall take precedence over the portion of the Request for Proposal concerned, and shall be considered as part of the Request for Proposals. Except in unusual cases, an addendum will be issued to reach the Bidders at least three days prior to the due date. Bidders shall acknowledge receipt of all addenda on the Proposal Form in the space provided.

3. Preparation & Submission of Proposal

a) Submit one electronic copy of the proposal (in PDF format) in the format of the Proposal Form provided. Modifications of offers already submitted will be considered if transmitted by telephone or internet if received prior to the time set for receiving proposals and followed by a written confirmation. Signatures must be longhand and be executed by a principal duly authorized to make contracts. The Bidders’ legal name must be fully stated.

b) Offers will not be opened publicly.

c) Offers may be withdrawn by written notice-received at the Owner’s office before the time and date set for receipt of offers.

4. Acceptance or Rejection of Proposal

The Owner reserves the right to determine which Bidders have met the basic requirements of the Request for Proposals. In addition, the Owner may, in its sole discretion reject, in whole or in part, any and all proposals, waive irregularities in proposals, allows a Bidder to correct irregularities, and negotiate with one or more Bidders in any matter deemed necessary to serve the interest of the Owner. The Owner reserves the right to cancel the RFP at any time.

5. Minority Business, Handicapped Enterprise and Women Business Enterprise

Bidders are strongly encouraged to provide maximum opportunities for minority and women business enterprises to participate in the work, including, but not limited to, joint ventures, partnerships and subcontracting arrangements. Any joint venture agreements, partnerships agreements, or other subcontracting arrangements must be reviewed and approved in advance by the Owner.

All Federal, State, and Local regulations regarding minority, handicapped, and women business enterprises must be adhered to. Bidders agree that in the performance of its work under this Agreement it will not knowingly violate any applicable laws or regulations prohibiting discrimination in employment.

4. Form of Proposal for General Contracting Services: GBVR-NSP Phase I

Date:

TO: Steven Kuzmicki

Bidders: _____

Address: _____

City/State: _____

Telephone: _____ Fax: _____

Operating as [strike out conditions that do not apply] an Individual, a Company, a corporation organized and existing under the laws of the State of Delaware, or a Proprietorship, partnership or joint venture consisting of: _____

I (We) hereby certify, on behalf of the below named Bidders, that said Bidders can provide General Contracting services for the GBVR-NSP Phase I housing re-development project.

Signature of Owner/Principal	Name of Company	Date
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Signature of Owner/Principal	Name of Company	Date
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Having become completely familiar with the proposed scope of work, together with any addenda to such Offering Documents as listed hereinafter, the undersigned hereby agrees to provide General Contracting services as described by the Request for Proposals for the following amount:

Request for Proposals for General Contracting Services: GBVR-NSP Phase I

Proposal Cost Summary #4,#6, #8 W. 20th Street

Trade Item	Total Cost
Demolition	\$ _____
Excavation	\$ _____
Concrete	\$ _____
Stucco	\$ _____
Metals	\$ _____
Rough Carpentry	\$ _____
Finish Carpentry	\$ _____
Roofing	\$ _____
Siding	\$ _____
Caulking	\$ _____
Flooring/Hardwood	\$ _____
Flooring/Carpet	\$ _____
Flooring/Ceramic Tile	\$ _____
Sheet Metal	\$ _____
Doors Interior	\$ _____
Doors Exterior	\$ _____
Windows	\$ _____
Drywall	\$ _____
Paint	\$ _____
Toilet Accessories	\$ _____
Appliances	\$ _____
Amenities Package	\$ _____
Cabinets	\$ _____
Counter tops	\$ _____
Insulation Package	\$ _____
Plumbing	\$ _____
HVAC	\$ _____
Electrical	\$ _____
Sewer Water Tie-In's	\$ _____
Building Permits	\$ _____
Landscaping	\$ _____
Deck/Roofing	\$ _____
Light Fixtures	\$ _____
Misc Lumber	\$ _____
Misc Labor	\$ _____
Fencing	\$ _____
Dump Fees	\$ _____
Cleaning	\$ _____

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Request for Proposals for General Contracting Services: GBVR-NSP Phase I

Proposal Cost Summary; #4, #6, \$8 W. 20th Street

Final Clean	\$	_____
Demolition Permit	\$	_____
Supervision Fee	\$	_____
Security Fence	\$	_____
Insurance	\$	_____
Home Warranty	\$	_____
Port-O-Potties	\$	_____
Fuel	\$	_____
Builders Overhead & Profit	\$	_____
Change Orders	\$	_____
 Grand Total	\$	_____

Signature of Owner/Principal	Name of Company	Date
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Signature of Owner/Principal	Name of Company	Date
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Request for Proposals for General Contracting Services: GBVR-NSP Phase I

This proposal incorporates the following addenda:

A description of the Experience/Qualifications of the Bidders is attached as **Exhibit A**.

Resumes of staff who will work on this project as included in **Exhibit B**.

A description of the work to be done by this organization and work to be done by subcontractors, including the identity of subcontractors, where now known, is attached in **Exhibit C**.

The Minority Business Enterprise, Handicapped Business Enterprise and Women Business Enterprise that will participate in this project along with the percentage of dollars for each enterprise are attached as **Exhibit D**.

The names, telephone numbers, and addresses of four references (and a brief description of the work done for each) are included in **Exhibit E**.

Any additional information or explanation is included in **exhibit F**.

Signature of Owner/Principal	Name of Company	Date
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Signature of Owner/Principal	Name of Company	Date
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