



## **Staunton Housing Corporation**

### **Request For Proposals (RFP) Construction Services for Anderson Street Cottage House**

#### **I. GENERAL SPECIFICATIONS**

The Staunton Housing Corporation (“SHC”) is accepting bids from licensed construction firms for the relocating and completion of a modular small-sided house in Staunton, Virginia. Services will include the loading, hauling, and placement on a permanent foundation of the small-sided modular home. The home is currently located at 49 Hornet Road, Fishersville Virginia and must be moved to the property at 958 Anderson Street, Staunton Virginia. Additional aspects of the services include designing improvements to the site and house.

All qualified interested firms must submit documents—via mail or email—that adhere to the requirements of this solicitation, which will be available beginning **Monday April 21, 2025** at the Staunton Redevelopment and Housing Authority (“SRHA”) Administration Building located at 900 Elizabeth Miller Gardens, Staunton, VA 24401. Respondents’ submissions should be prepared in accordance with the instructions in Section IV below.

Visits to the project site may be arranged upon request.

Respondents’ submissions must be received by SHC in sealed envelopes at 900 Elizabeth Miller Gardens, Staunton, VA by 3:00 PM EDT, **Wednesday May 21, 2025**. Envelopes should be labeled **“RFP Construction Services for Anderson Street Cottage House.”**

#### **II. BACKGROUND**

SRHA and SHC serves residents of Staunton City and Augusta County by providing affordable housing for low-income families, including seniors and disabled individuals. The agency’s mission and philosophy are as follows:

##### **Philosophy-Mission**

The SRHA provides safe and affordable housing to members of its community to enhance



## **Staunton Housing Corporation**

quality of life, promote economic opportunity, and offer a suitable living environment free from discrimination. Through commitment to staff excellence, SRHA is dedicated to treating all participants with dignity and respect.

The SRHA is a political subdivision of the Commonwealth of Virginia, created pursuant to Title 36 of the Code of Virginia. The SRHA was duly organized in March of 1961, and has been in operation since that date without interruption. The SRHA operates under state enabling legislation and federal housing regulations of the Department of Housing and Urban Development (HUD). The SRHA owns 150 RAD PBRA affordable housing units and administers 253 Housing Vouchers. It employs 9 individuals and operates on an annual budget of approximately \$3.3 million.

The SHC's primary purpose is to support the SRHA. The SHC supports the SRHA by having the authority to construct, develop, acquire, renovate, manage and operate safe and sanitary dwelling accommodations for persons of low income, qualified housing for mentally or physically disabled persons and qualified housing for elderly persons, and to further the economic development of communities, including the elimination of conditions of blight and deterioration and the promotion and assistance of economic and housing opportunities in the community.

### **III. SCOPE OF SERVICES**

The services under this RFP include establishing the foundation for setting the cottage house at the 958 Anderson Street lot, siding, electrical work, HVAC, plumbing, and construction work as needed. Work will be done in accordance with the attached plans and specifications, applicable sections of Virginia IBC, and City Zoning regulations.

The selected firm shall furnish all professional and skilled services, labor, materials, tools, equipment, insurance and permits, as necessary, to provide improvements above. Specific scope of services, plans, and specifications are attached.

### **IV. REQUIRED SUBMISSION FORMAT AND EVALUATION FACTORS**

Submittals must be in accordance with the specifications of this solicitation and include all of the required items listed below. One (1) paper copy should be submitted. No requirement



## **Staunton Housing Corporation**

and/or specification should be construed as an attempt on the part of SHC to limit competition. Sections to be included are listed below. The information submitted will be used to determine which firm is to perform the construction services for this project.

1. Construction Cost

The full cost proposal is to be completed with totals for all the services. All costs are to be included, and a bid bond must be attached. Schedule of Values and additional cost details will be required prior to contract award.

2. Performance and Timeliness

An estimated timeline is to be completed outlining the entirety of the project.

