



City of Jackson, Mississippi
Office of Housing and Community Development

Contractor Application Form

Company Name: _____

Address: _____

Owner's Name: _____ Phone Number: _____

Name of Contact Person: _____ Cell Phone: _____

Fax Number: _____ E-mail: _____

EIN: _____ DUNS: _____

If you do not have DUNS Identification, please register on Sams.gov

Contractor License Number: _____ Expiration Date: _____

Contractor Crew Size: _____ (# of full time employees)

Asbestos Certification: _____ N/A
License # Expiration Date

Years Experience: _____

If you currently are not certified as a lead abatement worker or RRP contractor, are you interested in receiving information on obtaining these certifications? Yes No

****Please select N/A if you do not possess the above listed asbestos credentials.***

Provide the maximum number of projects that you can accept at one time: _____

Other Qualifications, Licenses, Experiences, or Training (Please Specify):



City of Jackson, Mississippi
Office of Housing and Community Development

If you or your company is not a licensed asbestos abatement contractor, please provide the name of the planned sub-contractor, licensed for asbestos-abatement work.

Sub-Contractors should also submit a Lead Contractor Application form to the Office of Housing.

Sub-Contractor's Name (Please print) Sub-Contractors License Number

Name of the Supervisor who will be on job-site daily: _____
(If different those listed above, please provide License/Certification Number)

Authorization Signature

Date

Print Name & Title

City of Jackson, MS

Neighborhood Enhancement Division



Request for Qualifications: Blight Elimination Program

ROPOSAL NUMBER: 2018-005

DATE ISSUED: November 1, 2018

As part of the City of Jackson's Department of Planning and Development, Office of Housing and Community Development



TABLE OF CONTENTS

TABLE OF CONTENTS	2
INTRODUCTION.....	5
A. Overview.....	5
B. Programs and Time of Completion	6
C. Term of Contract.....	6
PROFESSIONAL SERVICE REQUIREMENTS	6
A. Scope of Work	6
B. Additional Requirements.....	6
EVALUATION CRITERIA AND SCORING.....	6
SUBMITTAL REQUIRMENTS.....	6
A. Letter of Interest.....	7
B. Threshold Requirements.....	7
C. Main Proposal.....	8
SELECTION PROCESS	8
QUESTIONS	8
SUBMITTAL DUE DATE	8
CERTIFICATION FORM NOTE	9
RFQ SUBMITTAL REQUIREMENTS CHECKLIST	10
CONFLICT OF INTEREST STATEMENT.....	9
APPLICATION	

REQUEST FOR QUALIFICATIONS – GENERAL CONTRACTORS

INTRODUCTION

A. Overview

This Request for Qualifications (“RFQ”) is being issued by the City of Jackson in its capacity as manager of the Office of Housing and Community Development (OHCD) for the City of Jackson. The purpose of this notice is to solicit qualifications from General Contractors to create an official “Approved Demolition Contractor’s List” for the Blight Elimination Program. The Approved Demolition Contractor’s List, as may be updated from time to time, will be used to solicit sealed bids on demolition of single-family, residential houses located in the City of Jackson.

Companies with demonstrated experience in demolishing houses and with an interest in making their services available to the City of Jackson are invited to respond to this RFQ. “Respondents” means the companies or individuals that submit proposals in response to this RFQ. It is understood that the selected Respondent acting as an individual, partnership, corporation or other legal entity, is state licensed and certified in accordance with title XI of the Financial Institutions Reform, Recovery, and Enforcement Act of 1989 (FIRREA) (12 U.S.C. 3331 et seq.) and capable of providing the specified services. The Respondent shall be financially solvent and each of its members if a joint venture, its employees, agents or sub-consultants of any tier shall be competent to perform the services required under this RFQ document.

The City of Jackson is seeking to encourage participation by respondents who are MBE/WBE or Section 3 business enterprises and has a goal for minimum MBE/WBE participation of at least.

