

RESIDENTIAL CONSTRUCTION CONTRACTOR REQUEST FOR QUALIFICATIONS

BID INFORMATION

Request for Qualifications Quote (RFQQ) to identify Qualified Organizations to be included on the City of Detroit's Pre-Qualified Residential Construction Contractor List. Companies that are on the City of Detroit Pre-Qualified Residential Construction Contractor List will have the opportunity to submit proposals for self-performing the residential rehabilitation construction on single family homes selected for renovation by the Bridging Neighborhoods Program. **The RFQQ generally will close at the end of each month and re-open in the subsequent month if any vendor submits a response for consideration, but will carry over until the next month if no entry has been submitted.**

All affidavits and clearances must be submitted via Oracle with qualifications proposal to be considered pre-qualified.

SECTION 1- PROGRAM GOALS AND OBJECTIVES

The purpose of this Request for Qualifications Quote is to proactively identify Qualified Organizations to be included on the City of Detroit's Pre-Qualified Residential Construction Contractor List. Companies that are on the City of Detroit Pre-Qualified Residential Construction Contractor List will have the opportunity to bid on residential rehabilitation construction based on a provided scope of work at the time of bid.

Placement on the City of Detroit Pre-Qualified Residential Construction Contractor List does not guarantee work.

Funding sources for this program include, but are not limited to, the Bridging Neighborhoods Program Fund and the City of Detroit General Fund.

SECTION 2 - MINIMUM QUALIFICATIONS

Respondents must provide proof of the following minimum qualifications to be considered as pre-qualified contractors:

1. Capability to meet Worker's Compensation, Employer's Liability, and Commercial General Liability insurance, as prescribed by the City of Detroit's Office of Contracting and Procurement.
2. Capability to obtain approved affidavits from the City of Detroit's Income Tax Division, Revenue Collections Division and Human Rights Department, as prescribed by the City of Detroit's Office of Contracting and Procurement. At a minimum, firms must provide evidence of each clearance having been submitted by the time of the RFQQ submission, however, pre-qualification will not be approved until all clearances are approved.
3. A current State of Michigan Builder's License. The license must be in the name of the company, the business owner, or any qualifying officer of the company (the Office of Contracting & Procurement accepts Vice President, Secretary and Superintendent as qualifying officers).
4. The Bridging Neighborhoods Program requires participating contractors to be compliant with EPA's Renovation, Repair & Painting (RRP) Rule. To verify that the contractor has undertaken appropriate education for awareness of safe practices with lead, as well as for other hazardous materials potentially present throughout the course of performing work for Bridging Neighborhoods, the business owner and/or the site supervision is required to maintain the following:
 - a. Active EPA Lead Supervisor Certification (include copy of certification in response).
 - b. Active OSHA 10 Certification (include copy of certification in response).
 - c. Signed Affidavit of compliance, indicating the business owner understands the lead & other hazardous material requirements of the program, along with his/her firm's responsibility in the training and handling aspect.
5. The standard for acceptance is 3 years of company experience in residential rehabilitation construction, with at least 2 completed projects with revenues of \$75K or greater each, per year (total of 6 projects):
 - a. To demonstrate this qualification, provide a statement that details the following for all 6 examples:
 - i. Project address
 - ii. Project contact
 - iii. Project description
 - iv. Approximate project duration (include month/year start date, month/year end date)
 - v. Approximate project revenue.
 - b. Experience is preferred to specifically include renovations on single family residences. However, the City of Detroit will consider any residential renovation work (i.e. - apartments, condos, town homes, etc.) as directly applicable to our experience requirements. The City of Detroit will conduct interviews with any candidate under the

following circumstances to determine if this qualification is met:

- i. More than half of the listed experience is under the preferred revenue minimum of \$75k per project, OR
- ii. More than half of the listed experience has been gained outside of residential application (i.e. - commercial, industrial, etc.).

