

REQUEST FOR PROPOSALS (RFP)
Manufactured Home Replacement Project
Two Manufactured Homes

Issued by: North Country Rural Development (NRDC)

PUBLIC BID NOTICE – MANUFACTURED HOME REPLACEMENT

North Country Rural Development Coalition (NRDC) is soliciting proposals for two manufactured-home replacement projects at Cascade Acres in Lake Placid, NY. The work includes demolition, new HUD-code/ENERGY STAR manufactured homes, engineered frost-protected foundations, utilities, site work, permitting, testing, and closeout. One replacement home will require a minimum 2-bedroom unit and the other a minimum 3-bedroom unit. Separate or combined proposals from qualified manufactured-home retailers, site contractors, or teams are welcome. This is an expedited housing replacement procurement with an approximately three-week proposal period due to urgent health and habitability conditions. Bidders must be prepared to mobilize promptly and plan specifically for cold-weather/winter construction.

PROPOSALS DUE: October 30, 2026 | Submit to: spalma@northcountryruraldevelopment.org | Bid documents, site information, and environmental documentation are available from NRDC. NRDC intends to move quickly after bid review and award.

NRDC strongly encourages participation by MWBE, SDVOB, Section 3, small, local, and qualified disadvantaged businesses. NRDC reserves the right to reject any or all proposals, waive minor informalities, request clarifications, negotiate scope, and award all or portions of the work.

I. INTRODUCTION

North Country Rural Development Coalition (NRDC) is soliciting proposals from qualified manufactured home retailers and site work contractors to complete the replacement of two substandard manufactured homes with new, ENERGY STAR® Certified manufactured homes.

These projects are funded through the New York State HOME Manufactured Housing Replacement Program and may also leverage funding through the New York State Mobile and Manufactured Home Replacement Program (MMHRP). All work must comply with applicable HOME, MMHRP, HUD, state, and local requirements.

NRDC is not acting as a general contractor. Proposals are welcome from:

- Manufactured home retailers able to provide and install HUD- and ENERGY STAR–certified homes;

- Site work contractors able to complete foundation/support systems, utility connections, grading, and demolition work; or

- Teams that include both (NRDC can assist in connecting interested bidders).

II. PROJECT OVERVIEW

This scope of work provides a description of the required work for **two separate manufactured home replacement projects within the same manufactured housing development**. For confidentiality purposes, the individual properties are identified in this RFP as Site A and Site B. Exact addresses and homeowner information will be provided as necessary to qualified bidders for site evaluation and proposal preparation.

Contractors are responsible for confirming all field dimensions, site conditions, and detectable defects prior to bidding. Change orders will not be issued for discovery items that are not hidden

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defects. All work shall be performed in a “best practice” manner using materials equal to or better than those being replaced.

Color selections, finishes, and similar aesthetic options shall be made by the NRDC client.

Preferred Placement:

The placement of each replacement home will be on the same existing residential lot and generally within the existing home footprint, subject to the approved site plan, engineered foundation plan, required setbacks, utilities, drainage, manufacturer requirements, environmental clearance, and local approvals.

Project Sites:

Site A: Replacement of one existing manufactured home; **private septic system** serving the lot.

Site B: Replacement of one existing manufactured home; **existing water and sewer service** serving the lot.

Expedited Schedule / Winter Construction:

This procurement is being conducted on an expedited basis with an approximately three-week proposal period because of urgent homeowner health and habitability conditions. NRDC anticipates prompt bid review, award, and notice to proceed. Bidders shall submit a realistic mobilization and construction schedule that assumes cold-weather conditions may occur during the project.

The project schedule shall prioritize environmental clearance, engineering/permitting, demolition of the existing homes, excavation/site preparation, utility work, and construction of the new engineered foundations as early as possible. NRDC’s goal is to complete demolition and the new foundation work before sustained snowfall and frozen-ground conditions, to the extent permitted by environmental clearance, approvals, weather, and site conditions.

