

REQUEST FOR PROPOSALS
Modular Manufacturing and Energy Modeling Services

PROJECT: Kennewick Micro Homes

I. SUMMARY:

Housing Authority City of Kennewick (KHA), as project sponsor, is requesting proposals to design, construct, and install 16 units of modular micro housing aimed at homeless families, homeless veterans, and homeless persons with disabilities in the city of Kennewick, WA. The proposed homes will be a mix of studio, 1-bedroom, and 2-bedroom units, some detached and some duplex. There will also be a small community building on site.

Additionally, KHA is requesting proposals for energy modeling services for the 16-unit modular micro housing project. KHA is interested in achieving a net zero or passive house standard.

It is not necessary that responding firms submit proposals for both the modular manufacturing and the energy modeling parts of the scope. If a firm elects to respond to one part of the scope, that firm should outline in its proposal a strategy for coordinating directly with a firm contracted for the second part to achieve the project's goals.

Community Frameworks, an experienced affordable housing developer, is acting as a development consultant for KHA during this process.

Potential funding sources for this project may include federal funds including HOME, Washington State Housing Trust Fund, Federal Home Loan Bank, local public funding as well as private sources. We anticipate that state prevailing wage and Davis-Bacon wage rates, and other construction requirements, will apply to the final project.

KHA has purchased a 1-acre site, located at 128 East 13th Ave in Kennewick for the project. Appendix A includes information about the site. The successful respondent(s) will work with KHA to provide modular manufacturing, ESDS compliance, and Ultra High Energy Efficiency (UHEE) compliance services that enable the funding, permitting and construction of a micro housing project on the site.

For questions about this RFP, please contact Stephen Taul at stephent@communityframeworks.org, 509-890-1208 and Adam Lee at adaml@communityframeworks.org, 360-842-8051.

II. MODULAR MANUFACTURING SCOPE OF SERVICES/TIMELINE

KHA plans to retain a firm for modular manufacturing construction and installation services for the 16 housing units and the community facility. The successful firm will be expected to collaborate closely with KHA through summer 2019 to arrive at a design that meets the aesthetic and performance criteria outlined below, while still providing cost savings over traditional build methods and the potential for repeated use of the unit design in future KHA projects. The project's deliverable schedule will be based in part on grant and private funding deadlines as generally outlined in the timeline below.

Date	Deliverable
June 3, 2019	Release of RFP
June 21, 2019	RFP responses due
June 26, 2019	Interviews with shortlisted firms
June 27, 2019	Successful firm notified
July 8, 2019	Notice to Proceed for Phase I scope
August 15, 2019	Preliminary floor plans, elevations, sections, outline specs, and cost estimates
September – December, 2019	Hold for WA state funding decisions
December 31, 2019	WA state funding announcements. If successful, notice to continue project
February 14, 2020	Refined floor plans, elevations, sections, specs, and cost estimates
March 13, 2020	Construction documents and final pricing
May 1, 2020	Potential onsite construction start date

Modular Housing Unit Performance Criteria: The modular units should meet the following criteria at a minimum. However, the modular manufacturer has maximum flexibility within the design to meet the criteria.

- Net zero or passive house standards
- Kitchen appliances including efficiency-sized stove, oven, and refrigerator (Studios and 1-bedroom units)
- Kitchen appliances including full-sized stove, oven, dishwasher, and refrigerator (2-bedroom units)
- Compliance with all State of Washington codes and regulations for permanent buildings

Modular Housing Unit Aesthetic Criteria: The selected modular manufacturer should have the capacity to build units with the flexibility to meet the criteria below. However, these criteria may change as the manufacturer and KHA collaborate on final unit aesthetic in consideration of design and manufacturing costs.

- Gable or shed roofs
- Small front covered patios
- Choice of siding color
- Front and side windows
- Studios around 250 square feet
- 1-bedroom units around 350 square feet

- Studio and 1-bedroom unit width equal to at least 20% of length
- 2-bedroom units around 550 square feet
- 2-bedroom unit width equal to at least 35% of length

Community Facility Performance Criteria: The community facility units should meet the following criteria at a minimum. However, the modular manufacturer has maximum flexibility within the design to meet the criteria.

- Net zero or passive house standards
- Laundry room with hookups for 2 clothes washers and 2 dryers
- Maintenance/mechanical storage space
- Small case management office space
- Lobby space
- ½ bathroom
- Compliance with all State of Washington codes and regulations for permanent buildings

Community Facility Aesthetic Criteria: The selected modular manufacturer should have the capacity to meet the criteria below. However, these criteria may change as the manufacturer and KHA collaborate to consider community facility use and design and manufacturing costs.

