

General Contractor

Request for Proposals

October 12, 2017



COMMUNITY
DEVELOPMENT
CORPORATION
O F U T A H

Making Homeownership a Reality

501 East 1700 South
Salt Lake City, UT 84105

801-994-7222

www.cdcutah.org

EQUAL
OPPORTUNITY
EMPLOYER

Community Development Corporation of Utah is an equal opportunity employer and we encourage women and minority owned businesses to apply.

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Project Summary

Community Development Corporation of Utah (CDCU), a nonprofit organization repairs homes for re-sale and for low and moderate income homeowners. **We are seeking general contractors for our contractor pool.** Pre-approved contractors in our contractor pool will be invited to bid on home repair projects. Each project will be competitively bid. Typically, three general contractors bid each project. Owner occupied projects range in size between \$4,000 to \$30,000 and our acquisition/repair projects range between \$30,000-\$60,000. We estimate completion of 20-30 owner occupied projects, and 8-15 projects for re-sale. Funding for these projects come from Federal and private sources. The majority of homes we repair were built prior to 1978.

Community Development Corporation of Utah is an equal opportunity employer and we encourage women and minority owned businesses to apply.

About Community Development Corporation of Utah

Community Development Corporation of Utah is a 501(c) (3) nonprofit organization that was originally founded in 1990 to provide relief for distressed neighborhoods in Salt Lake City. CDCU's mission is to empower residents to become and remain successful homeowners, creating vibrant, sustainable communities.

Job Description

A general contractor, if awarded a contract to repair either an owner occupied home or CDCU owned property, will furnish all labor, materials, supplies, tools, equipment and services required and necessary to perform and complete the construction work described in bid proposals specific to a property. It is an expectation that general contractors are members of a team that includes CDCU construction managers and support staff, Salt Lake County Green and Healthy Homes staff, homeowners and their families, and funding sources. Being an approved general contractor in the Community Development Corporation of Utah contractor pool is not a guarantee of a project contract.

Application Provide the following:

1. Company Name: _____
2. Principal Owner's Name: _____
3. Business Address: _____
4. Phone Numbers Business: _____ Mobile: _____
5. Contracting Firm Type: _____
6. Name(s) of person(s) authorized to execute documents and/or receive payments: _____
7. Attach a copy of State of Utah Contract's License
8. Attach a copy of Lead Based Paint Certification
9. Attach a copy of Certificate of Liability Insurance showing a minimum of \$1,000,000 per occurrence and \$2,000,000 general aggregate. If approved for the contractor pool Community Development Corporation of Utah and Salt Lake County must be named as an additional insured.
10. Attach Workers Compensation Insurance (WCI) certificate of insurance, or proof of WCI Insurance Exclusion
11. SAMS Registration – All prime and sub-contractors must register on the System for Awards Management (SAMS). You can register at <https://www.sam.gov/portal/SAM/##11>. Registering on SAMS requires a DUNS number. Apply for a DUNS number here: <https://fedgov.dnb.com/webform>. Neither registering, nor obtaining a DUNS # should cost you money. For the purpose of this application, if you aren't currently registered on SAMS, please provide evidence you have started the process. **You will not be able to bid on a project without being registered in SAMS.** DUNS # _____
12. SECTION 3 BUSINESS CERTIFICATION: A Section 3 resident is a public housing resident or resident of a metropolitan area or non-metropolitan county, in which the Section 3 covered assistance is expended, **and who qualifies as a low-income or very low-income person. Use Table 1 to determine what category below describes your company and/or employees.** This certification is required for reporting purposes only, it will not affect your company's eligibility this position. The undersigned bidder/contractor certifies under penalty of law, and as part of future bids or contracts that it is a section 3 business as indicated below (must check one of the boxes below). For more information about Section 3 Business Certification see last page of this application packet.
 - Category 1 Business: A business that is owned by 51% or more Section 3 Residents.
 - Category 2 Business: A business whose current full time employees, either temporary, seasonal or permanent, consist of at least 30% Section 3 Residents or whose current permanent, full time employees were Section 3 Residents when they were first hired and the period from the date they were first hired to the date of certification does not exceed three (3) years.
 - Category 3 Business: A business that provides sufficient evidence to ensure a commitment to subcontract more than 25% of the total dollar amount of all subcontracts to Section 3 Businesses.
 - Is not a Section 3 Business.

