



REQUEST FOR QUALIFICATIONS
Scattered Site Rehabilitation of Single-Family Dwellings
City of Covington, KY
July 1, 2016 – June 30, 2017

Purpose

The City of Covington seeks qualified contractors to be on a pre-selected contractors list to rehabilitate existing, owner-occupied, residential structures within the City.

Background & Objective

The City of Covington has rehab and repair programs funded through Community Development Block Grant (CDBG). Structures will be single family dwellings of frame or brick construction. Respondents are requested to provide evidence of capacity to manage the rehabilitation of one or more single family dwellings on scattered sites simultaneously.

The scope of work for each building may include one or more aspects of physical condition within the property lines. (i.e. ground coverings and grading of soil, all structural elements, all mechanical elements, all openings, all interior finishes) Each structure will require separate evaluation and description of work to be performed by contractor to determine accurate measurements and quantities.

It is estimated that the City will manage over 26 rehab or repair projects over the course of the year, ranging in costs up to \$15,000 per household. Respondents selected for inclusion on the contractors list will not be guaranteed rehab or repair projects. There are 2 programs that will be supported in PY 2016 – 2017.

1. **Code Enforcement Hardship Program** - The Program assists eligible low-income owner-occupants of single family homes to address violations of Kentucky Building Codes, Property Maintenance Codes, and any other applicable City Codes for which the household has been cited. Any repairs that exceed \$5,000 will have a Lead Paint Risk Assessment made and any found Lead Paint Hazards will be included for correction in the scope of work. After repairs are made, the property must obtain Lead Paint Clearance. \$90,000 will be dedicated to the program for PY 2016 – 2017, not to exceed \$15,000 per household.
2. **Home Owner Repair Program** - The Program assists eligible low-income owner-occupants of single family homes to address emergency repairs that are causing an imminent threat to life, health or safety, or causing structural damage. (i.e. furnace, electrical, plumbing, mechanical, roof/gutters, structural, sewer laterals, etc.) Priority will be given to veterans, elderly and disabled households. \$100,000 will be dedicated to the program for PY 2016 – 2017, not to exceed \$5,000 per household.

Federal Requirements

Federal Lead Hazard and Asbestos Abatement/Mitigation requirements, as applicable, must be employed in all construction activities in all structures, as well as, design for energy efficient retrofits. All contractors performing renovation, repair and painting projects that disturb lead-based paint in homes built before 1978 must be certified and must follow specific work practices to prevent lead contamination. **Contractors approved to the pre-selected bidders list may qualify to receive the appropriate RRP training at no additional expense.*

All structures will be rehabilitated to satisfy all state and local codes including the Secretary of the Interior's Standards for Rehabilitation. (Note: If a structure is deemed not historic by the City of

Covington's Preservation and Planning Specialist, the Secretary of the Interior's Standards will not apply. However, all structures contemplated for inclusion in this project are assumed to be historic unless a contrary determination is made by the Preservation and Planning Specialist.)

Contractors that qualify as a Minority Business Enterprise, Women's Business Enterprise, or Section 3 Business are encouraged to respond.

Public Information Notice and Other Information

All information submitted for review may be subject to the Kentucky Open Records Act and may be made available upon request by the public. Respondents should identify and confidential, proprietary information or trade secrets and provide justification why such material should not be disclosed.

General Requirements

1. All proposal expenses must be borne by the respondent.
2. By submitting a proposal, respondents waive any defects in the selection process.
3. Pursuant to Commissioner's Ordinance No. O-11-06, all selected respondents must be in good standing with the City. Certification of good standing must be made on the form provided below.
4. Proposals submitted by the respondents may be withdrawn upon receipt of a written request prior to the date and time of final submission as noted in this RFQ.
5. Questions or clarifications must be submitted in writing to the Department of Development, Archie Ice, 20 West Pike Street, Covington, KY 41011 or aice@covingtonky.gov. The City will only recognize written communication and is not responsible for oral interpretations by any City elected official, employee, representative, or other individual or entity. Questions can be sent by **noon, August 25, 2016**. Answers will be given after **1 p.m., August 26, 2016**.
6. Addenda may be issued up to 48 hours prior to the submission date. Interested respondents must provide detailed contact information including company address, fax number, email, and phone numbers so that addenda may be issued in a timely manner. All addenda will be numbered and receipt of such shall be identified in the letter of interest.
7. No Contract Implied. The City of Covington implies no contract herein. The City reserves the right to reject any and all responses to this request. The City reserves the right to select one or more contractors submitting qualifications.

