

REQUEST FOR PROPOSALS

Front and Rear Deck & Stoop Replacement — Composite Materials

Issuing Organization:	Community Home Trust (CHT)
Project Site:	32-Unit Townhome Development, Chapel Hill, NC
RFP Issued:	March 30 th , 2026
Site Visit:	Dates available between Monday 3/30/26—Thursday 4/9/26 —Site visit strongly encouraged; RSVP required
Questions Due:	Monday 4/10/2026, by 5:00 PM ET — Email only; written responses issued to all bidders
Proposals Due:	Thursday 4/16/26, by 5:00 PM ET
Submit To:	Ian Morse, Building Asset & Acquisition Manager, imorse@communityhometrust.org , 919-636-5813

Idealized Timeline	
Contract Executed	Tuesday April 21st
Construction Start	Wednesday May 7th
Substantial Completion	Thursday June 18th
Final Closeout	Tuesday June 23rd

This RFP does not commit CHT to award a contract. CHT reserves the right to reject any or all proposals and to select the response representing the best overall value — which is not necessarily the lowest price.

1. Scope of Work

The selected contractor will replace all deck boards, on rear decks, front decks, and front stoops, including stairs, risers, and railings at all 32 townhome units. Key requirements:

- Remove and dispose of all existing wood deck boards, stair treads, and railings
- Install capped medium-grade composite decking and PVC, composite, or aluminum railings on all units (Trex, TimberTech, or approved equal); all work must meet NC Building Code
- Install proper flashing, fasteners, and waterproofing at all ledger connections and post bases
- Inspect all structural framing, ledgers, posts, and footings during demolition; document conditions and obtain CHT approval before proceeding with repairs
- Obtain all required permits and schedule inspections

Structural repairs are expected. To avoid change orders, proposals must include unit pricing for common repair items (see Bid Form). CHT's strong preference is to price foreseeable conditions upfront rather than resolve them mid-project.

Resident & site requirements:

- 48-hour written notice to residents before starting work at each unit
- Safe entry & egress maintained at all unit entries at all times
- Work hours: Monday–Friday, 7:30 AM–5:30 PM unless approved in writing
- Rolling material delivery and debris removal; site kept clean throughout

2. Proposal Requirements

Proposals must include all of the following. Incomplete submissions will not be considered.

- **Qualifications:** Licensing: Under NC G.S. 87-1, a GC license is required when a single contract reaches \$40,000. Because this RFP covers 32 units under one contract, the total will exceed that threshold and a valid NC GC license will be required. If you believe a different licensing structure applies to your bid, please explain in your proposal. Structural repairs involving footings or posts will require building permits regardless of per-unit cost; Chapel Hill enforces these requirements conservatively.
- Current certificates of insurance: GL \$1M per occurrence / \$2M aggregate; workers' compensation; auto liability \$1M. CHT must be named as additional insured on all policies.
- Three references from comparable multi-unit residential projects in the past five years (owner contact, scope, contract value)
- Identification of the on-site superintendent and their relevant experience

- **Approach:** Narrative describing sequencing approach for 32 occupied units
- Proposed composite material and railing system with product specs and warranty
- Methodology for assessing and communicating structural conditions before proceeding

- **Pricing:** Completed Bid Form (see page 3), including base bid per unit and unit prices for structural repairs
- Proposed start date and substantial completion date

3. Evaluation & Award

This is a Request for Proposals, not a low-bid solicitation. CHT will select the proposal representing the best overall value. A contractor with stronger experience, a more transparent pricing approach, or a better-qualified site superintendent may be preferred over a lower-priced alternative.

Category	Weight	What We Are Looking For
Relevant Experience & References	25%	<i>Track record on comparable multi-unit residential projects; quality of owner references</i>
Technical Approach	25%	<i>Sequencing plan, structural assessment process, commitment to upfront pricing</i>
Price & Transparency	20%	<i>Competitive base bid; realistic unit prices for structural items; no hidden contingencies</i>
Project Team & Capacity	20%	<i>Superintendent qualifications; firm capacity to complete on schedule</i>
Materials & Warranty	10%	<i>Quality of proposed composite system; manufacturer warranty terms</i>

Finalists may be invited for a brief interview. CHT also reserves the right to negotiate with one or more respondents and to reject any or all proposals.

