



Request for Proposals:
*Lazy Days Park Model RV Manufacturing,
Delivery and Installation*

Proposals Due

Monday, September 30th, 2024

Solicitation Coordinator

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HOMES FOR GOOD OVERVIEW

WHO WE ARE...

Homes for Good is Lane County's housing agency and our primary work is to help low-income residents with the logistics of affordable housing. At a higher level, we are neighbors united to get every Lane County resident who needs help into a home.

WHAT WE DO...

- ❖ Rental Assistance Vouchers
- ❖ Help veterans, seniors and people with disabilities find and secure affordable housing
- ❖ Match low-income residents with public and assisted housing units
- ❖ Partner with other community organizations and non-profits to build, finance, and develop affordable housing
- ❖ Connect residents with self-sufficiency programs and wellness supports
- ❖ Work with the low-income community to provide help with weatherization improvements that lower utility bills and keep homes more comfortable
- ❖ Raise awareness about the need for low-income and affordable housing in Lane County

AFFORDABLE HOUSING ADVOCATES...

We work to raise awareness about the need for – and lack of – affordable housing in Lane County and more broadly. There is no question that the need for affordable housing will only grow as our population increases and high demand for housing pushes rents and home prices up. We believe every person should have a home and that we must proactively and aggressively work toward that goal for the good of our community, state, and nation.

DIVERSITY EQUITY AND INCLUSION

Our goal is to address racial disparities within our organization in our hiring and promotion practices and provide greater opportunities in contracting and equitable services to the people we serve. We work to establish Equity as part of our DNA as an organization.



PROJECT OVERVIEW

Homes for Good Housing Agency, on behalf of its wholly owned subsidiary HFG Lazy Days LLC, is redeveloping Lazy Days Mobile Home Park at 52511 McKenzie River Highway, OR 97413. The park was previously destroyed in the 2020 Holiday Farm wildfire. Homes for Good purchased the former mobile home park community in late 2021. Since then, Homes for Good has been working with BDA Architecture and Planning, Meili Construction, KPFF Engineering, and several other firms and subcontractors to rebuild the park. Funding for the rebuild is coming primarily from Oregon Housing and Community Services (OHCS) but the project has also received grants from HUD, Oregon Dept. Of Environmental Quality and Lane County. Homes for Good staff is overseeing the rebuild efforts.

Meili Construction is the general contractor for the project. The site work is over 60 percent complete. The rebuilt park included a community building, community septic system, all new utilities and roads, and landscaping. It will also include the placement of 10 Park Model RV Units (as purchased through this RFP). Meili Construction will prepare the pads prior to the the 10 new Park Model RV units will be installed.

This RFP is seeking qualified respondents to manufacture, deliver and install 10 Park Model RV Units. The Park Model units will be built on a single chassis, mounted on wheels, and have a gross trailer area not exceeding 400 square feet in the set-up mode. They should be certified by the manufacturer as complying with the ANSI A119.5 standard for recreational park trailers. As noted in Attachment 4: Desired Specifications and Design Homes for Good seeks to have the units built as close to the Oregon Residential code as possible. In addition, consideration should also be taken to ensure the layout and flow is optimized to function in the park as shown in the site plan (See Attachment 1: Site Plan and Attachment 2 Typical Space Layout).

For this RFP, please assume that the project will be ready to start placement in the last quarter of 2024, and that an order would be placed for all 10 units at the time of contract. At a minimum, it is expected that the response includes the cost of manufacturing, delivery, and installation of units to the site. Quality Park Model RV builders are invited to respond to this RFP.

Please review the entire RFP and attachments thoroughly. Please see anticipated format of contract (Attachment 3 Purchase Contract) which outlines the successful respondent's duties and expectations for contractor performance under the contract.