Nothing in this RFQ shall be construed to create any legal obligation on the part of the City of Jackson or any respondents. The City of Jackson reserves the right, in its sole discretion, to amend, suspend, terminate, or reissue this RFQ in whole or in part, at any stage. In no event shall the City of Jackson be liable to respondents for any cost or damages incurred in connection with the RFQ process, including but not limited to, any and all costs of preparing a response to this RFQ or any other costs incurred in reliance on this RFQ. No respondent shall be entitled to repayment from the City of Jackson for any costs, expenses or fees related to this RFQ. All supporting documentation submitted in response to this RFQ will become the property of the City of Jackson. Respondents may also withdraw their interest in the RFQ, in writing, at any point in time as more information becomes known.

The City of Jackson follows FEDERAL PROCUREMENT STANDARDS, policies and procedures for procurement process. For further information on this requirement, contact the Purchasing Division, 200 South President Street, Room 604, Hood Building, Jackson, MS 39201, and phone: 601-960--1533; fax 601-960-1049.

B. Programs and Time of Completion

Currently the City of Jackson's Office of Housing and Community Development administers the Blight Elimination Program. This program is funded through the Mississippi Home Corporation with the sole purpose of eliminating blight through the acquisition and demolition of single-family residential properties. Approved demolition contractors will be notified of bidding opportunities for this program.

C. Term of Contract

Any contract awarded pursuant to this RFQ solicitation shall be for a contract period up to 15 days, with the possibility of an extension for inevitable, unforeseen circumstances. The contracts will be made on the bids of residential properties. . Additional residential structures will be awarded at the established unit price and contractor performance.

PROFESSIONAL SERVICE REQUIREMENTS

A. Scope of Work

The City of Jackson seeks sealed proposals from qualified respondents to provide demolition activities on residential properties located in the City of Jackson. The contractor is encouraged to have the Asbestos Accreditation and Certification from the Mississippi Department of Environmental Quality (MDEQ). If respondent does not currently. If the applicant does not currently have this certification, they must certify that they will hire a sub-contractor with the certification for all contracts that require Asbestos removal.

The City of Jackson is interested in eliminating blighted properties that are detrimental to health and safety of the citizens. The ideal demolition contractor will have the necessary skills, certifications and equipment to successfully complete the following tasks:

- 1. Comply with MDEQ regulations regarding asbestos testing and removal.*
- 2. Properly and timely dispose of all waste materials from the demolition in an approved disposal site.*
- 3. Cut the grass and/or bush hog the lot as necessary*

City of Jackson anticipates multiple requests for services within a short timeframe.

B. Additional Requirements

This project will comply with all codes, standards, regulations, and workers' safety rules that are administered by federal agencies (HUD, EPA, OSHA, and DOT), state agencies (State OSHA, MDEQ, DNR, and DCH), and any other local building codes, regulations and standards that may apply.

EVALUATION CRITERIA AND SCORING

In evaluating responses to this Request for Proposal, the City of Jackson will take into consideration the experience, capacity to perform and if all required documents are submitted by the respondent. All respondents that possess the required qualifications and certifications will be placed on the Approved Demolition Contractor List and have opportunity to bid.

SUBMITTAL REQUIREMENTS

*RFQ responses must be submitted via hard copy at the City of Jackson's Department of Planning and Development, Housing and Community Development Division, 218 South President Street, 2nd Floor, Jackson, MS 39201. Each respondent shall submit one (1) original and two (2) copies of the following documents in a clear, legible, 12 point font, and 8.5 by 11 inch format. **Responses not submitted via hard copy will not be considered.** Respondents are advised to adhere to the Submittal Requirements. Failure to comply with the instructions of this RFQ will be cause for rejection of submittals.*

The City of Jackson reserves the right to seek additional information to clarify responses to this RFQ. Each response must include the following:

A. Letter of Interest

Please submit a Cover Letter of Interest signed by a duly authorized officer or representative of the Respondent, not to exceed two pages in length. The Letter of Interest must also include the following information:

The principal place of business and the contact person, title, telephone/fax numbers and email address.

