

RFP: #2024-005P

Master Agreement with a Qualified Manufacturer and/or Direct Purchase for Onsite Delivery, Set Up, Layout, and Design of Modular Housing Units that Range Between 1-3 Bedrooms

**Draft Pre-Proposal Agenda
January 22, 2024 @ 1:00 pm**

Zoom Meeting:

Join Zoom Meeting

<https://us06web.zoom.us/j/81995547969?pwd=wIBXVxHYqg69k6fVA7eYX37HrREVtk.1>

Meeting ID: 819 9554 7969

Passcode: 384738

Introductions:

- Carol Kirkpatrick, Purchasing Agent
- Michael Martinez, Deputy Village Manager

Deadlines:

- Deadline to Submit Questions: January 24, 2024 by 5:00 pm
- Response to Written Questions: January 26, 2024 by 5:00 pm
- Proposals Due: February 5, 2024 @ 10:00 am
- Delivery: Prior to June 30, 2024 (Critical)

Addendum #1 (See Attached)

Site Plan:

- Updated Site Plan (Pending)

Technical Proposal Submittal Binder 1:

TAB A: Table of Contents

TAB B: Response to Business Specifications (Section IV. B)

1. Signed Letter of Transmittal Form (Appendix D)
2. Signed Campaign Contribution Form (Appendix E)
3. Signed Debarment Certification (Appendix F)
4. Signed Non-Collusion Affidavit (Appendix G)
5. New Mexico Resident Vendor or Resident Veteran Certificate (if applies) (Section II.C.32)

TAB C: Response to Technical Specifications (Section IV. C)

(Please reference Section IV.C.1-4)

1. Experience Working With Similar Project and Master Agreements
2. Total Years of Experience
3. Capacity and Capability of the Offeror to Deliver Modular Homes
4. References (Appendix J)

TAB D: Proposal Summary (Optional)

TAB E: Offeror's Response to Contract Terms and Conditions (If applicable) (Section II.C.15)

TAB F: Offeror's Additional Terms and Conditions (If applicable) (Section II.C.16)

TAB G: Other Supporting Material (If applicable)

Cost Proposal Submittal Binder 2: Must be in a separate binder.

- Cost Response Form (See attached)

Detailed Scope of Work:

- See Attached

Questions:

- All questions must be submitted in writing to purchasing@ruidoso-nm.gov and will be addressed in an addendum and posted to our website. All potential offerors who submitted the Acknowledgement of Receipt Form (Attachment A) will receive an email when it is posted.

APPENDIX H – COST RESPONSE FORM

RFP #2024-005P

Master Agreement with a Qualified Manufacturer and/or Direct Purchase for Onsite Delivery, Set Up, Layout, and Design of Modular Housing Units that Range Between 1-3 Bedrooms

Name of Proposer: _____

Item No.	Description	# of Bathrooms / Other	Square Footage of Unit	# of Units That Can be Delivered by June 30, 2024	Delivery Time Frame	Cost Per Sq Foot
1	Single Bedroom (Appx Size 480 -580 sq ft)	1				\$
						Optional Cost
	Optional: Porch/Deck/Patio	--		--	--	\$
2	Two Bedroom (Appx Size 600 -900 sq ft)	1				\$
						Optional Cost
	Optional: Porch/Deck/Patio	--		--	--	\$
3	Three Bedroom (Appx Size 1000 – 1400 sq ft)	2				\$
						Optional Cost
	Optional: Porch/Deck/Patio	--		--	--	

Offer must provide a layout or floor plan for each unit.

APPENDIX B – DETAILED SCOPE OF WORK

RFP #2024-005P

Master Agreement with a Qualified Manufacturer and/or Direct Purchase for Onsite Delivery, Set Up, Layout, and Design of Modular Housing Units that Range Between 1-3 Bedrooms

General:

The Village of Ruidoso is seeking a proposer (manufacturer) that has extensive experience in working with municipalities and providing HUD, NMCID and NMRLD approved modular housing units that are more traditional in housing shape and design that will be placed on concrete pads.

The current plan is for 12 to 16 units. Housing must meet all New Mexico and local compliance requirements.

Housing units will include all appliances, HVAC, water heater and finishings. Houses are not to be rectangular in design and should reflect a more traditional home design. **The village is on a strict timeline to complete the project and must have all units completed and installed by June 2024.**

For each proposed unit, please provide a design layout.

Unit description:

Single Bedroom	
Approximate size	480-580 sq ft
No of bathrooms	1
Laundry area	yes
Porch/deck/patio	can be provided as optional
Two Bedroom	
Approximate size	600-900 sq ft
No of bathrooms	1
Laundry area	yes
Porch/deck/patio	can be provided as optional
Three Bedroom	
Approximate size	1000-14000 sq ft
No of bathrooms	2
Laundry area	yes
Porch/deck/patio	can be provided as optional

The Village of Ruidoso is seeking a manufacturer that can provide units that would sit on site-built foundations, regular perimeter foundation that include crawl space, peer and beam or pad foundation.

Appliances:

All appliances should be included with the unit to include refrigerator, oven/stove. All appliances should be electric. All appliances should be ENERGY STAR certified.

All units should include heating and cooling units. Units should be ENERGY STAR certified and be ready to be powered by natural gas.

Water Heater:

All units should include a water heater that is fired by natural gas. All water heaters should be ENERGY STAR certified.

Pricing:

Proposers shall provide pricing for each unit at a per square foot price to include delivery and installation.

Delivery and Timeframe:

The Village of Ruidoso is on a strict timetable for spending allocated funds. Units must be delivered prior to June 30, 2024. The village is requesting proposers to estimate how many units can be delivered on or by this date.

Layout:

Proposers shall provide the layout of each unit.