

CDI Development Fund, Inc.

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COOPERATIVE DEVELOPMENT INSTITUTE

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Wednesday April 17, 2024

NOTICE OF REQUEST FOR PROPOSALS

Dear Prospective Contractor:

The CDI Development Fund, Inc., in collaboration with the Cooperative Development Institute, is seeking proposals for the purchase and placement of four new Energy Star homes in the ANDCO Mobile Home Cooperative. A detailed scope of work is included in the attached RFP, which includes –but is not limited to: the removal of two uninhabitable homes (including hazmat testing and abatement), the performance of all site preparation work on four lots, the laying of four new slabs, the placement of four new Energy Star homes, utility hookups, and finishing touch work (including placement of skirting, steps, and a ramp for one of the homes).

Prospective new homeowners who meet ANDCO's membership eligibility requirements will be offered an opportunity to connect with Champlain Housing Trust's down payment program and may also be directed towards other relevant programs, if applicable.

Interested prospective bidders should carefully read through the entire attached RFP.

Timeline for Submissions

- **Questions** can be submitted up until **Monday May 6, 2024**, and should be submitted in writing to Shana Siegel at: ssiegel@cdi.coop. Prospective Proposing Contractors who do not have email accounts can mail written questions to: ANDCO Project PO Box 282 Plainfield, VT 05667. Mailed questions must be postmarked by **Monday May 6, 2024**.
- Depending on contractor interest / demand, an optional informational meeting may be held **the week of May 6, 2024**.
- Proposals must be submitted /postmarked by **Monday May 13, 2024**. Proposals can be submitted (a) in PDF format by email, or (b) in printed format by mail. Emailed proposals should be sent to: ssiegel@cdi.coop with subject line: **"ANDCO Proposal"**. Mailed proposals should be sent to ANDCO Project PO Box 282 Plainfield, VT 05667.
- Any submissions received (or postmarked) after the specified time shall not be considered unless such last submission is the only proposal.
- Review of proposals will begin **May 14, 2024**, and continue until a winning proposal is identified based on the *Criteria for Evaluating Proposals*, which is included further below in the attached RFP.

We look forward to receiving your proposal and possibly working with you on this project.

Sincerely, Shana Siegel, Project Coordinator

Request for Proposals

Project Overview

On behalf of the ANDCO Mobile Home Cooperative, Inc., the CDI Development Fund has received a congressionally-directed spending award / FY 2023 CPF Grant NO. B-23-CP-VT-1502 to purchase and place four new 2-3-bedroom manufactured homes on the cooperative's property. Two of these homes will be placed on vacant lots, and two of these homes will replace existing homes that are presently inhabited and will first need to be emptied, tested, abated of hazardous materials, and removed. Removal of these homes must be coordinated such that the homeowners have time to move their belongings out of the home and the abatement and demolition can begin promptly after the homes are vacated/emptied. Each of the four lots in this project will require advanced site work (i.e., leveling/grading each site, and also checking and possibly upgrading the existing water/sewer/electrical and propane hook-ups on each site), and each will need a newly-laid slab prior to placement of the new homes. Finally, once homes are placed, utility hookups will need to be tested along with performance of the final finishing touches (skirting, stairs, one ramp, site cleanup).

Project Scope of Work

The below project scope of work lists the known processes that need to be completed in order to bring this project to a successful close. There are two important points to note on the below scope of work:

A. Some items are optional

Some of the items in the below Scope are optional. Proposing Contractors should complete and include the attached Cost Estimate Sheet [**Attachment A**] in their submissions.

B. The RFP Scope of Work might not be exhaustive

Though we are listing all of the known general work items for this project, we understand that you are the experts in the field, not us. For that reason, we are requesting that Proposing Contractors utilize their knowledge and expertise when submitting their proposals, and that they clearly signify in their proposals any additional work items that they have identified as necessary to completion of this project, as well as their cost estimates for those work items. Please be sure to provide as much detail as possible so as to justify the additional work and additional funding needed for such work items.

Proposed corrections to our Scope of Work will be kept confidential and will demonstrate evidence of knowledge and expertise in the required work.

C. Proposals should include all products, materials, labor, and other expenses

Proposals must include full itemized lists of expenses required to complete the project (including labor, materials, home accessories, etc.), along with the final proposed cost.

SCOPE OF WORK for

Group A –Replacing Two Presently-Inhabited Homes (2 energy star homes, both 14' x 68')

For the two lots in Group A, each lot contains a presently-inhabited, but technically uninhabited home that must be removed in coordination with the move out of the existing homeowners and the storage of their belongings. This move out and storage work is being planned apart from the work covered in this RFP.