- Gable or shed roof
- Building around 600 square feet
- Choice of siding color
- Multiple interior and exterior doors
- Width equal to at least 35% of length

Target Budget: KHA is targeting a final budget of between \$130 and \$160 per square foot for the modular buildings

Proposals should indicate whether the modular manufacturing firm is able to design, manufacture, and install units meeting all of the performance and aesthetic criteria for the housing units and community facility at a price within the target budget range.

The successful bidder will be expected to meet with the executive director and staff of KHA throughout the design process to ensure that the design meets KHA's needs and the needs of the project's intended residents. The successful bidder will also be expected to maintain close collaboration with the civil engineer selected for the project as well as the energy consultant, if necessary.

III. ENERGY CONSULTANT SCOPE OF SERVICES/TIMELINE

KHA plans to retain a firm for energy consultant services for the 16 housing units and community facility. The successful firm will be expected to collaborate closely with the selected modular manufacturer and with KHA through summer 2019 to evaluate the expected energy efficiency performance of the modular units. The successful firm will also perform Washington State ESDS compliance during the design and construction phases of the

project. The project’s deliverable schedule will be based in part on grant and private funding deadlines as generally outlined in the timeline below.

Date	Deliverable
June 3, 2019	Release of RFP
June 21, 2019	RFP responses due
June 26, 2019	Interviews with shortlisted firms
June 27, 2019	Successful firm notified
July 8, 2019	Notice to Proceed for Phase I scope
August 15, 2019	Preliminary floor plans and cost estimates (modular manufacturer)
August 29, 2019	Energy modeling to standard required by HTF UHEE application
September – December, 2019	Hold for WA state funding decisions
December 31, 2019	WA state funding announcements. If successful, notice to continue project
February 14, 2020	Refined floor plans, elevations, sections, specs, and cost estimates (modular manufacturer)
February 28, 2020	Refined energy modeling
May 1, 2020	Potential onsite construction start date

The energy consultant will be expected to collaborate closely with KHA and the modular manufacturer throughout the modular design phase to ensure that units will meet either net zero or passive house standards as outlined in the Washington State Ultra High Energy Efficiency funding plan.

IV. SUBMISSION AND EXPERIENCE REQUIREMENTS:

Only modular manufacturing firms with the following experience will be considered:

- Designing, manufacturing, and installing homes compliant with building codes and regulations for permanent buildings.
- License and ability to transport and install structures to a site in Washington State
- Experience with public funder requirements such as prevailing wage, use of apprentices, procurement rules, or similar

Only energy modeling firms with the following experience will be considered:

- Experience with the Evergreen Sustainable Development Standards (ESDS) or similar.
- Evidence that your firm is licensed to provide services in the State of Washington
- Experience with public funder requirements such as prevailing wage, use of apprentices, procurement rules, or similar

It is not necessary that responding firms submit proposals for both the modular manufacturing and the energy modeling parts of the scope. In that case, a firm would only be expected to meet the corresponding minimum requirements.

All proposals must include the following:

- A cover letter expressing interest in the project and acknowledgment that the proposing firm can perform the relevant scope.
- The ability for a representative from your firm to meet on June 26, 2019 for an interview in Kennewick.
- A resume and other documentation that demonstrates the abilities of the principle, firm, and key staff who may be assigned to complete this project. Please include any project that you feel may be similar in programming as well as experience in developing affordable housing, office space or social service space, to the extent you are able.
- At least (3) references from recent clients, including at least one non-profit or public entity that worked with your firm on a publicly funded project.
- Your firm's primary address and if your firm is a minority or woman owned business.
- It is not necessary that responding firms submit proposals for both the modular manufacturing and the energy modeling parts of the scope. If a firm elects to respond to one part of the scope, that firm should also outline in its proposal a strategy for coordinating directly with a firm contracted for the second part to achieve the project's goals.

Copies of the proposal should be submitted electronically to both:

Lona Hammer
Executive Director, Housing Authority City of Kennewick
lhammer@kennewickha.org

Stephen Taul
Housing Developer, Community Frameworks
stephent@communityframeworks.org

Proposals are **DUE on June 21, 2019 at 4:00 PM.** Proposals received after the due date may not be considered for this project.

Submissions received will be opened and evaluated based on the material presented. A subset of the applicants will be interviewed and the final decision to retain a firm will be made based on the firm's qualifications, experience, and ability to meet the project scope.

