REQUEST FOR PROPOSALS

Construction Superintendent / Construction Manager Services

The Village on Sage Street Capital Improvements

Volunteers of America Northern California and Northern Nevada, Reno, Nevada

Item	Detail
Project	The Village on Sage Street Capital Improvements, 300 Sage Street, Reno, Nevada
Owner / Issuing Entity	Volunteers of America Northern California and Northern Nevada ("VOANCNN") [confirm legal entity name]. VOANCNN will hold all trade contracts and is not engaging a general contractor.
Funding Source	Home Means Nevada Initiative (HMNI) grant through the Nevada Housing Division (NHD)
Labor Standards	Davis-Bacon and Related Acts as required by NHD
Licensing	The Superintendent will serve as the Nevada licensed contractor of record for the Project under NRS Chapter 624.
RFP Issue Date	Wednesday, November 4th, 2026
Proposals Due	Tuesday, November 10th at 5:00pm Pacific Time
Contact	Katty Hoover, Federal Procurement Manager, katty@hoover-projects.com

1. Introduction

Volunteers of America Northern California and Northern Nevada ("VOANCNN" or the "Owner") invites qualified individuals and firms to submit proposals to serve as Construction Superintendent or Construction Manager (the "Superintendent") for capital improvements at The Village on Sage Street (the "Project"), an occupied modular housing community in Reno that provides private single occupancy rooms with shared bathrooms for low income single adults. VOANCNN is not engaging a general contractor. It will hold every trade contract and vendor agreement in its own name, purchase certain materials directly, and use its own maintenance staff for selected installations. Because no general contractor is engaged, the Superintendent must hold an active Nevada State Contractors Board license and will serve as the licensed construction manager and contractor of record for the Project under NRS Chapter 624. The Superintendent will be the Owner's on site leader, responsible for coordinating all of these parties, protecting residents during the work, controlling quality and cost, and enforcing Davis-Bacon labor standards in the field in support of the Owner's Labor Consultant.

The Project is funded with a Home Means Nevada Initiative (HMNI) grant administered by the Nevada Housing Division. NHD has required that Davis-Bacon labor standards apply to the federally funded work. The Project budget separates the federally bid roofing and HVAC work from the non-federal scope, and the Superintendent must keep the contracts, labor records, and costs for each cleanly separated. Field experience on Davis-Bacon projects is a core requirement of this engagement.

Two separate consultants, funded under Section 4 of the Project budget, will work alongside the Superintendent. A Labor Consultant will handle all certified payroll review and wage determination work, as described in Section 3.6. A Procurement Consultant will prepare and conduct the solicitations for trade contractors and vendors. The Superintendent will support that work in the field, including site walks and scope verification, and will administer each contract in the field on the Owner's behalf once the Owner has awarded and executed it.

1.1 Contracting Structure, Licensing, and Authority

The Owner will carry all subcontractor contracts. Every trade contractor and vendor will contract directly with the Owner, submit pay applications to the Owner, and be paid by the Owner. The Superintendent will not hold, assume, or be a party to any trade contract, and will not hire or pay any trade contractor or vendor.

Nevada treats a construction manager who provides management and counseling services on a construction project for a professional fee as a contractor who must be licensed (NRS 624.020(4)). Because the Owner is not engaging a general contractor, the Superintendent will provide the licensed construction management for the Project and will serve as contractor of record. In that role the Superintendent will obtain the building permits for the Project under its license, supervise all work performed under those permits, and be accountable to the Nevada State Contractors Board and the City of Reno for that supervision. Each trade contractor must separately hold an active Nevada license in the classification required for its trade, with a monetary limit sufficient for its contract (NRS 624.220), and will obtain any trade permits its work requires.

The Superintendent acts as the Owner's field representative and has no authority to execute, amend, or terminate a contract, approve a change order, approve payment, or otherwise bind the Owner, except as the Owner may delegate in writing. The Superintendent's role is to direct the work in the field within the terms of the Owner's contracts and the Superintendent's license, document performance, and make recommendations to the Owner for decision.

