

REQUEST FOR PROPOSAL

Perlman / Clark House renovations, Vineyard Haven, MA.

May 28, 2019

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. 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 renovate the existing Clark House B&B to become 7 apartments at 20 Edgartown Road (Assessor Parcel M80/L3) in Vineyard Haven, Massachusetts (the “Property”) in accordance with the following terms and conditions. The IHT intends to rent 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, tentatively scheduled for Tuesday, June 13th between 10am and 4pm at the above mentioned building site. Registration to schedule a site visit is required no later than Tuesday, June 11th at 4:00 PM. Completed RFP responses shall be due by July 18th, with construction scheduled to commence on October 1st, 2019, and substantial completion by May 1st, 2020. 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 Director, Derrill Bazy at (508) 693-1117 x4, or via email at dbazzy@ihtmv.org.

B. DESCRIPTION OF THE PREMISES

An existing 8-bedroom B&B in an historic building currently owned by the Island Housing Trust located at 20 Edgartown Road (Parcel M80/L3). The building will continue to be occupied as a B&B through September 23rd, 2019, at which point the IHT will take full control of the premises. The property abuts the Hanover House to the south (currently owned by the IHT), and a single residential property to the north. The IHT has already secured a special permit from the Tisbury Planning Board to renovate the existing building into seven rental units located within that building. The existing septic has been inspected and rated for 8 bedrooms, and the building is on town water.

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.
2. Secure any necessary building permits for construction, and coordinate with utilities providers.
3. Complete all necessary site and construction services for the project as approved by the Tisbury Planning Board, in accordance with all bidset attachments (as listed on page 3):

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4. Qualify under Tier III (or equivalent) for certification under Massachusetts Energy Star Homes, pass Sections 3 and 5 of the Energy Star's "Thermal Enclosure System Rater Checklist" (or equivalent), and achieve 50% or better above the 2011 MA Reference Home as per the outline specifications, and meet (or exceed) the air tightness target listed therein, working in coordination with the IHT's certified HERS rater and Union Studio.
5. State construction control requirements shall 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 project including all warranties, maintenance manuals, specifications, and photographic documentation of the interior of all walls and ceilings (where possible), keyed to plans.

D. EVALUATION CRITERIA

1. Applicant's Experience and References: Experience and qualifications to carry out multi-family housing 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.
2. 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
3. Applicant's schedule: Applicant's demonstrated ability to complete the project within a seven month timeframe.
4. 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 Town boards and inspectors.
5. Local Preference: Use of local Island labor (employees and subcontractors) and material suppliers to the greatest extent possible.

E. PROPOSAL SUBMISSION REQUIREMENTS

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.ihtmv.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 dbazzy@ihtmv.org, or at 508-693-1117 x 4 for all requests.

Proposals must be submitted in writing in a sealed envelope clearly marked "**Perlman/Clark House renovations**" 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 July 18th, 2019 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:

- A. RFP schedule with Proposed Construction start date
- B. Applicant's Experience and Reference Form
- C. Description of Development Team Form
- D. Detailed Project Estimate Bid Form *(Available as an .xls document by request)*
- E. Tax Compliance Certification and Certification of Non-Collusion Form

I. PLANS AND SPECS: *(available digitally by request from IHT at: dbazzy@ihtmv.org)*

Union Studio Architectural Plans:

