



## **Houston Habitat for Humanity Request for Qualifications (RFQ)**

**Date Issued:** December 15, 2024

**RFQ Title:** Mechanical, Electrical, and Plumbing (MEP) Services for Single-Family Homes

**Project Location:** Various Residential Scattered Lots, Subdivisions, and Commercial Properties

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### **I. Introduction**

Houston Habitat for Humanity, (Houston Habitat), is part of a global nonprofit organization that is committed to its mission:

***To put God's Love into action by bringing people together to build homes, community, and hope.***

For the past 38 years, Houston Habitat has partnered with families to overcome barriers to home ownership and address the shortage of affordable housing. Today, Houston Habitat is still committed to pursuing its vision of a world where everyone has a decent place to live. Our charge is to help low-income Houstonians achieve strength, stability, and self-reliance through affordable home ownership.

Through shelter, we empower people to build a better future for themselves and their families by completing financial and home maintenance training, building homes alongside volunteers, and by purchasing their homes with an affordable mortgage. Houston Habitat has fundamentally changed lives - building strength, stability, and self-reliance - right here in our community through new homeownership opportunities. Strong and stable families in self-sufficient homes create strong and stable communities.

### **II. Project Overview**

Houston Habitat develops the new construction of a minimum of forty (40) single-family homes per year and maintains a warehouse and administrative offices at **3750 N. McCarty Houston TX 77029** and a ReStore location at **6161 S. Loop E Houston TX 77087**. The selected contractor(s) will be responsible for the installation and maintenance of any one (1) or all of the Mechanical, Electrical, and Plumbing (MEP) systems, including:

- A. **Mechanical (HVAC):** Design and installation of efficient heating, ventilation, and air conditioning systems.
- B. **Electrical:** Complete electrical wiring, lighting, outlets, and switches, and integration of renewable energy sources where applicable.
- C. **Plumbing:** Installation of water supply, drainage systems, and fixtures.

### III. Scope of Work

Qualified MEP contractors will be responsible for:

- A. **Design and Coordination:** Collaborating with Houston Habitat's design team to develop and execute MEP plans that meet building codes and energy efficiency standards.
- B. **Installation and Testing:** Installation of all mechanical, electrical, and plumbing systems, followed by thorough testing to ensure functionality and safety.
- C. **Compliance and Permits:** Securing necessary permits and ensuring full compliance with local, state, and federal regulations.
- D. **Documentation:** Providing as-built drawings, maintenance manuals, and warranties.

### IV. Submission Requirements

Interested contractors must submit a qualifications package that includes the following:

#### A. **Company Profile:**

- 1. **Legal name, address, and contact details:** Provide the full legal name of the company, physical and mailing addresses, and the primary contact person's phone number and email.
- 2. **Company history and experience in MEP services:** Outline the history of your company, highlighting relevant experience in mechanical, electrical, and plumbing (MEP) services, particularly within residential and single-family home construction projects.
- 3. **Licenses and certifications:** Include copies of all relevant licenses, such as TDLR (Texas Department of Licensing and Regulation) certifications for electrical or HVAC work, and other industry-specific certifications.
- 4. **Insurance documentation:** Provide proof of general liability insurance, workman's compensation, and any additional insurance required by local regulations.
- 5. **Warranty:** Provide a written warranty for the workmanship and materials used in the project. The warranty should cover the period from installation to final acceptance by Houston Habitat, marked by the issuance of a Certificate of Compliance from the City of Houston, and extend to a two-year warranty period starting from the homeowner's closing date. This warranty must include a commitment to repair or replace, at no cost to Houston Habitat, any defects in the installed systems resulting from faulty materials, improper installation, or failure

to meet industry standards. Contractors are expected to promptly address any warranty claims and provide a detailed response plan for resolving issues within a specified timeframe to minimize disruption to homeowners. The warranty terms must be clearly outlined in the submission package and included as part of the contractual agreement.

**B. Experience and Qualifications:**

1. **Project experience:** Submit a list of similar MEP projects completed in the past five years, particularly focusing on single-family home construction. Include details such as project size, scope, and completion date.
2. **Personnel qualifications:** Provide a summary of the key personnel who will be assigned to this project. Include their relevant experience, certifications, and roles within the project.

