



P A L M D A L E

NOTICE OF REQUEST FOR QUALIFICATIONS

RFQ NO. 10-001-6400

THE COMMUNITY REDEVELOPMENT AGENCY OF THE CITY OF PALMDALE IS
SEEKING LICENSED GENERAL CONTRACTORS AND LICENSED SPECIALTY
TRADE CONTRACTORS TO PROVIDE AFFORDABLE HOUSING REHABILITATION
SERVICES

Issue Date: September 10, 2010
Due Date: June 30, 2011

Location: Economic Development Department, Housing Division,
38250 N. Sierra Highway, Palmdale, California 93550

NOTICE IS HEREBY GIVEN that the City of Palmdale, California, will receive Statements of Qualifications from qualified Licensed Contractors including licensed specialty trades persons to provide affordable housing rehabilitation services, including large and small projects of construction and repair services, at the office of the Economic Development Department, Housing Division, 38250 N. Sierra Highway, Palmdale, California 93550 for Contractors until June 30, 2011.

A Statement of Qualification form, known as the Contractor Application, may be obtained from the Housing Division office at the address above or on line at:
<http://www.cityofpalmdale.org/business/housing/ContractorsApplication.pdf>

Submittals shall be sealed, marked "RFQ No. 10-001-6400, "Affordable Housing Rehabilitation Services", and mailed or delivered (no faxes or emails) so as to be in the possession of the Economic Development Department, Housing Division, City of Palmdale, and stamped by City staff on or before the Due Date indicated above. Late submittals or unsigned and/or incomplete submittals will not be considered.

All questions and inquiries related to this RFQ must be directed in writing to TL Wheeler, Housing, at fax (661) 267-5155 or email: twheeler@cityofpalmdale.org

CONTACT:
TL Wheeler, Housing Coordinator
PH:(661)267-5126 x1 FAX (661)267-5155
Email: twheeler@cityofpalmdale.org

INFORMATION & INSTRUCTIONS TO APPLICANT

(A) Summary and General Information

The Community Redevelopment Agency of the City of Palmdale is requesting Statements of Qualifications from qualified licensed general contractors and licensed specialty trades persons to provide rehabilitation work, including construction, repair and rehabilitation on affordable housing units annually through City approved Affordable Housing Programs including programs using 20% Housing Set-Aside Funds. The Community Redevelopment Agency of the City of Palmdale on average assists over 200 individual households paying over \$2,000,000 annually to contractors and trades persons for this work.

Specifically, the Housing Division intends to maintain a list of qualified licensed general contractors and licensed specialty trades persons with experience in construction, repair and rehabilitation of residential housing including mobilehomes. Licensed general contractors and licensed specialty trades persons to whom the Agency has accepted to be on the Housing Bid List will be eligible to be selected by homeowners (program participants) to perform work on their property approved and paid for by the Agency. Likely projects include minor rehabilitation, for example: plumbing, roofing, landscaping, heat and air conditioner installation or repairs, up to and including demolition and reconstruction of single family and multi-family housing units as well as repairs to and rehabilitation of mobilehomes within specific areas of the incorporated boundaries of the City of Palmdale. The Housing Division acknowledges that the activities of the programs/projects are budget and timeline sensitive and can have a fluxion in activity schedules. Some of the projects to be assigned to those contractors who have been awarded a contract pursuant to the RFQ, are emergency type work and will require the work to be done in a timely manner.

This RFQ and its attachments as found in the Contractor Application describe the programs and staff assignments, also terms and conditions under which the Agency will award contracts to maintain a list of contractors and trades persons to be assigned work by the homeowner or staff. Contractors and trades persons are encouraged to submit Qualifications by completing the Contractor Application. Applicants will be able to list on the Application form the types of work or projects for which they are qualified and desire a contract to be awarded. The information required on the Application form includes the following: qualifications, prior construction and rehabilitation experience, information regarding financial stability and ability to complete projects, ability to respond in a timely manner and a description of past projects completed which are similar in nature to the Housing Division's program projects. Applicants may supply any other information indicating their ability and qualifications. The following will be the key qualification criteria used when reviewing an application:

- *The applicant's qualifications and experience in the type of work or projects for which the applicant seeks a contract.*

- *The applicant's ability and the extent of his/her financial resources available to commit to and carry out these projects.*
- *The applicant's experience in completing projects of a similar nature.*

Applicants will note on the Contractor Application that the type of work for which they desire to be selected and if seeking emergency work, whether they can meet the time constraints for emergency work.

