

**Cony Village, LLC**

**Village Circle, Augusta, ME 04330**

**Affordable and Energy Efficient Housing**

**Request for Proposal: Building Contractors**

September 30, 2017

Part of the Cony Village Community.

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# REQUEST FOR PROPOSAL – BUILDING CONTRACTORS

## INTRODUCTION

### A. Overview

*This Request for Proposals (“RFP”) is being issued by the Kennebec Valley Community Action Program (hereto after referred to as “KVCAP”) and Cony Village, LLC in their capacity as manager of the Cony Village Neighborhood in Augusta, Maine. The purpose of this notice is to solicit bids from Building Contractors to develop single family and/or multi-family lots in Cony Village. See Appendix A – Map and Lots.*

*Companies with demonstrated experience in home construction and with an interest in affordable housing projects are invited to respond to this RFP. “Respondents” means the companies or individuals that submit proposals in response to this RFP. It is understood that the selected Respondents acting as an individual, partnership, corporation or other legal entity, is state licensed and certified in accordance with title XI of the Financial Institutions Reform, Recovery, and Enforcement Act of 1989 (FIRREA) (12 U.S.C. 3331 et seq.) and capable of providing the specified services. The Respondent shall be financially solvent and each of its members if a joint venture, its employees, agents or sub-consultants of any tier shall be competent to perform the services required under this RFP document.*

*Nothing in this RFP shall be construed to create any legal obligation on the part of KVCAP AND CONY VILLAGE, LLC or any respondents. KVCAP and CONY VILLAGE, LLC reserves the right, in its sole discretion, to amend, suspend, terminate, or reissue this RFP in whole or in part, at any stage. In no event shall KVCAP AND CONY VILLAGE, LLC be liable to respondents for any cost or damages incurred in connection with the RFP process, including but not limited to, any and all costs of preparing a response to this RFP or any other costs incurred in reliance on this RFP. No respondent shall be entitled to repayment from KVCAP or CONY VILLAGE, LLC for any costs, expenses or fees related to this RFP. All supporting documentation submitted in response to this RFP will become the property of the KVCAP AND CONY VILLAGE, LLC. Respondents may also withdraw their interest in the RFP, in writing, at any point in time as more information becomes known.*

### B. Time of Completion

KVCAP AND CONY VILLAGE, LLC must receive bids by October 27<sup>th</sup> at 5pm. A decision will be made on winning bids by November 1<sup>st</sup>. The winning contractor must commit to building at least two (2) properties with foundations in before frost (approx. December 1, 2017).

On October 11<sup>th</sup> a KVCAP representative will be at the Cony Village site from 2pm to 5pm to answer questions. You may also direct questions to [DavidP@KVCAP.org](mailto:DavidP@KVCAP.org).

### C. Term of Contract

*Any contract awarded pursuant to this RFP solicitation shall be for a contract period up to 12 months, with the possibility of an extension. The contract will be made on the basis of a proposal for between 2 lots. Additional parcels will be awarded if Respondent is interested in a larger development contract that extends beyond the first two lots. Such an addition must be discussed with KVCAP.*

## D. Background

*Cony Village was created as a mixed-income, workforce housing development in 2007. 15 lots have been completed to date. There are 22 lots remaining to be developed. They are divided between single, double and multi-family (see Appendix A for details).*

*The development fills a gap in current area housing stock but also requires some special considerations when buying and selling. First and foremost prospective buyers must qualify for a loan based on Federal income criteria. The current threshold is approx. \$82,000/year income per household. That means the size and scope of each home has limitations. To this end, plans and blueprints of existing homes at Cony Village are available for future building guidelines.*

*KVCAP and Cony Village, LLC currently oversee homeowners' association functions including common area maintenance and general trouble-shooting for the development as a whole.*

## PROFESSIONAL SERVICE REQUIREMENTS

### A. Scope of Work

*KVCAP AND CONY VILLAGE, LLC seek proposals from qualified respondents to provide Building services on properties/parcels in the Cony Village community located at Cony Village Circle, Augusta, Maine.*

*Prospective Building contractors must comply with qualifications and complete all forms including a detailed budget. These items will be reviewed by KVCAP AND CONY VILLAGE, LLC.*

*KVCAP AND CONY VILLAGE, LLC are interested in facilitating the development of properties including providing plans, blueprints, specifications and Real Estate professional services as needed.*

*The lots to be developed are numbers 23 and 24 as illustrated on the attached map.*

*The foundations may be either slab or basement.*

*Each house shall be of a **two bedroom and two bathroom, one car garage design.***

