

## **VILLA REAL**

### **Request for Qualifications**

#### **General Contractor**

Villa Real, Inc. will be accepting Qualifications from business entities, firms and individuals interested in providing general contracting s to Villa Real, Inc. Statements of Qualifications will be accepted until 3:00 p.m., August 25, 2009

Interested individuals and/or firms can receive the RFQ by calling Alan Richard Coon at (209) 460-5031, by e-mail at [acon@hacsj](mailto:acon@hacsj), or can be downloaded from the Authority web site at [www.hacsj.com](http://www.hacsj.com) .

An original and two original copies of your Statement of Qualifications should be submitted in an envelope clearly marked as RFQ "Neighborhood Stabilization Program" and mailed to Villa Real, Inc., Attn: Alan Richard Coon, 421 So. El Dorado Street, Suite "E", Stockton, CA 95203 or delivered to 421 So. El Dorado Street, Suite "E", Stockton, CA 95203. Statements received after the closing will be returned unopened.

Alan Richard Coon  
Attorney for Villa Real, Inc.

**Request for Qualifications for  
General Contractor Services  
For Neighborhood Stabilization Program**

Villa Real, Inc., a subsidiary of the Housing Authority of the County of San Joaquin, a public agency, hereby requests written quotations from qualified business entities, firms or individuals (herein "service provider" or "offeror"), to provide general contracting services under the Neighborhood Stabilization Program ("NSP") in accordance with the specifications listed below. Completed Statements of Qualifications should be address to the attention of Alan Richard Coon, 421 So. El Dorado Street, Suite "E", Stockton, CA 95203 or delivered to 421 So. El Dorado Street, Suite "E", Stockton, CA 95203, and will be accepted until August, 25, 2009 at 3:00 p.m. Villa Real, Inc., reserves the right to select one or more service providers so as to enable it to respond quickly to the requirements of the NSP Program.

**QUALIFICATIONS AND GENERAL SCOPE OF SERVICES**

1. The selected service provider should provide at the time of submission of the response to the RFQ a current general contractor's license, local business license and appropriate general liability and automobile insurance certificates and/or endorsements to enable Villa Real, Inc., to verify current licensing and insurability so as to conduct and provide general contracting business in San Joaquin County. All information provided to the service provider pertaining to employee eligibility is to be held in the strictest confidence and used only for the purpose of verifying eligibility for services.
2. The services provided by the service provider shall include, without limitation, all necessary rehabilitation, repair and remodeling skills necessary to prepare housing for immediate occupancy including compliance with all applicable building and construction codes, ordinances, rules, regulations and orders of any public authority bearing on the performance of the work, and to the full satisfaction and acceptance by Villa Real, Inc. The selected service provider agrees to furnish all labor, materials, installation, supplies, equipment, services, machinery, tools, water, heat, utilities and other facilities of every kind and description required for the prompt and efficient execution of the work described herein, and to complete the work as detailed and set forth in a "Scope of Work" as developed and prepared for each project
3. The service provider shall become familiar with the goals and requirements of the NSP Program and shall also provide the services on an as needed and as directed basis as determined necessary by Villa Real, Inc., or designee.
4. The service provider will provide onsite management, supervision and direction of its employees at times to be mutually arranged by the service provider and the Villa Real, Inc. The service provider shall be responsible for the selection, management, supervision and direction of all trades and subcontractors. The service provider will be required to comply with all applicable federal and state procurement laws including, but not limited to, compliance with HUD Procurement Handbook 7460.8 REV 2 and 24 CFR

85.36, and, if appropriate, to prepare and submit the following Housing and Urban Development forms: form HUD-5369-B; form HUD-5369-C; form HUD-5370-C, Sections I and II; form HUD-5369; form HUD-5369-A; form HUD-5370; and form HUD-5370-EZ.

5. The service provider will provide weekly written reports to Villa Real, Inc.

### INQUIRIES

Questions may be submitted by facsimile to (209) 460-5131 or by email to acoon@hacsj.com. Villa Real, Inc., will respond to written questions and will be bound by its response to written questions.

### SCORING OF RESPONSES

10 points	The % of overhead and profit the proposer proposes to charge the Authority.
5 points	<b>SECTION 3 PARTICIPATION:</b> A firm may qualify for Section 3 status as detailed within the following Section 4.1.1.
5 points	The guaranteed date of completion.
35 points	<b>EXPERIENCE and TECHNICAL COMPETENCE</b> the proposer displays for the work required, based upon resumes submitted for the work and on work history, particularly those services provided to a housing authority and/or to a local governmental agency. Housing Authority experience shall have the greatest weight. The <b>PAST PERFORMANCE</b> of the proposer on prior work of the same or similar nature, based on the letters of reference and/or client lists submitted, and based upon the results of any consultation that the Authority chooses to conduct with such.
35 points	The <b>SPECIALIZED KNOWLEDGE, CAPABILITY and ABILITY</b> the proposer displays, in that the proposal submittal shows: (a) a knowledge and understanding of the scope of the work to be performed; (b) the resources, or ability to retain the resources, to provide the scope of the work; © a realistic proposed approach to the performance of the required work; and, in the opinion of the evaluators, the quality of the proposed services.
10 points	The <b>OVERALL QUALITY OF THE PROPOSAL SUBMITTED</b> , based upon the opinion of the evaluators.
100%	

