

REQUEST FOR PROPOSAL

**Habitat for Humanity of North Idaho
176 W Wyoming, Hayden ID 83835
Phone: 208-762-4663**

PROJECT NAME: TBD
PROJECT LOCATION: HICKAM PLACE, LT 2 BLK 1 0150N04W, Coeur d’Alene ID 83815
PROJECT DESCRIPTION: Site development for 21 affordable condominiums in 4 buildings over 1.5 acres
SCOPE OF WORK: Evaluate Completed Site Development Plans
Trenching
Install Water and Sewer Infrastructure with Connections to City Services
Paving including Curbs, Gutters, and Sidewalks
DATE OF WORK: August 2022 and Until Contract Completion.
PROPOSAL/ BID DUE DATE: Friday, July 8th, 2022 at 4pm
LOCATION: Direct all questions, and deliver RFP response to:

Address	176 W Wyoming Ave, Hayden ID 83835
Phone	208-762-4663 Ext 5
Email	executivedirector@northidahohabitat.org

I. INTRODUCTION

Habitat for Humanity of North Idaho, Inc. (Habitat) has developed this Request for Proposal (RFP) to help organizations and contractors bid on specific scopes of work for the site development.

Habitat builds affordable homes for low-income community members in Kootenai County. Affordable home construction requires the incorporation of simplified site development whenever possible.

Our commitment to building decent, affordable single and multifamily housing harnesses the good will of volunteers throughout our community. For more information about Habitat’s mission and approach, as well as photographs of completed homes and details on our programs and projects under construction, visit our web site at northidahohabitat.org.

Habitat, as General Contractor and Owner, solicits bids for the procurement of construction-related materials and subcontracted services. Habitat makes a good faith effort to include all interested parties in the bidding process. Habitat maintains a list of vendors and solicits RFP responses.

II. PROCUREMENT PROCEDURE

See section III, BIDDER INSTRUCTIONS, for instructions for both submittal of Interest To Bid and final Bid Submittal.

Evaluation Criteria for Contract Award:

Selection for provision of professional services shall be made by evaluating the following factors:

1. Completeness of the RFP response submittal.
2. The Vendor's related experience and past performance.
3. Ability of Vendor to perform within Habitat's timeline.
4. Overall cost of Vendor's proposal.

Habitat for Humanity reserves the right to:

1. Reject any or all offers and discontinue this RFP process without obligation or liability to any potential vendor
2. Accept other than the lowest priced offer, and/or
3. Award more than one contract.

Incomplete or late proposals will not be considered.

III. BIDDER INSTRUCTIONS

A. **INTEREST TO BID (OPTIONAL):**

If your company is interested in bidding, please return a completed and signed Respondent Firm Information form, to the following email: executivedirectore@northidahohabitat.org. Please also indicate "Will Bid" on the bid package invitation.

Interest to Bid Submittal Materials:

1. Respondent Firm Information

B. **BID SUBMITTAL:**

Respondent must submit completed bid materials to Habitat no later than date and time noted to be considered. Incomplete or late proposals will not be considered.

Bid Submittal Materials:

- a) Respondent Firm Information
- b) Completed Schedule of Values
- c) Comments on proposed scope of work (if applicable)
- d) Total bid amount
- e) Proposed schedule for completion of work
- f) Proof of bonding and insurance

IV. CONTRACT

Habitat adheres to all applicable federal, state, and local regulations and to the requirements established by our funders. Habitat shall execute a written contract with each vendor that includes contract language as required to meet federal, state, and local regulations including licensing, OSHA safety standards, contract labor hours, liability insurance, clean air, clean water, and other laws and regulations as applicable. Subcontractors and their employees are expected to conform to all applicable OSHA standards at all times on Habitat jobsites. The subcontractor will be responsible for paying any fines incurred by Habitat due to OSHA violations by the subcontractor or their employees.

Respondent Firm Information

Organization's Register Name (Corporate, DBA, etc.):

RCE#: _____ Expires: _____ Federal Tax ID: _____

Mailing Address:

Name of Principal: _____ Title: _____

Office Phone: _____ Cell Phone: _____

Email: _____ Fax: _____

Please indicate any applicable expertise or certifications below:

**I, the undersigned, hereby certify that I have read the full RPF document and any attachments;
and have the authority to represent the Firm or Organization listed above:**

Name: _____ **Signature:** _____ **Date:** _____