

REQUEST FOR QUALIFICATIONS & PROPOSAL (RFQ/P)



REQUEST FOR QUALIFICATIONS & PROPOSAL (RFQ/P) for CONSTRUCTION MANAGER / GENERAL CONTRACTOR (CM/GC) for South Metro Housing Options

Owner:

South Metro Housing Options

5808 S Rapp St Suite 100
Littleton, CO 80120

Owner's Representative:

Artaic Group

2650 18th Street, Suite 301
Denver, CO 80211

Milestone Dates:

Qualifications Due: April 30th, 2025 @ 5pm(MT) *Via electronic submittal*

Request for Qualifications & Proposal

A. Invitation

South Metro Housing Options (SMHO) (Owner) is requesting qualifications and proposals from Construction Manager/General Contractor (Contractor) (to be interchangeable with Construction Manager at Risk) firms interested in providing pre-construction and construction services for the of the following project:

- STARLIGHT, located at 439 & 589 W. Littleton Blvd, Littleton, CO 80120

All official communication with Candidates and questions regarding this RFQ/P will be via email to the Owner's Representative at the delivery addresses listed below.

All Candidate inquiries will be responded to collectively prior to the "Clarification Deadline" in the schedule noted below. A clarification with replies to all questions will be emailed to all Candidates who have requested the RFQ/P documents. Under no circumstances should candidates contact current consultant team members, or any individual associated with the Owner regarding this RFQ/P or this program.

B. Procurement Schedule

TASK	DATE
RFQ/P Available	April 14, 2025
RFQ/P Clarification Deadline	April 21, 2025 5:00pm MST
RFQ/P Clarification Responses	April 24, 2025
RFQ/P Responses Due	April 30, 2025; 5:00pm MST
Interview Invite to Short-Listed Contractors	May 5, 2025
Interviews	May 13-14, 2025
Candidate Notified of Selection	May 19 , 2025
Pre Construction Commences	May 20 2025
Construction Commences	Fall 2026

C. Submission Instructions

Deliver 1 electronic copy (PDF Format) via email to: Jake Hopper jake.hopper@ArtaicGroup.com and Sarah Lara Sarah.Lara@ArtaicGroup.com with a cc: to: Sarah Buhr Sbuhr@smho.co and Chase Seebohar cseebohar@smho.co

Responses should be addressed (but not mailed) to:

South Metro Housing Options
ATTN: Sarah Buhr
5808 S Rapp St Suite 100
Littleton, CO 80120

I. OWNER'S BACKGROUND & PROGRAM INFORMATION

A. Owner Background

Starting in 1971, South Metro Housing Options (SMHO) has been dedicated to strengthening the community by offering a variety of housing options responsive to the needs of the residents and the broader community. SMHO is the Housing Authority of the City of Littleton, governed by a seven-member Board of Commissioners. SMHO owns and manages 6 multifamily properties with over 540 units and administers over 600 Housing Choice Vouchers. Through creative housing programs and ethical stewardships of public funds, SMHO upholds a commitment to serving the affordable housing needs of the local area.

B. Program Description

SMHO is developing a new Low Income Housing Tax Credit (LIHTC) community currently estimated to be 77 units in one, 4-story building. This project is located at 589 & 439 W Littleton Blvd in Littleton, CO. **It is expected that candidates will NOT visit the site unless accompanied by Artaic Group or SMHO staff as there is a tenant on site.** SMHO is currently under contract for both parcels of land and has started the rezoning process with the City of Littleton. Estimated hard costs are \$21 million and SMHO will apply for tax credits on August 1st, 2025. Anticipated construction starts Fall 2026 with completion early 2028.

II. SCOPE AND PROJECT TEAM

A. Scope of Work

The selected Contractor will be retained for pre-construction services to ensure a comprehensive and collaborative approach to design, entitlements, utilities and storm water management, and cost estimating, as well as funding application information. The Owner intends to enter into a Guaranteed Maximum Price (GMP) agreement with the CM/GC for the project described in section I. A.

1. PRECONSTRUCTION SERVICES

Contractor shall immediately begin preconstruction services upon contract award.

Preconstruction Meetings – The Contractor is expected to attend and actively engage in preconstruction coordination activities and meetings including but not limited to design, owner or community informational meetings.

Progress Document Reviews & Estimating – Contractor shall be actively engaged in all design reviews, working collaboratively with the team to frequently examine costs and work with the AE team to keep the design on budget. At a minimum, contractor shall provide cost estimates at the following milestones:

- Concept Design
- 100% Schematic Design
- 100% Design Development
- 100% Construction Documents

Contractor is also expected to provide narratives and thorough explanations with cost estimates, including a clear list of exclusions and clarifications as well as any allowances and alternates. The project team will be required to work collaboratively to make sure all cost estimates are within authorized budgets for each project before proceeding to the next phase of design.