3. Additional attachments

- Bid Form
- Non-collusion Affidavit

**The entire submittal should not be lengthy or include unrequested promotional material.**

Additional information thought to be relevant, but not applicable to the categories below, may be provided but only as an appendix or addendum to the requested items.

## **V. PROPRIETARY DATA**

Proprietary data submitted must be clearly marked on each page with the following legend:

“This submittal includes data that shall not be disclosed outside the Government and shall not be duplicated, used, or disclosed—in whole or in part—for any purpose other than to evaluate this submittal. If, however, a contract is awarded to this offeror as a result of—or in connection with—the submission of this data, the Government shall have the right to duplicate, use, or disclose the data to the extent provided in the resulting contract. This restriction does not limit the Government's right to use information contained in this data if it is obtained from another source without restriction. The data subject to this restriction are contained in sheets [insert numbers or other identification of sheets]”; and

Mark each sheet of data the firm wishes to restrict with the following legend:



## **Staunton Housing Corporation**

“Use or disclosure of data contained on this sheet is subject to the restriction on the title page of this submittal.”

By submitting a response, each respondent is affirming his/her/its commitment to comply with the Laws of the City of Staunton, Commonwealth of Virginia and the United States of America governing Fair Employment Practices, and all rules and regulations of the U.S. Department of Housing and Urban Development (HUD) governing Equal Employment Opportunities and Non-discriminatory Practices. SHC reserves the right to reject any or all responses and to waive any informality in the selection process.

### **VI. SELECTION PROCESS**

Only those firms deemed qualified have been asked to submit pricing. SHC will award, and attempt to negotiate, a contract with the lowest qualified bidder. SHC reserves the right to negotiate price adjustments and details with the selected firm.

### **VII. CONTRACT TERM AND SPECIFICATIONS**

The term of the contract is intended to be a maximum of six (6) months. The construction plan and duration will be negotiated with the contractor. The final plan will be agreed upon by both parties prior to the execution of the contract.

The work to be performed under the contract is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (Section 3). The purpose of Section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by Section 3 shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing.

The parties to the contract agree to comply with HUD's regulations in 24 C.F.R Part 135, which implements Section 3. As evidenced by their execution of the contract, the parties to the contract certify that they are under no contractual obligation or any other impediment that would prevent them from complying with the Part 135 regulations.

The respondent may not transfer or assign any portion of the contract without prior written



## **Staunton Housing Corporation**

approval from the SHC.

Firm must have insurance with an A-rated carrier showing a \$1,000,000 professional liability. At the execution of the contract, the firm shall provide a Certificate of Insurance, naming SHC as an additional insured as our interests appear with 60 days' notice of cancellation.

