

## **REQUEST FOR PROPOSAL**

### **Greenwood Ave affordable duplexes, Vineyard Haven, MA.**

November 6, 2018

The Island Housing Trust (IHT) is a community based non-profit organization whose mission includes the permanent stewardship of land for community benefit, and the development of permanently affordable housing on that land. The Island Housing Trust supports a diverse and vital community on the Island of Martha's Vineyard by creating and sustaining permanently affordable rental and ownership solutions.

#### **A. INVITATION FOR PROPOSALS**

The Island Housing Trust (“IHT”), a private non-profit 501 (c) (3) corporation, hereby requests that interested general contractors (Builders) submit proposals to construct a neighborhood of three duplex ownership buildings at a one acre property on Greenwood Avenue (Assessor Parcel 26-D-34.3) in Vineyard Haven, Massachusetts (the “Property”) in accordance with the following terms and conditions. The IHT intends to market these units to residents earning low and moderate incomes.

The Island Housing Trust, as a private non-profit, is not subject to public bidding and procurement laws. IHT endeavors to work with local general contractors to develop high quality affordable housing in a professional but non-bureaucratic way.

Contractor selection will be qualification-based and the IHT will not necessarily accept the lowest bid. The IHT can accept or reject any and all proposal(s) for any reason and can negotiate any aspect of an applicant’s proposal.

Interested applicants are encouraged to schedule an on-site briefing session on Thursday, November 15<sup>th</sup> between 10am and 4pm at the above mentioned building site. Registration to schedule a site visit is required no later than November 13<sup>th</sup> at 4:00 PM. All questions and inquiries regarding the RFP will be answered either at the on-site meetings or via email. To register for the on-site briefing session, or with questions concerning the RFP, please contact the IHT’s Project Manager, Derrill Bazy at (508) 693-1117 x4, or via email at [dbazzy@ihtmv.org](mailto:dbazzy@ihtmv.org).

#### **B. DESCRIPTION OF THE PREMISES**

An undeveloped 1-acre property owned by the Island Housing Trust on Greenwood Avenue (Parcel 26-D-34.3). The property fronts Greenwood Avenue to the south (directly across from the entry to Camp Jabberwocky), and 9 residential properties directly abutting to the west, north and east. The property is shown on the accompanying site plans, available from IHT’s Project Manager, Derrill Bazy at (508) 693-1117 x4, or via email at [dbazzy@ihtmv.org](mailto:dbazzy@ihtmv.org).

Hearings are currently underway with the Tisbury Planning Board for a special permit to construct six units located within three duplex buildings. The next scheduled hearing date will be November 7<sup>th</sup>. The Tisbury Board of Health has approved a shared septic system. The system will be a Pilot system, with all State and Local permitting, testing and installation directly overseen by Engineer

### C. SCOPE OF WORK

1. Prior to construction, provide technical expertise in finalizing the project plans and specifications, including cost estimating, value engineering, and detailing. Construction methods can include panelized or stick built construction strategies in order to minimize costs and increase timeliness.
2. Secure any necessary building permits to construct six dwelling units located within three duplex buildings, and coordinate with utilities providers.
3. Complete all necessary site and construction services for the project at Greenwood Avenue as approved by the Tisbury Planning Board and Board of Health, in accordance with:
  - a. Outline Specifications dated 10/25/18;
  - b. Bidset Drawings including sheets G100 through A320 dated 8/17/18;
  - c. Structural drawings from John Lolly Engineering, dated 10/29/18;
  - d. Landscape Proposed Site Plan by IHT entitled “Greenwood Landscape Plan” showing Layout, Grading & Planting dated 10/22/18;
  - e. Sewage disposal and Utility Plan entitled “Proposed Septic System on Land in Tisbury, Mass”, dated 8/7/18;
  - f. Site engineering survey plan by SB&H entitled “Site Plan, Tisbury, Mass.”, dated 10/18/18
4. Secure Tier III (or equal) certification under Massachusetts New Homes with Energy Star Homes, pass Sections 3 and 5 of the Energy Star’s “Thermal Enclosure System Rater Checklist”, and achieve 50% or better above the 2011 MA Reference Home for each of the six units, as per the outline specifications, and meet (or exceed) the air tightness target listed therein, working in coordination with the IHT’s Energy Star certified HERS rater and IHT’s energy consultant.
5. State construction control requirements must be met for design professionals, contractors, and the project representative if required by the building official per Section 107 of the building code.
6. Complete all aspects of the project in a timely manner and deliver an Owner’s Manual for the overall campus including all warranties, maintenance manuals, specifications, and photographic documentation of the interior of all walls and ceilings (pre-insulation and sheetrock), keyed to plans.

