



## Contractor Bid Request

July 20, 2022

**Homeowner Name:** [REDACTED]

**Project Address:** [REDACTED]

Oakland CA, 94606

**Homeowner Contact:** [REDACTED]

**Walkthrough Date:** Wednesday, July 27<sup>th</sup> from 1 pm to 3 pm

**Bid Due Date:** Friday, Aug. 12 at 5 pm

**Project Description:** Two story, 3 bedroom, 1 bathroom house. Work includes demo and reconstruction of exterior staircase, replacement of front entry door, exterior and interior painting, and fence replacement.

Habitat for Humanity East Bay Silicon Valley ("Habitat") is now soliciting estimates for the rehabilitation of the property listed above as outlined in this document. This work is being financed through a construction loan made available to Alameda County homeowners as part of the Renew Alameda County Program ("Renew AC").

To be considered for the project, contractors are required to send a representative to attend the project walk-through scheduled for Wednesday, July 27<sup>th</sup> from 1 pm to 3 pm. This is an opportunity to view the property, meet the client and learn more about the project. Habitat will be limiting the total number of attendees to four (4) contractors. Contractors must RSVP at least 48 hours prior to the walk through and are encouraged to bring their preferred subcontractors and may schedule a separate visit with the homeowner prior to the due date as needed. Contractors are encouraged to provide a list of references, photos or marketing materials to homeowners at this time.

In an effort to protect clients, contractors and staff, all participating parties must comply with Covid-19 protocol at all times when on-site. Contractors are to arrive promptly at the start time listed and wait outside the home until directed to enter, provide their own PPE, observe CDC social distancing guidelines and refrain from touching surfaces inside the home. If the contractor's representative is going to be late, please call ahead to notify Habitat Staff and wait to enter the property until directed.

Prior to entering into any contract, the awarded contractor must submit proof of the following:

- Current Class "B" General Contractor's License
- License, bonding, and insurance (General Liability and Auto) and in good standing with the Contractor's State License Board
- Worker's Compensation Insurance
- California Department of Health Lead Safe Supervisor/Worker Certification (*when required*)

Habitat staff contacts for this project are listed below. All questions related to project scope must be submitted in the form of a written "Request for Information" by e-mail within two days of the Walkthrough.

Jon McPherson – Inspector: (510) 338-9405; [jmcperson@habitatebsv.org](mailto:jmcperson@habitatebsv.org)

Forrest Brown – Project Manager: (510) 803-3327; [fbrown@habitatebsv.org](mailto:fbrown@habitatebsv.org)

### **BIDDING DIRECTIONS**

The below Scope of Work was developed by Habitat staff based upon an inspection of this property. The following items are listed in order of their priority. Contractors must provide a complete bid using this "Bid and Proposal" section at the back of this document.

Contractors are to refer to the "Habitat General Product Specifications" form provided at the time of bidding for product specification and price allowance information. Allowances are listed under "Item Descriptions" below for select fixtures and finishes, as well as permitting costs. Bidding contractors are to include the **ALLOWANCE AMOUNT** listed, **PLUS** related labor, incidental material and subcontractor costs, and their fee including profit and overhead, to determine the line item bid price.

Prior to issuance of a "Notice to Proceed", the selected contractor and homeowner are to complete a Materials Schedule (Provided by Habitat staff) identifying products to be incorporated into the project's Scope of Work. The Contractor is responsible for submitting all receipts and other rights to payment along with invoices for these materials. If costs exceed the amount specified, said costs shall be accounted for in a Change Order and approved by the homeowner. If the amount is less than the amount specified it will be deducted from the final amount of the contract.

"Requests for Information" regarding this Scope of Work must be submitted **by e-mail** within two (2) business days of this walk-through. Responses will be e-mailed to all contractors no later than five (5) days prior to bid closing. Bids must be received by **5 p.m. on August 12, 2022**. Late or incomplete bids will not be accepted. Contractors will be notified of the homeowner's selection within ten (10) business days of the bid closing. Late or incomplete bids will not be accepted. Failure to submit a bid in a timely manner may result in removal from Habitat's contractor distribution list.

