



Request for Proposals (RFP): Industrialized Offsite Construction (IOC) Design Partner - Design for Manufacturing and Assembly -Optimized, Factory-Built Housing Portfolio

Appalachian Highlands Housing Partners (AHHP), a 501(c)(3) non-profit organization based in Abingdon, Virginia, is seeking quotes from experienced Offsite Construction / Factory-built teams to develop a comprehensive design package for several single-family housing models. These homes will serve communities throughout southwest Virginia as well as surrounding areas in Kentucky, Tennessee, North Carolina and West Virginia. Designs must be optimized for off-site factory-built construction (3D volumetric modules, 2D panelized systems, and hybrid/componentized approaches).

This RFP supports AHHP's mission to expand attainable, high-quality, factory-built housing. Designs must be cost efficient, factory friendly, transportable, and easily adaptable to meet building code compliance in the states listed above.

AHHP will not only produce high quality factory-built homes but will also be facilitating a 30,000 square foot training facility as part of the overall program. This training facility will be the jumping off point for an innovative approach to a long-range goal of strengthening and enhancing the workforce. The enhancement of the local workforce will ensure that the program is providing not only immediate jobs but establishing a meaningful ecosystem in the future.

Successful candidates must agree to participate in a 3-day Design Charrette with AHHP, community partners, and local residents to discuss all aspects of the appropriate design for future residents.

The winning proposal will include:

- A creative team
- Sharp deadlines
- Ability to create a catalog of final products at the end of 1 year
- Ability to engage in a 3-day charrette with community subcommittee

For this RFP, “IOC / factory-built” includes (but is not limited to) 3D volumetric modulars, 2D panelized systems, and hybrid/componentized approaches (e.g., MEP/service cartridges/pods). Respondents must demonstrate Design for Manufacturing and Assembly (DfMA) experience applicable to housing produced in a factory environment and deployed regionally.

RFP Release Date: 1/2/26

Submission Deadline: 2/20/26

RFP Applicant Notification Date: 3/6/26

3 Day Design Charrette: May 2026

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Background and Vision

AHHP was established in November 2024 to address the workforce housing needs in the Southwest Virginia region. At AHHP, the focus is on partnerships to create lasting change. AHHP aims to address the housing affordability gap by providing sustainable, quality housing opportunities for individuals and families. This housing can best be provided when the housing ecosystem is addressed through education, increasing employment in the trades, building houses and creating attainable living solutions.

Through our unique approach, as a Community Land Trust, we ensure that housing stays attainable in perpetuity. AHHP plans to develop high-quality homes affordable to workforce households earning 80–120% of the Area Median Income (AMI). AHHP has acquired a facility to establish a factory-built construction factory that will deliver precision-built homes while introducing modern construction methods to the region. This initiative will create jobs and provide hands-on training for local workers in all aspects of factory-built construction, from fabrication through on-site delivery and installation. In addition to construction trades, AHHP will offer training and certifications in mechanical, electrical, plumbing, and HVAC systems in partnership with local educational institutions and trade organizations.

This investment is especially timely for Southwest Virginia, a region that has long faced economic challenges including poverty, out-migration, and dependence on a declining coal industry. Recent in-migration—driven in part by the growth of remote work—has increased housing demand and home prices, making affordable housing increasingly out of reach for long-time residents. AHHP’s approach addresses both workforce development and housing affordability by creating skilled jobs while delivering high-quality, attainable homes to the community.

AHHP is committed to strengthening the region by not only developing attainable housing, but also fostering an environment that educates workers, provides gainful employment, and builds regional partnerships with local businesses to support a robust and sustainable economy for generations to come. AHHP also prioritizes community engagement throughout the development process to ensure the final product reflects local needs and values.

Scope of Work

AHHP intends to develop a standardized portfolio of precision-built home models that can be produced efficiently at scale. To support this effort, AHHP seeks to enter into an Agreement with a qualified, knowledgeable, and experienced applicant to provide

- Design + engineering + fabrication-ready documentation for a repeatable catalog
- Ongoing refinement across option years
- Design for Manufacturing and Assembly and evolving IOC capability (panelization / cartridges / hybrid)

This use throughout the Central Appalachian Region served by AHHP, as required during the term of the Agreement.

The initial term of the Agreement will be for one (1) year, with the option to renew for up to four (4) additional one-year terms at the sole discretion of AHHP. These optional extensions will allow for continued production, evaluation, and refinement of the home models as they are constructed in the facility and deployed across the region.

