

City of Auburn  
1101 J Street, Auburn, NE 68305  
"Helping Build a Stronger Regional Economy"

**REQUEST FOR PROPOSAL FOR  
CONSTRUCTION OF  
SINGLE-FAMILY HOMES**

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**PROPOSAL COVER SHEET**

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(Builder) Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

DUNS#: \_\_\_\_\_

EID or Federal ID#: \_\_\_\_\_

**Number of Homes Proposed for Construction:** \_\_\_\_\_

**Properties for which this Proposal is Submitted:**

(Do not check fewer boxes than homes proposed above. However, you may check more addresses. If you are proposing the construction of a certain number of homes, but are flexible in terms of where you can/would build.)

**#1) Address:** 2504 Kuhlmann Avenue – Auburn, NE

**Legal:** CRESTVIEW ADD TO AUBURN LT 106 640044115

**#2) Address:** 2510 Kuhlmann Avenue – Auburn, NE

**Legal:** CRESTVIEW ADD TO AUBURN LT 107 640044204

Home Plans Submitted as Part of this Proposal: Auburn #1 & Auburn #2

\*\*Please note these plans have been approved by the Nebraska Department of Energy office. Any changes to this plan will require approval from NDEE and would require a change order. This will reflect any required changes in the scope of work and/or materials. Full-sized prints will be available to the awarded contractor\*\*

The undersigned acknowledges and agrees that:

- 1 He/She is authorized to submit the attached proposal on behalf of the Builder entity, and is fully informed as to the preparation and contents of the attached proposal and all pertinent circumstances respecting such proposal;
- 2 The terms of the proposal are fair and proper and not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the proposing entity, or any of its agents, representatives, owners, employees, or parties in Interest;
- 3 If selected, Builder and Its representative(s) will negotiate in good faith to enter into a Contract for participation in the Project and that the proposal, along with all supplemental materials submitted and modifications mutually agreed through the course of the selection process, will form the basis for said Contract; and
- 4 The City of Auburn reserves the right to reject and/or table any or all proposals received, to enter into negotiations with more than one perspective project participant prior to selection, and to engage in subsequent written proposal rounds with fewer than all submitted proposals considered.

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Signature

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Title

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Printed

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Date

**SUBMISSION CHECKLIST:**

- Proposal Cover Sheet (this document)
- Narrative of Experience
- (3) References
- 2021 -2023 Home Construction Activity
- Evidence of Financial/Construction Capacity
- Proposed Home Plans Provided
- Base and Line-Item Option Pricing
- Commitment that prices submitted will remain in effect through work completion
- Schedule of Draws/Progress Payments
- Section 3 Compliance
- Copy of State of Nebraska Contractors License
- Proof of Builder's Risk & Workman's Compensation Insurance (if applicable)
- Warranty Information
- Copies of WBE/MBE/VBE and other Certifications (if applicable)

## I. OVERVIEW

The City of Auburn is using a competitive Request for Proposal (RFP) process to identify one or more builders ("Partner Builders") for the construction of two (2) new homes in 2023-2024. These properties are vacant lots. Construction is to begin on or around September of 2023, with completion around July 30<sup>th</sup>, 2025. Interested builders may submit proposals for the construction of the two (2) selected homes using the provided plan.

**Proposals are due on or before July 31<sup>st</sup>, 2023 at 4:00 pm.** All questions regarding this Request for Proposals should be directed to:

Jim Warrelmann, Director of Housing  
Southeast Nebraska Development District  
7407 O Street  
Lincoln, NE 68510  
[jwarrelmann@sendd.org](mailto:jwarrelmann@sendd.org)

## II. PROPOSALS

When submitting a proposal for the construction of both units, one proposal packet per unit needs to be submitted by an interested builder. The required cover sheet will indicate how many homes are proposed for construction and on which of the planned project sites. **IMPORTANT: All proposals must conform to the prescribed format and contain all required information and materials as outlined here:**

### 1. Cover Sheet

All proposals must include a completed and signed Proposal Cover Sheet (attached herewith).

### 2. Experience

- A. Provide a written narrative (1 page max.) describing your company, its history, ownership, and its single-family residential construction and/or development experience, particularly highlighting, as applicable, any such experience with grant-funded affordable housing, or partnership with community non-profits.
- B. Provide three (3) client references with contact information.
- C. Provide a list of all single-family homes built/developed by your company from 2021 through 2023, including address, size, construction price, completion date, and sales price/fair market value (if known). Optional: you may also attach up to 3 photos (1 sheet max) of homes constructed.