### **VIII. TERMS AND CONDITIONS**

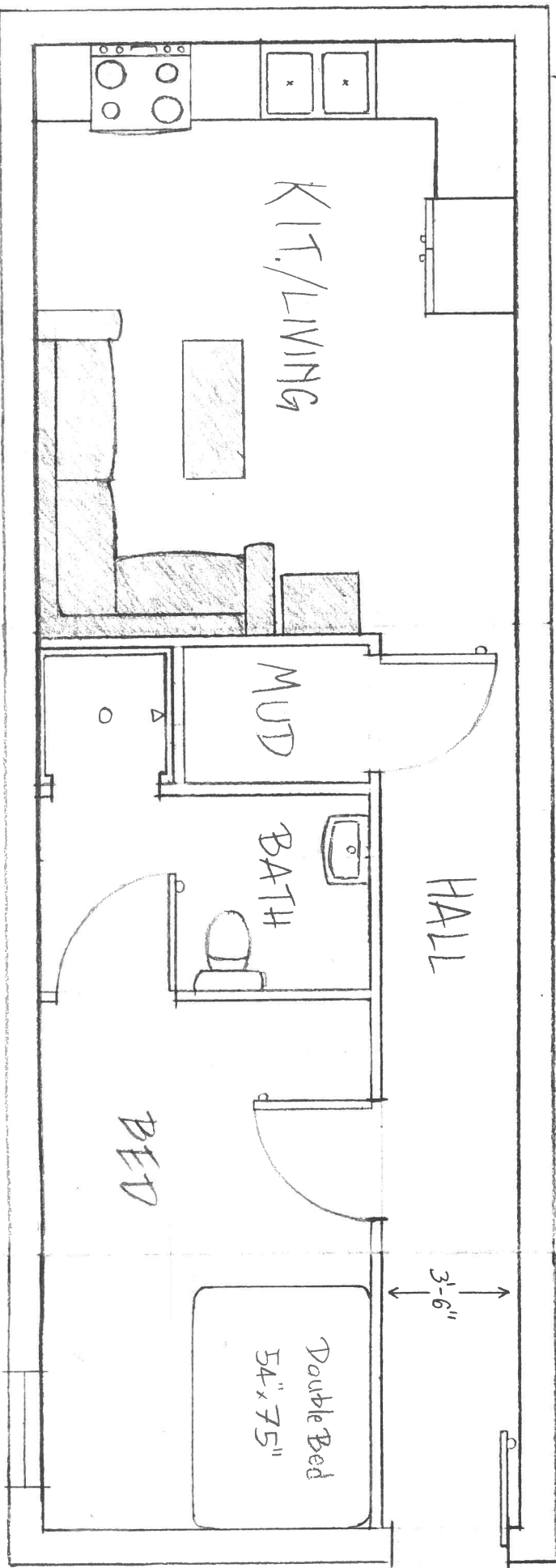
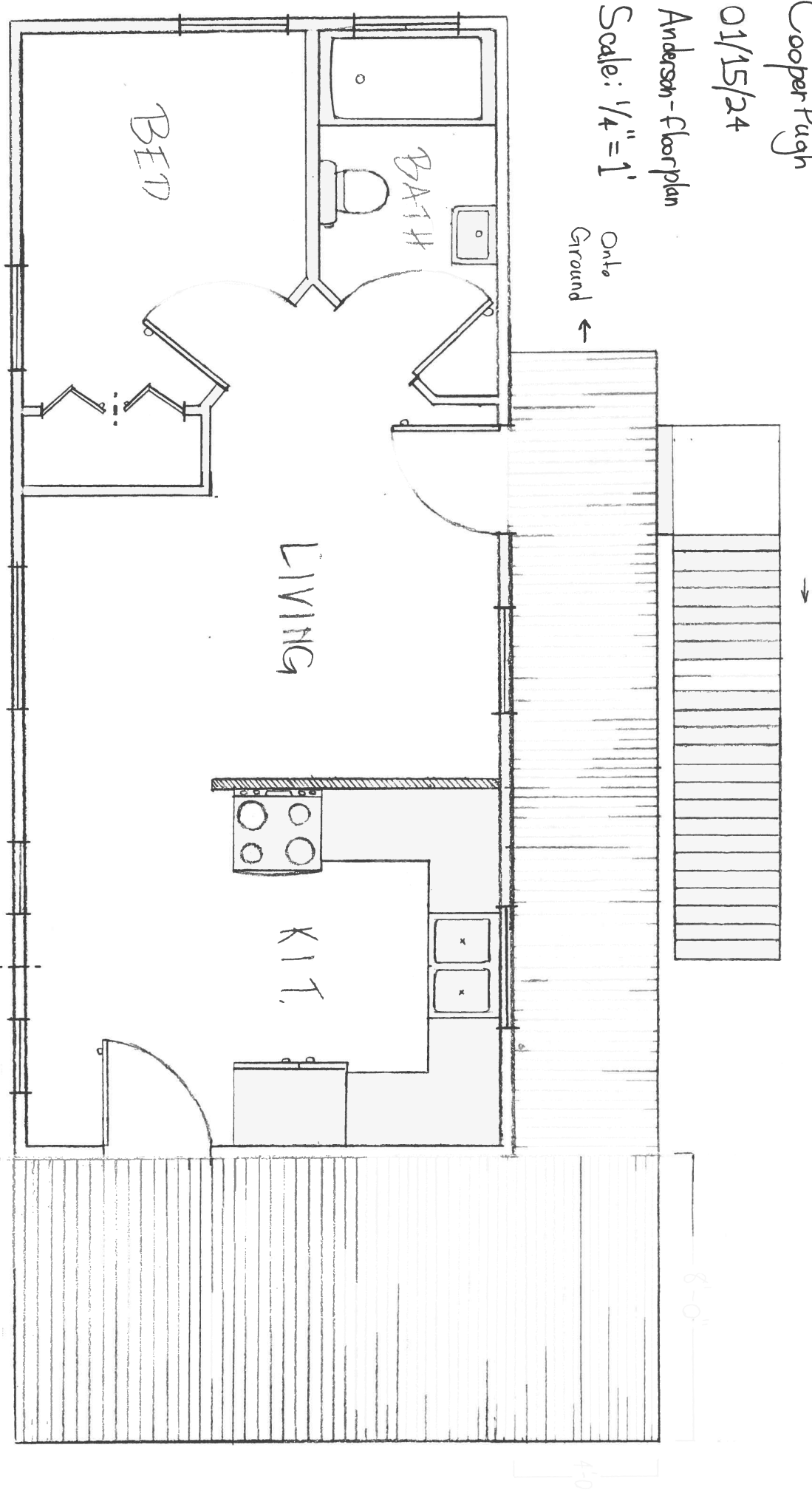
SHC reserves the right to reject any and all submittals, to award portions of this contract in whole or in part, to not award contract, and to waive any informalities in the submissions. SHC does not discriminate against faith-based organizations or any person on the basis of race, color, genetic information, sex, religion, national origin, age, familial status, or handicap. If you have any questions or concerns regarding this policy, please contact SHC at 540-886-3413.

