

REQUEST FOR QUALIFICATIONS

Introduction

Scranton Lackawanna Resources Development Corporation (SLRDC) is seeking qualifications from Home Building Contractors capable of building a 945 to 1,200 square foot three bedroom house in the City of Scranton. SLRDC is interested in builders that are licensed in the City of Scranton, and with the Commonwealth of Pennsylvania as a Home Improvement Contractor.

SLRDC's goal is to develop a long-term relationship with a qualified contractor that has the ability to construct affordable three bedroom housing in the City of Scranton and Lackawanna County for low to moderate income families. Each house will have different characteristics and must stay below \$120,000 in total cost.

This RFQ, with any addenda, contains the only instructions governing the proposals and material to be included therein; a description of the service to be provided; general evaluation criteria; and other proposal requirements.

Date issued: Friday, May 24, 2018

All questions are to be directed to:

Jim Wansacz, Director of SLRDC
321 Spruce St, Scranton, PA. 18503
jwansacz@slhda.org
570-963-6836 x 2283

PART I. GENERAL INFORMATION

1. ISSUING OFFICE

This RFQ is issued by SLRDC by the representative of the SLRDC's Administration office listed below. Prospective respondents to this RFQ shall request, via email to the contact below, copies of all documents.

Jim Wansacz, Director of SLRDC
321 Spruce St, Scranton, PA. 18503
jwansacz@slhda.org
570-963-6836 x 2283

Mr. Wansacz is the sole point of contact for this RFQ. All questions pertaining to this document are to be provided in writing via email to jwansacz@slhda.org or via phone at 570-963-6836 x2283

PROJECT

It is the intent, through this solicitation, to provide the most cost effective strategy to implement our social impact purpose of developing affordable three to four bedroom housing too low to moderate income families in Lackawanna County. The homes must be energy efficient, have all the necessary permits, licensing and meet the zoning requirements for each particular lot, which includes off street parking for two vehicles. SLRDC will supply the lot.

SLRDC reserves the right to accept or reject any proposal by Home Contractors.

SLRDC reserves the right to modify the terms of this RFQ during the RFQ process. All such changes will be made by written addendum issued to all Firms registered to receive the procurement documents.

2. ENGAGEMENT TERMS

Under any Contract awarded, the selected Contractor will be required to acquire the necessary permits, pass inspections, provide liability insurance and guarantee their work for a period of one year from the finished project.

As a result of this RFQ process, the SLRDC intends to select one to two Contractors for the implementation of the defined project and future projects to build affordable housing in Lackawanna County.

The selected Firm will:

- i. Identify, develop and finalize the most efficient plan in conjunction with SLRDC to provide housing too low to moderate income families that is customized to specifically address the needs and requirements of the SLRDC,
- ii. Design and prepare all construction plan documents and bid specifications for project implementation,
- iii. Arrange for all necessary permits,
- iv. Identify and apply for all energy-related grant/rebate/incentive programs available to the SLRDC, and
- v. Contract with and supervise all subcontractors.

The selected Contractor will, as part of the final agreement with the SLRDC:

- i. Offer a turnkey package, with energy saving options.
- ii. Ensure that the SLRDC does not incur initial start-up costs beyond the agreed terms of financing. The contractor will provide a financial package which will allow payments over a specified term pre-determined by the financing institution. This will allow SLRDC to pay for the program within current budget allocations.

3. DESCRIPTION OF PROCUREMENT PROCESS

It is anticipated that the process for the procurement of these services will proceed as follows:

- 1) **SUBMISSION OF WRITTEN PROPOSALS.** Firms will be required to submit their qualifications to SLRDC as specified in this RFQ. SLRDC will review and evaluate qualifications submitted in accordance with the evaluation criterion specified in Part III of the RFQ.
- 2) **SELECTION OF FIRM.** Through the review of the submitted qualifications SLRDC will select the most qualified Contractors to negotiate a contract.
- 3) **CONTRACT PREPARATION,** the selected Contractor will then enter into a contract with the terms of the contract(s) based upon the specific project selected by SLRDC as proposed in the RFQ.
- 4) **NOTICE TO PROCEED,** upon approval of a contract between SLRDC and the Contractor, a “Notice to Proceed” will be issued by SLRDC for any or all supply and demand side strategies contracted for in the process.