Bidders must plan for winter work and include in their base pricing any reasonably anticipated cold-weather measures necessary to maintain progress, including snow removal, temporary protection, frost protection, temporary heat/ground thawing where required, winter concrete procedures, access maintenance, and site safety. Seasonal conditions alone will not be treated as an unforeseen condition or basis for additional compensation.

Total Project Cost: \$ _____

III. DETAILED SCOPE OF WORK

A. Site Plan

Contractor shall prepare and submit a detailed site plan prior to any construction or installation activity. Final home location and orientation shall be coordinated with required setbacks, utilities, drainage, access, manufacturer requirements, environmental clearance, and local authority having jurisdiction (AHJ) approvals.

B. Permitting

Contractor is responsible for preparing/obtaining required plans and securing, coordinating, and paying for all necessary local and state permits, permit fees, inspections, testing, certificates, and approvals for site work, engineered foundation, demolition, manufactured-home installation,

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utility connections, water, septic/sewer, electrical, building, and final occupancy/compliance. All such costs shall be included in the bid price unless NRDC authorizes otherwise in writing.

C. Site Evaluation

Contractor shall perform a pre-construction site evaluation to identify subcontractors, site conditions, utility locations, access, grades, setbacks, and necessary pricing updates.

Contractor shall field verify the existing home footprint, lot access, grades, setbacks, adjacent improvements, overhead/underground utilities, water service, wastewater/septic components, electric service, fuel source, and any obstructions prior to construction.

D. Engineering and Foundation Design

The replacement homes shall have site-specific permanent foundation/support and anchoring systems. The foundation/support system shall be designed and sealed by a New York State licensed Professional Engineer or Registered Architect for the exact home and site conditions. Generic pier/foundation details are not acceptable in place of engineered plans.

The contractor shall provide the sealed foundation design, including foundation layout, support dimensions, reinforcing, bearing assumptions, frost protection, anchorage/tie-downs, uplift/sliding/overturning resistance, utility penetrations, drainage, and finished grade as required.

IV. MANUFACTURED HOME REQUIREMENTS

Home Type:

New, ENERGY STAR® Certified Manufactured Home meeting or exceeding the Manufactured Home Construction and Safety Standards (HUD Code, 24 CFR Part 3280) and ENERGY STAR Manufactured Home Program requirements per the NYS HOME Program Manual.

Certification:

Home must bear the required HUD certification label(s) and manufacturer data plate.

Each replacement home must be ENERGY STAR certified under the applicable EPA ENERGY STAR Manufactured New Homes requirements.

Documentation of ENERGY STAR certification must be provided prior to final payment.

General Specifications (Minimum):

Bedroom Requirement: One replacement home shall be a minimum 2-bedroom unit and the other shall be a minimum 3-bedroom unit. Bidders shall provide appropriate model/floor-plan options and separate pricing for each unit. NRDC will confirm final bedroom allocation by site before home order/contract execution. Final bathroom count, dimensions, and square footage are subject to NRDC approval and applicable program requirements.

VIN and serial number(s) must be recorded prior to installation.

Electric, all-energy system (no fossil fuel appliances).

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200-amp electrical service.

Single-hung, Low-E vinyl windows.

Vinyl sheet flooring throughout.

30" frost-free refrigerator with bottom freezer.

30" electric range.

30–40-gallon electric water heater.

ENERGY STAR certified, HUD-compliant heat pump or electric furnace with central A/C.

Insulation to meet HUD minimum standards (R-22 floor, R-21 walls, R-30 ceiling).

¾" exterior OSB sheathing.

25-year asphalt shingles.

40-lb roof snow load minimum.

Gutters.

Location for well pressure tank to be installed inside the home, if on private water.

The final manufacturer, model, dimensions, floor plan, bedroom/bath count, and square footage for each replacement home shall be submitted to NRDC for approval prior to ordering the home.