2. Project Overview

Element	Description
Property	The Village on Sage Street, a modular housing community that opened in 2019 with 216 private single occupancy rooms and was expanded by 96 units in 2024 and 2025. Rooms share bathrooms, laundry, and community spaces.
Owner and Operator	VOA-NCNN
Residents	Low income single adults. The property will remain fully occupied throughout construction.
Buildings in Scope	Modular buildings numbered 1 through 10, including the office (Bldg 1), community rooms (Bldgs 2 and 5), and residential buildings
Project Type	Capital improvements to an occupied property: roof and HVAC replacement, flooring, shared bathroom repairs, exterior doors, accessibility upgrades, a commercial kitchen sink, and water filtration
Construction Budget	Approximately $750K
Anticipated Start	November 10, 2026
Anticipated Duration	4 months
Applicable Wage Determination	Building / Residential, Washoe County, to be provided upon request

2.1 Scope of Work by Funding and Delivery Method

The Project budget organizes the work into three delivery categories. The Superintendent is responsible for supervising all three, whether the work is performed by a contractor, a vendor, or Owner maintenance staff.

Category	Work Items and Delivery	Labor Standards
Section 1: Federal Bid (licensed contractor required)	Roof replacement on Bldgs 1 (office, approximately 5,800 sq ft), 2 (community room, approximately 3,755 sq ft), 5 (community room, approximately 12,200 sq ft), and 8 (residential, approximately 1,200 sq ft), totaling approximately 22,955 sq ft. Bldg 4 is excluded because its roof replacement is already under way. HVAC replacement of up to 20 units on Bldgs 1, 2, 5, and 8 (6, 6, 4, and 1 units identified by building, with up to 3 additional units to be located).	Davis-Bacon applies. Weekly certified payrolls required.

Category	Work Items and Delivery	Labor Standards
Section 2: Non-Federal Bid	By outside vendor: replacement of six heavy duty prehung exterior steel doors on modular Bldgs 4, 6, and 7, with commercial keyed deadbolts and levers, closers, kick plates, flashing, and weatherstripping; ADA automatic door operators at 7 openings (14 push buttons) on Bldgs 3, 4, 6, 7, 9, and 10, with electric strikes or latch retraction and fob reader integration, installed by AAADM certified technicians; a commercial kitchen sink worktable and indoor grease trap in Bldg 5, tied into the modular drains by a licensed commercial plumber; and a whole building carbon filtration system with bypass valve for the community room. Flooring and cabinetry, sinks, hardware, and counters in up to 10 shared bathrooms including plumbing repairs and equipment.	Davis-Bacon applies. Weekly certified payrolls required.
Section 3: In House / Direct Purchase	Owner purchases items that are installed by maintenance staff or delivered ready to use: bottleless water coolers with filtration for common areas in two buildings, community room and common area furniture.	Owner staff; no trade contract.

Availability of funds. All scopes of work described in this RFP are contingent upon the availability of funds and the time remaining under the HMNI grant. Quantities and building counts are estimates and are not guaranteed. The Owner may reduce, phase, reprioritize, defer, or eliminate any work item, building, or quantity based on bid results, the approved budget, the grant terms and expenditure deadline, or any reduction or delay in funding, and the Superintendent's services and compensation will be adjusted accordingly.

3. Scope of Services

The Superintendent will report to the Owner and coordinate closely with the Procurement Consultant, the Labor Consultant, and VOANCNN property management. The services described below are representative and will be finalized in the services agreement.

3.1 Trade Supervision and Coordination

- Serve as the Owner's on site representative whenever any trade contractor, vendor, or Owner maintenance crew is performing work.
- **Scope review before solicitation.** Before any solicitation is issued, review each draft scope of work, specification, quantity, and bid or proposal form prepared by the Procurement Consultant. Walk the affected buildings to verify quantities and field conditions, and identify gaps, overlaps between bid packages, sequencing and constructability issues.
- Sequence and coordinate the roofing, mechanical, door and hardware, accessibility, low voltage access control, plumbing, filtration, flooring, and bathroom work so that trades and maintenance crews proceed without conflict, rework, or idle time.

- Coordinate roofing and HVAC on Bldgs 1, 2, 5, and 8 so that rooftop equipment, curbs, and penetrations are installed in the correct order and roof warranties are preserved, and coordinate with the separate roof replacement already under way on Bldg 4 so the two efforts do not overlap or conflict.
- Direct shared trades for bathroom flooring and cabinetry, and plumbing repairs.
- Verify that Owner purchased materials and direct purchase items, including flooring, cabinetry, the Bldg 5 sink worktable, water coolers, and furniture are delivered complete, undamaged, and as ordered.
- Conduct weekly coordination meetings and publish minutes and two and three week look ahead schedules by building and by room.
- Verify that each contractor performs in accordance with its contract with the Owner, the specifications, and approved submittals; issue written notices of deficient or noncompliant work for the Owner's review; and bring scope gaps or overlaps between the Owner's contracts to the Owner promptly with a recommended resolution.
- Manage site logistics, including staging, deliveries, debris removal, parking, and access, with the least possible disruption to residents.

