



Request for Proposals Design Build Services

RFP 2025

Deadline – April 15, 2025 at 2:00 PM
Anita Baker
Community Development Manager
3/17/25

The Suffolk Redevelopment and Housing Authority is accepting proposals from qualified Contractors for design-build proposals to construct single-family homes on vacant lots in the city of Suffolk, Virginia.

****Important Dates****

Virtual Pre-proposal Meeting, April 1, 2025, at 2:00 p.m. via Zoom. Please email abaker@suffolkrha.org for a link to the meeting at least 24 hours in advance of the meeting date and time.

****Proposal Submission****

Proposals must be received no later than Tuesday, April 15, 2025, at 2:00 p.m. To request a copy of the full Request for Proposal package, please contact Anita Baker at (757) 539-2100 or via email at abaker@suffolkrha.org.

Employers must ensure that employees and job applicants are not discriminated against based on race, color, religion, sex, familial status handicap, national origin, or any other protected class. Small (SBE), minority (MBE) and women-owned businesses (WBE), and Section 3 Business Concerns, are encouraged to submit proposals for this project.

Any firm/owner/officer debarred, suspended, or otherwise excluded from or ineligible for participation in federal assistance programs may not undertake any activity in part or in full under this project.

Accommodations for individuals with handicaps/disabilities or limited English proficiency shall be provided upon request by calling (757) 539-2100, or TTY 1-800-897-5630.



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SUFFOLK REDEVELOPMENT AND HOUSING AUTHORITY
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I. BACKGROUND

The Suffolk Redevelopment & Housing Authority (SRHA) is a medium-sized Housing Choice Voucher (HCV) and Public Housing Agency serving Suffolk, Virginia. SRHA's goal is to provide equal opportunities in affordable housing community development, and human services through low-income rental housing, homeownership opportunities, and redevelopment activities.

Mission

To provide affordable housing and to help people become more sufficient

II. PROPOSAL REQUIREMENTS- DESIGN BUILD SERVICES

SRHA seeks qualified contractors to present design-build proposals for the single-family homes to be constructed on vacant lots located within the city limits of Suffolk, Virginia. Initially, two homes will be constructed in adjacent neighborhoods, however, more locations may be identified at a later date.

All applicants should provide SRHA with design build proposals for an innovative, energy efficient building while utilizing sustainable construction solutions.

1. Cover Sheet

All proposals must include a completed and signed Proposal Cover Sheet (attached herewith).

2. Experience

- Provide a written narrative (2 pages max.) describing your company, its history and ownership, and its single-family residential construction and/or development experience, particularly highlighting, as applicable, any such experience with affordable housing partnerships with community non-profits, and urban in-fill development.
- Provide three (3) client references with contact information.
- Provide a list of all single-family homes/Duplex/Triplex - built/developed by your company from 2019 through 2024, including address, model name/number, size, construction price, completion date, and sales price/fair market value (if known). Optional: you may also attach up to twelve photos (3 sheets max) of homes constructed.

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3. Capacity

- Indicate your normal construction time for a single home, from permitting to Certificate of Occupancy, what your production capacity is (i.e., how many homes can you have under construction at one time), and how your normal build time would be impacted if you did have multiple homes underway simultaneously.
- Provide corporate financial statements, letters of credit and/or other evidence that demonstrates your company's financial strength and capacity to participate in this project.

4. Home Plans

Proposing builders must submit a set of plans and specifications from which SRHA will evaluate for a final selection.

- The home should include but not be limited to:
- Between 1000 - 1200 sq ft of living space in each unit
- 2 bathrooms minimum per unit
- 3 bedrooms minimum per unit
- Raised foundation and crawl space (if slab on grade, define why)
- Required parking in accordance with building code
- Required landscaping in accordance with building code
- Energy efficient appliances
- Modern finishes
- Attractive exterior design
- The home Plans submitted should take into account, and be compatible with, the physical and design context of the existing neighborhood housing stock
- Included for each Plan submitted must be a floorplan, with dimensions, elevation drawings of all four sides, a list of standard features, and construction specifications.