G000	TITLE SHEET
G001	GENERAL PROJECT INFORMATION
G002	CODE SUMMARY
G003	FIRE PROTECTION & ENVELOPE DIAGRAMS
G004	WALL & FLOOR-CEILING TYPES
2 - STRUCTURAL	
S1.0	FOUNDATION & SECTIONS
3 - ARCHITECTURAL	
A001	ARCHITECTURAL SITE PLAN
A100	BASEMENT PLANS
A101	FIRST FLOOR PLANS
A102	SECOND FLOOR PLANS
A103	THIRD FLOOR PLANS
A104	ROOF PLAN
A105	BASEMENT & FIRST FLOOR REFLECTED CEILING PLANS
A106	SECOND & THIRD FLOOR REFLECTED CEILING PLANS
A107	FINISH PLANS & SCHEDULE
A201	EXTERIOR ELEVATIONS
A202	EXTERIOR ELEVATIONS
A203	EXTERIOR ELEVATIONS
A204	INTERIOR ELEVATIONS & SCHEDULES
A301	BUILDING SECTIONS
A302	WALL SECTIONS & DETAILS
A303	WALL SECTIONS & DETAILS
A304	EXTERIOR DETAILS
A501	TYPICAL EXTERIOR DETAILS
A502	TYPICAL CONSTRUCTION DETAILS
A601	DOOR AND WINDOW DETAILS & SCHEDULES
4 - PLUMBING	
PD101	BASEMENT & FIRST FLOOR PLUMBING DEMO PLANS
PD102	SECOND & THIRD FLOOR PLUMBING DEMO PLANS
P001	PLUMBING LEGEND
P101	PLUMBING BASEMENT & FIRST FLOOR PLANS
P102	PLUMBING SECOND & THIRD FLOOR PLANS
P500	PLUMBING SCHEDULES & DETAIL
5 - FIRE PROTECTION	
FP001	FIRE PROTECTION LEGEND AND DETAILS
FP101	FIRE PROTECTION BASEMENT & FIRST FLOOR

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FP102	FIRE PROTECTION SECOND & THIRD FLOOR
FP600	FIRE PROTECTION DETAILS
6 - HVAC	
MD101	HVAC DEMOLITION FLOOR PLANS
MD102	HVAC DEMOLITION FLOOR PLANS
M001	HVAC LEGEND
M101	HVAC BASEMENT & FIRST FLOOR PLAN
M102	HVAC SECOND & THIRD FLOOR PLAN
M200	HVAC SCHEDULES & DETAILS
7 - ELECTRICAL	
E001	ELECTRICAL LEGEND
ED100	ELECTRICAL DEMOLITION PLANS
ED101	ELECTRICAL DEMOLITION PLANS
ED102	ELECTRICAL DEMOLITION PLANS
ES100	SITE PLAN
E101	LIGHTING - BASEMENT & FIRST FLOOR PLANS
E102	LIGHTING - SECOND & THIRD FLOOR PLANS
E201	POWER - BASEMENT & FIRST FLOOR PLANS
E202	POWER - SECOND & THIRD FLOOR PLANS
E400	ELECTRICAL RISER DIAGRAMS
E401	ELECTRICAL RISER DIAGRAMS
E500	ELECTRICAL SCHEDULES
E501	ELECTRICAL SCHEDULES
E502	ELECTRICAL SCHEDULES
FA101	FIRE ALARM - BASEMENT & FIRST FLOOR PLANS
FA102	FIRE ALARM - SECOND & THIRD FLOOR PLANS

Landscape and Civil Plans:

- **Horiuchi and Solien Existing Conditions Site plan**
- **Horiuchi and Solien Site plan**
- **Existing conditions septic plan**

Specifications:

- **Union Studio Outline Specifications**

Permits:

- **Tisbury Planning Board Special Permit**

Existing Conditions analysis:

- **Beacon Home Inspection report**

FORM A:

RFP SCHEDULE FOR CLARK HOUSE RENOVATIONS:

Tuesday, May 28	Release of RFP
Thursday, June 13	Scheduled site visits 10am-4pm (<i>RSVP by 6/11 at 4pm</i>)
Thursday, July 18	RFP Responses due at IHT by 4pm
Thursday, August 1	Applicants notified of decision

PROPOSED CONSTRUCTION TARGET DATES:

Tuesday, October 1	Construction start
Friday, May 15	Substantial completion.
Monday, June 1	Occupancy.