Team Requirements

- Design for Manufacturing and Assembly housing design experience (factory line assumptions, takt/flow awareness, tolerances, QC hold points)
- Manufacturing-ready BIM/CAD deliverables (not only renderings)
- Experience designing for transport plus regional logistics constraints (and revising as products evolve)
- Staff workloads demonstrated to ensure the project is complete within 1 year for the first phase of the single-family options

Design Requirements (Baseline Expectations)

Proposed designs must:

- Designs shall be compatible with a range of factory material-handling and flow approaches (e.g., overhead crane, forklifts, carts, conveyors, roller tables) and shall not assume a single method. Proposers must state their assumed factory-flow/handling approach and identify layout/equipment implications.”
- Be optimized for structural and MEP factory-built fabrication
- Code compliance: Designs must be developed to meet applicable building codes and factory-built /program requirements across VA, KY, TN, NC, and WV, including any required third-party plan reviews and state factory-built program processes.

- Prioritize durability, energy efficiency, and affordability
- Transport and logistics (flexible but real): Designs must comply with transportation dimensional/weight limits, route constraints typical to Central Appalachia, and safe loadout/rigging requirements. Respondents shall state assumptions and provide a process for revising designs as product configurations evolve.
- Be configured as one-story, single- or multi-module (volumetric, panelized, cartridges/pods, hybrid) units, delivered near turnkey
- Include durable, fire-resistant, mold-and rot-resistant assemblies that are weather appropriate for Central Appalachia (wind/rain) .
- Designs shall prioritize robust moisture management and enclosure control layers (water, air, vapor, thermal), high-wind detailing as appropriate, and strategies to minimize storm-related damage and downtime.
- Factory flow (performance-based): Designs must be DfMA-optimized for efficient factory workflow, including repeatability, tolerance management, quality control checkpoints, and safe material handling - without prescribing a single internal movement method (crane/roller/cart/autonomous etc.).

Designs required

- 2BR/1BA single family structure
- 2BR/2BA single family structure
- 3BR/2BA single family structure
- One scalable multi-family prototype (e.g., duplex/fourplex or small multifamily module/panel system). Future phases of this project could include a full multifamily design

RFP Response: Required Submission Materials

The RFP submission shall demonstrate the firm’s approach, experience, and proposed workplan, but does not require completed designs at the time of submission.

Each proposal must include:

- Design approach and factory-built strategy
- Examples of relevant factory-built housing projects
- Preliminary thoughts on unit typologies and factory-built breakdown strategies

- Proposed project schedule aligned with AHHP’s timeline
- Team structure, roles, and factory-built expertise
- Itemized fee proposal for the initial 1-year engagement
- Experience with state factory-built programs, third-party review, and authorities having jurisdiction.

Note: Final architectural, engineering, and fabrication documents are not required as part of the RFP submission.

Required 3-Day Design Charrette (Key Milestone)

Shortlisted firms must participate in a mandatory 3-Day Design Charrette (May 2026) with AHHP, technical advisors, community partners, and residents.

To be successful, firms are expected to bring:

- Multiple conceptual options for each housing model
- Preliminary layouts, massing studies, elevations, and module configurations
- Initial assessments of manufacturability, transportability, and cost drivers
- Early thinking on standardization and repeatability across models

The charrette will be used to:

- Align on design direction
- Validate assumptions
- Select preferred concepts for full development

One-Year Engagement: Final Deliverables

By the end of the initial one-year term (December 2026), the selected firm shall deliver a complete, production-ready housing design package, including:

- Signed and sealed construction documents (Architectural, Structural, MEP)
- Factory fabrication and shop drawings
- Offsite Construction breakdowns, connection details, and load-out drawings
- Transport, rigging, and on-site installation documentation
- Specifications, schedules, and bills of materials (BOMs)

- Complete coordinated 3D model package suitable for fabrication/shop drawing derivation (sufficient for fabrication coordination and clash resolution).\Final design intent and coordination report

The selected firm must also assist AHHP and its third-party reviewers with state certification and plan approval processes as required.

Conceptual and Schematic Design Charette with AHHP Subcommittee

- Develop multiple conceptual options for each model
- Provide early layouts, elevations, massing studies, and module configurations
- Evaluate manufacturability and transportability
- Cost-inform early decision making
- Utilize the input from a 3-day charette with AHHP (owner/CLT), factory leadership, installer/GC partner, key trades, code officials / modular program rep, housing authority/community reps, finance/underwriting perspective, maintenance/operations, education partners.