CHFA LIHTC Pricing – The contractor is expected to provide pricing efforts at Conceptual/SD set. This should include all required back up for a LIHTC submission with CHFA in advance of the August 2025 application due date.

Value Analysis & System Analysis – System Analysis for major building systems and Value Analysis for cost-saving or value enhancements will be required. A trend log, including potential alternates and value engineering, shall be managed and communicated by the Contractor to the team members.

Constructability Reviews – The Contractor shall perform constructability reviews at each design phase and provide redlines and feedback on all project related information that is produced during preconstruction.

Bidding – Contractor will solicit subcontractor bids for all work items and make recommendations for the selection of subcontractors and suppliers. Contractor will be responsible for writing subcontracts and purchase orders for all elements of the work, ordering materials, and completing buy-out as required to achieve overall project schedule. Project will be sales/use tax exempt and Davis Bacon wages may apply.

Setting the Guaranteed Maximum Price (GMP) – All scopes of work shall be competitively bid and presented to the owner as a guaranteed maximum price (GMP) for final authorization. The GMP shall include the total of all hard costs, including but not necessarily limited to, subcontracts, the Contractor's general conditions, fee and construction contingency. Setting GMP may include working with SMHO's investor and lending partners to provide clarifications and/or documentation prior to financial closing.

Schedule – Contractor will establish a detailed construction schedule for all projects within the program, including all major milestones and identifying long lead items and critical path activities.

Compliance – Contractor will assist in addressing all issues requiring compliance with applicable laws, building codes, regulations, and requirements set forth by building code and other applicable authorities having jurisdiction.

2. CONSTRUCTION SERVICES

The Owner is seeking a CMGC partner to coordinate and manage this project as a collaborative member of the SMHO team. Contractor shall construct the project in accordance with the final construction documents and specifications as well as within the agreed upon project schedule.

Submittals – Contractor shall identify and coordinate the submittal process in collaboration with the Design Team.

Site – Contractor is responsible for all the safety and security of all aspects of the site. Contractor will coordinate with the Owner's QA/QC material testing firm to provide appropriate notice of inspection requests.

Schedule – Contractor shall manage the construction schedule and regularly present 3-5 week look ahead schedules and provide an updated master schedule monthly with each application for payment. Contractor may be asked to build owner milestones and vendor requirements, such as 3rd party inspections, FF&E, low voltage, and security, into the master schedule.

Budget – Contractor is responsible for the overall project budget (hard costs only) and will provide monthly budget updates to the Owner, Owner's Representative and Design Team. Pay applications will be submitted in a timely fashion so that the design team and owner's representative shall have time to review before submitting to the Owner for payment. A change order and contingency log shall be developed and tracked to keep the team aware of potential costs and shall be reviewed on a weekly basis.

Documentation – Maintain and provide to the Owner all construction related documentation such as RFI's, submittals, schedules and inspections. Contractor will also be responsible for coordinating and reporting any actions, documentation and submissions for the selected sustainability and/or performance energy program, if applicable.

Quality – The Contractor shall establish and manage a quality control process for all aspects of the project ensuring the highest quality workmanship.

Completion & Warranty – Close-out and warranty services will be in accordance with contract documents. An 11-month warranty walk shall be included, along with warranty-related corrective work following the walk.

3. SUSTAINABILITY PROGRAM

Currently, the Owner has not decided if they plan to formally pursue a sustainability certification. However, applicable experience should be applied to this project regarding analysis of first cost, life cycle cost and operational cost of the systems and building, and in areas where more efficient or more sustainable options can be implemented into the project at little or no cost.

4. UTILITY COORDINATION

Contractor is expected to assist the owner, owner's representative and design team with utility coordination with the various utility providers.

5. DAVIS BACON WAGES

Davis Bacon Wages will be determined at a later date.

B. Project Team Members

Owner intends to hire, or has already selected, the following professionals for the project team:

- Owner's Representative – Artaic Group
- Architect – Kephart
- Traffic Engineer – Fox Tuttle
- General Contractor (CM/GC) – TBD
- Commissioning Agent – TBD
- Materials Testing and Inspections – TBD

III. SUBMITTAL REQUIREMENTS AND CHECKLIST

Submittal shall respond to each item noted below. Please limit response information to relevant information only.

