



PO Box 779 • West Tisbury, MA 02575 • 508-693-1117 • info@ihtmv.org

# ISLAND HOUSING TRUST

## REQUEST FOR QUALIFICATIONS (RFQ)

### KUEHN'S WAY, TISBURY

September 10, 2020

#### INTRODUCTION

The Island Housing Trust ("IHT"), a private non-profit 501 (c) (3) corporation, invites interested general contractors to submit their qualifications for the construction of Kuehn's Way, a neighborhood of 20 apartments within a 4 acre building envelope on a 14.8 acre property off State Road (Map 53 / Lot 1) in Tisbury, Massachusetts. See attached exhibits including scope of work, site plan, building plans and specifications, and preliminary budget projection. Building plans and specifications are designed for high performance modular, panelized or stick built construction. The preliminary budget is based on similar building designs and specifications that IHT has recently completed. IHT expects to start construction on or before March of 2021.

IHT intends to engage the services of a general contractor to perform both pre-construction and construction services. The IHT intends to review RFQ responses and select up to three qualified general contractors to submit preliminary bids and schedules. IHT will then select a general contractor for the Project. IHT endeavors to use reasonable best efforts to recruit qualified local, minority, and women-owned business enterprises. IHT is not subject to public bidding and procurement laws.

Copies of the RFQ exhibits and forms can be requested from Keith McGuire, Project Manager at [kmcguire@ihtmv.org](mailto:kmcguire@ihtmv.org). Completed RFQ forms must be submitted to Keith McGuire by **September 25, 2020 at 5pm**

#### THE DESIGN TEAM

Architect: LDa Architects

Landscape Architect: Crowley Cottrell Landscape Architects

Structural Engineer: John Lolley, PE

Civil Engineer: Holmes & McGrath

#### PRE-CONSTRUCTION AND CONSTRUCTION CONTRACT

A two-step agreement setting forth terms and conditions with an agreement for pre-construction services that will include reviewing and finalizing the scope of work and budget. Once the scope of work and budget are finalized, a Standard Form of Agreement between IHT and Contractor for construction services will be executed, where the basis for payment is the Cost of the Work with lump sum General Conditions plus a Fee with a negotiated Guaranteed Maximum Price (GMP).

**PRE-CONSTRUCTION SERVICES**

The Contractor will perform pre-construction services to complete the construction and permit documents (drawings and specifications), to complete the schedule of work stages to completion and to fix the Guaranteed Maximum Price (and supporting documents) in agreement with IHT, including:

1. Ongoing review of plans and specifications for conformance with project requirements.
2. Monitoring of costs for adherence to the project budget during the design phase including the preparation of one (1) interim detailed estimate based on Design Development documents and updates reflecting value engineering and other approved changes to the drawings.
3. Preparation of cost-reduction proposals and value-engineering studies including construction feasibility and quality considerations.
4. Creation of a detailed project schedule that integrates both pre-construction and construction phases.
5. Prepare construction costs cash-flow schedule by month.
6. Prepare procurement schedules and strategies that identify early procurement requirements in general, and any component critical to the project lead time in particular.
7. Review of proposed materials and construction feasibility.
8. Preparation of bid packages for and manage early procurement of long-lead items.
9. Planning jobsite logistics that incorporate construction means and methods.
10. Assist the Owner and the design team in reviewing the requirements of local agencies having jurisdiction and assist in obtaining the building permit.

**PRE-CONSTRUCTION SERVICES SCHEDULE**

The milestones and duration assumptions that constitute the Pre-Construction Schedule for the Project are as follows:

ACTIVITY	DURATION	DATE RANGE
Conceptual Design or Space Plan if applicable	N/A	Completed
Design Development	N/A	Completed
Contractor Pricing on Design Development	2 1/2 Weeks	10/16/20
Construction & Permit Documents Submission	8 Weeks	10/23/20 – 12/18/20
Contractor Guaranteed Maximum Price & Contract	2 Weeks	12/4/20 – 12/18/20
Building Permit Review Period	4 Weeks	12/19/20 – 1/15/21
Commence Construction – site work, foundations, setting modular homes, etc.	N/A	3/1/21 or earlier

## CONTRACTOR SELECTION

RFQ Issued	9/10/20
RFQ Due	9/25/20
Contractors selected and notified	9/29/20
Preliminary Bids & Schedules Due	10/16/20
Contractor Selection	10/23/20

The successful general contractor will be selected based on IHT's evaluation of the proposals in its sole discretion.

The criteria to be used by IHT in evaluating the contractor qualifications include:

1. Applicant's Experience & Capacity: Applicant's experience and qualifications to carryout residential housing projects of this scale, quality (low maintenance/ durable materials), and energy efficiency (HERS scores of 0-50 using a third party HERs rater) (*form Exhibit D*); Applicant's ability to complete project successfully and in a timely manner, as evidenced by a track record of building energy efficient/ high performance houses. The applicant's information will be thoroughly reviewed, including reference checks, and ability to complete comparable projects on time and on budget.
2. Applicant's Fees: Applicant's Conceptual Construction Fee & General Conditions Costs (percentages) (*form Exhibit E*).
3. Local and M/WBE Preference: Use of local Island and minority and women business enterprises (employees and subcontractors) and material suppliers in the project's scope of work. (*form Exhibit C*).

## SUBMISSION REQUIREMENTS AND FORMAT

Submit the Qualification in the format below as one or more email attachments in pdf format by **September 25, 2020 at 5pm** to the attention of:

Keith McGuire, Project Manager  
Island Housing Trust  
Email address: [kmcguire@ihtmv.org](mailto:kmcguire@ihtmv.org)

1. **Letter of Interest & Qualification Statement** signed by the principal(s) on attached form **Exhibit B**.
2. **Description of Applicant's Development Team**, including current employees, subcontractors, bank(s), and material suppliers on attached form **Exhibit C**.
3. **Description of Applicant's work experience and qualifications**, including HERS certificates from prior projects from third party HERs raters for similar projects and at least five clients over the past five years and any licenses or certifications on attached form **Exhibit D**.

4. **Construction Fee & General Conditions Costs as percentage of GMP** based on preliminary budget, including general contractor fees (profit & overhead), and general conditions percentages of construction costs on attached form **Exhibit E**.

5. **Conceptual Project Schedule**

Such schedule shall also identify critical milestone dates and durations including the following:

- a. Commencement of construction
- b. Start and finish dates for major project trades or activities
- c. Substantial Completion (obtain Certificate of Compliance/Occupancy)
- d. Punch List and Commissioning
- e. Final Completion

## **EXHIBITS**

- A. Scope of work and budget
  - i. Scope of work
  - ii. Site Plan
  - iii. Building Plans
  - iv. Specifications
  - v. Preliminary Budget
- B. Qualification Statement Form
- C. Description of Development Team Form
- D. Applicant's Experience and Reference Form
- E. Fee Schedule Form