



<b>SOLICITATION TYPE:</b>	Request for Qualifications (RFQ)
<b>DESCRIPTION:</b>	Safety Net Capital Improvement Program Santa Clara County
<b>ISSUE DATE:</b>	May 12, 2016
<b>PROPOSAL DUE DATE:</b>	June 7, 2016
<b>SUBMIT PROPOSAL TO:</b>	Jim Mather, Chief Lending Officer Housing Trust Silicon Valley 95 S. Market Street, Suite 610 San Jose, CA 95113
<b>DIRECT INQUIRIES TO:</b>	Art Soza, Rehabilitation Specialist Phone: (408) 436-3450 x232 Email: <a href="mailto:art@housingtrustsv.org">art@housingtrustsv.org</a>
<b>All proposals are subject to the conditions, instructions and specifications attached hereto.</b>	

## SECTION I - BACKGROUND

### Housing Trust Silicon Valley (HTSV)

HTSV is a nonprofit community loan fund that makes loans for the development and preservation of affordable housing, provides down payment assistance loans to income qualified first-time buyers and grants to households facing homelessness. HTSV also contracts with local jurisdictions to administer funds for the development and preservation of community facilities.

### Program Description

The Santa Clara County Board of Supervisors awarded \$750,000 in funds to Housing Trust Silicon Valley to administer the Safety Net Capital Improvement Program (SNCIP). SNCIP is designed to provide forgivable loans and grants to qualifying community-based organizations and faith-based organizations to cover expenses associated with modifying or repairing facilities in order to increase the number of and geographic distribution of drop-in centers for homeless persons, providing them with access to food, mail, showers, restrooms and laundry facilities. These funds could also be used to bring additional mobile hygiene facilities to Santa Clara County. Community-based or faith-based organizations could also apply to the fund to provide temporary shelter/transitional housing to individuals or families.

HTSV invites General Contractors and Sub-Contractors interested in providing construction services to Eligible Entities selected by HTSV, to submit qualifications for Safety Net Capital Improvement Program. Selected Contractors and Sub-Contractors will be placed on HTSV's Approved Contractor list for the following:

1. Rehabilitation/Renovation: Rehabilitation or renovation of an existing facility that will be maintained as an emergency shelter, transitional housing or drop-in center for the Target Population.

2. Minor Repairs/Modifications: Minor repairs or modifications to a facility that will be used as a shelter, transitional housing or drop-in center for the Target Population.

## Definitions

**Approved Contractor List:** The list created by HTSV of qualified licensed general contractors and/or subcontractors who have been approved to perform work under the Safety Net Capital Improvement Program.

**Contractors:** Qualified licensed general contractors and/or subcontractors who demonstrate capacity and resources to provide construction services for SNCIP approved projects.

**Drop-In Centers:** Community facilities that provide safety net services to the Target Population, as needed.

**Eligible Activities:** Eligible Activities are the construction services required for rehabilitation, renovation or minor repairs and modifications to community facilities including, emergency shelters, transitional housing and drop-in centers as approved by HTSV.

**Eligible Entities:** Eligible entity that is approved for a loan or grant by HTSV under the SNCIP. Recipients of the SNCIP funds must have nonprofit status pursuant to Section 501(c)(3) of the Internal Revenue Code. Eligible Entities must also demonstrate the capacity and resources to provide emergency or transitional shelter, drop-in services and other appropriate services and programs that address the basic needs of the Target Population.

**Emergency Shelters:** Community facilities that provide safety net services, including shelter, food, showers, restrooms, and laundry facilities to the Target Population.

**Review Committee:** The review committee will be comprised of HTSV personnel with knowledge or expertise capable of determining the best Contractor for the SNCIP requirements.

**Safety Net Services:** Services that assist with basic needs such as food, shelter, transportation, showers, restrooms and laundry.

**Target Population:** Homeless persons or families who are in shelters, transitional housing programs or who are living outside or in areas not meant for human habitation.

**Transitional Housing:** Housing that provides temporary residence for people experiencing homelessness, combined with services to assist the individual or family with developing stability in their lives.