Upon review of the applications, the Housing Division will determine if the contractor meets the minimum requirements to be awarded a project. Applicants may request a meeting with the responsible Housing Division staff member to review their application and Housing Division's qualification criteria. The purpose of that meeting would be to review, discuss and evaluate, in more detail, the submitted Application. As many contractors as will be necessary to meet the needs of the Agency will be added to the Housing Bid List. Specific projects will be assigned to those who have been awarded a contract with the Agency, based on the needs and type of the specific project and preference of homeowners, if relevant.

(B) INSTRUCTIONS TO APPLICANTS

1. Statements of Qualifications shall be submitted on the Contractor Application Form available at the Housing Division office at the address listed above or online at: <http://www.cityofpalmdale.org/business/housing/ContractorsApplication.pdf>.
2. All Contractor Applications must be completed in ink or typewritten. One (1) original and one (1) copy are to be provided. Failure to submit the information requested on the Application Form may result in the Housing Division requiring prompt submission of missing information and/or rejecting Applicant. The Housing Division may reject incomplete Applications.
3. The City of Palmdale reserves the right to reject any or all applications and to be the sole judge of the merits of the qualifications received. Be advised that unauthorized conditions, limitations, or provisions attached to the application may render it unresponsive and may cause its rejection. The completed Application shall be submitted without interlineations, alterations, or erasures to the original application text.
4. Agency/City will not reimburse any Applicant the cost of responding to a solicitation.
5. Persons with a disability may request a reasonable accommodation, such as a sign language interpreter, by contacting the Housing Division. Requests shall be made as early as possible to allow time to arrange the accommodation.
6. Applicants (licensed general contractors and specialty trades) who are requesting to be awarded a contract for projects must be able to meet the following insurance requirements:

Workers' Compensation and Employer's Liability

- Workers' Compensation—coverage as required by the State of California
- Employer's Liability --\$1,000,000.00 each accident
 - \$1,000,000.00 policy limit bodily injury
 - \$1,000,000.00 each employee bodily injury by disease

Commercial General Liability

- \$1,000,000.00 limit on a per occurrence basis
- \$2,000,000.00 per Project Aggregate limit

Commercial Automobile Liability

- \$1,000,000.00 combined single limit including owned, non-owned and hired automobile coverage

7. All Applicants shall submit **Exhibit B - Certification of Insurability** as an attachment to the Contractor Application.
8. Non-Collusion and Non-Discrimination. Applicants shall submit **Exhibit A - Affidavit of Non-Collusion**, as an attachment to the Contractor Application. Through this Affidavit, Applicant certifies that:
 - a. The Applicant did not engage in collusion or other anti-competitive practices in connection with the preparation or submission of its Application; and
 - b. The Applicant does not discriminate against any employee or applicant for employment or person to whom it provides services because of race, color, religion, age, sex, national origin, or disability, and that it complies with all applicable Federal, state and local laws and executive orders regarding employment; and
 - c. None of Applicant immediate family members are employed by the City of Palmdale.
9. **Protests.** Any Applicant may file a protest to challenge the City's intent to award or not award a contract. An Applicant shall have five (5) working days after notice to the Applicant of the Agency's decision regarding an award to that Applicant to file a protest. A Protest must be in writing and be filed with the Housing Division.

You may review these Palmdale Municipal Code Chapters on line at:
<http://www.codepublishing.com/ca/palmdale.html>

COMMUNITY REDEVELOPMENT AGENCY OF THE CITY OF
PALMDALE

Housing Division

CONTRACTOR'S APPLICATION

Name of Company _____

Legal Entity (check one)

Sole Proprietorship Partnership Corporation

If you are a corporation, please provide a State of California Certificate of Good Standing.

Principal Owners _____ SSN/Tax ID No. _____

Business Address _____

Phone _____ Fax _____ Cell _____

Email _____

Number of permanent employees _____

Length of Time in Business _____ # of jobs in the last 12 months _____

Federal Employment ID No. _____

Dunn and Bradstreet No. (only required for NSP projects) _____

Contractor's License No. and Type _____ Expiration _____

(Attach a photocopy)

License Holder's Name _____ Phone _____

Address _____

I have read the CONTRACTOR'S CHECKLIST OF RESPONSIBILITIES and INSURANCE REQUIREMENTS (attached to the end of this application).