The known work items that need to be completed for Group A sites/homes are as follows:

1. Securing all necessary permits
2. Hazardous materials testing for two homes that are to be replaced
 - a. Solicit bids for hazardous materials testing
 - b. Contract with winning bidders
 - c. Oversight of testing work (as needed to ensure work is done in a timely fashion)
3. Hazardous materials abatement
 - a. Soliciting bids for hazardous materials abatement for these two homes
 - b. Identify and contract with winning bidders
 - c. Coordinating abatement scheduling with the scheduling of the move-out of existing homeowners and their belongings (which will be placed into storage either on site or off site)
 - d. Oversight of hazardous materials abatement work (as needed to ensure work is completed in a timely fashion)
4. Demolition of two homes
 - a. Either perform or solicit cost estimates and contract with someone else who will perform the demolition of these two homes in a timely fashion.
 - b. Follow-up on any loose ends after demolition, communicating these to the relevant CDI staff member.
5. Site work -- in accordance with HUD MH Installation Standards
 - a. Leveling/grading the site in a manner sufficient to support the new slab and the selected new home for each site
 - b. Laying a new slab with dimensions and of a type that is sufficient to support the selected new home for each site
 - c. Performing maintenance and upgrades on the utility (water/sewer/electric/gas/telecommunications, if applicable) hook-ups on each site.
6. Placement of new homes, completing extras -- in accordance with HUD MH Installation Standards
 - a. Placement of home for each site
 - i. This estimate must include all: the cost of the homes, the cost of transporting the homes, the cost of siting the homes, all labor and equipment costs associated with the preceding, and any other product, time, materials costs involved.
 - b. Hooking up utilities (water, sewer, electric, and gas/telecommunications, as applicable)
 - c. Installing steps, skirting, and any other final extras on each home [one home gets a ramp as well as steps]
 - d. Clean-up of each site, so as not to leave debris littered throughout.
7. Finalizing Selected Homeowners and Member Move-in Processes
 - a. This work will be done by parties other than the contractor, but can potentially be done on collaboration with the contractor.
 - b. Simultaneously with demolition and site work, we will be working with qualifying prospective homebuyers to secure any needed home financing and to complete and submit their application materials for membership to the ANDCO Mobile Home Cooperative.

- i. The property management company will (a) gather required personal information, (b) perform required checks (background, credit, reference), and (c) make a recommendation to the board of directors (consisting of three potential categories: qualified, not qualified, or borderline-qualified).
- ii. The Board of Directors will meet to make final approvals of applicants. If there are more applicants than there are lots/homes available, the Board of Directors will have to utilize their additional screening criteria (looking more closely at references and other checks, and also considering their “additional scoring criteria”)
- iii. Selected applicants will be asked to be available on a particular day in order to finalize their purchase of the home and/or their membership and move-in procedures.

SCOPE OF WORK for

Group B – Placing Two New Energy Star Homes on Two Vacant Lots

Work items in Group B include site work, the laying of new slabs, the inspection/upgrading of utility hookups, and the placement of a new energy star home on each of the two vacant lots. One of these new homes will be standard size, while another one of the homes is to be a slightly smaller model (this is according to the Town of Highgate, who has said this home has to be smaller, at “14’ x 66’ *plus hitch*”).

The known work items that need to be completed for Group B lots/homes include:

1. Securing all necessary permits
2. Site work -- in accordance with HUD MH Installation Standards
 - a. Leveling/grading the site in a manner sufficient to support the new slab and the selected new home for each site
 - b. Laying a new slab with dimensions and of a type that is sufficient to support the selected new home for each site
 - c. Performing maintenance and upgrades on the utility (water/sewer/electric/gas/telecommunications, if applicable) hook-ups on each site.
3. Placement of new homes, completing extras -- in accordance with HUD MH Installation Standards
 - a. Placement of home for each site
 - i. This cost must include all: the cost of the homes, the cost of transporting the homes, the cost of siting the homes, all labor and equipment costs associated with the preceding, and any other product, time, materials costs involved.
 - b. Hooking up utilities (water, sewer, electric, and gas/telecommunications, as applicable)
 - c. Installing steps, skirting, and any other final extras on each home
 - d. Clean-up of each site, so as not to leave debris littered throughout.
4. Finalizing Selected Homeowners and Member Move-in Processes
 - a. This work will be done by parties other than the contractor, but can potentially be done on collaboration with the contractor.
 - b. Simultaneously with demolition and site work, we will be working with qualifying prospective homebuyers to secure any needed home financing and to

complete and submit their application materials for membership to the ANDCO Mobile Home Cooperative.

