



REQUEST FOR QUALIFICATIONS
RFQ #2018-01

MODULAR HOME MANUFACTURER
AND INSTALLATION

Issue Date: December 21, 2018

Qualifications Due: January 14, 2019 at 2:00 pm

Issued by:

County of Sussex, Virginia
Post Office Box 1397, Sussex, Virginia 23884
20135 Princeton Road, Sussex, Virginia 23884

REQUEST FOR QUALIFICATIONS

MODULAR HOME MANUFACTURER
AND INSTALLATION

Table of Contents

I. INTRODUCTION..... 3

II. PURPOSE 3

III. BOARD..... 3

IV. ADMINISTRATIVE PERSONNEL 3

V. SCOPE OF SERVICES 3

VI. RFQ INSTRUCTIONS..... 4

VII. RFQ QUESTIONS FOR PROVIDERS..... 7

VIII. RFQ REVIEW 9

IX. SELECTION CRITERIA 9

X. RFQ REQUIREMENTS AND CONDITIONS..... 10

XI. INSURANCE REQUIREMENTS 12

XII. CONTRACT CONDITIONS..... 14

EXHIBITS:

- A. SCOPE OF WORK
- B. CONTACT INFORMATION FORM
- C. PROPOSAL FORM
- D. CURRENT CLIENT REFERENCES
- E. DRAFT BUILDING FLOOR PLANS

COUNTY OF SUSSEX
REQUEST FOR QUALIFICATIONS
MODULAR HOME MANUFACTURER AND
INSTALLATION

I. INTRODUCTION

The County of Sussex, Virginia, hereafter referred to as the “County” has received two Virginia Small Cities Community Development Block Grants (CDBG) from the Virginia Department of Housing and Community Development (DHCD) in 2018. The County projects include the revitalization of the Pocahontas neighborhood in the Town of Wakefield and recovery project related to the tornado that came through County causing damage in the Towns of Waverly and Wakefield.

The main purpose of these two grants is to provide reconstructed (new) housing to low-and-moderate income families to replace their existing homes. The project was approved using HUD funds and manufacturer’s unit will need to meet all HUD guidelines for construction as well as conforming with the 2015 Virginia Uniform Statewide Building Code (USBC).

The County is seeking qualifications from manufacturers of modular buildings suitable for use as permanent single-family permanent housing.

The goal of this Request for Qualification (RFQ) is to establish a contract with a qualified manufacturer, or manufacturers, for the construction, delivery, and installation of multiple modular buildings. Services required will include, but may not be limited to, construction and delivery of modular housing units and assistance to install said unit for both the Pocahontas Neighborhood Improvement Project and the Sussex County Regional Urgent Need Project.

II. PURPOSE

The purpose of this Request for Qualifications is to solicit responses from qualified companies to furnish and install Modular Homes to the County as identified in the “Scope of Work” of this request (Appendix A).

III. BOARD

The powers of the County are vested in its Board of Supervisors.

IV. ADMINISTRATIVE PERSONNEL

Mr. Vandy V. Jones III is the County Administrator. Mr. Andre Greene is the Director of Community Development and Mrs. Brenda Drew is the County’s Housing Coordinator. Mr. Michael Paul Dodson is the Project Manager.

V. SCOPE OF SERVICES

Respondents will be expected to provide the services as outlined in the attached Exhibit A-Scope of Work that has been provided.

VI. RFQ INSTRUCTIONS

a. Contact Information

This RFQ is being issued, as will any addenda by the County. The contact persons for the County are:

Mrs. Brenda Drew
Housing Coordinator
County of Sussex, Virginia
233 L South County Drive
Waverly, Virginia 23890
Phone: 804-834-1302

Mr. Michael Paul Dodson
Project Manager
Summit Design and Engineering, PLLC.
2201 West Broad Street
Ste 204
Richmond, Virginia 23220
Phone: 804-204-1022

b. RFQ Submission and Format

By this Request for Qualifications, the County is soliciting qualifications to be received by 2:00 p.m. (EST) on January 14, 2019 in the form outlined below. Late submittals will not be accepted.