Table 1. 2017 Income Guidelines

Family Size	Maximum Income
1	\$42,250
2	\$48,250
3	\$54,300
4	\$60,300
5	\$65,150
6	\$69,950
7	\$74,800
8	\$79,600

13. Check All Applicable Boxes Below:

Type of Trade: 1 New Construction 2 Substantial Rehabilitation 3 Repair 4 Service
5 Project Management 6 Professional 7 Tenant Service 8 Education/Training
9 Architecture/Engineering /Appraisal 10 Other

Business Ownership: 1 White American 2 Black American 3 Native American
4 Hispanic American 5 Asian/Pacific American 6 Hasidic Jew 7 Veteran
8 Woman-Owned Enterprise (**Attach Self Certification Letter**)

14. List 3 recent current jobs with contract amounts and contact information for references:

15. A construction bond is required for projects greater than \$24,999.

- I only want to participate in projects less than \$24,999, or
I want to participate in all projects

My Bonding Agency Contact information:

16. List other special training or certifications you may have:

17. List any languages spoken in addition to English:

The applicant, by signing this document, certifies that all of the information provided is accurate.

Print Name: _____

Signature

Date

Selection Criteria

5 points	All items in 1-15 of application are provided
1 points	Incomplete information for items 1-15
5 points	Positive responses from all references
2 points	Positive responses to from 2 out of 3 references
1 point	Positive response from 1 of 3 references
0 points	Item 15-If you indicate you want to bid on projects greater than \$24,999, you will need to provide a construction bond for those projects.
1 point	Items 17 & 18-Provide us with additional information about skills you might bring to projects.

Applicants with Scores of 10 or higher will be considered eligible for our contractor pool. New contractors accepted into our contractor pool will be required to attend a training for how to work with Community Development Corporation of Utah and the Green and Healthy Homes Program of Salt Lake County.

Remaining in the contractor pool will be based on the following performance standards:

1. Participation in bid walks and submitting bids on projects you agree to bid on
2. Securing all permits required for a project and closing those permits out before submission of project invoice
3. Completing projects within construction contract timeframe
4. Completing scope of work only as bid. Changing a scope of work can only be done with prior approval of the funding source and the homeowner.
5. Maintaining a safe and clean environment during construction
6. Maintain positive communication with homeowner and CDCU construction manager during a project
7. Provide written warranties and information for utility rebates to homeowner and copies to CDCU

Submission: This is an open request.

Decision Notification Date: Within two weeks of receiving an application.

Contact Information

Please direct all responses to this RFP and/or any questions to:

Kristie Thorp (Office hours 8 AM – 5 PM, Monday – Thursday)

kris@cdcutah.org

801-994-7222 extension 106

501 East 1700 South, Salt Lake City, Utah 84105

Creating Economic Opportunities for Low and Very Low Income Persons
Understanding Section 3 of the Housing and Urban Development Act

Section 3 is a provision of the Housing and Urban Development Act of 1968, as amended, which recognizes that HUD funds are typically one of the largest sources of federal funding expended in communities through the form of grants, loans, entitlement allocations and other forms of financial assistance.

The purpose of Section 3 is to ensure that economic opportunities generated from HUD - funded projects will be directed to low and very low-income persons, particularly those receiving assistance for housing. Section 3 is triggered when covered projects require “new” hires or sub-contracting. Section 3 is not an entitlement, it is an opportunity.

Section 3 activities include housing rehabilitation lead-based paint abatement, housing construction and other public construction. For instance, activities of the Neighborhood Stabilization Program that are covered by Section 3 include purchase and rehabilitation, demolition and redevelopment. Section 3 requirements apply to the entire project or activity, regardless of whether it is fully or partially funded by HUD. Economic opportunities generated under Housing and Community Development Programs include employment associated with these building trades: construction labor, management and administrative support and architectural, engineering and professional services.

A Section 3 *resident* is a public housing resident or resident of a metropolitan area or non-metropolitan county, in which the Section 3 covered assistance is expended, and who qualifies as a low-income or very low-income person.

A Section 3 business concern is a business that is 51 percent or more owned by Section 3 residents or 30 percent or employed staff are Section 3 residents, or 25 percent of subcontracts committed to Section 3 businesses.

The numerical goals for employment are 30 percent of new hires annually and for contracts 10 percent of the total dollar amount of all Section 3 covered contracts for building trades work. The recipient is responsible for notifying residents, notifying contractors and incorporating the Section 3, facilitating training and employment of residents, awarding contracts to Section 3 businesses, assisting with compliance among contractors, documenting actions to comply and meeting the numerical goals.

Section 3 is race and gender neutral. A Section 3 resident must meet the qualifications of the position to be filled and a Section 3 business concern must have the ability to perform.

If you qualify as a Section 3 Business, you are also encouraged to register as such on HUD’s Section 3 Registry, which can be found at:

<https://portalapps.hud.gov/Sec3BusReg/BRegistry/BRegistryHome>