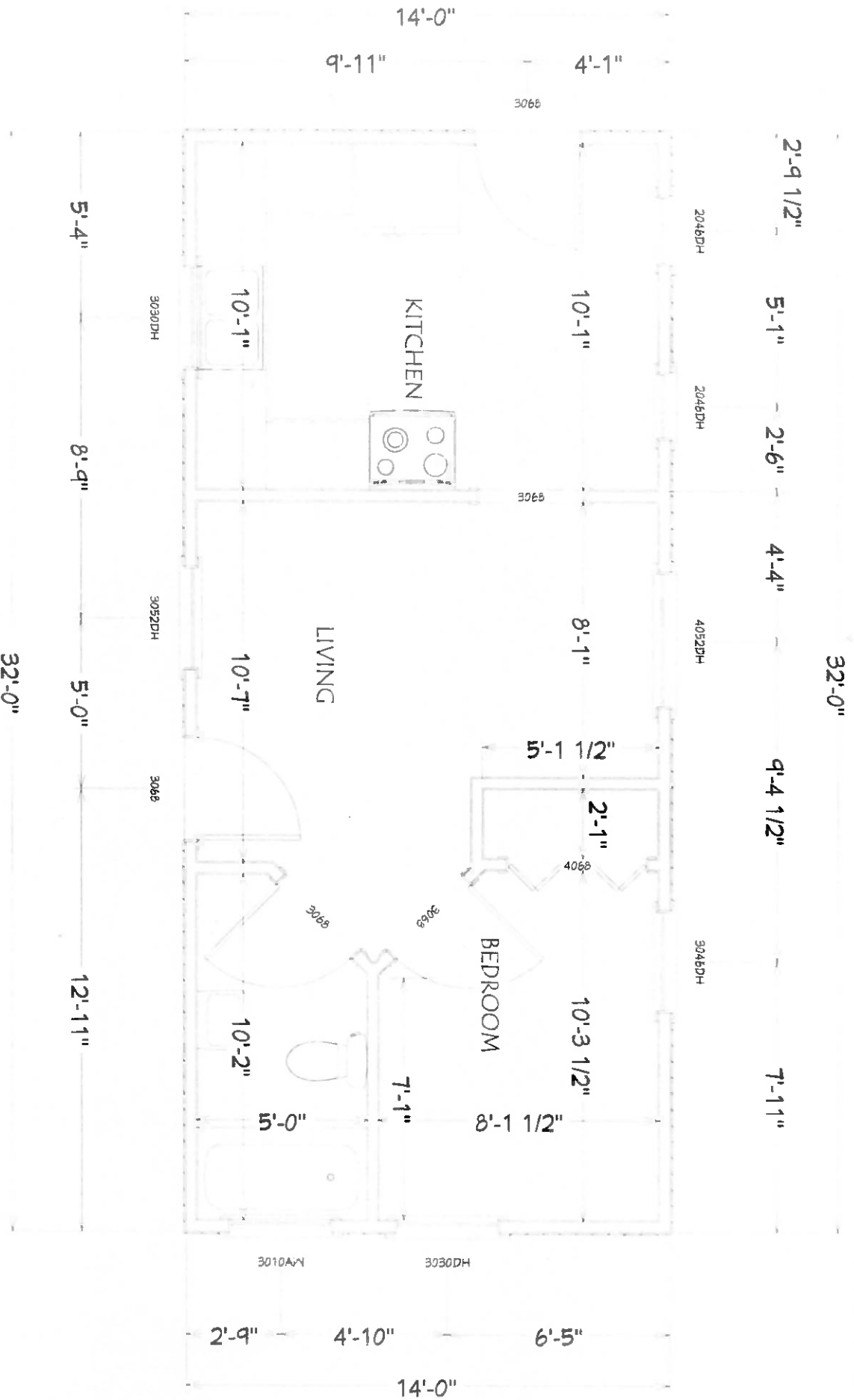
Cooper Pugh

01/15/24

