



**136 W Grand Avenue | Port Washington WI 53074
(262) 268-2723 | www.familypromiseoz.org**

Invitation to Submit Bid

PortLight Emergency Shelter Project

Post Date: September 23, 2021

By: Family Promise of Ozaukee County (FPOZ)

Project: PortLight an Emergency Shelter Project in Ozaukee County

Bid Due Date: Bid must arrive in the FPOZ office by noon, Monday, October 11, 2021

Bid Opening Date: Monday, October 11, 3:00 pm at Family Promise of Ozaukee County Office 136 W. Grand Avenue, Port Washington, WI 53074

FPOZ Contact Person: Paul Bissett, Project Manager Phone: 262-268-2723 | Email: paulbfpoz@gmail.com

Bidder Qualifications: Experience with at least one Community Development Block Grant or other State/Federal grant. Must comply with the requirements and conditions of employment and contracting with the CDBG-CV grant and Federal and State regulations.

Introduction

Ozaukee County, Wisconsin has been awarded federal funding from the Community Development Block Grant COVID-17 (CDBG-CV) Program and Family Promise of Ozaukee County (FPOZ) is the sub-grantee for the development of an Emergency Shelter in Port Washington. FPOZ is seeking bids for Design-Build services relating to the Emergency Shelter Project.

The project includes renovating a 4,800 sq ft existing building and adding approximately 2,000 sq ft onto an existing 1-story building. The renovated and expanded building will be used as an emergency shelter to house the homeless in Ozaukee County. The shelter will have private guest rooms, each with a sleeping, living, full bathroom, and kitchenette, reception, office, meeting, and food prep space. Design should incorporate safety measures to keep family and female units separate from the male units and limit any visitors to only the reception area.

Contact Information

For Bid packages, all interested persons and firms should go to: www.familypromiseoz.org

Contact Paul Bissett, Homeless Programs Manager, between the hours of 8:30 am to 4:30 pm, Monday-Friday, at 262-268-2723 or paulbfpoz@gmail.com, to ask questions or request additional information, as needed.

Companies that intend to submit a bid should send notification of intent to FPOZ with the person's/firm's name and contact information in case of addenda or other changes. Additionally, the Invitation to Bid may be sent to those companies that are included on the FPOZ contact list specifically created for this Solicitation.

Those who FPOZ has sent a Solicitation and those who have provided contact information through a request for a copy of the Solicitation or through a notification of intent will receive all information regarding the Solicitation. The information may include, but is not limited to, any amendments to the Solicitation, answers to inquiries received regarding the Solicitation, or changes to the schedule.

Questions Regarding This Solicitation to Bid

This solicitation contains a description of the project and the services required. Interested bidders have the responsibility of understanding what is required by this solicitation. During the

solicitation review, if the bidder discovers any errors, omissions, or ambiguities within the solicitation, they should identify them in writing and call them to the immediate attention of Family Promise of Ozaukee County before the solicitation submission deadline. Family Promise of Ozaukee County shall not be held responsible for any person's/firm's lack of understanding of the project.

Questions for clarification concerning this Solicitation must be in writing via email to Paul Bissett, Homeless Programs Manager, at paulbfpoz@gmail.com on or before 4:00 pm, October 8th, 2021. After this date, questions involving the content or intent of the proposal will not be answered. Paul Bissett, Homeless Programs Manager, will respond to all questions in writing via email and provided to all parties requesting a solicitation for which Family Promise of Ozaukee County has the contact information and is treated as an addendum to the Solicitation packet.

Family Promise of Ozaukee County makes no representations as to the conditions of the project other than those representations made herein, and no employee or any other representative of Family Promise of Ozaukee County has the authority to make any oral or written representations as to the conditions of the project. Companies should only contact the person designated above regarding this Solicitation. They should not contact the Family Promise of Ozaukee County Chief Executive Officer, Ozaukee County, City of Port Washington members, committee members, or other government staff for clarification on this Solicitation.