**3. Capacity**

- Indicate your normal construction time for a single home, from permitting to Certificate of Occupancy, what your production capacity is (i.e., how many homes can you have under construction at one time), and how your normal build time would be impacted if you did have multiple homes underway simultaneously.
- Provide financial statements, letters of credit, and/or other evidence that demonstrates your company's financial strength and capacity to participate in this initiative, undertaking the construction of the number of homes proposed.

**4. Home Plans**

Proposing builders must bid using the attached home plans and specifications ("Plan") from which the City of Auburn will select, on a lot-by-lot basis, for the construction of planned new homes.

- All homes must be/have:  
Home construction specifications shall be in conformance with the attached City of Auburn construction standards & specifications. All deviations in the construction specifications submitted from the City of Auburn construction standards & specifications shall be itemized in a separate document and attached to the specifications submitted.

**5. Pricing and Payment**

Provide a separate pricing sheet for each of the Plans submitted that includes the following

1. A firm, fixed-price cost for construction of the base/standard Plan, as submitted, and a line-item list of all options with option pricing.
  2. An indication that the cost/pricing will remain in effect through the end of the projects.
  3. A schedule of values for draws or progress payments during construction.
- ii. Indicate if any portion of the final draw/payment upon completion of the project would be deferred until either a final home inspection by the City of Auburn (or their representatives) or for some set period of time, and whether such deferral would be made for all or only a set number of homes.

**6. Marketing & Sales**

- Unless otherwise indicated in this portion of your proposal, all proposals submitted will be considered for new home construction services only. In this circumstance, Partner Builder(s) would construct homes for the City of Auburn, who would be responsible for marketing and selling the home to eligible homebuyers.
- If your company is willing to provide services to assist the City of Auburn in the marketing and sales of its new homes or is willing to undertake construction and sale of one or more model/spec home(s) itself, indicate such in this section of your proposal and detail the services and activities that would be provided or carried out.
- Such services and activities might include but are not necessarily limited to: manning a sales model, holding open houses, printing and distributing flyers, promoting homes for sale and building opportunities to an existing clientele or customer base, holding home buyer workshops, providing pre-purchase counseling or home ownership education to prospective buyers, and arranging or directly providing mortgage financing for the purchase of a home. Please contact the SENDD Director of Housing for this particular service.

Section 3 Compliance

Explain how you will meet federal Section 3 requirements by seeking to provide job training,

- Copy of builder's State of Nebraska license;
- Proof of General Liability, Risk, and Workers' Compensation insurance coverage;
- Brochure or other materials providing an overview of the home warranty to be provided (required) to the homebuyer upon sale of the home by the City of Auburn, and the name and contact information of the company providing the warranty, for verification purposes.

III. SUBMISSION, REVIEW & SELECTION

A Submission

Proposals are due by 4:00 pm,  
July 31<sup>st</sup>, 2023.

All proposals should be submitted to:

Jim Warrelmann, Director of Housing  
Southeast Nebraska Development  
District (SEND D)  
7407 O Street  
Lincoln, NE 68510

[jwarrelmann@sendd.org](mailto:jwarrelmann@sendd.org)

B. Review

1. All accepted proposals will be thoroughly reviewed by the City of Auburn or its representatives and will be considered on a variety of factors, including, but not limited to:
  - Any "green" or sustainable building features of the proposed homes;
  - The quality of the proposed homes to be built;
  - The pricing (cost to the City of Auburn) and value of the proposed homes;
  - Any deferral or final payments;
  - The experience and track record of the builder, overall and specifically in the development of affordable single-family housing;
  - The builder's financial strength and resources;
  - The builder's production and financial capacity to undertake the construction of multiple homes at one time;
  - Marketing & sales services provided to assist the City of Auburn; Builder's willingness to undertake construction and sale;
  - Commitment and past successes in Section 3 compliance; and
  - Professional certifications (as applicable).
2. Proposing builders may be contacted by the City of Auburn or its representatives for additional information, may be invited to meet with the City of Auburn or its representatives, and may be asked to revise plans or other materials submitted, as part of the review & selection process.

