



**CITY OF SUNNYVALE  
NOTICE OF SECTION 3 BIDDING OPPORTUNITY:**

**202 W. Arbor Ave. Rehabilitation Project  
in Sunnyvale, CA**

This **Invitation For Bids** has been issued by Momentum for Mental Health (Developer). The entire Invitation for Bids package with forms and instructions is available online at:

**<http://Housing.InSunnyvale.com>**

Section 3 Information is available at:

**<http://www.HUD.gov/Section3>**

**MANDATORY SITE VISIT:** May 2, 2012 @ 1:00

**PROJECT:** Demolition Rebuild of a Single Family Home n Sunnyvale, CA

**DEVELOPER:** Momentum for Mental Health (Developer) is a private, not-for profit developer which exists to help individuals achieve mental and emotional health, discover and reach their potential, and fully participate in life. <http://www.momentumformentalhealth.org/>

**PROJECT SUMMARY:**

The Owner is requesting proposals from pre-qualified firms to provide General Contracting Services for the demolition and rebuild of a 2000 sq. ft. single family home with a 441 sq. ft. attached garage. Contractor shall furnish all labor, materials, and equipment to perform all work necessary for the completion of the project. Because the Momentum for Mental Health rehabilitation project is being funded with federal funds, all federal HOME, CDBG and Section 3 requirements must be adhered to.

Bidders shall have completed within the last three years a minimum of 2 projects involving work of similar type and complexity, each project valued at not less than \$200,000.

Other mandatory bid requirements are set forth in the bid documents.

**SITE LOCATION:**

202 W. Arbor Ave. (Mandatory)  
Sunnyvale, CA 94085

**Submission of Bid:**

Bidder shall submit the completed Bid Forms to Developer no later than:

**May 16, 2012 at 3:00 (Submission Deadline)**

**Attn: Dan McCarthy, Construction Manager**

2001 The Alameda, San Jose, CA 95126

Fax 408-554-9960 or

e-mail to [dmccarthy@momentumMH.org](mailto:dmccarthy@momentumMH.org)

Do you need additional staffing for your projects? Call NOVA at (408) 730-7830, TDD (408) 774-5448. NOVA, a department of the City of Sunnyvale, partners with EDD and other agencies to publicize your openings to a diverse pool of job seekers, including project managers and other qualified candidates. Visit [www.employerservices@novaworks.org](http://www.employerservices@novaworks.org) for more information about NOVA.

City of Sunnyvale Housing Division  
Phone (408) 730-7459  
[Housing@ci.sunnyvale.ca.us](mailto:Housing@ci.sunnyvale.ca.us)  
<http://Housing.InSunnyvale.com>

## **Momentum for Mental Health**

**202 W. Arbor Ave.  
Sunnyvale, CA**

### **NOTICE OF PRE-PROPOSAL CONFERENCE AND MANDATORY SITE VISIT**

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Proposers are hereby informed that there will be a pre-proposal conference to include a site visit at 1:00 p.m., Wednesday, May 2, 2012. The conference will be at 202 W. Arbor Ave. In the event of rain, the alternate meeting site is: TBD.

Documents will be available at **<http://Housing.InSunnyvale.com>**. Plans will be available at the site for viewing and available for purchase after the site visit.

Proposals are due by 3:00 p.m. on May 16, 2012.

If you have any questions about this notice, please call Dan McCarthy, Facilities Coordinator, at 408-261-7135 ext 2275.