1. Qualifications may be submitted by mail (or hand-carried) on or before the due date and time above; containing one (1) signed original and three (3) copies. Facsimile or email copies will NOT be accepted. Any general information not specifically relevant to the proposal shall be omitted or bound in a separate document. At a minimum, the proposal shall include the following:

- Identification of the company or individual(s) including name, address, telephone number, fax number, and email address;
- Name, title, address and telephone number of contact person during the period of the evaluation process;

2. Proposal shall be submitted to:

County of Sussex, Virginia
Attn: Mrs. Shilton R. Butts
Post Office Box 1397
Sussex, Virginia 23884
Phone 434-246-1000

Your hard-copy response shall include the following notation on the bottom

left hand corner of the proposal, "Request for Qualifications for MODULAR HOME MANUFACTURER AND INSTALLATION." Please also include company/individual name on outside of envelope. The qualifications will be evaluated based on the criteria established in this document. Qualifications received after the specified date and time will not be accepted. Two or more companies may be selected for an interview.

Facsimile Copies or emails will NOT be accepted.

All qualifications will become property of the County upon submission.

c. RFQ Terms and Conditions

The County reserves the right to select more than one respondent (and will accept joint venture qualifications), to select a respondent(s) for specific purposes or for any combination of specific purposes, and to defer the selection of any respondent(s) to a time of the County's choosing.

County reserves the right to reject any and all qualifications and to waive any informality in bids wherever it is in the best interest of County. The County also reserves the right to reject the bid of any bidder who has previously failed to perform, or to complete on time, contracts of a similar nature; who is not in a position to perform the contract, or who has habitually and without just cause neglected the payment of bills or otherwise disregarded his obligations to subcontractors, materials-man or employees; debarred from participation in federal or state contracting, or who is otherwise fairly not a responsible bidder.

No bid shall be withdrawn for a period of sixty (60) days subsequent to the opening of the bids without the consent of County.

d. Board and Staff Communications

Under no circumstances may any member of the County, Housing Oversight Board member, project consultants, or any staff member other than the contact specified in Section VI. a. above be contacted during this RFQ process by any entity intending to submit a response to this RFQ. Failure to comply with this request will result in disqualification. All questions should be in writing and directed to the individuals identified in Section VI. above.

e. Timetable

<u>Event</u>	<u>Date</u>
Request for Qualifications Released	December 21, 2018
Due Date for Questions	January 4, 2019
Qualifications Due	January 14, 2019 at 2:00 p.m.
Evaluation Process/Interviews	January 15-February 2019
Housing Oversight Board Approval	February 6, 2019
Board of Supervisors Approval	February 21, 2019
Award Contract	Early March 2019

If you have questions regarding this proposal, you must submit them in writing to sricks@sussexcountyva.gov no later than 2:00 EST on December 28, 2018.

The deadline for submissions in response to this Request for Qualifications is 2:00 p.m. (EST) January 7, 2018.

Telephone or fax responses will not be accepted for this request.

It is the intent of the County to select a contractor no later than its' regular Board of Supervisors meeting in February 2019.

f. Release of Information

Information submitted in response to this RFQ will not be released by the County during the proposal evaluation process or prior to a contract award.

g. Proprietary Information

If a respondent does not desire certain proprietary information in their response disclosed, the respondent is required to identify all propriety information in the response, which identification shall be submitted concurrently with the response. If the respondent fails to identify proprietary information, it agrees by submission of its response that those sections shall be deemed nonproprietary and may be made available upon public request after a contract award.

h. Term of Contract

County intends to award a contract(s) for its requirements as follows:

The term of the contract is for three (3) years, beginning on or about March 15, 2019 and expiring March 15, 2022 with two (2) single-year option to extend the contract until no later than March 15, 2024; or until such time as terminated per the terms of the agreement. The initial term of the contract to be created by this Solicitation shall be for three years. At County option, a modification may be executed extending the Contract for up to two additional one-year periods, along with appropriate adjustments in compensation.

Contractor shall perform its services hereunder in a prompt and timely manner and shall commence performance upon receipt of a written Notice to Proceed from County. The Notice to Proceed shall set forth the precise date of commencement of the work.

Contractor shall make its non-exclusive services available during the entire contract period.