3.2 Occupied Property and Resident Coordination

- Work with VOANCNN property management to schedule room entry, give residents advance written notice as required by their occupancy agreements and Nevada law, and maintain a room by room work tracker as necessary.
- Schedule shared bathroom work so that enough bathrooms remain in service in each building at all times, and so that each room is safe and usable, with clean and secure walking surfaces, at the end of every work day.
- Maintain safe egress, protect community rooms and common areas, and keep accessible routes open throughout construction, including while the exterior doors and ADA door operators are being replaced or installed.
- Plan HVAC replacement to limit loss of heating or cooling in occupied spaces, with temporary measures where needed during seasonal temperature extremes.
- Respond to resident concerns on site and escalate complaints to property management and the Owner.

3.3 Schedule, Cost, and Change Management

- Maintain and update the master construction schedule, sequencing roofing around weather, and report critical path impacts to the Owner.
- Review each contractor's pay application to the Owner against work in place and recommend to the Owner approval amounts, retainage, and holds. The Owner will approve and issue all payments. For Section 1 work, verify roofing and HVAC materials and labor billed by building (Bldgs 1, 2, 5, and 8) consistent with the Project budget.

- Keep federally bid and non-federal costs, and contracted and in house costs, separately tracked so that each invoice and materials purchase is charged to the correct budget line, and flag any work item whose funding category is unclear before work begins.
- Confirm in the field the location and count of all HVAC units to be replaced before the HVAC contract is finalized.
- Track the contingency carried on the exterior door work for modular frame shifting and document any field conditions that draw on it.
- Track RFIs, submittals, and change order requests; independently verify change order quantities and pricing in the field; and present each change order to the Owner with a recommendation for the Owner's approval.
- Coordinate with NHD, its grant manager, and any funder construction monitor on site visits and draw documentation.

3.4 Quality Control, Permits, and Inspections

- Implement a quality control program with preinstallation meetings and inspection checklists for each trade and for in house work.
- Obtain the building permits for the Project under the Superintendent's Nevada license, verify that each specialty contractor obtains the mechanical, plumbing, electrical, and other trade permits its work requires before that work starts, and schedule and attend all City of Reno inspections.
- Before any trade contractor or installing vendor mobilizes, verify through the Nevada State Contractors Board license search that it holds an active license in the correct classification, with a monetary limit not less than its contract amount (NRS 624.220), and keep a copy in the Project file. Report any unlicensed work to the Owner immediately (NRS 624.700).
- Review with the Owner, before work starts, which tasks planned for Owner maintenance staff are exempt minor repairs under NRS 624.031(5) and which require a licensed contractor, and see that work requiring a license is performed by one.
- Coordinate the City of Reno building permit and the Northern Nevada Public Health plan review and inspection for the Bldg 5 commercial kitchen sink and grease trap, and the permit for the community room carbon filtration system on the shared water supply.
- Verify that the ADA automatic door operators, push buttons, and access control are installed in conformance with the 2010 ADA Standards for Accessible Design and ICC A117.1, are installed and inspected by AAADM certified technicians, and integrate correctly with the existing fob system.
- Verify that HVAC contractors use EPA Section 608 certified technicians and document refrigerant recovery from replaced equipment (40 CFR Part 82, Subpart F).
- Collect manufacturer and installer warranties for roofing, HVAC, doors and hardware, door operators, filtration equipment, and flooring.
- Maintain punch lists by building and room through final acceptance.

3.5 Site Safety

- Develop and enforce a site specific safety plan consistent with OSHA construction standards at 29 CFR Part 1926, with particular attention to fall protection for roofing and rooftop HVAC work (Subpart M) and crane or lift operations for equipment setting.
- Separate work zones from resident areas with barricades and signage, and conduct and document weekly toolbox talks for contractor crews and Owner maintenance staff.
- Report and investigate incidents and near misses, and coordinate corrective action.

3.6 Davis-Bacon Field Compliance

The Owner is engaging a separate Labor Consultant, funded under Section 4 of the Project budget, who will be responsible for wage determinations (selection, incorporation in contracts, modifications, and conformance requests), collection and review of all certified payrolls, underpayment and restitution calculations, and labor compliance reporting to NHD. The Superintendent will not review certified payrolls or administer wage determinations. The Superintendent's role is to be the Labor Consultant's eyes on site for all Section 1 work (roofing and HVAC replacement) and any other scope NHD determines is covered. Required services include the following.

