

# *Request for Design Service Qualifications*

*Housing Resource Center (Housing Nantucket)*

*Nantucket, Massachusetts*

RFQ DUE DATE: October 3, 2008 at 12:00 pm  
(Delivered to Housing Nantucket, P.O. Box 3149, Nantucket, MA 02554  
or hand delivered to 15 Teasdale Circle)

## **Section I: Introduction**

Housing Nantucket, formerly known as the Nantucket Housing Office, has been working on Nantucket to provide community housing opportunities for all Islanders since 1994. The organization – charged with development, management, advocacy, and planning for housing – owns and operates twenty-four affordable rental units; manages twelve units owned by the Nantucket Education Trust; oversees thirty-seven Housing Needs Covenant units; provides at least two homebuyer education programs per year; provides down payment assistance; advocates within the community for more housing; and continues to develop new units through construction or house recycling. This broad based mission has been operated out of a closet sized office at the Housing Authority and then in a small rented office for the past six years. The organization now recognizes it is the time to take the next step and begin to develop their own office space – a *resource center* that will serve the entire community.

The Housing Resource Center (HRC) is intended to be the “central hub” for the properties and activities of Housing Nantucket. The project will be a model mixed-use site with housing and offices on two parcels which total approximately an acre. Furthermore, the project is intended to be a model project for environmentally friendly development and construction on the island. The entire facility and its environs must be a symbol, at a human scale, showing integration on every level – in the collaborative team effort, the building/site relationship, the materials of the building and the landscape, the connection between the present and the past, the use of the land with the needs of the land, and the connection between housing and the people of Nantucket.

Housing Nantucket seeks to create a holistic design for the HRC, its attendant housing units and its site; and, therefore, the design must be connected at its core to the basic principles of the community's plans and goals. Ideally, the HRC project should be seen as a “whole” comprised of a complex set of interrelated parts. The HRC project should demonstrate state-of-the-art thinking in an ecologically sensitive design and be a *signature* building.

Housing Nantucket is interested in a creative design solution that results in the “greenest” building while remaining true to the goals of affordable housing. While there is no set definition of “green” for the organization, such innovative energy solutions as geothermal, solar, or wind will be encouraged. The buildings must strive to meet the highest possible LEED standards as established by the USGBC and the Energy Star ratings; and Housing Nantucket will seek the use and documentation of materials via Life-Cycle Analysis.

## **Background**

The location of the Housing Resource Center is slated for a triangular shaped parcel located at 75 Old South Road (see attachment). This site, near the dense “Naushop” development, but surrounded by less dense housing and light industrial zones, is serviced by bus and is across from a bike path. The site is located at the top of a slight rise. This site will be transferred from the Town of Nantucket to the Housing Authority which will put the parcel out to competitive bid.

Originally laid out as a road, the parcel was formerly known as “Millers Lane,” but was approved to be divided into four parcels through an Approval Not Required subdivision in July of 2008. Two of the parcels were laid out for other purposes and two parcels dedicated to affordable housing and housing support. Both of the housing parcels have been re-zoned RC-2. The parcel commonly known as “Lot D” is 20,268 square feet and is triangular shaped. Coverage is 50%, but setbacks may create a creative design problem. The parcel commonly known as “Lot C” is 28,397 square feet and more rectangular shaped with a 40 foot frontage along Old South Road. This parcel is located near existing housing and also abuts a proposed walking path.

Current utilities are accessible via Old South Road, but a force sewer main on the property may need to be moved as part of this project. A walking path is slated for a section between these parcels and the existing road near Nantucket Inn. Effort should be made to tie the walking path, the bike path, and the bus system into this project. Abutting neighbors have concerns about the density on these properties and effort should be made to develop a project that will show sensitivity to the neighbors.

Current funding for this project comes from grants made by the Tupancy Harris Foundation of 1984, the Bank of America Foundation, and the Community Preservation Committee. This funding is for approximately half of the overall estimated cost of the project. The organization may use the winning design to create a case statement for a larger capital campaign to raise the remaining funds, but currently funding is slated through a mortgage supported by the rents received from the four apartments on the site.