The County may award the contract at a time other than that stated in the Schedule. In which case County, at its option, may shorten the duration of the contract or change the beginning and end dates, but in no case will the contract exceed the duration in as aforementioned.

i. Contract Option Years

The County will have the unilateral right in the contract by which, for a specified time, the County may elect to purchase additional services called for by the contract, or may elect to extend the term of the contract. The requirements below apply:

1. Any options that were requested by County and/or contained in the Contractor's bid or offer must have been evaluated in making the contract award prior to exercising any such options.
2. Exercise of an option must be in accordance with the terms and conditions of the option stated in the initial contract award.

The County will provide a minimum of sixty days (60) written notice to the Contractor of County's unilateral right to exercise the option years. The minimum time for the written notice may be waived by mutual agreement.

If the County does not provide written notice to the Contractor, then the contract shall conclude on July 12 of the year for which the contract was last awarded.

j. The County Reserves the Right to:

1. Request an oral interview with, and additional information from, companies prior to final selection of a provider.
2. Consider information about a company in addition to the information submitted in the response or interview.

3. Reject any and all responses and waive any irregularities whenever it is in the best interest of the County.
4. Reject the bid of any bidder who has previously failed to perform, has been debarred by the federal or state governments or to complete on-time; contracts of a similar nature.
5. Reject the bid of any bidder who is not in a position to perform the contract, or who has habitually and without just cause neglected the payment of bills or otherwise disregarded his obligations to subcontractors, materials-man or employees, or who otherwise not a responsible bidder.

VII. RFQ SUBMISSION REQUIREMENTS

All qualifications shall contain the following and be organized/tabbed in the following order. Most forms are provided on the web site at www.SussexCountyVA.gov, click on the green "Government" tab and look for "Bids or RFQs":

1. Cover letter.
2. Name of offeror, the location of the offeror's principal place of business and, if different, the anticipated place of performance of the proposed contract.
3. Brief history and description of the organization, to include its qualifications and major organizational strengths.
4. Each proposal shall include how soon the firm, if selected, would be in a position to provide services.
5. Provide detailed information on the professional and technical competence and experience of the respondent. Provide a listing of other contracts under which services similar in scope, size and/or discipline to the required services were performed over the last three years. Include a copy of all licenses and certificates
6. Provide an overview of the key personnel who will be involved in the project (including the key contact person with the County), including description of their experience, education, and credentials. Organizations that are partnering shall disclose the name of the partner(s) and weave that participation into the response.
7. References – Provide the agency or entity name, name and title of primary contact, address, phone number, fax, and email address of at least five professional references. Fax and/or E-mail address is mandatory. Also, include a brief description of your past experience(s) or relationship(s) for each reference.
8. Provide descriptive literature which details the model, square footage, floor plan, interior finishes available, features, and delivery information.
9. Provide detailed information regarding the factory's capabilities which will be the manufacturing site for the proposed modular units.
10. Provide proof of type and level of Workers Compensation coverage, Professional Liability, and Automobile Liability Insurance coverage.
11. Provide a listing and similar detail on any proposed subcontractor.
12. SWaM and DBE certification and experience, if applicable.

13. The County requires that each respondent be an Equal Opportunity Employer: State that the respondent complies fully with all HUD regulations regarding nondiscriminatory employment practices.
14. Certificate of current insurance to include vehicular, general liability and workers' compensation.
15. Non-Collusive Affidavit (on web site).

NOTE: Qualifications from Responder(s) listed on the U.S. Department of Housing and Urban Development (HUD) List of Excluded Parties (Barred List), the US General Services Administration debarment list, or debarred by the Commonwealth of Virginia will be deemed non-responsible and excluded from consideration.

VIII. RFQ REVIEW

After the initial proposal review, some of the companies that have responded may be asked to be available for interviews. At the sole discretion of the Housing Oversight Board; a meeting may be scheduled to discuss the proposal with the highest-ranking proposers. If so, those companies will be given not less than three (3) business days' notice, along with the date, time and place for the interviews. Expenses will be the responsibility of the respondent.

IX. SELECTION CRITERIA

The proposal evaluation process is designed to award the contract, not necessarily to the Proposer of least cost, but rather to the Proposer with the best combination of attributes (i.e., qualifications and experience, technical approach, and cost), based upon the evaluation factors specifically established for this RFQ. Qualifications shall be valid for a minimum of 90 days from the proposal due date.