Applicant Signature

Date

List prior regional **single or multifamily residential** customers within the past 2 years
 (Please give complete address, including Zip Code)

Customer Name	Address	Phone	Work Performed	Amount of Contract

List regional subcontractors used most often within the past 2 years

Subcontractor Name	Address	Phone	Work Performed	Amount of Contract

List regional suppliers used most often within the past 2 years

Supplier's Name	Address	Phone	Supplies Used	Amount of Contract

List prior **mobilehome residential** customers within the past 2 years (Please give complete address, including Zip Code)

Customer Name	Address	Phone	Work Performed	Amount of Contract

Please explain HCD:

Please describe your experience, training and familiarity with mobilehome work and building code:

Please describe your experience, knowledge, skills, and equipment dealing with asbestos and lead based paint removal:

List references from banks, savings and loans and other financial institutions

Name of Institution	Branch	Account No.

Has your license ever been revoked or suspended? No Yes (please explain)

Have you ever filed for bankruptcy? No Yes

Date filed _____ Where filed _____

Have you ever been debarred in any other jurisdictions (federal, state, local, etc.)?

No Yes

If yes, explain: _____

Bond Company: _____ Bond No: _____

Phone No: _____ Effective Date: _____

List the agent supplying your contractor's liability insurance. City of Palmdale must be listed as an *additional insured* party prior to the award of any Housing Rehabilitation Contract. **(Attach a copy of insurance policy)**

Insurance Agent's Name	Address	Phone

City of Palmdale Business License No Yes

If yes, License Number: _____ Expiration Date: _____

You must have a City of Palmdale Business License to participate in the Housing Division programs.

I authorize the City of Palmdale Economic Development Department-Housing Division to verify any and all information contained in this application. I certify that the information supplied here is true and correct. I understand fully that the willful falsification of information can be grounds for elimination from future consideration for construction work connected with rehabilitation projects being implemented by the City of Palmdale.

Name

Date

COMMUNITY REDEVELOPMENT AGENCY OF THE CITY OF PALMDALE

Housing Division Programs

Please indicate which of the following programs you are interested in bidding and working on (indicate as many as you are interested in):

() NSP Program: A Federally Funded Program to acquire foreclosed homes and multi-family structures, rehabilitate and resell them. These homes are vacant and will have no homeowner involvement.

The following programs have homeowner involvement, which means the homeowner will choose their contractor.

() Single Family Rehab: Individual residences where the homeowner has qualified for significant rehabilitation to their home. Scope of work varies. Maximum loan amount the homeowner qualifies for is \$35,000.

() Neighborhood Improvement Program (NIP): Older neighborhoods that have been designated for exterior facelifts. Qualifying homeowners can receive the available elements; exterior paint, new roof, new driveway, front landscape and certain abatement work.

() Emergency Grant Single Family: Repair of Health and Safety issues such as furnaces, water heaters, leaky roofs, broken plumbing, etc. Requires a visit to the property within 48 hours of notification by Housing Staff.

() Emergency Grant Mobilehomes: Repair of Health and Safety issues such as furnaces, water heaters, leaky roofs, broken plumbing, access ramps, etc. Requires a visit to the property within 48 hours of notification by Housing Staff. HCD jurisdiction.

() Mobilehome Rehab: Individual residences where the homeowner has qualified for significant rehabilitation to their home. Scope of work varies. Maximum loan amount the homeowner qualifies for is \$10,000. HCD jurisdiction.

**PLEASE MAKE SURE THIS PAGE IS RETURNED NOTING YOUR SELECTIONS.
THANK YOU.**

Company Name: _____

CONTRACTOR'S CHECKLIST OF RESPONSIBILITIES

This checklist of contractor responsibilities has been prepared by the City of Palmdale Economic Development Department/Housing Division for your information. The following requirements will be enforced during the course of construction in order to ensure efficient and beneficial rehabilitation experience for all parties concerned:

1. Insurance – Check that your insurance is up to date with the requirements of the Economic Development Department/Housing Division and that our office has on file all necessary copies of your insurance endorsements.
2. Permits – Obtain all permits from the proper authorities (Building and Safety Department or H.C.D.) **in advance of construction start-up**, and post the inspection record card in a conspicuous location on the job as per the 1998 Uniform Building Code, Section 305-C.
3. Payments – Prior to the first payment please provide documentation of any and all permits filed with the appropriate authorities. This does not include materials on the job site which have not been installed, appliances excepted. Please contact our office before coming in for your payments. This will insure that each payment will be processed and ready for your arrival.
4. Change Orders – Notify the owner(s) and the Housing Division, **prior** to change orders. Change Orders will not be accepted unless final approval is given by the Housing Division.
5. Lien Releases – Ensure that you have obtained all lien release forms well in advance of the completion of the job, and have all subcontractors and/or major material suppliers sign the appropriate lien releases prior to obtaining the Completion Payment.
6. Final Inspections – Make arrangement for the Housing Division, homeowner(s), and Building Inspector to each make their final inspections prior to the completion payment and provide documentation that the Building and Safety Department or H.C.D. has finalized the job. Leave all appliances and/or other applicable warranties and manufacturer's instructions with the owner(s).
7. Retention Payment – Arrange for all punch list items to be completed and approved by the owner(s) and Housing Division before the release of the retention payment. Please contact our office prior to coming in for your payment.