6. Provide a letter that states your ability to secure construction and warranty bonding, including both single and aggregate amounts. To be qualified for this project, you must have the ability to secure a minimum of \$100,000 (single and aggregate) from your bonding company. In the RFP grading process for BNP bids, capacity is used as a criterion for evaluation; see BNP website for an example of an RFP and current evaluation criteria.
7. Submission of the prior three years of company financials, if available. Tax returns are an acceptable alternative to financial statements. Both profit/loss and balance sheet information is requested, if not supplied for tax purposes.
8. Submission of company's D-U-N-S Number. The City of Detroit uses this number to perform risk assessments of their potential partners or suppliers as part of the vetting process when submitting a bid. It also helps to identify if the company has been involved in any litigation. The City of Detroit reserves the right to reject qualification based on type or severity of litigation at their discretion. The City of Detroit reserves the right to request interviews with respondents to determine if there are extenuating circumstances.
9. Submission of a Program Compliance Statement, indicating the company's willingness to adhere to current and forthcoming procedures and policies, as determined by the Program. To view BNP's current Construction Quality Standards, see BNP website.
10. Submission of a completed Staff Information and Experience Roster.
11. Submission of business owner's resume, at a minimum. If site supervision is provided by an individual other than the business owner, resume of site superintendent is also required.

SECTION 3 - SCOPE OF WORK

The City of Detroit releases homes for bid individually and in bundles, as needed. Bid releases generally occur once per month. These homes will be available to be bid on by any company on the City of Detroit's Pre-Qualified Residential Construction Contractor List, within the limits of each Pre- Qualified contractor's bonding capacity. All Pre-Qualified Residential Construction Contractors must successfully complete one home with Bridging Neighborhoods before being eligible for multiple awards. A Pre-Qualified Residential Construction Contractor that has successfully completed one home may bid on more than one home at a time, however the number of awards will be contingent on the company's bidding capacity as determined through the pre-qualification process. Detroit-based businesses, minority-owned businesses, Detroit-based staffing and mentor- or joint venture-partnerships with Detroit certified businesses will be provided preference in the bidding process.

All Bridging Neighborhoods homes are subject to a Construction Quality Standard, which is posted on the Bridging Neighborhoods website at all times. A specific Scope of Work document will be provided for each home at the time of each RFP release. This document reminds Pre-Qualified Contractors of the Construction Quality Standard. It will also identify any potential deviations from the Standard as a result of the condition of the specific home. All RFP releases will require a mandatory bid walk of each home.

SECTION 4 - SELECTION CRITERIA

The City of Detroit may, at its discretion, continue to qualify companies to provide the services specified on an ongoing basis. There is no limit to the number of Pre-Qualified Residential Construction Contractors. Companies will become prequalified based on successful evaluation of meeting all minimum qualifications as noted in Section 2.

SECTION 5 - SUBMISSION REQUIREMENTS AND INSTRUCTIONS

All items must be included to be eligible to meet the minimum qualifications.

SUBMISSION CHECKLIST

- Oracle Completion**(*minimum qualifications 1 and 2*): Submission of all forms as prescribed by Detroit's Office of Contracting and Procurement.
- State of Michigan Builder's License** (*minimum qualification 3*): Copy of active license
- EPA Lead Supervisor Certification** (*minimum qualification 4a*): Copy of active license
- OSHA 10 Certification** (*minimum qualification 4b*): Copy of active license
- Attachment 1** (*minimum qualification 4c*): Provide completed Affidavit of Compliance
- Company Experience Statement** (*minimum qualification 5*): Ensure completed statement includes project address, contact, description, duration and revenue for each of the 6 examples provided
- Bonding Company Letter** (*minimum qualification 6*): Ensure letter includes single and aggregate bonding levels and confirms an 18-month warranty period
- Company Financial Statements or Tax Returns for past 3 years** (*minimum qualification 7*)
- Company D-U-N-S Number** (*minimum qualification 8*)
- Attachment 2** (*minimum qualification 9*): Provide completed Program Compliance Statement. Note that any "no" responses will immediately result in non-qualification.
- Attachment 3** (*minimum qualifications 10*): Provide completed Staff Information and Experience Roster. All columns must be completed for each named staff or sub-contractor.
- Resume of Owner (and Site Superintendent, if separate from Owner)** (*minimum qualification 11*)

SECTION 6 – ATTACHMENTS

Attachments 1, 2 and 3 follow on the next 3 pages.

