

City of Fayetteville Staff Review Form

2014-0358

Legistar File ID

9/2/2014

City Council Meeting Date - Agenda Item Only
 N/A for Non-Agenda Item

Yolanda Fields

8/5/2014

Community Resources /
 Development Services Department

Submitted By

Submitted Date

Division / Department

Action Recommendation:

Approval to award Bid# 62123-1409 to Evans Construction & Remodeling LLC for a Community Development Block Grant (CDBG) Rehabilitation at 1314 S. Ellis Ave. and to approve a purchase order in the amount of \$24,990.

Budget Impact:

2180.4940.5315.00	2180 - CDBG
Account Number	Fund
62123.1409	1314 S Ellis
Project Number	Project Title
Budgeted Item? <u>Yes</u>	Current Budget \$ 482,037.00
	Funds Obligated \$ 119,913.84
	Current Balance \$ 362,123.16
Does item have a cost? <u>Yes</u>	Item Cost \$ 24,990.00
Budget Adjustment Attached? <u>No</u>	Budget Adjustment
	Remaining Budget \$ 337,133.16

V20140710

Previous Ordinance or Resolution # _____



Original Contract Number: _____

Approval Date: _____

Comments:

Jerry C. Pate
 8/14/14

[Handwritten Signature]




McHutebeck 8/15/14


Alm Man 8/15/14

CITY COUNCIL AGENDA MEMO

MEETING OF SEPTEMBER 2, 2014

TO: Mayor and City Council

THRU: Jeremy Pate, Dir. Development Services 

FROM: Yolanda Fields, Community Resources Director 

DATE: August 5, 2014

SUBJECT: Approval of Contract & Purchase Order for Bid# 62123-1409

RECOMMENDATION:

Staff recommends approval to award Bid# 62123-1409 to Evans Construction & Remodeling LLC and approval of the attached purchase order in the amount of \$24,990 for the housing rehabilitation project located at 1314 S. Ellis Ave.

BACKGROUND:

Community Resources has deemed the \$24,990 housing rehabilitation project cost necessary in order to fully rehabilitate the home located at 1314 S. Ellis Ave. A brief scope of the project includes replacing the roof with metal roof, add attic insulation and vapor barrier in crawlspace, add new heat pump, replace windows, add gutters, electrical repairs, paint and trim repairs as needed. For the full scope of the project, please see the attached bid packet.

DISCUSSION:

In December 2013, a Fayetteville home-owner applied for a housing rehabilitation project on their home at 1314 S Ellis Ave. After verifying that the owner qualified for the program by being within the low-income population, Community Resources conducted an environmental review of the property, performed an assessment of the property, and completed a dwelling assessment on the property. The housing structure was deemed stable, livable, and eligible for rehabilitation.

In July, the bid for the rehab project was advertised in the local newspaper and emails were send out to contractors with the bid packet attached. Two contractors, Evans Construction & Remodeling and Oliver's Custom Roofing, placed bids on the project. Oliver's Custom Roofing's bid came in at \$61,600 while Evans Construction's bid came in at \$24,990.

BUDGET/STAFF IMPACT:

Project cost is \$24,990

Attachments:

Purchase Order
Receipt of Bids and Bids
Bid Invitation Packet

RESOLUTION NO. _____

A RESOLUTION TO AUTHORIZE A CONTRACT WITH EVANS CONSTRUCTION AND REMODELING, LLC IN THE AMOUNT OF \$24,990.00 FOR COMMUNITY DEVELOPMENT BLOCK GRANT REHABILITATION OF AN ELIGIBLE RESIDENCE LOCATED AT 1314 S. ELLIS AVENUE

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF FAYETTEVILLE, ARKANSAS:

Section 1. That the City Council of the City of Fayetteville, Arkansas hereby authorizes a contract with Evans Construction and Remodeling, LLC in the amount of \$24,990.00 for Community Development Block Grant rehabilitation of an eligible residence located at 1314 S. Ellis Avenue.

PASSED and APPROVED this 2nd day of September, 2014.

