

Habitat for Humanity Choptank

Request for qualifications – *Housing Rehabilitation in the Historic Pine Street Neighborhood, Cambridge, MD*

This request for qualifications (RFQ) for Housing Rehabilitation is issued by Habitat for Humanity Choptank.

Submissions may be mailed or dropped off in person at the address below, and must be received before 5:00PM on October 11, 2021. Submissions late or undelivered due to carrier delays will not be considered.

Mail to:
Habitat for Humanity Choptank
29349 W. Maple Ave, Suite 3
Trappe, MD 21673

Submission may also be made by email. Submission must be in a .pdf or Microsoft Word format. Place the words "Repair and Rehab Services" in the subject line of the email. A confirmation email will be sent when the submission is processed.

Email to rfields@habitatchoptank.org. Response must be received by 5:00 PM October 11, 2021.

This document comprises the following sections:

Section I: Introduction
Section II: Project Description
Section III: Submission Requirements
Section IV: Submittal
Section V: Insurance and Certifications

Section I: Introduction

RFQ information	
Company name	RFQ title
<i>Habitat for Humanity Choptank</i>	<i>Housing Rehabilitation in the Historic Pine Street Neighborhood</i>
RFQ issued: <i>September 20, 2021</i>	Response deadline: <i>October 11, 2021</i>
Background	Habitat for Humanity Choptank is soliciting proposals for general contracting services for the repair and rehabilitation of owner occupied homes in the Pine Street Historic Neighborhood. Habitat for Humanity Choptank is a sub-recipient of The City of Cambridge's Community Development Block Grant (CDBG) to make critical health and safety repairs for owner occupied homes in the Pine Street Historic District. These homes are a component of the City's revitalization efforts and investments toward improving City housing stock and improving the quality of life for the families in the community. The City of Cambridge/Habitat for Humanity Choptank will not be responsible or reimburse for any cost incurred in the preparation of responses.

Contact information		
Habitat Choptank Staff:	Phone	Email
<i>Rhodana Fields</i>	<i>410-476-7465</i>	<i>rfields@habitatchoptank.org</i>

Section II: Project description

Project information	
Project description	Habitat for Humanity Choptank will coordinate the rehabilitation of between 3 to 7 single family homes for income qualified home owners in the Pine Street Historic District. Habitat Choptank will pre-qualify contractors to create a qualified contractor list for housing rehabilitation. The contractors on the list will be given the opportunity to bid on each project as it becomes available. Projects for bid will include repair and rehabilitation work, typically \$45,000 and under per project with no guaranteed minimum number of projects or value. Typical projects may include some of the following: accessibility modifications, bathroom rehabilitation, roof replacement, door and window replacement, repair to porches, steps and handrails. The work scope and bid documents will be released to qualified contractors on the list. The list will last for two years, after which a new RFQ will be issued.
Selection Criteria	Contractors will be selected based on expertise in completing repairs and rehabilitations to single family homes, a successful record of performance in the completion of these repairs based on past references, as well as demonstrating capacity to complete the work. EPA Lead Safe Repair and Renovator certification is required, and work must comply with the HUD Lead Safe Housing Rule. Contractors must be licensed in the State of Maryland, and not on the federal debarment list. Experience with federally funded rehabilitation programs is a plus but not required.

Section III: Submission Instructions

Submission Instructions

Delivery and submission instructions	<p>Regular Mail Responses: Submissions by regular mail should be on 8.5" x 11" paper, printed on one side, typed using 1" margins and numbered pages. Mark the outside of the envelope, "Repair and Rehab Services". Submissions may also be dropped off in person at the address below, before 5 PM on October 11, 2021</p> <p>Mail to: Habitat for Humanity Choptank 29349 W. Maple Ave, Suite 3 Trappe, MD 21673</p> <p>Email Responses: Submission by email must be in a .pdf or Microsoft Word format. Place the words "Repair and Rehab Services" in the subject line of the email.</p> <p>Email to rfields@habitatchoptank.org Response must be received by October 11, 2021</p>
Regulatory Compliance	<p>Equal Opportunity Requirements: Each business responding to this RFQ must certify compliance with all applicable equal opportunity requirements</p> <p>Debarment: Respondents to this RFQ must certify that neither it nor its principals are presently debarred, suspended, declared ineligible, or excluded from participation in the activities proposed under this RFQ by any Federal, State, or City Agency.</p> <p>Eligibility: All respondents will be required to certify that they are not on the U.S. Comptroller General's List of Ineligible Contractors nor any firm, partnership, or association in which they have substantial interest nor any other person, both natural and corporate, having substantial interest in their business in designated as an ineligible bidder or on the U.S. Comptroller General's List of Ineligible Contractors.</p> <p>Compliance: All contractors will be required to comply with all applicable federal and state equal opportunity, affirmative action and minority representation laws</p>

Section III: Submittal

Please fill out in entirety, incomplete submittals may not be reviewed. When responding to this RFP, please include the information below and any supporting documents necessary to a complete response.

Company information	
Company name	
Company description	

Contact information		
Project lead name	Phone	Email

Qualifications: Please answer each question
1. Describe company background. Provide information regarding the number of years in business, experience in single family home construction or relevant construction experience, the areas of expertise, and if the business is certified as a MBE or SDB
2. Key personnel and backgrounds and experience of staff that will be assigned to this project
3. Please list any relevant certifications

Experience and Past Performance
1. Describe your approach to major renovation projects (scheduling, priorities, quality of work, change orders and information you would like considered.)
2. List experience with historic preservation, renovation of homes built before 1978, including lead paint safe construction methods.
3. Provide contact information for customer references, please provide 3

Section V: Insurance and Certifications

Selection information	
MHIC #	<i>Please provide MHIC #</i>
Insurance Information	<i>Please provide Certificate of Insurance, including General Liability and Workmans Compensation</i>
Relevant Certifications	<i>Please provide any additional relevant certifications (EPA Leadsafe Remodeler, BPI Building Analyst, NAHB Aging in Place, Green Building designations, as applicable).</i>