



We build strength, stability, self-reliance *and* shelter.

## REQUEST FOR BID

Central Delaware Habitat for Humanity  
2311 S. Dupont Hwy  
Dover, DE 19901 Phone: 302-526-2366

- PROJECT NAME:** Affordable Homeownership in Dover
- PROJECT LOCATION:** 106 & 108 Willis Street, Dover and 229 Cecil Street, Dover
- SCOPE OF WORK:** Create two new floorplans – single-story 3 bedroom duplex and two-story 3 bedroom on a slab
- DATE OF WORK:** Final construction plans must be completed by January 31, 2025 and a draft concept plan to CDHFH by Jan. 8, 2025.
- PROPOSAL/BID DUE DATE:** **5:00PM EST on November 27, 2024**  
Email responses to: Jocelyn Tice at [jtice@centraldelawarehabitat.org](mailto:jtice@centraldelawarehabitat.org)
- Optional Zoom meeting on **Tuesday Nov. 19, 2024 at 10:00AM** to answer questions.  
Join Zoom Meeting  
<https://us02web.zoom.us/j/83171249391?pwd=keCncdJK81Ja4WBFELd5pOjg0Qdpwk.1>
- Meeting ID: 831 7124 9391  
Passcode: 835338

## I. INTRODUCTION

Central Delaware Habitat for Humanity (Habitat) has developed this Request for Bid (RFB) to help organizations bid specific scopes of work for architectural services related to Habitat.

Habitat is currently building 4-6 homes per year, operating a ReStore, acquiring land and providing other services, so there are ongoing opportunities for firms to bid on work throughout the organization. Since 1990, we have built 85 homes in Kent County and are committed to building decent and affordable homes. Our mission is seeking to put God's love into action by bringing people together to build homes, communities and hope. For more information about Habitat's mission and approach <https://centraldelawarehabitat.org>.

Habitat, as General Contractor and Owner, solicits bids for the procurement of construction-related materials and sub-contracted services. Habitat makes a good faith effort to include all interested parties in the bidding process. Habitat maintains a list of vendors and solicits RFB responses. RFBs are available at <https://centraldelawarehabitat.org/opportunities/>.

## II. CONTRACT STRUCTURE

Central Delaware Habitat for Humanity will serve as Owner/Developer and General Contractor for this project. If selected, Respondent firm will enter into a contract with Habitat to provide architectural services for the scope of work outlined in Exhibit A of this RFB.

## III. PROCUREMENT PROCEDURE

### A. Respondent Instructions

Respondent must submit Bid per instructions below in order to be considered. Incomplete or late bids will not be considered. Bids should be submitted electronically in PDF format.

### B. Evaluation Criteria for Contract Award:

Selection for provision of professional services shall be made by evaluating the following factors:

1. Demonstration of capacity to complete the floorplans by Jan. 31, 2025 or earlier.
2. Experience in designing affordable housing
5. Qualification as MBE/WBE/VOBE/SDVOBE/IWDBE firm
6. Overall cost of Vendor's proposal

Habitat for Humanity reserves the right to:

1. Reject any or all offers and discontinue this RFB process without obligation or liability to any potential vendor
2. Accept other than the lowest priced offer, and/or
3. Award more than one contract.

## IV. BID REQUIREMENTS

Please providing the following:

- Overview of Company
- Experience in designing affordable housing and/or working with affordable housing providers
- Breakdown of Cost Per Construction Plan

## EXHIBIT A

### **Project Description:**

Central Delaware Habitat for Humanity has received funding to build homes throughout Dover. Central Delaware Habitat builds the home to suit the homeowner and the lot. This project consists of two floor plans:

1. Single-story 3 Bedroom Duplex
2. Two-story, 3 bedroom home on a slab

### Duplex:

- The location of the duplex will be 106 & 108 Willis Road, Dover.
- For each unit, the max house width is 17.5' and max length is 105'.
- The duplex must be on a slab with zero step entry. The home must be handicap accessible and approximately 1,200 sq ft.
- Number of Bedrooms – 3 with a minimum of 1 ½ baths.
- See sample floor plan of a current single-story Habitat home.

### Two-Story, 3 Bedroom

- The location of this home is 229 Cecil St, Dover.
- The max house width is 15' and max length is 66'.
- The home must be designed on a slab and approximately 1,200 sq ft.
- See sample floor plan. This home was built at 101 N West St, Dover; however, it has a block foundation.

### **Project Schedule:**

Draft floor plan must be to CDHFH by Jan. 8, 2025 with a full set of construction plans completed by Jan. 31, 2025. If you are interested in providing a bid; however, unable to meet the January deadline, please submit a bid with a new proposed deadline.

