



Bid Instructions



Due to the use of federal funds, each unit and all work performed shall be subject to compliance with SC State Housing Finance and Development Authority (SC Housing) and the 2017 HOME Construction Manual to include Section 3 requirements. The Section 3 documents and all other required documents are provided as a part of this bid package. Program information for this 2017 HOME award by SC Housing can be found at:

<https://www.schousing.com/Home/HOMEProgramInformation>

Project Address, Charleston County Tax Map #, Plan Name

3309 Proctor Street, North Charleston, SC 29405, 4690800291, Noble I

1905 Grayson Street, North Charleston, SC 29405, 4691200354, Franklin I

1907 Grayson Street, North Charleston, SC 29405, 4691200090, Franklin I

1908 Leland Street, North Charleston, SC 29405, 4691200355, Franklin I

Bids Due: Thursday, January 3rd, 2019 no later than 4pm and mail or delivered to Metanoia, 2005 Reynolds Avenue, North Charleston, SC 29405. For questions, contact Duncan Cheney at duncan@pushingforward.org

Bids Must Be Itemized and Broken Down Per House

1. Bidders must be licensed General Contractor in good standing with the state of SC.
2. Bidders must not be on the list of parties excluded from Federal Procurement or Non-Procurement Programs as published by the U.S. General Services Administration and HUD Regional and Field Offices' Limited Denials of Participation lists.
3. Bidders must have and show proof of 30% liquidity (of total contract price) to carry cash-flow of the project—proof must be in form of bank letter confirming either available cash or line-of-credit specifically designated for the project if awarded.
4. Bidders must provide 3 references from prior similar projects.
5. We reserve the right to research public records in determining our award. Metanoia may not employ any contractors that have been debarred or suspended from participating in federally funded programs.
6. Bidders must provide GL, WC and Builder's risk insurance. If awarded the bid Metanoia must receive the following before work begins: a) Proof of Insurance - insurance agent to provide via email Certificates of Insurance (COI) for: 1. General Liability – naming Metanoia as Additional Insured for the project 2. Worker's Comp 3. Builder's Risk
7. If awarded the bid the Bidder must provide a signed W-9 to Metanoia before work begins.
8. Bidder must be willing to submit a construction timeline at time of contract.
9. Bidders must be willing to sign lien waivers AND require all sub-contractors to sign lien waivers upon each and every draw during construction, should you be awarded the contract.
10. Bidders must be willing to adhere to Section 3 requirements and must agree to work with our person in administering all required information throughout. In addition, bidders must include all Section 3 required language in their contract if awarded. **Davis Bacon procurement is not required for this project.**

11. When a development is funded with federal funds, bidders must be willing to complete and adhere to all required SC State Housing Finance and Development Authority documentation. To include but not limited to forms:
 - i. M-9 Debarment Certification Form
 - ii. M-11D Section 3 Guidance for Contractors/Businesses Form
 - iii. M-11E Certification of Section 3 Business Form
 - iv. M-56 Illegal Immigration Reform Act Certification
 - v. M-58 Conflict of Interest Certification
 - vi. M-59 Byrd Anti-Lobbying Certification Form
12. Bidder must provide a performance bond or acceptable Letter of Credit to guarantee work. Bidder is to provide the cost to provide either a performance bond or an irrevocable letter of credit in the amount equal to the bid amount in the bid price submitted to Metanoia.
13. Bidders must be willing to handle the demolition of existing structures and trees as part of their contract.
14. Bidders must be willing to take NO MORE THAN 4 draws during construction. Final draw will be paid once Metanoia, the North Charleston Building Division and SC Housing have all signed off on unit as complete.
15. Bids must be turn-key pricing to include demolition of existing structures and trees (if required), site work, sidewalks and driveways, impact fees, tap fees, etc. as appropriate. All site work details must be listed out separately to allow for fair comparisons between bids (Site Plan Provided).
16. Contracts must be a guaranteed maximum price contract.
17. Winning bidder must receive notice from the Metanoia and SC Housing that an environmental review is complete and an Authority to Use Grant Funds notice from HUD (or other certification from the Authority, if applicable) has been released before executing a construction contract, starting construction, or taking any physical actions on a site.
18. In addition to Metanoia staff, construction supervision will be provided by Chris Bonner with b Studios to include a pre-construction meeting and at least 3 site visits.
19. Defer to Constructions Specs for conflicts between plans and specs.
20. Until Metanoia signs off on the completion of the project, the contractor is responsible for the units to include utilities, watering the sod, maintaining a clean site, etc.
21. This is a competitive sealed bid process. In order to find the most responsive and responsible bidder, the winning bid will be selected through an evaluation process that may take up to 3 weeks. Winning bidder will be notified, and the winning bid will be available upon request.

We have read and understand what is required of us to submit a bid and we agree to adhere to these requirements if we are awarded this contract. We understand that this project is funded with federal funds and we've read the 2017 HOME Construction Manual and understand that each unit and all work performed shall be subject to compliance with South Carolina State Housing Authority regulations pertaining to new construction enumerated in The South Carolina State Housing Finance and Development Authority 2017 HOME Manual: <http://www.schousing.com/library/HOME/2017/2017%20HOME%20Manual-Final.pdf>

Contractor Signature: _____ Date: _____

Print Name: _____

Company Name: _____