APPROVED:

ATTEST:

By: _____
LIONELD JORDAN, Mayor

By: _____
SONDRA E. SMITH, City Clerk/Treasurer

City of Fayetteville - Purchase Order Request (PO)

(Not a Purchase Order)

**All PO Requests shall be scanned to the Purchasing e-mail: Purchasing@fayetteville-ar.gov.
Purchase shall not be made until an actual PO has been issued.**

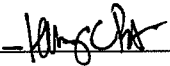
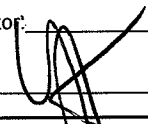
Requisition No.: _____ Date: _____
 Evans Construction & Remodeling, LLC
 P.O Number: 1314 S. Ellis Avenue
 Page 4 of 20

Vendor #: 19403	Vendor Name: Evans Construction & Remodeling LLC	Mail <input type="checkbox"/> Yes <input type="checkbox"/> No	Legistar#: 2014-0358
Address: 1123 Crutcher St.		FOB Point:	Expected Delivery Date:
City: Springdale	State: AR	Zip Code: 72764	Quoted Attached <input type="checkbox"/> Yes <input type="checkbox"/> No
Requester: Cherrell Lee		Requester's Employee #: 3386	Extension: 8260

Item	Description	Quantity	Unit of Issue	Unit Cost	Extended Cost	Account Number	Project.Sub#	Inventory #	Fixed Asset #
1	Moderate Rehabilitation project at 1314 S. Ellis Ave	1		24,990.00	\$24,990.00	2180.4940.5315.00	62123.1409		
2					\$0.00				
3					\$0.00				
4					\$0.00				
5					\$0.00				
6					\$0.00				
7					\$0.00				
8					\$0.00				
9					\$0.00				
10					\$0.00				
*	Shipping/Handling		Lot		\$0.00				

Special Instructions:	Subtotal: \$24,990.00
	Tax: _____
	Total: \$24,990.00

Approvals:

Mayor: _____	Department Director: <u></u>	Purchasing Manager: _____
Chief Financial Officer: _____	Budget Director: _____	IT Director: <u></u>
Dispatch Manager: _____	Utilities Manager: _____	Other: _____



COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

RECEIPT OF BIDS

OWNER(S): Thurman & Judy Thomas

ADDRESS: 1314 S. Ellis Ave. PROJECT No: 62123-1409

PROJECT TITLE: Moderate Rehabilitation of a Residential Building

BID CLOSING DAY/DATE/TIME: August 4, 2014, 4:00 P.M.

CONTRACTOR: Evans Const + Remodelling LLC BID AMOUNT: \$ 24,990

CONTRACTOR: Oliver's Custom Pooling LLC BID AMOUNT: \$ 61,600

CONTRACTOR: _____ BID AMOUNT: _____

CONTRACTOR: _____ BID AMOUNT: _____

CONTRACTOR: _____ BID AMOUNT: _____

Certified by: [Signature] Date: 4 Aug 2014

Witness: [Signature] Date: 8/4/2014



STANDARD BID PROPOSAL FORM

PROJECT NUMBER: 62123-1409 **DATE ISSUED:** 07-21-2014

DATE AND TIME OF OPENING: Monday, 4:00 pm, August 4, 2014

OWNER'S NAME: City of Fayetteville

PROJECT ADDRESS: 1314 S. Ellis Ave., Fayetteville, AR 72701

ATTENTION

The City has the right to select which of the items listed below will be completed based on the amount of funds available.

*In blanks below please quote price for each item and the total for project at the bottom.

A) Electrical:	<u>1,040</u>
B) Roofing:	<u>5,400</u>
C) HVAC:	<u>9,250</u>
D) Windows:	<u>7,665</u>
E) Insulation:	<u>910</u>
F) Gutters:	<u>475</u>
G) Cleanup:	<u>250</u>
H) Other:	<u>Ø</u>

MY TOTAL BID PRICE FOR THIS PROJECT IS \$ 24,990.
Upon signing this Bid, the bidder certifies that they have viewed the property, read and agree to the requirements set forth in this bid proposal, including specifications, terms and standard conditions, and pertinent information regarding the articles being bid on, and agree to furnish these articles at the prices stated.