All qualifications will be initially evaluated to determine if they meet the following minimum requirements:

A. Minimum Proposer Qualifications (pass/fail):

- Experience of organization: Have at least five (5) years' experience as a manufacturer of single-family modular units for other similar sized entities with similar scope;
- Provide at least five (5) references for which like services have been performed within the past five (5) years; The County reserves the right to contact any party that the Proposer has worked for in the past and to reject a Proposer based on past poor performance.
- Meet other presentation and participation requirements listed in this RFQ;

- Have no outstanding or pending complaints as determined through the Better Business Bureau and Virginia Department of Consumer Affairs, and have no unsatisfactory record of performance with any public agency; and
- Have the administrative and fiscal capability to provide and manage the proposed services.

B. Selection Factors and Points

Your proposal should directly address each of the criteria below:

Evaluation Criteria	Maximum Number of Points
Experience of the Contractor: including the number of years the contractor has been a manufacturer of single-family modular housing. Demonstrated successful experience and capability of the contractor in providing services described in this RFQ.	30
Qualifications of the Contractor to provide continuous high volume production/fabrication of the modular units.	15
Cost: weighted, based on lowest price at 15 points $Score = \frac{Lowest Bidder's Price}{Bidder's Price} \times 15$	15
Knowledge and experience in affordable modular housing, and Installation of units on home sites.	15
Proximity of the manufacturing facility to Sussex County, VA	10
Quality of References-Contractor has satisfactory references for similar services.	10
Certification of SWaM/DBE ownership	5
TOTAL	100

X. RFQ REQUIREMENTS AND CONDITIONS

Minimum Requirements

This RFQ sets forth the minimum requirements that all submissions shall meet. Failure to submit qualifications in accordance with this request may render the proposal unacceptable.

Cost of the Proposal

Costs incurred by any proposer in the preparation of its response to the RFQ are the responsibility of the proposer and will not be reimbursed by the County. Proposers shall not include any such expenses as part of their qualifications.

Submission Requirements

Forms included within this Request for Proposal must be included with proposal. Failure to submit mandatory forms could result in rejection of the company's proposal.

Clarification to Qualifications

The County reserves the right to obtain clarifications of any point in a company's proposal or to obtain additional information necessary to properly evaluate a particular proposal. Failure of a proposer to respond to such a request for additional information or clarification could result in rejection of the company's response or responses.

Cancellation of the RFQ

The County reserves the right to cancel this RFQ at any time, for any reason, and without liability if cancellation is deemed to be in the best interest of the County. The proposer assumes the sole risk and responsibility for all expenses connected with the preparation of its proposal.

Collusion

Proposer, by submitting a proposal, hereby certifies that no officer, agent, or employee of the County has a pecuniary interest in this Proposal; that the Proposal is made in good faith without fraud, collusion, or connection of any kind with any other proposer; and that the proposer is competing solely in its own behalf without connection with, or obligation to any undisclosed person or company.

Contacts

All questions concerning the RFQ shall be directed to Brenda Drew and Michael Paul Dodson whose contact information is provided above. To avoid all appearances of impropriety proposer should only contact the above referenced staff person and should not attempt to contact any Housing Oversight Board member, the County Administrator or other County staff. No oral requests for clarification or information will be accepted. All such requests must be in writing (by email, mail, fax, or hand delivery) and submitted to the County no later than 2:00 p.m. EST on January 7, 2019. All questions and clarifications shall be answered in one written addendum, to be issued to all respondents who have been duly recorded as having received a copy of County's RFQ and posted on the County's website.

Disputes

In case of any doubt or differences of opinions as to the participation sought hereunder, or the interpretation of the provisions of the RFQ, the dispute process shall apply.

Vendors may appeal the recommended award, provided the appeal is in writing, contains the RFQ number, is delivered to the address listed in Section VI, a. of this RFQ, and is submitted according to the time requirements listed below. The following shall apply to protests (unless otherwise specified, this section will use the term "protest" to also include disputes and appeals):

Solicitation: Vendors may protest a solicitation issued by County. It must be received by the County before the proposal submittal deadline, or it will not be considered.

Award RFQ: Any protest against the award of a contract based on an RFQ must be received by the County no later than ten (10) calendar days after the award or the announcement of the decision to award, whichever occurs first, or the protest will not be considered.

