

Leland Avenue Affordable Duplex
RFP for General Contractor Services

PROJECT NARRATIVE

May 13, 2025

You are invited to bid on the construction of the Leland Avenue Affordable Duplex.

Below is the Sharepoint link to the bid documents, including:

- Bid Forms (must be completed and returned in GC bid proposal)
- Schedule of Values (must be completed and returned in GC bid proposal)
- Bid Drawings and Specifications Set

[Leland RFP Bid Package](#)

PROJECT OVERVIEW

Island Housing Trust (IHT), a not-for-profit Community Development Corporation, has bought a small in-town lot at the corner of Leland Avenue and Franklin Street in Vineyard Haven, MA. IHT is seeking proposals from qualified General Contractors to build a two-story duplex with construction starting in Summer 2025. Later construction start times will be considered. However, we would like to start as soon as possible.

IHT, Union Architecture and Studio Design (UNS), Susan Feller and Vineyard Land Surveying and Engineering (VLSE) have designed a two-story, high-performance duplex building with a standard Title V septic system on a 0.19 acre site. There will be two apartments, each with 2 bedrooms, to be sold to islanders earning 150% or 80% (or less) of the area median income. Once constructed, Dukes County Regional Housing Authority will organize the selection process.

IHT has obtained the special permit from the Planning Board. The permit requires IHT to organize a site visit by the Planning Board after rough framing to finalize the landscape design. The Planning Board also requires that activity and vehicles be parked on site or at a remote location during construction to avoid disrupting traffic. Our goal is to develop this duplex with consideration and respect for the neighbors and all concerned.

Buildings are designed to be energy-efficient, sustainable and all-electric. Half of the building entries will be located along universally accessible paths. Buildings will be “PV solar ready” and will be, at minimum, “EV charging ready.”

Proposals are due by 5:00 pm on ~~Friday June 6, 2025~~. Proposal requirements are detailed further below and, in the attachments provided.

Project Team

Owner

Island Housing Trust
PO Box 779
West Tisbury, MA 02575
Contact: Keith McGuire, Projects Director
kmcguire@ihtmv.org

HERS Rater

Price Sustainability Associates, Inc.
28 Walnut Street
Maynard, MA 01754
Contact: Mark Price

Architecture & Civil Engineering

Union Architecture & Community Design
160 Mathewson Street, #201
Providence, RI 02903
Contact: Alanna Jaworski

Horsley Witten Group
90 Route 6A, Unit 1
Sandwich, MA 02563
Contact: Jason Kroll

Susan Feller Landscape Design
P.O. Box 1128
West Tisbury, MA 02575
Contact: Susan Feller



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Bid Schedule

- May 14, 2025** This RFP and related materials will be made available to selected bidders. A Sharepoint link will be given to Plans, specifications, and other RFP documents. Bidders will be sent an invitation to this Dropbox site after emailing Keith McGuire, kmcguire@ihtmv.org
- May 19, 2025
@9:00 am** The Owner will be holding an optional walkthrough on site with the Bidders at 9 AM. Please email Keith McGuire to let him know of your attendance.
- May 21, 2025
@5:00 pm** Deadline for submitting questions in writing (email.) Please direct questions to: Keith McGuire. kmcguire@ihtmv.org
- May 23, 2025
@5:00 pm** The Owner will provide written responses to all questions received in writing. The Owner may issue addenda prior to this date.
- June 9, 2025
@5:00 pm** **Deadline for submitting proposals. Late bids will not be accepted.**
Bids should be submitted electronically to the following team members:
Keith McGuire, kmcguire@ihtmv.org
Teri Bernert, tbernert@ihtmv.org
- June 18, 2025** The Owner expects to notify responders.

Proposal Requirements

Proposals must include the following materials:

- A. **Firm Overview/Qualifications.** Provide an overview of your firm's work and experience, including current employees, subcontractors, bank(s), and material suppliers. Include the annual volume of construction work your firm has done over the past two years and include projected work for the remainder of 2025 and 2026. In addition, please include (2) HERs certificates from third party HERs raters for similar projects.
- B. **Experience with Comparable Projects/References.** Provide a list of similar completed projects (within the last 5 years), including location, square footage, construction costs, schedule, and contact information for clients we can contact for references.
- C. **Track Record with M/WBE Utilization.** Provide a summary of your firm's track record with Section 3 compliance, utilization of MBEs and WBEs and making employment opportunities available to a diverse workforce. IHT has a strong commitment to hiring minority and female firms and workers. The MBE/WBE goals for this project are:



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Construction Workforce Hours: 10% Minority and 5% Female
Contract Sum Dollars: 10% Minority and 5% Female

Please provide a narrative indicating your methodology for meeting or exceeding these goals.

- D. Narrative on Approach for the project. Indicate how you intend to staff and manage the project, including names, positions, and brief background of your proposed project management team. Include the names of the proposed Project Executive, Project Manager and Superintendent.
- E. List of Current Projects. List your firm's current workload and how it may impact your ability to handle this project.
- F. Executed Bid Form. Fill out the provided Bid Form.
- G. Price Proposal. Please use the Excel Schedule of Values Form provided. Fill out the Schedule of Values and General Conditions estimate tabs. Please provide Alternates, Unit Prices, and Allowances. We are interested in your Value Engineering suggestions. But please price the project as designed and give VE ideas and pricing nearby.
- H. Project Construction Schedule. Provide a detailed overall calendar schedule for the project that aligns with the price proposal.
- I. Site Logistics Plan. Provide a site logistics plan for the project, understanding that the site is a small in-town lot and the Planning Board has ordered us to not block or park on Franklin St or Leland Ave during construction. If your price is contingent on specific requests being granted, please indicate those requests in your proposal.
- J. Qualifications and Assumptions. Provide a detailed explanation of qualifications and assumptions in your proposal. Proposals may include separate suggestions for value engineering or substitutions; provide details on the reason for or value of the proposed change.
- K. Litigation Status. List any litigation your firm or any of its principals may have been involved with in the past five years, and list that litigation's status and /or result.
- L. Non-Collusion and Tax Compliance Form. (Provided.)



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M. Comments on Contract. The Sponsors expect to utilize AIA Form A102-2017/Standard Form of Agreement Between Owner and Contractor, Cost Plus with a Guaranteed Max Price and A201-2017/General Conditions.

General Provisions

The Sponsors reserve the right to reject or accept any or all bids or to enter negotiation with any bidder. The Owner reserves the right to modify the Contract Documents and rebid the project, if necessary, to meet the Owner's budgetary requirements. In the time between the bid process and the anticipated construction start date, the Sponsors expect the General Contractor to hold the amount of the bid unless there are reasons out of the control of the bidder.

List of Project Documents

25_04049-LEL-Leland Avenue Duplex.pdf
Leland SepticPln L-2 241030.pdf
Leland_VLSEseptic Plan 241028
Leland SitePln L-1 241030.pdf
Leland_DRAFT1 Specs_250513.pdf
LND_LndscpPlan_250421.pdf
National Rater Field Checklist_Rev 14.pdf
MA StretchSpecial Code reCarbon 250225
MassSave Incentives DRAFT 240719

Architect drawings
Owner's drawing
Civil Engineer drawing
Owner's drawing
Owner's Specification
Landscape Design Drawing
addendum to Specifications