## SECTION II – ELIGIBLE ACTIVITIES

SNCIP funds will finance the following Eligible Activities of an existing facility that will be used as a shelter for the Target Population:

- **Rehabilitation/Renovation:**
  - Any and all work items that may affect the health and or safety of any person occupying the facility

- Replacing or upgrading HVAC system
  - Re-plumbing of water or sewer system
  - Replacement of electrical panel or wiring
  - Bathroom/ shower remodel
  - ADA Accessibility needs
  - Correction of major code infractions
  - Other repairs deemed necessary and approved by HTSV
- **Minor Repair/Modifications:**
    - Any health and safety items will be completed first
    - Replacement of plumbing fixtures
    - Bathroom/ shower upgrades
    - Repairs to HVAC System
    - Replacement of electrical outlets
    - Correction of minor code infractions
    - Other repairs deemed necessary and approved by HTSV

### **SECTION III – USE OF FUNDS**

Upon HTSV’s approval of a loan or grant request, the Eligible Entity will select a Contractor from HTSV’s list of Approved Contractors, as described in Section V below. The Eligible Entity will enter into a construction contract with an Approved Contractor for the rehabilitation/renovation or repair work that is being funded by the SNCIP funds.

### **SECTION IV – SUMMARY AND GENERAL INFORMATION**

HTSV is requesting qualifications from general contractors and sub-contractors in order to be pre-qualified for upcoming projects to be funded by SNCIP. This RFQ and its attachments describe the terms and conditions under which HTSV will approve contractors. Contractors shall submit qualifications in order to be considered for any future projects. The submittals shall describe qualifications, prior construction and rehabilitation experience and a description of past projects completed which are similar in nature to HTSV’s proposed projects or Eligible Activities described in Section II above.

The information submitted must be organized and sufficiently detailed to allow the Review Committee to judge the contractor’s ability to carry out these projects. The following will be the key selection criteria used in this project:

- The Contractor’s qualifications and experience in construction and rehabilitation of both and residential and commercial structures.
- The Contractor’s experience in completing projects of a similar nature.
- The Contractor must have:
  - a) A valid Contractor's license
  - b) Be in good standing with Contractors State Licensing Board
  - c) **Experience working under Prevailing Wage guidelines**
  - d) Ability to meet the HTSV’s minimum insurance requirements as listed in Attachment B

Upon review of the submittals, the Review Committee will select and meet with those respondents whose qualifications best meet the HTSV's selection criteria. The purpose of this meeting will be to review, discuss and evaluate, in more detail, the submittal contents.

Subsequent to these meetings, the Review Committee will create a pre-qualified list of Contractors for the construction and rehabilitation projects under this program.

**Qualifications submitted in response to this RFQ shall be submitted as required in Section V below.**

## **SECTION V – CONTRACTOR SELECTION**

All eligible Contractors will be reviewed and selected by the Review Committee based on:

- Previous work with non-profits
- Recent experience (last five years), in construction and rehabilitation of commercial buildings and single family residential units, as well as the experience of all members of the contractor's team
- Working within the Santa Clara County Prevailing Wage guidelines
- Experience with similar projects
- Experience and abilities of crew
- Availability of Sub – Contractors
- Financial ability to start a project with no financial advance
- Ability to meet HTSV's insurance requirements
- A valid Contractor's license
- Good standing with California Contractors State License Board

### **Pre-Qualified Contractors List**

The intent of this RFQ is to establish a list of pre-qualified contractors and subcontractors from which to solicit bids for the work under these projects in accordance with HTSV's SNCIP guidelines. It is anticipated that the established list will include general contractors as well as individual trades and services as the exact scope of work for each project will vary based on the needs of the individual projects. HTSV may at its discretion make additions or deletions from this list as it deems necessary depending upon the response to this RFQ.

After development of the specifications for each project, an invitation to bid the work will be forwarded to all Contractors on the established list to request bids. The bid process will either be formal or informal depending on the scope and projected cost of work. The process will comply with all of the HTSV's established SNCIP guidelines.

### **Content of Qualifications Application**

The information required for this RFQ is contained in **Appendix A. "Contractor Application"**

Any information listed on the Contractor Application should be brief but complete. Additional information may be included on a separate sheet and on company letterhead.

### **General**

Please note that all of the material and information presented in this RFQ is general in nature and shall not be deemed to be inducements or representations to which HTSV is bound.

Contractors are cautioned to make their own independent investigation of all factual, financial, and legal matters upon which their application may be based. HTSV reserves the absolute right to reject any or all of the submittals or to waive any irregularity in the submittal.