- **Site posting.** Keep the wage determination and the Employee Rights poster (WH-1321) supplied by the Labor Consultant posted at the site where workers can readily see them (29 CFR 5.5(a)(1)).
- **Daily labor records.** Record every worker on site each day by employer, name, trade, and hours, in a format the Labor Consultant can reconcile against certified payrolls.
- **Separation of covered and non-covered work.** Record in the daily log which workers performed Section 1 work and which performed Section 2 work, particularly where the same contractor or worker performs both, so the Labor Consultant can confirm that covered hours are paid at Davis-Bacon rates.
- **Employee interviews.** Conduct and document on site employee interviews on the schedule and form set by the Labor Consultant, and deliver the completed interviews to the Labor Consultant within [two] business days.
- **Classification observation.** Notify the Labor Consultant promptly when a worker is performing work outside the classification reported, or when a trade not listed on the wage determination is about to begin work, so a conformance request can be made before that work starts.
- **Apprentices and trainees.** Report the number of apprentices, trainees, and journeyworkers on site by employer so the Labor Consultant can verify registration and ratios (29 CFR 5.5(a)(4)).
- **Site access control.** Do not allow any lower tier subcontractor or employer to mobilize on Section 1 work until the Owner and the Labor Consultant have confirmed it is cleared to work on the Project.
- **Pay application coordination.** Do not recommend payment of any Section 1 pay application until the Labor Consultant confirms that current, compliant certified payrolls are on file for that contractor and all of its lower tier subcontractors.
- **Preconstruction briefings.** Attend the Labor Consultant's labor standards briefing at each Section 1 preconstruction meeting and reinforce those requirements in the field.

- **Reporting concerns.** Report immediately to the Labor Consultant and the Owner any suspected violation observed on site, such as unreported workers, cash payments, or requests that workers return wages (29 CFR Part 3).

3.7 Documentation and Closeout

- Maintain daily logs recording trades and Owner staff on site, headcount by employer, work performed by building and room, deliveries, inspections, resident issues, and weather.
- Maintain a photographic record by building and room, including roof decks and conditions behind removed flooring, cabinetry, and modular door frames before they are concealed.
- Assemble closeout documentation, including warranties, operation and maintenance manuals, permit signoffs, lien releases, direct purchase receipts and delivery records, and the final labor compliance file.

4. Minimum Qualifications

Proposers must demonstrate the following minimum qualifications. Proposals that do not meet these minimums may be deemed nonresponsive.

- At least five (5) years of experience as a superintendent or construction manager on multifamily rehabilitation projects, including direct supervision of multiple concurrent trades.
- Experience on at least two (2) occupied rehabilitation projects, including coordination of unit entry with property management and residents.
- An active Nevada State Contractors Board license in good standing in classification [B, General Building], or another classification the Board confirms covers construction management of the full Project scope, with a monetary limit of not less than [$600,000] (NRS 624.220). The license must be held by the proposer, and the proposed Superintendent must be the licensee or the qualified individual on the license (NRS 624.260). The license, and the license bond required by NRS 624.270, must remain active for the duration of the engagement.
- Field experience on at least [two (2)] completed Davis-Bacon or other prevailing wage projects, including daily labor records, employee interviews, and coordination with a labor compliance officer.
- Current OSHA 30 Hour Construction certification.
- Working knowledge of construction scheduling software.
- Ability to be on site in Reno, Nevada whenever work is in progress.

The following are preferred: experience with roofing and rooftop HVAC replacement, modular buildings, and accessibility retrofits; experience in supportive, transitional, or congregate housing; experience directing owner maintenance staff alongside contracted trades; experience on affordable housing funded by LIHTC, HOME, HMNI, or similar public sources; experience managing projects with both federal and non-federal funding; familiarity with electronic certified payroll systems (for example, LCPtracker or comparable); a construction management credential (CCM, AIC, or equivalent); and bilingual English and Spanish communication skills.

5. Engagement Structure and Compensation

The Owner anticipates engaging the selected proposer as a licensed construction manager under a professional services agreement from preconstruction through final completion and closeout, estimated at 4 months. Because work will be phased by building and unit, on site hours may vary; proposers should price their services as an hourly rate with a not to exceed amount, or as a monthly fee with a stated weekly hour commitment, using Attachment A. Compensation will be paid monthly upon approval of an invoice supported by a summary of services performed.

