



HOMESTART

Affordable Housing for Peaks Island

Development of Two Affordable Single-Family Houses

**Luther Street Project
Peaks Island, ME**

Request for Proposals

HomeStart is a community based non-profit organization committed to creating housing opportunities that are affordable to the community's working families and individuals with low to moderate incomes. Affordable housing is an identified community priority for Peaks Island, Maine.

HomeStart is seeking submissions from private sector developers and contractors to construct two (2) energy efficient, single-family housing units on land it owns on Luther Street, Peaks Island as affordable housing.

Included in this RFP are the terms and conditions for all submissions and the guidelines for construction.

Working with the Genesis Community Loan Fund and a professional civil engineer, HomeStart will seek a conditional rezone for 18 Luther Street, which sits on a 16,123 square foot non-conforming lot in the village area of Peaks Island. Applicants responding to this RFP will not be responsible for securing a conditional rezone of the property. Construction of the two single-family homes is to begin once the Conditional Rezone is approved and funding is in place.

Sealed proposals for furnishing HomeStart with the development of affordable housing, as specified herein will be received by HomeStart, PO Box 174, Peaks Island, ME 04108, or hand delivered to Reed & Co, 30 Pleasant Street, Portland, ME, until 3:00 p.m., Wednesday, September 16, 2009. Proposals will be reviewed by HomeStart and interviews may be requested as part of the review process. Proposals shall be submitted with the attached forms, and returned in sealed envelopes plainly marked on the outside "Luther Street Housing." Proposals that are late and or submitted via tele-facsimile shall not be accepted. All proposals shall be based on a construction start of June 2010.

All questions must be submitted in writing to Mary K. Terry. These may be mailed (Mary Terry, c/o HomeStart, PO Box 174, Peaks Island, ME 04108) or e-mailed (marykterry@gmail.com) and be received no later than five (5) business days prior to the due date. Questions received after this time will not be addressed. Any interpretation, correction, or change of this document will be made only by written addenda. Changes in any other manner will not be binding on HomeStart and proposers should not rely on changes that are not documented in writing.

GENERAL INFORMATION

A. Site Information and Criteria:

The property is located on Peaks Island in Cumberland County, Maine at 18 Luther Street. The property is described in deed(s) recorded at Cumberland County's Registry of Deeds Book 14020, page 231. HomeStart owns 18 Luther Street, which sits on a 16,123 square foot non-conforming lot. There is currently one house on the lot connected to public water and sewer. The property is located within the village. The lot is fairly flat and lightly wooded.

Specific site details are provided on the attached Google map and site survey. A mandatory site inspection is required of all applicants. The site inspection will take place on Wednesday, August 19, 2009 at 3:45 pm. Applicants should take the 3:15 Casco Bay Lines Ferry to Peaks Island. There is both a 5:00 pm and a 6:00 pm return boat from Peaks to Portland. See http://www.cascobaylines.com/schedules/summer/peaks_island.htm.

B. Term of Affordability:

HomeStart is seeking a delivered cost, excluding site development costs, from the ground up, including foundations, for two completed houses.

The two single-family homes will be sold as affordable housing to community members earning between 80% and 120% of the area median income as defined by HUD for the City of Portland. HomeStart will secure long-term affordability for these homes using a deed restriction applied at the time of sale. The proposers are not responsible for this process.

C. Design Compatibility:

Projects must be designed to contribute to the character of the neighborhood and should adhere to the following general guidelines, as well as serve as a demonstration project and an architectural model for appropriate affordable housing on Peaks Island.

Project designs should:

1. Set a standard for quality design, providing an architecture that will be a visible and permanent expression of the character of the neighborhood.
2. Reinforce the public realm of open space, sidewalks and streets through appropriately scaled entries, porches, fenestration, landscaping, and architectural details.
3. Establish a building form, scale, massing and rhythm appropriate for the surrounding neighborhood.
4. Use finishes and materials that add to the quality of the neighborhood environment.
5. Provide primary entries oriented to the street in keeping with the neighborhood.

6. Use pleasing design details that add to a sense of individuality.
7. Provide visual and acoustical privacy between units and neighbors.
8. Maximize natural light and ventilation within units.
9. To the extent possible, provide flexibility within units to provide adaptability for various households and lifestyles, including access for individuals with physical disabilities.
10. Meet or exceed the requirements of the Maine State Housing Authority's 2008 Green Building Standard as modified for their Affordable Subdivision Program. (See attached.)
11. Provide for a minimum of 2 bedrooms with 3 bedrooms preferred.
12. Design and provide for a full foundation.
13. Conform to all applicable building codes.
14. Exclude costs for all sitework, including foundation; excavation and backfill; utilities installation; landscaping; and pavement.