**C. Project Approach:**

1. **Service approach:** Describe your company's approach to providing MEP services. This should include a detailed explanation of the planning, installation, and testing phases, as well as how your team ensures compliance with local codes and energy efficiency standards.
2. **Energy efficiency:** Discuss any strategies or technologies you will implement to promote energy efficiency, according to Energy Star® Program and sustainability within the MEP systems.

**D. References:**

1. **Client references:** Provide references for at least three similar MEP projects completed within the past five years. Each reference should include the client's name, contact information, and a brief description of the project, including its scope and timeline.

**E. Financial Capacity:**

1. **Financial stability:** Provide proof of the company's financial stability, such as recent financial statements or a letter from your financial institution.
2. **Bonding capacity:** Include documentation demonstrating your company's bonding capacity for the scope of work.

**F. Cost Proposal**

1. **Cost per square foot:** Provide a detailed cost breakdown for MEP services based on a per-square-foot rate. Include itemized costs for materials, labor, and equipment for each trade (mechanical, electrical, and plumbing).
2. **Cost per unit:** If applicable, include a cost-per-unit estimate for standard single-family homes in the project. Specify the cost components for each unit (e.g., HVAC installation, electrical wiring, plumbing fixtures).
3. **Allowances and contingencies:** Include any allowances or contingencies in your cost proposal and provide an explanation of how

they were calculated.

4. **Overall pricing structure:** Ensure that the pricing structure is transparent and aligns with the proposed scope of work. If pricing may vary based on home size or system specifications, outline those variations clearly.

## V. Evaluation Criteria

Proposals will be evaluated based on the following criteria, with each section scored according to the points listed below. The maximum possible score is 100 points.

Evaluation Criteria	Points	Description
Experience and Qualifications	30	<ul style="list-style-type: none"><li>- Demonstrated experience in similar MEP projects, particularly single-family home construction.</li><li>- Qualifications of key personnel assigned to the project.</li></ul>
Project Approach and Methodology	20	<ul style="list-style-type: none"><li>- Clear and feasible approach to planning, installation, and testing of MEP systems.</li><li>- Strategies for ensuring compliance with local codes and energy efficiency standards.</li></ul>
Cost Proposal	25	<ul style="list-style-type: none"><li>- Competitive cost per square foot or cost per unit, including breakdown of labor, materials, and equipment.</li><li>- Transparency of pricing and explanation of allowances or contingencies.</li></ul>
References and Past Performances	15	<ul style="list-style-type: none"><li>- Quality of references and client feedback from similar projects.</li><li>- Demonstrated ability to complete projects on time and within budget.</li></ul>
Compliance with Submission Requirements	10	<ul style="list-style-type: none"><li>- Organization and clarity of the proposal.</li></ul>

**Total Possible Points: 100**

This scoring system ensures that all key factors—experience, project approach, cost competitiveness, and past performance—are balanced to select the most qualified contractor for the MEP services on this project.

**Submission Deadline:** January 15, 2024

**Submission Format:** Proposals should be submitted electronically.

**Submission Address:** [Procurement@houstonhabitat.org](mailto:Procurement@houstonhabitat.org)

## VII. RFQ Schedule

	Date
<b>RFP Issuance</b>	December 15, 2024
<b>Pre-bid Meeting (if applicable)</b>	Week of January 6 <sup>th</sup>
<b>Deadline for Questions</b>	January 10, 2025
<b>Proposal Submission Deadline</b>	January 15, 2025
<b>Oral Presentations (Invitations Only)</b>	Week of January 20 <sup>th</sup>
<b>Selection of Developer</b>	January 30, 2025

## VIII. Exhibits

1. Floor Plan for 3-Bedroom and 4-Bedroom Homes
2. Exterior Elevations
3. Houston Habitat Home Features

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Thank you for your interest in this project. We look forward to reviewing your proposal.