*The driveway shall be paved.*

*See attached exhibit D for an acceptable sample design. Blueprints of this design and others previously built in the complex are available if the builder chooses to copy some or all of the elements.*

*All bids must include specifics regarding framing, roofing, heating, plumbing, electrical, windows, insulation and all other generally accepted elements of home building.*

*The homes may be either one or two levels and must include a usable front porch.*

*Target completion date for both houses is March 1, 2018 but no later than April 1, 2018.*

### B. Additional Requirements

*This project will comply with all codes, standards, regulations, and workers' safety rules that are administered by federal agencies (HUD, EPA, OSHA, and DOT), state agencies (State OSHA, DNR, and DCH), and any other local regulations and standards (i.e. local ordinance and building codes) that may apply.*

- All homes are constructed to be energy-efficient and low maintenance.
- Front porches on all homes.
- Ten year structural warranty.
- Two year mechanical warranty.

## EVALUATION CRITERIA AND SCORING

*During the evaluation of responses to this Request for Proposal, KVCAP AND CONY VILLAGE, LLC will take into consideration the experience, capacity, and costs that are being proposed by the Respondent.*

## SUBMITTAL REQUIREMENTS

*RFP responses must be submitted **both** via hard copy and scanned e-mail copy sent to [DavidP@KVCAP.org](mailto:DavidP@KVCAP.org). Each respondent shall submit documents in a clear proposal on regular 8.5x11 paper. **Responses not submitted both via hard copy and e-mail will not be considered.** Respondents are advised to adhere to the Submittal Requirements. Failure to comply with the instructions of this RFP will be cause for rejection of submittals.*

*KVCAP AND CONY VILLAGE, LLC reserves the right to seek additional information to clarify responses to this RFP. Each response must include the following:*

### A. Letter of Interest

*Please submit a Cover Letter of Interest signed by a duly authorized officer or representative of your organization, not to exceed two pages in length. This letter may be submitted prior to a full proposal or with a full proposal and may be emailed to [DavidP@KVCAP.org](mailto:DavidP@KVCAP.org). The Letter of Interest must also include the following information:*

*The principal place of business and the contact person, title, telephone/fax numbers and email address.*

*A brief summary of the qualifications of the Respondent and team.*

*Description of organization (i.e. Corporation, Limited Liability Company, or Joint Venture).*

- *The names and business addresses of all Principals of the Respondent. For purposes of this RFP “Principals” shall mean persons possessing an ownership interest in the Respondent.*
- *If the Respondent is a partially owned or fully-owned subsidiary of another organization, identify the parent organization and describe the nature and extent of the parent organization’s approval rights, if any, over the activities of the Respondent.*

*The Certification attached hereto at the end of this RFP and incorporated herein by reference must be signed by Respondent and attached to the Letter of Interest*

## B. Threshold Requirements

*These documents must be submitted and acceptable before KVCAP AND CONY VILLAGE, LLC will review the Experience and Capacity proposal:*

1. Evidence of Insurance: Commercial General Liability with limits not less than \$2,000,000; Workers Compensation and Employers Liability with limits not less than \$500,000; and, Automobile Liability with limits not less than \$1,000,000 per occurrence.
2. State licensed and certified if applicable.
3. Evidence of Financial Stability: All Respondents shall include their most recent financial statements with the proposal response. This information will assist KVCAP AND CONY VILLAGE, LLC in determining the Respondent's financial condition. KVCAP AND CONY VILLAGE, LLC is seeking this information to ensure that proposers have the financial stability and wherewithal to assure good faith performance.
4. Three (3) references of related projects, including date of project, contact person and phone number, and a brief description of the project.
5. Conflict of Interest Statement & Supporting Documentation: Respondent shall disclose any professional or personal financial interests that may be a conflict of interest in representing the KVCAP AND CONY VILLAGE, LLC. In addition, all Respondents shall further disclose arrangement to derive additional compensation from various investment and reinvestment products, including financial contracts.

## C. Main Proposal

*Please provide the following information:*

1. Years of experience and detailed qualifications in performing the range of Building services on various property types including leadership member resumes. Past projects will be reviewed to determine if the respondent has successfully completed projects similar in nature and scope. Respondents should provide narrative examples of three (2) projects that are similar in nature to projects described in the RFQ.
2. If you engage independent contractors, how many do you intend to hire? Please provide the areas that will be subcontracted (i.e. plumbing, electrical, concrete). Do you intend to cover them with worker's compensation? *(All independent contractors will be required to have worker's compensation coverage either on their own or through the primary contractor, which will be the responsibility of the respondent)*
3. Capacity to complete the Building within the allotted period of time. Please provide the number of properties your company has maintained in the past year.
4. Budget: See Appendix C – Budget Breakdown. This form must be completely filled out. The Contractor will sign a fixed price contract to include all work and services.
5. Plan for recycling or waste management of used construction and waste materials in a timely manner.