Andersen - Floorplan

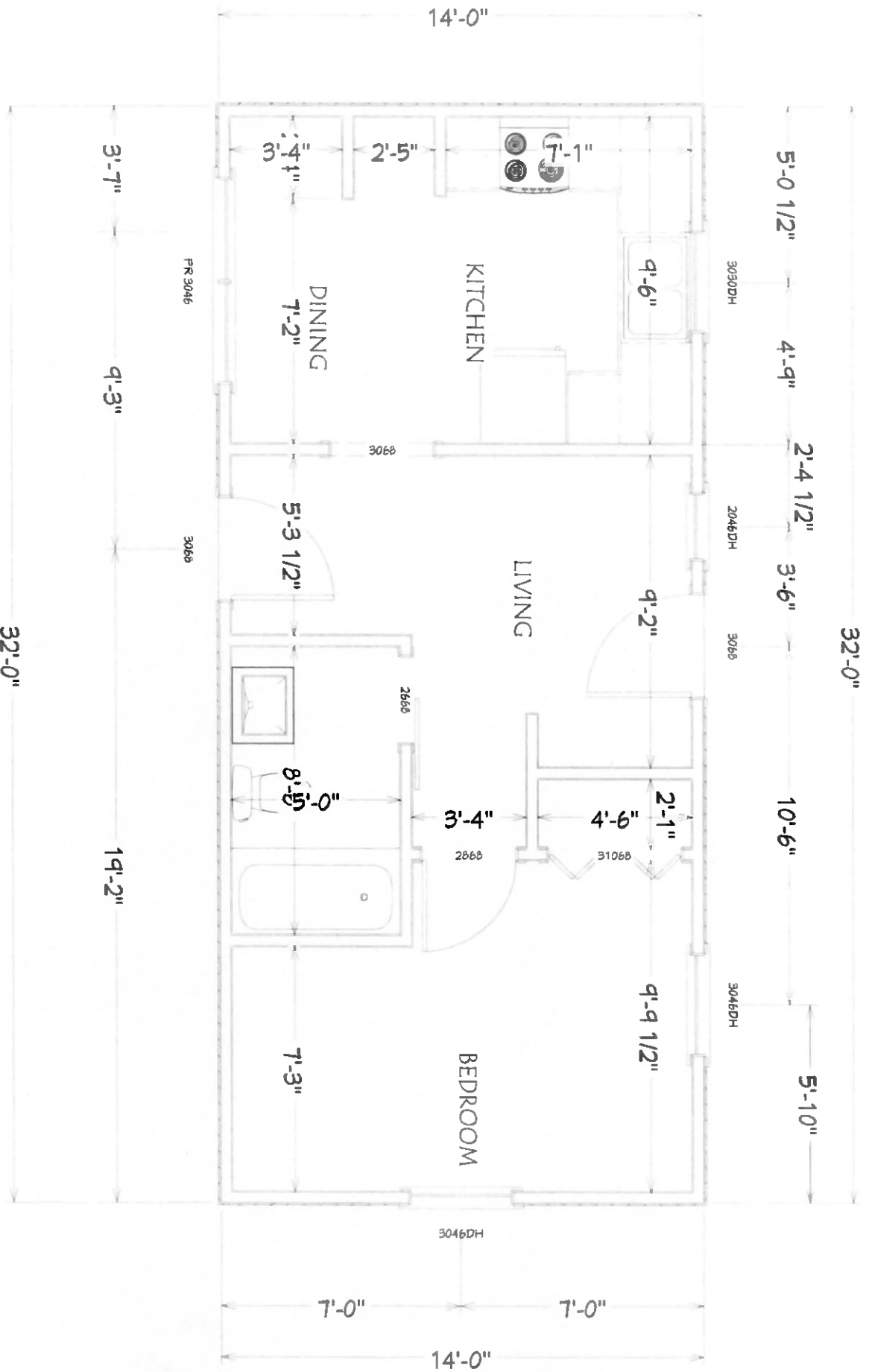
Scale: 1/4" = 1'