## SECTION VI – RFQ PROCESS

### RFQ Timeline

RFQ Released	May 12, 2016
Applications Due	June 7, 2016
Completeness review complete	Within 10 business days of receipt
Review Committee makes recommendation	Within 10 business days of completeness
Selected Contractor(s) notified via email	Within 2 business days of selection

### RFQ / Application Submittal Period

Applications will be accepted from May 12, 2016 through June 7, 2016 . The original application and two (2) copies should be delivered via US Postal service, courier or in person to:

*Art Soza, Housing Rehabilitation Specialist  
Housing Trust Silicon Valley  
95. S. Market Street, Suite 610  
San Jose, CA 95113*

Further information can be received at <http://www.housingtrustsv.org/programs/snci-homelessness/>, or in person at 95 S. Market Street, Suite 610, San Jose CA 95113.

**Signed applications submitted by fax or email will be accepted. HTSV reserves the right to request additional information.**

### RFQ Questions

Any questions and/or requests for additional information regarding the contractor application process should be directed to:

Art Soza, Housing Rehabilitation Specialist  
Phone: 408-436-3450 x232  
Email: [art@housingtrustsv.org](mailto:art@housingtrustsv.org)

### Application Review

Upon receipt of application, the Housing Rehabilitation Specialist will conduct an initial review to determine whether the Contractor is eligible and that the application is complete.

The Contractor will be notified if the initial review determines the applicant is ineligible or the application is incomplete. Staff may make requests for clarification to determine eligibility. Incomplete applications will be denied in writing. Contractor may resubmit application for reconsideration, within three (3) business days of receipt of denial from HTSV. Once the application is deemed complete and the Contractor is deemed eligible the

application will be handed over to the Review Committee and the selection process will begin. To be eligible, the Contractor must comply with SNCIP requirements and guidelines described in this RFQ.

### **Review Committee**

A Review Committee will be comprised of HTSV personnel with knowledge or expertise capable of determining the best Contractors for the SNCI program. The Review Committee will review all responses to this RFQ and will evaluate the content of the applications based on Section V and information on the application.

If an application is determined to be ineligible, the Contractor will be informed in writing and the application will be withdrawn from consideration.

The Review Committee will evaluate applications based on information provided in the original submission, but reserves the option to request additional information for clarification purposes.

The Review Committee may schedule interviews with Contractors to discuss their applications. Additionally, Review Committee members may visit the prior job site(s), which may impact the final consideration. The Review Committee may also call references provided by Contractors.

### **Recommendations**

Following the interviews and possible site visits, the Review Committee will select only those Contractors who meet the requirements and qualifications and are qualified to work with Eligible Entities and/or HTSV on projects selected for Loans or Grants under the SNCIP. The number of Contractors selected will depend on the number and types of projects approved.

### **Disclaimer**

This RFQ does not commit HTSV to award any agreements, execute any agreements, pay any pre-award expenses, or pay any costs incurred in the preparation of a proposal. HTSV reserves the right to: 1) accept or reject any or all proposals received; 2) waive any non-substantive deficiency or irregularity; 3) negotiate with any qualified Contractor; 4) cancel this request, in part or its entirety, if it is deemed to be in the best interest of HTSV; 5) reject the proposal of any Contractor who has previously failed to perform under County Santa Clara or HTSV agreements; 6) reject the proposal of any Contractor who has failed to complete a contract within the specified timeframe; 7) reject the proposal of any Contractor that is not in a position to fulfill a resulting contractual obligation; or 8) recommend partial funding of a proposal.

In addition, HTSV reserves the right to issue written notice to all Contractors of any changes in the proposal submission schedule or other schedules, should HTSV determine, at its sole and absolute discretion, that such changes are necessary. Any subsequent changes to this RFQ from the date of issuance to the date of submittal may result in an addendum by HTSV.

## **SECTION VII – OTHER REQUIREMENTS:**

### **Prevailing Wage Requirements**

Contractors must comply with the County of Santa Clara Prevailing Wage Requirements. Except for projects of \$1,000 or less, vendors who perform building construction, alteration, demolition or repair must pay all workers on County-funded projects the prevailing wage pursuant to the California Labor Code, sections 1770 through 1777.7. A copy of the prevailing wage rate determination is issued by and available through the California Department of Industrial Relations at <http://www.dir.ca.gov/oprl/DPreWageDetermination.htm> and the U. S. Department of Labor at <http://www.wdol.gov/dba.aspx>.

