

# Request for Qualifications for Housing Rehabilitation Contractors

## **I. Summary and General Information**

The Housing Authority of the County of Stanislaus is requesting qualifications from construction contractors and sub-contractors to establish a list of pre-qualified contractors to complete rehabilitation projects on housing units purchased by the Authority through funding under the Neighborhood Stabilization Program (NSP). Specifically, the Authority is seeking to develop a list of pre-qualified contractors and with experience in construction and rehabilitation of residential housing. Likely projects include minor rehabilitation up to and including demolition and reconstruction of single family through four family housing units throughout Stanislaus County. The Authority anticipates that these projects will begin approximately May 1, 2009.

This RFQ and its attachments describe the terms and conditions under which the Housing Authority will approve contractors. Contractors are asked to submit Qualifications by April 21, 2009. The submittals shall describe their qualifications, their prior construction and rehabilitation experience, their financial capability and a description of past projects they have completed which are similar in nature to the Authority's proposed projects.

The information submitted must be organized and sufficiently detailed to allow the Selection Team to judge the contractor's ability to carry out these projects. The following will be the key selection criteria used in this project:

- *The contractor's qualifications and experience in construction and rehabilitation of residential housing.*
- *The contractor's ability and the extent of his/her financial resources available to commit to and carry out these projects.*
- *The contractor's experience in completing projects of a similar nature.*

Upon review of the submittals, the Selection Team will select and meet with those respondents whose qualifications best meet the Authority's selection criteria. The purpose of this meeting will be to review, discuss and evaluate, in more detail, the submittal contents.

Subsequent to these meetings, the Selection Team intends to create a pre-qualified list of bidders for the construction and rehabilitation projects under this program. The Housing Authority expects to be able to finalize this list by May 1, 2009.

**Qualifications submitted in response to this RFQ must be received by 2:00 PM, April 21, 2009. Three copies of the proposal shall be submitted to:**

*W.A. Fagan, Executive Director  
NSP CONTRACTOR RFQ  
Housing Authority of the County of Stanislaus  
P O Box 581918  
Modesto, CA 95358-0033*

*Further information can be received at [www.stancoha.org](http://www.stancoha.org), or in person at 1701 Robertson Road, Modesto. All questions can be directed to Don Borgwardt at (209) 557-2008.*

## **II. Project Objectives**

The Housing Authority's objectives are as follows:

To purchase up to 200 single family to four family residential units within Stanislaus County and complete required rehabilitation of the units for re-sale and affordable rental units within the next 36 months. The exact number of the units will depend upon funding amounts and acquisition/rehabilitation costs.

## **III. Project Specifications**

The Housing Authority has recently selected the firm of Timothy Huff and Associates, Inc. for architectural services. Specifications for rehabilitation and construction may be developed by this firm at the direction of Housing Authority staff. The specifications will vary from unit to unit based upon the condition of each unit.

## **IV. Project Bidder's List**

The intent of this RFQ is to establish a list of pre-qualified contractors from which to solicit bids for the work under these projects in accordance with the Housing Authority's procurement guidelines. It is anticipated that the established list will include general contractors as well as individual trades and services as the exact scope of work for each project will vary based on the needs of the individual units. The Housing Authority may at its discretion make additions or deletions from this list as it deems necessary depending upon the response to this RFQ.

After development of the specifications for each project, an invitation to bid the work will be forwarded to all contractors on the established list to request bids. The bid process will either be formal or informal depending on the scope and projected cost of work. The process will comply with all of the Housing Authority's established procurement guidelines.

## **V. Content of Qualification Submittals**

Submittals should be brief but complete. The information required to be contained in a submittal in response to this RFQ is contained in **Appendix A**.

## **VI. Selection Criteria and Process**

### **1. Selection Criteria**

Selection criteria will include the following:

- Previous recent experience (last five years), in construction and rehabilitation of single family and multifamily residential units, as well as, the experience of all members of the contractor's team.
- Financial capacity, including sufficient financial strength to undertake and complete projects of this size.
- Ability to meet the Housing Authority's minimum insurance requirements and bonding capacities.

## 2. Selection Process

After reviewing all submittals, the Selection Team will identify several contractors whom it will meet with to discuss and evaluate the contractors' qualifications, experience, and capacity in more depth. Based on the outcome of these meetings, the Selection Team will complete its evaluation and develop a list of pre-qualified bidders for these projects.