C. Selection

1. Final selection of one or more Partner Builders is anticipated on or about August 15, 2023.
2. the City of Auburn intends to contract with the selected Partner Builder(s) for immediate construction of at least two (2) spec homes.
3. the City of Auburn will then contract with selected Partner Builder(s), on a lot-by-lot basis, for the construction of the additional planned homes, based on the pace of sales of model/spec homes and pre-sales activity generated by CITY OF AUBURN and Partner Builders.

**IMPORTANT:** Late or incomplete submissions, and submissions by facsimile will not be accepted. the City of Auburn reserves the right to engage in discussions or negotiations with none, any, or all proposing builders as part of the review and selection process, to select or reject any or all proposals, and if deemed necessary, to engage in subsequent builder proposal rounds with fewer than all submitted proposals considered.

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## **CONSTRUCTION REQUIREMENTS AND STANDARDS**

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The Builder is responsible for all construction and physical development of homes as specified in this document and in conformance with all plans, designs, and specifications submitted by the Builder as part of this 2023 RFP process. This proposal/bid submission for home construction services shall constitute an agreement in total by Builder to the requirements and standards contained herein by the City of Auburn.

### **I General Conditions**

- 1.1. Home plans were pre-selected by the City of Auburn and provided in the bid packet
- 1.2. All requirements and standards must be included in a FIRM FIXED CONSTRUCTION PRICE submitted by Builder with Proposal/Bid and shall become part of a NO-LIEN CONSTRUCTION AGREEMENT between the City of Auburn and Builder. The builder may not assign a construction agreement to another party.
- 1.3. City of Auburn shall have the option to select interior and exterior color schemes including, but not limited to, such items as paint, roofing, siding, trim, gutters, accents, carpet, and flooring within the range of choices provided for in Builder's plans and specifications submitted with Proposal/Bid.
- 1.4. Builder shall deliver samples for such selections to the City of Auburn office. Builder shall consult with, and have approval from, City of Auburn as to style and material choice before ordering or installing items for which options or a range of selections are available in Builder's submitted plans and specifications.
- 1.5. Builder shall provide City of Auburn a detailed list of all individuals and entities that have a contract with Builder to perform any portion of work at the site ("Subcontractor"), including names, addresses, Federal ID numbers, and dollar amount of subcontracts, with or prior to submission of final progress draw request.

- 1.6. Final payment will only occur after the Builder and the City of Auburn sign the Certificate of Completion of Work Specifications.
  - 1.7. Builder is responsible for exact measurements, materials, material quantities, and labor needed for bidding purposes. Bids must include all labor and materials to complete the job in a workmanship-like manner.
  - 1.8. All costs to complete the Work described in these specifications and Included on any drawings or plans should be included in these line Items. Any scope of work the Builder does not believe is covered but is needed for a workman-like completion of the Work, should be discussed with the City of Auburn or its representatives before submitting a Proposal/bid.
  - 1.9. All materials used are to be new, of first quality, and without defects and approved by the City of Auburn.
  - 1.10. Change orders are for unforeseen circumstances or substantial changes to the Scope of Work only. All reasonable costs to complete the Work in the manner outlined in this document and submitted with Builder's Proposal/Bid are assumed to be included in the original contract.
  - 1.11. the City of Auburn must approve all change orders before additional Work Is Started
  - 1.12. Builder is the City of Auburn's "partner in the field" and Builder will work closely with the City of Auburn or its representatives to resolve any defects in materials or workmanship. Builder agrees to remedy any defect due to faulty material or workmanship and pay for all damage to other work resulting therefrom, which appear within one year from final payment.
  - 1.13. The Builder must be licensed by the State of Nebraska.
  - 1.14. All utilities shall be placed in the City of Auburn's name.
  - 1.15. The Builder must apply for and obtain all required Permits. the City of Auburn shall ensure proper zoning of the building lot to allow permitting to proceed. The builder must comply with all rules of the permitting process as established by the local requirements.
  - 1.16. All work shall be performed in the manner outlined in the International Residential Code and comply with any, and all applicable Federal, State, and local Codes and Ordinances.
  - 1.17. The Builder is to provide all relevant home warranty information. Builder to assemble and collect applicable warranty Information for all products Installed by Builder. Such warranty Information is to be provided to the City of Auburn at the final inspection or sales transaction closing, whichever occurs first.
2. Site Work
- 2.1. The Builder will provide a plot plan based upon the footprint provided by a qualified Site/Survey Plan provider and will provide staking of such footprint. The builder is responsible for reviewing and staking the house on the lot per the approved plat plan.