The following are additional features that might be included as standard or as options in the Plans submitted:

- REQUIRED ALTERNATIVE: Floor plan modification/option for at least one (1) zero step entrance to meet visitability requirements. Builder to include this modification as a line-item cost in the Proposal/Bid submitted.
- High-efficiency furnaces and water heaters
- Fixture, lighting, door, cabinetry and flooring upgrade(s)
- Alternative roof line/orientation
- Contemporary exterior design alternative
- Full front porch

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- Rear wood deck
- Landscaping upgrade
- "Green" or sustainable package that meet standard Building Code

The home Plans submitted must be distinctly different. Plans differentiated only by a varied roofline, porch size, window style, or interior finish levels for instance, will not be considered to have met this requirement. [Offering these and other things as options or alternatives to the various standard Plans is encouraged however].

5. Pricing and Payment

Provide a pricing sheet for the Plans submitted that includes the following:

- A firm, fixed-price cost for construction of the base/standard Plan, as submitted, and a line-item list of all options with option pricing.
- An indication that the cost/pricing will remain in effect through the end of 2025.
- A schedule of values for draws or progress payments during construction.

6. Required Forms

Forms that must be included in the submittal:

- a. Non-Collusive Affidavit
- b. Certification Regarding Drug-Free Workplace Requirements
- c. Section 3 Business Concerns
- d. HUO-5369-A - Representations, Certifications, and Other Statements of Bidders Public and Indian Housing Programs
- e. HUD 5370 - General Conditions for Construction Contracts - Public Housing Programs
- f. Proof of Insurance
- g. Copy of Licenses
- h. Brochure or other materials providing an overview of the new home warranty to be provided (required) to the homebuyer upon sale of the home by SRHA and the name and contact information of the company providing the warranty, for verification purposes
- i. OPTIONAL: Proposing builders may also attach evidence of MBE/WBE/SBE status, as applicable, and any professional certifications or training you wish to have considered as part of SRHA's selection process

III. EVALUATION AND AWARD OF CONTRACTS

SRHA will review and screen all written responses based on the qualifications and criteria for selection. One or more finalists may be selected to be interviewed before the Board of Commissioners, who will select a firm from the finalists. The final determination for awarding the contract will be made by the SRHA Board of Commissioners.

This RFP will result in a contract, the terms of which will be negotiated between SRHA and the selected responder. The contract shall commence on the date specified therein and shall terminate upon completion of all services required pursuant to the contract unless terminated as provided therein.

The evaluation of the professional qualifications of the proposals will be judged as stated:

- | | |
|--|------------------|
| 1. Professional qualifications, relevant experience, and evidence of the responder's ability to perform the work | Point Value 0-25 |
| 2. Capability to provide design build services in a timely manner | Point Value 0-25 |
| 3. Plans | Point Value 0-30 |
| 4. Pricing | Point Value 0-15 |
| 5. Required Forms | Point Value 0-5 |
| 6. Section 3 Business Concern | Point Value 0-5 |

AWARD OF CONTRACT:

After evaluation of the proposals received in response to the RFQ, the Agency shall engage in individual discussions and interview the proposers deemed fully qualified, responsible and suitable on the basis of initial responses, and with professional competence to provide the required services. Repetitive informal interviews are permitted. Proposers shall be encouraged to elaborate on their qualifications, performance data, and staff expertise relevant to the proposed contract. At the conclusion of the informal reviews and on the basis of evaluation factors the Authority shall rank, in the order of preference, the interviewed proposers whose professional qualifications and proposed services are deemed most meritorious. Negotiations shall then be conducted with the Proposer ranked first. If a contract satisfactory and advantageous to the Agency can be negotiated at a fee considered fair and reasonable, the award shall be made to that proposer. Otherwise, negotiations with the Proposer ranked first shall be formally terminated and negotiations conducted with the Proposer ranked second, and 3rd, until a contract can be negotiated at a fair and reasonable fee. Should the Agency determine in writing and in its sole discretion that only one proposer is fully qualified, or that one offer is clearly more highly qualified and suitable than the others under consideration, a contract may be negotiated and awarded to the Proposer.

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IV. REQUIRED SUBMITTAL TIMELINE

A Pre-Proposal Meeting for the RFR will be held Tuesday, April 1, 2025 at 2:00 p.m. EST via Zoom, please email abaker@suffolkrha.org for a link to the meeting not less than 24 hours before the meeting date and time.

The proposer must submit their proposal to SRHA to the attention of Anita Baker at 530 E. Pinner Street, Suffolk, Virginia, 23434 no later than Tuesday, April 15, 2025, at 2:00 p.m. at (757) 539-2100 or abaker@suffolkrha.org.