4. Contract Terms & Insurance

The selected contractor will execute a written construction contract. Key terms include:

- All structural repair unit prices incorporated as a contract exhibit; all changes to scope or price require written authorization before work proceeds — no verbal change orders
- 10% retainage on all progress payments, released upon final inspection and CHT acceptance
- Lien waivers required from contractor and any subcontractors upon each payment
- One-year minimum workmanship warranty; manufacturer's composite material warranty assigned to CHT project close

Insurance — certificates must be provided prior to contract execution:

- Commercial General Liability: \$1,000,000 per occurrence / \$2,000,000 aggregate
- Workers' Compensation: as required by NC law
- Automobile Liability: \$1,000,000 combined single limit
- CHT must be named as additional insured on all liability policies

BID FORM

Complete all fields and include this form in your submission. Attach additional sheets if needed.

Firm / Company Name:	
NC GC License No. :	
Primary Contact:	
Email / Phone:	

Base Bid

Item	Unit / Qty	Price (\$)
Composite deck board & stoop replacement (per unit, typical)	Per unit — 32 units	\$
Composite / aluminum railing replacement (per unit)	Per unit — 32 units	\$
Structural	Per unit — 32 units	\$
Permits (all required)	Lump sum	\$
Total BID		\$

Unit Pricing — Structural Repairs

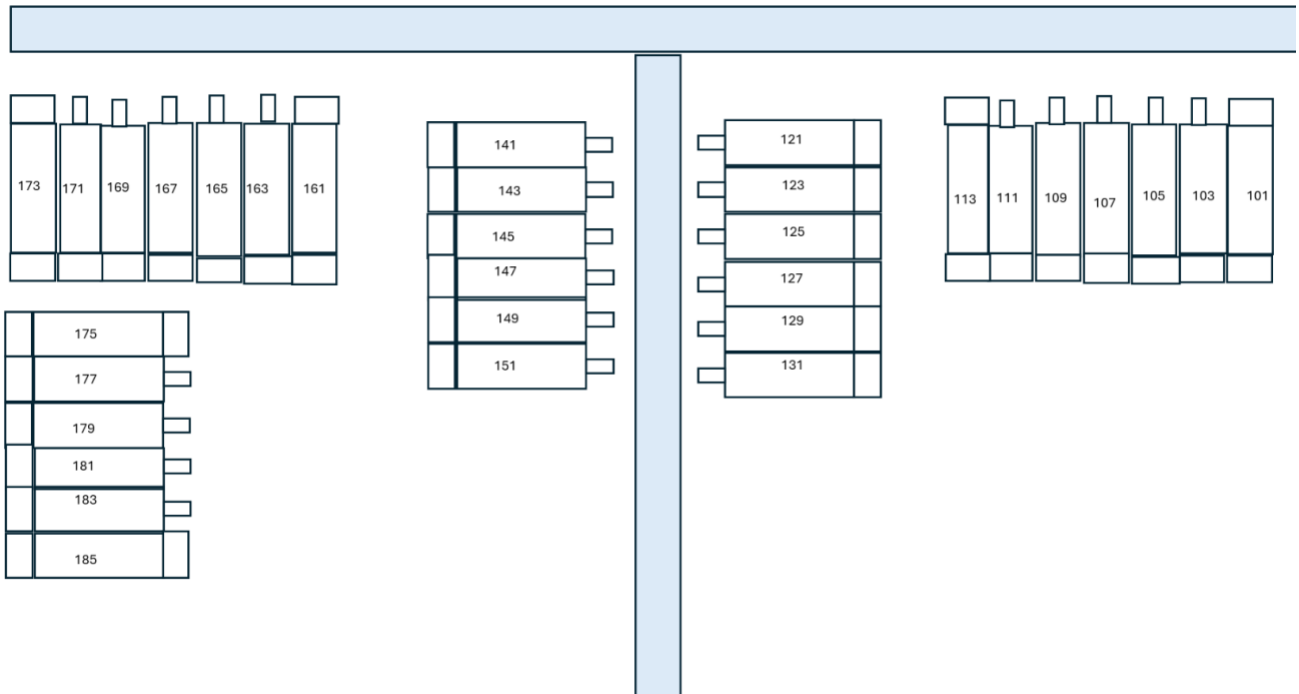
Prices below will be incorporated into the contract and used to authorize structural repairs identified during construction. Quantities are estimates only.

