



Sudbury Housing Authority
Request for Proposals (RFP) – Redevelopment of Single Family Homes
Addendum No. 1: RFP Clarifications

Date: January 17, 2025
From: Sheila M Cusolito, Executive Director, Sudbury Housing Authority
Re: Redevelopment of Single Family Homes – Addendum No. 1: RFP Clarifications

Enclosed please find answers to questions posed by interested respondents. Firms interested in submitting a proposal for the Redevelopment of Single Family Homes must submit two (2) physical copies of the proposal plus one (1) electronic copy of the proposal on a flash drive by mail or hand delivery to 55 Hudson Road, Sudbury, MA 01776 Attn: Sheila M. Cusolito by the submission deadline of **Friday, January 24, 2025, by 12:00 PM** in order to be considered valid.

PLEASE NOTE: An acknowledgement of receipt of this Addendum No. 1 must be included as a Cover Sheet to the proposal submission. Proposals submitted without the referenced acknowledgment form will be considered INVALID. An acknowledgement form will be included as Attachment 1 to this Addendum No. 1.

GENERAL CLARIFICATIONS

- 1) Question: Is there a due date for firms to submit questions to SHA?**
Answer: Yes, questions are due by 12:00 PM January 21, 2025 via email to Sheila M. Cusolito at Director@SudburyHA.org.

- 2) Question: Will CHA be involved going forward with the development work?**
Answer: It is anticipated that CHA will serve as SHA's development consultant. In this capacity, CHA will assist SHA in the design process.

- 3) Question: The RFP "Other" category implies that there is a third requirement, is there?**
Answer: No, this is a typo. There is not a third requirement in the "Other" category.

- 4) Question: Was SHA's 2012 Duplex Project required to adhere to Public Procurement laws?**
Answer: Yes, SHA followed Public Procurement requirements for the 2012 Duplex Project as they applied to the project.
- 5) Question: The RFP states that the proposal/interview section totals 25 points. How many points are designated for the interview?**
Answer: Proposal/interview are both within one section. There is not a breakdown of points between the proposal and interview; they will be evaluated together.
- 6) Question: Civil engineering, landscape architecture and record drawings are listed as basic services in the RFP. Within the attached contract these are listed as reimbursable services. Which is correct?**
Answer: The RFP is correct. The execution copy of the contract will be revised to reflect this.
- 7) Question: Appendix V-VIII are to be completed and executed by the A&E firm only, is that correct? Do these forms need to be notarized as indicated?**
Answer: Appendix V-VIII are to be completed and executed by the A&E firm only. Appendix V Non Collusive Affidavit, Appendix VII Certificate of Vote of Authorization and Appendix VIII Tax Compliance Certificate must be notarized as indicated. Appendix VI Debarment and Conflict of Interest Form does not require a notary.

PROJECT SCOPE CLARIFICATIONS

- 8) Question: What is the construction cost of the project?**
Answer: The construction cost is estimated to be \$2.76MM. The Central Register posting lists \$4.12MM as the estimated construction cost inadvertently. The total development cost is anticipated to be \$4.12MM.
- 9) Question: Would the project consider including more than 8 units in total?**
Answer: No, for this project, the sites are very constrained. SHA feels that it's not possible to add additional units to the proposed project.
- 10) Question: Can you clarify SHA's interest in pursuing modular or panelized construction?**
Answer: SHA began looking into modular construction and found compelling data pointing to time and cost efficiencies. While SHA is not committed to modular or panelized construction, SHA expects it will be a focus during conceptual design. SHA hopes to select a firm that will study if prefabricated homes are the best option for this project.
- 11) Question: Is there an intention to implement fire safety measures, including sprinklers?**
Answer: Yes. SHA will rely on the A&E's code consultant to work with the Fire Department to confirm requirements and recommend fire safety measures.

12) Question: Does SHA have specific energy efficiency goals such as Passive House standards?