1. Cover Letter / Letter of Interest

2. Firm Information

Provide a brief history of the firm including the following information:

- Number of years in business
- Location of office servicing project
- Location of main office, if different
- Confirm the maximum dollar value in which your firm can be bonded, and the amount currently bonded with confirmation statement from bonding company
- Provide your firm's EMR, and your firm's EMR for the previous 2 years
- Information on any claims or lawsuits your firm has had in the past 5 years
- Confirmation your firm will include all items outlined in the Scope of Work in Section II
- Indicate if your company intends to firm self-perform any scopes of work and if so, which scopes

3. Qualifications & Availability of Proposed Team

- Provide an organizational chart for your proposed team, including roles and responsibilities for each team member
- Provide resumes for all key team members
- Please note proposed key team members are expected to be involved throughout the life of the project and may not be changed without written authorization from the Owner
- Given your current and planned workload - in a simple table - provide current availability and commitment to this project for each team member proposed as a % of full time (40 hours per week) availability through Design, Bidding, Construction & Closeout/Warranty

A sample table would look similar to the following:

Team Member, Role	Design	Bidding	Construction	Closeout
Jane Doe, Estimator	25%	25%	10%	5%
John Doe, Project Manager	30%	50%	50%	50%
Etc.	X%	X%	X%	X%

4. Similar Project Experience

- Provide project profiles for up to five similar projects in progress or completed by your firm. Please include the following:
 - Project Description
 - Type of project (New Construction, Renovation or Other)
 - Project Square Footage
 - Duration of Project & Completion Year
 - Delivery Method (Design-Build, CM/GC or Design-Bid-Build)
 - Value of Construction Contract
 - Owner and Architect Name
 - Contractor's Project Team/Personnel
 - Information if the project was not delivered on-time and on-budget
- Please provide City of Littleton project experience.
- Provide a list, matrix, table or similar format which shows any of your team's additional experience with similar projects. This list should be limited to the fifteen (15) most applicable projects your firm has started or completed in the last 7 years. The bulleted information requested above should be included in the matrix.

5. Project Approach

- Describe how your firm promotes a collaborative approach:
 - Internally at your company
 - In collaboration with the Design Team
 - With the Owner
- Explain your company's approach to the CM/GC delivery method
 - Pre-Construction Phase: What is your approach to estimating, value analysis, system analysis, constructability reviews, etc. across the entire program?
 - Construction Phase: Explain how your team manages scheduling, cost control and forecasting, change order management, punch list and warranty.
- Briefly explain how your firm will manage the current volatile labor and material markets given the recent unprecedented tariff uncertainty.
- Briefly explain how your firm will maximize opportunities to identify, recruit and include local resources in the projects as it relates to section 3 requirements.

6. References

Provide a list of up to five (5) references from projects which are comparable. Similarities can include previous multi-family housing projects, new ground-up projects, projects the team members have managed or other similarities. Projects listed should have been started or completed in the last 7 years.

Reference information should include:

- Reference Name and Title
- Reference Phone Number & Email
- Reference Project Description/Title
- Proposed Team Members who worked on referenced project

The Owner reserves the right to check additional references beyond those provided in the submittal.

7. Fees

Fees are not to be submitted at this time. Shortlisted Contractors will be invited for interviews and will submit fee proposals at that time.

A. SUBMISSION CHECK LIST

A complete submission includes the following:

1. Cover Letter
2. Firm Information
3. Qualifications & Availability of Proposed Team
4. Similar Project Experience
5. Project Approach
6. References

B. RFQ EXHIBITS – None at this time

C. CONTRACT FORMAT

The contract format for this project will be a modified AIA A133-2019 and AIA A201-2025 General Conditions. The short-listed Contractors invited for interviews will be provided with the proposed contract for comment prior to interviews.

IV. SUBMITTAL SCORING MATRIX

SUBMITTAL SECTION	POINTS
Cover Letter	5 Points
Firm Information	5 Points
Qualifications & Availability of Proposed Team	25 Points
Similar Project Experience	25 Points
Project Approach	30 Points
References	10 Points
TOTAL	100 Points

V. SHORTLIST AND INTERVIEWS

From the scoring results, the selection committee will short list up to 3 firms to invite to an interview. The interview format will include an initial presentation, prepared by the candidate, with the selection committee and then time for Q&A. More detailed interview format information will be provided to the short-listed Candidates.

VI. PROVISIONS

A. Acceptance and Rejection

The Owner reserves the right to request additional information which, in the Owner's opinion, is necessary to ensure that the Owner has complete information with regard to the Professional Service Provider's competence, business organization, and financial resources to assist in determining if the Professional Service Provider is qualified.

The Owner reserves the right (a) to terminate the Request for Proposals process at any time; (b) to reject any or all proposals; and (c) to waive formalities and minor irregularities in the proposals received. The Owner reserves the right to reject any and all proposals in response to this Request for Proposal that are deemed not to be in the Owner's best interests. The Owner further reserves the right to amend this Request for Proposal at any time and will notify all recipients accordingly.

B. RFQ/P Submission and Information

Proposals due at the specified date and time must be received at Owner's location by that date and time to receive consideration. Proposals received after the specified date and time are considered late and will not be eligible for review

by the Selection Committee. Owner is not responsible for any late proposals received by mail or any other method of delivery.