# **REQUEST FOR PROPOSALS**

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**DATE:** April 12, 2012

**PROJECT:** Supported Housing Improvement Project  
▪ 202 W. Arbor Ave. Sunnyvale, California

**OWNER/ DEVELOPER:** Momentum for Mental Health is a California non-profit corporation established to help individuals achieve mental and emotional health, discover and reach their potential, and fully participate in life.  
Facilities Manager  
▪ Dan McCarthy, Construction Manager  
408-261-7135 ext 2275

**ARCHITECT:** Williams Design, San Jose, CA.  
▪ Keith Williams, Project Architect

<b>KEY ACTIVITIES:</b>	<b>KEY DATES:</b>
Mandatory Pre-Proposal Site Walk:	May 2, 2012 at 1:00 PM
Proposals Due:	May 16, 2012 at 3:00 PM
Post-Proposal Interviews Begin:	May 23, 2012
Letter of Intent Issued:	May 31, 2012
Start Date	June 6, 2012

## **PROJECT SUMMARY:**

The Owner is requesting proposals from pre-qualified firms to provide General Contracting Services for the demolition and rebuild of a 2000 sq. ft. single family home with a 441 sq. ft. attached garage in Sunnyvale, CA. The project will consist of:

- 1) Demolish existing 2000 square foot single family with a basement. Demolition shall be in compliance with local, state and federal statutes governing such work. Include all clearances, utility terminations, building and site demolition, excavation, debris removal, grading and soil compaction.
- 2) Provide all materials, labor and equipment necessary to construct all site improvements according to plans approved by the City of Sunnyvale. Site work must be in accordance with the City of Sunnyvale water-efficient landscaping and irrigation regulations.
- 3) Provide all materials, labor and equipment necessary to rebuild of a 2000 sq. ft. single family home with a 441 sq. ft. attached garage according to plans approved by the City of Sunnyvale. New construction must score 70 points or higher on the Green Point Rated checklist, and all appliances and products shall be energy star qualified.
- 4) All construction and site work shall require permits and shall be performed in accordance with applicable Federal, State, and local laws, and building codes. Finished home shall meet all local codes and housing standards.

**SITE LOCATION:**

- 1) The project site is located at 202 W. Arbor in the city of Sunnyvale, CA.
- 2) The home is bounded by residential buildings.

**SPECIAL CONDITIONS:**

- 1)

**PLANS AND SPECIFICATIONS:**

- 1) A set of plans will be available for viewing during the job walk.
- 2) Preliminary plans for viewing will be available at <http://Housing.InSunnyvale.com>. After the open house, plans may be purchased by Proposers from Keith Williams at (408)667-2446, [keefbw@aol.com](mailto:keefbw@aol.com) or San Jose Blue Print.

**SCHEDULE:**

- 1) Site walk Wednesday, May 2, 2012 at 1:00 PM.
- 2) Cost Proposals are due in Momentum for Mental Health office no later than 3:00 PM on May 16, 2012 located at 2001 The Alameda, San Jose, CA 95126
- 3) Interviews will begin on May 23, 2012
- 4) Letter of Intent and Notice to Proceed with will be on May 31, 2012.
- 5) The anticipated start date for building rehabilitation is June 6, 2012.

**LABOR REQUIREMENTS:**

- 1) All work must conform to all Federal and State Equal Opportunity Employment requirements. The Contractor is encouraged to engage local subcontractors, women-owned businesses, minority-owned businesses and small businesses.
- 2) This project is subject to the requirements of "Section 3" Compliance in the Provision of Training, Employment and Business Opportunities Section 3 Housing and Urban Development Act of 1968 (12 U.S.C. 1701 u <> 24 CFR Part 135).
- 3) At the site walk contractor will be required to submit a Certification for Business Concerns Seeking Section 3 Preference in contracting and Demonstration of Capability (see enclosure). This must be submitted prior to receiving a bid package.

**FUNDING AND WAGE DETERMINATION:**

- 1) This project is being partially funded by Federal HOME and CDBG funding through the City of Sunnyvale. All federal HOME and CDBG requirements must be adhered to.
- 2) The project will not be subject to prevailing wage requirements.

**NEGOTIATED CONTRACT REQUIREMENTS:**

In addition to possessing financial stability, the ability to provide insurance, all pre-qualified proposers are required to maintain a safe workplace and delivering a quality project within their proposed budget and schedule commitments. Contractor selection will be based on the Proposal Requirements and Selection Criteria listed in this Request with special weighting on Section 3 contractor and the Contractor's proposed Project Team. Similar project experience, proven ability to manage performance of the work and maintain open communication with the Owner's representative will be considered.

