REQUEST FOR PROPOSAL (RFP)

DEPOT HILL MODULAR HOME

Habitat for Humanity of Dutchess County
Project Location: Depot Hill Road, Amenia, NY
Proposal Due Date: October 9, 2026
Anticipated Start: November 2026

1. PROJECT OVERVIEW

Habitat for Humanity of Dutchess County (HFHDC) is requesting proposals from qualified modular home manufacturers for the **manufacturing and delivery of one two-story modular home**.

The selected contractor shall provide all labor, materials, supervision, equipment, transportation, and services necessary to complete the modular home within the scope described below.

2. PROJECT REQUIREMENTS

The proposed modular home shall meet the following requirements:

- **Two-story modular home**
- **3 bedrooms (one on main floor), 2 bathrooms (one on main floor)**
- Maximum **1,500 square feet**
- Maximum approximate footprint of **20' x 40'**
- New York State-compliant modular construction
- The home shall be designed with consideration for **future accessibility and aging-in-place needs**. The Contractor shall identify design features or provisions that can facilitate future modifications, including, where feasible:
    - Accessible routes and doorways
    - Potential future bathroom accessibility
    - Reinforced walls for future grab bars
    - Appropriate electrical and plumbing provisions
    - Reasonable clearances for future accessibility modifications

The intent is for the home to be **adaptable for future ADA/accessibility needs without requiring significant structural modifications**, where reasonably feasible.

- The home shall be **EV Ready**, with electrical infrastructure designed to accommodate the future installation of an electric vehicle charging station.
- Final design and floor plan subject to HFHDC approval
- New York State-stamped plans to be provided following approval of the final floor plan
- Ability to meet Dutchess County HOME Investment Partnership Guidelines - All new buildings and gut rehabilitations shall be designed to meet the National ENERGY STAR efficiency performance specifications. All developments must comply with the National Home Energy Rating System guidelines and use ENERGY STAR mechanical systems and appliances. Other Energy Star and "green" components are encouraged.

3. SCOPE OF WORK

The contractor's proposal shall include, at a minimum:

Manufacturing

- Manufacture of one complete two-story modular home.
- All materials, labor, supervision, and manufacturing costs.
- Construction in accordance with approved plans and specifications.

Transportation & Delivery

- Transportation from the manufacturing facility to the project site.
- Required transportation permits and coordination.
- Delivery scheduling with HFHDC.

Plans & Documentation

- Final modular construction drawings.
- New York State-stamped plans.
- Product specifications and applicable manufacturer documentation.
- Installation and setting requirements.

Contractor shall clearly identify any work or costs **not included** in the proposal.

4. PROPOSAL REQUIREMENTS

Proposals should include:

1. Company name and contact information.
2. Description of the proposed modular home.
3. Proposed floor plan and specifications, if available.
4. Total lump-sum price.
5. Itemized pricing for manufacturing and delivery.
6. Estimated manufacturing and delivery schedule.
7. Estimated production timeline.
8. List of exclusions, allowances, and assumptions.

5. CODE & REGULATORY REQUIREMENTS

The contractor shall comply with all applicable federal, New York State, and local requirements related to its scope of work.

The modular home shall comply with all applicable **New York State modular housing requirements**.

6. GENERAL TERMS & CONDITIONS

This RFP does not commit HFHDC to award a contract or reimburse any costs incurred in preparing a proposal.

HFHDC reserves the right to:

- Accept or reject any or all proposals.
- Request clarification or additional information.
- Negotiate with qualified proposers.
- Cancel or modify all or part of this RFP.
- Award more than one contract, if appropriate.
- Accept a proposal other than the lowest-priced proposal.

Respondents are responsible for reviewing all drawings, specifications, exhibits, and supporting documentation provided by HFHDC.

7. PROPOSAL SUBMISSION

Proposal Due: October 9, 2026

Submit proposals to:

Todd Bowen, Construction Director
Habitat for Humanity of Dutchess County
Phone: 845-490-1894
Email: todd.bowen@habitatdutchess.org

Subject: Depot Hill Modular Home – RFP Response

For more information about Habitat for Humanity of Dutchess County and our mission, please visit habitatdutchess.org.

CONTRACTOR ACKNOWLEDGEMENT

By submitting a proposal, the contractor acknowledges that it has reviewed this RFP and understands the scope and requirements described above.

Company Name: _____

Authorized Representative: _____

Title: _____

Signature: _____

Date: _____