<b>Priority</b>	<b>Repair Description</b>
<b>1</b>	<p>Exterior Asbestos Abatement</p> <p>Demo asbestos shake siding at locations listed. All related waste is strictly regulated and must follow state and local transportation and disposal requirements. Contractors to refer to CSLB Asbestos pamphlet provided at time of bidding.</p> <ol style="list-style-type: none"> <li>Entire partition wall at front steps.</li> </ol> <p>***If total area affected area exceeds 100 sf. the General Contractor or their subcontractors must provide proof of required CSLB license.</p>
<b>2</b>	<p>Replace Front Exterior Stairs &amp; Landing</p> <p><b>Design Allowance:</b> \$2,500.00*</p> <p>*Allowance to cover third party design needed for plan review &amp; permitting. Contractor to submit receipts. If design work is handled in house please indicate that.</p> <p>Rebuild exterior entry and staircase. May require prior plan review and approval.</p> <ol style="list-style-type: none"> <li>Demo and dispose of entire front staircase including pony walls and steel handrail. Remove existing security door, bare plywood sheathing and wall framing for exterior wall at top of staircase.</li> <li>Rebuild staircase in kind to existing dimensions including pony wall and new code compliant guardrail/handrail system. Contractor is responsible to verify dimensions in field. Ledger, railing, handrails, stairs, connectors, piers, landings and post bases to be to code.</li> <li>Properly finish front entry open. Style and design to be determined.</li> </ol> <p>Exceptions:</p> <ul style="list-style-type: none"> <li>Asbestos shake removal covered under prior line item.</li> <li>Priming and painting covered under exterior paint line item</li> </ul>

3	<p>Replace Exterior Door &amp; Security Door <b>Door &amp; Hardware Allowance: \$2,000.00</b></p> <ol style="list-style-type: none"> <li>1. Replace existing front door and frame with pre-hung, pre-primed exterior grade door to match existing. Make all measurements for accurate install and recommend best solution to work with existing interior and exterior conditions. Install new casing to match existing style. Work will include planning, equipment and material acquisition, area prep and protection, setup and cleanup. All new exterior doors must meet the energy performance standards of California's Energy Code.</li> <li>2. Install screened steel security door and frame. This will be fastened to entry door opening. *Work to be permitted and inspected (if required).</li> </ol>
4	<p>Exterior Maintenance and Painting – LEAD PRESENT Paint entire exterior of home. Work to include accessory structures. Properly protect hard surfaces, fixtures and homeowner belongings. Exterior paint limited to 3 colors total unless otherwise agreed upon with contractor.</p> <ol style="list-style-type: none"> <li>a. Pressure wash or similar prep prior to commencement of any painting.</li> <li>b. Caulk all seams and cracks. Scrape and sand, if appropriate and as needed, to provide proper surface adhesion, especially on south and west facing walls.</li> <li>c. Apply two coats of quality paint and primer to be applied to all exposed siding, trim, eaves, doors and exterior handrail/guardrail. Consult with owner on color and finish.</li> </ol> <p>*When lead is present contractors should refer to lead test results for specific locations and follow lead safe practices, and properly protect hard surfaces, fixtures and homeowner belongings. Contractor must provide proof of CDPH Lead Safety Worker Certification and follow state and federal lead safety guidelines during painting and remediation. Lead clearance testing to be ordered by Habitat upon completion of painting. Contractor responsible for any additional clearance testing required due to failed testing.</p>
5	<p>Replace Front Fence Replace front fence with new cedar or redwood fencing - approximately 100' long - of same height and similar design. PT Douglas Fir 4x4 posts to be set in concrete at 8' spacing. Install 2 horizontal rails between posts and nail 6' tall by 6" wide fence boards to rails. Includes planning, equipment and material acquisition, area preparation and protection, setup and cleanup. Debris haul is to be included. <b>Exclusions:</b> Price does not include staining.</p>
6	<p>Tree Work: Remove all overgrown tree branches that are coming into contact with home particularly along garage. Limbs to be cut back a minimum of 5' from home.</p>
7	<p>Interior Maintenance and Painting – LEAD PRESENT Repair and paint walls, ceiling, doors and trim throughout interior of home. Properly protect flooring, fixtures, finishes and homeowner belongings. <b><i>This work will be eliminated from the scope if home is not adequately prepared for work to occur in advance of scheduled start date.</i></b> <b>Exclusions:</b> Work excludes illegal bathroom. Contractor to list any other spaces or features they are unwilling to work on in below "Contractor Notes" section.</p> <ol style="list-style-type: none"> <li>a. Address any cracks or damage to ceilings and walls with appropriate sheet rock, joint compound, tape etc. Finish should align with adjacent surfaces and match for texture.</li> <li>b. Properly prep all surfaces for paint. Remove all debris and wash surfaces with TSP (as needed). Sand to provide proper adhesion as needed.</li> </ol>