4. REJECTION OF PROPOSALS

SLRDC reserves the right to reject at any time, any and all proposals received or any parts therein, or to negotiate separately with any and all competing Contractors.

5. INCURRING COSTS

SLRDC is not liable for any cost or expenses incurred by Contractors in the preparation of their written responses related to this RFQ. Any cost or expense incurred by Contractors in performing any analysis associated with this RFQ shall be borne by the Contractor.

6. ADDENDA TO THE RFQ

If it becomes necessary to revise any part of this RFQ, an addendum will be issued to all proposers who request via email to Mr. Wansacz to receive the basic RFQ.

7. RESPONSE DATE

One written proposal must be emailed or hand delivered to the office location listed above by 10a.m. June 13, 2018. Proposals delivered after that time will not be considered.

8. CONFIDENTIALITY

To the extent allowed by law, proposals will be held in confidence by SLRDC.

PART II. PROPOSED RFQ SCHEDULE

The following schedule has been established for this project. The schedule is being provided for reference only and may be subject to change at the SLRDC’s sole discretion.

Issue Request for Qualifications (RFQ):	May 25, 2018
Cut-off for Questions related to the RFQ:	June 12, 2018
Due Date for Receipt of Qualifications:	June 13, 2018 / 10AM
Qualifications Reviewed, Evaluated:	June 13 – June 20 th
Anticipated Selection of Firm:	by June 21 st

PART III. EVALUATION CRITERIA

1. Evaluation of Qualifications:

Qualifications will be evaluated based on the completeness of the information provided in Part IV INFORMATION REQUIRED FROM PROPOSERS. Failure to provide any of the requested information may result in disqualification. The criteria listed below will be used in the evaluation of the written qualifications.

Firm Qualifications / Corporate Background

Please provide the below as it relates to the individuals / team to be assigned to project if successful.

Contractor's experience and number of full time staff

Contractors State HIC #, City of Scranton licensing # and proof of insurance

of Homes built in Lackawanna County in the last four (4) years

The process used to select sub-contractors

Project Implementation

Approach to subcontractor engagement, selection, qualification process and utilization of local contractors

Approach to material/selection and materials used to determine the final pricing on building a new house

PART IV. INFORMATION REQUIRED FROM PROPOSERS

Each Contractor shall submit the following information, with responses to each item numbered accordingly. Each Contractor is required to fully answer all questions in each category listed below.

All questions must be addressed by the Contractor in order for this application form to be properly completed. Failure to answer any question, or comply with any directive contained in this form may be used by the SLRDC as grounds to find the Contractor ineligible. If a question or directive does not pertain to your Firm in any way, please indicate with the symbol N/A.

Section 1 Contractor Qualifications

Firm Name _____

Business Address _____

City _____ State _____

Zip Code _____

Names and Titles of the Two Primary Contact People

_____ Phone (____) _____

_____ Phone (____) _____

Submittal is for:

- Parent Company (List any Division or Branch Offices to be involved in this project)
- Division (attach separate list if more than one is to be included)
- Subsidiary

Name of Entity: _____

Address: _____

Date Prepared: _____

Type of Firm: Corporation Partnership Sole Ownership Joint Venture

Federal Employer Identification Number _____

Year Firm was Established _____

Name and Address of Parent Company, if applicable

Section 2 Background

- a. How many years has your firm been in business under its present business name? _____
- b. How many years has your firm developed, built homes in Lackawanna County?

- c. Does your company owe the Commonwealth of PA, Lackawanna County any taxes? _____
- d. Please enclose banking references including financial institution, address, contact person, telephone number.
- e. Enclose 3 references including contact person, address, telephone number and information on work performed for individual.

Section 3 Executive Summary

Please provide a summary of the scope of services that your company plans to provide should you be selected as the Contractor for this project. Please highlight any unique services your firm can offer as part of this project.