Complete Business Address: 1123 Crutcher St. Springdale AR 72764


Name of Firm: Evans Construction and Remodeling LLC Phone # (479) 530-0801

Residential Contractor's License number 0204640814

Street address or P.O. Box 1123 Crutcher St

City / State / Zip Code Springdale AR 72764

Printed Name: Randall Evens

Signature:  Title: President



STANDARD BID PROPOSAL FORM

PROJECT NUMBER: 62123-1409 **DATE ISSUED:** 07-21-2014

DATE AND TIME OF OPENING: Monday, 4:00 pm, August 4, 2014

OWNER'S NAME: City of Fayetteville

PROJECT ADDRESS: 1314 S. Ellis Ave., Fayetteville, AR 72701

ATTENTION

The City has the right to select which of the items listed below will be completed based on the amount of funds available.

*In blanks below please quote price for each item and the total for project at the bottom.

- | | |
|----------------|------------------|
| A) Electrical: | <u>3,000.00</u> |
| B) Roofing: | <u>15,000.00</u> |
| C) HVAC: | <u>12,000.00</u> |
| D) Windows: | <u>22,000.00</u> |
| E) Insulation: | <u>2,000.00</u> |
| F) Gutters: | <u>1,000.00</u> |
| G) Cleanup: | <u>1,000.00</u> |
| H) Other: | <u>5,600.00</u> |

MY TOTAL BID PRICE FOR THIS PROJECT IS \$ 61,600.00

Upon signing this Bid, the bidder certifies that they have viewed the property, read and agree to the requirements set forth in this bid proposal, including specifications, terms and standard conditions, and pertinent information regarding the articles being bid on, and agree to furnish these articles at the prices stated.

Complete Business Address: 15 West Jericho Dr. Greenbrier, AR 72058

Name of Firm: Oliver's Custom Roofing, LLC Phone # 501-514-3938

Residential Contractor's License number 0132211214

Street address or P.O. Box 15 West Jericho Dr.

City / State/ Zip Code Greenbrier, AR 72058

Printed Name: Erik Oliver

Signature:  Title: Member



CITY OF FAYETTEVILLE

**113 W. Mountain St.
Fayetteville, AR 72701**

INVITATION TO BID

Bid# 62123-1409

**Community Resources Division
(479) 575-8240**

BID#: 62123-1409

DATE ISSUED: 07-21-2014

DATE & TIME OF OPENING: Monday, August 4, 2014 4:00pm

CONTACT: Kyle Belt—(479) 575-8240



INVITATION TO BID

DATE ISSUED: July 21, 2014

RECEIPT OF BIDS: Monday, 4:00 pm, August 4, 2014
Community Resources Division
125 West Mountain Street
Fayetteville, AR 72701

COMMUNITY DEVELOPMENT PROGRAMS ADMINISTRATOR:
Kyle Belt
CDBG Programs Administrator
113 West Mountain Street
Fayetteville, Arkansas 72701
Phone (479) 575-8240

BRIEF SCOPE OF PROJECT: Replace roof with metal roof, add attic insulation and vapor barrier in crawlspace, add new heat pump, replace windows, add gutters, electrical repairs, paint & trim repairs as needed.

PROJECT NUMBER: 62123-1409

PROJECT LOCATION: 1314 S. Ellis Ave., Fayetteville, AR 72701

CITY OF FAYETTEVILLE: The City of Fayetteville encourages participation of small, minority and women owned business enterprises in the procurements of goods, services, and construction, either as a general contractor or subcontractor. The City is an affirmative action / equal opportunity employer. Section 55.55 prohibits discrimination against qualified individuals because of their handicapped status.

GENERAL: A copy of the Specifications is available at the Community Resources Division's office.