Rules Regarding Proposals

Submission:

Applicants must submit an electronic copy by email. Submissions must be clearly marked with the Applicant’s name and address, the Proposal name and number and the Closing Date.

Proposals will not be accepted in hardcopy or fax.

Proposals shall be submitted to: Mayana.Rice@ahhpva.org

All Proposals must be submitted no later than the Closing Date and Closing Time.

AHHP will not accept Proposals received after the Closing Date and Closing Time.

AHHP reserves the right in its sole discretion to extend the Closing Date, Closing Time, and the acceptance period for any reasonable length of time. Notwithstanding this right and any timelines as may be identified herein, all Proposals shall be open for acceptance by AHHP for a period of not less than 90 days after the Closing Date and Closing Time.

Applicants may obtain electronic copies of the RFP Documents from the AHHP website - <https://www.ahhpva.org>. Any addenda issued pursuant to this RFP will be posted to the same website. AHHP is not responsible for any failure of the website, though Applicants are encouraged to notify AHHP of any website issues.

Acceptance / Rejection

In addition to all other rights reserved by AHHP in this RFP, AHHP has the right, in its sole, absolute, and unfettered discretion, to:

- Assess the relative merits and advantages of each of the Proposals,
- Reject or accept any Proposal, including the right to accept non-compliant Proposals or to reject all Proposals,
- Waive any irregularities or informalities contained in any Proposal,
- Accept the withdrawal of any Proposal as permitted under this RFP,
- Decide not to negotiate with any Applicant or not to enter into any agreement with any Applicant,
- Decide to negotiate with any Applicant or to enter into an agreement with any Applicant, irrespective of whether the Proposal submitted by the Applicant is incomplete, irregular, conditional, non-compliant or fails to provide all the information required in this RFP, and
- During the negotiation phase after the RFP Closing Date and Closing Time, negotiate terms and conditions with any Applicant that may be different from those contained within this RFP or the Proposal of the Applicant, without being required to offer such terms and conditions to the other Applicants.

Limitation of Legal Rights and Limitation of Liability

By submitting a Proposal, each Applicant agrees that, in the event that a court should find that AHHP is liable for anything arising in connection with: this RFP, the provision of a Proposal, the selection of the Contractor, any negotiations following the provision of a Proposal, or any representation made by AHHP, the Applicant shall not be entitled to claim for damages or other legal relief whatsoever, and in particular, the Applicant waives any claim for disbursements incurred, out of pocket expenses or lost profits in the event that no agreement is entered into between the Applicant and AHHP.

Questions

It is the sole responsibility of the Applicant to clarify the interpretation of any items in this RFP. Applicants may submit questions to AHHP with regard to this RFP in writing, or electronic mail only, to the contact information noted below, at any time up to the deadline date for questions noted in Section 1. AHHP will not answer questions received after that deadline. Answers provided to any substantive questions received will be issued as an addendum in accordance with Section 2. AHHP reserves the right at its sole discretion to not answer non-substantive questions. All questions shall be directed to: Mayana.Rice@ahhpva.org

Addenda

AHHP reserves the right to issue addenda with regard to this RFP for any reason including without limitation, to amend or revise the RFP, to respond to questions, to disclose changes in the schedule, to extend the Closing Date and Closing Time, to modify the Proposal format or requirements, or any other matter. Answers to all substantive questions will be provided in the form of written addenda, however no questions will be answered privately.

Addenda to this RFP shall be deemed part of this RFP. All addenda related to this RFP will be issued by AHHP by the deadline indicated in Section 1 and will be posted electronically to the site where the RFP was originally posted (www.ahhpva.org).

Applicant shall be solely responsible for ascertaining that they have received all addenda prior to submitting their Proposal. AHHP is not responsible in any way to ensure the completeness of information received by Applicant.

Withdrawal of Proposal

Applicant may withdraw their Proposals, by notice in writing, at any time prior to the Closing Date and Closing Time. After the Closing Date and Closing Time, Proposals remain open for acceptance in accordance with the acceptance period stated above in Section 2. Negligence or errors on the part of the Applicant in preparing the Proposal confer no right of withdrawal on the Applicant in respect of the Proposal.

Amendments to Proposal

Opening Applicant may modify their Proposals at any time up to the Closing Date and Closing Time, by written amendments submitted to the address noted in Section 2. Amendments shall clearly indicate the name of the Applicant, the date of Proposal, and reference the RFP number. Amendments to Proposals will not be accepted after the Closing Date and Closing Time.