Firms and independent contractors must carry, at a minimum, commercial general liability, automobile liability, workers' compensation as required by Nevada law, professional liability insurance, and the contractor's license bond required by NRS 624.270 in the amounts specified in the services agreement, with the Owner named as additional insured where applicable.

6. Proposal Contents

Proposals should be concise and organized in the following order.

1. **Cover letter** signed by the proposer or an authorized officer, confirming availability and the proposed start date as well as project approach.
2. **Résumé or firm profile** for each individual proposed, identifying the person who will be on site daily. Note Davis-Bacon experience.
3. **Nevada contractor's license.** A copy of the Nevada State Contractors Board license showing license number, classification, monetary limit, and qualified individual.
4. **Fee proposal** using Attachment A.
5. **Certifications** using Attachment B.

7. Evaluation Criteria

Proposals will be evaluated on the following criteria. The Owner may interview the highest ranked proposers before making a selection.

Criterion	Points
Experience supervising multiple trades on occupied multifamily rehabilitation	30
Davis-Bacon field experience and coordination with labor compliance staff	15
Proposed approach to phasing in an occupied property, resident coordination, and the owner contractor structure	20
Fee proposal and overall value	15
References and past performance	10
Local availability and Nevada experience	10
Total	100

8. Schedule

Milestone	Date
RFP issued	November 4th, 2026
Proposals due	November 10th, 2026, 5pm PT
Selection and notice of intent	November 11th, 2026
Anticipated start of services	November 11th, 2026

9. Submission Instructions

Submit one electronic copy of the proposal in PDF format to katty@hoover-projects.com with the subject line "Superintendent RFP: Village on Sage Street" no later than the deadline in Section 8. Questions must be submitted in writing to the same address by the question deadline. Responses will be shared with all parties who have registered their interest. Proposers may not contact Owner staff, board members, or consultants regarding this solicitation except through the designated contact.

10. General Terms

- This RFP does not obligate the Owner to award a contract or to pay any cost incurred in preparing a proposal.
- **Availability of funds.** Any agreement resulting from this RFP is contingent upon the availability of funds, including receipt of HMNI grant funds, and upon completion of the work within the grant period. If funding is reduced, delayed, or withdrawn, or the grant period expires, the Owner may reduce the scope of services, suspend the work, or terminate the agreement, and will pay only for services satisfactorily performed through the effective date, without liability for anticipated fees or profit on unperformed services.
- The Owner reserves the right to reject any or all proposals, waive minor irregularities, request clarifications or additional information, negotiate with one or more proposers, and cancel this solicitation in whole or in part.
- To the extent the funding for this Project includes federal funds, this procurement is conducted in accordance with 2 CFR 200.318 through 200.320. Proposers must disclose any actual or apparent conflict of interest with the Owner, its board, staff, or the Project's subcontractors (2 CFR 200.318(c)).
- Small, minority owned, women owned, veteran owned, and disadvantaged businesses are encouraged to respond (2 CFR 200.321).
- The Owner is an equal opportunity organization and does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, familial status, or any other protected status.
- Proposals may be subject to disclosure to NHD and other funders in connection with program monitoring.

Attachment A: Fee Proposal Form

Proposer Name: _____

Service Period	Monthly Fee or Hourly Rate	Estimated Total
Construction (approximately 16 weeks)	$	$
Closeout (approximately 2 weeks)	$	$
Reimbursable expenses (itemize)		$
Not to exceed total		$

Proposer must state any assumptions regarding work hours, overtime, vehicle and mileage, equipment, software licenses, and travel.

Attachment B: Proposer Certifications

By signing below, the proposer certifies that:

1. Neither the proposer nor any principal is presently debarred, suspended, proposed for debarment, or declared ineligible from participation in federal or state funded transactions (2 CFR Part 180).
2. The proposer holds the Nevada contractor's license described in its proposal, that license and its bond are active and in good standing, and the proposer will serve as licensed construction manager and contractor of record for the Project under NRS Chapter 624.
3. The proposer has disclosed any actual or potential conflict of interest in writing with this proposal.
4. The proposer has not colluded with any other party in preparing this proposal.
5. The proposer is familiar with the Davis-Bacon Act (40 U.S.C. 3141 through 3148) and its implementing regulations at 29 CFR Parts 1, 3, and 5, and will support the Owner's Labor Consultant in enforcing them in the field.
6. All information in this proposal is true and complete to the best of the proposer's knowledge.

Signature: _____ Date: _____

Printed Name and Title: _____