Upon selection, the Contractor will be expected to meet regularly (weekly or bi-weekly) with the Owner and the Architect throughout the pre-project planning period to review design questions, value engineering proposals, scheduling and construct-ability concerns. Following the start of construction, weekly Owner/ meetings will continue until project completion.

#### **ENCLOSURES:**

The following will be emailed to those interested after the mandatory site walk on April 10, 2012

1. Instructions to Proposers.
2. Proposal Worksheet: To be used in conjunction with Form of Proposal. An electronic version in MS Excel format will be emailed. Please use the line item categories given to provide a breakdown of your bid. Not all line items apply to this project. Please do not delete unused line items, leave them blank. You may add lines as necessary to complete.
3. Preliminary Plans and Specifications (Original plans must be purchased after the site visit on May 2, 2012)
4. Environmental Reports
5. Experience Forms
6. Insurance Requirements
7. CDBG/HOME Requirements
8. Form of Contract

#### **PROPOSAL REQUIREMENTS:**

Please submit one (1) written copy of the proposal together with one (1) electronic copy of the cost proposal worksheet in MS Excel format to Momentum for Mental Health, San Jose, CA. office by **Wednesday, May 16, 2012 at 3 PM**, to the attention of **Dan McCarthy, Construction Manager** at 2001 The Alameda, San Jose, CA 95126. Fax 408-554-9960 and e-mail to [dmccarthy@momentumMH.org](mailto:dmccarthy@momentumMH.org) will be accepted. Any bids submitted after this time shall be noresponsive and disqualified from bidding.

The proposal should include the following information:

- 1) **Project Staffing:** Proposed personnel for pre-construction and construction services and a description of their experience with similar projects.
- 2) **Document Review:** Describe your process for thoroughly reviewing the contract documents prior to the start of construction. The purpose of this review is to alert the project team of potential conflicts, errors, omissions or items requiring further clarification or additional information (i.e. submitting 90% of project RFI's before starting construction).
- 3) **Cost Proposal:** Complete and return the enclosed Form of Proposal and Bid Worksheet form or use your own form with similar line items. State overhead and profit and general requirements as separate dollar amounts. Do not delete line items. If not applicable, leave blank. You may add as many line items as necessary.
- 4) **Value Engineering:** List cost-saving and maintenance-saving changes that can be incorporated into the project plans and specifications without adding significant additional design and construction time to the project duration. Use separate sheet.

- 5) Schedule: Include a milestone schedule that addresses phasing and construction activities by building and area. Include durations of key activities and show how they contribute to the overall duration of the construction process.

**SELECTION PROCESS:**

Momentum for Mental Health selects the negotiated-bid General Contractor based on the following factors:

1. Services and commitment to pre-project planning, value engineering and teamwork.
2. Demonstrable understanding of the project and the goals.
3. Ability to accurately estimate costs and the ability to hold price.
4. Ability to develop creative and resourceful solutions or alternatives to address cost increases and market volatility. .
5. Financial standing.
6. Interview.

Momentum for Mental Health reserves the right to reject any proposals including those which feature unrealistic cost estimates. We encourage prospective General Contractors to visit the site while preparing the proposal. Selected contractors will be invited to discuss their proposals in person beginning on May 1, 2012, at which time they will be expected to introduce their proposed Project Team members who will present their project-specific approach and schedule including phasing by area and construction type, project management systems including cost management with focus on major systems, and the company track record for change orders, budgeting, and controlling costs on other similar projects.

If you have questions, call Dan McCarthy, Construction Manager at 408-261-7135 ext. 2275.



