



General Contractor RFQ
Modular Housing Construction Services
RFQ No: HCDCmodularhousingGC-2022
Pre-Qualification Conference on June 2nd, 2022
RFQ due on June 10th, 2022

**REQUEST FOR QUALIFICATION #T1-MASS-2022
PROFESSIONAL CONSTRUCTION SERVICES FOR MASS TIMBER MODULAR HOUSING**

To: General Contractor Firms
Subject: Request for Qualifications for Professional Construction Services for Modular House Prototype Construction Project.

Issue Date: May 13th, 2022

Due Date: All RFQ need to be delivered by 5:00 PM on June 10th, 2022, to Hacienda CDC located at 6700 NE Killingsworth Street, Portland, OR 97218

RFQ Contact: Leticia Cervantes
Mass Timber Innovation Director
Hacienda CDC
6700 NE Killingsworth Street
Portland, OR 97218
email: lcervantes@haciendacdc.org

Pre-Conference: June 2nd 3:00 PM Hacienda CDC offices.
Attendance is optional but strongly encouraged

No documents are available for this RFQ. All designs and materials will be original and will be developed in collaboration with the construction team adopting a Design-Build approach.

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I. INTRODUCTION

Hacienda CDC is a Latino Community Development Corporation that strengthens families by providing affordable housing, homeownership support, economic advancement, and educational opportunities.

During the 2021 Oregon Legislature Special Session both the Port of Portland and Hacienda CDC received a \$5MM grant to prototype the design, development, and installation of volumetric mass timber modular housing.

Through this prototype exercise Hacienda CDC, Design Team and Construction Company will design and develop modules that can stand alone as a single floor studio or through a combination of up to four modules a two-to-three-bedroom modular volumetric homes.

This type of module made with mass timber products will be one of the first in the nation.

For the purposes of this RFQ consider the following definitions:

- i. **Modular House:** A home-structure assembled primarily with mass timber panels.
- ii. **Module:** A standardized component(studio) that can be used to construct a more complex and larger structure (home).
- iii. **Unit:** A combination of two or more modules to develop a home up to three bedrooms.

A. Notice

Hacienda CDC request for qualifications #HCDCmodularhousingGC-2022 Professional General Contractor (GC) Services for the construction of mass timber modular homes. The qualified professional GC firm will lead the construction team to prototype the designed volumetric mass timber modular housing units.

The GC team will collaborate closely with the Hacienda Mass Timber Innovation Director and the design team, to provide feedback and specific recommendations on the design and any systems and detailing of the modular units.

In addition, the GC team will be responsible for installing and commissioning the modular homes in the sites previously selected by the Hacienda team. These units will be sited across the state. (Sites and jurisdictions remain to be selected).

The Hacienda CDC Modular Housing Project has a goal of 20% participation by firms certified by the State of Oregon's Certification Office for Business Inclusion & Diversity (COBID) for all contracts. Interested COBID certified firms are encouraged to submit proposals or participate as sub-consultants.

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A pre-qualification conference will be held on June 2nd at 3:00 PM at Hacienda CDC offices. Attendance is optional but strongly encouraged.

B. General Contractor

The successful respondent will demonstrate the following attributes: a commitment to work with high safety and quality standards; exemplary problem-solving skills; solution oriented; a diverse and highly qualified team; written and oral communication skills; and all resources necessary to successfully execute the project.

Experience constructing modular units or working with advanced wood products is desired.

The GC work will begin by consulting with the design team during the design process, integrating field and design experience in a design-build approach. The primary objective is to collaboratively design not only a buildable module, but an efficient unit that can be replicated with minimal process.

Capacity: The selected firm will have the necessary capacity to build the modular units at Port of Portland, Terminal 2, transport the modular units to the site, and complete on-site construction, of 9 modular homes not later than 06/01/2023 with the goal of a 1 fully installed prototype by 12/09/22.

NOTE: Given the prototyping nature of these modules, the construction company is expected to work closely with the A&E team and with the HCDC project manager to find solutions to problems uncovered during design, pre-construction, transport, and site prep and permitting phases of the project. Optimization and cost containment are key to the future success of a larger manufacturing process and large-scale production. Hacienda's mass timber innovation director is experienced in

manufacturing processes will document the design and construction process and make recommendations in collaboration with all consultants on process optimization. Expert huddles may include mass timber manufacturers, builders, research and development experts, Hacienda CDC staff, additional external consultants if it's needed, sub-contractors, etc. All of whom will act as thought and expert partners.