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**Houston Habitat for Humanity**  
3750 N. McCarty  
Houston, TX, 77029  
(713)671-9993  
[Procurement@houstonhabitat.org](mailto:Procurement@houstonhabitat.org)  
<https://www.houstonhabitat.org/>



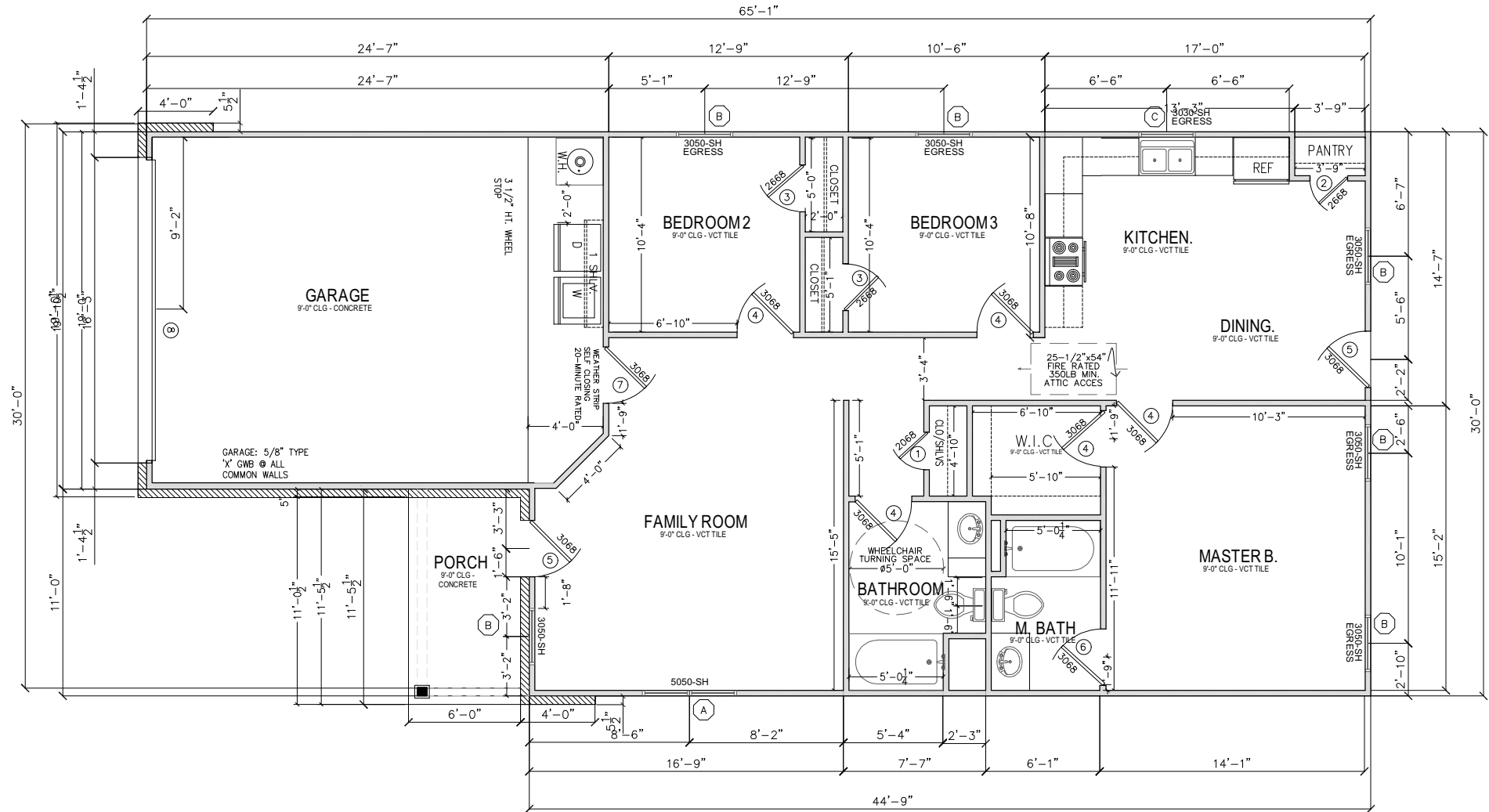
## Submission Checklist

Contractors must ensure that all required documents and information are included in their submission package. Please use the checklist below to confirm that your submission is complete and meets all requirements:

Checklist Item	Included (Yes/No)
<b>A. Company Profile</b>	
1. Legal name, address, and contact details	
2. Company history and relevant experience in MEP services, particularly for residential projects	
3. Copies of all relevant licenses (e.g., TDLR certifications)	
4. Insurance documentation (General Liability, Workman's Comp)	
<b>B. Experience and Qualifications</b>	
1. List of similar MEP projects completed in the past five years	
2. Summary of key personnel assigned to the project and their qualifications	
<b>C. Project Approach</b>	
1. Detailed description of your approach to MEP services, including planning, installation, and testing	
2. Approach to energy efficiency and compliance with local codes	