******* Attention! New Requirements! *******

- **New permitting requirements, please see attached**
- **Any bid of \$20,000 or over must be accompanied by a certified check or bid bond in an amount not less than five percent (5%) of the amount bid.**
- **A one hundred percent (100%) performance and payment bond is required with a contract awarded amount of over \$20,000 and filed with the Washington County Circuit Clerk.**
- **A State of Arkansas Residential Contractor's License is required for ALL bids.**



COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

SPECIAL TERMS AND CONDITIONS

1. All bids shall be submitted in a sealed envelope and must be submitted on forms provided by the city. No employees of the Community Resources Division are allowed to fill out bid sheets for Contractors.
2. The company or contractor name and project # shall be stated on the face of the sealed bid envelope.
3. Bidders shall include all applicable local, state, and federal sales tax in the bid. The responsibility of payment shall remain with the successful bidder.
4. Prices shall include all labor, materials, profit, insurance, etc., to cover the furnishing of the items of the bid.
5. Bids received after the date and time set for receiving bids will not be considered.
6. The Owner reserves the right to accept or reject any and all bids, waive formalities in the bidding and make a bid award deemed to be in the best interest of the Owner. The Owner shall be able to purchase more or less than the quantity indicated subject to availability of funds.
7. The bid price shall remain good and firm for a period of thirty (30) calendar days from bid opening date; however, the prices may remain firm for a longer period of time if mutually agreeable between bidder and the Owner.
8. All products delivered shall comply with applicable standards of quality.
9. Any exceptions to the requirements of the City of Fayetteville must be noted on the Bid Form or on an attached form.
10. In the event of two or more identical low bids, the contract may be awarded arbitrarily or for any reason to any such bidders, at the discretion of the Owner.
11. **The Contractor is to supply the City with evidence of the following:**
 - 1) **Current and valid Certificate of Liability Insurance that includes coverage for**
 - a) **Workman's Compensation and Employer Liability in accordance with the laws of the State of Arkansas,**
 - b) **Commercial General Liability that covers public liability and property damage and**
 - c) **Automobile Liability, if applicable. All premiums and**



COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

costs shall be paid by the Contractor. In no way will the Owner be responsible in case of accident.

- 2) Current and valid license from the State of Arkansas Contractors Licensing Board.**
 - 3) EPA/HUD Approved Lead Safety Training Program certification.**
12. Specifications furnished with this invitation are intended to establish a desired quality or performance level, or other minimum dimensions and capacities, which will provide the best product at the lowest possible price. Other than designated brands and/or models approved as equal to designated products shall receive equal consideration.
 13. The City reserves the right to request any additional information it deems necessary from any or all bidders after the submission deadline.
 14. Quality, time and probability of performance may be factors in making an award.
 15. Any ambiguity in any bid as a result of omission, error, lack of clarity or non-compliance by the bidder with specifications, instructions, and all conditions of bidding shall be construed in the light most favorable to the Owner.
 16. Bidders must provide the City with their bids signed by an employee having legal authority to submit bids on behalf of the bidder.
 17. The request for bid is not to be construed as an offer, a contract, or a commitment of any kind; nor does it commit the city to pay for any costs incurred by bidder in preparation of bid.
 18. Bids must be hand delivered or received by mail in the Community Resources Office, 125 West Mountain St. Fayetteville, and AR. 72701, on or before the time of closing listed on the Bid Form. Under no circumstances will faxed bids be allowed.
 19. The successful bidder will be required to enter into a contract with the Owner and shall provide a certificate of insurance to the Community Resources Division within ten (10) days of notice of bid award.
 20. In the event a contract is entered into pursuant to the "Invitation to Bid", the bidder shall not discriminate against any qualified employee or qualified applicant for employment because of race, sex, color, creed, national origin, or ancestry. The bidder must include in any and all subcontracts a provision similar to the above.
 21. The contractor must be prepared to commence work on start date per Notice to Proceed issued by the City Community Resources Division, and must complete the work within Thirty (30) calendar days. Exceptions as noted in the Rehabilitation Contract.



COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

22. A Maximum of three payments may be made on each Housing Rehabilitation Project. Upon satisfactory completion of 40% of the work and submission of proper documentation, 30% of the contract amount may be released to the contractor with 10% being held as retainer. Upon satisfactory completion of 70% of the work and submission of proper documentation, 60% of the contract amount may be released to the contractor with 10% being held as retainer. Final payment shall be made after satisfactory completion and acceptance of the project. Retainers shall be released with the final payment.
23. A certificate of final inspection by the City of Fayetteville's Building Safety Division must be performed before the release of the final check.
24. Any construction material containing Lead-Based Paint (LBP) shall be removed by workers certified in LBP Interim Controls and with adherence to the current HUD Regulation on LBP Hazards.



COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

Residential Permit Application and Plan Review Requirements

The following shall be the submittal requirements:

- **Completion of the Master Permit application and review before any work starts.**
- **“CDBG” will be entered in the Description of Work field.**
- **Specification sheets will be submitted with the application.**
- **CDBG fee waiver sheet for the application process. (Provided by CDBG Staff)**
- **A site plan of the property drawn to scale will be submitted according to permitting procedures.**
- **A floor plan drawn to scale will be submitted indicating where changes to the structure are to occur. This can be done in two parts as before and after with 8 ½ x 11 plans.**
- **The Master permit must be issued before any other permit may be applied for.**

Highland Home Builder, Inc.

Bruce Kerr 479-903-0966
Community Resources Spec writer
brucegkerr@netzero.com
Community Resources Division



MODERATE HOUSING REHABILITATION PROJECT

Scope of Project: Replace roof with metal roof, add attic insulation and vapor barrier in crawlspace, add new heat pump, replace windows, add gutters, electrical repairs, Paint and trim repairs as needed

Owner's Name: Thurman Thomas **Phone:** 479-790-1910

Project Location: 1314 S Ellis Ave, Fayetteville, AR

Project # 62123-1409

Administrator: Kyle Belt Phone: 479-575-8240 Fax: 479-444-3445

Contractors Description of Work:

Minimum requirements for bidder: Proof of current Arkansas Residential Contractor's license (or Commercial Contractor's license if required by law) which is provided by the State of Arkansas Contractors Licensing Board, Certificate of Liability Insurance, and a statement of Completion of EPA/HUD Approved Lead Safety Training if applicable.

GENERAL:

The contractor will be responsible for all aspects of the construction, installation, repairs, and cleanup as stated in the Scope of Work and Specifics at the project location stated above. Each bidder will be responsible for a complete inspection of the property at the project location before submitting bid. Give occupant 24 hour notice before inspection. All the distances, measurements, procedures, and listed materials should be verified before submitting your bid to complete the work. The requirements listed here, in the description of work, are general requirements and it will be the responsibility of the winning bidder to assure the City of Fayetteville that the finished project is in compliance with all applicable codes and standards and achieves the goal of raising the efficiency of the building.

The contractor's duties and responsibilities include, but are not limited to, the following:

- 1) Purchasing of all materials.
- 2) Supervision of all employees and subcontractors.
- 3) Coordination with the City of Fayetteville CDBG Administrator, the City of Fayetteville Code Compliance Office and owners.
- 4) Project design.
- 5) Clean up and restoration of all lawns, planters, walking and driving surfaces to their original condition.
- 6) Keep job site safe for others and practice safe working practices as required.

SPECIFICS:

A: ELECTRICAL

- A - 1 Replace the 2 outlets in the kitchen with GFCI outlets.
- A - 2 Make all connections necessary for the new heat pump HVAC system, adding any needed breakers and electrical components needed.
- A - 3 Add an electrical outlet near the electric meter which will be near the new outdoor heat pump unit.
- A - 4 Add any missing smoke detectors to bring the old section of the home up to code.

B: ROOFING

- B - 1 Remove all layers of the old asphalt shingles on the old section of the home. The section of home with the metal roofing is not to be worked on.
- B - 2 Repair any roof sheeting that may have any rot.
- B - 3 Install new metal roofing on the old section that matches the blue metal roofing on the new section that is attached to the home. Provide all flashings for plumbing vents and any other roof components necessary for a complete job.