The distinction "thought and expert partners" is central to this process. The construction company is expected to communicate this requirement to their sub-contractors. The same requirement will be required of the selected A&E team and their sub-consultants.

C. Contract

The selected GC firm will enter into a construction service agreement which will be negotiated after the initial module designs have been complete and throughout the process.

The agreement will include progressive work phases, beginning with a kickoff construction meeting. Subsequent phases will be authorized by amendments to the agreement.

D. RFQ Schedule

Item	Description	Date	Time/Location/Method
1	RFQ Issue date	May 13 th , 2022	Hacienda Website & Mass Distribution via Email
2	Pre-conference	June 2 nd , 2022 - 3pm	In person, Hacienda CDC offices
3	RFQ due date	June 10 th , 2022	By 5:00 PM hard copy delivered to 6700 NE Killingsworth St. Portland, OR 97218
4	Finalists Interviews	June 17 th , 2022	In-person between 9:00 AM & 12:00 PM
4	Award announcement	June 21 st , 2022	Via email

The following schedule is subject to change. Hacienda CDC reserves the right to deviate at any time from this schedule.

II. SCOPE OF SERVICES

A. Statement of Work

For the purposes of this RFQ assume the following:

- i. The intended population for the Hacienda Modular Homes will be the general population with a priority to serve low- and moderate-income earners at 80 percent Area Median Income (AMI) or below.
- ii. Hacienda and its partners are using the prototype project to determine if mass timber wood products can help reduce the overall cost of housing targeted to serve the affordable housing market.
- iii. Hacienda CDC will select a minimum of three sites in Oregon, including one in the Portland Metro Area, to place and test these units.
- iv. Subject to site selection and other factors, the selected sites will tentatively include:
 - a. Site one: Four independent modules branded as studios.
 - b. Site two: Three two-bedroom units comprising multiple modules. The number of modules per unit will be determined by design.
 - c. Site three. Two three-bedroom units comprising multiple modules. The number of modules will be determined by design.

NOTE: The distribution of modules and site configuration may vary, depending on design and needs identified by jurisdictional partners. For example, Hacienda CDC team and selected jurisdictional partners may determine that having a site with a mix of unit sizes better meets the needs of the community.

A.1 About the module (basic unit)

The Hacienda Modular Housing Modules will be assembled on-site like "Lego blocks," one single block will be the basic unit which could be a studio, while attaching multiple modules will enable the creation of one studio up to a three-bedroom home.

Modules will be designed to be transportable as freight or barge to any location. The design must include the following:

- i. Modules need to be no more than 450 sqf and no less than 400 sqf.
- ii. Modules will be the same dimensions and need to be transportable by traditional freight modalities (truck, trailer, barge, etc.)
- iii. Modules need to be able to be assembled with other modules to create bigger housing units.
- iv. The Hacienda Modular Housing Units must be constructed in the factory including MEP, flooring, windows, fixed furniture, appliances, finishes, etc. Exterior insulation, exterior, and roofing will be installed on-site.
- v. Module design, systems, and construction need to be optimized for cost, transportability, ease of installation, and expedited delivery.

NOTE: The previous notes are intended for the design team and as information for the construction team.

B. General Construction Services

The design, construction and development of modular mass timber housing is relatively new and there is no significant literature outlining methodologies, design and construction examples, finishes, and MEP installations.

The construction manager shall participate in meetings between the design team and HCDC innovation director to develop procedures, measure progress, coordinate, and schedule work.

The final Construction/Prototyping Services Phase is likely to include the following tasks:

- i. Advise the architect and HCDC project manager on proposed site use and improvements.
- ii. Assist in outlining relevant cost factors, such as the cost of alternative design or materials, preliminary budget, and possible cost reduction.
- iii. Collaborate in the design and material selections, building equipment and building systems.
- iv. Provide recommendations on constructability, availability of materials and labor.
- v. Communicate the time requirements for procurement, installation, and construction.
- vi. Assemble the modular homes (Mass Timber Panels, and all MEP installation process)
- vii. Define the work scheme and labor requirements
- viii. Assist Hacienda CDC in identifying and scheduling appropriate training for operations staff if needed.
- ix. Attend regularly scheduled construction and design meetings.
- x. Prepare site and install modules in different locations in the State of Oregon.
- xi. Respond to RFIs
- xii. Provide payment applications
- xiii. Load the volumetric modular homes, transport, and install them on site.
- xiv. Prepare and distribute punch lists
- xv. Participate in one-year warranty inspections, prepare, and distribute written reports.
- xvi. Assist the design and management team in developing final feasibility, design, and constructability report when project is completed.

