

Request for Quotation (RFQ) for Rehabilitation Construction Contract

To Prospective Respondents:

You are invited to submit a quote for the rehabilitation of 6 residential units at Vista Village, as called for in the Project Description and Scope of work. The improvements are to be made for and under contract with West Valley Community Services, the owner of the property. Disbursements of funds for the improvements will be approved by the owner and a representative of the City of Cupertino's Housing Department.

All General Contractors interested in submitting an RFQ MUST attend the mandatory walk-through and sign the sign-in sheet. The walk-through is NOT mandatory for sub-contractors or suppliers. Please read all of the information in this package. Directions to submit a complete RFQ are included.

WALK THROUGH: November 6th, 2017 or November 10th, 2017 from 9am to 4pm (1 hr. walk through by appointment only)

LOCATION: VISTA VILLAGE APARTMENT COMPLEX

Address: 10114 Vista Drive, Cupertino CA 95014

RFQ DUE DATE NOVEMBER 30th, 2017 by 4pm

RFQs must be submitted in a sealed envelope with required documents to West Valley Community Services Property Management Office at West Valley Community Services, 10104 Vista Drive, Cupertino, CA 95014.

SCHEDULE

- RFQs due November 30th, 2017 by 4pm
- Interviews/Proposal Presentation Week of: December 2nd, 2017-December 6th, 2017
- Organization Selection/Council Approval: December 10th, 2017
- Effective Date of Agreement: December 15st, 2017
- Project Completion: June 30th, 2018

MINIMUM REQUIREMENT

- Contractor's qualification and experience in construction of residential housing for HUD and CDBG.
- Contractors extent of financial resources available to perform the work
- Contractors experience in completing projects of a similar nature for HUD CDBG programs
- Insurance in the following amounts
 - General Liability, 1,000,000 limits
 - Automobile Liability, 1,000,000 limits
 - Worker's Compensation, Statutory by California Law
- Be lien and judgement free
- Comply with the Davis Bacon Prevailing Wage act as proposed by Department of Labor Regulations. For all contracted and subcontracted work under this RFQ, the wages to labor must be at the prevailing wages as determined under the Davis Bacon Act.
- Locally owned business with experience with low-income residents in the project area.

REQUIREMENTS FOR RFQ SUBMITTAL

A complete RFQ package MUST include the following:

- Check list form
- Copies of all licenses, certifications and insurances as part of the RFQ
- Completed and signed Contractor Request for Qualification-APPENDIX A
- A detailed Scope of Work and work description with fee structure- APPENDIX B- QUOTE FORM
- Detailed Itemized Budget- APPENDIX C
- Procurement and Conflict of Interest form- APPENDIX D

CONTRACT TIME POLICY: If a contractor fails to complete a project within the contract period, the contractor will receive a verbal and written warning and no quotes for additional projects will be accepted from him/her until that job is completed. The completion date will be established by the original contract documents and properly executed change order. Extensions of contract time will be approved only as outlined by the contract documents, and for the reasons described therein. All work by the contractor must be completed by June 30th 2018.

PROJECT EVALUATION

Proposals will be evaluated to determine the best value offered based on the following criteria:

- Experience and qualifications of the organization in managing a CDBG rehabilitation project (10 points)
- Strength and financial stability of the company (5 points)
- Experience working with federal, state and local funding sources (10 points)
- Completeness of RFP submittal (10 points)
- Fee Structure (competitive rates) (10 points)
- References (5 points)

AGENCY DESCRIPTION

For more than 40 years, West Valley Community Services has been providing basic needs services to the almost 22,000 men, women, and children living in poverty in the west valley communities of Cupertino, Los Gatos, Monte Sereno, Saratoga, and West San Jose in Santa Clara County, California. West Valley Community Services is our community's safety net, and we exist to ensure that low income and homeless individuals and families receive the support and services they need to build the foundation for a brighter future. West Valley Community Services offers a range of safety net services to clients, including a food pantry, affordable housing, emergency financial assistance, a mobile food pantry, financial coaching, family support, case management, and referral services. We also partner with county agencies to ensure clients have access to public health and food assistance benefits. Our programs target families with children, at-risk youth, seniors, individuals, and disabled adults who are extremely low-income, living on a fixed-income, homeless or are at risk of becoming homeless.

PROJECT DESCRIPTION

This project will help repair residential units within the Vista Village BMR rental complex. The complex owned by West Valley Community Services was built in 2002. The complex features one bedroom and two bedroom units. The repair includes interior repairs of 6 units that have residents living there for more than 10 years. The repairs include laminate flooring in the living room; vinyl flooring in the kitchen, dining area, and bathroom; painting of the units and the kitchen cabinets; new kitchen countertop, new toilets, and new carpets in the bedrooms. For the two bedroom units the stairway and the landing is laminate flooring.

SCOPE OF SERVICE

This project will help revitalize the Vista Village affordable housing complex with various repairs and renovations. This project aligns with the agency's vision of transforming the lives of low-income households by providing a safe and affordable home.

The total project scope includes the following:

Repair six housing units, including new flooring, kitchen counter top, interior painting, and new toilets. The residents of these units moved into their apartment in 2002 when the Vista Village complex was first built, and no significant repairs have been conducted since then. There are three one-bedroom units and three two-bedroom units that require these repairs. In the contract West Valley Community Services has included cost for motel relocation expenses for the residents currently occupying these units. West Valley Community Services is looking at a minimum of 7 day of motel stay for each resident of each unit.