<b>D. References</b>	
1. Client references for at least three similar projects, including contact information and project summaries	
<b>E. Financial Capacity</b>	
1. Proof of financial stability (e.g., financial statements, a letter from a financial institution)	
2. Bonding capacity documentation	
<b>F. Cost Proposal</b>	
1. Detailed cost per square foot for MEP services	
2. Cost per unit (if applicable)	
3. Breakdown of allowances and contingencies	
4. Transparent overall pricing structure	
<b>G. Additional Documents</b>	
<b>1. Any other relevant documentation requested or deemed necessary</b>	

Please ensure that all the required documents are compiled, clearly labeled, and submitted by the specified deadline. Submissions that are incomplete or do not meet the RFQ requirements may not be considered for evaluation.



1

ARCHITECTURAL FLOOR PLAN

SCALE: 1/8" = 1'-0"

- GENERAL NOTES
- ALL OPENING DIMENSIONS TO CENTER OF OPENING AND CENTER IN WALL U.N.O.
  - ALL WALL DIMENSIONS TO FACE OF STUD.
  - FINISHES – AS SELECTED BY OWNER FOR STANDARD HOUSTON HABITAT FINISH PALETTE  
WALL-TEXTURE + PAINT  
CEILING-TEXTURE + PAINT  
FLOORS-VCT PLANK SMLE GLUED DOWN TO SUBFLOOR (UNO)  
TRIM PAINTED SEMI-GLOSS
  - ALL CEILING HEIGHTS ARE 9'-0"



3750 N. McCarty  
Houston, Tex as  
77029  
Tel:713-671-9993

www.houstonhabitat.org

FLOOR PLAN

ADDRESS:  
ROBINS LANDING RESIDENTIAL  
TIDWELL RD. HOUSTON TX

LEGAL DESCRIPTION:

PLAN TYPE:  
SCORPIO HOUSE  
3 BR/2B  
LEFT GARAGE

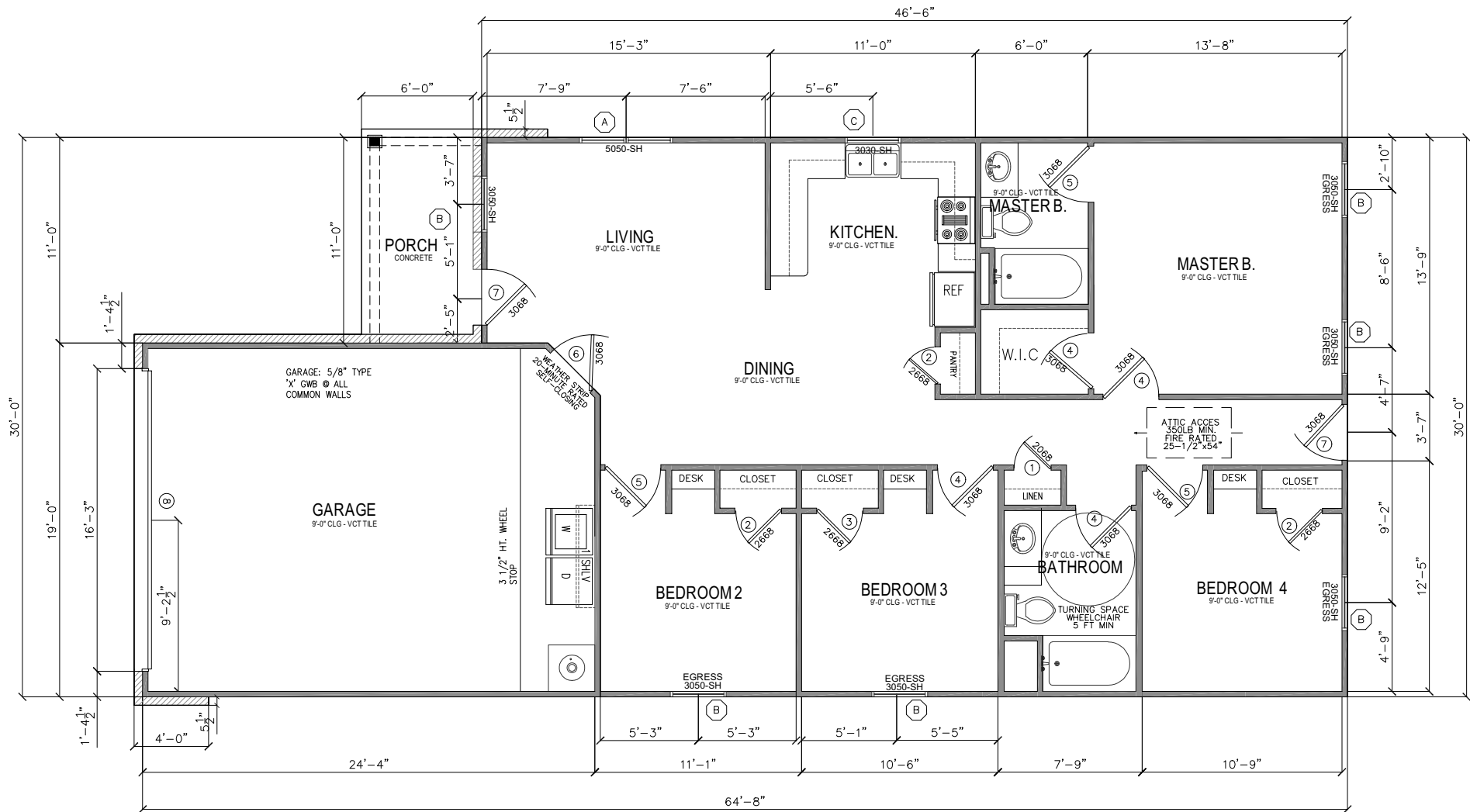
REV. DATE:	
1	
2	
3	
4	
5	
PLANS BY: HHFH	
REVIEWED BY: HHFH	
INITIAL DATE: 7/12/2022	

