

REQUEST FOR QUALIFICATIONS  
*FOR THE DESIGN & BUILD OF*  
THE ROUTE 114 MODERATE INCOME HOUSING DEVELOPMENT

February 24, 2025  
EAST HAMPTON HOUSING AUTHORITY, NEW YORK

## Part I- Background and Overview

### A. PURPOSE

The East Hampton Housing Authority (“EHHA” or the “Authority”) is issuing this Request for Qualifications (the “RFQ”) to solicit responses from experienced development teams interested in designing and building a turnkey Moderate Income rental housing development on its behalf. The housing will be affordable to households with incomes up to 130% of area AMI. Development teams must contain an experienced building company as well as a licensed architect and engineer. Successful respondents will demonstrate a verifiable track record of delivering quality developments on time and within predetermined budgets.

The EHHA is a component unit of the Town of East Hampton but not a department; it is a body corporate and politic with its own board of commissioners, bonding capacity and staff of 6. The Authority has 40 years’ experience in land acquisition, new construction, rehabilitation and maintenance. The staff have a combined 50 years of experience including but not limited to management, O&M, liaising with the Town including presentations to its various land use boards, compliance, Section 8 and other rental housing assistance, referrals to social service agencies. EHHA currently manages 139 units of affordable housing with approximately 375 residents. To date, EHHA has developed or co-developed 5 properties:

Avallone Apartments 21 Fort Pond Road, Montauk (1993) 17 units

Accabonac Apartments 316 Accabonac Road East Hampton (1999) 50 units

Springs Fireplace Apts. 140 Springs Fireplace Road East Hampton (2008) 26 units

Gansett Meadow 531 Montauk Highway Amagansett (2020) 37 units

The Green at Gardiner’s Point 290 Three Mile Harbor Road East Hampton (2024)  
50 units

EHHA currently owns the site, containing two parcels and comprising a total of approximately 6.5 acres. Current Town of East Hampton Affordable Housing Overlay zoning allows for the construction of up to 52 units, assuming the installation of a sanitary system. EHHA will fund the construction and once complete, own and operate the development

The RFQ is the first step in a three-step process through which EHHA will select a team to design and build the development in accordance with an agreed upon design, budget and schedule. Step one will consist of this RFQ and EHHA’s evaluation of the responses and the selection of a short list of respondents to proceed to step two. Step two will consist of presentations by and interviews of the shortlisted teams. Step three will consist of the selection of one development team to design and build the development. EHHA expects

to enter into a mutually agreed upon contract with the selected team. EHHA encourages submissions from MWBE firms.

## B. SITE AND DEVELOPMENT OVERVIEW

Site: The site is located at 776 & 780 Route 114 Sag Harbor and contains two lots:  
300-133-1-11.1  
300-133-1-10

One lot- 776 Route 114/Lot 11.1 - is improved with one occupied single family residence. The other parcel is vacant.

The site is wooded with predominantly oak and white pine. The topography is hilly with a high point about 2/3 of the way to Six Pole Highway from Route 114. The Town conducted a tree survey and concluded there were no trees that would be considered rare or unique. The presence of glacial erratic was observed.

The Town also contracted to have a Phase IA study and a Phase IB survey archeological investigation. No prehistoric or historic artifacts were found and the investigation concluded no further work was recommended. *See attached surveys and reports.*

The Site is located on the Suffolk County Area Transit bus line 92 which recently switched to on-demand service. This area is rural and has a below average walkability index rating of 5.76-10.50. It is located 2 miles from the center of Sag Harbor Village which is rated above average with a walkability index of 10.51-15.25.

1. *Size and distribution of units:* The completed development is expected to contain 50 units with a size distribution of:
  - i. 20 one bedroom units with 1 full bath 600-750 sf
  - ii. 20 two bedroom units with 1 full and 1 half bath 750-900 sf
  - iii. 10 three bedroom units with 2 full baths 950-1100 sf.
  - iv. Each unit will include an in-unit washer/dryer, sufficient in-unit storage and either a private patio or balcony. The units should be contained with a mixture of building types.
2. *Method of building construction;* stick, panelized, modular, 3D printing, or other.
3. *Sewage Treatment Plant;* plans for the property should include the construction of an advanced sewage treatment plant to manage waste water for all housing units on the Site as well as The Cottages, a modest 9-unit parcel that is immediately adjacent to the north. EHHA is in contract to purchase The Cottages and expects to complete the purchase by late 2024 or early 2025, dependent upon release of already committed funds from Town of East Hampton Community Housing Opportunity Fund and Suffolk County Acquisition & Infrastructure programs. The Cottages will be tied into the new 114 sewage treatment plant. This is included in the scope of the RFQ.

4. *Budget*: The Guaranteed Maximum Price (GMP) for the design, engineering and development, including soft costs, shall not exceed \$15,000,000 inclusive of developers overhead, profit and general liability fees. The selected respondent to sign a A102-2017 standard form of agreement between owner and contractor where the basis of payment is the design, engineering, construction and landscaping of the work plus a fee with a guaranteed maximum price contract with EHHA as Owner.
5. *Zoning, permits, etc.*: The selected respondent will be responsible for preparing and submitting all necessary documentation to obtain permission to construct the development in accordance with all relevant state, county and town requirements. EHHA will take responsibility to have the site parcels merged prior to the start of construction.

C. SCOPE OF SERVICES – Services shall include, by are not limited to:

1. Structural Engineering
2. Mechanical Engineering
3. Civil Engineering
4. Electrical Engineering
5. Plumbing Engineering including plumbing riser diagrams
6. Home Energy Rating Systems Design (HERS)
7. Architectural Design I
8. Interior design,
9. Landscape design
10. Lighting design
11. Stormwater Pollution Prevention Plans (SWPPP)
12. Permits,
13. Clearing and site development including utilities, site lighting, MEP & drainage,
14. Construction of new buildings, roadways and parking areas,
15. On-site sewage treatment package plant and all associated systems,
16. Renovation of existing building, and
17. Landscaping.

