

# DRAFT

## REQUEST FOR QUALIFICATIONS (RFQ)

### Facility Design (architectural & engineering) & Startup Planning Services

Lebanon, Virginia – 92,000 SF

### Offsite Construction + Workforce Training Hub

#### 1. Purpose

Appalachian Highlands Housing Partners (AHHP) invites Statements of Qualifications (SOQs) from qualified teams to provide **facility programming, final design, and startup planning services** for a 92,000-square-foot offsite construction manufacturing and workforce training facility in Lebanon, Virginia.

AHHP seeks a **multidisciplinary team** with demonstrated expertise in:

- Offsite construction factory design
- Industrial engineering and production-flow planning
- Material handling systems
- Workforce training facility integration
- Architectural expertise
  - Industrial facility renovation and code compliance
  - Redevelopment of existing manufacturing facilities
- Engineering expertise
  - Stormwater
  - Redevelopment of existing manufacturing facilities

The selected team will support AHHP in developing a **scalable, code-compliant, safety-forward, and economically viable facility concept and design package** aligned with AHHP's evolving housing product strategy.

## 2. Project Background

Appalachian Highlands Housing Partners (AHHP), established in 2024, addresses workforce housing needs across Southwest Virginia through a community land trust model and regional partnerships.

**RidgeBuilt** is an AHHP initiative created to expand the supply of high-quality, attainable housing through offsite construction of home components. Rooted in Southwest Virginia, RidgeBuilt leverages regional assets, local workforce, and advanced manufacturing methods to reduce costs, improve quality, and accelerate housing delivery while strengthening local supply chains and economic opportunity.

The Lebanon facility is anticipated to support **production of up to 250 homes annually**. Housing product design is currently being finalized; therefore, facility design must remain closely coordinated with housing typology and manufacturing decisions.

**Workforce Training Integration (HOMEworks)** The facility will also house HOMEworks, an innovation-focused workforce training and laboratory program serving CTE programs, community colleges, upskilling initiatives, and second-chance employment pathways.

Key requirements:

- Training spaces must safely coexist with active production
- Training lines should mirror production sequences where feasible
- Final workforce training facility design must be complete by July 1, 2026 to comply with Go Virginia grant requirements

## 3. Facility Program Overview

### 3.1 Employee and Administrative Spaces (Illustrative)

- Office space
- Public sales area
- Commercial kitchen
- Locker rooms and restrooms
- Mezzanine
- Exterior deck

- Windows and daylighting

### **3.2 Workforce Training Spaces (Illustrative)**

- MEP education stations
- Training lines (truss, floor, wall assembly)
- Classrooms and labs
- Clear separation between training and production areas

### **3.3 Site and Exterior Elements**

- Parking lots and circulation
- Lumber storage and laydown yard
- Exterior locations for model homes
- Stormwater and grading improvements

## **4. Critical Procurement Principle:**

### **Product-Driven Facility Design (Do Not Outrun the Housing Typology Design)**

AHHP is concurrently procuring a housing Design Partner to deliver an Offsite Construction and Design for Manufacturing-optimized catalog of housing typologies and production-ready design packages. Facility design must be explicitly staged so that AHHP does not lock-in irreversible equipment/layout decisions before housing product assumptions (typology breakdown, dimensions, takt/cycle targets, Quality Control hold points, packaging/load-out methods) are sufficiently defined.

- The facility design effort shall be executed using a stage-gated approach with clearly defined “design freeze” decision points tied to the housing product milestones.
- Facility decisions will be stage-gated and tied to housing typology maturity and DfMA assumptions (product breakdown: panel / volumetric / cartridge / hybrid), including takt/cycle targets, QC hold points, and packaging/load-out constraints.
- Respondents shall propose how they will collaborate with the housing Design Partner and AHHP to ensure facility decisions are validated against evolving product requirements.
- Respondents shall demonstrate experience designing factories that evolve across production approaches (volumetric, panelization, cartridges/pods, and hybrid models).

- Respondents shall demonstrate experience with designing high quality employee working spaces including but not limited to kitchen, breakroom, locker rooms, laundry and other

### **Workforce Training Facility Design**

At a time when the trades industry has the largest deficit in new entry employees, HOMEworks is focused on creating a hands on facility to provide training for CTE, Community College, upskilling and second chance employees.

The final design of the workforce training facility must be complete by July 1, 2026 to comply with the Go Virginia Grant awarded to the facility.

Facility Design Team is not responsible for developing training curriculum; the team will coordinate with workforce partners to understand program needs and translate them into space, safety, and equipment requirements.