INSURANCE REQUIREMENTS

In order to clarify the insurance requirements for those contractors who wish to bid on jobs through the Community Redevelopment Agency/Housing Division, below is an outline of the insurance requirements that are current acceptable.

The Contractor and his subcontractors shall purchase and maintain Worker's Compensation Insurance as require by the State of California and Public Liability and Property insurance in the following minimum amounts:

Worker's Compensation Insurance and Employer's Liability

Workers' Compensation - as required by the State of California

Employer's Liability - \$1,000,000.00 each incident

- \$1,000,000.00 policy limit bodily injury

- \$1,000,000.00 each employee bodily injury by disease

Commercial General Liability

-\$1,000,000.00 limit on a per occurrence basis

-\$2,000,000.00 per Project Aggregate limit

Commercial Automobile Liability

\$1,000,000.00 combined single limit including owned, non-owned and hired automobile coverage

Endorsement or other evidence of insurance satisfactory to the Community Redevelopment Agency ("Agency") shall be filed with the Housing Division and all policies shall contain a provision requiring the carrier to give the Agency at least 30 days notice prior to cancellation.

All Certificates of Insurance shall provide that the insurance is primary, and not secondary, to any other policies of insurance and shall name the **Community Redevelopment Agency of the City of Palmdale and The City of Palmdale** as *additional insureds*.

The Contractor shall hold harmless and indemnify each property owner, the City of Palmdale, the Agency, and their respective officers, agents and employees from all claims, demands, actions, liability or loss which may arise from or be incurred as the result of injury of damage to the persons or property in the performance of said work, including but not limited to damage to the premises.

Please make sure that you have sufficient coverage prior to accepting jobs through this office. Proof of each form of insurance should be forwarded to:

City of Palmdale – Economic Development Department
C/o Housing Division
38250 North Sierra Highway
Palmdale CA 93550

If you or your insurance agent has any questions as to the City's requirements, please do not hesitate to contact the Housing Division at (661) 267-5126 x1.

NOTICE OF CONFLICT OF INTEREST

A relationship between employees of the City and contractors, subcontractors and vendors can create an actual, perceived or potential conflict of interest in the service delivery setting. As a result, the City has adopted a conflict of interest policy that may disqualify some contractors, subcontractors and vendors from participating in City or Agency projects and programs. Contractors, subcontractors, and vendors may not participate in City or Agency projects and programs if any of the principals of the contractor, subcontractor, or vendor are an "immediate family member" of a City employee. A City employee's "immediate family" includes his or her spouse or registered partner and his or her (or his or her spouse or registered partner's) parent, stepparent, child, stepchild, grandparent, grandchild, sibling, or guardian. "Immediate family member" also includes any other relative residing with the employee. If you have any questions regarding the application of this policy to your company, please feel free to contact the Housing Division Staff or the City Attorney's Office.

I am in receipt of and have read the:

City of Palmdale Housing Division
Notice to Contractors
Regarding Policies and Procedures for Contractor Sanctions and
Suspension/Debarment from Bid List
(attached)

Print name: _____ Signature: _____

(Return this page with your application. You may want to keep a copy for your records and future reference.)

Optional

Company Name: _____

Ethnicity of Owner(s) (check one)

Caucasian Black/American Native American

Hispanic Other (Please specify _____)

City of Palmdale Housing Division Notice to Contractors Regarding Policies and Procedures for Contractor Sanctions and Suspension/Debarment from Bid List

The City of Palmdale's Housing Division is providing this Notice to inform you of the Division's policies and procedures for sanctioning contractors, which could include suspending or debaring contractors from the Division's bid list for its housing programs. This Notice is intended to help assure that contractors have the necessary procedures in place to avoid the imposition of sanctions by the Division.