SHEET:

A.1

SHT 2 OF 9





1

ARCHITECTURAL FLOOR PLAN

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- 1) ALL OPENING DIMENSIONS TO CENTER OF OPENING AND CENTER IN WALL U.N.O.
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CEILING–TEXTURE + PAINT  
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TRIM PAINTED SEMI–GLOSS



3750 N. McCarty  
Houston, Texas  
77029  
Tel: 713-671-9993

www.houstonhabitat.org

FLOOR PLAN

ADDRESS:  
ROBINS LANDING RESIDENTIAL  
TIDWELL RD. HOUSTON TX

LEGAL DESCRIPTION:

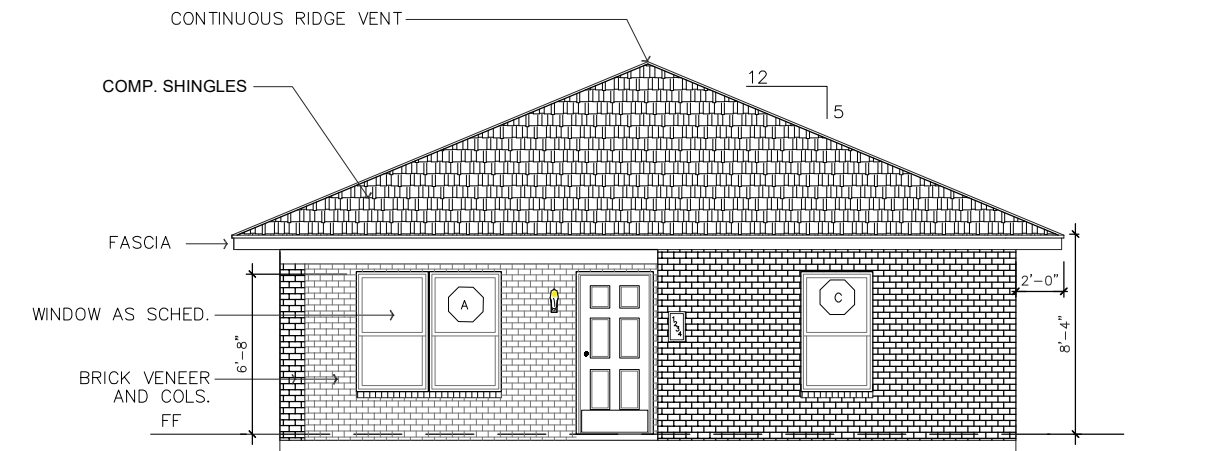
PLAN TYPE:  
LEO HOUSE  
4 BR/2B  
RIGHT GARAGE

