

Request for Qualifications for The City of Bethlehem's Housing Rehabilitation Program

I. Summary and General Information

The City of Bethlehem's Department of Community and Economic Development is requesting qualifications from construction contractors and sub-contractors to establish a list of pre-qualified contractors. Specifically, the City is seeking to develop a list of pre-qualified contractors and with experience in construction and rehabilitation of residential housing. Likely projects include housing rehabilitation contracts up to \$20,000 in value throughout the City of Bethlehem. Lead removal is usually a part of this rehabilitation work. *Otherwise qualified contractors who do not have lead removal certification will be offered the certification course free of charge.* Contractors must complete this course prior to being awarded work under this program.

This RFQ and its attachments describe the terms and conditions under which the Department 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 Department's proposed projects. The information submitted must be organized and sufficiently detailed to allow the Department 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 Department will select and meet with those respondents whose qualifications best meet the Department'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 Department 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 in writing to:

Allyson Lysaght, J.D.

Housing and Community Development Planner

City of Bethlehem

10 East Church Street

Bethlehem, PA 18018

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 City'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 Department 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 City'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 City's minimum insurance requirements and bonding capacities.

2. 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 City 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 Department of Community and Economic Development 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 Department 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 may 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

Company Name: _____

Company Owner Name: _____

Business Address: _____

Phone: _____

Fax: _____

Mobile: _____

Email: _____

Company History:

Date of Incorporation: _____

State(s) of Incorporation: _____

License Number Type/Classification: _____

Financial Information:

Annual Gross Income of Company: _____

Number of full time employees: _____

Number of part time employees: _____

Industry certifications or capabilities of personnel:

Name	Position	Certification	Certifying Organization	Date Obtained

Recent Similar Experience:

1. Project Address: _____

Contact Person: _____

Mailing Address: _____

E-mail Address: _____

Telephone Number: _____

Brief Description of Project: _____

2. Project Address: _____

Contact Person: _____

Mailing Address: _____

E-mail Address: _____

Telephone Number: _____

Brief Description of Project: _____

3. Project Address: _____

Contact Person: _____

Mailing Address: _____

E-mail Address: _____

Telephone Number: _____

Brief Description of Project: _____

Current Contracts:

Type of Project	Gross Contract Amount	Status	Anticipated Completion Date

Have you ever failed to complete any work awarded to you? If yes, please explain and include dates and reason: _____

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

Project Name	Date	Contract Amount	Awarding Agency

Attachments: Please include

1. A copy of your license which shows your business address.
2. Proof of insurance meeting the requirements described for the Housing Rehabilitation Program.

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 the City of Bethlehem's Department of Community and Economic Development's Housing Rehabilitation Program in which the contractor participates.

Signature: _____ **Date:** _____

STATEMENT OF BIDDER'S CONSTRUCTION EXPERIENCE

I, _____, swear under penalty of perjury under the laws of the State of Pennsylvania, that the answers to the foregoing questions and all Statements therein contained are true and correct.

Sworn this day of _____, 20____ at _____ (City and 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 _____