



Neighborhood Housing Services San Antonio

851 Steves Ave., San Antonio, Texas 78210 / 210.533.6673 / Fax 210.533.0923

Request for General Contractor Services New Home Construction – Channel View Phase 1

Date of Publication: November 8, 2021

Bids Due By: November 30, 2021, 5:00pm Central Time

Neighborhood Housing Services of San Antonio, Inc., (NHSSA) is seeking licensed, qualified General Contractors to complete the construction of three (3) new single-family homes. This document and the attachments listed below comprise the entire bid package. For questions, please contact Paul DeManche at pdemanche@nhs-satx.org or (617) 710-2893.

An **optional pre-bid conference** will be held at **12:30pm on Tuesday, November 16, 2021**, at NHSSA's office located at 851 Steves Ave, San Antonio, TX 78210.

Project Details

Property addresses:

1. 6342 Channel View, San Antonio, TX 78222
2. 6346 Channel View, San Antonio, TX 78222
3. 6347 Channel View, San Antonio, TX 78222

Building plans and specifications are attached. NHSSA is open to recommendations and modifications to the scope presented, including suggestions to reduce overall cost, address items that are not included, and increase the handicap accessibility and/or energy efficiency of the home. These recommendations should be included in the bid submission and clearly marked.

Bid Instructions

Please ensure that bids include the following components:

1. A **Cover Page and Attachments** with the following information:
 - Timeline for completing the work—please include information on when you can begin work and how long it will take to complete the job.
 - At least two (2) references for similar work completed recently—please provide the name and contact information (email and/or phone) for each reference, and the work completed for them.
 - *Optional:* Any relevant certifications and licenses, including status as a Section 3 Business Concern (definition provided in the attachments), Small and Minority-owned Business Enterprise, and/or Women-owned Business Enterprise. Please attach documentation providing evidence of any certification or license.

- *Optional: Whether you plan to hire Section 3 workers and Targeted Section 3 workers, and/or subcontract with Section 3 business concerns should you be awarded this project (definitions provided in the attachments).*
- 2. A completed **Scope and Bid Form**, template attached, with the following information:
 - A detailed description of the work to be performed—please address each item in the attached scope and bid form, as well as any additional items that you believe are necessary.
 - All costs necessary to complete the work.

DUE DATE: Bids must be submitted via email to pdemanche@nhs-satx.org. Bids must be submitted no later than **November 30, 2021, at 5:00 p.m. Central Time**. Any bid received after this deadline will be dismissed.

Contractor Selection

Bids will be scored, and a contractor (or contractors) selected based on the following criteria:

- Reasonableness of pricing: reasonableness of pricing, including suggestions for increasing cost-savings, if applicable.
- Timeliness of delivery: ability to start and complete work in a timely manner.
- Track record: relevant experience with similar projects.
- Completeness of bid: level of detail provided in the bid documents; failure to address certain elements of the scope without explanation will result in a lower score.
- Additional points will be provided for
 - Section 3 Business Concerns
 - Small and Minority-owned Business Enterprises
 - Women-owned Business Enterprises
 - Bidders who plan to hire Section 3 and Targeted Section 3 workers
 - Bidders who plan to subcontract with Section 3 business concerns

NHSSA reserves the right to reject any bid which, in its sole discretion, is not financially feasible. Past performance, experience, and ability to meet deadlines will all be taken into consideration.

Additional Requirements

To be eligible for hire, contractors will be required to provide the following (if not already provided):

1. Copy of current Contractor's License
2. Copy of current Business License
3. Copy of insurance certificate(s) showing all required insurance policies
4. Copy of Current Bond
5. Copy of Tx Sales Tax Permit (all materials for NHSSA should be bought tax-free)
6. Completed Form W9
7. Detailed list of 5 largest sub-contractors (in 5 separate areas of work, e.g. plumbing, electrical, roofing, foundation, flooring)
8. Copy of last two years business tax returns
9. Optional: Completed direct deposit authorization form

This project is supported with funding from the U.S. Department of Housing and Urban Development, via the City of San Antonio. As such, certain City and Federal regulations must be followed by NHSSA and all our contractors and subcontractors. Contractors that do not meet these requirements will not be considered, including those in a “period of debarment, suspension, or placement of ineligibility status”.

Attached is a sample contract—to perform work on this project, contractors will be required to sign a contract containing the same clauses. Please make note of the insurance coverages required by the City of San Antonio. Also attached is information on Section 3 Requirements, including a reporting form that contractors will be required to complete each month.

Attachments

Please find the following documents attached to this document:

1. Scope and Bid Form
2. Building Plans
3. Sample Contract, with attachments

NHSSA Contact Information for Project:

Paul DeManche

pdemanche@nhs-satx.org

(617) 710-2893