

01/10/2024

REQUEST FOR QUALIFICATIONS

FOR

GENERAL CONTRACTOR

As Requested by

Kulshan Community Land Trust (KCLT)

For the Construction of:

Permanently Affordable For-Sale Development

off Thornton Road

RFQ SUBMITTAL DUE DATE: 02.16.2024

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Request for Qualifications for General Contractor (RFQ) Requirements and Submission Instructions to Respondents:

RFQ due date: 02/16/2024 at 4:00p.m. Pacific Standard Time. Proposals for the project will be received via a secured electronic storage program (box, dropbox, sharepoint) in .pdf format and emailed to Tess Heidt at: tess@kulshanc.lt.org. Proposals shall be numbered with sections separated in individual folders for ease of reviewing.

PURCHASING ORGANIZATION

This RFQ is issued on behalf of Kulshan Community Land Trust ("KCLT"). Tess Heidt is the sole point of contact during the procurement process.

Proposals must be submitted electronically in .pdf format listing the following information in the email subject line:

RFQ for Permanently Affordable For-Sale Development

KCLT has designated a sole person to oversee the collection of questions and responses for this RFP. Any inquiries or requests regarding this procurement shall be submitted via email to: Tess Heidt at Tess@Kulshanc.lt.org. Respondents may contact **ONLY** the designated person regarding the procurement. Inquiries and requests initiated by Respondents and made to KCLT staff or project consultants (including the Architectural/ Engineering Design Team) shall be grounds for Respondent disqualification.

SECTION 1 – GENERAL INFORMATION & REQUIREMENTS

General Information

KCLT provides quality affordable homeownership opportunities to individuals and families in Whatcom County and is soliciting statements of qualifications ("Qualifications") for the selection of a General Contractor firm for the development of permanently affordable for-sale housing located at 2039 Thornton Street in Ferndale ("Project"), in accordance with the terms, conditions, and requirements set forth in this Request for Qualifications.

This Request for Qualifications ("RFQ") is the first step in a two-step process for selecting a general contractor for the Project. The RFQ provides the information necessary to prepare and submit qualifications for consideration and initial ranking by the Owner. Based on the initial ranking, the Owner may select up to three (3) of the top ranked respondents for the second step of the process.

In the second step of the process, Interviews, the "most" qualified respondent(s) will be requested to attend an interview with the Owner to confirm the information on their submittal and answer additional questions. The Owner will then make a final decision on selecting a general contractor to construct the Project and negotiate contract terms and conditions.

Public Information

All information, documentation, and other materials submitted in response to this solicitation are considered non-confidential and/or non-proprietary.

Type of Contract

The contract resulting from this solicitation will be an AIA approved contract. Owner hereby reserves the option to modify the contract format as part of final negotiations with the company deemed to be the most qualified for the Project.

Evaluation of Qualifications

The evaluation of the submittals shall be based on the requirements described in this RFQ. All properly submitted Qualifications will be reviewed, evaluated, and ranked by the Owner. The top three or fewer ranked respondents may be selected by the Owner to participate in the step two Interview selection process.

Owners Reservation of Rights

The Owner may evaluate the Qualifications based on the anticipated completion of all or any portion of the Project. The Owner reserves the right to divide the Project into multiple parts, to reject any and all Qualifications and re-solicit for new Qualifications, or to reject any and all proposals and temporarily or permanently abandon the Project. Owner makes no representations, written or oral, that it will enter into any form of agreement with any respondent to this RFQ for any project and no such representation is intended or should be construed by the issuance of this RFQ.

Acceptance of Evaluation Methodology

By submitting Qualifications in response to this RFQ, respondent accepts the evaluation process and acknowledges and accepts that ranking Qualifications received will require subjective judgments by the Owner.

No Reimbursement for Costs

The respondent acknowledges and accepts that any costs incurred from the respondent's participation in this RFQ process shall be at the sole risk and responsibility of the respondent. Respondents submitting a response to this RFQ are doing so at their own risk and expense.

Eligible Respondents

Only individual firms or lawfully formed business organizations may apply (this does not preclude a respondent from using consultants). The Owner will contract only with the individual legal entity that submits RFQ response.