REV. DATE.	
1	1/25/2023
2	
3	
4	
5	
PLANS BY: HHFH	
REVIEWED BY: HHFH	
INITIAL DATE: 7/12/2022	

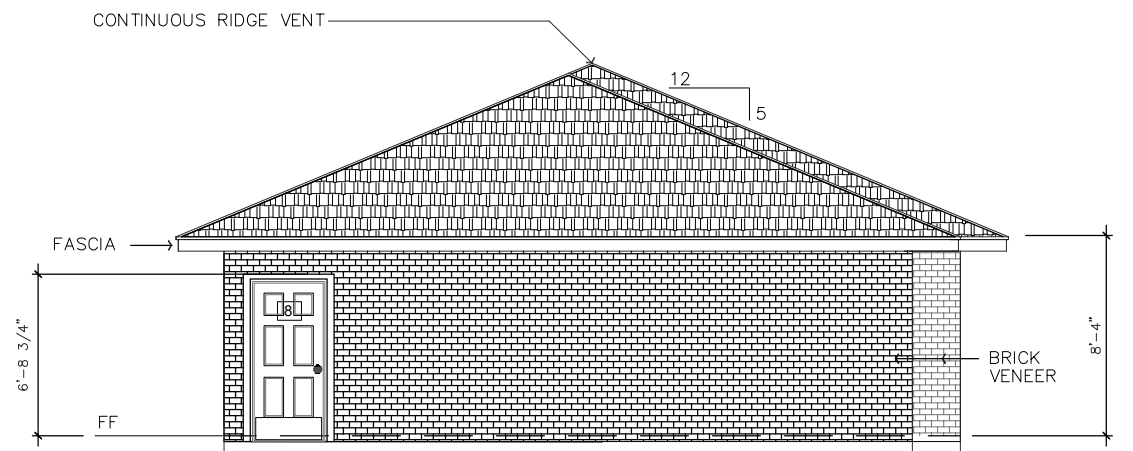
SHEET:

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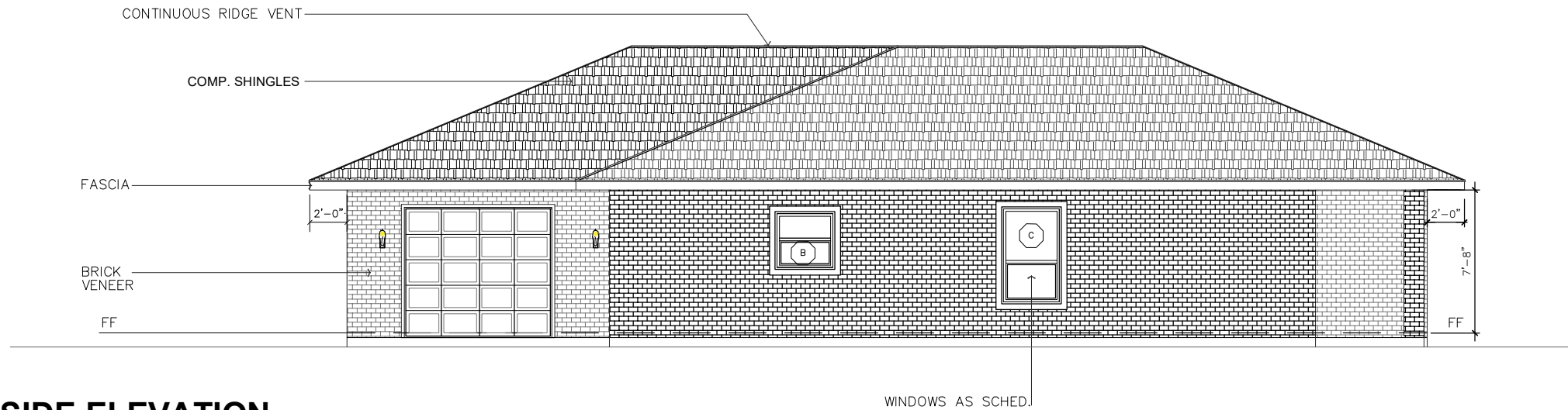
SHT 2 OF 9