The training/student circulation must be physically and operationally separated from industrial hazards while preserving observation/learning: controlled access, viewing corridors, guardrails, floor markings, restricted crossings, acoustic separation, and clearly defined emergency egress routes for both populations.

### **5. Current Concept Inputs (Provided for Reference)**

AHHP has begun conceptual space planning and rendering development. The concepts are evolving and will be refined through this RFQ engagement. Work completed to this point will be provided to all applicants.

- Production shift “line” oriented east-west; parallel workforce development line; lumber storage approach; and revised public/training interface.
- Potential student/admin parking on the left side of the building; employee entrance separated from truck traffic; training/public entrance defined.
- Exploration items: mezzanine concept, additional windows and possible deck to capture mountain views.

Reference: conceptual notes include a north–south line shift, student parking, training/office zone, lumber storage addition, separated entrances, a mezzanine concept, and windows to mountain views.

Where feasible the design should incorporate daylighting and views; reduce sensory overload (glare control, acoustics, predictable wayfinding); provide quiet spaces /

decompression spaces; ergonomic break areas; clear signage with color/graphic standards.

## **6. Scope of Services (Base Scope + Options)**

AHHP anticipates awarding a base scope for Programming + Conceptual/Schematic Facility Design and Startup Planning, with options for Detailed Design/Permit/Construction Support. Respondents should clearly delineate base-scope deliverables versus optional services.

### **6.1 Programming, Flow Planning, and Conceptual/Schematic Facility Design**

- Existing Conditions & Due Diligence: documentation review; walk-through; measurement verification (as needed); code and life-safety preliminary review; utility capacity review (power, water, sewer, gas, data).
- Operational Requirements Programming: define required adjacencies and functional zones (production, receiving, lumber/warehouse, QC, MEP prefab, assembly, finishing, packaging, load-out, maintenance, offices, classrooms, labs, public interface).
- Production & Material Flow Development (IOC): value-stream mapping, process mapping, throughput scenarios, takt/cycle targets, staffing assumptions, inventory posture, QC hold points, and safety risk points.
- Material Handling Concepting: evaluate alternative internal movement approaches (overhead crane, forklifts, carts, conveyors, roller tables, hybrid), including equipment implications, safety, and cost.
- Layout Alternatives: develop multiple block-layout options, including truck flow, staging, loading, and separation of pedestrian/student and industrial traffic.
- Integration of Workforce Training Line: co-located training line that mirrors production sequence; visibility and safety separation; observation corridors where appropriate.
- Public/Community Interface: training/public entrance strategy; guided-tour pathways; interpretive space; views/windows; deck concept evaluation.
- Basis of Design (BOD): consolidated narrative and assumptions (product-driven), including expansion strategy, phasing, and equipment assumptions.
- Schematic Design Package: selected schematic layout (plans/sections as needed), equipment zones, preliminary MEP/structural implications, life-safety narrative, and high-level cost model (ROM).

- Startup & Ramp Plan: recommended commissioning and production ramp sequence aligned with product maturity and workforce pipeline; recommended SOP development topics and 'day-1' readiness checklist.

## **6.2 Architectural Designs for Permitting**

- Detailed Design and Permit Set (DD/CD): full architectural/engineering design for permitting and construction.
- Construction Administration: AHHP will be using a project manager to guide this project, therefore minimal project management is required.
- Procurement Support: equipment specifications, vendor evaluation support, and integration coordination.
- Lean / Continuous Improvement System Setup: visual management standards, line balancing support, training on takt/flow/QC systems.
- Digital Twin / BIM Execution: BIM-based coordination and operational handoff model.
- Upgrade exterior of building at main entrance. The Owner's vision and style are exemplified in renderings provided. Proposer shall DESIGN the exterior improvements (concept through permit-ready documents as applicable). Construction will be procured separately by AHHP.
- Exterior renovations include at a minimum installation of three 18- to 22-foot-wide exterior doors, and 1 personal access door.
- Interior renovations include remodel for new break/lunch room, construction of new washroom/bathrooms, addition of 2<sup>nd</sup> story office for Production Manager and staff, and construction of a new compressor room. Removal of select interior walls will be needed to provide improved access. Repairs will be needed to select interior walls. Proposer shall develop design documents and performance specifications for interior renovations; AHHP will procure construction/installation separately.
- Site improvements include additional developed areas, a new Lumber, a new employee parking lot, repair to existing drive/parking areas, associated site grading, and utilities. Proposer shall develop design documents and performance specifications for renovations; AHHP will procure construction/installation separately. Proposer shall evaluate and RECOMMEND repairs; include scope narratives, sketches, and ROM budgets for AHHP's contractor procurement
- Owner foresees removal/replacement of interior floor slab in localized area. Foundation repairs may also be warranted.
- Proposer shall evaluate existing concrete floor slab for intended use. Proposer shall design and upgrade concrete floor as deemed necessary.