SUBMISSION DETAILS

I. PROPOSAL SUBMISSION REQUIREMENTS

Your response to the Request for Proposal must contain all the information requested in the RFP, along with acknowledgement of all addenda. A completeness check will be conducted for each submission. Submissions should include the items organized to correspond to each requirement below:

General

Proposals will be clear and concise. This RFP will be conducted through an Electronic Offer in accordance with Homes for Good Procurement Policy 137-047-0330. To participate in this the RFP responses should be emailed to Matt Salazar at msalazar@homesforgood.org as an attachment to the email in pdf format as one file. Confirmation of receipt of email will be sent within 24 hours. The PDF will be electronically saved in an internal folder and not reviewed until the due date. While procedures are in place to ensure security of the information, the firm submitting the Electronic Offer assumes the risk of premature disclosure.

Cover Letter

All Proposals must be accompanied by a cover letter signed by an individual who is legally authorized to enter a contract on behalf of the proposing individual/firm. The letter must designate the Proposer's contact person during the Proposal review process. Include a statement confirming how long the quoted price in the proposal is valid for.

Company Information & Experience

Describe your company including information on your annual volume of business. Address prior experience with construction of Park Model RV units. Please provide manufacturer's experience and qualifications, including, but not limited to:

- Manufacturers resume of experience.
- Three references, ideally with recent experience of similar or greater volume.
- Key point of contact with individual resume
- Certificate of Insurance

Cost of Manufacturing and Delivery

Provide all costs of manufacturing, installation, and delivery as detailed below. Please provide this information for a single bulk order. The earliest that this project may place this order is October of 2024.

- Provide the all-in cost of manufacturing each unit.



- Include a break-out of Engineering and Drafting fees, if applicable.
- Include per-unit cost of delivery to 52511 McKenzie River Highway in Blue River
- Include per-unit cost of installation (installation portion will be subject to BOLI prevailing wage requirements)
- Provide cost of optional items not included in price.
- Indicate how long your firm will hold the price in this proposal.
- Indicate your preferred payment schedule including any deposit requirements.

Agency intends to enter into one contract with one point of accountability with the manufacturer and manufacturer will need to subcontract for delivery and installation. Per the attached contract form (Attachment 3 Purchase Contract) subcontractors will need to be approved and Agency will make final payment upon delivery, installation, and acceptance of units.

Preferred payment schedule would be no more than 50 percent of payment up-front with 50 percent of payment upon delivery, installation, and acceptance of units.

Quality and Design

Homes for Good is looking for durable, long-lasting units with a focus on quality. While still falling within Park Model parameters, the goal would be to get as close to the quality of construction of the Oregon Residential Code as possible. (See Attachment 4 - Desired Specifications and Design Preferences.)

- Describe your design, construction method, manufacturing, and most importantly quality control processes.
 - Is photo documentation provided of each step of the process?
 - Is an architect or design professional involved in oversight and quality control?
- Description of proposed units –Design units to use the space efficiently and effectively as outlined in the attached site plan and space layout (Attachments 1 &2).
- Provide specifications for key components including structural elements, siding, roofing, flooring, type of hardware, and countertops.
- Description of major components, including heating and cooling systems, hot water systems, and appliances included in the sale price.
- Include any customer options and extent to which homes can be customized.
- Provide length of Warranty on all items.

It is expected that Homes for Good staff and/or 3rd Party inspectors will be involved in the Quality Control process without slowing or hindering the manufacturing or construction process.

Schedule and Delivery of Units

Assume all 10 units are ordered in one bulk order.

- Provide the delivery timeline after placing an order (from time of signing contract).



- Please provide the timing of when units will be delivered and how many units will be ready by date.

Additional Services

If it should become necessary for Homes for Good to request the manufacturer to render additional services to either supplement the services requested in this RFP or to perform additional work, then such additional work shall be performed only if set forth in an addendum to an engagement letter between Homes for Good and the firm.

II. EVALUATION AND SELECTION CRITERIA

A committee comprised of representatives from Homes for Good, partner organizations, and technical experts will review the proposals and evaluate them against the requirements of the Request for Proposals.

The committee will use the selection criteria below to score each proposal. The committee may elect to identify finalists and schedule appointments for interviews. Following the interviews, if needed, the committee will make a final selection based on the best overall interests of Homes for Good. The committee will rely on information provided in the proposals and during interviews, if needed, and by references.