Evaluation Criteria / Scoring

| EVALUATION CRITERIA | | TOTAL POINTS |
|---------------------|--|--------------|
| (1) | CRITERION ONE: RESPONDENT'S STATEMENT OF QUALIFICATIONS AND AVAILABILITY TO UNDERTAKE THE PROJECT | 15 |
| (2) | CRITERION TWO: PAST CONSTRUCTION PROJECTS | 20 |
| (3) | CRITERION THREE: QUALIFICATIONS OF CONSTRUCTION MANAGEMENT TEAM | 40 |
| (4) | CRITERION FOUR: RESPONDENT'S PERFORMANCE ON PAST PROJECTS AND REFERENCES FROM THE OWNER OF THOSE PAST PROJECTS | 40 |
| (5) | CRITERION FIVE: RESPONDENT'S ABILITY TO ESTABLISH BUDGETS AND CONTROL COSTS ON PAST PROJECTS | 25 |
| (6) | CRITERION SIX: RESPONDENT'S ABILITY TO MEET SCHEDULES ON PAST PROJECTS | 25 |
| (7) | CRITERION SEVEN: RESPONDENT'S ABILITY TO IDENTIFY AND RESOLVE PROBLEMS ON PAST PROJECTS | 25 |
| (8) | QUALITY OF QUALIFICATIONS / ADHERENCE TO INSTRUCTIONS | 10 |
| | TOTAL | 200 |

Evaluation Team

The Evaluation Team may include the following:

1. Representatives from KCLT
2. Representatives from Shibmor Consulting (project consultant)
3. Representatives from the community
4. KCLT stakeholders

SECTION 2 – EXECUTIVE SUMMARY

Project Description, Scope and Budget

The Project is located on five (“5”) acres and will consist of a 50 below-market for-sale community. Amenities may include a playground, community room, and outdoor open space. The Project preliminary design includes 2 story buildings with detached Accessory Dwelling Units (“ADU”) The selected Respondent will be knowledgeable of affordable housing development funding sources and will be selected based upon their ability to keep costs competitive.

The project is an affordable homeowner project, which is anticipated to be partially funded by the U.S. Department of Housing and Urban Development (“HUD”) funds, State of Washington Department of Commerce (“Commerce”) funds, City of Bellingham (“City”), and Whatcom County (“County”) funds.

The Owner is in process of selecting an architect. The selected Respondent is expected to work in collaboration with the Project Design team.

Project Planning Schedule

Key Project planning schedule milestones are estimated to be as follows:

| | |
|---|---------------------------|
| Release of Request for Qualification | 01/10/2024 |
| RFQ Responses Due | 02/16/2024 |
| Interviews with highest score Respondents | Week of 02/26/2023 |
| Final selection of General Contractor | Week of 03/04/2024 |

SECTION 3 – REQUIREMENTS FOR STATEMENT OF QUALIFICATIONS

Respondents shall be familiar with and qualified to undertake Section 3 and federal and state labor and compliance requirements, as may be required for future funding sources.

Respondents shall carefully read the information contained in the following criteria and submit a complete statement of Qualifications to all questions listed. Incomplete Qualifications will be considered non-responsive and subject to rejection.

Criteria 1: Respondent’s Statement of Qualifications and Availability to undertake the Project

Provide a statement of interest for the Project including a narrative describing the respondent’s unique qualifications as they pertain to this project. Explain your experience with affordable housing projects, including familiarity with financing sources.

Provide a statement on the availability and commitment of the respondent, its principal(s) and assigned professionals to undertake the project.

Provide a letter from your Bonding Agency showing per project and total bonding capacity.

Criteria 2: Past Construction Projects

Provide the following information on your firm in brief table form:

Listing of building projects of similar functional use, size, and complexity over the last five (5) years including:

- Project Name
- Location
- Owner
- Owner's Project Manager or Primary Point of Contact- name, e-mail address, and phone number
- Original Budget
- Final Budget
- Time to complete from Notice to Proceed to Certificate of Occupancy or Beneficial Use of Facility
- Owner Type (non-profit, for-profit, individual, etc.)

Provide details of any past or pending litigation, or claims filed, against your firm that may affect your performance under a contract with the Owner.

Criteria 3: Qualifications for General Contractor Team

Describe your management philosophy for construction delivery.

Provide corporate / company details including:

- Annual revenues
- Number of Employees classified by Title or Craft
- Organization Chart
- Equipment ownership
- Work generally done by Respondent on the building project

Provide résumés of the construction management team that will be directly involved in the Project, including their experience with similar projects, the number of years with the firm, and their city(s) of residence.

Identify any consultants that are included as part of the proposed team. List projects for which the consultant(s) has worked with the respondent.

Identify major subcontractors used over the past five (5) years, in brief table format, including:

- Name and craft specialty
- Projects worked on for Respondent
- Contact name, email, and phone number

Criteria 4: Performance on Past Representative Projects and References

Identify and describe the proposed team's experience for providing construction that are MOST RELATED TO THIS PROJECT within the past five years. List the projects in order of priority, with the most relevant project listed first, and provide references from the projects' owner for each project.