- Several columns in the building have been damaged due to impacts from machinery. Proposer shall evaluate the columns for structural integrity and repair as deemed necessary.
- Proposer shall evaluate existing insulation. Insulation has fallen from areas in the ceiling, indicating potential roof leaks. Proposer shall upgrade or replace insulation as deemed necessary. Additional insulation may be required to meet Virginia Energy Code Compliance and other building codes.
- Evaluate HVAC for training area only based on Conceptual Plan.
- Evaluate Electrical system of existing building. Proposer shall design and upgrade electrical system as warranted. Requirements may be amended based on final equipment purchases.
- A Compress Air System design shall be completed with AHHP initiating the installation.
- Design should incorporate continuity-of-operations considerations (e.g., protected load-out, safe refuge/assembly points, and optional backup-power-ready provisions where feasible).

**6.3 Engineering Designs (Design/permitting scope only; construction executed via AHHP procurement.)**

- Parking lot design
- Driveway design
- Additional laydown yard grading and improvements
- Stormwater and DEQ permitting
- Identifying and improving three locations for model homes to be installed

**7. Collaboration Requirements**

The selected Facility Design team must operate with an Integrated Project Delivery (IPD) posture, characterized by early collaboration, transparent assumptions, shared decision points, and rapid iteration alongside AHHP leadership, the housing Design Partner, key trades, workforce partners, and community stakeholders.

- Participate in joint alignment sessions with the housing Design Partner to synchronize product assumptions with facility flow/layout decisions.
- Use structured decision logs: assumptions, risks, dependencies, and “freeze points” tied to product-design maturity.
- Support equitable question handling and addendum-style clarifications during the procurement process (no private answers that create unfair advantage).

## **8. Qualifications**

- Demonstrated experience designing IOC / factory-built housing production facilities (volumetric, panel, cartridge/pod, or hybrid).
- Industrial engineering / production-flow planning capability (takt/flow, line balancing, QC hold points, safety integration).
- Material handling planning experience, including equipment selection implications and safety protocols.
- Experience integrating workforce training within an active production environment (safety separation, observation, curriculum adjacency).
- Working knowledge of relevant codes and permitting pathways for industrial/training facilities in Virginia (and ability to coordinate with AHJ).
- Ability to deliver BIM/CAD-based layouts and “basis of design” documentation suitable for downstream engineering and procurement.
- Experience delivering projects in design-bid-build OR design-build contexts, including collaboration with contractors/trades.
- Minimum 5 years of experience with industrial/manufacturing facility renovations
- 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.
- Financial capacity to complete project of this scope
- Licensed Professional Engineer and/or Architect in Commonwealth of Virginia
- Experience with metal building structural evaluations and modifications
- Experience with industrial facility design
- Experience with site civil engineering and grading design

## **9. SOQ Submission Requirements**

SOQs must be concise and should include the following sections (in order):

1. Cover Letter (prime contact, intent to submit, availability)
2. Team Profile and Relevant Experience (IOC factory design; training integration)
3. Project Team (key personnel bios; roles; resumes)
4. Approach and Workplan (stage-gated product-driven facility design; collaboration plan)
5. Representative Project Examples including scope, outcomes, and references
6. Schedule and Availability (ability to meet AHHP timeline)
7. Fee / Rate Schedule (base scope + optional services; assumptions)

8. Insurance and Licensing (professional licensure; professional liability/errors & omissions; general liability; workers' comp)
9. Conflict of Interest Disclosure

#### **10. Proposed Timeline and Stage Gates (Illustrative)**

Respondents should propose a refined schedule. AHHP prefers a timeline that aligns with the housing Design Partner milestone cadence and avoids premature lock-in of equipment decisions.

**Due to the nature of grant funding a penalty will be placed on work not completed within the finalized timeframe.** Any Phases not completed within the timeframes specified in the signed contract will incur a 5% penalty which will be deducted from amounts payable for the Services and Works or otherwise recoverable by action by AHHP as a debt due from the design team.