Proposal Opening

All Proposals received up to the Closing Date and Closing Time will be open by AHHP only. Applicant will not be rejected or shortlisted until such time as the Selection Committee has had an opportunity to examine and evaluate all compliant Proposals.

Selection Committee

Upon receipt of Proposals and after the Closing Date and Closing Time, the Selection Committee will review each Proposal, ensure each Applicant's compliance with the terms and conditions of this RFP, and rate each complying Proposal based on the evaluation criteria within this document. Applicant will be evaluated by the Selection Committee based on the quality and completeness of information given in the Proposal. The determination of the members of the Selection Committee is at the sole discretion of AHHP and the identity of persons forming part of the Selection Committee will not be made known to the Applicant.

Authority

Nothing in this RFP shall be construed as authority for any selected Applicant to make commitments that shall bind AHHP to otherwise act on behalf of AHHP, except as AHHP may expressly authorize in writing.

Compliance with Terms and Conditions

Applicants shall carefully read all documentation forming part of the RFP and submit Proposals complying with all conditions contained in the RFP. Unless the Applicant has indicated in their Proposal specific exceptions of non-compliance with any of the conditions contained in the RFP, the submission of a Proposal by an Applicant shall be construed by AHHP to mean that the Applicant agrees to abide by and carry out all conditions set forth in the RFP documents.

Conflict of Interest

AHHP requires the prospective Applicant to declare any conflict of interest or any other type of unfair advantage in performing or observing the contractual obligations that are set out in this document in their RFP response. Please outline how this conflict of interest will be dealt with, if chosen as the Contractor.

Alternative Proposals

In addition to the basic Proposal that each Applicant must submit in strict conformance to the requirements of this RFP, Applicants are free to offer any alternatives to the basic Proposal, which in the view of the Applicant are less costly. Each alternative will be submitted as an appendix to the basic Proposal, which will include a description and price of each alternative in detail and will clearly outline the advantages and cost variation for each alternative. AHHP reserves the right to not evaluate any alternative proposal submitted. Evaluation of alternative proposals, if any, will be based on the same criteria as the basic Proposal.

Notification of Award and Debriefing

Once the successful Applicant has been notified by AHHP, the other Applicants will be notified in writing of the award of the Contract to another Applicant. If requested in writing by a Applicant within 30 calendar days of issuance of the award notification, AHHP will provide a debriefing of that Applicant's Proposal within 60 calendar days of request. Requests for debrief received by AHHP from Non-Awarded Applicants, more than 60 calendar days after award notice will not be considered. Debriefings are intended to provide Applicant with feedback on the strengths and weaknesses of their proposal, as well as other relevant information on the RFP and evaluation process.

Insurance

Applicants are advised that it is an AHHP requirement that for any Contract entered into as a result of this RFP the Contractor shall, at its own expense and without limiting its obligations herein, provide and maintain policies of insurance as outlined below:

Professional Liability (Architects/Engineers Errors & Omissions) insurance with limits of not less than \$1,000,000 per claim / \$2,000,000 aggregate (or as required by AHHP), maintained for the duration of the contract. Evidence of licensure in Virginia (and ability to seal documents as required) shall be provided.

Evaluation Criteria and Weighting

Proposals will be evaluated based on the Applicant's demonstrated ability to deliver a production-ready, factory-built housing design package within the initial one-year engagement, including successful participation in the required design charrette.

1. Examples of Relevant Experience (30 Points)

This criterion carries the greatest weight and will be the primary basis for evaluation.

Applicants shall demonstrate direct experience delivering factory-built housing projects comparable in scale, complexity, and level of completion to AHHP's intended outcomes. Evaluation will prioritize proven delivery over conceptual or speculative work.

Submissions should include:

- A **design catalog** of completed factory-built housing projects, identifying the Applicant's role and level of completion (schematic, DD, CDs, production, certification)
- A **component or system library** demonstrating standardized assemblies, materials, finishes, or factory-built components used in prior work
- Demonstrated expertise working within **factory-built manufacturing constraints**, including module sizing, transport limits, MEP integration, and factory workflows
- Experience facilitating **collaborative and community-based design processes**, including charrettes or stakeholder engagement
- Evidence of understanding how **product design decisions impact factory layout, workflow, and production efficiency for design for manufacturing and assembly.**

2. Project Timeline and Work Plan (20 Points)

Applicants shall demonstrate a clear and realistic plan to deliver the required outcomes within the initial one-year engagement.