### D. EVALUATION CRITERIA

The criteria to be used by the Island Housing Trust in evaluating the proposals are as follows. Proposals must meet the following minimum threshold criteria:

1. Proposals must be complete and must conform with all submission requirements described below;
2. Proposals that meet the minimum criteria will then be judged on the following additional competitive evaluation criteria:
  - a) Applicant’s Experience and References: Experience and qualifications to carry out residential and multi-family housing projects of this scale, quality (low maintenance / durable materials), and energy efficiency. Passive House training, experience, or a commitment to a minimum of 6 hours of Passive House training before the start of construction is highly desired.
  - b) Applicant’s Costs: Applicant’s project costs as specified in the attached Detail Project Estimate Bid Form for specified work as described above in Scope of Work.
  - c) Local Preference: Use of local Island labor (employees and subcontractors) and material suppliers to the greatest extent possible.
  - d) Applicant’s schedule: Applicant’s demonstrated ability to complete the project within a one year timeframe.
  - e) Applicant’s ability to work as part of a team: Experience working as part of a team including Architect, IHT Project Manager, IHT energy consultant, and IHT septic installer and Engineer.

## E. PROPOSAL SUBMISSION REQUIREMENTS

Applicants must submit all of the following information:

1. Letter of Interest signed by the principal(s) of the applicant's business.
2. Project Information:
  - A. Estimated schedule for specified work as described above in Scope of Work on a form attached hereto as "**Form A**".
  - B. Description of Applicant's work experience and qualifications, including at least five clients over the past five years on a form attached hereto as "**Form B**".
  - C. Description of Applicant's Development Team, including current employees, subcontractors, and material suppliers on a form attached hereto as "**Form C**".
  - D. Proposed project budget utilizing appropriate categories on attached "**Form D**".
  - E. Certification of Tax Compliance and Non-Collusion, signed and submitted on the form attached hereto as "**Form E**".
  - F. Signed letter regarding any legal or administrative actions past, pending or threatened that could relate to the Applicant's ability to successfully complete the project.
  - G. Certification of Insurance of proof of the Applicant's ability to obtain General Liability Insurance with limits of \$1,000,000 and Worker's Compensation Insurance.

Copies of this Request for Proposal (RFP), and Forms A-E, can be downloaded from the IHT's website at [www.ihmv.org/rfps/](http://www.ihmv.org/rfps/), or by request from the Island Housing Trust. PDF's of all plans and specs are available solely by email or phone request from IHT. Please contact Derrill Bazy, Project Manager, at [dbazy@ihmv.org](mailto:dbazy@ihmv.org), or at 508-693-1117 x 4 for all requests.

Proposals must be submitted in writing in a sealed envelope clearly marked "**Greenwood Avenue duplex units**" and hand delivered to the Vineyard Housing Office at 21 Mechanics Street in Vineyard Haven or sent by certified mail to the Island Housing Trust, P.O. Box 779, West Tisbury, MA 02575 and received no later than December 6<sup>th</sup>, 2018 at 4:00 P.M. **Late proposals will not be accepted.** Proposals may be corrected, modified, or withdrawn by the applicant prior to the due date by submission of written notice.

## G. SELECTION PROCESS

All packages submitted by the deadline will be opened and date stamped. Evaluation of the proposals will be based on the information provided in the applicant's submission in accordance with the evaluation criteria outlined in this RFP. The Island Housing Trust may request interviews, additional references and information to assist in verifying applications submitted in response to this RFP, including but not limited to reviewed financial statement prepared by a Certified Public Accountant for the past two years. The applicant's information will be thoroughly reviewed, including financial statements, reference checks, and ability to complete comparable projects on time and on budget. The IHT has the right to negotiate with all applicants concerning any aspect of their proposal. The IHT will notify all applicants in writing of its decision within 30 days from the submission date.

## H. EXHIBITS / FORMS: *(included with online "Request For Proposals" document)*

- A. RFP schedule with Proposed Construction start date Form
- B. Applicant's Experience and Reference Form
- C. Description of Development Team Form
- D. Detailed Project Estimate Bid Form
- E. Tax Compliance Certification and Certification of Non-Collusion Form

**I. PLANS AND SPECIFICATIONS: (available by request from IHT at: [dbazzy@ihtmv.org](mailto:dbazzy@ihtmv.org))**

**LDa Architectural Plans:**

- Cover Sheet
- Index Sheet and Window/Door Types (G100)
- First and Second Floor Plan (A100)
- Foundation and Roof Plan (A101)
- Exterior Elevations (A200)
- Exterior Elevations (A201)
- Building and Wall Section (A300)
- Exterior Details (A320)

**Structural Plans:**

- John Lolley Engineering structural plans

**Civil Plans:**

- VLS Sewage Disposal System and Utilities plan

**Landscape Plans:**

- IHT Proposed Site and planting plan
- SB&H Site engineering survey plan

**Specifications:**

- IHT Outline Specifications

**Permits:**

- Tisbury Planning Board Special Permit: *Available at completion of permitting*