PLAN #1

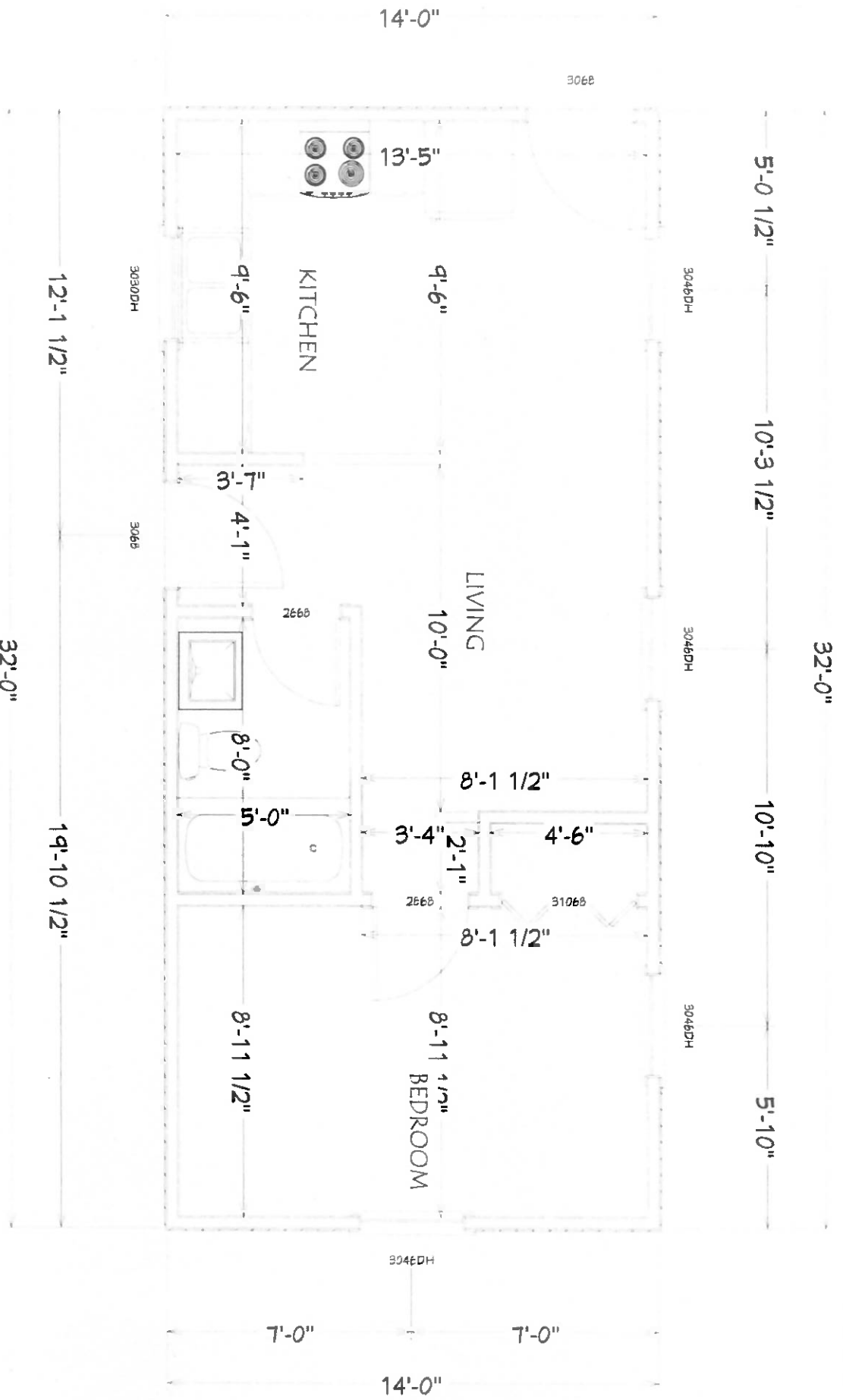
Scale 1/4" = 1'-0"