# FY 2012 Income Limits Documentation System

## FY 2012 Income Limits Summary

Santa Clara County, California										
FY 2012 Income Limit Area	Median Income <a href="#">Click Here</a>	FY 2012 Income Limit Category	1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person
Santa Clara County	\$105,000	Very Low (50%) Income Limits <a href="#">Click Here</a>	\$36,750	\$42,000	\$47,250	<b>\$52,500</b>	\$56,700	\$60,900	\$65,100	\$69,300
		Extremely Low (30%) Income Limits <a href="#">Click Here</a>	\$22,050	\$25,200	\$28,350	<b>\$31,500</b>	\$34,050	\$36,550	\$39,100	\$41,600
		Low (80%) Income Limits <a href="#">Click Here</a>	\$53,000	\$60,600	\$68,150	<b>\$75,700</b>	\$81,800	\$87,850	\$93,900	\$99,950

For details on the calculation steps for each of the various parameters, please click the "Median Income" column heading or the Income Limits row labels ("Very Low-Income (50%) Limits", "Extremely Low-Income (30%) Limits", and "Low-Income (80%) Limits").

Income Limit areas are based on FY 2012 Fair Market Rent (FMR) areas. For a detailed account of how this area is derived please see our associated FY 2012 [Fair Market Rent documentation system](#).

Select a different county or county equivalent:

- Alameda County
- Alpine County
- Amador County
- Butte County
- Calaveras County
- Colusa County

Select county or county equivalent

Data file last updated Tue., Dec 13, 2011.

Update URL For bookmarking or E-Mailing

## **INSTRUCTIONS TO BIDDERS**

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## INSTRUCTIONS TO BIDDERS

- 1. Preparation of Bid** – Bid shall be primarily made on Bid Forms, which include the documents entitled Construction Budget Template, Experience Forms, and Submission Declaration under Exhibits C, D, and E, respectively, to this Invitation for Bids. Bidder shall enter all requested information in the appropriate spaces on the Bid Forms. In addition, Bidder shall submit a List of Subcontractors described in Section 7 below, as well as Bidder's most recent Audited Financial Statements. All costs of bid preparation shall be borne by the Bidder.
- 2. Mandatory Qualifications** - In order for a bid to be considered responsive to this invitation for bids, the minimum experience of the bidder shall be the completion of two (2) projects of similar nature, scope and value not less than \$200,000 in the last 3 years. Documentation of mandatory qualifications shall be made on the document entitled "Experience Forms Template" included as Exhibit D in the Bid Forms.
- 3. Examination of Bid Documents** – The Bid Documents consist of this Invitation For Bids, documents listed in the Table of Contents of the Invitation For Bids, and any addenda which may have been issued. Bidder shall thoroughly examine and be familiar with all Bid Documents, including legal and procedural aspects. Submission of a bid shall constitute bidder's acknowledgment upon which Developer may rely that bidder has thoroughly examined and is familiar with the Bid Documents. Failure or neglect of bidder to receive or examine all or part of the Bid Documents shall in no way relieve the bidder from any obligations with respect to this bid invitation or any resultant contract. No claim for additional compensation will be allowed which is based upon a lack of knowledge of any part of the Bid Documents.
- 4. Inspection of Site** - Bidder shall attend a Site Job Walk on **May 2<sup>nd</sup> at 1:00** at 202 W. Arbor Avenue Sunnyvale, CA. Bidder must examine and judge for itself the location of the proposed work and the nature and extent of the work to be done. Bidder is required to inspect the project location to satisfy itself, by examination or other appropriate means, of the actual conditions at the site. Submission of a bid shall constitute a representation by bidder that it has visited and examined the project site and is relying on its own examination and knowledge of the site in making its bid, and not on any representation by Developer. No claim for additional compensation shall be allowed that is based upon a failure to examine, or lack of knowledge of, the work site.
- 5. Questions** – All questions regarding the contract documents, bid documents or the plans or the scope of work shall be referred to **Momentum for Mental Health. Momentum for Mental Health** must receive inquiries no later than 72 hours before proposals are due.

Inquiries will be answered in writing to all Proposers of Record if written clarification is warranted in the opinion of the **Momentum for Mental Health**. The Owner will not be responsible for oral clarifications.

