

# **REQUEST FOR QUALIFICATIONS FOR GENERAL CONTRACTORS TO PERFORM REPAIRS AND REHABILITATION ON RESIDENTIAL PROPERTY TO BE ACQUIRED UNDER THE NEIGHBORHOOD STABILIZATION PROGRAM**

## **Purpose of Request for Qualifications**

The Northwest Georgia Regional Commission (NWGRC) is administering and implementing the Neighborhood Stabilization Program (NSP3) on behalf of five counties (Bartow, Floyd, Gordon, Walker and Whitfield). The NWGRC Neighborhood Stabilization Program 3 will be administered through May 2014.

One of the activities in this program involves the acquisition, rehabilitation and resale of abandoned and foreclosed properties. These properties must be sold to low, moderate and middle income families whose annual household income is at or below 120 percent of the Area Median Income (AMI). NWGRC anticipates acquiring 8-12 properties in the first round of acquisitions. Subsequent acquisitions will be made with proceeds from sales. Therefore, the number of additional homes to be acquired will depend on the success of the marketing program.

NWGRC is looking to engage qualified general contractors to perform various repairs and rehabilitation of these properties. This solicitation is designed to enable NWGRC to develop a pool of contractors qualified to perform these types of repairs. For each property, NWGRC will develop a detailed listing of the specifications - repairs to be performed. This list will be distributed to the contractors in the pool for the purpose of soliciting bids for performing the rehabilitation. NWGRC will award the contract to the lowest bid that is both responsive and responsible.

## **QUALIFICATIONS OF CONTRACTOR**

1. Hold a current license as a General Contractor or Residential Builder in Georgia. Responders who do not meet this qualification will not be considered.
2. Not be debarred from conducting business with the state of Georgia. Responders who do not meet this qualification will not be considered
3. Posses a current business license where required by local law
4. Have sufficient workers compensation, general liability and builders risk insurance policies in force.
5. Possess sufficient financial stability to enable the contractor to finance the rehabilitation for 30 days while reimbursement from DCA is processed.
6. Demonstrate experience in each of the areas listed under ROLE of CONTRACTOR.

## **ROLE OF CONTRACTOR**

The contractor should have considerable experience in construction and/or repair of residential property. Responsibilities are as follows. The following list should not be considered as all inclusive.

1. Perform or subcontract for specified repairs which could include but not be limited to electrical, plumbing, HVAC, carpentry, drywall, painting, roofing, floor covering, cabinetry and landscaping.
2. Work with local building inspectors to ensure that the property meets all local, state and national building codes.
3. Ensure compliance with applicable Federal and State of Georgia labor laws.
4. Ensure compliance with applicable Federal, State of Georgia and local environmental laws including laws relating to erosion control and waste disposal.

## **RESPONSE DATE**

One original of the response must be delivered to the Northwest Georgia Regional Commission, Attn: NSP, P.O. Box 1798 Rome, Georgia 30162. The address for overnight delivery is 1 Jackson Hill Drive, Rome, GA 30161. In addition, an electronic copy of the response must be sent to [mmiller@nwgrc.org](mailto:mmiller@nwgrc.org).

Any response may be withdrawn or modified prior to acceptance.

## **Administrative Guidance**

This RFP is designed to provide interested respondents with basic information to submit a proposal that will meet the minimum requirements. It is not intended to limit a proposal's content or exclude any relevant or essential data. Respondents are encouraged to expand upon the minimum requirements of the RFP. NWGRC may award a contract based on the proposals received without further discussion of such proposals. NWGRC will not be responsible for any costs associated with the preparation of responses to this RFP. If you should have any questions about this RFP, please contact Michael M. Miller, NSP Manager at 706-295-6485 or via email at [mmiller@nwgrc.org](mailto:mmiller@nwgrc.org).

## **Required Submittals**

A complete response shall be submitted containing the following items:

1. Cover Letter – A cover letter summarizing the offer being proposed to NWGRC and the contractor's commitment to the program and time schedule.
2. Name and contact information (including contact person and email address) of the organization submitting the response.
3. Specific Details of Proposed Services
  - a. Evidence of the qualifications listed under Qualifications of Contractor including but not limited to copies of all licenses and certificates of insurance for workers compensation, general liability and builders risk insurance.
  - b. A detailed description of experience in residential property construction and/or rehabilitation.

- c. A description of your firm including numbers of professional and support staff, respectively.
- d. Three references with contact information. At least one of the references should be a banking reference (to substantiate financial ability).
- 4. Disclosure of any business or familial relationship with members of the NWGRC staff or Board of Commissioners members.
- 5. Any additional information the respondent feels will strengthen the response
- 6. The following statement -

“The undersigned hereby certifies/certify that the information contained in this response is true, complete and correct to the best of my/our knowledge.”

Signed \_\_\_\_\_

Date \_\_\_\_\_

Signed \_\_\_\_\_

Date \_\_\_\_\_

**Evaluation Criteria**

Each respondent should follow the above required format. All submittals will be carefully considered by NWGRC staff for inclusion in the NSP3 approved contractors pool.

**HOWEVER, NWGRC ACKNOWLEDGES THAT THERE MAY BE SOME SUBJECTIVITY IN EVALUATION OF THE LISTED CRITERIA. EVERY EFFORT WILL BE MADE BY NWGRC OR ANY PANEL OF JUDGES TO BE IMPARTIAL AND FAIR IN THE EVALUATION PROCESS. NOTWITHSTANDING THE ABOVE, NWGRC RESERVES THE RIGHT TO REJECT ANY OR ALL RESPONSES.**

**Timeline**

RFQ posted on Website – September 5, 2012

RFQ advertised in each county’s legal organ – September 5, 2012

Bidder’s Conference – September 13, 2012

Responses due – September 27, 2012