## SELECTION PROCESS

*The Selection Committee comprised of KVCAP AND CONY VILLAGE, LLC staff will review qualifications in accordance with the evaluation criteria set forth herein and Cony Village objectives and policies. Proposals that are submitted timely and comply with the mandatory requirements of the RFP will be evaluated in accordance with the terms of the RFP. Any contract resulting from this RFP will not necessarily be awarded to the vendor with the lowest price. Instead, contract shall be awarded to vendor whose proposal meets the requirements and criteria and also fits within Cony Village price range criteria for affordable housing.*

## QUESTIONS

*Questions regarding this RFP should be submitted in writing via email to DavidP@KVCAP.org.*

## SUBMITTAL DUE DATE

*Responses to this RFP are due by 5pm on Friday, October 27, 2017. Responses to this RFP must be e-mailed to:DavidP@KVCAP.org. Each Respondent is responsible for labeling the exterior of the sealed envelope containing the proposal response with the proposal number, proposal name, proposal due date and time, and your firm's name. Hard copies must be delivered to:*

David Pelton  
KVCAP  
97 Water Street  
Waterville, ME 04901

## **Rejection/Negotiation Rights**

KVCA and Cony Village, LLC reserve the right to reject or to negotiate the terms of any and all proposal(s), if it is deemed in the best interest of KVCAP and Cony Village, LLC to do so.

## CERTIFICATION FORM NOTE

*THIS PAGE MUST BE COMPLETED AND INCLUDED WITH THE SUBMITTAL CERTIFICATION*

*The undersigned hereby certifies, on behalf of the Respondent named in this Certification (the "Respondent"), that the information provided in this RFP submittal to KVCAP AND CONY VILLAGE, LLC is accurate and complete, and I am duly authorized to submit same. I hereby certify that the Respondent has reviewed this RFP in its entirety and accepts its terms and conditions.*

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*(Name of Respondent)*

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*(Signature of Authorized Representative)*

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*(Typed Name of Authorized Representative)*