Provide the following information for each project listed:

- Project name, location, contract delivery method, and description
- Color images (photographic or machine reproductions)
- Final construction cost
- Final project size in gross square feet
- Type of construction (new, renovation, or expansion)
- Actual Notice to Proceed for Pre-Construction Services
- Actual Notice to Proceed, Substantial Completion, and final Payment dates for Construction Services.
- Name of Project Manager (individual responsible to the Owner for the overall success of the project)
- Name of Project Superintendent (individual responsible for coordinating the day-to-day work)
- Names of Mechanical, Plumbing and Electrical subcontractors references

References: For each project listed above, identify the following:

- The Owner's name and representative who served as the day-to-day liaison during the design and construction phases of the project, including telephone number.
- Architect/Engineer's name and representative who served as the day-to-day liaison during the construction phase of the project, including telephone number
- Length of business relationship with the Owner

References shall be considered relevant based on specific project participation and experience with the Respondent. The Owner may contact references during any part of this process. The Owner reserves the right to contact any other references at any time during the RFQ/P process.

Criteria 5: Respondent's Ability to Establish Budgets and Control Costs On Past Projects

- Describe your fiduciary responsibility as a General Contractor (or similar contractual formats) using Stipulated Sum contracts for publicly funded projects.
- Describe your cost estimating methods.
- Describe your cost control methods during construction. From any three (3) projects listed in response to Criteria 4 of this RFQ, provide examples of how these techniques were used and the degree of accuracy achieved.
- Describe your methodology for working with the Project Architect/Engineer and their consultants to deliver a Stipulated Sum Price (SSP) and to maintain the SSP throughout the design and construction process.
- Describe 1) your process for ensuring that the Design Documents provide the information necessary to arrive at a complete SSP, including all Owner requirements with reasonable contingencies; and 2) your process for subsequently ensuring that the 100% Construction Documents align with the project scope in the previously accepted SSP proposal documents.

Criteria 6: Respondent's Ability to Meet Schedules on Past Projects

- Describe how your firm will develop, maintain and update the project schedule during design and construction.

- Describe your approach, procedures, and methodology with regards to timely building commissioning, the punch-list process, timely punch-list completion and resolution, the Owner occupancy process, project close-out, and warranty call back issues with consideration for occupied facilities.

Criteria 7: Respondent's Ability to Identify and Resolve Problems on Past Projects

For any combination of three projects listed in response to Criteria 4 of this RFQ, describe any conflicts with the Owner, Consultants, Architect/Engineer, or subcontractors and describe the methods used by the respondent to resolve those conflicts.

SECTION 4 – FORMAT FOR STATEMENT OF QUALIFICATIONS

General Instructions

Qualifications shall be prepared SIMPLY AND ECONOMICALLY, providing a straightforward, CONCISE description of the respondent's ability to meet the requirements of this RFQ. Emphasis shall be on the QUALITY, completeness, clarity of content, responsiveness to the requirements, and an understanding of the Owner's needs.

Qualifications shall be a MAXIMUM OF THIRTY (30) PAGES. The cover, optional cover letter (maximum two pages), table of contents, divider sheets, addendum acknowledgment sheets, and insurance and bond verification sheets do not count towards this limit.

Respondents shall carefully read the information contained in this RFQ and submit a complete response to all requirements and questions as directed. Incomplete Qualifications will be considered non-responsive and subject to rejection.

Qualifications and any other information submitted by respondents in response to this RFQ shall become the property of the Owner.

Qualifications that are qualified with conditional clauses, alterations, items not called for in the RFQ documents, or irregularities of any kind are subject to rejection by the Owner, at its option.

The Owner makes no representations of any kind that an award will be made as a result of this RFQ. The Owner reserves the right to accept or reject any or all Qualifications, waive any formalities or minor technical inconsistencies, or delete any item/requirements from this RFQ when deemed to be in the Owner's best interest.

Qualifications shall consist of answers to questions identified in Section 3 of the RFQ. It is not necessary to repeat the question in the RFQ; however, it is essential to reference the question number with the corresponding answer.

Failure to comply with all requirements contained in this Request for Qualifications may result in the rejection of the Qualifications.

Formatting

Qualifications shall be sent via a secured electronic storage program (box, dropbox, sharepoint) in emailed in a .pdf format to Tess Heidt at Tess@Kulshandlt.org

Submittals shall include a “Table of Contents” and give page numbers for each part of the RFQ submittal. Documents should be labeled in folders and named in accordance with the RFQ sections for ease of reviewing.

Submission of Offers

Time: Qualifications not received by the time and date indicated in this RFQ will not be accepted.

Electronic Submittal: Offers must be electronically delivered in .pdf format via email to Tess Heidt at Tess@KulshancIt.org. If the document is too large to be attached to the email, a link for downloading the completed RFQ may be provided.

Receipts: Confirmation of receipt may be requested by phone or email. Receipts for RFQ submittals shall be via e-mail from Tess@KulshancIt.org

No Other Methods of RFQ Submittal Delivery: Neither mail or hand-delivery, telephone, telegraphic nor facsimile Qualifications shall be accepted.