



Request for Qualifications (RFQ)

New Albany

Neighborhood Stabilization Program (NSP)

Overview

As the program facilitator of the Neighborhood Stabilization Program (hereafter **NSP 1**) funds from The City of New Albany (hereafter **NA**), New Directions Housing Corporation (hereafter **NDHC**) is seeking qualified contractors and sub contractors to be placed on a list allowing bids on up to 50 properties purchased and sold using United States Department of Housing and Urban Development (hereafter **HUD**), NSP 1, funded through Indiana Housing and Community Development Authority (hereafter **IHCDA**). Projects with NSP 1 programs will generally be comprised of but not limited to the following:

- Existing residential structures (1-4 units)
- General exterior repair and replacement of roofs, siding, exterior paint, etc.
- Mechanical upgrades including HVAC, plumbing, and electrical
- Construction of additions, dormers, and garages
- Site work including foundations, flat work, demolition, and excavation
- Interior general remodeling including kitchens, bathrooms, drywall, painting, flooring, etc.
- New construction of residential structures (1-4 units)

We are estimating the average project to be approximately \$60,000, with some projects in excess of \$100,000.

Pursuant to the procurement standards of IHCDA and Indiana State Law, NDHC is establishing a formal bidders list comprised of qualified contractors and sub contractors to perform construction activities on all houses worked on.

The bidders' list established with this RFQ will also be used for all other construction work conducted by NDHC. Contractors who provide sufficient evidence of their qualifications to be placed on this list will be notified of upcoming projects (for which they are qualified, as appropriate) and will be able to submit a proposal for the proposed project based on the specifications/schematic drawings provided by NDHC. Placement on this list does not guarantee future work or contracts but only establishes the list from which the winning bidders will be selected.



The majority of the construction work for the NSP program will be contracted out to general contractors with a competitive bid process, culminating in a fixed price contract awarded to the winning bidder. General Contractors will, in turn, hire their own sub contractors to complete the work required.

Sub contractors are encouraged to submit a Contractor / Sub Contractor Application as well, as they will then be made known to the general contractors on the list and may receive more opportunity to bid on the projects through the general contractors on the list. NDHC will also use this list for all other work that NDHC has with various funding sources throughout the year. Contractors who have worked with NDHC in the past still need to submit a Contractor Application in order to be considered for bidding on future NDHC projects.

The bidders list will be split into 4 categories:

1. General contractors who possess an Indiana lead-based paint abatement contractor's license and employ at least two trained and certified abatement workers or plan on adding trained workers in the next 6 months.
2. General contractors who do not have an abatement license but possess at a minimum, two workers trained in HUD-approved lead-safe work practices, (RRP training only is not sufficient for this requirement).
3. General contractors and sub contractors who only possess EPA-certified RRP training.
4. General contractors and sub contractors who do not possess any lead-based paint certifications or training.

NDHC strongly encourages sub contractors to submit a Contractor / Sub Contractor Application, as only companies on the list will be invited to bid on projects through NDHC. We intend to complete some whole-house demolition projects as well so we need to receive packages from excavation companies.

It is anticipated that the vast majority (75% +) of projects in conjunction with NSP funds will be abatement projects. However, we may complete projects with other funding that may or may not be abatement work. Trade contractors who don't deal with painted surfaces will be eligible to submit bids on projects, as appropriate.



RFQ Requirements / Deadline

Submit two paper copies of the Contractor / Sub Contractor Application and one electronic copy (pdf on usb flash memory stick, on CD, or e-mail pdf to tedf@ndhc.org), in a clear and legible format **no later than May 11, 2010**, to:

Ted Fulmore, Community Coordinator
New Directions Housing Corporation
1000 East Liberty Street
Louisville, KY 40204
Ph: 502-457-8470

Incomplete applications **will not** be considered.

All materials submitted become the property of NDHC. NDHC reserves the right to reject any or all proposals and to disregard any informality in the submittal when, in the Agency's opinion, the best interest of the Agency will be served thereby. The Agency reserves the right to accept any submittal and/or any part thereof.