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*(Title)*

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*(Date)*

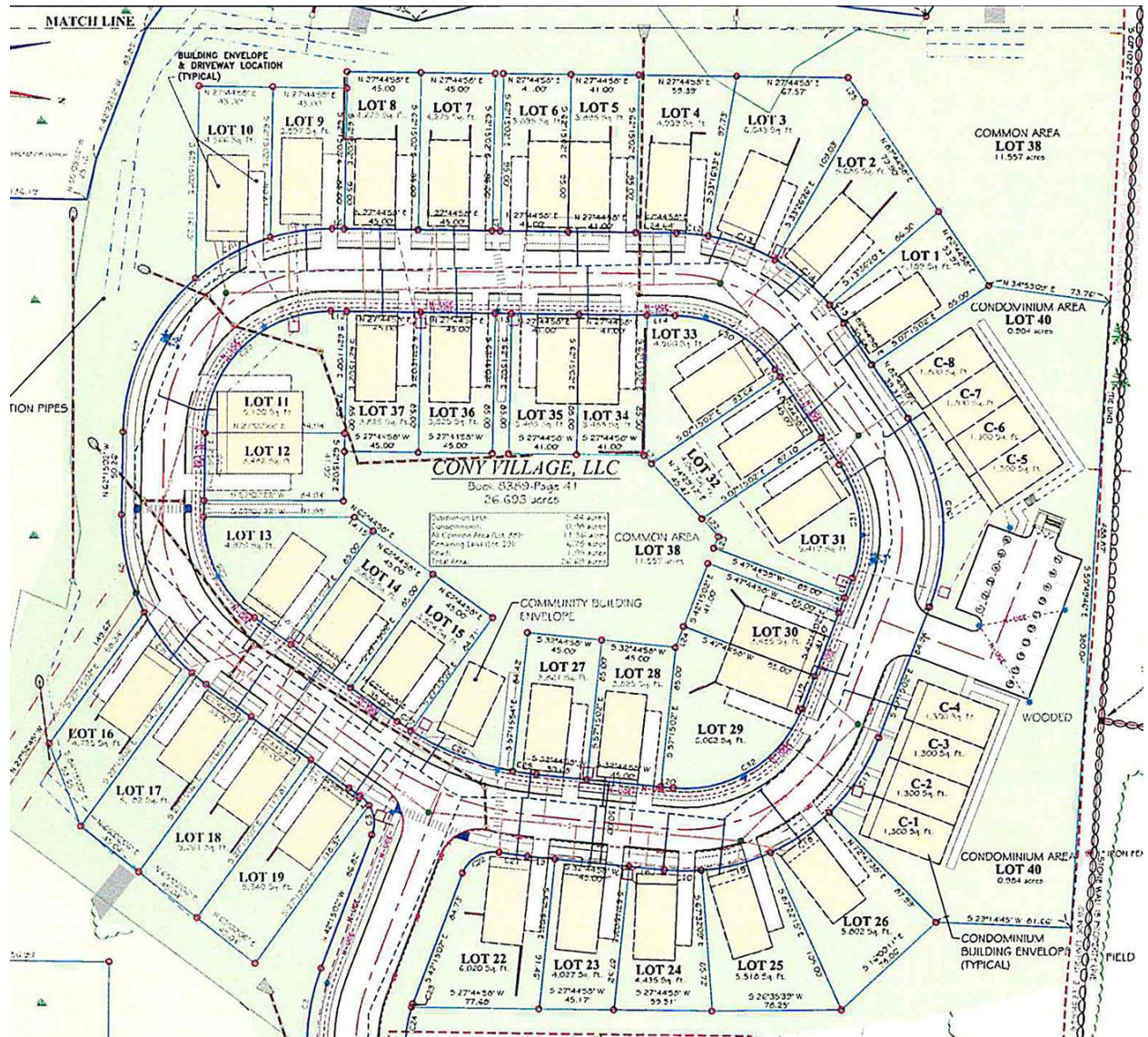


## RFP SUBMITTAL REQUIREMENTS CHECKLIST

*Please provide Checklist with response to RFP*

- Letter of Interest
- Certification
- Evidence of Insurance
- State License and or Certification [cross through this line if not required]
- Evidence of Financial Stability (most recent financial statements)
- References
- Conflict of Interest Statement & Supporting Documentation
- Description of Company
- Capacity of Company
- Pricing Proposal
- Additional Documents to Support Your Proposal
- RFP Submittal Requirements Checklist

# APPENDIX A: MAP AND lots of Cony village



Lots 23 and 24 will be the next two developed. Additional lots are available, including duplexes and condominiums. If a contractor would like additional information on additional lots please contact KVCAP via DavidP@kvcap.org.

## APPENDIX B: CONFLICT OF INTEREST STATEMENT

### **[Respondent] Conflict of Interest Statement**

The owner(s), corporate members or employees of Respondent, shall not derive any personal profit or gain above or beyond the terms of the agreed to contract, directly or indirectly, by reason of his or her participation with KVCAP and Cony Village, LLC. Each individual shall disclose to KVCAP and Cony Village, LLC any personal interest or direct relationship which he or she may have and shall refrain from participation in any decision making in related manners.

Any owner, corporate member or employee of [Respondent] who is an officer, board member, a committee member or staff member of a related organization shall identify his or her affiliation with such agency or agencies; further, in connection with any policy committee or board action specifically associated with KVCAP and Cony Village, LLC, he/she shall not participate in the decision affecting that entity and the decision must be made and/or ratified by the full board.

At this time, I am a Board member, a committee member, or an employee of the following organizations/companies:

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Now this is to certify that I, except as described below, am not now nor at any time during the past year have been:

- 1) A participant, directly or indirectly, in any arrangement, agreement, investment, or other activity with any vendor, supplier, or other party; doing business with KVCAP and Cony Village, LLC which has resulted or could result in person benefit to me.
- 2) A recipient, directly or indirectly, of any salary payments or loans or gifts of any kind or any free service or discounts or other fees from or on behalf of any person or organization engaged in any transaction with KVCAP and Cony Village, LLC.

Any exceptions to 1 or 2 above are stated below with a full description of the transactions and of the interest, whether direct or indirect, which I have (or have had during the past year) in the persons or organizations having transactions with KVCAP and Cony Village, LLC.

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Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Printed name: \_\_\_\_\_

**Respondent  
Address  
Telephone**

## APPENDIX C: Budget Breakdown

<u>Construction Item</u>	-	<u>Cost</u>
Foundation/Driveway		
Framing/Roofing System		
Driveway/Groundwork		
Exterior Siding		
Exterior Doors & Windows		
Porch Assembly		
Insulation		
Drywall		
Appliances		
Interior Trim & Interior Doors		
Plumbing & Heating		
Electrical		
Kitchen & Bath Cabinets		
Floors		
Paving		

**\*Add Line Items as Needed.**

Appendix D:

Sample One Level Design for Cony Village