## **Non-Discrimination**

Contractor shall comply with all applicable Federal, State and local laws and regulations, including County of Santa Clara's policies concerning nondiscrimination and equal opportunity in contracting. Such laws include but are not limited to the following: Title VII of the Civil Rights Act of 1964 as amended; Americans with Disabilities Act of 1990; The Rehabilitation Act of 1973 (Sections 503 and 504); California Fair Employment and Housing Act (Government Code sections 12900 et seq.); California Labor Code sections 1101, 1102, and 1102.1. Contractors shall not discriminate against any subcontractor, employee, or Contractor for employment because of age, race, color, national origin, ancestry, religion, sex/gender, sexual orientation, mental disability, physical disability, medical condition, political beliefs, organizational affiliations, or marital status in the recruitment, selection for training including apprenticeship, hiring, employment, utilization, promotion, layoff, rates of pay or other forms of compensation. Nor shall Contractor discriminate in provision of services provided under this contract because of age, race, color, national origin, ancestry, religion, sex/gender, sexual orientation, mental disability, physical disability, medical condition, political beliefs, organizational affiliations, or marital status.

## **No-Smoking Policy**

Contractor and its employees, agents, sub-contractors and consultants, shall comply with the County of Santa Clara's No-Smoking Policy under Chapter 5 of Division B13 of the Municipal Code at <https://library.municode.com/index.aspx?clientId=13790>.

## **Other Principles**

Contractor warrants and agrees that he or she shall be fiscally responsible during the term of any project assigned to them and shall treat their employees fairly. To ensure compliance with these principles, Contractor represents warrants and agrees that it shall:

- (1) Comply with all applicable federal, State, and local rules, regulations and laws;
- (2) Maintain financial records, and make those records available to HTSV upon request.

## **Wage Theft Prevention**

Contractor and its employees, agents, sub-contractors and consultants shall comply with all applicable federal, state, and local wage and hour laws, including, but not limited to, the Federal Fair Labor Standards Act, the California Labor Code, and any Minimum Wage Ordinance enacted by the County of Santa Clara or any city within the County of Santa Clara, pursuant to Santa Clara County Board of Supervisors Policy Manual, Section 5.5.5.4.

## **SECTION VIII – ATTACHMENTS**

**Attachment A:** Safety Net Capital Improvements Program, Application

**Attachment B:** Safety Net Capital Improvements Program, Insurance Requirements

Attachments can also be found on HTSV's website at: <http://www.housingtrustsv.org/programs/snci-homelessness/>

Attachment A

**Contractor Application for SNCIP Prequalification**

Company Name: \_\_\_\_\_

Licensee Name:

Last Name	First Name	Middle Name

Business Address and Telephone Numbers:

Address	Telephone Numbers	
	Phone:	(   )
	Fax:	(   )
Mailing Address:	Mobile:	(   )
	Other:	(   )
E-mail Address:		

Contact Person:

Last Name	First Name	Phone # / E-Mail Address

Company History:

When Organized \_\_\_\_\_

Where Incorporated \_\_\_\_\_

How many years have you been engaged in the contracting business under your present firm name? \_\_\_\_\_

**Experience**

Personnel certifications or capabilities:

Name	Position	Certs/Capabilities	Date of Completion

What We Do, General Character of work performed by your company, include service levels:

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**Current Projects Underway**

	Name:	Gross Amount	Approx. Anticipated completion	Status
1				
2				
3				
4				

**Relevant Projects:** Have you worked on local jurisdiction or nonprofit funded projects?

	Name: ( include agency name and Address)	Gross Amount	date of completion	Status
1				
2				
3				
4				

**Litigation History:**

Have you ever failed to complete any work awarded to you and why:

	Name or address:	Gross Amount	Reason
1			
2			

**License and Classifications**

	License Number	Type/Classification
Department of Labor of California Business License for jurisdiction within Santa Clara County		

**Required Attachments: Attach the following to your Application:**

1. A Copy of your current contractor's license which shows your business address.
2. A copy of your current Insurance Certificate that meets the requirements described in Attachment B.
3. A list of current references.

**Applicant's Certification:** The undersigned contractor identified in this application hereby certifies that all statements contained in this application are true and correct. The undersigned contractor hereby certifies that he/she shall comply with all requirements established by Housing Trust Silicon Valley for the programs in which the contractor participates.

Signed By: \_\_\_\_\_

Its: \_\_\_\_\_

Date: \_\_\_\_\_

Attachment B  
Minimum Insurance Requirements

**To follow.**