**Subsequently a reward will be granted for work completed ahead of finalized scheduled.** In the event the Phase completion date occurs prior to the scheduled completion date, the design team shall be paid a bonus equipment to 0.03% of the contract price for each day by which the Phase complete date precedes. The maximum bonus shall be limited to 3% of the contract price.

- Phase 0 – Mobilization and Existing Conditions (2–4 weeks): confirm constraints; collect data; initial flow hypotheses.
- Phase 1 – Programming + Flow Options (4–6 weeks): value-stream mapping, throughput scenarios, material handling alternatives.
- Phase 2 – Concept Layout Alternatives (4–6 weeks): block layouts + ROM cost model; select preferred concept with AHHP. At this point a preliminary construction budget (including equipment needs) will be provided to AHHP.
- Stage Gate A (May 2026): align with housing 3-day design charrette outputs; update facility assumptions accordingly.
- Phase 3 – Schematic Facility Design + Basis of Design (6–8 weeks): schematic plans; equipment zones; life-safety narrative; phasing plan.
- Phase 4- Required Design for HOMEworks facility must be submitted by June 26<sup>th</sup> for submittal to GoVirginia for Grant Compliance
- Stage Gate B (June/July 2026): confirm product breakdown assumptions (volumetric/panel/cartridge/hybrid) and preliminary takt/throughput; authorize DD/CD (if included).

- Phase 5 (August/Sept 2026) – Detailed Design / Permit / Procurement Support: proceed only after Gate B authorization.

## 11. Evaluation Criteria

- **15 points** Relevant factory design experience and outcomes (demonstrated throughput/flow planning). Design for Manufacturing/industrial engineering rigor: demonstrated ability to translate product architecture into takt/throughput, QC gates, material handling, and scalable facility phasing.”).
- **15 points** Relevant education facility design experience and outcomes.
- **20 points** Team qualification, capacity and willingness to listen and provide creative solutions.
- **25 points** Availability to meet schedule.
- **10 points** Approach to safety, code compliance, permitting (local and state including DEQ)
- **10 points** Cost/fee clarity and realism.
- **5 points** Additional intangible benefits.

## 11. Questions / Addendum Process

AHHP will manage an equitable clarification process. Questions must be submitted in writing by the stated deadline. AHHP will compile responses and issue an addendum to all known respondents and/or post responses in the same location as the RFQ advertisement.

## 12. SELECTION PROCESS

### 12.1 Team Selection Schedule

- RFQ Issued: February 3, 2026
- Questions Due: February 24, 2026
- Addenda Issued (as needed)
- Proposals Due: March 16, 2026, 2 pm
- Interviews will be conducted: April 6<sup>th</sup> – 8<sup>th</sup>, 2026
- Notice of Award: April 14, 2026

### 12.2 Process

1. Owner will review all submitted proposals for completeness and responsiveness.

2. Evaluation committee will review proposals
3. Owner reserves the right to shortlist teams for interviews/presentations.
4. Final selection will be made following evaluation and any interviews.
5. Owner reserves the right to negotiate final terms

### **Acceptance / Rejection**

In addition to all other rights reserved by AHHP in this RFQ, 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 RFQ,
- 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 RFQ, and
- During the negotiation phase after the RFQ Closing Date and Closing Time, negotiate terms and conditions with any Applicant that may be different from those contained within this RFQ 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 RFQ, 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.

### **13. GENERAL INFORMATION**

### **13.1 Questions**

All questions regarding this RFQ must be submitted in writing via email to Mayana Rice, Director, [Mayana.rice@ahhpva.org](mailto:Mayana.rice@ahhpva.org) Responses will be issued via addendum to all known plan holders.

### **13.2 Proposal Submission**

Submit six copies of the Proposal (technical and cost) to:

Appalachian Highlands Housing Partners

848 French Moore Jr. Blvd.

Abingdon, Va 24210

Attn: Ms. Mayana Rice, AICP

Proposals may also be submitted electronically to: [Mayana.rice@ahhpva.org](mailto:Mayana.rice@ahhpva.org)

Proposals Due by: March 16, 2026, 2 pm EST. Late proposals will not be accepted.

### **13.3 Owner Rights**

### **13.4 Contract Type**

The Owner intends to use Design Contract Documents prepared by the Engineers Joint Contract Documents Committee (EJCDC).

### **13.5 Project Schedule**

Required Design Plans for workforce training: June 26, 2026

Desired Preliminary Plans for full facility: September 1, 2026

Desired Substantial Completion: September 18, 2026

Required Final Completion: September 30, 2026 unless otherwise determined by AHHP and the Team.

### **Appendix A – Conceptual Space Planning Notes (for reference)**