Addenda Interpretations

If it becomes necessary to revise any part of this Solicitation, a written addendum will be provided. Family Promise of Ozaukee County is not bound by any oral clarifications changing the scope of the work for this project. All addenda issued by Family Promise of Ozaukee County will become part of the official Solicitation and be emailed to all Bidders of record based upon contact information on record at the original time of issuance or subsequently provided.

Project Background:

Family Promise of Ozaukee County, Inc (FPOZ) is using the CDBG-CV grant funds to develop a much-needed static site, non-congregate, emergency shelter in the community. The emergency shelter will meet an urgent need in the county for shelter services to single women, single men, and families who are homeless.

The Emergency Shelter project will serve homeless individuals, couples without children, and households with children. These persons are amongst the most vulnerable members of the community, so the shelter must be designed and built in a way that keeps everyone safe. Guests will reside in the shelter for a minimum of 30 days and no more than 90 days. The building should offer up to 8 guest rooms, each with a living, sleeping, bath, and kitchenette. The floor plan will include additional space for the case management office, meeting rooms, food prep, laundry, and storage. Space design will incorporate necessary safety measures to serve multiple household types, keeping the family and female units separate from the male units. All shared spaces will be monitored by staff.

The project is estimated to serve approximately 125 individuals at risk of homelessness annually through direct shelter services. 85% of individuals served by this project will fall within the national objectives of Low and Moderate Income.

Scope of Services & Deliverables

Family Promise of Ozaukee County Project Area Description:

With the support of CDBG -CV funds, FPOZ plans to purchase an existing commercial building in Port Washington, WI, that will provide emergency homeless shelter and services to households with children and households without children. The property is a 4,800 sq. ft. building on a 1.211-acre lot adjacent to the Ozaukee County Justice Center, at 1505 Sunset Rd, Port Washington, WI. The building, a former daycare, was built in 1995. The property is in good condition and ready for the renovation work needed for emergency shelter operations.

The focus of the Design-Build project will be to design, renovate, and build an Emergency Homeless Shelter that will include renovation of a 4,800 square foot existing commercial building and adding approximately 2,000 square feet for Family Promise of Ozaukee County, Wisconsin. A conceptual floor plan and narrative (Exhibit 14 and 15) are included in this packet. These exhibits present the scope of the project's work that includes the demolition and renovation of the existing building and the additional wings for a total of roughly 7,000 square feet of space. The space offers 8 shelter units with a full bathroom, living, and sleeping space, office, reception, food prep, meeting room, supportive services, and laundry space.

The bid amount must be for the full scope of the project - approximately 7,000 sq ft.

Architectural Services Budget should include the cost of:

Architectural Design | Structural Design | Mechanical, Electrical, Plumbing (MEP design | Civil Engineering | Landscape Design

Construction Budget should include the cost of:

General Conditions | Site Construction | Concrete | Rough/Finish Materials and Labor | Thermal and Moisture (insulation, roofing, entry canopy, siding, gutters & downspouts) | Doors and Windows | Flooring | Drywall | Paint | Restroom Accessories | Fire Extinguishers | Cabinets & Hardware | Countertops | Unit Shelving | HVAC | Plumbing | Fire Protection | Electrical | Security Cameras | Key Card System | Fire Alarm | Permits and Utility Connection | Contingency

Design-Build Services

The selected company will serve as and perform the functions of the Design-Build Contractor for a Community Development Block Grant- CV award, including the following:

- Conduct necessary work to produce the technical documentation, including final design criteria, preliminary and final drawings, outline specifications, written description of the project, and value-engineering activities. Complete the final design contract documents. We would defer to the Design-Build Architects' recommendations for proper code requirements/products for all areas.
- Initiate the construction planning, including identifying construction sub-contractors and suppliers, providing constructability reviews, develop the construction schedule, and identify long-lead equipment and material purchases. Procure equipment and sub-contractors.
- Prepare a project cost model and provide detailed cost estimates as the design is advanced for the concept of approximately 7,000 sq. ft.
- Identify Project permitting requirements and secure necessary permits, including Occupancy.
- Construct the Project
- Provide operator training
- Provide warranty coverage
- Closeout (punch list documentation and resolution O&M manuals, systems and equipment training, as-built documentation, final inspection, and acceptance.