V. FOUNDATION AND INSTALLATION

Foundation Type:

All foundation systems shall meet HUD durability standards, New York State Building Code, and cold-climate construction best practices to prevent frost heave and ensure long-term stability.

Design Standards: Foundations must be site-specific and engineered for the exact replacement home and site conditions. Conventional foundations shall extend to or below the locally required design frost depth unless an approved engineered frost-protection system is used.

Frost Protection: Footings, piers, slabs, perimeter walls, grade beams, anchors, and utility penetrations shall be designed and constructed to protect against frost heave.

Engineering: The foundation/support and anchoring system must be sealed by a New York State licensed Professional Engineer or Registered Architect. The design shall address governing loads, soil/bearing assumptions, frost protection, drainage, supports, anchorage, connections, utility penetrations, and finished grade.

Installation: Systems shall comply with HUD Model Manufactured Home Installation Standards (24 CFR 3285), manufacturer-approved installation instructions, New York State requirements, and local AHJ requirements.

Verification: Contractor must submit foundation design, insulation/frost-protection details, and drainage information for approval. Work is subject to required inspection and documentation.

Concrete Pads / Supports:

Where concrete pads, footings, piers, grade beams, or other concrete support systems are used, they shall be constructed in accordance with the sealed engineering plans and manufacturer requirements. Tie-down and anchoring systems must resist uplift, overturning, lateral movement, and other applicable forces.

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No foundation/support system shall be concealed before required inspections. Provide engineer/AHJ inspection documentation where required.

VI. SITE WORK & UTILITIES

Site Preparation:

Perform excavation and grading as required for proper home siting, drainage, and utility placement. Provide compacted structural fill, stone base, backfill, and drainage required by the engineered design and manufacturer. Establish positive drainage away from the home and foundation.

Utilities:

Connect each replacement home to all applicable utilities (electric, water, septic/sewer) in compliance with local codes, utility/park requirements, manufacturer requirements, and AHJ requirements.

Site A – Water:

Provide a new potable-water service line to the replacement manufactured home. Field verify the approved source, point of connection, service route, required burial depth, shutoff location, and any park/utility requirements. Include excavation, piping, fittings, valves, insulation/freeze protection, sleeves, bedding, backfill, testing, connection to the factory-installed plumbing system, and restoration necessary for a complete operational water service.

Site A – Private Septic:

This site will receive a new private septic system as part of the base scope. Contractor shall disconnect the existing home from the existing wastewater system, furnish all required septic design/engineering and permitting, and install a complete new code-compliant private septic system serving the replacement home, including tank, building sewer, piping, fittings, cleanouts, distribution/absorption components, excavation, bedding, backfill, testing, grading, and restoration.

Contractor shall field verify existing wastewater components and site conditions necessary for design of the new septic system. The new septic system shall be installed only after required design approval, permits, and environmental clearance. No septic work shall be concealed before required inspection.

Public/community sewer connection is not part of the Site A base scope unless NRDC later issues a written change based on documented infrastructure availability and approval.

Site B – Water:

Provide a new potable-water service line from the approved existing water-main/service connection point to the replacement manufactured home. Field verify the service route, required burial depth, shutoff location, and park/utility requirements. Include excavation, piping, fittings, valves, insulation/freeze protection, sleeves, bedding, backfill, testing, connection to the

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factory-installed plumbing system, and restoration necessary for a complete operational water service.

Site B – Sewer:

This site is served by existing water and sewer infrastructure. Disconnect the existing home and replace/reconnect the sewer lateral/service from the approved connection point to the replacement home. Include new building sewer piping/lateral, fittings, cleanouts, excavation, bedding, backfill, testing, required permits/inspection, and restoration necessary for a complete operational connection.

Private septic is not part of the Site B base scope unless field investigation identifies an unexpected condition and NRDC issues written authorization.

VII. SKIRTING & EXTERIOR

Install durable, weather-resistant perimeter enclosure/skirting compatible with the engineered foundation and manufactured home installation. Include required ventilation, utility access, secure fastening, corrosion resistance, and rodent-resistant closure. Do not block drainage or required access.