- i. The property management company will (a) gather required personal information, (b) perform required checks (background, credit, reference), and (c) make a recommendation to the board of directors (consisting of three potential categories: qualified, not qualified, or borderline-qualified).
- ii. The Board of Directors will meet to make final approvals of applicants. If there are more applicants than there are lots/homes available, the Board of Directors will have to utilize their additional screening criteria (looking more closely at references and other checks, and also considering their “additional scoring criteria”)
- iii. Selected applicants will be asked to be available on a particular day in order to finalize their purchase of the home and/or their membership and move-in procedures.

Additional Contractor Requirements

This proposal is funded with federal and state funds, and the construction contract will be subject to federal requirements, including but not necessarily limited to those below:

1. Small and Minority Businesses, Women’s Business Enterprises, and Labor Surplus Firms
Contractors will take all necessary affirmative steps to assure that minority businesses, women’s business enterprises, and labor surplus area firms are used whenever possible in accordance with [2 CFR § 200.321](#).
2. Economic Opportunities for Low-and Very Low-Income Persons
Contractors will, whenever possible, ensure that training, employment, contracting, and other economic opportunities are directed to qualified low- and very-low-income persons, as required in Section 3 of the Housing and Urban Development Act of 1968 (Section 3), 12 U.S.C. 1701u (Economic Opportunities for Low- and Very Low-Income Persons in Connection with Assisted Projects), and the HUD regulations at 24 CFR Part 75.
3. Equal Employment Opportunity
During the performance of this contract, the contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, or national origin, such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause. The contractor will include the immediately preceding paragraph in every subcontract.
4. Domestic Preferences for Procurements
As appropriate and to the extent consistent with law, contractors will, to the greatest extent practicable under a federal award, provide a preference for the purchase,

acquisition, or use of goods, products, or materials produced in the United States (including, but not limited to: iron, aluminum, steel, cement, and other manufactured products), in accordance with [2 CFR § 200.322\(a\)](#). Compliance with the Buy American Preference (BAP) is desired, but not required, for this project, which is funded by a FY2023 CFP appropriation/award.

5. Avoidance of Unnecessary Expenses

Contractors will avoid charging for the acquisition of unnecessary or duplicative items in accordance with [2 CFR § 200.318\(d\)](#).

6. Bonding and Insurance Requirements

a. Contractors must be willing and able to meet the following bonding requirements in accordance with [2 CFR § 200.326](#):

- i. **A “bid guarantee” equal to five percent of the final best and final offer price.** Such bid guarantees must consist of a firm commitment such as a bid bond, certified check, or other negotiable instrument accompanying the bid as assurance that the bidder will, upon acceptance of the bid, execute such contractual documents as may be required within the time specified.
- ii. **A performance bond for 100 percent of the contract price,** which will be executed in connection with the contract to secure fulfillment of all the contractor’s requirements under such contract.
- iii. **A payment bond on the part of the contractor for 100 percent of the contract price,** which will be executed in connection with the contract to assure payment as required by law of all persons supplying labor and materials in the execution of the work provided for in the contract.

b. Contractors must be fully insured with regard to labor, liability, and merchandise.

7. Qualified and Free From Debarment

- a. CDI will perform reference, qualification, and debarment checks on all bidders. Contractor integrity, compliance with public policy, record of past performance, and financial and technical resources must all be considered in accordance with [2 CFR § 200.318\(h\)](#) (see also [§ 200.214](#)).

Proposal and Submission Requirements

Proposals should include a full, itemized list of costs and prices for every component of the project, including (but not limited to) labor cost for each item in the scope of work as well as for any additional labor time/expenses (administrative labor, etc.); price for each purchased item, including each home, appliances for each home (if sold separately), accessories for each home (steps and skirting at a minimum, one home needs a ramp); transportation costs and crane /equipment expenses; and pricing/costs anything else that will be needed to complete the project.

The contractor will be responsible for ensuring that the work is completed per the permitted designs and shall not deviate from the approved scope of work. Contractor shall organize responsibilities and workflow of the project and direct questions about the design plans to project engineer.