## 3. General

Please note that all of the material and information presented in this RFQ is general in nature and shall not be deemed to be inducements or representations to which the Authority is bound. Contractors are cautioned to make their own independent investigation of all factual, financial, and legal matters upon which their submittals may be based. The Housing Authority reserves the absolute right to reject any or all of the submittals or to waive any irregularity in the submittal.

**Contractor's Qualification Submittal**

1. **Statement of Construction Experience** - The Statement of Construction Experience is included in Appendix B of this document. All items on the Statement of Construction Experience must be filled in completely and notarized. *This form must be included with the submittal.*
2. **Financial Capability** - The Contractor must present evidence of his/her financial capacity to perform all requirements within the proposed projects. Such evidence should include banking and credit references and statement of bonding capacity. Further financial information may be requested by the Authority after review of the submittals. *All information relative to financial statements will remain confidential.*
3. **Performance Record** - Contractors must have proven performance and experience in completing projects of similar scope. Contractors must supply a minimum of five references for projects completed within the last two years and a minimum of three references from vendors or suppliers.
4. **Proposal Letter** - A letter of interest shall be included as part of each submittal in response of the RFQ.
5. **Wage Rate Requirements** -It is anticipated that federal prevailing wage rates will be not be required for these projects. If necessitated by project requirements the current wage rates will be provided in the bid packages.

**STATEMENT OF CONSTRUCTION EXPERIENCE**

All questions must be answered and the date given must be clear and comprehensive. This Statement must be notarized. If necessary, add separate sheets for items marked with an \*.

- 1. Name of Bidder: \_\_\_\_\_
- 2. Permanent main office address: \_\_\_\_\_
- 3. When organized: \_\_\_\_\_
- 4. Where incorporated: \_\_\_\_\_
- 5. How many years have you been engaged in the contracting business under your present firm name? \_\_\_\_\_
- 6. Number of employees and annual gross income of company: \_\_\_\_\_
- 7. \*Contracts on hand: (Schedule these, showing gross amount of each contract and the approximate anticipated dates of completion.)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- 8. \*General character of work performed by your company: \_\_\_\_\_
- 9. \*Have you ever failed to complete any work awarded to you? \_\_\_\_\_  
If yes, please explain: \_\_\_\_\_  
\_\_\_\_\_
- 10. \*Have you ever defaulted on a contract? \_\_\_\_\_  
If yes, please explain: \_\_\_\_\_  
\_\_\_\_\_
- 11. \*List the more relevant type of projects recently completed by your company, stating approximate cost for each, and the month and year completed.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- 12. \*Experience in construction work similar in importance to this project: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- 14. Furnish current Department of Labor of California License Number and contractor's classification: \_\_\_\_\_  
\_\_\_\_\_
- 15. Furnish current Business License Number(s) for jurisdictions within Stanislaus County: \_\_\_\_\_  
\_\_\_\_\_

**STATEMENT OF BIDDER'S CONSTRUCTION EXPERIENCE (Continued)**

I, \_\_\_\_\_, swear under penalty of perjury under the laws of the State of California  
(Printed Name of Bidder)  
that the answers to the foregoing questions and all Statements therein contained are true and correct.

Sworn this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ at \_\_\_\_\_.  
(Date) (Month) (Year) (City & State)

\_\_\_\_\_  
(Signature of Bidder)

\_\_\_\_\_  
(Title of Bidder)

State of \_\_\_\_\_ )  
 )ss  
County of \_\_\_\_\_ )

On \_\_\_\_\_, before me, \_\_\_\_\_, personally appeared \_\_\_\_\_  
personally known to me (or proved to me on the basis of satisfactory evidence) to be the person whose name is  
subscribed to the within instrument and acknowledged to me that he/she executed the same in his/her authorized  
capacity, and that by his/her signature on the instrument the person, or the entity upon behalf of which the person  
acted, executed the instrument. WITNESS my hand and official seal.

\_\_\_\_\_  
Notary Signature

**The signatory hereby authorizes and requests any person, firm, or corporation to furnish  
any information requested by the Local Authority in verification of the recitals  
comprising this Statement of Bidder's Experience.**

**\*\*\* THIS FORM MUST BE SUBMITTED WITH THE RFQ \*\*\***