- 2.2. The Builder is responsible for the provision of drainage information and obtaining needed building permits. The Builder shall provide the final grade and seeding to achieve positive drainage away from the structure and conform to the approved drainage plan.
- 2.3. Property shall be kept free of debris during the construction process.
- 2.4. After final/finish grading. Install landscaping to be min. 6 shrubs 12" in height with min 3' mulch strip across the front perimeter.
3. Concrete
  - 3.1. Builder shall install all concrete products to plans and local building codes.
  - 3.2. All steps at entries are to be concrete with a min. of a 3' x 3' landing at all entries. A wooden stoop or small deck may be substituted at either entry with the approval of the City of Auburn.
  - 3.3. Builder shall provide applicable concrete sidewalks that are a minimum of 36" wide and 4" thick per house plan.
4. Masonry
  - 4.1. Foundations are to be installed per plans and local building codes. Builder is responsible for footer inspection by the local Building Inspector per ICC code. Builder is to install internal drain tile, a sump pump pit, and a sump pump and all required plumbing to exit the house at an approved location.
  - 4.2. Waterproof basement foundation below grade.
  - 4.3. Install a passive radon removal system.
5. Wood and Plastics
  - 5.1. The Builder is to supply and install a pressure-treated sill plate per code (including sill sealer).
  - 5.2. All framing is to be done per code and must be inspected by the local Building Inspector prior to gypsum wallboard (drywall) installation.
  - 5.3. Trim package shall include paint-grade wood trim throughout the entire house, including closets and workrooms. All base trim is to be a min. of 3 1/2" in height and all door/window casing is to be a min. of 2 3/4" wide. All windows are to have a wood sill with return.
  - 5.4. All windows and doors shall have exterior trim to create a positive protrusion beyond the siding; Installed and caulked to be weatherproof. All fascia/gutter boards are to be wood with aluminum wrap, or of a composite/fiber-cement material.
  - 5.5. All exterior steps with three or more risers shall have a handrail per code.
  - 5.6. Porch columns shall be a minimum of 6 diameter round or square posts, primed and painted to match the color scheme.
  - 5.7. The Builder shall provide and install wooden or wire shelving with clothes rods in all closets including a shelf over the washer and dryer area and appropriate shelving in any linen closets per plans.
6. Thermal and Moisture Protection
  - 6.1. The Builder to provide insulation, window, & door package to meet current 2023 energy code.
  - 6.2. House shall have solid 7/16" sheathing (OSB or plywood) on all exterior walls. All exterior walls shall have either a Tyvec-style air barrier or fanfold Insulation installed per the manufacturer's specifications prior to siding installation.
  - 6.3. The Builder shall install fire stop/caulk as required by code at all penetrations throughout house.
  - 6.4. The Builder to install a minimum of 25-year asphalt shingles with appropriate vents for roof Shingle style and color selection by the City of Auburn. Install roof "boots" as required at all roof penetrations.

## 7. Doors and Windows

- 7.1. Exterior doors to be prefinished, metal- or vinyl-clad, insulated doors with deadbolt. All exterior door locks to be keyed alike. the City of Auburn's choice of half-light or solid 6-panel with peep sight. Builder to provide color/style option that matches/complements the exterior color scheme and owner to select co/or/style.
- 7.2. All interior doors to be six-panel doors with appropriate locksets and door stops. No bi-fold or by-pass doors will be used without the City of Auburn approval.
- 7.3. Windows shall be for new construction with integral nail fins and have fully fused, welded joints on both sash and frame. All windows to have energy-efficient 7/8" double pane glazing and screen. All bedroom windows shall meet egress requirements by code. Install windows with tempered glass as required per code. Windows installed in bathrooms shall have opaque glass.