Rejection of Bid: Any protest of a decision by the County to reject a bid submitted in response to an RFQ must be received by the Contracting Officer within ten (10) calendar days after being notified County's release of those records are available for inspection by such bidder or offeror, or the appeal will not be considered.

A written response will be directed to the appealing Vendor within ten (10) calendar days of receipt of the appeal, advising of the decision with regard to the appeal and the basis for the decision.

The decision of the County shall be final and binding upon all parties.

XI. INSURANCE REQUIREMENTS

A. Proof of Insurance, shall not be terminated or expire without thirty (30) days written notice, and are required to be maintained in force until completion of the contract. The Contractor shall require all subcontractors used in the performance of this contract to name the County as an additional insured. Following are the standard types and minimum amounts.

General Liability: \$1,000,000; per occurrence for bodily injury, personal injury and property damage liability; *County Additional Insured*;

OR,

Commercial General Liability: \$1,000,000; combined single limit bodily and property damage liability per occurrence; *County additional named insured*.

Comprehensive Automobile Liability: \$1,000,000; combined single limit bodily and property damage liability per occurrence and aggregate; *County Additional Insured*.

Errors and Omissions Liability: \$1,000,000; combined single limit bodily and property damage liability per occurrence and \$3,000,000 aggregate;

OR,

Professional Liability: \$1,000,000; per occurrence and aggregate.

- Workers' Compensation: statutory limits or,
- Owner's Liability: 100% of insurable value of the work, Builder's Risk, Extended coverage for Vandalism and Malicious Mischief, if required; *County additional named insured.*
- Fire Insurance with Extended Coverage: 100% of insurable value of the work; Builder's Risk, Extended coverage including Vandalism and Malicious Mischief, if required; *County Additional Insured.*

Failure to provide proof of insurance or failure to maintain insurance as required in this bid, or by law; are grounds for immediate termination of the contract. In addition, the awarded bidder should be liable for all re-procurement costs and any other remedies under state law.

B. Indemnification and Insurance Requirements

1. Indemnification

The Contractor agrees to indemnify, defend and hold harmless County and its authorized officers, employees, agents, consultants, and volunteers from any and all claims, actions, losses, damages, and/or liability arising out of this Contract from any cause whatsoever, including the acts, errors or omissions of any person and for any costs or expenses incurred by County on account of any claim therefore, except where such indemnification is prohibited by law.

2. Additional Named Insured

All policies, except for the Workers' Compensation, Errors and Omissions and Professional Liability policies, shall contain additional endorsements naming County and its officers, employees, consultants, agents and volunteers as additional named insured with respect to liabilities arising out of the performance of services hereunder.

3. Waiver of Subrogation Rights

The Contractor shall require the carriers of the above required coverages to waive all rights of subrogation against County, its officers, employees, consultants, agents, volunteers, Contractors and subcontractors.

4. Policies Primary and Non-Contributory

All policies required above are to be primary and non-contributory with any insurance or self-insurance programs carried or administered by County or the Commonwealth of Virginia.

5. Proof of Coverage

The Contractor shall immediately furnish certificates of insurance to County administering the Contract evidencing the insurance coverage, including the endorsements above required, prior to the commencement of performance of services hereunder, which certificates shall provide that such insurance shall not be terminated or expire without thirty (30) days written notice to the Department. Contractor shall maintain such insurance from the time Contractor commences performance of services hereunder until the completion of such services. Within sixty (60) days of the commencement of this Agreement, the Contractor shall furnish certified copies of the policies and all endorsements.

6. Insurance Review

The above insurance requirements are subject to periodic review by County. The County's Finance Staff/Risk Manager is authorized, but not required, to reduce or waive any of the above insurance requirements whenever the Finance Staff/Risk Manager determines that any of the above insurance is not available, is unreasonably priced, or is not needed to protect the interests of County. In addition, if the Finance Staff/Risk Manager determines that heretofore, unreasonably priced or unavailable types of insurance coverage or coverage limits become reasonably priced or available, the Finance Staff/Risk Manager is authorized but not required, to change the above insurance requirements, to require additional types of insurance coverage or higher coverage limits, provided that any such change is reasonable in light of past claims against County, inflation, or any other item reasonably related to County's risk. Any such reduction or waiver for the entire term of the Agreement and any change requiring additional types of insurance coverage or higher coverage limits must be made by amendment to this Agreement. Contractor agrees to execute any such amendment within thirty (30) days of receipt.