CI. PRE-SUBMISSION INFORMATION

1. Site Visits: EHHA will conduct two site visits for interested parties on **March 24<sup>th</sup> and April 3<sup>rd</sup> at 11:00 am EST**. To register for a site visit please use this link [ehharfq.org](http://ehharfq.org). Only persons who have registered and signed the release will be allowed on site.
2. Questions: Questions may be submitted at any time prior to 5:00PM **Friday April 18<sup>th</sup>, 2025**. EHHA will post all questions and responses, as received and answered, on its RFQ webpage [ehharfq.org](http://ehharfq.org).

E. SUBMISSION DEADLINE:

RFQ responses must be received by 5:00 pm on **Thursday May 1<sup>st</sup>, 2025**, Responses should be submitted to EHHA's offices at:

316 Accabonac Road

East Hampton, NY 11937

ATTN: Route 114 Moderate Income Housing Development

(1 qty. Formal signed hardcopy and 1 qty. flash drive required)

Responses delivered after the deadline will not be considered. Responses are to be prepared at no cost to EHHA and once submitted will remain the property of EHHA. By submitting a response to this RFQ the respondent agrees to provide the services in accordance with the project scope as will be memorialized in a contract with EHHA.

F. EVALUATION PROCESS:

1. The EHHA selection committee will review and evaluate all complete submissions. The evaluation schedule is expected to proceed as set forth below subject to change at the discretion of EHHA.
2. EHHA expects to notify a short list of 3-5 firms of their status by **Friday, May 23<sup>rd</sup>, 2025**.
3. EHHA will conduct interviews of the short list firms during the weeks of **June 26<sup>th</sup>, 2025**. Proposers will have 30 minutes for a presentation of their qualifications and initial designs and 30 minutes for questions from the selection committee. Proposers are required to bring those members of their team that will play key roles in the process.
4. EHHA expects to notify the selected team during the month of **July 2025**.

## Part Two – Submission Requirements

Submissions should not exceed 20 pages. The following sections constitute the submission requirements.

1. Cover Letter: provide a one-page cover letter on company letterhead identifying the primary contact including their name, title, telephone number, address and email address.

2. Firm Profile: Provide a description of your company's background including, but not limited to, history and ownership, philosophy, mission, office locations, years in service, number of employees, website, etc. Identify the legal status under which your firm conducts its business.
3. Project Team: Identify the key personnel who will work on the 114 Workforce Housing Development including firm staff and NYS licensed architect and engineer. Please include relevant license information. Provide a summary for each key individual detailing their name, title description of role and responsibilities, similar project experience and years of relevant experience. Resumes can be included in an Appendix, which will not count toward the page limit.
4. Relevant Prior Developments: Provide relevant projects similar to the Rt. 114 Moderate Income Housing Development and include the following details for each: owner, project name and address, description, construction cost, size, construction method.
5. Proposed Project Schedule and Phasing Plan.
6. References: Provide contact information (name, company, title, phone number and email address) for at least three recent clients whom your firm has worked for on similar developments.
7. Financial Strength and (any) Litigation:
  - a. Bonding capacity: provide a letter from your surety indicating your firm's total and available bonding capacity.
  - b. Provide your certificate of insurance detailing coverage and policy limits.
  - c. Provide a copy of your most recent audited financial statement, together with a statement signed by a duly authorized representative, stating that the present financial condition is materially the same as the financial condition shown on the balance sheet and income statement submitted, or with an explanation of any material change. A copy of the most recent business income tax return and unaudited pro forma financial statements will be accepted if certified financial statements are unavailable.
  - d. Provide your arbitration and litigation claims history for the last five (5) years. Indicate whether the firm or any of its principals have ever declared bankruptcy.
8. Site Plan Sketches: in the form of conceptual graphic representation of project vision with site layout showing ingress, egress, and building clustering.
9. Budget Estimate. Preliminary budget proposal must be submitted in the Construction Specifications Institute (CSI) format. The estimate shall state the following;
  - i) Subtotal of all divisions
  - ii) Overhead
  - iii) General Liability Rate
  - iv) Profit

10. Insurance: Provide adequate business certificates of insurance including limits of liability per occurrence, in the aggregate and umbrella policy limits.
11. *All submissions must be accompanied with a signed and notarized LOI (letter of intent) guaranteeing the full execution of the A102-207 upon contract award.*

## Part Three - Evaluation Criteria

- 20 points** Expertise in architectural & engineering services
- 20 Points** Qualification/experience of key staff/team expertise in construction
- 15 Points** Cost/cost management
- 10 Points** Similar projects/community, multi-family housing experience
- 10 Points** Conceptual site layout & visual project concept
- 10 Points** Experience with applicable Federal, State, Local Laws & Regulations
- 5 Points** Experience of East Hampton vernacular and aesthetic
- 5 Points** Experience with design wellness/holistic design
- 5 Points** Experience in Green Energy modeling/building practices

## Part Four - Key Dates

**Site visits – March 24<sup>th</sup> and April 3<sup>rd</sup> 2025, at 11:00 am EST**

**Questions due – 5:00PM Friday April 18<sup>th</sup> 2025**

**Submission deadline – 5:00PM Thursday May 1<sup>st</sup> 2025**

**Shortlist – May 23<sup>rd</sup> 2025**

**Interviews – week of June 26<sup>th</sup> 2025**

**Design/Build Team selection – July 2025**