



## **Greater Metropolitan Area Housing Authority of Rock Island County**

RFQ No. 21-001

Construction Management Services and Contractor  
Outreach for Housing Revitalization Multiple Projects

Issued: January 22, 2021

Due: February 22, 2021 at 4:00 p.m. CST

# Request for Qualifications for Construction Management Services and Contractor Outreach for Housing Revitalization and Development- Multiple Projects

The Greater Metropolitan Area Housing Authority of Rock Island County (GMAHA and/or the Authority) is soliciting Statements of Interest and Qualifications from qualified firms to provide Construction Management Services and qualified Contractors interested in participating in multiple projects related to the renovation/rehabilitation, and demolition of its affordable housing properties.

Potential projects include major and minor renovations, demolition and new construction projects at various properties in the housing portfolio, consisting of both private and public housing properties including hi-rise buildings, row/townhouses, scattered sites and single-family homes.

Projects may be funded using a variety of funding sources including but not limited to: RAD Conversion, Section 22 Voluntary Conversion and Section 18 Conversion, HUD loan funding, Section 42 Low Income Housing Tax Credit (LIHTC), various grants and private financing.

This solicitation is designed to develop a pool of contractors qualified to perform these types of projects.

Questions about this solicitation can be directed to Amy Clark, CEO by email only at [aclark@gmaharic.org](mailto:aclark@gmaharic.org) or Andrew Fisher at [afisher@gmaharic.org](mailto:afisher@gmaharic.org). Any Responses to questions or changes in this RFQ shall be issued in writing as an addendum.

Submissions must be received at the GMAHA office no later than **February 22, 2021 at 4:00 p.m. CST.**

## RFQ Information At A Glance

Authority Contact Person	Amy Clark
How to Fully Respond to this RFQ	Submit one (1) physical copy and One (1) electronic copy via flash drive to <a href="mailto:aclark@gmaharic.org">aclark@gmaharic.org</a>
Proposal Submittal Deadline	2/22/2021 by 4:00 p.m. CST at the GMAHA Main Office 621 17 <sup>th</sup> Avenue, East Moline, IL 61244
Anticipated Approval by Board	March 11, 2021

## **Introduction and Background**

The Greater Metropolitan Area Housing Authority of Rock Island County (GMAHA) housing portfolio consists of both public housing and non-public housing properties and includes a variety of housing types including hi-rises, townhouses, rowhouses and single family.

GMAHA plans to engage in multiple projects including major and minor renovations, demolition and new construction at various properties in the housing portfolio. Projects may be funded utilizing a variety of funding sources including the HUD RAD, SECTION 22, OR SECTION 18 Program funding, Low Income Housing Tax Credit (LIHTC), and private financing or a combination of these programs to assist in the rebuilding of our units.

## **Scope of Proposal**

The Greater Metropolitan Area Housing Authority of Rock Island County is seeking qualified firms to provide comprehensive Construction Management Services as well as develop a pool of Contractors qualified to perform various repairs, rehabilitation, demolition and new construction as they reposition and redevelop their affordable housing portfolio.

GMAHA wishes to convert and possibly completely renovate our current housing stock through multiple construction projects utilizing a variety of methods including complete renovation, minor updates, demolition and new construction.

## **Construction Management Services include: (but are not limited to)**

- Develop project budget, schedule and phasing plans
- Make recommendations to the Owner and Architect as to constructability, scheduling, time and phasing of construction
- Assist in obtaining necessary permits
- With the Owner and Architect, develop construction budget, detailed estimates and project schedules. The Construction Manager shall be responsible for all estimation
- Prepare bid packages and conduct the bidding process
- Analyze bids and develop contracts for owner review
- Manage the construction team to complete the construction project
- Observe all contractors to determine their work complies with the Contract documents and coordinate construction activities for conformance with the Project documents
- Manage Project Process from startup to closeout
- Manage construction budget and schedule
- Review all payments/bids for project
- Manage and prepare request for Information, change orders proposals and change orders

- Provide monthly project status reports
- Participate in miscellaneous Owner and Architect related meetings
- Gather and organize closeout items, punch lists, operating manual and equipment demonstrations etc.
- Coordinate inspections and occupancy permits

### **Contractor Qualifications**

1. Hold a current license in a specific trade or discipline in the State of Illinois which include but is not limited to: general construction, electrical, plumbing, HVAC, drywall, painting, roofing, floor covering, cabinetry, demolition, site work and landscaping.
2. Not on HUD's list of debarred contractors
3. Possess a current business license where required by local law
4. Have sufficient workers compensation, general liability and builders risk policies in force.