XII. CONTRACT CONDITIONS

Americans with Disabilities Act

Proposer must comply with all applicable requirements of federal and state civil rights law and rehabilitation statutes.

Law of the Commonwealth of Virginia

The resulting contract will be entered into within the Commonwealth of Virginia and the law of said state, whether substantive or procedural, shall apply to the contract, and all statutory, charter and ordinance provisions that is applicable to public contracts, including all provisions of the Virginia Public Procurement Act, within the County of Sussex and the Commonwealth shall be followed with respect to the contract.

Contract Terms and Final Selection

The selected Contractor will be expected to sign the County's Contract Agreement, which will specify the term of service.

The County reserves the right to make an award based solely on the original qualifications received or to negotiate further with vendors. The vendors selected to be placed on the list will be chosen based on assessment of the greatest benefit to County.

If the selected applicant and the County cannot come to terms with respect to the contract, the County reserves the right to select the next most qualified applicant or to terminate this RFQ and to re-issue a new RFQ if no Proposer is acceptable to the County.

The County will not award contracts to vendors that are debarred, suspended or otherwise determined ineligible by HUD or other government agencies, or to vendors that County has determined to be non-responsible. Prior to contract award, the County shall establish contractor responsibility by review of proposed vendors' ability and competence to perform the contract successfully, and to ensure that they have a satisfactory record of performance and integrity. A determination of non-responsibility may be based on, without limitation, unsatisfactory performance on other contracts with Sussex County or another locality or political subdivision of the Commonwealth of Virginia (example: Suffolk Redevelopment and Housing Authority, or on other contracts of a similar nature.

EXHIBIT A
MODULAR HOME MANUFACTURER AND
INSTALLATION
Scope of Work

Profile of the County of Sussex

Sussex County is located in the south-central region of Virginia. The county is 45 miles southeast of the capital city Richmond, 25 miles from the tri-cities area that includes Petersburg and Hopewell. Washington D.C. and Raleigh, NC are within a few hours. The county lies in the Coastal Plain region on level to slightly rolling terrain. The County has a population of 11,373 (2016 estimate). It is strategically centered between Richmond, Hampton Roads, and Southern Virginia along the I-95 and US-460 corridors. The County's Housing Department is the lead department for the County on this RFQ.

The Sussex County Housing Department is committed to assisting low to moderate income (LMI) residents to obtain and maintain safe, decent, sanitary and affordable housing. Resources include funding from federal, state, and local agencies. Since 1980's, Sussex County has served as a local administrator for the Virginia Housing Development Authority's Housing Choice Voucher Program.

Sussex County Housing Department has various housing programs available such as; Community Development Block Grants (CDBG – this project), Housing Choice Voucher Program, Homeownership Program, Virginia Individual Development Accounts (VIDA), and Indoor Plumbing Rehabilitation Program.

Project Description: The Housing Department of Sussex County, Virginia (County) is requesting Request for Qualifications from manufacturers of modular buildings suitable for use as permanent single-family housing.

The purpose of this Request for Qualifications (RFQ) is to establish a contract with a qualified manufacturer for the construction and delivery of multiple modular buildings. Services required will include, but may not be limited to, construction and delivery of modular housing units and modular units as appropriate to construct a replacement (new) residential units of existing home site as part of the County's Pocahontas Neighborhood Improvement Project and its Sussex County Urgent Need Recovery Project.

It is the intention of County to purchase, direct from the factory, multiple modular housing units to be erected on various residential lot sites, primarily in the Town of Wakefield and Waverly, to total eight (8) units of housing in an initial phase, and approximately four (4) units in a subsequent phase. The single-story housing units will be installed turn-key by the respondent to the RFQ. The work will include the demolition of the existing residential structure on the lot. The demolition will be priced separately and does not need to be included in your reply to this RFQ. The entire contract, over the two grants, is projected to be completed within 3 years, subject to the availability of funding.

