

[Your Company Letterhead/Logo]

Date: July 1, 2025

To: Houston County Habitat for Humanity Attention: director@hocoohabitat.org

From: [Your Company Name] Address: [Your Company Address] Contact Information: [Your Company Phone Number], [Your Company Email Address] Licenses/Certifications: (General Contractors license required)

Subject: Construction Bid Proposal for [Number] Starter Homes in Houston County, GA

I. Project Overview

- Project Name: Construction of up to six (6) single-story, starter homes for Houston County Habitat for Humanity.
- Project Location: Various locations within Houston County, Georgia, on property owned by Houston County Habitat for Humanity.
- Project Description: Construction of new, energy-efficient, and affordable single-family residences with vinyl siding, slab construction, shingle roofs, basic appliance packages, and all-electric HVAC systems. Homes will range in size from 1200 square feet to 1400 square feet, with minimal landscaping and development costs.
- Client Objectives: To provide safe, stable, and affordable housing options for low-to-moderate income families in need within Houston County, while adhering to budget and timeline constraints.

II. Understanding of the Project

The mission of Houston County Habitat for Humanity to build strength, stability, and self-reliance through shelter is recognized. The need for efficient, cost-effective construction while maintaining quality and durability, suitable for starter homes is understood. [Your Company Name] is committed to partnering with Houston County Habitat for Humanity to deliver these homes within the specified timeframe and budget, taking into consideration the potential for volunteer involvement in certain aspects of the construction.

III. Scope of Work

This proposal includes all labor, materials, and equipment required for the complete construction of up to six (6) single-story homes, based on architectural plans and specifications that will be provided.

The scope of work includes, but is not limited to:

- Site Preparation: Excavation, grading, and slab foundation work, including inspection of sub-grade and adherence to design specifications.
- Structural Construction: Framing, shingle roofing, vinyl siding installation, windows, and doors.
- Mechanical Systems: Installation of basic all-electric HVAC systems.

- Interior Finishes: Drywall, painting, basic flooring, cabinetry, and fixtures, including the installation of a basic appliance package (refrigerator, stove/range, dishwasher, microwave).
- Exterior Finishes: Minimal landscaping and site improvements as defined in the project plans.

IV. Project Timeline

All homes will be completed within one year from the contract signing date. A detailed project schedule for each home will be provided, allowing for proactive scheduling and coordination.

V. Cost Estimate

The estimated cost for the construction of the specified starter homes is provided as a cost per square foot to deliver a complete home.

Cost per Square Foot (Complete Home): **[Enter your Bid Amount per Square Foot]**

Example Calculation (for a 1200 sq ft home): $1200 \text{ sq ft} * [\text{Your Bid Amount per Square Foot}] = [\text{Total Estimated Cost for 1200 sq ft home}]$
 Example Calculation (for a 1400 sq ft home): $1400 \text{ sq ft} * [\text{Your Bid Amount per Square Foot}] = [\text{Total Estimated Cost for 1400 sq ft home}]$

This bid includes the cost of materials, labor, and equipment for construction as outlined in the scope of work. It does not include permitting fees, as these will be paid for by Houston County Habitat for Humanity.

VI. Payment Schedule

A payment schedule will be established based on project milestones and agreed upon in the final contract.

VII. Terms and Conditions

This proposal is subject to the following terms and conditions:

- Any changes to the scope of work will require a written change order, agreed upon by both parties, with adjustments to the timeline and cost as necessary.
- Compliance with Habitat for Humanity and OSHA safety standards will be ensured.
- Adherence to all specified standards for materials and workmanship will be ensured.
- Payment terms and schedule will be finalized in the construction contract.
- Accurate record-keeping and transparent communication throughout the project will be ensured.
- [Your Company Name] carries appropriate liability insurance and workers' compensation coverage.
- A warranty on craftsmanship is provided.

VIII. Company Qualifications

[Your Company Name] has [Number] years of experience in residential construction, with a proven track record of successful projects in the Houston County area. A dedicated team of skilled

professionals and established relationships with reliable subcontractors are available. The values of quality, integrity, and social responsibility in all work are upheld.

IX. Acceptance and Signature

To accept this bid proposal, please sign and return this document to our office by July 31st, 2025.

Houston County Habitat for Humanity: _____ Date: _____

[Your Name]: _____ Date: _____ [Your Title]:

[Your Company Name]

Important Notes:

- This bid is based on the information provided regarding the project scope, size range, and excluding property and permitting fees.
- A pre-construction meeting to discuss specific site conditions and any potential cost variations will be required.
- This bid is valid until [Expiration Date of Bid].

Please email this bid proposal to director@hocoohabitat.org by July 31st.