### **Role of Contractor**

The contractor should have considerable experience in construction and or repair of residential, multifamily property. Responsibilities are as follows but should not be considered as all inclusive:

1. Perform or subcontract for specified repairs which could include but is not limited to: general construction, electrical, plumbing, HVAC, carpentry, drywall, painting, roofing, floor covering, cabinetry, demolition, site work and landscaping.
2. Demonstrate successful experience and capacity as a contractor/subcontractor on projects of similar size and complexity.
3. Ability to obtain required bonding
4. Work with local building inspectors to ensure that the property meets all local, state and national building codes.
5. Ensure compliance with applicable Federal and State Labor laws including Davis Bacon and Section 3 requirements
6. Ensure compliance with applicable Federal, State and local environmental laws

## **Submission Requirements**

Respondents must submit the following for the submission to be considered complete:

### **1. Letter of Interest**

- a. Include contact name, title, address, email, telephone and fax numbers to be contacted for clarification or additional information regarding proposals.
- b. A brief statement summarizing the Respondent's company and relevant experience and qualifications.
- c. Provide staffing information (principal in charge, project superintendent, project manager, supervisors etc).
- d. Copies of Certificate of Incorporation, Partnership Agreement, Joint Venture or other organizational documents, and a corporate resolution, if applicable, signed by the Secretary of the Respondent and notarized, certifying the name of the individual(s) authorized to sign the offer, the contract, and any amendments thereto.

### **2. Previously Related Experience**

Provide information about past clients for whom the Respondent provided the same or similar services, including other PHA's and include information related to the specific services provided.

### **3. Current Workload**

List all projects that your firm is currently involved with and the estimated value of each. Include estimated completion date and contact person

### **4. References**

Provide detailed contact information for at least five (5) projects undertaken by your firm within the last five years

### **5. Claims**

At any time in the last ten (10) years has your firm been assessed and paid liquidated damages after completion of a project under a construction contract? If yes, explain

### **6. Safety**

Provide at least two examples of a written project site safety plan for previously completed projects that comply with all applicable local, state and federal laws and which detail safety measures to undertaken to ensure prevention of accidents and the protection of persons and property from damage, injury, or loss. The plans must demonstrate how the Respondent ensured compliance with its safety plans by its employees, agents, and sub-contractors

Respondents must submit one (1) digital copy of the complete proposal. All materials will become the property of the Greater Metropolitan Area Housing Authority of Rock Island County. Additionally, respondents will be responsible for all costs incurred in preparing a response to this RFQ.

All submissions must be received no later than **February 22, 2021 at 4:00 p.m., CST** and addressed as follows:

RFQ 21-001 Construction Management Services and Contractor Outreach for Housing Revitalization – Multiple Projects

Greater Metropolitan Area Housing Authority of Rock Island County  
Attn: Amy Clark, CEO  
621 17<sup>th</sup> Avenue  
East Moline, IL 61244  
309-755-4527

**General Conditions of the RFQ**

1. Late submissions will not be accepted or considered.
2. GMAHA reserves the right to accept or reject any and all proposals submitted, either in whole or in part, with or without cause; to waive any informalities of any proposal; to extend, amend, or cancel this RFQ at any time; and, to make the award in the best interest of GMAHA.
3. GMAHA reserves the right to request additional information, if needed, for prospective contractors.
4. In the event that it becomes necessary for GMAHA to revise any part of this RFQ, revisions will be provided in the form of an Addendum to all prospective contractors who picked up or were delivered the initial RFQ, providing a name, address, telephone number, fax number and e-mail address have been provided to GMAHA. GMAHA may require Respondents to acknowledge addendums to the RFP.
5. Submissions that are incomplete or not in compliance with the submission requirements may be eliminated from further consideration. Respondents should note carefully the submission requirements.
6. All submissions in response to this RFQ will be considered public information and may be made available to the general public (including news media) unless Confidential and/or Proprietary information is submitted under separate cover and is clearly designated as such.
7. Respondents may modify or withdraw a submission prior to the submission deadline by an authorized representative of that organization. All submissions will become the property of GMAHA after the submission deadline.
8. The Respondent affirms that its proposal is made without any additional understandings or agreements in connection with any other person, firm, partnership or corporation making a submittal for the same purpose and is in all respects fair and without collusion or fraud.
9. The Respondent has clearly read the provisions, terms and conditions of the RFQ document and does hereby agree to be bound thereby.

10. Respondent must meet GMAHA's insurance requirements.
11. The respondent will not offer any gratuity, favor or anything of monetary value to any officials or employee of GMAHA, for the purpose of influencing consideration of a response to this RFQ.
12. GMAHA reserves the right to disqualify any submission that may present a conflict of interest between GMAHA, its employees or Board members, Respondent or parties identified in the submission.

#### **Acceptance of RFO and Contract Terms**

Respondent's submission in response to the RFQ shall constitute acceptance by the Respondent of the terms and conditions of this RFQ. In the event, that the Respondent's proposal is accepted for contract award, the Respondent agrees to enter into a negotiated contract with GMAHA at a later date and time.

#### **No Warranty**

Respondents are required to examine the RFQ, scope of service, and instructions pertaining to the services requested. Failure to do so will be at the Respondent's own risk. It is assumed that the Respondent has made full investigation as to be fully informed as to the extent and character of the services requested. No warranty or representation is made or implied as the information contained in this RFQ.