Answer: SHA will meet the energy efficiency goals required by the State, and the Town has adopted the Stretch Code. SHA is not seeking to meet Passive House standards, but the A&E is responsible for confirming if this project is triggered by the Stretch Code or other standards.

13) Question: Is the timeline accurate? There is one month for conceptual design.

Answer: SHA acknowledges that the timeline is very tight. SHA hopes to work with the selected firm to present some level of design by Annual Town Meeting, scheduled for May 5, 2025.

14) Question: Are there any other additional estimates to be completed by a cost estimator?

Answer: The goal of the current number of cost estimates is intended to mark the costs at various times in the project. SHA would be interested in including more cost estimates as the A&E firm sees fit.

15) Question: The aforementioned cost estimates would be intended to review the cost of prefabricated work, if that is the type of construction selected. Is that correct?

Answer: Evaluating and comparing the cost of modular and site-built will be a part of concept design.

16) Question: The RFP states a requirement for reference forms for each design team member. Is the intent that this form be filled out by the A&E team and all subconsultants?

Answer: Yes, SHA expects that the A&E firm and all subconsultant firms will submit reference forms.

17) Question: Is community outreach expected to be a large part of the process?

Answer: This project is well known by the community and there are varying levels of support and opposition to the project. SHA anticipates that continued community engagement and outreach will be a critical component of the project moving forward. The community that resides within the neighborhoods of the Single Family Homes have voiced concerns about increased density and traffic patterns, as well as the fit of duplex housing in a neighborhood of single-family homes. SHA will have community meetings and presentations to provide project updates. It will be important for the A&E team to participate in presenting designs and fielding related questions from the public.

18) Question: Are there CPA funds supporting the Single Family Homes project?

Answer: Yes, there are previously awarded CPA funds included. SHA also received a sizeable funding award from the Executive Office of Housing and Livable Communities. SHA submitted an application for additional CPA funding this fall. SHA will apply for a construction loan, as well.

19) Question: Could SHA confirm that Sudbury requires Base Stretch Code and that the project's sustainability goals will aim to meet Base Stretch Code?

Answer: Sudbury adopted the Stretch Energy Code requirements in 2011. Sudbury has not adopted the Specialized Energy Code. It is expected that the project will meet the Stretch Energy Code.

< END OF ADDENDUM NO. 1 >

ATTACHMENT 1

ACKNOWLEDGEMENT FORM FOR ADDENDUM NO. 1

ISSUED ON January 16, 2025

This acknowledgment form must be fully completed by the Proposer and included in the RFP Response as the Proposal Cover Sheet. **Proposals submitted without this form will be considered INVALID.**

Contact Information of Proposer Firm

Firm Name:

Street Address:

City, State, Zip Code:

Telephone:

Contact Information of Obligee

First & Last Name:

Position/Title:

Email Address:

Telephone:

Acknowledgement of Addendum No. 1

I, of

have received and read in full Addendum No. 1 to the Request for Proposals for the

Redevelopment of Single Family Homes that was issued on January 16, 2025.

X

(Signature of Obligee)

(Date)

ATTACHMENT 2

PLAN HOLDER’S LIST FOR THE REDEVELOPMENT OF Single Family Homes

1. LDA Architecture and Interiors - Gillian Baresich, gbaresich@lda-architects.com

2. Leonardi Aray Architects - Leonardi Aray, leonardi@larayarchitects.com, Ryan Chemali, ryan@larayarchitects.com and Jake Stokes, jakob@larayarchitects.com

3. Liro-Hill - John McGee, mcgeej@liro-hill.com

4. RGB Architects - Jeremy Bitner, jbitner@rgb.net

5. Waterfield Design Group, Inc - Craig Miller, cmiller@wdgrp.com

6. ZeroEnergy Design - John Mucciarone, johnm@zeroenergy.com and Stephanie Horowitz, sh@zeroenergy.com