Proposal Submission

Please submit proposal with qualifications utilizing the format outlined in **Proposal Format** by **3 p.m., August 29, 2016**. The proposal shall be in a sealed envelope and marked:

Scattered Site Rehabilitation of Single-Family Dwellings PY 2016 – 2017
Attn: Archie Ice
City of Covington
20 West Pike Street
Covington, KY 41011

No email, fax, or electronic responses will be accepted. All responses will be time stamped.

An Affirmative Action/Equal Opportunity Employer

Proposal Format

Respondents are to provide the following, to be submitted on standard 8 ½ x 11 inch paper with font size no smaller than ten (10) point. Please include one (1) original and four (4) copies.

1. Identify business and key personnel
 - a. Business name and contact information (address, telephone, fax, website, email)
 - b. Owners
 - c. Construction Manager or Primary Contact (address, telephone, fax, website, email)
2. Competency
 - a. Description of experience in residential construction/rehab
 - b. Description of experience in residential historic rehab
3. Capacity
 - a. Description of workforce size and equipment
 - b. Statement of bonding and financial capacity
 - c. Copy of Insurance and Workmen's Compensation
4. Certifications
 - a. Copy of City of Covington Occupational License
 - b. Copy of Renovation, Repair and Painting Rule Certification (RRP) or better if any expected work performed will disturb a painted surface
 - c. Copy(ies) of pertinent professional licenses
 - d. Completed Good Standing Certification (attached herewith)
5. References
 - a. Reference for a rehab/repair project completed since March, 2016
 - b. Reference for a rehab/repair project completed between September, 2015 and March, 2016
6. Federal
 - a. Statement of understanding that business does/does not qualify as Minority Business Enterprise (MBE), Women's Business Enterprise (WBE), or Section 3 of the Housing and Urban Development Act of 1968 (Section 3), as amended by Section 915 of the Housing and Community Development Act of 1992
 - b. If business qualifies as MBE, WBE, or Section 3; provide proof

GOOD STANDING CERTIFICATION

Pursuant to Ordinance O-11-06, applicants and affiliated persons and/or entities for this program must not have made or filed pending adverse claims against the City in the form of settlement demands and/or lawsuits; nor shall they be delinquent in their obligations to pay loans, fines, liens, or other obligations owed to the City of Covington (“the City”). No person or entity will be denied federal public or assisted housing agency benefits or programs administered by the City as a result of this policy.

Any appeal of decision to reject an application because the applicant is not in “good standing” may be made to the City of Covington Board of City Commissioners (“the City Commission”) within 30 days of the final action of City staff to deny the application. The applicant may appeal the City Commission’s decision to the Kenton District Court within 30 day of the final action of City Commission.

I have read this statement and acknowledge that I/my business am currently in good standing with the City and I further acknowledge that the City may disallow or discontinuer my participation should I violate the requirements of Ordinance O-11-06.

Printed Name

Signature

Date

Business Name: _____

Business Address: _____

What is a Minority Business Enterprise (MBE)?

A Minority Business Enterprise is a business that is at least 51% owned and controlled by one or more racial or ethnic minority individuals. These groups include: African Americans, Hispanic Americans, Native Americans, Asian Pacific Americans and Subcontinent Asian Americans. Individuals who are not members of one or more of these groups can be considered, but they must provide substantial evidence and documentation that demonstrates that they have been subjected to bias or discrimination and are economically disadvantaged. Firms owned by Alaska Native Corporations, Indian Tribes, Native Hawaiian Organizations and Community Development Corporations can also apply to the program.

What is a Women's Business Enterprise (WBE)?

A Women's Business Enterprise is a business that is at least 51% owned and controlled by one or more women.

Can my business qualify as both a MBE and WBE?

Yes.

Section 3 Act

Section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u) (as amended), requires that economic opportunities generated by certain HUD financial assistance for housing and community development programs shall, to the greatest extent feasible, be given to low and very low-income persons, particularly those who are recipients of government assistance for housing, and to businesses that provide economic opportunities for these persons. Other HUD programs covered by Section 3 are those that provide housing or community development assistance for housing rehabilitation, housing construction, or other public construction project.

Who are Section 3 residents?

Public housing residents, including persons with disabilities

Low and very-low income persons who live in the area where a HUD assisted project is located

What is a Section 3 business?

A Section 3 business is one: That is owned by Section 3 residents; 30% of business' employees are Section 3 residents; subcontracts with businesses that provide opportunities to low and very-low income persons.

What are the low and very-low income limits for my area?

The following limits are based on combined gross annual income of total household size.

	1 person	2 person	3 person	4 person	5 person	6 person	7 person
Low	\$39,600	\$45,250	\$50,900	\$56,550	\$61,100	\$65,600	\$70,150
Very Low	\$24,750	\$28,300	\$31,850	\$35,350	\$38,200	\$41,050	\$43,850

*Effective March 28, 2016