

REQUEST FOR PROPOSALS (RFP)

General Contractor Services – Modular Duplex Housing Development

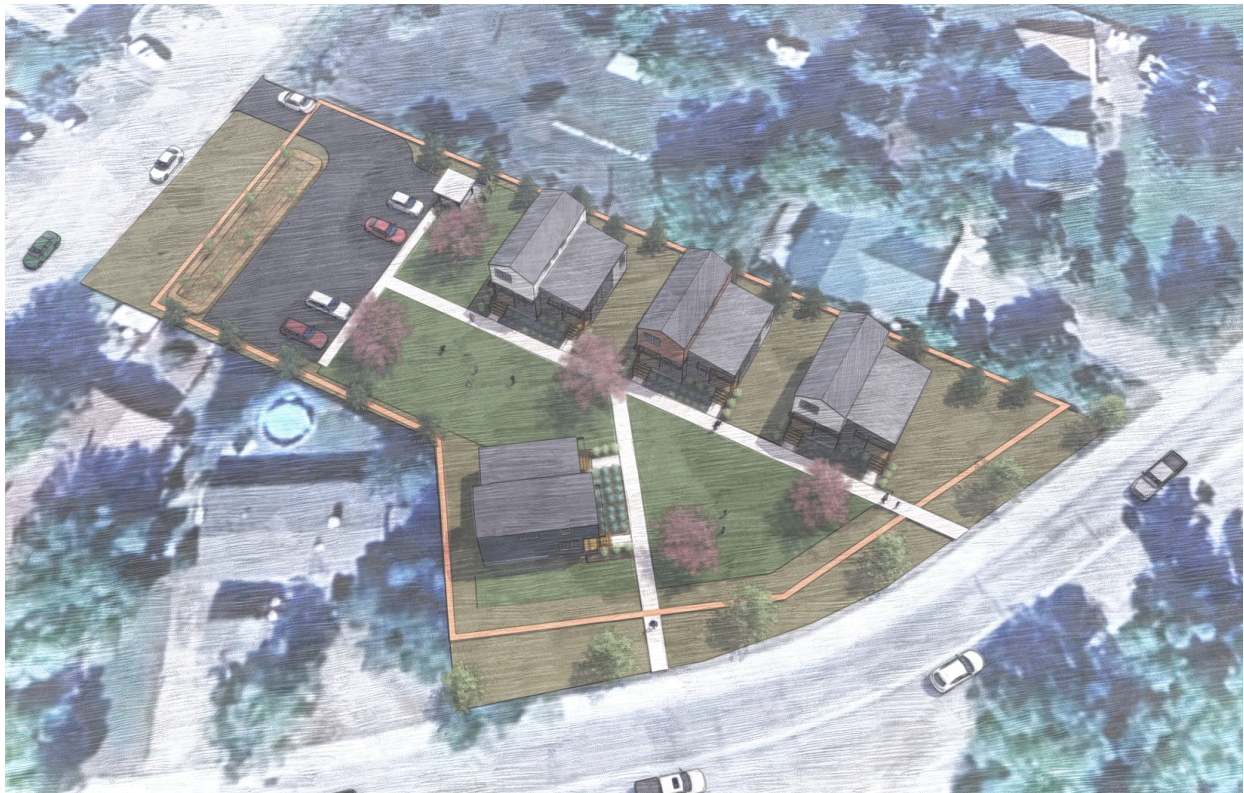
Hayden Housing Authority - *Poplar Commons*

Issue Date: July 23, 2025

1. INTRODUCTION

The Hayden Housing Authority (HHA) is seeking proposals from qualified General Contractors to manage construction of a modular duplex housing development, *Poplar Commons*, that will provide much-needed affordable housing in Hayden, Colorado. The selected contractor will be responsible for comprehensive site work, coordination with a modular housing manufacturer (to be determined), and all delivery, setting, and stitching of modular units.

This procurement will follow a public and competitive bidding process. Respondents must have demonstrable experience in modular construction, AIA contract formats, and public lender draw processes. HHA strongly encourages proposals from contractors with a proven record in delivering modular projects on time and on budget, particularly those involving affordable housing developments.