Repair Item	Unit	Est. Qty	Unit Price (\$)
Rim joist / ledger board replacement (PT lumber)	Per LF	~80 LF	\$
Interior joist replacement (PT lumber)	Per LF	~60 LF	\$
4x4 post replacement (PT lumber)	Per EA	~20 EA	\$
Post base / hardware replacement	Per EA	~20 EA	\$
Footing repair or replacement (concrete)	Per EA	~8 EA	\$
Ledger flashing repair / replacement	Per LF	~40 LF	\$

Schedule & Signature

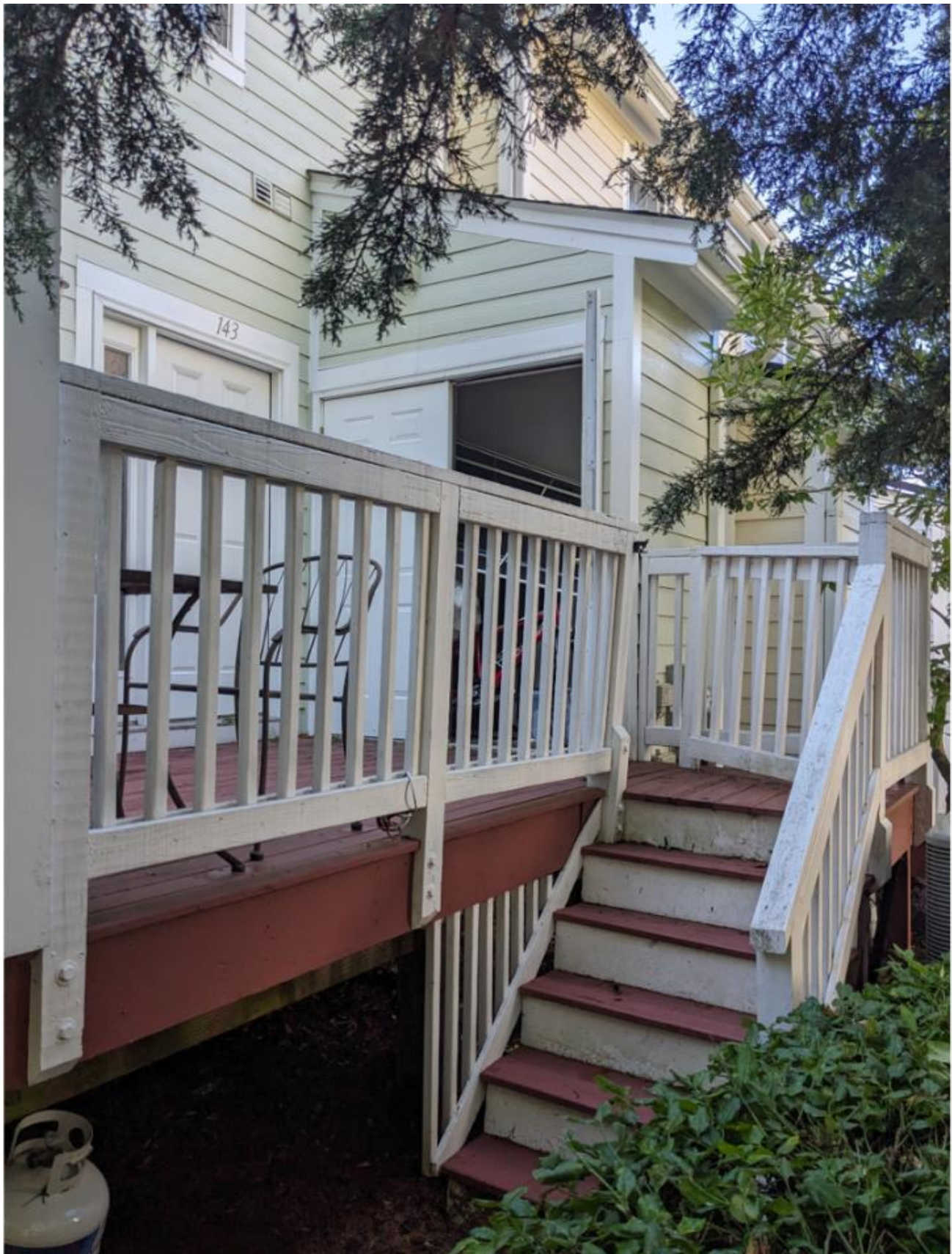
Proposed Start Date:	
Estimated Completion Date:	
Authorized Signature:	
Printed Name & Title:	
Date:	