III. SUBMISSION REQUIREMENTS

A. Content Specifications

To be considered responsive and responsible, adhere to the following requirements. Respond only to the items listed below and include only relevant information. Responses must be specific and complete unto themselves. Do not include lists (past projects, past clients, etc.) unless specifically requested to do so. The Selection Committee (Committee) will not review materials that are not requested. Any submittal that, in the opinion of Hacienda CDC, does not fully and completely address these requirements will not be reviewed.

Brevity is encouraged. The Committee will look favorably upon succinct and direct language. There is no requirement to submit the maximum number of pages. For purposes of this RFQ, "major team members" include architect, civil engineer, landscape architect, structural engineer, MEP engineer(s), and building science experts.

A.1 Cover Letter

- i. Introduce the GC Firm, the consultant team, and key personnel.
- ii. Describe the team's interest in the Project.
- iii. An authorized representative of the firm shall sign the letter. If the Respondent is not a legal entity or is a joint venture or general partnership, authorized representatives of all principal participants shall sign the letter.

GC Team Information

- i. Business name and address
- ii. Brief description of major team members, including years in business, areas of expertise, professional credentials, number of current staff by position, and COBID certification (if applicable). Describe the capacity of major team members to engage in the Project given current commitments and timeframe of this project.
- iii. Identify personnel assigned to construction management services, and construction services phases. Include project managers, construction supervisors, engineers, and other key positions necessary to execute the work. Provide a brief biography of each that includes relevant past work. Multi-family

housing experience is beneficial but is not mandatory. Describe the approximate amount of time each person will devote to the project during each phase of work. Resumes may be included in an Appendix and will not be counted within the page limit.

- iv. State whether the major team members are currently or have been during the last five (5) years, involved in defending, negotiating, mediating, or litigating (in court, administrative proceedings, or arbitration) any claims or liens relating to or arising from construction or business activities. Provide a brief description of the circumstances that led to the claim(s) and the resolution(s). Hacienda CDC reserves the right to request more information on all claims disclosed.

A.3 Construction Portfolio

Describe the major team members' recent experience in construction of at least one (1) but no more than four (4) built projects that are structurally and/or programmatically compatible with the project in terms of structure and construction.

Typical structural similarities are public funding, public ownership, development team structure, robust community engagement, multiple phases, modular or manufacture housing, mass-timber design, etc.

Typical programmatic similarities are contextual considerations, single-family housing programs, building size and scale, design excellence and innovation, construction type and quality, etc. We understand this technology is a nascent technology and projects with these characteristics are scarce. So, any examples that can relate to our broad scope of work is beneficial.

For each portfolio project, please provide the following:

- i. Names of developer(s), major team members, and personnel proposed for the Hacienda Modular Housing Project who worked on the portfolio project.
- ii. Sample unit photographs and/or renderings, if available.
- iii. A brief narrative on the construction project, architectural, and construction features. This is an opportunity to highlight the construction team efficiency.
- iv. Provide any specific example of modular housing if any, regardless of the construction techniques used.
- v. Total construction cost.
- vi. References. For each project presented, provide current contact information for at least one (1) person familiar with the team member's work and

performance. References for each project included in the Construction Portfolio must be provided and at least one (1) reference for each project shall be the Owner's primary representative.

A.4 COBID Participation, Equity, and Diversity:

Hacienda CDC goal is to secure at least 20% project participation by State of Oregon COBID certified firms. Participation is measured by contract value. For this portion, please provide the following:

- i. The Team's plan to meet the goal of this Project.
- ii. An estimated value of the scope that will be completed by COBID certified firms
- iii. The GC Firm's history and experience in contracting with COBID certified firms (Responders may include details of past projects in the Construction Portfolio section)
- iv. Major team members' current workforce diversity statistics. Please note if any team members are Bilingual (Spanish/English).
- v. Major team members' goals and policies to promote workforce diversity.

A.5 Environmental and Social Responsibility

Environmental and Social Responsibility. For the GC Firm only, describe the following:

- i. Its approach to green building (Responders may include details of past projects in the Construction Portfolio section).
- ii. Its policies, programs, or practices to promote a fair and equitable workplace.
- iii. Its involvement in the community.

A.6 Cost

Cost will be developed in a collaborative effort with designer, project director and GC and negotiated with Hacienda leadership as design progresses and complexities are identified.

A.7 Licenses

- i. Provide proof of State of Oregon professional licensure and proof of City of Portland business licensure for construction firms.

