

Community Development Block Grant

Housing Rehabilitation Contractors Request for Qualifications (RFQ)



January 2010

**CITY OF HIGHLAND PARK
REQUEST FOR QUALIFICATIONS (RFQ)
HOUSING REHABILITATION CONTRACTORS**

I. PURPOSE

The City of Highland Park is seeking proposals/applications from qualified firms to provide housing rehabilitation services as part of the City's Community Development Block Grant program (CDBG), a program funded by the U.S. Department of Housing and Urban Development through Wayne County, MI. Qualified firms will be included on the Highland Park qualified housing rehab contractors list.

II. BACKGROUND

During the last year, communities across the country have been severely impacted by mortgage foreclosures and declining property values. In response, the City of Highland Park has developed a Housing Rehabilitation Program that is funded by the CDBG program. This program is being initiated to help revitalize and stabilize neighborhoods throughout the City.

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 February 15, 2010.

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.

III. NATURE OF THE SCOPE

Rehabilitation includes the alteration, improvement or modification of an existing structure. Rehabilitation shall include improvements to increase the energy efficiency of homes and residential properties and/or provision of new energy sources for such homes and properties.

IV. PROPOSAL REQUIREMENTS

Interested parties must provide the following:

- Provide a brief description of the firm, including the number of years the firm has been in existence, range of professional services, office location(s), location where past services have been provided, and staff size.

- Provide a description of the experience of the firm and/or the proposed project leaders on similar projects.
- Include an organizational chart that indicates the project's key personnel and their responsibilities. This chart should also include any proposed subcontractors.
- Provide a detailed approach for rehabilitating properties that will help stabilize neighborhoods and promote successful homeownership in addition to promote energy efficiency.
- Describe your experience with projects of similar scope and complexity, highlighting especially any experience with HUD requirements
- Provide a typical project timeline, including length of time for individual projects
- Contractor fees and rates
- Name, address, and phone number of the contact person
- Listing of key personnel to complete project, including resumes
- Submit related contractor certifications for firm employees assigned to the project
- A listing of at least three (3) professional references

V. SPECIAL QUALIFICATIONS AND REQUIREMENTS

Firm(s) selected to perform Housing Rehabilitation Services shall have the required skills, knowledge and be able demonstrate knowledge and experience in the following areas:

1. Knowledge, experience, and the ability to interpret and apply federal and state the U.S. Department of Housing and Urban Development (HUD) related to CDBG and NSP regulations. (www.hud.gov)
2. Knowledge, experience, and skills involving housing rehabilitation practices as required by applicable federal regulations and local codes.
3. If required by law for the operation of the business or work related to this Proposal, respondent must possess all valid certification and/or licenses as required by federal, state and local laws at the time of submittal and for the length of the project.

4. Contractors who have been listed on the federal debarment list are advised not to submit proposals. Such proposals will be immediately disqualified and debarred contractors and subcontractors will not be eligible to enter into contracts with the City of Highland Park. <https://www.epls.gov/>
5. All contractors must have appropriate licenses and insurance and are required to supply a copy of both to the City of Highland Park as a part of this solicitation.

VI. EVALUATION CRITERIA

Organizations will be selected based on materials submitted in response to this RFQ, as well as follow up interviews if needed. The following criteria will be utilized to rate each applicant:

1. Statement of Qualifications

The proposer's demonstration of a full understanding of the services requested, and their ability, capacity, skill and personnel resources to provide requested services.

2. Preliminary Scope of Services

The quality and clarity of the proposed scope of services, and the degree to which the proposer demonstrates a coherent approach to the project.

3. Ability to Meet Project Schedule

The proposer demonstration of readiness to proceed. Ability to complete the project within the federally specified timeframe by providing realistic time frames which include achievable milestones and defined critical tasks.

4. Previous Experience

The proposer's demonstration of relevant experience with identification, selection and rehabilitation of properties.

5. Estimated Fees

Cost to provide services as required in the RFQ.

Federal regulations will be used for rating all proposals.

VII. QUESTIONS AND DUE DAYS

All questions or request of information should be submitted in writing, sent via email to Yvette Robinson at yrobinson@highlandparkcity.us by February 11th at 5:00pm. Any clarification or changes to the RFQ will be circulated by the end of the business day February 12th to all those who supply an email address.

Three original copies of the submission are due by February 15, 2010 to:

Office of the Clerk
Attn: Housing Rehab 2010

12050 Woodward Avenue
Highland Park, MI 48203
Phone (313) 252-0050

Disclaimer: The City reserves the right to reject any and all proposals, to waive any irregularities herein and to make the award in any manner deemed to be in the best interest of the City