A brief summary of the qualifications of the Respondent and team.

Description of organization (i.e. Corporation, Limited Liability Company, or Joint Venture).

- The names and business addresses of all Principals of the Respondent. For purposes of this RFQ "Principals" shall mean persons possessing an ownership interest in the Respondent.
- If the Respondent is a partially owned or fully-owned subsidiary of another organization, identify the parent organization and describe the nature and extent of the parent organization's approval rights, if any, over the activities of the Respondent.
- If the Respondent is a partially owned or fully-owned subsidiary of another organization, identify the parent organization and describe the nature and extent of the parent organization's approval rights, if any, over the activities of the Respondent.

The Certification attached hereto at the end of this RFQ and incorporated herein by reference must be signed by Respondent and attached to the Letter of Interest

B. Threshold Requirements

These documents must be submitted and acceptable before the City of Jackson will review the Experience and Capacity proposal:

1. Contractor's Asbestos Accreditation and Certification
2. Certificate of Good Standing (Corporation) or Certificate of Existence (Limited Liability Company) issued by the Mississippi Secretary of State (If Respondent is a joint venture, a Certificate of Good Standing or Certificate of Existence, as applicable, must be submitted for each entity comprising the joint venture.)
3. Evidence of Insurance: Commercial General Liability with limits not less than \$250,000; Workers Compensation and Employers Liability with limits not less than \$250,000; and, Automobile Liability with limits not less than \$150,000 per occurrence. [In order to open the RFQ to a broader number of contractors, you should inquire whether a lesser amount of insurance can be required]
4. State licensed and certified in accordance with title XI of the Financial Institutions Reform, Recovery, and Enforcement Act of 1989 (FIRREA) (12 U.S.C. 3331 et seq.)
5. Evidence of Financial Stability: All Respondents shall include their most recent financial statements with the proposal response. This information will assist the City of Jackson in determining the Respondent's financial condition. The City of Jackson is seeking this information to ensure that the proposer's have the financial stability and wherewithal to assure good faith performance.
6. Three (3) references of related projects, including date of project, contact person and phone number, and a brief description of the project.
7. Conflict of Interest Statement & Supporting Documentation: Respondent shall disclose any professional or personal financial interests that may be a conflict of interest in representing the City of Jackson. In addition, all Respondents shall further disclose

arrangement to derive additional compensation from various investment and reinvestment products, including financial contracts.

C. Main Proposal

Please provide the following information (this information is the main substance for the selection criteria stated under the Section A: Evaluation and Scoring):

1. Years of experience and detailed qualifications in performing the range of services on various property types in compliance with State of Mississippi laws and statutes regarding Asbestos and waste disposal for demolition activities. Please provide the number of full-time and part-time employees and resumes. Past projects will be reviewed to determine if the respondent has successfully completed projects similar in nature and scope. Respondents should provide narrative examples of three (3) projects that are similar in nature to projects described in the RFQ.
2. If you engage independent contractors, how many do you intend to hire? Do you intend to cover them with workers compensation? *(All independent contractors will be required to have worker's compensation coverage and appropriate licenses, which will be the responsibility of the respondent)*
3. Capacity to demolish multiple structures within a short period of time. Please provide the number of properties your company has demolished in the past year.
4. Plan for disposal of waste material in a timely manner.
5. Respondents should state whether they are an MBE/WBE or Section 3 business enterprise. If so, please provide a copy of a current MBE/WBE certification letter.

SELECTION PROCESS

The Selection Committee comprised of the City of Jackson staff will review qualifications in accordance with the evaluation criteria set forth herein and objectives and policies established through the Office of Housing and Community Development. Proposals that are submitted timely and comply with the mandatory requirements of the RFQ will be evaluated in accordance with the terms of the RFQ.