A. Format Specifications

Each Proposal shall comply with the following specifications.

- i. 8.5" x 11" format, either vertical or horizontal
- ii. Font size no smaller than 10 points
- iii. Qualifications shall not exceed 25 pages. Only the first 25 pages will be evaluated. The page limit does not include a cover page. Do not include section dividers.
- iv. Submit one (1) full-color hard copy of the original Qualifications secured with a binder clip. Do not bind the original. The Qualifications shall be enclosed in a sealed envelope marked with the Project title, RFQ number, and the name and address of the Construction Firm.
- v. Submit one (1) full-color hard copy original of each of the following appendix items secured with a binder clip. Do not bind the appendices. These pages will not be counted within the page limit. Submit in the same envelope as the proposal.
 - a. Resumes of major team members' personnel assigned to the Project
 - b. Proof of State of Oregon professional licenses
 - c. Proof of City of Portland Business licenses
 - d. Certificate of Non-Discrimination (General contractor Firm only)
 - e. Copy of the executed joint-venture or other partnership agreement (if applicable).
 - f. Insurance capacity (specific requirement will be outlined with award)
- b. In the same sealed envelope containing the original Proposal, including a USB flash drive with two (2) Portable Document Format (.pdf) files:

- c. a. Qualifications
- d. b. Appendices
- e. All electronic material should be designed to print in full color.

VI. PROPOSAL EVALUATION AND AWARD

A. Evaluation Process

For this RFQ a five-step evaluation process will be implemented.

Step 1: Determine if the Qualifications are complete and meets application requirements

Step 2: Evaluate Proposals

Step 3: Determine initial scoring and Proposals in the Competitive Range

Step 4: Interview Respondents in the Competitive Range and final scoring

Step 5: Select the best qualified GC team.

Proposals that do not adhere to all terms and conditions of this RFQ or that are otherwise non-responsive may, in the sole discretion of Hacienda CDC, be determined to not meet the minimum requirements and may be rejected or given a low rating in the evaluation process.

A Selection Committee will be formed to evaluate the responsive Proposals and shall apply the evaluation criteria and scoring set forth in Part B of this section. The Committee will determine which and how many Proposals are finalists.

Hacienda CDC will provide written notice via email to all Respondents that are selected as finalists.

B. Evaluation Criteria

The following evaluation criteria will be implemented to rate all proposals.

Evaluation Criteria	Points / %
General Contractor Team & Experience	45
Construction Portfolio	20
COBID Participation, Equity & Diversity	30
Social and Environmental Sustainability	5
Cost	NA

C. Interview of Respondents in Competitive Range and Scoring Revisions

Interviews of all finalists will be conducted by the Committee. Upon conclusion of the interviews, the Committee may revise its scores based on the evaluation criteria in Part B of this section of those respondents interviewed. Interviews are not a separate evaluation criterion eligible for points, but the Committee may consider the interview when revising its scores.

During the final evaluation, the Committee may meet one or more times to discuss interviews, references, Qualifications, and revise scores.

The Committee will rank the Respondents in the Competitive Range and recommend the most advantageous Respondent based on the final scores. Hacienda CDC's Chief Executive Officer will consider the recommendation of the Committee and will make a final recommendation to Hacienda CDC's Board of Directors. The Board will authorize the execution of the contract.

V. STATEMENTS & REQUIRED INFORMATION

E. Clarifications, Addenda, Protests of RFQ Terms and Conditions

Respondents are cautioned not to make any assumptions as to the implied meaning or intent of any part of the RFQ. Respondents should request clarification and/or additional information concerning the RFQ in writing as soon as possible, but in no event will such requests be received by Hacienda CDC via email later than 4:00 PM in June 9th, 2022. If, in Hacienda CDC's opinion, additional information or interpretation is necessary, such information will be supplied in the form of an addendum that will be e-mailed to all individuals, firms, etc., that are on the prospective respondents list. Such addenda shall have the same binding effect as though contained in the main body of the Request for Qualifications. Any corrections or clarifications made in any manner other than by written addendum addressed to all Respondents will not be binding on Hacienda CDC and Respondents shall not rely thereon upon.

Any prospective Respondent who contends that the terms and conditions of this RFQ, or any aspect of the selection process (1) will encourage favoritism in the award of a Contract for Construction Services; (2) will substantially diminish competition; (3) will violate any other statute, regulation (including but not limited to Hacienda CDC's Contracting Rules), policy, or law of any kind; or (4) is ambiguous, insufficient, or unfair for any reason, must file a written protest to the RFQ, which must be received by Hacienda CDC on or before 4:00 PM on June 9th, 2022. Failure to file a protest by this time will be deemed a waiver of any claim by a Respondent that the selection process violates any of the items (1) - (4) of the foregoing sentence.

