

# Request for Qualifications for Housing Authority 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. 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.

This RFQ and its attachments describe the terms and conditions under which the Housing Authority will approve contractors. Contractors are asked to submit Qualifications in order to be considered for any future projects. 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.

**Qualifications submitted in response to this RFQ must be submitted as follows; Three copies of the proposal shall be mailed or delivered to:**

*W.A. Fagan, Executive Director  
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 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.

## **III . 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**.

## **IV. 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.

## APPENDIX A

### **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 Three 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.

# Contractor Application for Prequalification

## **General Information:**

Company Name: \_\_\_\_\_

Licensee Name:

Last Name	First Name	Middle Name

**Business Address and Telephone Numbers:**

Address	Telephone Numbers	
Mailing Address:	Phone:	(     )
	Fax:	(     )
	Mobile:	(     )
	Other:	(     )
E-mail Address: _____		

**Contact Person:**

Last Name	First Name	Middle Name

Note: If you, the licensee, would like the contact person to also sign documents on your behalf, you must attached a notarized statement describing the authority given to the contact person ( for example you may authorize this person to sign bid documents, to sign contracts, or change orders, etc., or you may authorize this person to execute all documents in connection with our programs).

**Company History:**

When Organized \_\_\_\_\_

Where Incorporated \_\_\_\_\_

How Many years have you been engaged o the contracting busines under you present firm name?  
\_\_\_\_\_

**Financial Information:**

Annual Gross Income of Company \_\_\_\_\_

**Vision and Strategy**

Vision \_\_\_\_\_

Mision \_\_\_\_\_

Strategy \_\_\_\_\_

## **Employees:**

Number of employees direct:

**Personel certifications or capabilities:**

	Name	Position	Certification or	Date of Completion
1				
2				
3				
4				

List the Experience in construction work similar in importance to this kind of project

**Experience**

What we Do, General Character of work performed by your company, include service levels:

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**Contracts on Hand**

	Name:	Gross Amount	Aproximated Anticipated dates of	Status
1				
2				
3				
4				

**Relevant Projects and Federally Funded Projects:** Have you worked on federally funded housing projects?

	Name: ( include agency name and Address)	Gross Amount	date of completion	Status
1				
2				
3				
4				

**Litigation History:**

Have You ever failed to complete any work awarded to you:

	Name or address:	Gross Amount	Reason
1			
2			
3			
4			

**License and Classifications**

Department of Labor of California  
Bussiness License for jurisdiction  
within Stanislaus County

License Number	Type/Classification

**Bidding Preference:**

Program Name:	Selected
The General Rehabilitation Program (NSP)	
The Single Family owner-occupied rehabilitation Program	
The Replacement Housing Program	
The Affordable Housing Program	
The Public Housing Program	
The Farm Labor Program	
The Migrant Housing Program	

**Required Attachments: Attach the following to your Application:**

1. A Copy of Your license which shows your bussiness address.
2. An Insurance certificate that meets the requirements described for the General Rehabilitation program NSP.

**Applicant's Certification:** The undersigned contractor identified in this application hereby certifies that all statements contained in this application are true and correct. The undersigned contractor hereby also certifies that he/she shall comply with all requirements established by Housing Authority County of Stanislaus Department of Housing And Community Development for the programs in which the contractor participate

**Licensee's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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 \_\_\_\_\_, 2010 at \_\_\_\_\_.  
(Date) (Month) (Year) (City & State)

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

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

State of \_\_\_\_\_

County of \_\_\_\_\_

On \_\_\_\_\_, before me, \_\_\_\_\_,

personally appeared \_\_\_\_\_  
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

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