CHECK LIST FORM

- A copy of current General Contractor's license (C or better)**
- A copy of your Certificate of General Liability Insurance**
- A copy of Workman's Compensation Insurance, if you have employees**
- Documentation of Prevailing wage**
- APPENDIX A- Completed Contractor Request for Qualification**
- APPENDIX B- Quote Form**
- APPENDIX C- Detailed Itemized Budget**
- APPENDIX D- Procurement and Conflict of Interest form**

Appendix A
Contractor Request for Qualification
Fillable Form

CONTRACTOR INFORMATION

1. Name of the Contractor: _____
2. Company Name Owner(s) _____
3. Address City, State & Zip _____
4. Phone: _____ Cellular Phone: _____
Email Address: _____
5. Fax Federal Tax ID # or Owner's Social Security # _____
6. Year incorporated: _____ How many years of operation: _____
7. Number of employees and annual gross revenue of company
Employees: _____ Annual Gross Revenue: _____
8. Contracts currently awarded or active (List these, showing gross amount for each contract and the approximate date of completion)

Name of the Project	Gross Amount	Length of the projects	Completion Date

9. General description of the work performed by your company:

10. Have you ever failed to complete any work awarded to you? Yes No

If yes, please explain: _____

11. Have you ever defaulted on a contract? Yes No

If yes, please explain: _____

12. Have you ever debarred or suspended from CDBG contracting? Yes No

If yes, please explain: _____

13. Do you pay prevailing wage as prescribed under the Davis Bacon Act?

Yes No

14. Experience in construction work similar to this project

15. Do you have the following current levels of insurance? Yes No

- General Liability, 1,000,000 limits
- Automobile Liability, 1,000,000 limits
- Worker's Compensation, 1,000,000 Statutory by California Law

16. References: Former clients and Project description

Company Name:	
Contact Person Name:	
Address:	
Phone:	
Email:	
Description of work:	
Services dates:	

Company Name:	
Contact Person Name:	
Address:	
Phone:	
Email:	
Description of work:	
Services dates:	

Company Name:	
Contact Person Name:	
Address:	
Phone:	
Email:	
Description of work	
Services dates	

Appendix B

Quote Form

TOTAL QUOTE DOLLARS _____

WORK TO BE COMPLETED IN _____ CALENDAR DAYS

WARRANTY PERIOD _____(Initial)

The undersigned hereby proposes to furnish all labor and materials and to perform all the work required for the complete and prompt execution of all items described or shown in or reasonably implied from the RFQ documents, including the Work Description and General Specifications Manual for the general, mechanical and electrical work, for the following total sum, which includes all state and local taxes, permitting fees and other costs normally payable in respect of such work.

If awarded the contract, the undersigned hereby agrees to sign said Contract and to begin work within thirty (30) days from the signing of the Rehabilitation Construction Contract. The CONTRACTOR hereby Certifies that at the time of this certification, the Contractor does not knowingly employ or contract with an illegal alien and that the contractor has participated or attempted to participate in the basic pilot program in order to verify that the Contractor does not employ any illegal aliens.

I hereby certify that the information set forth above is true and complete to the best of my knowledge.

Signature Date: _____

Printed Name: _____ Company Name: _____

Appendix C

Sample Itemized Budget

DESCRIPTION	VENDOR SUBCONTRACTOR/CONTRACTOR	ESTIMATED COST		
		LABOR	MATERIALS	TOTAL
GENERAL Contractor				\$ -
Plan Review				\$ -
Administrative Costs				\$ -
				\$ -
Flooring				\$ -
Living Room				\$ -
Bedroom				\$ -
Kitchen				\$ -
Bathroom				\$ -
Stairs				\$ -
Kitchen Countertop				\$ -
				\$ -
Toilets				\$ -
Painting				\$ -
Kitchen Cabinets				\$ -
Entire Interior of the units				\$ -
Subtotal		\$ -	\$ -	\$ -

Appendix D

Procurement and Conflict of Interest Form

I will be able to comply with the CDBG procurement requirement (24 CFR Part 84 and 85) and as stated below

There are four methods of procurement that are identified in the federal regulations:

- *Small purchase procedures-The small purchase procedures allow recipients to acquire goods and services totaling no more than \$100,000, without publishing a formal request for proposals or invitation for bids.*
- *Sealed bids (Formal Advertising) should be used for all construction contracts or for goods costing more than \$100,000*
- *Competitive proposals are used to purchase professional services where the total cost will exceed \$100,000. Under this procurement method, the grantee must publish a written request for submissions and then review these submissions based on established selection criteria.*
- *Non-competitive procurement may be used only when the award of a contract is infeasible under small purchase procedures, sealed bids, or competitive proposals and one of the following circumstances applies: Where the item is available only from a single source; Where a public emergency or urgent situation is such that the urgency will not permit a delay beyond the time needed to employ one or the other procurement methods; or Where after solicitation of a number of sources, competition is determined inadequate.*

I have no conflict of interest as state in the 24 CFR § 570 611 as part of the CDBG procurement requirement.

Any person who is an employee, agent, consultant, officer or elected of a recipient or sub recipient does not exercise any functions or responsibilities with respect to CDBG activities and is in no position to participate in the decision making process or gains inside information with regard this project.

Signature Date: _____

Printed Name: _____ Company Name: _____