F. Clarifications of Statement of Proposals

Hacienda CDC reserves the right to seek clarification of the written Qualifications. Respondents will provide additional clarifying information in a timely manner.

G. Protests

Following the initial scoring of proposals, the Hacienda Selection Committee will invite finalists for an in-person interview. Following interviews, rescoring, and selection of most advantageous Respondent, Hacienda CDC will issue a Notice of Conditional Award.

- i. Conditional Award Protest. An adversely affected or aggrieved Respondent may submit a written protest of Hacienda CDC's decision regarding the Conditional Award. The protest shall specify the grounds upon which the protest is based. To be adversely affected or aggrieved, the Respondent must demonstrate that but for Hacienda CDC's (a) error in failing to reject a non-responsive higher-ranked qualified team or (b) substantial violation of a provision in the RFQ or applicable procurement statute or administrative rule, or (c) error in evaluating and scoring the protesting party's Proposal, the protesting party would have been named to the Competitive or selected for Conditional Award.
- ii. Latest Date to Protest. Protests must be received by Hacienda CDC no later than the seventh (7th) calendar day from the date of the Hacienda CDC's Notice of Conditional Award, unless indicated otherwise in the letter.
- iii. Protest Delivery. Protest shall be delivered in hard copy to the address below no later than 4:00 PM on the protest due date. Late protests will not be considered. Any protests of this solicitation should be sent to:

Dr. Ernesto Fonseca

Chief Executive Officer

Hacienda CDC

6700 NE Killingsworth Street

Portland, OR 97218

- iv. At the request of the protesting party, a hearing may if deem necessary, be conducted before the Selection Committee or another person or team delegated by Hacienda CDC's Chief Executive Officer within seven calendar days after submission of the written protest. The Selection Committee or any other party delegated by Hacienda CDC's Chief Executive Officer shall consider a written protest and issue a written decision on the protest. The Selection Committee may not consider a protest that is filed in an untimely manner or that fails to allege facts that would support a finding that the protestor is an aggrieved Respondent.

H. Selection of sub-consultants

Hacienda CDC reserves the right to accept or reject any sub-consultants to the General Contractor.

I. Cancellation or Rejection, Waiver of Irregularities

Hacienda CDC reserves the right to cancel this solicitation or reject any or all Qualifications packet in whole or in part at any time before execution of a Contract by both parties if cancellation or disbandment is deemed to be in Hacienda CDC's best interest. In no event shall Hacienda CDC have any liability for disbandment or rejection of Qualifications packet. Hacienda CDC reserves the right to waive irregularities or deficiencies in Qualifications if Hacienda CDC determines that such waiver is in the best interest of Hacienda CDC.

J. Cost of RFQ Preparation

Respondents to this RFQ undertake to provide a proposal solely at their own expense. Under no circumstances whatsoever will Hacienda CDC be responsible for or reimburse any costs incurred in the preparation and presentation of Qualifications, or for any related expenses or consequential damages of any kind.

K. References

Hacienda CDC reserves the right to investigate references including references in addition to those listed in the response to this RFQ. The investigation may include the past performance of the GC team member with respect to its successful performance of similar projects, compliance with specifications and contractual obligations, completion, or delivery of a project on schedule or on budget, and its lawful payment of sub-consultants, employees, and workers. If demanded by Hacienda CDC, supportive references must be furnished.

L. Withdrawal of Response

Any Qualifications packet may be withdrawn by delivering a written request to Hacienda CDC at any time prior to the time set for delivery of Qualifications. The request shall be executed by a duly authorized representative of the withdrawing Respondent.

M. Reservation of Rights Concerning RFQ

Hacienda CDC retains exclusive discretion and reserves the right to determine:

- i. Whether a Qualifications packet is complete and complies with the provisions of this RFQ.
- ii. Whether a Respondent should be allowed to submit supplemental information.
- iii. Whether irregularities or deficiencies in a Qualifications should be waived.
- iv. Whether to seek clarifications of Respondents or request additional information necessary to permit Hacienda CDC to evaluate, rank, and select the most advantageous Qualifications packet.
- v. Whether the Selection Committee should reconvene at any time and collectively review the scoring, making changes as the Committee deems appropriate.

###The End###