

**Request for Qualifications  
OPAL Community Land Trust  
General Contractor Services for the Renovation of Lavender Hollow  
Eastsound, WA**

**Release Date: December 28, 2011  
Deadline for submissions: 3 p.m. Monday, January 30, 2012**

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**Introduction**

OPAL Community Land Trust (OPAL), a non-profit charitable organization that has provided over 120 permanently affordable homes for residents of Orcas Island, Washington, seeks qualifications from general contractors to coordinate the renovation of the 22-unit Lavender Hollow apartments in Eastsound, WA.

OPAL's mission is to help sustain Orcas Island as a healthy, economically diverse community by providing permanently affordable homes and related education and support for islanders—families, seniors and singles—whose housing needs are not met by the traditional market. OPAL places a high value on building construction that is environmentally responsible, energy and resource efficient, durable, sustainable, and healthy for its occupants. To learn more about OPAL, please visit [www.opalclt.org](http://www.opalclt.org).

**Project Description**

The Project consists of interior and exterior renovations to Lavender Hollow, an 8-building, 22-unit apartment complex, construction of a small office addition, and minor site work necessary to comply with ADA requirements.

The total not-to-exceed for this contract is \$690,000, not including sales tax and bonding costs.

This project is funded through mortgage financing provided by USDA Rural Development and a grant provided by the Washington State Housing Trust Fund. As such, the project is required to comply with Washington State Prevailing Wages for Residential Construction and each construction draw will be subject to inspection by a third party representative for the State of Washington.

To download the Specifications and Plans, go to <https://public.me.com/opalclt> and enter the password: lavenderhollow.

**Contracting Timeline:**

January 17	On-site project walk through
January 30	Submittal deadline
February 8	Interviews with candidates
February 16	OPAL Board of Directors evaluates recommendations
March 1	Begin contract negotiations with selected bidder

**Estimated Project Timeline:**

March 2012	Commence Construction
August 2012	Complete Renovation
September 2012	Project Close

**Services Requested**

The success of the Lavender Hollow renovation will depend on extensive collaboration between OPAL, the architect and the general contractor. The general contractor will be responsible for providing the following:

1. Overall coordination of the site schedule, including subcontractor schedules, and entry into tenant apartments for interior work.
2. Consultation in final design development for work as required (building permits have been submitted to the county by the architect).
3. Completing with the G.C.'s own crew or soliciting and evaluating subcontractor bids and supervision of subcontractor work for:
  - a. Site work necessary for ADA compliance;
  - b. Small office addition;
  - c. Minor renovation work including, but not limited to, replacement of windows, sliding glass doors, kitchen cabinets, and kitchen appliances in all 22 units;
  - d. Additional renovation work including, but not limited to, installation of carpet, resilient flooring, and bath fixtures in six units;
  - e. ADA required renovation including, but not limited to, installation of ADA compliant hardware, interior doors, and kitchen cabinets in two units;
  - f. Residing and installation of new roofs for all eight buildings.
4. Preparation of compliance reports required by funding agencies, including, but not limited to, prevailing wage statements.

Because of the unique character of the services to be provided by the general contractor, OPAL contemplates negotiating a contract with the successful applicant that may include three elements:

- A Time and Materials contract with a specified level of effort and cost ceiling for general contractor staff to maintain the project schedule, coordinate with the architect and OPAL staff, participate in design meetings, and prepare compliance reports.
- Fixed price subcontracts to perform specific services within the overall project plan. The general contractor will add a standard fee percentage to these subcontracts. The amount of this standard fee percentage will be negotiated as part of this contract.
- A performance bond for 100% of the contract amount, plus 5% retainage on each construction draw, with retainage released upon a timely successful final inspection by representatives from OPAL, Washington State and USDA.

Although the above represents OPAL's preference, other contracting arrangements can be proposed by the applicant.

### **Selection Criteria**

OPAL will select a general contractor who most successfully demonstrates:

1. Experience successfully coordinating affordable larger-scaled development projects.
2. Familiarity with local conditions and subcontractors.
3. An understanding and ability to coordinate the logistics of rental apartment renovation with tenants in residence.
4. Experience with site-sensitive approaches and waste reduction methods.
5. Willingness to maintain a working partnership with OPAL and the architect to propose and incorporate alternative solutions that better meet OPAL's overall goal of renovation that combines economic affordability with environmental responsibility.
6. That all necessary licenses and insurances are in force.
7. Willingness to use local subcontractors where possible.
8. A demonstrated ability to deliver projects on-time and on-budget.
9. The ability to obtain a performance bond for 100% of the estimated contract amount.

### **Submittal Requirements and Instructions**

At minimum, the submittal package should include the following:

1. A cover letter and other documentation as required that:
  - a. Demonstrate the applicant's qualifications for consideration by addressing each of the selection criteria listed in the section above;
  - b. Addresses the contracting elements described above and proposes any alternatives, with a statement explaining the contractor's ability to meet the maximum not-to-exceed cost for the scope of work.
2. A list of key staff expected to direct this project on site. Include resumes.
3. A list of potential (preferred) subcontractors that might be used.
4. References

Submittal package shall be limited to 10 pages, double sided (20 pages of information total) excluding the cover letter. Submit two copies of the submittal package in person or via postal service or one copy via e-mail. E-mail is preferred and documents should be in Microsoft Word (.doc) or .pdf format for universal access.

OPAL Community Land Trust  
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Eastsound, WA 98245  
By email: [jeanne@opalclt.org](mailto:jeanne@opalclt.org)

**Deadline for submittal: 3:00 p.m., Monday, January 30, 2012**