Statement of Work

Scope/Objective: The manufacturer's basic services will include coordination with other agencies and consultants, etc., as necessary to facilitate the completion of construction documents (by County's Project Manager consultant), and other related work reasonably inferred in the opinion of County as being necessary to meet County's scope and goals. The manufacturer will have the ability to produce product which meets all requirements of the Department of Housing and Urban Development Housing Voucher Choice Program Inspection Checklist (HUD form 52580), Commonwealth of Virginia Department of Housing and Community Development Manufactured Housing Licensure (if required), and the Virginia Uniform Statewide Building Code (USBC) 2015 regulations.

The manufacturer will construct all modular units and be responsible for delivery to specific homesites in Sussex County, Virginia. Unit interiors will be substantially completed in the factory, including all finishes. The manufacturer will further assist County in the selection of qualified contractors for the placement, final attachment and connections required to place modular units in service.

The modular units will be delivered FOB Sussex County, Virginia. The modular unit manufacturer will be required to assist, or subcontract out for, all crane and "zip-up" (site set-up) services required to install a unit. The unit once set must be permitted, connected to all required utilities, and be able to receive a Certificate of Occupancy (CO) from the local building official.

Any on-site construction work will be subject to Davis Bacon. However, the project is **NOT** subject to Davis Bacon Wage Rates and Certified Payroll will **NOT** be required for work that is completed at the development sites as this work is on individual residential homes.

Basic Qualifications: The Manufacturer shall have demonstrated experience in the construction of single-story, single-family modular housing, and be capable of high-volume production of multiple modular units to minimize construction duration in the factory.

The manufacturer must be capable of continuous production and delivery so as not to cause construction delays once orders are released for fabrication. Your proposal should describe your factory and manufacturing capacity in relation to the project.

Proximity of the factory, therefore, will be an important evaluation criterion in this RFQ. Please include the location and capacity of the factory which will be producing or fabricating the modular homes.

The manufacturer will preferably have experience in affordable single-family housing in general, and the ability to assist the County in the installation of the units will be an important evaluation consideration as well.

The County is looking to contract directly with the factory directly, not through a broker. However, the factory may team with a broker in the joint response to their RFQ in order to complete the installation of the home.

Pricing: Proposer shall provide pricing by building type based on the budget estimate for each specific building type and a floor plan of one of the buildings. The pricing should provide details including cost per square foot, interior finish options, delivery charges, etc.

So that we may establish a range of the square foot pricing will be requested for two ranges of values based on amenities and upgraded features: entry level (basic) and moderate (mid-level), Please provide a description for each level of what is included (interior finish options, customization, upgraded features, etc.)

Additionally, proposers shall include an hourly fee for technical assistance with preparation and selection of the installation contractor. This pricing will also be used for any additional services that may be required of the manufacturer for technical assistance.

Brochures: Proposers should include literature and specifications for all building types as well as interior finish options, sample floor plans, delivery charges, etc.

Evaluation Criteria: The County will evaluate qualifications received based on the following criteria. Your proposal should directly address each of the criteria below:

Evaluation Criteria	Maximum Number of Points
Experience of the Contractor: including the number of years the contractor has been a manufacturer of single-family modular housing. Demonstrated successful experience and capability of the contractor in providing services described in this RFQ.	30
Qualifications of the Contractor to provide continuous high volume production/fabrication of the modular units.	15
Cost: weighted, based on lowest price at 15 points $Score = \frac{Lowest\ Bidder's\ Price}{Bidder's\ Price} \times 15$	15
Knowledge and experience in affordable modular housing, and Installation of units on home sites.	15
Proximity of the manufacturing facility to Sussex County, VA	10
Quality of References-Contractor has satisfactory references for similar services.	10
Certification of SWaM/DBE ownership	5
TOTAL	100

EXHIBIT B

Contact Information Form

To: Shilton R Butts, Assistant to the County Administrator
(804) 246-1000 Ext 2176, (804) 246-6013 Fax,
e-mail sricks@sussexcountyva.gov

This fax is to acknowledge that we are in receipt of your RFQ #18-03 Modular Home Manufacturer and Installation and have noted our intention to bid. This form will ensure you receive any addendums to this RFQ.