Bid Solicitation Exhibits

This Bid Solicitation document includes the following Exhibits:

Exhibit 1 - Bid Solicitation Cover Sheet, Architectural Services Budget, and Construction Budget must be attached for selection consideration.

Exhibit 2 – Disclosure of Potential Conflict of Interest Form

Exhibit 3 – Lobbying Certification Form

Exhibit 4 - Disclosure of Lobbying Activities Form

Exhibit 5 – Affirmative Action Requirements Statement Ozaukee County

Exhibit 6 - Section 3 Contract Language Requirements Clause

Exhibit 7 - Davis-Bacon and Related Acts Clause (DBRA

Exhibit 8 - Federal Labor Standards Provisions (4010)

Exhibit 9 – Equal Opportunity Clause for UGLG Procurement Construction Contracts above \$10,000

Exhibit 10 – Federal Equal Employment Opportunity Clauses Construction Contract Specifications (EO 11246)

Exhibit 11 – Pre Construction Checklist for Contractors

Exhibit 12 – Wage Determination Schedule

Exhibit 13 – Pre Construction Meeting Items to be discussed

Exhibit 14 - Conceptual Floor Plan

Exhibit 15 - Conceptual Floor Plan Narrative

Exhibit 16– Site Survey

Exhibit 17 – Elevation Plan

Bid State and Federal Regulatory Requirements

Bidders must comply with the requirements and conditions of employment and contracting with the CDBG-CV grant and Federal and State regulations. These regulations include:

- Potential Conflict of Interest Disclosure - 24CFR 570.489(h) Conflict of interest Clause
- Lobbying Certification Instructions
- Disclosure of Lobbying Activities Instructions
- Equal Opportunity Clause (EO 11246)
- Section 3 Contract Language Requirements Clause
- Affirmative Action Requirements (EO 11246)
- Federal Equal Employment Opportunity Clauses Construction Contract Specifications (EO 11246)
- Davis-Bacon and Related Acts Clause (DBRA)
- Federal Labor Standards Provisions (4010)
- Minority Business Enterprise/Woman Business Enterprise Web Resources
Resources for outreach to, contracting with, and certified registration for Minority-Owned Business Enterprise (MBE), Women-Owned Business Enterprise (WBE), and Disadvantaged Business Enterprise (DBE) firms:
Department of Administration Certified Minority-Owned Business Enterprise (MBE) and Women-Owned Business Enterprise (WBE)
<https://wisdp.wi.gov/search.aspx>
City of Madison Targeted Business Enterprise Program Directories:
<http://www.cityofmadison.com/dcr/aaTBDDir.cfm>
Department of Transportation Disadvantaged Business Enterprise (DBE) Program
<https://wisconsin.gov/Pages/doing-bus/civil-rights/dbe/default.aspx>
- Applicable Davis-Bacon /Federal Wage Decision

All work to be undertaken as part of this proposed program must be in accordance with the Federal Code of Federal Regulations, including but not limited to 24 CFR, Part 570 and 24 CFR, Part 58; and other applicable State and Federal requirements. The CDBG State and Federal Regulatory Requirements are listed in the CDBG Implementation Handbook, and Handbook Chapter Attachments, on the Bureau of Community Development Website at:

<https://doa.wi.gov/Pages/LocalGovtsGrants/CDBGImplementationHandbook.aspx>

The selected entity must meet applicable requirements for this Solicitation, and any entities awarded a contract or subcontract for the CDBG-CV Project.

Directions for Bid Submission

Deliver complete bid packets to Family Promise of Ozaukee County, Inc office in a sealed envelope on or before noon, Monday, October 11, 2021. Bids that arrive in the office after noon Monday, October 11, 2021, will be rejected.

Direct submissions to:

Family Promise of Ozaukee County, Inc.
ATTN: FPOZ Emergency Shelter Project,
CDBG-CV Design-Build Project Solicitation Review Committee
136 W. Grand Ave.
Port Washington, WI, 53074

Family Promise of Ozaukee County reserves the right to reject any and all bids not meeting the requirements of this bid solicitation for design-build services.