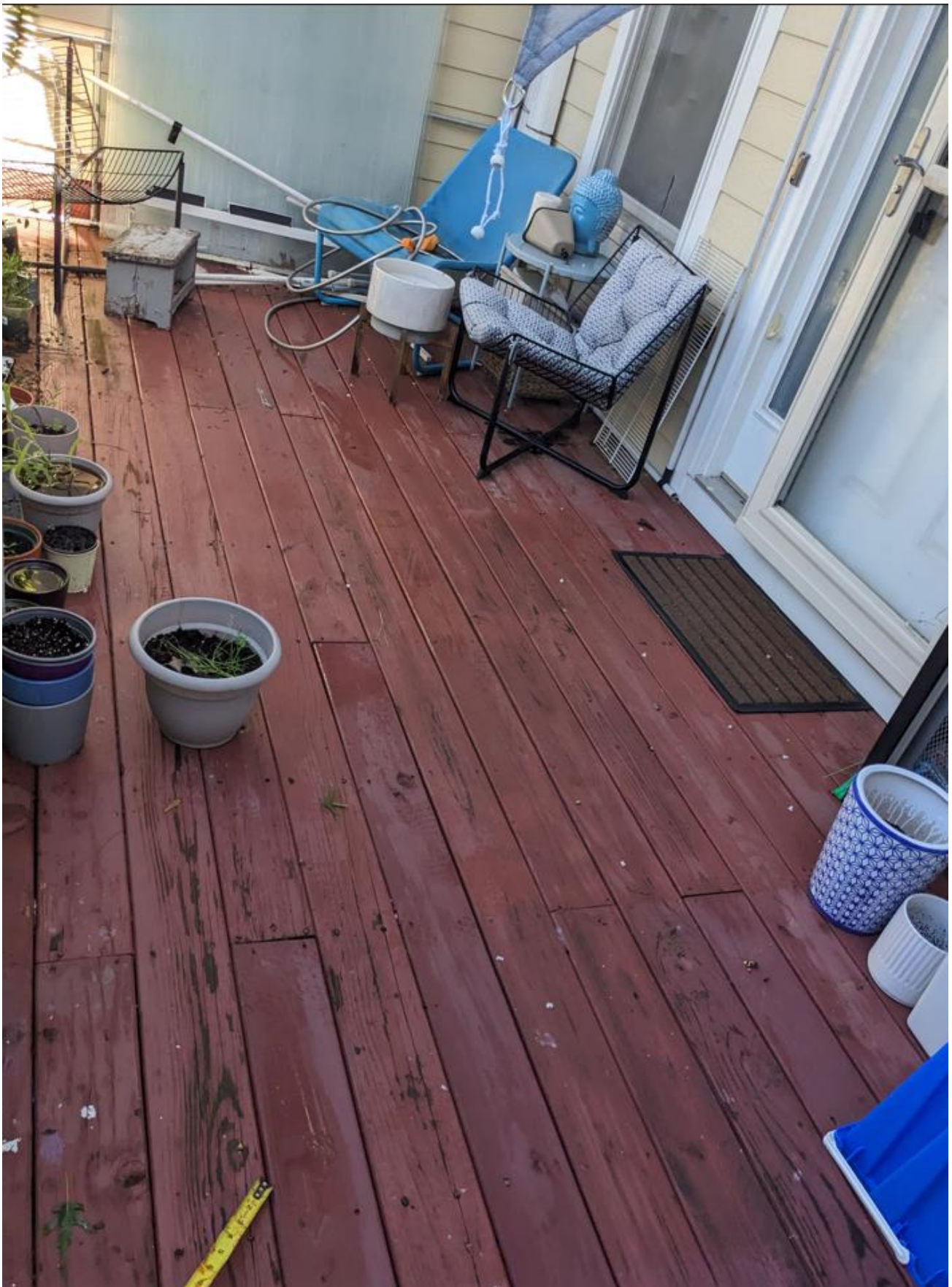
— End of RFP —