**6. Subcontractors-**

Bidder shall complete a List of Subcontractors. Bidder shall include all contact information for each subcontractor who will perform work or render service to the bidder during the performance of the work described in the bid documents and any subcontractor licensed by the State who, under subcontract to the bidder, specially fabricates and installs a portion of the work or improvements described in the bid documents. Bidder shall complete the List in each instance where the amount of the subcontractor's work is in excess of one-half of one percent (.5%) of the bidder's total bid, or, in the case of bids or offers for the construction of

streets or highways, including bridges, in excess of one-half of one percent (.5%) of the total bid or ten thousand dollars (\$10,000), whichever is greater.

**7. Bid Price** – Any items shown in the Scope of Work and Technical Specifications and not specifically listed in the bid price are to be considered included; and no additional or special compensation will be allowed.

Bid price shall include all costs for:

- a. Furnishing all tools, equipment, materials, apparatus, facilities, labor, transportation, supervision and management necessary to perform the work described in the bid documents;
- b. Providing the necessary safety precautions for the protection of the public, such as barricades and warning signs;
- c. Cleanup activities to restore the work site to a satisfactory condition;
- d. Federal, state and local taxes;
- e. All permits and licenses required to perform the work described in the bid documents.

**8. Bid Submittal** – Bidder shall submit one (1) copy of the completed Bid Forms to Momentum for Mental by **May 16, 2012 at 3:00PM. Bids received after this time will be nonresponsive and disqualified.**

All submissions must include all Bid Forms as described in #1- Preparation of Bid above.

All submissions must include the full business address of the bidder and be signed by bidder. Submissions by partnerships must furnish the full name of all partners and must be signed in the partnership name by one of the members of the partnership or by an authorized representative, followed by the signature and designation of the person signing. Qualifications by corporations must be signed with the legal name of the corporation, followed by the name of the state of incorporation and by the signature and designation of the president, secretary, or other person authorized to bind it in the matter. When requested by Developer, satisfactory evidence of the authority of the officer signing on behalf of the corporation shall be furnished.

**9. Modification or Withdrawal of Bids**

- a. Before Date and Time for Receipt of Bids - Bids that contain mistakes discovered by a bidder before the date and time for receipt of bids may be modified if received prior to the deadline. Any modification shall be clearly identified as such and shall be made in writing, executed and submitted in the same form and manner as the original bid.
- b. After Date and Time for Receipt of Bids - A bidder may not change its bid after the date and time set for receipt of bids except that the bidder may seek Developer's consent to the substitution of a subcontractor where the bidder can demonstrate that the name of the substituted subcontractor was listed as the result of an inadvertent clerical error.

**10. Postponement of Opening; Extensions** - Developer reserves the right to postpone the date and time for receipt of bids at any time prior to the date and time announced in the Invitation For Bids. The date and time shall be extended by at least 72 hours in the event Developer issues any material changes, additions or deletions to the bid documents within 72 hours prior to the bid closing.

**11. Late Bids** - Bidder shall be responsible for the timely delivery of bid. Bids received after the deadline for receipt of bids shall not be accepted.

**12. Bid to Remain Open** - The bidder shall guarantee its bid for a period of sixty (60) calendar days from the date of bid opening.

**13. Bid Evaluation** – Developer will evaluate all bids received to determine if the bidder is responsive and responsible. A bidder will be deemed to be responsive if it has submitted a bid that conforms in all material respects to the requirements of the bid documents and demonstrates compliance with the mandatory experience. A bidder will be deemed to be responsible if the Bidder:

- a. Has the ability, capacity, experience and skill to perform the work in accordance with the bid specifications.
- b. Has the ability to perform the work promptly or within the time specified, without delay;
- c. Has equipment, facilities and resources of such capacity and location to enable it to perform the work;
- d. Has a record of satisfactory or better performance under prior contracts with the Developer or others; and
- e. Has complied with laws, regulations, guidelines and orders governing prior or existing contracts.

**14. Discrepancies in Bid Forms** - If there are unit price bid items in a bid schedule, and the amount indicated for a unit price bid item does not equal the product of the unit price and quantity listed, the unit price shall govern and the amount shall be adjusted accordingly. Likewise, if there is more than one bid item in a bid schedule, and the total of the schedule does not equal the sum of the bid items, the individual amounts of the bid items shall govern and the total shall be adjusted accordingly. If there is a difference between the bid price entered in words and the bid price entered in figures for the same quotation, the price in words shall prevail.