V. ACCEPTANCE OR REJECTION

KHA reserves the right to reject any and/or all proposals when such rejection is in the interest of KHA. Proposals most likely will be rejected if candidate has not met the prerequisites of the request or who are not, in the opinion of KHA, in a position to perform the Contract. KHA, at its sole discretion will choose to interview candidates whose qualifications best meet the requirements of this project based on the knowledge and experience presented in their responses. KHA reserves the right to award a contract to whoever is in its best interest.

KHA reserves the right to waive irregularities and to reject any and all proposals.

KHA affirms it will conduct a fair and open competitive bidding process by soliciting proposals from a broad pool of qualified candidates. Based upon acceptable qualifications and proposed costs, KHA will select a contractor from a pool of two or more written bid proposals. KHA will document the competitive bid process that results in selecting a contractor for this project.

Equal Opportunity Employer. KHA is an equal opportunity employer. Because this project is subject to federal funding administered by the City of Kennewick, Benton County and/or the State of Washington, all prospective bidders are hereby notified of the following:

A. In all Contractor services, programs or activities, and all Contractor hiring and employment made possible by or resulting from this Request for Proposal, there shall be no discrimination by Contractor or by Contractor's employees, agents, subcontractors or representatives against any person because of sex, age (except minimum age and retirement provisions), race, color, creed, national origin, marital status, veteran status, sexual orientation or the presence of any disability, including sensory, mental or physical handicaps; provided, however, that the prohibition against discrimination in employment because of disability shall not apply if the particular disability prevents the performance of the essential functions required of the position.

This requirement shall apply, but not be limited to the following: employment, advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. Contractor shall not violate any of the terms of Chapter 49.60 RCW, Title VII of the Civil Rights Act of 1964, the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973 or any other applicable federal, state or local law or regulation regarding non-discrimination. Any material violation of this provision shall be grounds for termination of this Agreement and, in the case of the Contractor's breach, may result in ineligibility for further federally funded agreements.

B. In the event of Contractor's noncompliance or refusal to comply with the above nondiscrimination plan, this Contract may be rescinded, canceled, or terminated in whole or in part, and the Contractor may be declared ineligible for further federally funded contracts. The Contractor, shall, however, be given a reasonable time in which to correct this noncompliance.

Appendix A: Site Information

The proposed site for the project consists of one parcel 128 E 13th Ave in the City of Kennewick. The parcel number is 107802000051000. The site is approximately 1 acre, with capacity for up to 16 units. The land is currently vacant and is flat. Access to the property is from E 13th Ave on the north boundary of the parcel.

A Phase 1 Environmental Review was completed with no adverse findings.



Benton County Assessor's Parcel Map with Property Highlighted

Appendix B: Modular Manufacturer Proposal Evaluation Criteria

1) Mandatory Requirements (35 points)

- a. Submitted complete proposal prior to deadline
- b. References from other PHA's or public agencies or other letters of support are included within packet. If company has been engaged by KHA or its component LLLP's for services within the past five years, a letter of support or reference is a discretionary requirement.

2) Technical Requirements (30 points)

- a. Expertise and experience working in low-income or affordable housing
- b. Technical and professional qualifications of key staff are identified and each key staff person has direct applicable experience

3) Related Experience (30 points)

- a. Experience with the Evergreen Sustainable Development Standards (ESDS) or similar
- b. Experience with net zero or passive house standards
- c. Experience with Washington State building codes
- d. Experience in a design process with a flexible preliminary scope and extensive collaboration with project owners

4) Minority-Owned Business Enterprise/Women-Owned Business Enterprise (5 points)

- a. Firms identified as a Minority Owned Business or Women's Business Enterprise as defined by HUD.

Appendix C: Energy Modeling Consultant Proposal Evaluation Criteria

1) Mandatory Requirements (35 points)

- a. Submitted complete proposal prior to deadline
- b. The firm is independent and licensed to practice in the state of Washington
- c. References from other PHA's or letters of support are included within packet. If company has been engaged by KHA or its component LLLP's for services within the past five years, a letter of support or reference is a discretionary requirement.

2) Technical Requirements (30 points)

- a. Expertise and experience working directly with Public Housing Authorities including KHA and/or company's past experience and performance with similar engagements, on similar sized projects, in the Tri-Cities area
- b. Organization, size and structure of company
- c. Technical and professional qualifications of key staff are identified and each key staff person has direct applicable experience

3) Related Experience (30 points)

- a. Experience with the Evergreen Sustainable Development Standards (ESDS)
- b. Experience with Housing Trust Fund UHEE grants
- c. Experience with modular units

4) Minority-Owned Business Enterprise/Women-Owned Business Enterprise (5 points)

- a. Firms identified as a Minority Owned Business or Women's Business Enterprise as defined by HUD.