	c. Prime and paint interior walls, ceiling and trim, including closet interiors unless otherwise noted. Apply one (1) coat Semi gloss paint, to wood trim apply one (1) coat enamel and to ceiling apply one (1) coat flat. Touch up where paint coverage is inadequate. Interior paint limited to 3 colors total unless otherwise agreed upon with contractor. Paint to be of high quality, and color and sheen should be chosen by client.
8	<p>Project Staging and Site Preparation</p> <p>Costs related to staging and site preparation to ready project for construction.</p> <p>a. Owner responsible for packing belongings, identifying items to be moved, preparing on-site location for storing belongings or coordinating storage container/unit. Owner responsible for proper disposal of trash and debris prior to job start. Contractor's proposal to include cost of labor to haul goods at commencement and completion to on site location to be determined. Neither Contractor nor Administrator are responsible for loss or damage of Borrowers goods during transport or storage.</p> <p>b. Contractor to properly protect all interior surfaces including flooring, walls and fixtures prior to commencement of the project, and to refresh protection as needed during course of construction. To include ramboard or equivalent on all unprotected flooring, protection of casing and trim at openings where existing is to remain, and zip-walls and dust containment to prevent contamination of unaffected spaces during construction.</p>
9	<p>Temporary Facilities:</p> <p>Provide portable toilet with hand washing station for workman during duration of project.</p>
10	<p>Permits and Fees</p> <p><b>Permit Allowance:</b> \$2,500.00</p> <p>Contractor is responsible for obtaining and submitting all documents required to secure a building permit as required by local and state ordinance, including plan review and inspections fees. Contractor is assumed to be professional and knowledgeable regarding when permits are required for contracted Work.</p> <p>Contractor is responsible for submitting all receipts and other rights to payment along with invoices. If costs exceed the amount specified, said costs shall be accounted for in a Change Order and approved by the homeowner. If the amount is less than the amount specified it will be subtracted from the final amount of the contract.</p>
11	<p>Hauling and Disposal:</p> <p>Properly dispose of all construction debris and waste materials. Provide roll off dumpster or other solution – consult with homeowner on location. Waste is not to accumulate on site during duration of project. Site to be left broom clean daily with haul-off of debris weekly or more often if required to maintain worksite. Refrigerants and other hazardous waste to be properly disposed of per state and local ordinance.</p>

- Exclusions:** Any items not included in the above scope of work, including:
1. Correction of existing unpermitted work not disclosed to Habitat or contractor;
  2. Costs related to temporary displacement of occupants;
  3. Costs related to storage of homeowner's belongings during duration of project.



## Bid and Proposal

Priority	Repair Description	Bid Price
1	Exterior Asbestos Abatement	
2	Replace Front Exterior Stairs & Landing <b>Design Allowance:</b> \$2,500.00*	
3	Replace Exterior Door & Security Door <b>Door &amp; Hardware Allowance:</b> \$2,000.00	
4	Exterior Maintenance and Painting – LEAD PRESENT	
5	Replace Front Fence	
6	Tree Work:	
7	Interior Maintenance and Painting – LEAD PRESENT	
8	Staging and Site Preparation	
<b>Contractor Notes / Exclusions:</b>		
9	Temporary Facilities:	
10	Hauling and Disposal:	
11	Permits and Fees <b>Permit Allowance:</b> \$2,500.00	
<b>Total Bid Price:</b>		

**Contractor Business Name:** \_\_\_\_\_

**Business E-mail:** \_\_\_\_\_

**Business Phone:** \_\_\_\_\_

**Expected Project Duration (Weeks):** \_\_\_\_\_

**Maximum Project Duration (Weeks):** \_\_\_\_\_

**Homeowner Displacement Duration (Weeks)** \_\_\_\_\_

Homeowner will be required to be displaced whenever bathroom or kitchen are unavailable, electrical or plumbing service is interrupted, or interior remediation of lead or asbestos is taking place.

**Labor Rates by Trade (\$/hr)**

1. Labor: \$ \_\_\_\_\_/hr

2. Carpentry \$ \_\_\_\_\_/hr

3. Painting \$ \_\_\_\_\_/hr

4. Electrical: \$ \_\_\_\_\_/hr

**Listing of proposed subcontractors and CSLB license numbers:**

Abatement: \_\_\_\_\_

Design: \_\_\_\_\_



Painting: \_\_\_\_\_  
Tree Trimming: \_\_\_\_\_

### **Contractor Certification**

I have personally inspected the aforementioned premises and to the best of my knowledge am aware of all the requirements of the work to be performed. I will furnish all materials and accomplish all of the work described herein for the sum of (written):

\$ \_\_\_\_\_

**General Contractor:** \_\_\_\_\_  
(Signature) (Date) (License #)

### **Scope of Work Items and Descriptions**

## Renew AC Project Before Photos