C: HVAC

- C - 1 Install a new heat pump unit in the old section of the home. The air handler and coil is to be in the attic. (The homeowner is to make an attic access in the area where the whole house fan is (or was). The unit should be Energy Star rated that has a minimum seer rating of 15. The outdoor unit should be installed on the right side of the home near the electric meter.
- C - 2 Install central air vents in the attic. Ensure all ducts are sealed and insulated properly. The unit should have a return air with a filter grill installed presumably in the ceiling.
- C - 3 Install any needed walkway in the attic to access the unit that may be required by code.

D: WINDOWS

- D - 1 Remove old windows in older section of home including the garage window but not the kitchen window or breeze way windows. (the kitchen window is relatively new and does not need replaced)
- D - 2 Replace all windows except bedroom windows with new single or double hung windows. The bedrooms should be replaced with side slide style windows that meet egress. The windows should be white vinyl windows that are energy star rated with Low-e glass.
- D - 3 Make any needed repairs inside the home around the windows. Add or repair any trim or paint as needed.
- D - 4 Cover the outside wood around the window trim with metal coil trim bent to fit.
- D - 5 Seal around all windows to keep out water or air.

E: INSULATION

- E - 1 After all the attic work is complete, blow in attic insulation to bring R value to R 38.
- E - 2 Install a vapor barrier over the dirt in the crawl space in the old section of the home.

F: GUTTERS

- F - 1 Add seamless gutters and downspouts to the old section of the home.

G: CLEANUP

- G - 1 All new, used, and excess construction materials that relate to the job or a change order(s) belongs to the contractor and can be removed from the property by the contractor as needed during the project and shall be removed at completion.
- G - 2 All trash shall be hauled off by contractor and preferably recycled if possible.
- G - 3 All affected areas shall be left broom clean.

- G - 4 If lead paint is present, cleanup will be compliant with EPA/HUD Approved Lead Safety standards.

H: OTHER

- H - 1 All work or materials which are not directly noted in the Scope of Work and Specifics, but are necessary for the proper carrying out of the obvious intentions thereof, are to be understood as implied work and will be provided for by the contractor as if specifically described or drawn.
- H - 2 All work shall be performed in a workmanlike manner according to common construction practices, according to the specifications set forth in the Community Resources Program's General Specification Manual, and with adherence to city, state, and national codes.
- H - 3 Any damage to the dwelling or property caused by the contractor, his/her worker(s) or delivery person, and/or their vehicles during the project shall be repaired to like new conditions.
- H - 4 Where applicable, all plumbing work shall be performed by a Arkansas State licensed plumbing contractor with adherence to the current Arkansas Plumbing Code.
- H - 5 Where applicable, all electrical work shall be performed by a Arkansas State licensed electrical contractor with adherence to the current National Electrical Code.
- H - 6 Where applicable, all HVAC work shall be performed under the supervision of a licensed HVAC contractor with adherence to all codes.



STANDARD BID PROPOSAL FORM

PROJECT NUMBER: 62123-1409 **DATE ISSUED:** 07-21-2014

DATE AND TIME OF OPENING: Monday, 4:00 pm, August 4, 2014

OWNER'S NAME: City of Fayetteville

PROJECT ADDRESS: 1314 S. Ellis Ave., Fayetteville, AR 72701

ATTENTION

The City has the right to select which of the items listed below will be completed based on the amount of funds available.

*In blanks below please quote price for each item and the total for project at the bottom.

- A) Electrical: _____
- B) Roofing: _____
- C) HVAC: _____
- D) Windows: _____
- E) Insulation: _____
- F) Gutters: _____
- G) Cleanup: _____
- H) Other: _____

MY TOTAL BID PRICE FOR THIS PROJECT IS \$ _____

Upon signing this Bid, the bidder certifies that they have viewed the property, read and agree to the requirements set forth in this bid proposal, including specifications, terms and standard conditions, and pertinent information regarding the articles being bid on, and agree to furnish these articles at the prices stated.

Complete Business Address: _____

Name of Firm: _____ Phone # _____

Residential Contractor's License number _____

Street address or P.O. Box _____

City / State/ Zip Code _____

Printed Name: _____

Signature: _____ Title: _____