## 8. Interior Finishes

- 8.1. All locksets to be Schlage Set or equal.
- 8.2. Install 1/2" gypsum wallboard (drywall) on all walls and 5/8" on ceilings & Firewall. Drywall to be smooth-finished on all walls, including closets. Provide/apply a lightly textured finish on all ceilings except bathrooms. Moisture-resistant drywall to be used where appropriate in all bathrooms.
- 8.3. All faucets to be Moen or equal with chrome finish. Quality to be approved by the City of Auburn.
- 8.4. Kitchen sink to be stainless steel finish. Quality to be approved by the City of Auburn.
- 8.5. Paint shall be equal to Sherwin Emerald series Semi-gloss in all bathrooms and on all trim, satin or eggshell on all other walls and ceilings, including closets.
- 8.6. Builder to bid waterproof flooring for all bathrooms, laundry areas, and kitchens, including a minimum of 4' x 4' area at the front and rear entry. the City of Auburn's choice of style and color. All other areas to receive carpet and pad. Builder shall bid medium grade FHA approved carpet and pad, the City of Auburn's choice of color Builder to provide and install all termination strips.
- 8.7. Minimum builder appliance package approved by the City of Auburn included in Proposal/Bid to include Energy Star recirculating range hood, and garbage disposal

## 9. Specialties

- 9.1. Builder to provide mailbox installed at the street.
- 9.2. House numbers shall be installed on a 1" x 8" exterior grade board. House numbers to be appropriately sized at the front entry as required per city ordinance.
- 9.3. All bathrooms are to have a minimum of 2 towel bars, toilet paper holders, and shower curtain rods (all accessories are to have chrome finish). Towel bar to be securely attached to framing members. Provide a mirror above the vanity in each bathroom.
- 9.4. Medicine cabinet to be a minimum of 16" x 20" with 3 shelves. If a medicine cabinet has a power outlet, it must be GFCI protected.

## 10. Furnishings

- 10.1. All cabinets shall have solid wood fronts.
- 10.2. All countertop surfaces shall be Formica (unless otherwise requested by the City of Auburn) or equal with the backsplash. Builder to provide color/finish choices to the City of Auburn for selection. All countertops and backsplashes shall be neatly caulked at wall condition

## 11. Mechanical

- 11.1. All water supply lines shall be appropriately sized copper or pex piping, with ball type, "1/4 turn" shut-off valves accessible at all plumbing fixtures. A main shut-off for the entire house shall be conveniently located in the utility room with a full-flow ball-type shut-off valve
- 11.2. All plumbing fixtures shall be metal-bodied Moen or equal with chrome finish.
- 11.3. Builder to install a properly sized high-efficiency heater with overflow pan, as

- required by code and NDEE-approved plans.
- 11.4. Gas lines shall be run to all appliances in the house including, but not limited to stove, furnace, water heater, and dryer with appropriate drip legs per code.
  - 11.5. Builder shall include in the total price the cost of installing a new sewer and water supply lateral as a line-item cost in the Proposal/Bid submitted, and provide for cost reduction or credit should lateral replacement not be required. No change orders for lateral replacement shall be approved.
  - 11.6. Builder to install plumbing cleanout and passive radon removal system per state code as previously noted.
12. HVAC **\*\*Note: install per NDEE requirements as noted on the plans\*\***
- 12.1. HVAC system shall have rigid/metal duct supplies with return air ducts in each room.
  - 12.2. Builder to supply and Install 95% AFUE gas furnace appropriately sized for the house. The furnace is to be vented as required per code and meets combustion air Requirements.
  - 12.3. Builder to supply and install air conditioner appropriately sized for the house. The air conditioner condensing unit shall be bolted securely to a concrete pad. The builder will not install the unit until directed by the City of Auburn in conjunction with the sales transaction.
13. Electrical
- 13.1. Builder to wire the house to the current State of Nebraska Code. On a home with all poly water services, the electrical system must be grounded with two copper grounding rods.
  - 13.2. Builder to provide internet, network, and phone lines cables complete with connection in all bedrooms, and living room.
  - 13.3. Builder to provide one (1) overhead light or fan/light fixture controlled by a switch in each room.
  - 13.4. Builder to provide one (1) exhaust fan/light combination fixture in each bathroom.
  - 13.5. Builder to provide one (1) wall-mounted bar light fixture over vanity in each bathroom
  - 13.6. Builder to provide a doorbell at front entry to the house.
  - 13.7. Builder to provide an exterior light at front and rear entries. Light to be installed on latch side of entry door(s).