ATTACHMENT 1

Affidavit of compliance

The Bridging Neighborhoods Program (BNP) requires participating contractors to use lead-safe (EPA's Renovation, Repair & Painting rules) and workplace-safe practices at all times while working on any BNP project. To verify that the contractor has undertaken appropriate education for awareness of safe practices this program requires, at a minimum, the following:

- Either the business owner and/or site superintendent for the contractor has:
 - Valid EPA Lead Certification, AND
 - Valid OSHA 10 Certification.

By signing this document, the contractor is verifying these two conditions are true, will be maintained and enforced during the duration of any renovation undertaken through the Bridging Neighborhoods Program. Additionally, the contractor is acknowledging its responsibility to provide additional training to their workers on hazards specific to their individual jobs, as is required per OSHA standards.

Printed Name of Business _____

Printed Name of Business Owner _____

Signature of Business Owner _____

ATTACHMENT 2

Bridging Neighborhoods Program Compliance Statement

| | BRIDGING NEIGHBORHOODS COMPLIANCE STATEMENTS AND REQUIRED RESPONSES | AGREE TO COMPLY | DO NOT AGREE TO COMPLY |
|----------|--|--------------------------|-------------------------------|
| 1 | The Bridging Neighborhoods Program has established a construction standard to ensure quality renovations. The most up to date Construction Quality Standard is included in each RFP release and the contractor is to take the standards into account when compiling RFP responses. Bridging Neighborhoods staff will be available to answer questions regarding the standard as well as to enforce the standards. Companies that do not meet construction quality standards will be subject to potential disqualification from the City of Detroit's Pre-Qualified Residential Construction Contractor List. | <input type="checkbox"/> | <input type="checkbox"/> |
| 2 | All Bridging Neighborhoods RFP awards will include a liquidated damages clause (up to \$150/day) to be enforced if a construction project exceeds the agreed upon timeline. | <input type="checkbox"/> | <input type="checkbox"/> |
| 3 | The Bridging Neighborhoods Program has a security protocol to best promote the protection and integrity of construction work performed. The protocol will be available in the RFP. Companies are required to follow the security protocol at all times. Any observed breach of security protocol may result in contractor disqualification from the City of Detroit's Pre-Qualified Residential Construction Contractor List. | <input type="checkbox"/> | <input type="checkbox"/> |
| 4 | The Bridging Neighborhoods Program intends to partner with Detroit-based companies and apprenticeship programs throughout the life of the program. Indicate your willingness to participate in any approved mentorship or apprenticeship program. | <input type="checkbox"/> | <input type="checkbox"/> |
| 5 | RESPONSE REQUIRED: Indicate any mentorship or apprenticeship program your company has previously partnered with. If your company has not engaged in a prior apprenticeship program, enter N/A. | | |
| 6 | RESPONSE REQUIRED: The Bridging Neighborhoods Program has established a program goal to engage 51% Detroit based workers. Indicate how your firm and subcontractors will meet or exceed this goal. | | |

ATTACHMENT 3

Staff Information and Experience Roster

| | Staff Name | Position Title | Resume Included (Y/N) | Sub - contractor (Y/N) | Residential Rehab Experience (Y/N) | EPA Lead Sup Certified (Y/N) | OSHA 10 Certified (Y/N) | Estimated Hours/Wk on BNP | City of Residence |
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