Proposal Evaluation Criteria

CRITERIA	POSSIBLE POINTS
1. Cost/Quality and Design	50
3. Schedule of Delivery of units	10
4. Completeness of RFP	5
5. Experience/Qualifications	25
6. References	10
GRAND TOTAL	100

- 1. Cost and Quality (50 points):** Cost should not exceed \$90,000 per unit delivered and installed. Maximum points will be awarded to responders that provide the best quality value for the price. This will be evaluated based on the response addressing the specifications included in Attachment 4, thoughtfulness given to design, and description of construction processes and quality control. High scoring proposals will describe a thoughtful design based on the park layout and a thorough and transparent quality control process. Proposals that incorporate architect or other design professional oversight will be preferred.



2. **Schedule of delivery and installation of Units (10 Points):** High scoring proposal will commit to delivery of units to the site in an efficient manner that meets the needs of the Agency.
3. **Completeness of RFP (5 Points):** Full points will be awarded to bidders who include full information and answer all questions.
4. **Experience/Qualifications (25 points):** High scoring proposals will show experience manufacturing the specified type of housing and qualifications to ensure a quality product.
5. **References (10 points):** High scoring proposals will include three references, ideally with recent experience of similar or greater volume.

III. SCHEDULE FOR SELECTION PROCESS

Event	Date
RFP published	August 22, 2024
Request for clarifications due	September 6, 2024
Response to clarifications provided	September 23 rd , 2024
Proposals Due	September 30 th , 2024
Contract Award	October 2024

Please contact Matt Salazar (MSalazar@homesforgood.org) for further information regarding this process or to request clarification.

IV. ADDITIONAL REQUIREMENTS

Proposer will be required to execute the material terms and conditions of the sample contract, unless it is deemed by the Agency to be in the Agency’s best interest to modify the contract. The proposer should satisfy itself that it can fully execute the sample agreement if awarded the contract for the project. Questions or requests for changes, if any, should be made through this RFP.

Proposer agrees to comply with all applicable Federal, State, District, and local ordinances, statutes, rules, and laws governing this project and its financing.



Proposer agrees that it will not sub-contract any part of the contract without the prior written consent of the Agency.

All information submitted by Proposers shall be public record and subject to disclosure pursuant to the Oregon Public Records Act (ORS Chapter 192), except such portions of the Qualifications Statements for which proposer requests exception from disclosure, and such exception is, in the opinion of Authority counsel, consistent with Oregon Law. All requests for exception shall be in writing, noting specifically which portion of the Qualifications Statement the Proposer requests to be accepted from disclosure and the legal basis for the requested exception.

V. PROTESTS

Protests and Judicial Review of Solicitations. A prospective Offeror may protest the Procurement process as set forth in ORS 279B.405(2). Pursuant to ORS 279B.405(3), before seeking judicial review, a prospective Offeror must file a Written protest with Homes for Good and exhaust all administrative remedies.

A prospective Offeror must deliver a Written protest to Homes for Good not less than ten (10) Days prior to Closing. In addition to the information required by ORS 279B.405(4), a prospective Offeror's written protest shall include a statement of the desired changes to the Procurement process or the Solicitation Document that the prospective Offeror believes will remedy the conditions upon which the prospective Offeror based its protest.

Protests and Judicial Review of Contract Award. An Offeror may protest the Award of a Contract, or the intent to Award of a Contract, whichever occurs first, if the conditions set forth in ORS 279B.410(1) are satisfied. An Offeror must file a Written protest with the Homes for Good and exhaust all administrative remedies before seeking judicial review of the Homes for Good's Contract Award decision. These administrative remedies apply to all public contracts awarded by Homes for Good, including those awarded pursuant to an intermediate procurement.

Offeror must deliver/email a Written protest to Homes for Good within seven (7) Days after issuance of the notice of intent to Award the Contract, or Award of a Contract, whichever occurs first. An Offeror's Written protest shall specify the grounds for the protest to be considered by Homes for Good pursuant to ORS 279B.410(2).

All protests should be emailed to Matt Salazar at MSalazar@homesforgood.org

VI. ATTACHMENTS

Attachment 1: Site Plan

Attachment 2: Typical Space Layout

Attachment 3: Form of Contract (includes insurance requirements)

Attachment 4: Desired Specifications & Design Preferences.