



RFQ Project:	Request for Qualifications (RFQ) Facility Design (Architectural & Engineering) & Startup Planning Services
Addendum Number:	Addendum #1
Issue Date:	March 04, 2026
Purpose:	Clarifications regarding project schedule, design team expectations, pricing guidance, and project capital structure.

Addendum #1

Request for Qualifications (RFQ): Facility Design (Architectural & Engineering) & Startup Planning Services

When it says the design for the workforce training facility must be completed by July 1, 2026— which components are included? Classrooms, training, admin, support spaces? Not the manufacturing portion? How about parking lots, landscaping etc.?

The July 1, 2026 milestone applies only to the education and workforce training portion of the facility funded through the GO Virginia HOMEWorks grant. This includes the conceptual design of classrooms, training areas, administrative offices, and support spaces.

The deliverable required by this date is design-level documentation, not full construction bid documents. The design should also include a basic exterior site layout identifying major elements such as parking areas, laydown yard, porch areas, driveways, greenspace, and a potential model home display site.

This requirement is limited to site planning and conceptual/schematic design sufficient for grant compliance and program planning. Final construction documents are not required by July 2026.

Is this just the spatial allocations, or the full design?

The required deliverable is conceptual and schematic design, not full bid documents.

The GO Virginia grant requires that the education and training portion of the facility remain separate and dedicated to educational purposes. Equipment funded through the grant cannot be used as part of the production manufacturing line, although the production line may be incorporated into the training curriculum for educational purposes.

Certain training equipment has already been identified through the grant. These items should be clearly labeled and located within the conceptual design so the GO Virginia program can easily identify where grant-funded equipment will be installed.

By design, do you mean bid documents?

No. The request is for conceptual and schematic design only, including layout and programmatic planning of classrooms, training areas, administrative offices, and support spaces. Complete bid or construction documents are not required as part of the July 1, 2026 deliverable.

Can you please provide more information regarding the specific requirements of the Go Virginia grant?

The GO Virginia grant funds the education and workforce training portion of the HOMEWorks facility. By July 1, 2026, the project must produce a conceptual and schematic design of the education space including classrooms, training areas, administrative space, and support facilities.

The design must clearly demonstrate that the training environment is distinct from production manufacturing operations, as required by the grant. Equipment funded through the grant should be identified and placed within the design drawings.

At this stage, permitting and full construction documentation are not required, though those phases may occur later as part of the broader facility development.

When you refer to experience designing factories that evolve across production approaches, do you mean that how the manufacturing is accomplished may evolve over time?

Ideally, the selected team will have experience working with manufacturing partners to develop factory layouts based on the final product being produced.

However, we recognize that design firms may not always bring direct manufacturing partners.

For this project, AHHP has already engaged 4Ward Solutions, a modular manufacturing consulting firm, to assist with production strategy and factory layout. In addition, the housing product design team will be selected on March 12, 2026. Both teams will collaborate with the selected design firm to finalize factory layout and production flow decisions.

What is the scope of the civil work they are providing and what elements need to be provided in our SOQ?

The design team should demonstrate access to civil engineering expertise capable of addressing site requirements such as stormwater management, grading, geotechnical considerations, water and wastewater systems, and other infrastructure needs.

However, AHHP currently maintains an active contract with a civil engineering firm that has worked with us on prior projects. If a design team does not include a civil partner, the project may utilize this existing firm as needed.

Do you need SOP's created, or will they be owner provided (or provided by the housing design partner)?

Standard operating procedures (SOPs) will be finalized in collaboration with 4Ward Solutions and potentially an additional third-party consultant prior to production operations. The design team is not expected to develop final SOPs, though coordination with operational planning may be required.

Will there be the need for any virtual training (e.g. virtual reality) components?

Virtual training tools may be explored; however, the primary training model will be hands-on instruction within a physical training laboratory environment.

Will time studies need to be created?

If a proposing team includes a factory flow or industrial engineering partner, time studies may be incorporated. Otherwise, these analyses will be conducted with 4Ward Solutions and the housing product design consultant.

In Section 6.1: Production and material flow development - what is being requested under throughput scenarios?

If a team includes a manufacturing flow or industrial engineering partner, throughput scenarios may be evaluated. Otherwise, throughput planning will be addressed collaboratively with 4Ward Solutions and the housing design consultant.

Materials Handling Concepting – Safety considerations

At this stage we are seeking OSHA and life-safety considerations, including basic risk awareness. Additional attention should be given to safety considerations because students under the age of 18 may participate in training activities on site.

Layout Alternatives – How many iterations should be included?

The layout currently provided by 4Ward Solutions is preliminary. Multiple iterations are not required during the RFQ phase. Once the design team is selected, we expect to finalize a single coordinated layout and then proceed toward permitting and equipment acquisition.

4Ward Solutions and the housing design consultant will assist with the final layout decisions.

Under “8. Qualifications” – Industrial engineering / production-flow planning

We are primarily seeking teams that have access to industrial engineering or factory flow expertise. Actual line balancing may occur depending on the final design approach.

However, 4Ward Solutions and the housing design consultant will provide additional support related to factory operations and product design.

How much training are you seeking regarding Lean / Continuous System Setup?

Ideally, the selected team would demonstrate access to Lean manufacturing or industrial engineering expertise capable of supporting continuous improvement systems. This is one reason the RFQ identifies potential future work in a second phase.

Digital twin: Initial set up or ongoing support and updates?

Initial setup only.