A preliminary pre-schematic plan was developed for grant writing purposes in 2006. Although the winning team of this proposal will provide their own unique design solution for the HRC, the pre-schematic concepts should be used as a guide. It is recognized that this information is based upon preliminary input from the staff and board of Housing Nantucket and will need to be further expanded and refined. The concepts as expressed during this pre-schematic stage can be combined into multi-use spaces. Specifically these “wants” were:

### **OFFICE FACILITIES**

- Meeting space
- Work space
- At least four offices, with ability to expand in the future
- At least one office with internal, confidential meeting space
- Consideration should be made to make all offices confidential
- Plan Room or Filing Room (Flat file space for maps)
- Possible space for other users (Habitat, Housing Assistance Corporation)
- Locking and fireproof storage
- Open, airy and light work areas

## PROPERTY MANAGEMENT FACILITIES

- Storage for donated materials
- Garage for truck
- Maintenance area (space for small projects, ladder storage, welding space, etc.)
- Asset management area (files, tenant tracking, maps, key storage)
- Construction management area (maps, files, supplies)
- May utilize basement space, but will need to consider ADA requirements

## RESIDENT SERVICE / EDUCATION RELATED FACILITIES

- Conference room / class room with room darkening capabilities
- Projector and screen
- Library space for documents
- Computer Terminals
- Conference table with comfortable chairs
- Possible location for mailboxes, laundry, tenant copier/fax

## PUBLIC SPACES

- Reception area with “signature space”
- Comfortable sitting areas
- Area to provide public information
- Area to thank donors and grant makers
- TV or Computer to show slides or programming
- Space for ADA bathroom
- Outdoor space for bikers and walkers – benches and information kiosk
- A public bathroom and water fountain
- Bus stop
- Suitable parking spaces shielded from street, all parking should meet codes

## HOUSING UNITS

- Must have four units – two per parcel
- May be integrated or separate from building
- Should be a mixture of one and two bedroom units
- Provide bedrooms, bathroom, kitchen, and living spaces
- Provide some type of storage space
- Light and open
- At least one ADA compliant unit
- Have private spaces
- Minimize impact on neighbors

## GREEN ELEMENTS

- Use of innovative techniques
- Low-VOC paints
- FSC woods
- Energy efficient
- Long life spans

## **Section II: Scope of Work**

Please identify the effort, products, and cost total for the following phases:

1. Schematic
2. Design Development
3. Construction Documentation
4. Construction Administration/Review/Management
5. Post Occupancy

## **Section III: Team Approach**

A team approach to design and construction will assure the development and implementation of an integrated building and site design that aligns with and enhances the ideas of the master plan. The team philosophy should mirror the integrated philosophy of the site development and successfully combine the talents of the various team members to reach the common goals of the project. Please describe your approach to this and include recommendations of how your team can work together to lead stakeholder input, work together throughout the process, and coordinate with local government representatives. As well, describe when, if any, specialized consultants such as landscape architects and interior designers would be coordinated and brought into the process. Each submitting architectural team should also propose their own approach to involve the community, its stakeholders, and the local government representatives throughout the design process.

## **Section IV: Factors to Consider**

1. Compliance. The Consultant will work and prepare plans in compliance with all federal, state, and local requirements. (I.E. Parking, setbacks, Historic District Commission, etc.)
2. Insurance. At the time of the award of the final Contract, the Consultant is to provide proof of liability insurance (1 million dollars). The organization requires the Consultant to maintain liability insurance throughout the project with Housing Nantucket as an additionally named insured.
3. The selected team will participate in at least one community meeting. The selected team needs to agree to participate in the possible documentation of the process for this project. This could include video taping, photographs, and other documentation.

## **Section V: Proposal Format and Required Submittals**

All Consultants are to submit ten (10) copies of their proposal to Housing Nantucket by the required date and time. The proposal is to be in the following format:

1. Cover Letter
2. Explanation of work to be performed
3. Explanation of suggested green methodologies to be used
4. Project schedule (including meetings) based on the tentative start date of November 2008 and start of construction in mid-2009.
5. Resumes of key personnel and the roles they will play.
6. A complete list of sub-consultants and their resumes. The organization reserves the right to accept or refuse sub-consultants.
7. Compensation (under separate cover and broken down by phase of project at a minimum)
8. Other submittals as deemed necessary by the Consultant.

Furthermore, consultants should provide three (3) copies of a concept sketch in perspective of the office building and additional housing units. Consultant may provide a schematic site plan showing site flow and possible site planning.

## **Section VI: Consultant Selection**

The organization intends to make the selection and award the contract for Housing Nantucket's Housing Resource Center to the Consultant whose proposal promises to be the most advantageous to the organization. The following factors will be considered:

1. Qualifications and experience of the prime Consultant and their assembled team
2. Experience and knowledge of environmentally friendly materials
3. Procedures and methods
4. Interview (including project manager, senior designer, and key personnel who will be conducting the public meetings)
5. Compensation