The Owner is not responsible for costs incurred in the preparation of this proposal. Proposals will not be returned and become the property of the Owner once submitted. By submitting a proposal all Candidates agree to the terms and conditions of this RFQ/P and the RFQ/P will become part of the awarded Candidates contract. The Owner and the Owner's legal council will review the agreement and negotiate terms prior to commencement of work.

Candidates acknowledge all submissions to this RFQ/P may be subject to the Colorado Open Records Act (CORA).

Addenda may be issued for this RFQ/P. It is assumed by the Owner that any Candidate providing a submission is responsible for receiving and reviewing all information provided by addenda and Candidate shall acknowledge receipt of addenda in their response to this RFQ/P.

C. Insurance

The Contractor(s) shall provide insurance coverage for the Project which shall not be less than the amounts listed below as set forth in the Request for Qualifications and Proposals; such insurance coverage shall include professional liability, general liability, automobile liability and workers' compensation. **The Contractor will need to provide insurance that meets the requirements from the chosen investor and lender and therefore the limits may be adjusted once that financial partner is on board.** Insurance shall be maintained in full force and effect during the performance of the work, at the Candidate's own expense:

1. Worker's Compensation Insurance in such amounts as required to provide statutory benefits as required by the laws of the state where the premises are located, including Employers Liability with a limit of not less than \$500,000.
2. Comprehensive General Liability Insurance, through companies satisfactory to Owner, from all claims for bodily injury, including death and all claims for destruction of or damage to property (other than the work itself), arising out of or in connection with any operations under the project contract. All such insurance shall be written with limits and coverages as specified below and shall be written on an occurrence form:

- General Aggregate:	\$2,000,000
- Products – Completed Operations Aggregate:	\$1,000,000
- Each Occurrence:	\$1,000,000
- Personal Injury:	\$1,000,000
- Damages to Premises & Fire Damage:	\$1,000,000
- Deductible no greater than:	\$1,000
3. Automobile Liability Insurance for all owned, hired, leased or borrowed vehicles with a combined single limit of \$1,000,000 per occurrence for bodily injury and/or property damage. For every vehicle utilized during the term of this program, when not owned by the entity, each vehicle must have evidence of automobile insurance coverage with limits of no less than \$50,000/\$100,000 and medical pay of \$5,000.
4. Professional Liability Insurance with minimum combined single limits of \$1,000,000 each claim and \$2,000,000 aggregate.
5. Umbrella coverage shall be maintained on an occurrence basis in excess of the underlying insurance described in sections a-d above. Coverage shall follow the terms of the underlying insurance, including the additional insured and waiver of subrogation provisions. The amounts of insurance required in Sections above may be satisfied by the General Contractor purchasing coverage for the limits specified or by any combination of underlying and umbrella limits, so long as the total amount of insurance is not less than the limits specified in each section previously mentioned.

- Each Occurrence: \$2,000,000
- Aggregate: \$4,000,000

6. If the General Contractor is directly or indirectly working with pollution /environmental hazards, the General Contractor must provide Pollution Liability Insurance coverage and must include contractual liability coverage. Policy limits shall be in the amount of \$1,000,000 with a maximum deductible of \$25,000.
7. Such other coverage as may be required by Owner from time to time.
8. Each policy shall name the Owner and Artaic Group as additionally insured; and that it may not be cancelled or changed without at least thirty (30) days prior written notice to the Owner.
9. Consultant shall also furnish to Owner a Certificate of Insurance for Professional Liability to provide evidence of insurance compliance.
10. The consultant and their insurance carrier(s) shall agree to a Waiver of Subrogation.

D. Builder's Risk

Unless carried by the Owner, builder's risk property insurance shall be carried by the Contractor, and shall be in the amount equal to or greater than the contract price. Builder's Risk shall be carried until the project is complete and evidence of such insurance shall be provided to the Owner.

E. Performance and Payment Bonds

Owner will require the General Contractor to provide a performance bond and a separate labor and material payment bond, each of which shall (a) be executed by a corporate surety licensed to do business in the State, (b) be in customary form, (c) be in the amount payable to such subcontractor pursuant to its project contract and (d) be payable to the Owner. If, at any time prior to completion of the Work covered by any such bond, the surety shall be disqualified from doing business within the State, a new bond shall be provided from an alternate surety licensed to do business in the State. The amount of each bond shall be increased or decreased, as appropriate, to reflect changes to the construction costs. A copy of each such bond and all modifications thereto shall be furnished to the State within 60 days of the effective date of the related Project Contract.

F. Contract Agreement

If for any reason the selected Candidate, exceeds the project budget, presents unacceptable contract terms, or the Owner determines, at its sole discretion, the contractor is not the best fit for the project, and if subsequent negotiations with the selected Candidate are unsuccessful, the Owner reserves the right to negotiate with the next highest-scoring Candidate.

- End of Request for Qualifications -