CONTRACTOR'S PREFERRED CONSTRUCTION DATES:

Please fill in preferred dates below if different than proposed target dates:

General Contractor:

Name
Address

Fed Tax ID#
Contact Person
Telephone No/ Fax No.
Email
Employees:

Subcontractors:

Excavation

Name
Address

Fed Tax ID#
Contact Person
Telephone No/ Fax No.
Email

Landscaper

Name
Address

Fed Tax ID#
Contact Person
Telephone No/ Fax No.
Email

Foundations

Name
Address

Fed Tax ID#
Contact Person
Telephone No/ Fax No.
Email

Carpentry

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Form D: Detailed Project Estimate	Date:	Company:
Project:		
	Budget	Allowance
Division 1: General Requirements		
1.1 General Conditions		
1.2 Special Conditions		
1.3 Permits & Fees		
1.4 Clean Up, Disposal		
1.5 Project Closeout & Post Occupancy		
1.6 Submittals (to IHT and homeowners)		
1.7 Materials and Contractor's Responsibility		
1.8 Substitutions		
1.9 Warranty/Non-billable Work		
1.10 Energy Efficiency		
<i>Subtotal:</i>		
Division 2: Existing Conditions		
2.1 General Notes		
2.2 Surveying & Layout		
2.3 Site Protection		
2.4 Selective Demolition		
<i>Subtotal:</i>		
Division 3: Concrete		
3.1 General Notes		
3.2 Foundation		
3.3 Concrete Work		
3.4 Floor Slabs & Prep		
<i>Subtotal:</i>		
Division 5: Metals		
5.2 Miscellaneous Metals		
<i>Subtotal:</i>		
Division 6: Carpentry		
6.1 Rough Carpentry		
6.16 Sheathing & Wood Subfloors		
6.20 Exterior Trim & Woodwork		
6.40 Porch Frame & Finish		
6.41 Cabinetry & Countertops		
6.46 Interior Trim & Finish Work		
<i>Subtotal:</i>		
Division 7: Thermal and Moisture Control		
7.1 Caulk & Exterior Sealing		
7.2 Roofing		
7.3 Siding		
7.4 Gutters		
7.5 Insulation		
7.6 Vapor Sealing & Air Sealing		

	<i>Subtotal:</i>		
Division 8: Doors & Windows			
8.1 Doors, Jambs & Hardware - Exterior			
8.2 Doors, Jambs & Hardware - Interior			
8.4 Storm & Screen Doors & Hardware			
8.7 Windows			
	<i>Subtotal:</i>		
Division 9: Finishes			
9.1 Walls & Ceilings			
9.3 Finish Floors - Tile/Linoleum			
9.4 Finish Floors - Wood			
9.6 Specialty Tile			
9.7 Painting - Exterior			
9.8 Painting - Interior			
	<i>Subtotal:</i>		
Division 10: Specialties			
10.1 Bath Accessories			
10.4 Fire Protection Specialties			
	<i>Subtotal:</i>		
Division 11: Equipment			
11.1 Appliances			
	<i>Subtotal:</i>		
Division 31: Earthwork			
31.0 Site Grading			
31.1 Site Clearing & Preparation			
31.5 Excavation & Backfill			
	<i>Subtotal:</i>		
Division 32: Exterior Improvements			
32.0 Road & Parking			
32.2 Site Drainage			
32.3 Walks & Paths			
32.4 Loam			
32.5 Lawns			
32.6 Planting Beds			
32.9 Plantings			
32.13 Miscellaneous Sitework/Special Construction			
	<i>Subtotal:</i>		
Division 33: Utilities and Trenching			
Division 21: Fire Protection			
Division 22: Plumbing			
Division 23: HVAC			

Division 26: Electrical		
Overhead and Profit: (at ___%)		
TOTAL:		

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Exhibit E

Non-Collusion Form and Tax Compliance Form

CERTIFICATION OF NON-COLLUSION

The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

Signature of individual submitting bid or proposal

Name of business

TAX COMPLIANCE CERTIFICATION

The undersigned certifies under penalties of perjury that, to the best of my knowledge and belief, I am in compliance with all laws of the Commonwealth and the United States relating to taxes, and reporting of employees and contractors.

Signature of individual submitting bid or proposal

Name of business