Submissions should include:

- A calendar identifying **key milestones and decision points**
- A timeline for completion of **concept selection, design development, and final construction documents**
- Clearly defined milestones for **charrette participation, interim reviews, draft submissions, and final deliverables**

3. Team Information and Technical Capacity (20 Points)

Applicants shall demonstrate that their proposed team has the experience and availability required to execute the work.

Submissions should include:

- Names, titles, roles, and qualifications of **key personnel** assigned to the project
- Experience coordinating with **third-party reviewers, state factory-built programs, and local authorities having jurisdiction**
- Anticipated **level of effort and time commitment** for each team member during the one-year term

4. Cost Proposal (20 Points)

Cost proposals will be evaluated for clarity, completeness, and alignment with the defined scope of work.

Submissions should include:

- An **itemized fee schedule** for the initial one-year engagement
- Fees for **optional or additional services**, if applicable
- **Hourly rates** for supplemental services beyond the base scope

5. Additional Considerations (10 Points)

Applicants may identify additional value-added strategies that support AHHP's mission and long-term objectives.

This may include:

- Innovative design or delivery approaches
- Value-engineering strategies
- Manufacturing or design efficiencies that improve affordability, durability, or scalability
- Effective milestone development
 - Kickoff: team onboarding, goals/metrics, target cost ranges, manufacturing assumptions, execution plan.
 - Options provided (3-day charrette): options tested for cost/schedule/energy/durability and factory flow and transport.
 - Detailed model: coordinated model, code compliance integration, fabrication approach, preliminary shop drawing strategy.

- Release for Fabrication: issue packages for pilot build, incorporate quality control hold points, finalize manuals and loadout/installation procedures.
- Closeout and Lessons Learned Loop: post-pilot review, revisions, catalog-ready Version 1.0 kit-of-parts.

Summary of Evaluation Weighting

Category	Points
Relevant factory-built Experience	30
Project Timeline & Deliverables	20
Team & Technical Capacity	20
Cost Proposal	20
Additional Considerations	10
Total	100

References

Provide three (3) references for projects in which your company has delivered services similar to those described in this RFP, including the information listed below. AHHP reserves the right to contact references without further approval from the Applicant.

- Name and Title;
- Name of Company;
- Telephone number and email address;
- Description of Services
- Length of service
- Value of contract.

Evaluation and Award Process

Receipt of proposals will be confirmed within 24 hours of receiving proposal.

AHHP will review all submissions and may conduct interviews with selected applicants.

Proposals will be evaluated based on:

- Experience and demonstrated factory-built design competency
- Completeness and quality of proposed design approach
- Cost and value
- Ability to meet schedule requirements
- Overall alignment with AHHP values
- Quality of team and technical proposal

All shortlisted firms must participate in a required interview to assess:

- Technical understanding
- Factory-built expertise
- Approach to community engagement
- Communication and collaboration capabilities

AHHP may request additional information prior to conducting interviews.

AHHP Reserved Rights

- AHHP reserves the right to request additional information, negotiate terms, or decline any or all submissions. Incomplete proposals and those that do not meet eligibility requirements may be rejected as ineligible.
- All materials submitted in response to AHHP's RFP become the property of AHHP without obligation of AHHP to return such materials.
- AHHP, at its sole discretion, reserves the right to accept or reject any and all responses received under this RFP solicitation, to waive minor irregularities and to conduct discussions with any respondent to serve the best interest of AHHP.
- AHHP shall not be responsible for any costs or expenses incurred by any proposer in responding to this RFP.
- It is the sole responsibility of the proposer to ensure proposals are submitted and received by the submission deadline. AHHP is not responsible for any applications that are not received due to technical issues. Applicants are encouraged to request and retain confirmation of receipt of their submitted proposal.

Submission Details

- **RFP Release Date: 1/2/26**
- **Submission Deadline: 2/20/26**
- **RFP Applicant Notification Date: 3/6/26**
- **3 Day Design Charrette: May 2026**
- **Questions regarding submission may be directed to: Mayana.Rice@ahhpva.org**

Tentative Project Timeline

- RFP Issued: 1/2/26
- Deadline for questions: 1/15/26
- Shortlist Notification: 3/6/26
- Required Interviews: 3/24-3/27
- 3 Day Community Charrette: May 2026
- Design Development: June/July 2026
- Final Deliverables Submitted: December 2026
- Third-party Review and Certification: February 2027