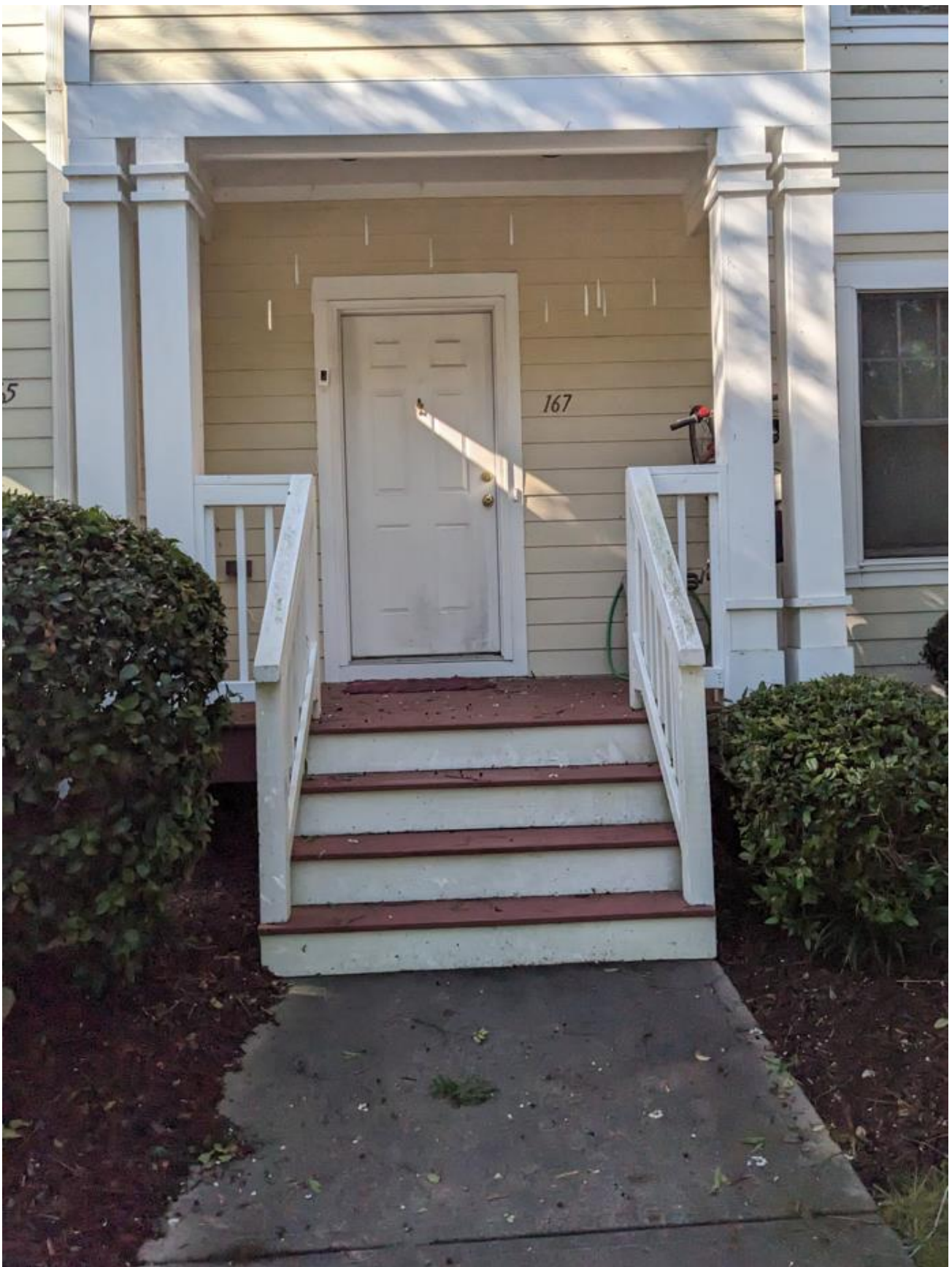


Typical Rear Deck Elevation









Front Stoop