**15. Rejection of Bids** - Developer reserves the right to reject any and all bids; and further reserves the right to reject any bids that are found to be non-responsive or submitted by a bidder that is not responsible.

**Exhibit A**

**Bid Form**

**Submit No Later than May 16, 2012 by 3:00 PM:**

Dan McCarthy, Construction Manager  
Momentum for Mental Health  
2001 The Alameda  
San Jose, CA 95126

FAX #: 408-554-9960  
Email: dmccarthy@momentumMH.org

**1) Scope of Proposal:** The undersigned, doing business under the firm name of:

\_\_\_\_\_

Having carefully examined the Request for Proposal, Instructions to Proposers, Scope of Work, Form of Agreement and the Contract Documents listed herein proposes to complete the entire work and provide the Owner with a finished and complete project that meets the intent of the Contract Documents for the following amount:

**BASE PROPOSAL:** \_\_\_\_\_ Dollars

(\$ \_\_\_\_\_).

Note: Proposals shall include all costs for labor, materials, equipment, subcontractors, supervision, insurance, bonds (if required), permits, freight and other incidentals called for by the Proposal Documents plus contractor overhead and profit. The Base Proposal set forth above shall be the sum total payable under this Contract.

**2) Breakdown of Proposal:** Complete and attach the Cost Proposal Worksheet in accordance with instructions provided in the Request for Proposal. The Cost Proposal Worksheet is included here solely to assist Momentum for Mental Health in segregating costs of selected portions of the work for budgeting and allocation purposes only. These are not alternate prices and leaving a line item blank does not exclude that item from the scope of work prescribed by the plans, specifications and contract documents.

**3) Clarifications :**

See: None

**4) Contract:** If written notice of the acceptance of this bid is mailed, faxed or delivered to the undersigned within sixty (60) days after the date of opening of the proposals, or any time thereafter before this proposal is withdrawn, the undersigned will, within ten (10) days after the date of such mailing, telegraphing or delivering of such notice, execute and deliver a Contract in the Form of Agreement present in these Contract Documents, and if requested, give Performance and Contractor's Bonds in accordance with the specification and proposal as accepted.

The undersigned hereby designates at his office to which such notice of acceptance may be mailed, faxed or delivered:

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Telephone No. \_\_\_\_\_

**5) Time of Completion:** If awarded the contract, we agree that the time of completion for the project is: \_\_\_\_\_ Calendar Days.

**6) Bond:** The undersigned agrees, if required, to execute within ten days, two corporate surety bonds as called for in "Instructions to Bidders".

**7) Insurance:** Our Public Liability and Property Damage Insurance placed with \_\_\_\_\_

Our Workmen's compensation insurance is placed with \_\_\_\_\_

Our Workmen's compensation insurance experience modification rating (mod rate) is \_\_\_\_\_

Our Fire, Extended Coverage, Vandalism/Malicious Mischief Insurance is placed with \_\_\_\_\_

**8) Addenda:** Circular letter, bulletins, addenda, etc., bound with specifications or issued during the time of bidding, are to be included in the proposal, and in completing the contract they are to become part thereof.

**9) Addenda Receipt:** The receipt of the following addenda to the specifications is acknowledged:

Addendum No. \_\_\_\_\_ Date \_\_\_\_\_

**10) Contractors License:** The undersigned agrees, if awarded the Contract to maintain and keep current a valid Contractor's License through the completion of the Contract.

**11)** This proposal may be withdrawn by the Proposer at any time prior to the scheduled time for the opening or any authorized postponement thereof. Mid Peninsula Housing Coalition reserves the right to reject any and all proposals without cause.

**12)** By its signature on this form, the proposer certifies under penalty of perjury the accuracy of the representations made in this proposal and all attachments.

Dated \_\_\_\_\_ 2012

Signed \_\_\_\_\_

Company  
Title