

Request for Qualifications
Construction Contractors
General Contractors and Trade Contractors
LaCasa Inc.
November 9, 2010

LaCasa Inc. is seeking qualified General Contractors, Trade Contractors, and Subcontractors to be placed on a confirmed bidder's list. 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 projects proposed by LaCasa Inc.

Projects 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.
- Lead abatement, asbestos abatement, and mold remediation.

Deadline for submission is, November 30, 2010

Contractors providing sufficient documentation of their qualifications to be placed on this list will be notified of upcoming projects and will be able to submit a bid for the proposed projects. 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.

Contractors having worked with LaCasa Inc. in the past will still need to submit a proposal package in order to be considered for bidding on future LaCasa projects.

Proposal Package Requirements:

- Two (2) paper copies of the qualifications package mailed to:

Doug Morgan
Housing Rehabilitation Specialist, LaCasa Inc.
202 N. Cottage Ave.
Goshen, IN 46528.

And:

- One electronic copy of the qualifications package documents.

In PDF format on USB flash memory stick,

Or:

E-mail PDF to: doug.morgan@lacasainc.net

The qualifications package for new contractors will contain:

- A LaCasa Inc. contractor's application form, with information typewritten into fields, hand written applications will not be accepted. Form is available online at, <http://www.lacasainc.net/whatwedo/housing/index.php>
- A one page narrative description on company letterhead of the company, officers, staff, experience, qualifications and certifications, and outstanding projects completed.
- Copies of all certifications and Licenses applicable to contractor or trade.
- A copy of the most recent Form W-9
- Worker's Compensation insurance or certified waiver from State of Indiana.
- Certification of Contractor Liability insurance of at least \$1,000,000 per occurrence and \$2,000,000 aggregate and \$500,000 on each category of workers compensation unless waiver is provided.

Contractors currently on LaCasa's bidders list need only to supply:

- A copy of the most recent Form W-9
- Worker's Compensation insurance or certified waiver from State of Indiana.
- Certification of Contractor Liability insurance of at least \$1,000,000 per occurrence and \$2,000,000 aggregate and \$500,000 on each category of workers compensation unless waiver is provided.

- Copies of all certifications and Licenses applicable to contractor or trade.

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 bid proposal will be required to:

- Add LaCasa Inc. and funding source as “additionally insured” in conjunction with any contract for construction. Certification documents are required in proposals.
- Provide certification of builders risk insurance for the total value of all work completed during contract. This policy must list LaCasa Inc. as “loss payee” and “additionally insured”.
- **Not** be listed and not to employ sub contractors on GSA's Excluded Parties List System (EPLS), HUD's Limited Denial of Participation (LDP) list, or HUD's Credit Alert System (CAIVRS)
- Submit their current license documentation, specific to trade they intend to contract.
- Have the ability to carry costs associated with projects 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.

Bonding requirements:

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

For any construction contracts or subcontracts exceeding \$100,000, the following is required:

- 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 bid, execute such contractual documents as may be required within the time specified
- A performance bond on the part of the contractor for 100 percent of the contract price. A "performance bond" is executed in connection with a contract to secure fulfillment of all the contractor's obligations under such contract.

A payment bond on the part of the contractor for 100 percent of the contract price. A "payment bond" is 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.

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.
 - 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 the 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

After LaCasa Inc. has received all proposals, the agency will notify all contractors that were selected to be on the bidders list. The bidder's list will be used for a six month period. At the end of the 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.