VIII. STEPS, LANDINGS, AND RAMPS

Construct self-supporting, pressure-treated front and rear entry decks, landings, stairs, or ramps as required by local code.

No loads shall be transferred to the manufactured home structure.

Incorporate approved accessibility features where required for the assisted household. Any ramp or accessible landing shall have its own compliant foundation/support and shall not compromise required egress.

IX. GRADING & SEEDING

Final grade disturbed areas, restore affected lawn, driveway, road edge, and adjacent areas, and leave each site safe and clean.

Provide drainage necessary to divert water away from the home and foundation.

Place $\frac{3}{4}$ " stone around the foundation perimeter where required for drainage.

Restore areas disturbed by contractor activities using appropriate topsoil, seed, and erosion-control measures.

X. DISPOSAL

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Contractor is responsible for complete removal and legal disposal/recycling of each existing manufactured home, additions, skirting, obsolete supports, anchors, tie-downs, blocking, utility stubs, and foundation components that conflict with the new work.

Contractor shall legally transport and dispose/recycle demolition debris at approved facilities. No demolition debris may be buried on site.

Provide disposal receipts to NRDC.

XI. FINAL APPROVAL

Contractor must obtain a Certificate of Installation or local final inspection approval for each home's setup and all site work, together with any other approvals required by the local AHJ.

Post-construction radon testing and any other required closeout testing shall be arranged and paid for by the contractor when required by the program, environmental review, NRDC, or AHJ, and the cost shall be included in the bid.

Final payment will be conditioned upon completion of required inspections and testing, closure of permits, correction of deficiencies, receipt of required certificates/approvals, and delivery of required closeout documentation.

XII. PROPOSAL REQUIREMENTS

Proposals must include:

- Company name, contact person, and license information

- Proof of insurance and workers compensation

- Itemized cost estimate for each project/site, including home, delivery/set, engineered foundation design/construction, demolition, utilities, septic/sewer, permits/fees, inspections/testing, and closeout

- Detailed project schedule showing engineering/permitting, environmental clearance coordination, demolition, foundation/site work, utility work, home order/delivery, installation, and final closeout, with specific winter-work planning and proposed mobilization immediately following notice to proceed.

- Spec sheet for proposed model for each replacement home

- Potential floor plan for each replacement home

- Identification of all proposed subcontractors, if applicable

- Any exclusions, assumptions, or alternate pricing

NRDC welcomes separate proposals from home retailers and site contractors. If submitting separately, NRDC will coordinate partnerships between selected bidders to ensure full project delivery. One entity must act as the GC.

Bidders submitting on both sites should provide separate pricing for each site and may also identify any combined pricing or savings available for completing both projects.

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NRDC PROCUREMENT / EQUAL OPPORTUNITY NOTICE

NRDC reserves the right to reject any or all proposals, waive minor informalities, request clarifications, negotiate the final scope, and award all or portions of the project. NRDC is an Equal Opportunity Employer and housing provider and strongly encourages participation by New York State-certified Minority- and Women-Owned Business Enterprises (MWBE), Service-Disabled Veteran-Owned Businesses (SDVOB), Section 3 business concerns, small businesses, and qualified local contractors. Selected contractors must comply with all applicable federal and state equal opportunity, nondiscrimination, HOME, MMHRP, HUD, Section 3, and contracting requirements.

XIII. SUBMISSION INFORMATION

Expedited Procurement: NRDC intends to evaluate proposals promptly after the due date and move to award/notice to proceed as quickly as program and procurement requirements allow. Bidders should not submit unless they can support an accelerated schedule and winter construction planning.

Proposal Due Date: 10/30/2026

Submit Proposals To: spalma@northcountryruraldevelopment.org

Questions may be directed to Sophia Palma at spalma@northcountryruraldevelopment.org.

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