QUESTIONS

Questions regarding this RFQ should call 601-960-2155 for discussion.

SUBMITTAL DUE DATE

Responses to this RFQ are due by 5:00 p.m. on November 20, 2018. Responses to this RFQ must be mailed or hand delivered to: Office of Housing and Community Development, 218 South President Street, 2nd floor, Jackson, MS 39201. Compliance with the submission deadline will NOT be based on post-mark date for submissions mailed to the City. Each Respondent is responsible for labeling the exterior of the sealed envelope containing:

The proposal response with the proposal number: 2018-005

Proposal name: Demolition Contractors

Proposal due date and time: November 20, 2018 at 5:00 p.m.

Firm's name: _____

Hard copies must be delivered to:

**Office of Housing and Community Development
218 South President Street
2nd floor
Jackson, MS 39201**

CERTIFICATION FORM NOTE

THIS PAGE MUST BE COMPLETED AND INCLUDED WITH THE SUBMITTAL CERTIFICATION

The undersigned hereby certifies, on behalf of the Respondent named in this Certification (the "Respondent"), that the information provided in this RFQ submittal to the City of Jackson is accurate and complete, and I am duly authorized to submit same. I hereby certify that the Respondent has reviewed this RFQ in its entirety and accepts its terms and conditions.

(Name of Respondent)

(Signature of Authorized Representative)

(Typed Name of Authorized Representative)

(Title)

(Date)

RFQ SUBMITTAL REQUIREMENTS CHECKLIST

Please provide Checklist with response to RFQ

- Application
- Letter of Interest
- Certification
- Certificate of Good Standing (Corporation) or Certificate of Existence (Limited Liability Company) issued by the Secretary of State (If Respondent is a joint venture, a Certificate of Good Standing or Certificate of Existence, as applicable, must be submitted for each entity comprising the joint venture.)
- Evidence of Insurance
- State License and or Certification
- Evidence of Financial Stability (most recent financial statements)
- Certificate to do Business with City of Jackson
- References
- Description of Company *
- Capacity of Company *
- Pricing Proposal *
- MBE/WBE, Local Hiring, HUD Section 3, if applicable*
- RFQ Submittal Requirements Checklist
- Lead- Based Paint Certification

***THIS INFORMATION IS THE MAIN SUBSTANCE FOR THE SELECTION CRITERIA STATED UNDER THE SECTION A: EVALUATION AND SCORING**

CONFLICT OF INTEREST STATEMENT

[Respondent] Conflict of Interest Statement

The owner(s), corporate members or employees of [Respondent], shall not receive any personal profit or gain, directly or indirectly, by reason of his or her participation with the City of Jackson. Each individual shall disclose to the City of Jackson any personal interest or direct relationship which he or she may have and shall refrain from participation in any decision making in related manners.

Any owner, corporate member or employee of the City of Jackson who is an officer, board member, a committee member or staff member of a related organization shall identify his or her affiliation with such agency or agencies; further, in connection with any policy committee or board action specifically associated with the City of Jackson, he/she shall not participate in the decision affecting that entity and the decision must be made and/or ratified by the full board.

At this time, I am a Board member, a committee member, or an employee of the following organizations/companies:

Now this is to certify that I, except as described below, am not now nor at any time during the past year have been:

- 1) A participant, directly or indirectly, in any arrangement, agreement, investment, or other activity with any vendor, supplier, or other party; doing business with the City of Jackson which has resulted or could result in person benefit to me.
- 2) A recipient, directly or indirectly, of any salary payments or loans or gifts of any kind or any free service or discounts or other fees from or on behalf of any person or organization engaged in any transaction with the City of Jackson.

Any exceptions to 1 or 2 above are stated below with a full description of the transactions and of the interest, whether direct or indirect, which I have (or have had during the past year) in the persons or organizations having transactions with the City of Jackson.

Date: _____

Signature: _____

Printed name: _____

Respondent
Address
Telephone