Vendor Name: _____

Address: _____

Contact/Title: _____

Phone: _____

Fax: _____

Email: _____

I PLAN TO SUBMIT A BID.

- Yes, I will be submitting a bid.
- Maybe, I need to research and get more information (contact information listed above)

NO BID. Indicate *any* of the following. We:

- Do NOT desire to be retained on the vendor list.
-

Desire to be retained on the vendor list, but decline to bid based on the following:

- Cannot comply with specifications/scope of work, Explain: _____

- Cannot meet delivery requirements, Explain: _____
- Do not regularly provide this type of product/service
- Other, Explain: _____
- Please update my information as listed above.

HOW YOU FOUND OUT ABOUT THE BID. Indicate *any* of the following. We:

- Checked the agency website
- Received notice by fax or e-mail
- Newspaper Ad, please list paper: _____
- Trade Publication, please list: _____
- Plan Room, please list: _____
- Other, Explain: _____

EXHIBIT C
PROPOSAL FORM

Proposal: Modular Home Manufacturer and Installation, RFQ 18-03

Vendor Name: _____

To: County of Sussex, Virginia
Post Office Box 1397
Sussex, Virginia 23884

- The undersigned, having familiarized themselves with the local conditions affecting the cost of the work, and with the Specifications, if any thereto, hereby proposes to furnish all labor, materials, equipment and services required to provide such service(s) described in the scope of work in accordance therewith.

Item	Description	Base Basic Unit	Mid-level Moderate Unit
	Provide pricing by square foot for each unit size in Sample Buildings per the specifications listed in RFQ for :	All Prices to be per Square Foot	
1	Plan A- 2/Br/1BA, approx. 770 sq. ft.		
2	Plan A Alternative – 2BR/2BA, approx. 795 sq. ft.		
3	Plan B - 3BR/1BA, approx. 960 sq. ft.		
4	Plan B Alternative – approx. 3BR/2BA, 985 sq. ft.		
	Estimated Delivery & Installation Costs	Estimate per complete unit installed	
5	Plan A- 2/Br/1BA, approx. 770 sq. ft.		
6	Plan A Alternative – 2BR/2BA, approx. 795 sq. ft.		
7	Plan B - 3BR/1BA, approx. 960 sq. ft.		
8	Plan B Alternative – approx. 3BR/2BA, 985 sq. ft.		
	Technical Assistance	Prices per hourly rate	
9	Hourly rate for additional technical assistance		

Attach detailed pricing proposal to this form

- In submitting this proposal it is understood that the right is reserved by the County of Sussex to reject any and all qualifications. If written notice of the acceptance of this proposal is mailed, telegraphed, faxed, or delivered to the undersigned within sixty (60) days after the opening thereof, or at any time thereafter before this proposal is withdrawn, the undersigned agrees to a contract/agreement in the prescribed form and furnish any required insurance requirements within ten (10) days after the contract is presented to them for signature.

Date _____, 20____

(Company Name)

(Street Address)

(By)

(City, State, Zip)

(Title)

(E-mail Address)

(Telephone)

EXHIBIT D
CURRENT CLIENT REFERENCES (REQUIRED)
RFQ 18-06 MODULAR HOME MANUFACTURER
AND INSTALLATION

Submit this form with the BID, failure to do so is grounds for disqualification.

Company _____
Address _____
City, ST, Zip _____
Fax/Phone Numbers _____
Contact Name/Title _____
E-mail/ Engagement _____

Company _____
Address _____
City, ST, Zip _____
Fax/Phone Numbers _____
Contact Name/Title _____
E-mail /Engagement _____

Company _____
Address _____
City, ST, Zip _____
Fax/Phone Numbers _____
Contact Name/Title _____
E-mail /Engagement _____

Company _____
Address _____
City, ST, Zip _____
Fax/Phone Numbers _____
Contact Name/Title _____
E-mail /Engagement _____

Company _____
Address _____
City, ST, Zip _____
Fax/Phone Numbers _____
Contact Name/Title _____
E-mail/ Engagement _____

Proposer's Company Name _____
Legal Structure _____
Principle Office Address _____
City, ST, Zip _____
Phone Number & Fax Numbers _____
Email _____
Federal Employer Identification Number _____
Title of Person Authorized to Sign _____
Print Name of Person Authorized to Sign _____