

Request for Qualifications City of Carrollton Neighborhood Stabilization Program Housing Rehabilitation Contractors

I. Summary and General Information

The City of Carrollton, hereinafter referred to as the *City*, 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 City through funding under the Department of Housing and Urban Development (HUD) Neighborhood Stabilization Program (NSP). Specifically, the City is seeking to develop a list of pre-qualified contractors with experience in construction and rehabilitation of residential housing. Likely projects include minor rehabilitation up to and including demolition and reconstruction of single family and multi-family housing units throughout Carroll County. The City anticipates that these projects will begin in the summer of 2009.

This RFQ and its attachments describe the terms and conditions under which the City will approve contractors. Contractors are asked to submit Qualifications by **no later than 2:00 PM, Friday, May 29th, 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 City'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 primary 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 City's selection criteria. The purpose of this meeting will be to review, discuss and evaluate, in more detail, the submittal contents. Where relevant, review and selection of Contractors will be done in accordance with the Carrollton Housing Authority Procurement Policy, revised April 14, 2008.

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 City expects to finalize this list by no later than 5 PM, June 3rd, 2009.

Qualifications submitted in response to this RFQ must be received no later than 2:00 PM, Friday, May 29th, 2009. Three (3) copies of the proposal shall be submitted to:

*Attention: Charles Griffin, Carrollton NSP Program
Carrollton Planning and Zoning Department
NSP CONTRACTOR RFQ
P O Box 1949
Carrollton, Georgia 30112*

Further information can be received at www.carrollton-ga.gov, or in person at 315 Bradley Street, Carrollton, Georgia, 30117. All questions should be directed to Charles Griffin at (770) 830-2000 or by email at cgriffin@carrollton-ga.gov

II. Project Objectives

The City's objectives are as follows:

To purchase residential units throughout Carroll County and complete required rehabilitation of the units for re-sale to low to moderate income families under the parameters of the Georgia Department of Community Affairs Neighborhood Stabilization Program within the next 36 months. The exact number of units will depend upon funding amounts, as well as, acquisition and rehabilitation costs.

III. Project Specifications

Specifications for rehabilitation and construction may be developed by this firm at the direction of the City. The specifications will vary from unit to unit based upon the condition of each unit. Newly constructed or rehabilitated residential structures, at project completion, must meet all applicable regulations in accordance with the Minimum Standard Georgia Building Codes.

IV. Project Bidder's List

The intent of this RFQ is to establish a list of pre-qualified contractors from which to solicit bids from for the work under these projects in accordance with the Georgia Department of Community Affairs Neighborhood Stabilization Program and the City'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 City 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 Georgia Department of Community Affairs Neighborhood Stabilization Program and City 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 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 City's minimum insurance requirements and bonding capacities.

2. Selection Process

After reviewing all submittals, the Selection Team – made up of the Carrollton City Manager, Carrollton Housing Authority Director, and the City Planning and Zoning Administrator – 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 an evaluation and develop a list of pre-qualified bidders for these projects.

3. General

Please note that all material and information presented in this RFQ is general in nature and shall not be deemed to be inducements or representations to which the City 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 City reserves the absolute right to reject any or all of the submittals or to waive any irregularity in the submittal.

APPENDIX A NSP CONTRACTOR RFQ

CONTRACTORS 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 City 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 three (3) 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.
6. **Qualifications/Certification** – Provide copy of Business License, all necessary insurance documentation, and active State Contractors License

APPENDIX B NSP CONTRACTOR RFQ

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 Georgia License Number and contractor's classification:

15. Furnish current Business License Number(s) for jurisdictions within Carroll County:

APPENDIX B NSP CONTRACTOR RFQ

STATEMENT OF BIDDER'S CONSTRUCTION EXPERIENCE

I, _____, swear under penalty of perjury under the laws of Georgia
(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 _____)

County of _____)

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 *****