



Request For Qualifications
Construction Contractors
General Contractors and Trade Contractors
LaCasa Inc.
February 12, 2010

Introduction:

LaCasa Inc., as the sub recipient of Neighborhood Stabilization Program (NSP 1) funds from The City of Goshen, is seeking qualified contractors and sub contractors to be placed on a bidder's list to allow them to bid on up to 27 properties to be purchased and sold using United States Department of Housing and Urban Development, Neighborhood Stabilization Program 1, funded through Indiana Housing and Community Development Authority. Projects with NSP 1 programs will generally be comprised of but not limited to the following:

- General exterior repair and replacement, roofs, siding, exterior paint etc.
- Mechanical upgrades including HVAC, Plumbing, and Electrical
- Construction of additions, dormers, and garages.
- Site work including foundations, flat work, demolition, and excavation.
- Interior general remodeling including kitchens, bathrooms, drywall, painting, flooring, etc.

We are projecting the average project to be approximately \$60,000 with some projects in excess of \$100,000.

Pursuant to the procurement standards of Indiana Housing and Community Development Authority and Indiana State Law, LaCasa Inc. is establishing a formal bidders list comprised of qualified contractors and sub contractors to



perform construction activities on all houses worked on by LaCasa Inc. in conjunction with the Neighborhood Stabilization Grant funded through the City of Goshen. The bidder's list established with this RFQ will also be used for all other construction work conducted by LaCasa Inc. Contractors that provide sufficient evidence of their qualifications to be placed on this list will be notified of upcoming projects (that they are qualified for, as appropriate) and will be able to submit a bid for the proposed project based on the LaCasa Inc. provided specifications and drawings. Placement on this bidders list does not guarantee future work or contracts but only establishes the list from which the winning bidders will be selected. The majority of the construction work for the NSP program will be contracted out to general contractors with a competitive bid process that will culminate in a fixed price contract awarded to the winning bidder. General Contractors will in turn hire their own sub contractors to complete the work required. Trade contractors are encouraged to submit a qualifications package also as they will then be made known to the general contractors on the list and may get more opportunity to bid on the projects through the general contractors on the list. LaCasa will also use this list for all other work that LaCasa has with various funding sources throughout the year. Contractors that have worked with LaCasa Inc in the past still need to submit a proposal in order to be considered for bidding on future LaCasa projects.

The bidders list will be split into 3 categories:

1. General Contractors that possess an Indiana Lead Based Paint abatement contractor's license and employ at least two trained and certified abatement workers or plan on adding trained workers in the next 6 months. Future trainings and more information on this requirement can be found at this link [Environmental Management Institute Courses, Dates, and Prices](#)
2. General Contractors that do not have an abatement license but possess at a minimum, two workers trained in HUD approved Lead Safe Work Practices, (RRP training only is not sufficient for this requirement)
3. General contractors and trade contractors that do not possess any lead based paint certifications or training.

LaCasa strongly encourages trade contractors to submit a proposal as only companies on the list will be invited to bid on projects through LaCasa Inc. We intend to complete some whole house demolition projects so we need to receive packages from excavation companies as well.

It is anticipated that the vast majority (75% +) of projects in conjunction with NSP funds will be abatement projects. However we will continue to complete projects with other funding that may or may not be abatement work. Trade contractors that don't deal with painted surfaces will be eligible for submitting bids on projects, as appropriate.

Proposal Requirements

Submit two paper copies of the qualifications package and one electronic copy (pdf on usb flash memory stick, or e-mail pdf to Bradh@lacasagoshen.org), in a clear and legible format no later than March 3, 2010, to Brad Hunsberger, Director of Real Estate Development, LaCasa Inc., 202 N. Cottage Ave. Goshen, IN 46528.

In addition to the qualification package all companies submitting a proposal must fill out the attached "Contractor Application". Type all entries into the document, hand written forms will not be accepted.

Proposals must be complete in all respects; incomplete proposals will not be considered.

All materials submitted become the property of LaCasa Inc.

LaCasa Inc. reserves the right to reject any or all proposals and to disregard any informality in the submittal when, in the Agency's opinion, the best interest of the Agency will be served thereby. The Agency reserves the right to accept any submittal and/or any part thereof.