## **SUBMISSION REQUIREMENTS**

Written quotations shall be returned no later than 3:00 p.m. on August 25, 2009 to the attention of Alan Richard Coon, attorney for Villa Real, Inc., at the address listed below:

**Villa Real, Inc.  
421 So. El Dorado St., Suite "E"  
Stockton, CA 95203**

All quotes must be sealed and marked "RFQ General Contractor NSP Program". Any offer that is not sealed and or marked accordingly may be rejected. Offeror acknowledges and understands that the Villa Real, Inc. reserves the right to reject any or all offers and waive any informalities or irregularities. The offeror must include the following information within the quote package in addition to the requirements in the specifications contained within this solicitation:

- (1) One copy each of your current general contractor and business licenses.
- Current certificates of insurance or endorsement (General Liability, etc.)  
If awarded a contract the contractor may be requested to name Villa Real, Inc., as additionally insured on the insurance until contract is completed and released by an authorized Villa Real, Inc., representative.
- Completed Forms: 1) Price Sheet with fee schedule (if requested by Villa Real, Inc.); 2) Section 3 Acknowledgment; 3) Certification of Non Discrimination; and 4) any other required HUD Forms including the following:

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(All forms must be signed by an authorized representative of the organization)

## **SECTION 3 PARTICIPATION**

Villa Real, Inc., in accordance with the Executive Orders 11625 and 12138 and 24 CFR 135.38, promotes participation by disadvantaged and historically underutilized businesses and Section 3 Business Concerns. It is the policy of Villa Real, Inc., to use best good faith efforts, consistent with applicable federal regulations and executive orders, to fully promote participation and utilization of disadvantaged and historically underutilized businesses in all areas of Authority contracting. The offeror is expected to demonstrate diligence to achieve participation and utilization. The offeror must submit the Certificate of Non Discrimination in the form set forth below.

How will your company fulfill it's Section 3 Requirements?

(Check all that apply)

- \_\_\_\_\_ Category I – Hiring
- \_\_\_\_\_ Category II – Contracting
- \_\_\_\_\_ Category III Other Economic Opportunities

\_\_\_\_\_ Unsure. Need further explanation of requirements.

(You may contact the Procurement Department at (209) 460-5036 for further information.)

**Villa Real, Inc., Certification of Non Discrimination**

The service provider (aka offeror) agrees and warrants that in the performance of the contract, if awarded, such contractor will not discriminate or permit discrimination against any person or group of persons on the grounds of race, color, gender, religion, creed, age, familial status, national origin, veteran status, or disability. The service provider further agrees to take affirmative action to ensure that its employees, subcontractors and trades are treated when employed or hired without regard to their race, color, gender, religion, creed, age, familial status, national origin, veteran status, or disability. It is understood that non-discrimination shall include all forms of harassment. The service provider hereby certifies the foregoing and that the service provider will adhere to and enforce all applicable federal, state and local laws pertaining to non-discrimination and will execute its agreement to the Section 3 clause set out below.

Authorized Signature:

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

By: \_\_\_\_\_  
Signature

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

## SECTION 3 CLAUSE

All section 3 covered contracts shall include the following clause (referred to as the section 3 clause):

1. A. The work to be performed under this contract is subject to the requirements of section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (section 3). The purpose of section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by section 3 shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing.
2. B. The parties to this contract agree to comply with HUD's regulations in 24 CFR part 135, which implement section 3. As evidenced by their execution of this contract, the parties to this contract certify that they are under no contractual or other impediment that would prevent them from complying with the part 135 regulations.
3. C. The service provider agrees to send to each labor organization or representative of workers with which the service provider has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or workers' representative of section 3 clause, and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the section 3 preference, shall set forth minimum number and job titles subject to hire, availability of apprenticeship and training positions, the qualifications for each; and the name and location of the person (s) taking applications for each of the positions; and the anticipated date the work shall begin.
4. D. The service provider agrees to include this section 3 clause in every subcontract subject to compliance with regulations in 24 CFR part 135, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this section 3 clause, upon a finding that the subcontractor is in violation of the regulation in 24 CFR part 135. The contractor will not subcontract with any subcontractor where the contractor has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 CFR part 135.
5. E. The service provider will certify that any vacant employment positions, including training positions, that are filled (1) after the service provider is selected but before the contract is executed, and (2) with persons other than those to whom the regulations of 24 CFR part 135 require employment opportunities to be directed, were not filled to circumvent the service provider's obligations under 24 CFR part 135.
6. F. Noncompliance with HUD's regulations in 24 CFR part 135 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.

7. G. With respect to work performed in connection with section 3 covered Indian housing assistance, section 7(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 450e) also applies to the work to be performed under this contract. Section 7(b) requires that to the greatest extent feasible (i) preference and opportunities for training and employment shall be given to Indians, and (ii) preference in the award of contracts and subcontracts shall be given to Indian organizations and Indian-owned Economic Enterprises. Parties to this contract that are subject to the provisions of section 3 and section 7(b) agree to comply with section 3 to the maximum extent feasible, but not in derogation of compliance with section 7(b).

Acknowledged:

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

By: \_\_\_\_\_  
Signature

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