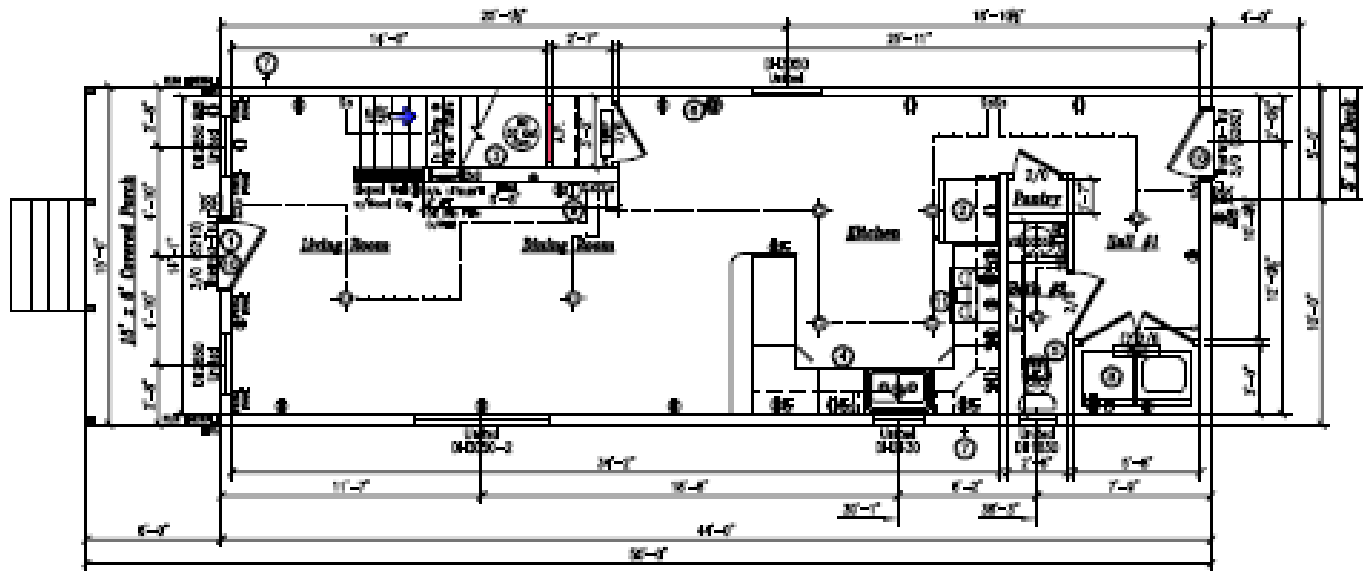
CDHFH plans to build these homes in 2025.

### **Scope of Work:**

The service provider will:

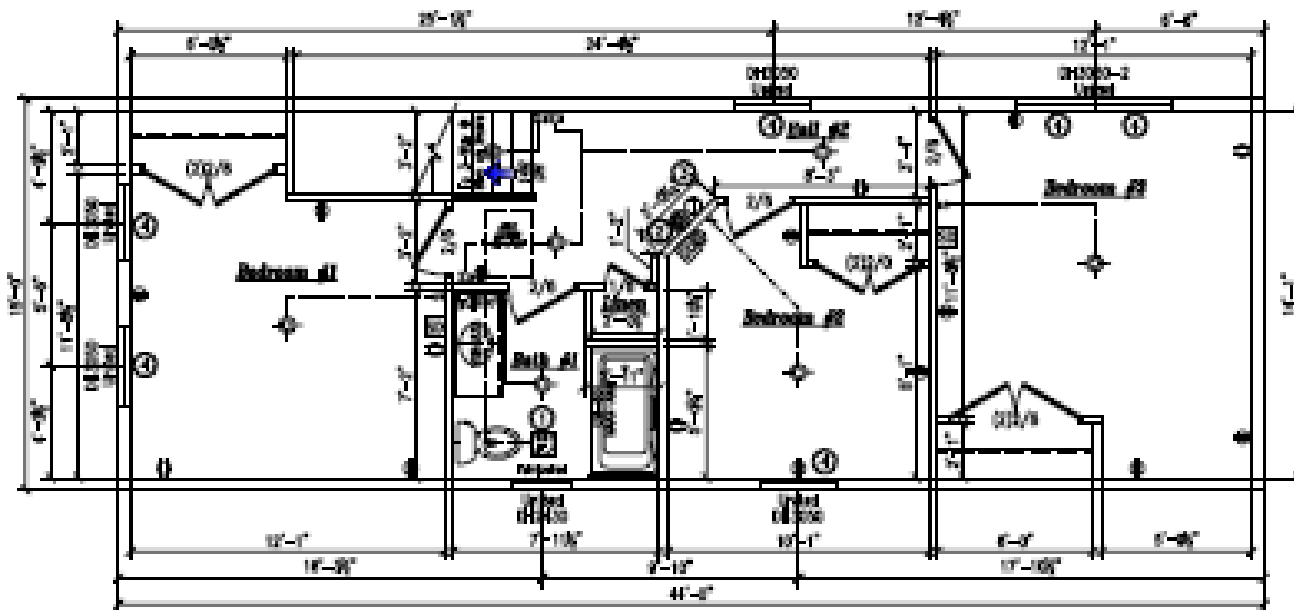
- Complete both draft floor plans for CDHFH feedback by January 8, 2025.
- Provide CDHFH two complete set of construction plans which includes elevations, measurements, kitchen layout, footings, etc. A full electrical and HVAC plan is not required.
- CDHFH will contact the service provider after construction is complete to update the plans for a set of as-built plans.
- HVAC location must be within conditioned space.
- Stamped plans are not required.
- Provide CDHFH with 1 printed set of plans and a PDF copy.

# 229 Cecil Street - Two-story, 3 bedroom



*First Floor Plan*  
SCALE: 1/16" = 1'-0"

See Note  
1. Single Swing Door Open



*Second Floor Plan*  
SCALE: 1/16" = 1'-0"

# 106 & 108 Willis—Single-Story Handicap Accessible Duplex