Any firm submitting a proposal must have at a minimum:

- Contractor Liability insurance of at least \$1,000,000 per occurrence and \$2,000,000 aggregate. LaCasa and IHCD will

need to be added as “additionally insured” in conjunction with any contract for construction.

- Builders risk insurance for the total value of all work completed during contract. This policy must name IHCD as “loss payee” and “additionally insured”.
- Worker’s Compensation insurance or Certified waiver from State of Indiana
- Not be listed on GSA's Excluded Parties List System (EPLS), HUD's Limited Denial of Participation (LDP) list, or HUD's Credit Alert System (CAIVRS)
- Trade contractors need to submit their license documentation to be considered for inclusion on bidder’s list.
- Companies must have the ability to carry costs associated with this work for up to 30 days. Invoices will be submitted pursuant to draw schedules produced in conjunction with all contracts. Invoices submitted shall have terms of 30 days.

Firms interested in bidding on projects need to have the following qualification or demonstrate an ability to abide by the following requirements:

- Bonding requirements:
For any construction contracts or subcontracts exceeding \$100,000, the following is required:
 1. A bid guarantee from each bidder equivalent to five percent (5%) of the bid price. The "bid guarantee" shall consist of a firm commitment such as a bid bond, certified check, or other negotiable instrument accompanying a bid as assurance that the bidder will, upon acceptance of his bid, execute such contractual documents as may be required within the time specified
 2. A performance bond on the part of the contractor for 100 percent of the contract price. A "performance bond" is one executed in connection with a contract to secure fulfillment of all the contractor's obligations under such contract.

3. A payment bond on the part of the contractor for 100 percent of the contract price. A "payment bond" is one executed in connection with a contract to assure payment as required by law of all persons supplying labor and material in the execution of the work provided for in the contract.

Where bonds are required, the bonds shall be obtained from companies holding certificates of authority as acceptable sureties pursuant to 31 CFR part 223, "Surety Companies Doing Business with the United States."

OR

In lieu of acquiring the payment and performance bonds, IHCDA will accept an irrevocable line of credit listing IHCDA as the sole beneficiary and equal to (a) the the greater of the IHCDA award amount or (b) 25% of the total construction contract. The line of credit must be issued for the entire construction period plus one (1) year following construction completion.

For firms interested in being placed in category 1 or 2 of the bidders list must have the following:

- Valid and current Indiana abatement contractor's license. List the names and include the license documentation for all employees that are included in your qualifications package.
- Current certificates of completion for workers trained in HUD certified "Lead Safe Work Practices", RRP training does not qualify your company for this requirement.

Evaluation Criteria

In reviewing and evaluating proposals, LaCasa Inc. will consider the following:

- Completeness of the proposal
- Qualifications of business including
 - Years in business

- Demonstrated capability to complete projects similar to the projects proposed for the NSP program.
- Number of employees, field and office.
- Yearly volume of business
- References given for work completed recently.
- List any third party certifications that employees may have, i.e. LEED certified remodeler, or other certifications.
- Preference will be given to Minority and Women owned enterprises (MBE/WBE). General Contractors shall indentify any sub contractors that they intend to utilize for these projects that are a certified MBE/WBE enterprise.
 - If your company or a sub contractor qualifies as a MBE/WBE please provide certification letter from State of Indiana
 - If your company may qualify but is not registered as a MBE/WBE with the State of Indiana the requirements for becoming certified MBE/WBE firm can be found at <http://www.in.gov/idoa/2352.htm>
- Preference will be given to Section 3 qualified enterprises. General Contractors shall indentify any sub contractors that they intend to utilize for these projects that are a certified Section 3 enterprise.
 - If your company or a sub contractor qualifies as a Section 3 enterprise, provide certification from the City of Goshen of your Section 3 status.
 - If your company or a sub contractor may qualify but is not registered as a section 3 enterprise the requirements for becoming a section 3 enterprise can be found at [Section 3 - Economic Opportunities - HUD](#)

Contract and Terms

No contracts will be executed as a direct result of this RFQ. After LaCasa has received all proposals on or before the due date, the agency will notify all contractors that were selected to be on the bidders list. The first projects available for bid are projected to be released by mid March 2010 with the first contract for construction signed by mid April 2010. The bidder's list will be used for a six month period. At the end of the first six months LaCasa will re-advertise for more contractors to join the list and will have the option to remove any contractors from the list that have been unresponsive to bid requests or who request to be removed.