A. Actions that could result in sanctions (including suspension or debarment) include:

1. poor quality work;
2. failure to perform warranty work;
3. failure to obtain necessary licenses or permits; and to obtain prior to performing work requiring such permits or licenses.
4. failure to maintain a safe worksite or to comply with other applicable labor standards;
5. failure to complete the work within the contract time and without obtaining an extension of the completion date;
6. misrepresentation of material facts;
7. any drug or alcohol use on the worksite;
8. repeated complaints of excessive noise or of contractor's failure to properly dispose of trash and debris;
9. requests for payment for work that has not been performed or materials that have not been received;
10. failure to pay subcontractors or vendors in a timely fashion, unless there is a legitimate dispute over payment owed;
11. performing work without obtaining change orders;
12. unjustified change order requests;
13. violation of any City ordinance;
14. violation of any rules or regulations of governing state, county, city, private/public community jurisdiction;
15. threatening or intimidating homeowners to choose a certain contractor or scope of work;
16. serious or repeated contract violations; or
17. other contractor action or failure to act that materially and adversely impacts the homeowner, the Housing Division's programs or staff, or the public health and safety.

B. Sanctions – The Housing Division may impose the following sanctions, as appropriate:

1. increase retainage on future contracts to the extent deemed necessary to assure the proper completion of the work;
2. payment of contractor and its subcontractors/vendors with joint checks, as needed to assure timely payment of subcontractors and vendors and to keep the property free from liens;
3. suspension – remove contractor from the Division's bid list until contractor has been reinstated as described below; or
4. permanent debarment for serious violations such as fraud, intentional misrepresentation or contractor's unjustified failure to complete the work per contract specifications, or repeated violations.

C. Review/Appeal Process

1. The Housing Manager will provide a written Notice of Sanction to the contractor (including any requirements for reinstatement, if applicable), describing the sanction that is being imposed and providing an appropriate explanation. The Notice of Sanction will describe the procedure for appealing the sanction, as set forth below.
2. The contractor may submit a Letter of Appeal to the Assistant Executive Director setting forth the reasons that contractor believes the sanction should not be imposed and accompanied by appropriate documentation. Except to the extent that confidentiality of material is protected by law or its disclosure is prohibited by law, the contractor may inspect the Housing Division's files and records bearing upon the sanction being appealed. The Agency may impose reasonable conditions on such right to inspect and may require the contractor to pay the cost of making copies of any such files and records.
3. The Letter of Appeal and all supporting documentation must be submitted within ninety (90) days after contractor receives the Notice of Sanction. Failure to submit within ninety days constitutes a waiver of contractor's appeal rights.
4. The Letter of Appeal will be reviewed by the Housing Manager and the Assistant Executive Director of the Community Redevelopment Agency, who will issue the Decision on Appeal.
5. The Decision on Appeal (including any requirements for reinstatement, if applicable) will be issued within thirty (30) days following receipt of the Letter of Appeal. The Decision on Appeal will be delivered in writing to the contractor and will include an appropriate explanation or rationale.
6. The contractor may request a reconsideration of the Decision on Appeal, including a request to make an informal oral presentation to the Housing Manager and Assistant Executive Director of the Community Redevelopment Agency. A Request for Reconsideration must be in writing and must state the contractor's reason for believing that the Decision on Appeal was in error. The Request for Reconsideration must be submitted within thirty (30) days after contractor receives the Decision on Appeal.

7. The Assistant Executive Director shall provide their written response to the Request for Reconsideration within thirty (30) days after the later of (a) the date of the contractor's oral presentation, if any, or (b) receipt of the Request for Reconsideration. The Assistant Executive Director's decision on the Request for Reconsideration will be final.

D. Reinstatement – The Housing Division may reinstate a contractor to its bid list if contractor satisfies the requirements for reinstatement that are imposed by the Division, which may include requiring the contractor to:

1. agree to discontinue using problem subcontractors, vendors or employees on the Division's housing programs;
2. receive specialized training;
3. obtain specific licenses or permits;
4. resolution of any outstanding legal matters associated with City of Palmdale Housing Division Programs;
5. take any actions as determined by the Assistant Executive Director and/or City Attorneys Office; or
6. take other actions as needed to address the deficiencies for which sanctions were imposed.

E. Mechanics of Reinstatement – The Housing Division may reinstate a contractor to its bid list however it is the contractor's responsibility to contact the Housing Division to request reinstatement. Reinstatement is not automatic and must be requested by the contractor demonstrating that they have met the requirements imposed by the notice of sanction. The Housing Manger will respond to the contractor within 15 days of their receiving the request for reinstatement.