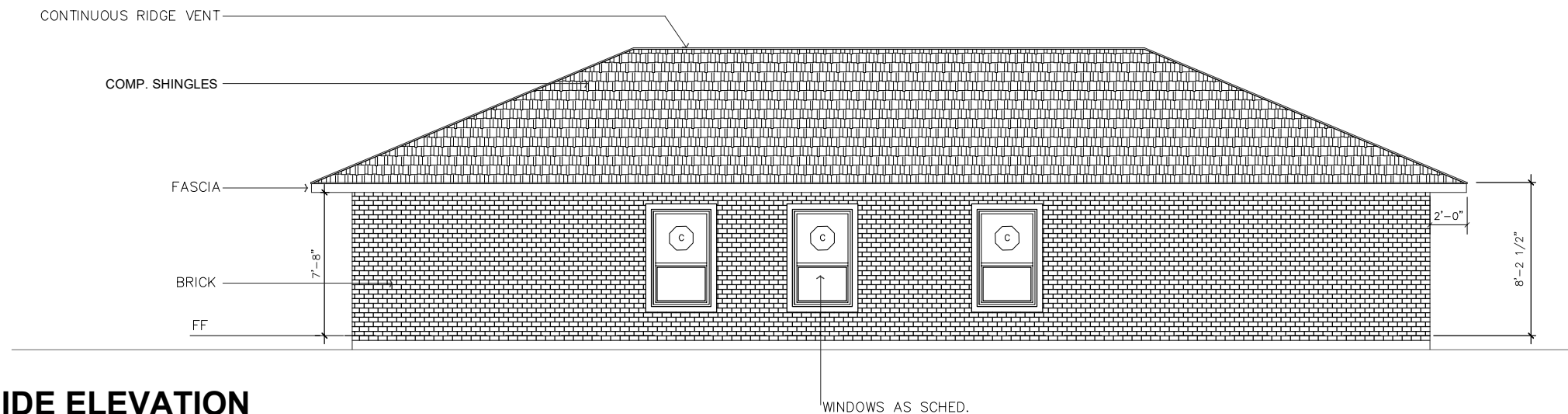
**1 FRONT ELEVATION**  
SCALE:  $\frac{1}{8}" = 1'-0"$



**2 REAR ELEVATION**  
SCALE:  $\frac{1}{8}" = 1'-0"$



**3 RIGHT SIDE ELEVATION**  
SCALE:  $\frac{1}{8}" = 1'-0"$



**4 LEFT SIDE ELEVATION**  
SCALE:  $\frac{1}{8}" = 1'-0"$



Houston Habitat  
for Humanity, Inc.

3750 N. McCarty  
Houston, Texas  
77029

713-671-9993

EXTERIOR  
ELEVATIONS

HIP- HIP ROOF

PLAN TYPE:

HOUSTON-BACK

4 BR/2B  
LEFT GARAGE

REV. DATE:

1	
2	
3	

THIS DRAWING IS THE  
PROPERTY OF HOUSTON  
HABITAT FOR HUMANITY, INC.  
THE USE OF THIS DRAWING  
WITHOUT THE EXPRESSED  
WRITTEN PERMISSION OF  
HHFH IS PROHIBITED.

PLANS BY: HHFH

REVIEWED BY: HHFH

INITIAL DATE: 07/2022

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SHT 4 OF 9



## **HOME FEATURES**

### **Exterior:**

- Composition shingles
- Brick Face & Painted smart siding
- Concrete Driveway and sidewalks
- Concrete Patio
- Exterior front & rear lighting
- Front landscape and sod front and back
- Durable steel garage door

### **Interior:**

- Garbage disposal
- Alarm system (non-monitored)
- White appliances: Gas/Electric range and refrigerator
- Cable (pre-wire)
- One carbon monoxide detector and smoke detector
- Ceiling Fans in bedrooms and living room
- Dual stainless steel kitchen sink
- Vinyl wood looking flooring
- Pre-fabricated cabinets, 42" wall cabinets
- Laminate countertops
- ADA accessible entry

### **Energy Saving features:**

- Energy saving appliances
- 18 SEER air conditioning
- Energy saving water heater
- R-39 attic blown insulation
- R-16 Walls blown insulation
- Dow sill seal between slab and exterior plate
- Weather tight exterior doors
- Double-pane windows

*Homes will have a 1-2-10 year home buyer warranty*