PLAN #2

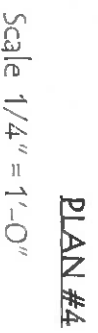
Scale 1/4" = 1'-0"





PLAN #3

Scale 1/4" = 1'-0"



Client # \_\_\_\_\_

## BID

Date: \_\_\_\_\_

From: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

To: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I, the undersigned contractor, have inspected the above listed property and understand the extent and character of the work to be completed as described in the Inspection Report identified as client number \_\_\_\_\_.

I propose to furnish all labor, materials, and equipment necessary to accomplish the work, as listed in the above documents, on the property located at \_\_\_\_\_, for the sum of \_\_\_\_\_ Dollars (\$ \_\_\_\_\_).

I will commence the work within \_\_\_\_\_ calendar days from the date the notice to proceed is received and will complete the work within \_\_\_\_\_ calendar days after starting the work.

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

THIS BID MUST HAVE A BREAKDOWN OF YOUR ESTIMATE ATTACHED.

## NON-COLLUSION AFFIDAVIT

The undersigned bidder or agent, being duly sworn on oath, says that he/she has not, nor has any other member, representative, or agent of the firm, company, corporation or partnership represented by him, entered into any combination, collusion or agreement with any person relative to the price to be bid by anyone at such letting nor to prevent any person from bidding nor to include anyone to refrain from bidding, and that this bid is made without reference to any other bid and without any agreement, understanding or combination with any other person in reference to such bidding.

He/She further says that no person or persons, firms, or corporation has, have or will receive directly or indirectly, any rebate, fee gift, commission or thing of value on account of such sale.

## OATH AND AFFIRMATION

I HEREBY AFFIRM UNDER THE PENALTIES FOR PERJURY THAT THE FACTS AND INFORMATION CONTAINED IN THE FOREGOING BID FOR PUBLIC WORKS ARE TRUE AND CORRECT.

Dated this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
(Name of Organization)

\_\_\_\_\_  
(Title of Person Signing)

\_\_\_\_\_  
(Signature)

## ACKNOWLEDGEMENT

STATE OF \_\_\_\_\_)

) ss

COUNTY OF \_\_\_\_\_)

Before me, a Notary Public, personally appeared the above named and swore that the statements contained in the foregoing document are true and correct.

Subscribed and sworn to me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Notary Public Signature

My Commission Expires: \_\_\_\_\_