Any firm submitting a proposal must have the following New Albany NSP Requirements in addition to the standards New Directions Requirements listed in Contractor / Sub Contractor Application:

- Contractor Liability Insurance of at least \$1,000,000 per occurrence and \$2,000,000 aggregate. NDHC and IHCD will need to be added as "additionally insured" in conjunction with any contract for construction.
- Builders Risk Insurance for the total value of all work completed during contract. This policy must name IHCD as "loss payee" and "additionally insured."
- Worker's Compensation Insurance or Certified Waiver from the State of Indiana.
- Not be listed on GSA's Excluded Parties List System (EPLS), HUD's Limited Denial of Participation (LDP) list, or HUD's Credit Alert System (CAIVRS).
- General Contractors and Sub Contractors must submit their license documentation to be considered for inclusion on bidder's list.
- Companies must have the ability to carry costs associated with this work for up to 30 days. Invoices will be submitted pursuant to draw schedules produced in conjunction with all contracts. Invoices submitted shall have terms of 30 days.

Firms interested in bidding on projects must have the following qualification or demonstrate an ability to abide by the following requirements:



- Bonding requirements:

For any construction contracts or subcontracts exceeding \$100,000, the following is required:

1. A bid guarantee from each bidder equivalent to five percent (5%) of the bid price. The "bid guarantee" shall consist of a firm commitment such as a bid bond, certified check, or other negotiable instrument accompanying a bid as assurance that the bidder will, upon acceptance of his bid, execute such contractual documents as may be required within the time specified.
2. A performance bond on the part of the contractor for 100% of the contract price. A "performance bond" is one executed in connection with a contract to secure fulfillment of all the contractors' obligations under such contract.
3. A payment bond on the part of the contractor for 100% of the contract price. A "payment bond" is one executed in connection with a contract to assure payment as required by law of all persons supplying labor and material in the execution of the work provided for in the contract.

Where bonds are required, the bonds shall be obtained from companies holding certificates of authority as acceptable sureties pursuant to 31 CFR parts 223, "Surety Companies Doing Business with the United States."

OR

In lieu of acquiring the payment and performance bonds, IHEDA will accept an irrevocable line of credit listing IHEDA as the sole beneficiary and equal to (a) the greater of the IHEDA award amount or (b) 25% of the total construction contract. The line of credit must be issued for the entire construction period plus one (1) year following construction completion.

For firms interested in being placed in category 1 or 2 of the bidders' list, the following must be supplied:

- Valid and current Indiana abatement contractor's license. List the names and include the license documentation for all employees included in your qualifications package.
- Current certificates of completion for workers trained in HUD-Certified "Lead-Safe Work Practices," RRP training does not qualify your company for this requirement.



Evaluation Criteria

In reviewing and evaluating requests for qualifications, NDHC will consider the following:

- Completeness of the request for qualifications
- Qualifications of business including
 - Years in business
 - Demonstrated capability to complete projects similar to the projects proposed for the NSP program
 - Number of employees, field and office
 - Yearly volume of business
 - References given for work recently completed
 - Experience in historic preservation projects that adhered to Secretary of Interior's Standards for the Treatment of Historic Properties and/or the Historic District Design Guidelines: City of New Albany
 - List any third party certifications that employees may have, i.e., LEED-certified remodeler, or other certifications
- Preference will be given to Minority and Women owned enterprises (MBE/WBE). General Contractors shall identify any sub contractors they intend to utilize for these projects which are a certified MBE/WBE enterprise.
 - If your company or a sub contractor qualifies as a MBE/WBE, please provide certification letter from the State of Indiana
 - If your company may qualify but is not registered as a MBE/WBE with the State of Indiana, the requirements for becoming certified MBE/WBE firm can be found at <http://www.in.gov/idoa/2352.htm>.
- Preference will be given to Section 3-qualified enterprises. General Contractors shall identify any sub contractors they intend to utilize for these projects which are a certified Section 3 enterprise.
 - If your company or a sub contractor qualifies as a Section 3 enterprise, provide certification of your Section 3 status.
 - If your company or a sub contractor may qualify but is not registered as a Section 3 enterprise the requirements for becoming a Section 3 enterprise can be found at Section 3 - Economic Opportunities – HUD at <http://www.hud.gov/offices/fheo/section3/section3.cfm>



Contract and Terms

No contracts will be executed as a direct result of this RFQ. After NDHC has received all Contractor / Sub Contractor on or before the **due date of May 11**, the Agency will notify all contractors selected to be on the bidders' list. The first projects available for bid are projected to be released by early June 2010, with the first contract for construction signed shortly thereafter. The bidders' list will be used for a six-month period. At the end of the first six months, NDHC will re-advertise for more contractors to join the list and will have the option to remove any contractors from the list who have been unresponsive to bid requests or who request to be removed.