Please provide:

- Timeline for start date and completion
- Contact information, including:
 - Name of business and name of primary point of contact, address, phone, email address
 - DUNS or UEI number from SAM.gov
 - Federal EIN
 - Proof of adequate insurance coverage
- References from projects of similar size and scope completed in past three years.
- References and/or other evidence of successful past performance (including meeting costs, schedules, and performance requirements) of contract work substantially similar to that required by this RFP
- Full explanations of, and reasoning for, any proposed deviations from the Scope of Work outlined in this RFP
- Full explanations of technical aspects of work and management plan
- Information on how contractor will fulfill bonding requirements
- Required Attachments
 - Attachment A – Itemized Cost Estimate Sheet
 - Certification Regarding Debarment and Suspension – Form HUD-2992 (3/98) ([link](#))
- For Contractor Review (not required to be returned)
 - Representations, Certifications, and Other Statements of Bidders FORM HUD-5369-A (11/92) ([link](#))

Timeline for Submissions

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- Any submissions received (or postmarked) after the specified time shall not be considered unless such last submission is the only proposal.
- Review of proposals will begin **May 14, 2024**, and continue until a winning proposal is identified based on the *Criteria for Evaluating Proposals*, which is included further below in the attached RFP.

- All proposing contractors will be notified of acceptance or dismissal of their proposal within a week of the awarding of the contract.

Receipt of Proposals

Proposals will be date-time stamped when they are received and will be held unopened in a secure place until the established date for receipt of proposals has passed. Since proposals are being submitted in confidence and may contain proprietary information (such as trade secrets or other confidential business information regarding the offeror's approach to the work), they will not be opened publicly. After the closing date, all proposals received will be opened and evaluated in confidence. Proposals and any changes to those proposals will be shown only to CDI DF/ CDI personnel who have been authorized by CDI / CDI DF as having a legitimate interest in them on the condition that information in the proposals will not be released to anyone who has not been so authorized.

Criteria for Evaluating Proposals

Contracts will be awarded to the responsible firm whose proposal is most advantageous to the project, with price and other factors being considered. Our consideration of each proposal will follow a multi-step process:

1. Eligibility Check
 - a. **Guaranteed Costs that Fall Below the Project Cost Ceiling**
CDI staff have done a price analysis for all parts of this project. Because this funding is the result of legislation, it will not be possible for us to increase costs partway through the project. All bids must be guaranteed.
 - b. **Ability to Comply with Federal Funding Requirements**
Awards cannot be made to any contractor who cannot demonstrate an ability to comply with Federal funding requirements.
2. Assessing Technical Factors Advantageous to the Project
Of those proposals that meet this requirement, further objective and thorough assessment and scoring of each proposal will be based on the factors in the below table:

Demonstrated ability to comply with federal funding requirements	10	Points
Demonstrated understanding of the requirements	10	Points
Quality of work plan and appropriateness of technical approach	20	Points
Demonstrated experience performing similar work	10	Points
Ability to complete work in a timely manner	18	Points
Financial capability to complete project	15	Points
Demonstrated successful past performance (including meeting costs, schedules, and performance requirements) of contract work substantially similar to that required by this RFP (as verified by reference checks and other means)	15	Points

Impact on the Project (positive or negative) of any proposed changes to the RFP Scope of Work	Range up to + / - 12 Points
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3. Competitive Range - Technical Factor Scoring and Cost

After scoring and ranking eligible proposals for technical factors beneficial to the project, a staff person shall determine a competitive range, which will include those proposals that have a reasonable chance of being selected for the award. Considerations will include an evaluation of cost or pricing information --as well as the “total package” of cost, plus technical factors—to decide whether each proposal should be kept in the running for negotiations and the possible award. Such proposals shall be ranked in three categories (“acceptable,” “potentially acceptable,” and “unacceptable”) and the staff member will then set target objectives for negotiation in relation to each proposal.

If, among those proposals deemed to fall within the competitive range, one proposal stands out as a clear winner, that contract will be awarded and no further assessment and evaluations of the other proposals will be undertaken.

4. Discussions / Negotiations

If more than one proposal is deemed as eligible for the negotiation phase, and no one proposal stands out as the clear winner among them, then tailored discussions will be undertaken with each proposing contractor in order to offer said contractors an opportunity to revise their proposal. Such discussions, which may include bargaining (i.e., persuasion, alteration of assumptions and positions, give-and-take) and may apply to price, schedule, technical requirements, type of contract, or other terms of the proposed contract.

5. Best and Final Offers

After discussions are complete, each proposing contractor will be invited to submit their best and final offers, making any changes that they wish in their final proposal. These best and final offers will be evaluated in essentially the same manner as the initial offers. Late responses will be treated in the same manner as late initial offers (starting this process over from Step 2 onward), which means that, for those failing to submit best and final offers on time, their initial offers will be considered their best and final offer.

6. Contract Awards, Notice to Unsuccessful Proposing Contractors

The proposal that stands out as the clear winner in the above process shall be awarded the contract, pending debarment and other compliance checks. Written notice will also be sent to unsuccessful proposing contractors. The notice shall identify the successful contractor, the contract price, and the basis for the decision not to select the unsuccessful proposing contractor.

ATTACHMENTS

Table of Contents

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