

REQUEST FOR QUALIFICATIONS

for

HOUSING REHABILITATION CONTRACTORS

for the rehabilitation of owner occupied, foreclosed, or
abandoned housing units acquired through the
Neighborhood Stabilization Program

RFQ Issued: November 2, 2011

Proposal Due: December 2, 2011

Issued by:

Home Development Resources, Inc. (HDRI)

731 Queen City Parkway, Suite 105

Gainesville, Georgia 30501

Phone: (770) 297-1800

I. INTRODUCTION

Home Development Resources, Inc. (HDRI) invites experienced and qualified housing rehabilitation contractors (Contractors) to submit a Proposal and Statement of Qualifications for the Neighborhood Stabilization Program (NSP).

HDRI will receive Neighborhood Stabilization Programs funds from the Georgia Department of Community Affairs (DCA) via Jackson County to address the growing inventory of foreclosed single family units within the County. These funds are to be used to acquire and rehabilitate foreclosed units, which will then be made available for sale, lease purchase or rent to income eligible homebuyers or as affordable rental units.

HDRI will be acquiring foreclosed units in need of rehabilitation and desires to create a panel of Contractors to perform the rehabilitation of properties that have been acquired. The quality of the rehabilitation will comply with “decent, affordable housing” requirements and meet all building codes and Rehabilitation Standards as identified in Federal Register. The rehabilitation must strategically incorporate modern, green-building, and energy efficiency improvements thereby providing increased sustainability and attractiveness of housing and neighborhoods.

A. Program Components

Through the use of NSP funding sources, HDRI will be acquiring foreclosed residential units in need of rehabilitation. Under this RFQ, housing rehabilitation contractors will be procured for at least a two-year period. HDRI intends to engage up to ten of the most qualified Contractors available for this program, however HDRI reserves the right to qualify as many or as few contractors as deemed necessary. As housing units are acquired HDRI will hold pre-bid conferences with all approved contractors. The approved contractors will then be given a deadline for submission of bid. Staff will determine the lowest responsive bidder and a Contract and Noticed to Proceed will be executed for the winning bidder. Failure to respond to two bid invitations may result in the contractor’s removal from HDRI’s approved contractor’s list.

The number of contracts awarded to any one contractor will not exceed three at any one time. Inability to complete projects by the specified date in the contract may result in the contractor’s removal from the approved contractor’s list.

All rehabilitation work shall comply with building code and HUD’s Housing Quality Standards (HQS). Specifications developed will meet acceptable standards to obtain building permits as necessary.

You are hereby invited to submit a response by Friday, December 2, 2011, at 2:00 p.m., based upon the requirements and conditions set forth in this RFQ.

Mailing Instructions

Mail proposal to:

Home Development Resources, Inc.
P.O. Box 642
Gainesville, Georgia 30503
Attn: Mary Ledbetter

Or hand deliver or overnight to:

Home Development Resources, Inc.
731 Queen City Parkway, Suite 105
Gainesville, Georgia 30501
Attn: Mary Ledbetter

B. Inquiries

Questions pertaining to this RFQ should be directed to Mary Ledbetter, Executive Director, at (770) 297-1800.

C. Submittal Date

Proposals are due at this office before 2:00 p.m., December 2, 2011. This time and date is fixed and extensions will not be granted. All responses received after the deadline will be rejected and returned.

D. Proposal Evaluation

In order to be considered, an original and one copy of the response must be submitted. HDRI reserves the right to reject any and all responses. All responses become the property of HDRI.

E. Selection Procedure

The following is an outline of the procedures HDRI will use in the selection process to create the approved list:

- a. A Selection Committee, composed of HDRI staff, will be assembled to evaluate the proposals submitted by the prospective Contractors.
- b. The Committee will select proposals which qualify based on the following factors:

1. Experience of the Contractor selected to provide project services,
 2. Record of the Contractor in accomplishing the work within the required time, and
 3. Record of the Contractor in being responsive to the client's requests.
- c. The Committee may select a reasonable number of Contractors to be invited to appear before it to discuss their proposals. Said interviews, if held, will take place on a date and time to be determined.
- d. The Committee will rank the Contractors and recommend the Contractors to be used for the Project(s).

F. Proposal Evaluation Criteria & Submission Requirements

It is imperative that the Contractor's proposal shall fully address all aspects of this RFQ. It must clearly express the Contractor's understand of HDRI specific requirements and indicate the Contractor's qualifications to conduct this project in a thorough and efficient manner.

- a. Experience in housing rehabilitation services.
- b. Contractor's experience in conducting assignments of similar scope.
- c. Contractor's licenses, certifications, etc., as appropriate for providing this type of service.
- d. Timely completion of previous projects.

G. Terms

- a. Contractual terms applicable to Contractor and any and all sub-contractor(s) will include but are not limited to the following:
- Must possess a valid State Contractor's license.
 - General Liability insurance in the amount of 250,000 each occurrence & 500,000 aggregate.
 - Bodily Injury, including death in the amount of 100,000 each occurrence & 300,000 aggregate.
 - Property Damage in the amount of 100,000 each occurrence & 200,000 aggregate.
 - Automobile Liability Insurance in the amount of 100,000 each occurrence & 300,000 aggregate.
 - Worker's Compensation as required by law.
 - Identification of Personnel, contractors and subcontractors.

b. Method of Compensation

Method of compensation will be in accordance with terms and conditions of each contract.

c. Contract Award

The contract award on each project will include the Scope of Work.

d. Contract Agreement

The selected Contractor for each project will enter into a contract with HDRI and will be issued a Notice to Proceed for projects obtained through the competitive bidding process.

H. Procedure for Specific Project Award

As work becomes available a pre-bid conference will be held by HDRI on site. A scope of work, bid due date and time, and timeframe for completion of the project will be issued by HDRI. Once bids have been received and evaluated, the lowest and most responsive bidder will be awarded the contract and a Notice to Proceed to perform the work related to the project will be issued.

II. PROPOSAL CONTENT

1. Cover letter expressing interest in the program signed by a person who can legally bid the company. Please include in the letter the legal name of the company/organization, the address and the person responsible for preparing the proposal.
2. In the narrative proposal detail on how the company/organization plans to provide appropriate rehabilitation services. Please include the following in your proposal:
 - a. A statement of qualifications showing past experience with the same or similar type(s) of program.
 - b. Brief description of company/organization's capacity.
 - c. Any prior experience with providing services to similar programs.
 - d. List of clients served over the last three (3) years.
 - e. Contractor Data Sheet; Section 3 Business Concern; W-9 (Appendix A).

HDRI reserves the right to revise this RFQ at any time.