Persons requesting ADA assistance accommodations for hearing and speech impaired may contact Paul Bissett, Homeless Programs Manager, at 262-268-2723 or paulbfpoz@gmail.com.

Individuals/firms interested in being considered for this project must submit a bid detailing qualifications, technical expertise, management, and staff capabilities, related prior experience, and a detailed cost estimate for the Scope of Services described above. The objective of the sealed bid process is to select the lowest responsible bidder objectively.

Bid Contents

1. Exhibit 1 - Proposal Cover Sheet, Architectural Services Budget, and Construction Budget
2. Bidder's compliance with the requirements and conditions of employment and contracting with the CDBG-CV grant and Federal and State regulations. State and Federal Forms.
 - a. Exhibit 2 - Disclosure of Potential Conflict of Interest Form
 - b. Exhibit 3 - Lobbying Certification Form
 - c. Exhibit 4 - Disclosure of Lobbying Activities Form
3. Bidder's profile and a clear, concise statement with:
 - a. Examples indicating past performance and familiarity with the type of work detailed in the Solicitation.

- b. Provide three written references from previous clients with similar projects, and all references give an excellent response on quality of service. (Attach references and contact information)
4. Project team statement indicating the professional and technical qualifications of the key persons assigned to the project and their responsibilities within the Scope of Services.
5. Project work plan indicating mechanisms proposed to coordinate the work effort with FPOZ.
6. Project scope statement describing the work undertaken, include the services outlined in the Solicitation, any modifications or expansion of the scope provided to deliver the Design-Build service, and any value engineering/cost-effective components.
7. Detailed cost estimate for Architectural services.
8. Detailed cost estimate for Construction project, broken down by division and subdivision.

Bid Format

Submit the Bid in typed format with the items placed in the same order as described above. The Bid Cover Sheet must be signed by the submitter or authorized representative and dated. The Bid pages must be numbered in consecutive order and should not exceed the maximum sheet size of 8.5" x 11."

Other Conditions of Bid Submittal

1. Only one Bid will be accepted from any person, firm, or entity.
2. No Bid will be accepted from any person, firm, or entity in arrears for any obligation to Family Promise of Ozaukee County, is debarred from contracting for federally funded projects, or that otherwise may be deemed irresponsible or unresponsive by the elected officials of Ozaukee County, Wisconsin.
3. All Bids submitted become public information and may be reviewed by anyone requesting to do so after the evaluation process.
4. Requirements and conditions of employment and contracting to be observed for compliance with Conflict of Interest, Lobbying, and Section 3: Affirmative Action, Equal Opportunity, Minority-Business Enterprise/Women Business Enterprise (MBE/WBE), Federal Labor Standards, and Davis-Bacon and Related Acts (DBRA) regulations apply to this project. For a listing of State and Federal Regulatory Requirements visit <https://doa.wi.gov/Pages/LocalGovtsGrants/CDBGImplementationHandbook.aspx>

Qualifications and Selection

- FPOZ will consider bids from contractors with experience completing projects funded by Community Development Block Grants or similar state/federally funded projects.
- Contractor must comply with the requirements and conditions of employment and contracting with the CDBG-CV grant, and Federal and State regulations.

The final selection of the design-build contractor is based on the lowest responsible bidder. Bids shall be opened publicly on **Wednesday, October 11, 2021, at Family Promise of Ozaukee County, 136 West Grand Ave, Port Washington, WI 3:00 pm.** If awarded, a firm, fixed-price contract award shall be made in writing to the lowest responsible bidder. FPOZ can, however, decide not to make the award to any of the bidders. FPOZ may re-bid the project under certain conditions (i.e., bids are not responsible, or the proposals do not contain information necessary to evaluate the bids).

If you have any questions regarding this Request for Proposals, please contact:

Paul Bissett, Homeless Programs Manager | paulbfpoz@gmail.com | 262-268-2723