2. PROJECT OVERVIEW

Project Name: Hayden Modular Housing Project

Location: Old Skate Park on Poplar Street - Town of Hayden, Routt County, Colorado

Owner: Hayden Housing Authority

Total Buildings: 4 duplexes (8 total units)

Unit Mix:

- Four (4) 1-bedroom / 1-bath units (single-story duplexes)
- Four (4) 2-bedroom / 1.5-bath units (two-story duplexes)

Target AMI: Up to 80% of Area Median Income (AMI)

Construction Type: Modular (off-site manufactured)

Site Conditions: Vacant parcel with access to public utilities and roadway

Design Intent:

- Modular units delivered and installed on permanent foundations
- Durable materials, energy-efficient systems, and climate-appropriate finishes
- Attractive and functional design integrated into the local neighborhood fabric
- Infrastructure that supports walkability and long-term community use

Target Construction Start: Q1 2026

Target Completion: Q3 2026

3. SCOPE OF WORK

The selected contractor will be responsible for all elements of site preparation, modular coordination, and on-site finishing. Scope includes but is not limited to:

Preconstruction

- Review of construction drawings and coordination with modular manufacturer
- Preconstruction schedule input and modular delivery planning
- Permitting support and utility coordination
- Value engineering and constructability reviews

Site Work

- Grading and excavation
- Utility installation (water, sewer, electric, gas, storm)

- Roads, driveways, sidewalks, and flatwork
- Foundation construction per modular specifications
- Stormwater and site drainage management

Modular Coordination

- Staging, receiving, and inspection of modular units
- Crane coordination and setting of units
- Stitching and sealing between units
- Utility tie-ins and systems testing
- Integration of modular and site-built elements

Final Completion

- Interior and exterior finishing
- Final inspections and punch list resolution
- Documentation and closeout including warranties and lien waivers
- Coordination with funding agencies for draw requests and reporting

4. MINIMUM QUALIFICATIONS

Respondents must demonstrate:

- Completion of at least one modular housing project in the last five years
- Experience with modular setting, sealing, and site integration
- Familiarity with AIA contract formats and public funding compliance
- Experience with draw request processes for federal/state housing funds
- Bonding and insurance capacity appropriate for public construction
- Strong references from similar modular or affordable housing projects

5. SUBMITTAL REQUIREMENTS

Each proposal must include the following:

1. **Cover Letter**
2. **Firm Overview & Experience**
 - Highlight relevant modular and affordable housing projects
3. **Key Personnel**
 - Identify project manager and superintendent with resumes
4. **Approach & Methodology**
 - Site coordination, modular interface, quality control
5. **Project Schedule & Timeline**

6. **Draw Process & Cost Management Strategy**
 7. **Sample AIA Contract or Equivalent**
 8. **References (3 minimum)**
 9. **Proof of Insurance and Bonding**
 10. **Fee Proposal** (Separate file or clearly marked section in submission)
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6. EVALUATION CRITERIA

Proposals will be reviewed by a selection committee and scored as follows:

Criteria	Max Points
Modular construction project knowledge & experience	40
Familiarity with AIA contracts and draw processes	15
Affordable housing project experience	15
Proposed approach and understanding of the scope	10
Schedule capacity and ability to meet deadlines	10
References and past performance	5
Fee Proposal	5
Total	100

7. SUBMISSION INSTRUCTIONS

All proposals must be submitted **digitally** by **August 6, 2025 at 5:00 PM Mountain Time**. No hard copies are required.

Submit proposals via email to:

Tim@reinenconsulting.com

Mary@twelveinc.co

Late submissions will not be accepted.

8. QUESTIONS & ADDENDA

All questions regarding this RFP must be submitted in writing via email by **July 30, 2025** to:
Tim@reinenconsulting.com
Mary@twelveinc.co

Responses to all questions will be compiled and issued as a formal addendum by **August 1, 2025**.

9. RESERVATION OF RIGHTS

The Hayden Housing Authority reserves the right to reject any and all proposals, waive informalities, and award a contract in the best interest of the project and community. This solicitation does not commit HHA to award or reimburse any costs incurred in preparation of a proposal.