This question below was proposed by a team requesting that we indicate if the dates and the weeks were proposed as follows:

Notice of Award: April 14, 2026

- Phase 0 – **Contracts &** Mobilization (4 weeks): existing conditions, confirm constraints; collect data; initial flow. [4 weeks = **May 15th**]
- Phase 1 – [Programming] (4–6 weeks): value-stream mapping, throughput scenarios, material handling alternatives. [4 weeks = **June 12th**]

- Phase 2 – [Concept] (4–6 weeks): block layouts + ROM cost model; select preferred concept with AHHP. [2 weeks for education = **June 26th** / 4 weeks for factory = July 10th]
 - At this point a preliminary construction budget (including equipment needs) will be provided to AHHP.
 - AHHP to submit Education Concept Plans for Grant by **July 1**

Stage Gate A: align with housing 3-day design charrette outputs; update facility assumptions accordingly.

- Phase 3 – [SD] Schematic Design (6–8 weeks): schematic plans; equipment zones; life-safety & code review; phasing plan, basis of design specs. [6 weeks = **August 21st**]

Stage Gate B: confirm product breakdown assumptions (volumetric/panel/cartridge/hybrid) and preliminary takt/throughput; authorize DD/CD.

- Phase 4 – [DD] Design Development (6-8 weeks) Coordinate building systems / develop details / start specs. [6 weeks = **October 2nd**]
- Phase 5 – [CD] Construction Documents (8 weeks) Detailed Design / Specs / Permit / Procurement Support: proceed only after Gate B authorization. [**December 4th** (due to Thanksgiving)]

Stage Gate C: Bidding or RFP for General Contractor; authorize CA

- Final Review & Bidding (If no RFP): **December**
- Contracts & NTP: January (Not ideal time to start work but since this is an existing building, a lot of the early work can be inside and site work can start later)
- Phase 6 – [CA] Construction Administration: (throughout construction) OAC meetings per set schedule, site visits, submittal review, coordination, punch list.

The answer is yes. This was the timeline on this redevelopment project that we are looking for a team to accomplish for us. We'd like to use 2026 for design and 2027 for build out.

On manufacturing projects that I have been involved with, the project Owner typically hires the process engineers/experts directly and then has them work

with one of the A/E firms that responds to the RFP. That way, you will have many more firms respond to the solicitation. Putting the responsibility on the A/E to find the process entity will reduce the number of A/E firms who respond, all of whom are fully capable of designing the facility, but are not able to identify a process expert in a short period of time. If they do find a partner, it is not someone they have ever worked with, so you are getting an unknown quantity so to speak.

Ideally, the selected team will have experience working with manufacturing partners to develop factory layouts based on the final product being produced. However, we recognize that design firms may not always bring direct manufacturing partners.

For this project, AHHP has already engaged 4Ward Solutions, a modular manufacturing consulting firm, to assist with production strategy and factory layout. In addition, the housing product design team will be selected on March 12, 2026. Both teams will collaborate with the selected design firm to finalize factory layout and production flow decisions.

Apples to apples comparisons are difficult without additional conversations and assumptions have to be made that may or may not be accurate- everyone could be quoting the price of a car but one could be basing it off a Ford Fiesta and another a Maserati or anywhere in between.

Depending on how the team is organized sometimes fees are hidden elsewhere. For instance we see this with furniture manufacturers / dealers who advertise free or reduced design services but it's then made up in the cost of furniture itself.

Most of our work is public or utilizes state or federal monies which frequently prohibit anything but negotiation with the top ranked team based on qualifications.

Because this project is not being procured by a government entity and does not rely on federal procurement requirements, we have chosen to request pricing information as part of the qualifications process. This approach allows us to better understand the potential range of design costs while still maintaining flexibility in selecting the most qualified team for the project.

Our primary objective remains to select the **team best suited to deliver the project**, and final selection will be based primarily on qualifications, experience, and

overall fit with the project goals. Pricing information is requested for transparency and planning purposes and may be subject to negotiation with the selected team.

To assist firms in preparing their submissions, we are providing the **current estimated project budget**. Teams may choose to provide a **percentage-based design fee, a rate sheet, or another pricing structure** if a full design fee proposal cannot be determined at this stage.

Estimated Project Budget

- Building Purchase Price: \$2,000,000
- Building Interior / Exterior Improvements: \$11,000,000
- Training Facility Development: \$1,090,000
- Equipment: \$5,750,000
- First-Year Operating Costs: \$4,900,000
- Design of Final Product: \$450,000
- Pre-Development Planning Costs: \$250,000

Total Project Through Design and Construction: \$25,440,000

Additional Raw Materials Allocation (relevant to New Market Tax Credit structure):
\$5,000,000

Current Capital Stack

- Approved Grant – GO Virginia: \$750,000 (Training Facility Development and Equipment)
- Approved Grant – Virginia Tobacco Commission: \$409,000 (Design and Building Upgrades)
- Approved Loan – Virginia Coalfield Economic Development Authority (VCEDA): \$3,000,000 (Building Upgrades – 7-year repayment)
- Grant Application – ARC ARISE with Virginia Tech: \$1,500,000 (Training Facility Development and Equipment)
- Upcoming Grant Application – Industrial Revitalization Fund: \$1,000,000
- Upcoming New Market Tax Credits: \$7,000,000
- Matching Grant Funds – Wellspring Foundation of Southwest Virginia: \$6,000,000
- Matching Loan – Wellspring Foundation of Southwest Virginia: \$8,000,000

Total Capital Stack through Design and Construction: \$26,659,000