D. Timeframe:

The applicant must describe projected dates by which commitments will be obtained; construction start-up, substantial completion, final completion and occupancy. Timeframes must be realistic and achievable. Selected applicant must be able to start construction within 2 months of Conditional Rezone approval and notice to proceed.

PROPOSAL REQUIREMENTS

Complete responses to this RFP, should include five (5) complete copies of each proposal including one original bearing the hand written signature of an officer or employee having authority to bind the organization and the following, in the order outlined below.

Note: All respondents should be aware that HomeStart is seeking a conditional rezone for this property. The application will seek approval to build on an undersized lot and to amend setbacks. Respondents may wish to investigate standard legal and zoning requirements prior to submission of proposal. The City's Zoning Administrator can be contacted at (207) 874-8695. The City's Planning Office can be contacted at (207) 874-8719.

A. Project Summary:

Applicants must provide a brief description of the project, no longer than one page, to include special features, and other ways the proposal meets the criteria and preference guidelines.

B. All projects must provide the following:

1. Conceptual architectural plans: Floor plans of all floors and exterior elevations of all sides at a scale of 1/4"=1'-0"
2. Perspective rendering: minimum of one showing both units from the street
3. A brief development team summary, including:
 - The type of organization/ownership structure
 - The names of Board of Directors, Corporate Officers, or Owners, as appropriate
 - Name, title and relevant experience of individuals involved in managing the business entity and this proposed project
 - Brief description of similar projects completed
5. An outline of costs including all permits, fees, materials, and labor costs for the design and construction of two single-family homes from the foundation up, excluding site preparation costs. HomeStart is exempt from the payment of Federal Excise Taxes on articles not for resale and the Federal Transportation Tax on all shipments. HomeStart is exempt from Maine State Sales and Use Taxes. Applicants shall quote less these taxes.
6. Successful applicant will be required to furnish a 100% Performance Payment Bond or an acceptable demonstration of 100% financial security.

SELECTION PROCESS:

Point System for Evaluating and Scoring Proposals

(Maximum Points 100)

- | | |
|---|-----------|
| 1. Cost of units. | 30 points |
| 2. Implementation of green building standards.
(See attached MaineHousing document) | 30 points |
| 3. Ability to integrate neighborhood input and take into account impact on the surrounding neighborhood, including design compatibility. | 20 points |
| 4. Applicant's ability to complete project, including development team, experience, capacity, project readiness and timeframe for completion. | 20 points |

HomeStart reserves the right to waive any informalities, in proposals, to accept any proposal or portion thereof, and, to reject any and all proposals, should it be in the best in the best interest of HomeStart to do so.

Appendices

Exhibit # 1. Proposal signature sheet

Exhibit # 2. Google earth site map

Exhibit # 3. MSHA Green Building Standards, Affordable Subdivision Program

Exhibit #1

PROPOSAL

THIS PAGE MUST BE INCLUDED

The UNDERSIGNED hereby declares that he/she or they are the only person(s), firm or corporation interested in this proposal as principal, that it is made without any connection with any other person(s), firm or corporation submitting a proposal for the same.

The UNDERSIGNED hereby declares that they have read and understand all conditions as outlined in the invitation for bids, and that their proposal is made in accordance with same.

The UNDERSIGNED hereby declares that any person(s) employed by the City of Portland, Maine, who has direct or indirect personal or financial interest in this proposal or in any portion of the profits that may be derived therefrom, has been identified and the interest disclosed by separate attachment. (Please include in your disclosure any interest which you know of. An example of a direct interest would be a City employee who would be paid to perform services under this proposal. An example of indirect interest would be a City employee who is related to any officers, employees, principal or shareholders of your firm or to you. If in doubt as to status or interest, please disclose to the extent known).

The proposer acknowledges the receipt of Addenda numbered _____
If Applicable

COMPANY NAME: _____
(Individual, Partnership, Corporation, Joint Venture)

AUTHORIZED SIGNATURE: _____ DATE: _____
(Officer, Authorized Individual or Owner)

PRINT NAME & TITLE: _____

ADDRESS: _____

TELEPHONE: _____ FAX: _____

E-MAIL: _____ FEDERAL TAX ID NUMBER: _____

NOTE: All bids must bear the handwritten signature of a duly authorized member or employee of the organization making the bid. This sheet must be signed and returned with the proposal package.