

2023 DNDC HOME IMPROVEMENT PROGRAM CONTRACTOR REQUEST FOR QUALIFICATIONS (RFQ)

INSTRUCTIONS & CHECKLIST

CONTRACTOR REQUIREMENTS & QUALIFICATIONS

The DNDC invites experienced contractors to be critical partners in its *Mission 180: Repair Rebuild Revitalize* initiative to improve Danville's housing and neighborhoods. Prequalification requires ...

- 1 contractor license issued by the Board for Contractors via the Virginia Dept. of Professional & Occupational Regulation (DPOR); [Note: Class A or B general contractors preferred; Class C also eligible.]
- 2 business license issued by the City of Danville's Commissioner of Revenue as the legal entity named on both the contractor license and this application;
- 3 commercial general and automobile liability, and workers compensation insurance coverages;
- 4 positive references from 3 verifiable clients;
- 5 no outstanding public liens, judgements, taxes, or utilities owed, but may be in a current payment agreement to resolve such delinquencies;
- 6 extra credit will be given to contractors with evidence of a payment & performance bonding program.

The review may be stopped at any stage in the process if the contractor does not qualify. Before submitting your application, you are strongly encouraged to confirm that you meet the threshold criteria listed above.

CHECKLIST *(All qualifications must be maintained throughout the contract period.)*

The following supporting document must be submitted with your completed application :

- Copy of current Virginia contractor license, stating all specialties noted in this application;
- You may submit the following now with your application or within 2 weeks of DNDC's selection:
 - "Good Guy" Letter from bonding company
 - Copy of current Danville business license
 - Certificate of Insurance (Businesses with 2 or fewer employees without workers compensation may be asked to complete and sign a rejection of coverage form.)

SUBMISSION

Contact Steve Harger with questions: Steve@DanvilleNDC.org or call 434-799-5099 (office) or 434-441-6182 (cell). **The completed application and required supporting documents must be emailed as one (1) scanned pdf file to Bids@DanvilleNDC.org.**

APPLICATION

Business Name: _____

Business Address: _____ City, State, ZIP: _____

Mailing Address, if different: _____ City, State, ZIP: _____

Phone Number: _____ Email: _____

Key Administrator/Principal & Title: _____

Has he/she operated a similar company in the past? **No / Yes:** where? _____

Please name all owners, partners, major stockholders, and/or officers: _____

Federal Employer/Tax Identification Number: _____

Date of Incorporation/Organization or Established: _____ In what state? _____

Virginia State Corporation Commission ID Number: _____

TRADE(S) PROVIDED

NUMBER OF STAFF

General Contracting

Design-Build

Building/Carpentry

Electric

Environmental: Lead or Asbest

Heating & Cooling

Masonry/Concrete/Structura

Plumbing

Roofing

Roof Insulation

Wrought Iron Rails/Fencing

Administrative/Clerical: _____

Construction: _____

Supervisory: _____

SPECIAL CERTIFICATIONS (For DNDC's info, check any that apply.)

USEPA Lead Renovation, Repair & Paint: Firm Renovator

Minority Business Enterprise (DMBE)

Women Business Enterprise (DWBE)

Small Minority-Owned Business (SWaM)

Small Women-Owned Business (SWaM)

Section 3 Business

Other(s): _____

Please list the names of any subcontractors you intend to use on DNDC's home improvement sites:

PRODUCTION, AVAILABILITY & RESOURCES

The DNDC's home repair & improvement program is made possible by grants from the City of Danville and other sources that have strict timelines on expenditures and meeting program goals. Time is always of the essence in starting and completing jobs.

Considering any other commitments you may assume over the next 12 months, please take time to think about and answer the following questions. The DNDC's preference is to secure 1 or 2 general contractors to complete each multi-home phase of work. **Note that most contracts are for work in occupied residential properties on targeted street blocks in Danville. While emphasis is on exterior upgrades, as additional funding is secured, there will be opportunities to address interior deferred maintenance and improvements to kitchens and bathrooms.**

Estimate the percentage of your company's work that will be committed to the DNDC during the 12-month contract period: _____

How many field crews do you anticipate using for this multi-home contract? _____

Can you estimate the average number of days between obtaining a job assignment from the DNDC and proceeding with the work? _____

Can you estimate the average number of days between starting a typical job and work completion? _____

Below, please note your expected mark-up (overhead & profit) for each of the following contract amounts:
 \$5,000: _____ \$10,000: _____ \$25,000: _____ \$50,000: _____ \$100,000: _____

Contractors are expected to possess sufficient financial stability that will allow the financing of work until reimbursement from the DNDC is processed.

In the following table, please list available amounts, not average balances or total credit lines. You may be asked to provide supporting documentation to substantiate the resources listed.

SOURCE	FUNDS AVAILABLE
Cash (bank accounts)	\$
Credit (bank, lending institutions)	\$
Credit (suppliers)	\$

TOTAL: \$ _____



REFERENCE LIST

Please list 3-5 references for separate residential renovation jobs completed within the last 12 or 18 months, preferably those in the city of Danville. For each job, provide the property address, a description of the work performed, contract amount, name and phone number of the person who hired you (owner or landlord). The DNDC will contact at least 3. Please notify each reference of the possibility of the DNDC calling.

1 Name & Relation to Property:

Telephone Number:

Address & City:

Type/Scope of Work:

Date Completed:

Contract Amount: \$

2 Name & Relation to Property:

Telephone Number:

Address & City:

Type/Scope of Work:

Date Completed:

Contract Amount: \$

3 Name & Relation to Property:

Telephone Number:

Address & City:

Type/Scope of Work:

Date Completed:

Contract Amount: \$

4 Name & Relation to Property:

Telephone Number:

Address & City:

Type/Scope of Work:

Date Completed:

Contract Amount: \$

5 Name & Relation to Property:

Telephone Number:

Address & City:

Type/Scope of Work:

Date Completed:

Contract Amount: \$

DISCLOSURES & CONFLICT OF INTEREST

(answer on

additional pages as needed)

1 Is the business or any of its owners/principals/partners/officers presently delinquent on any taxes or utilities? **No / Yes** If so, what is owed, including the amount? Is a payment plan in place?

2 Has the business or any of its owners/principals/partners/officers ever been sued by the City of Danville? **No / Yes** If so, list the date(s) and nature of the lawsuit(s).

3 Does the business or any of its owners/principals/partners/officers own any property that is subject to any significant unresolved violation of local codes and ordinances? **No / Yes**

4 As a property owner, has the business or any owner/principal/partner/officer been involved in a Danville real estate tax foreclosure proceeding in the last 5 years? **No / Yes**

5 Have any owners/principals/partners/officers been convicted of any felony in the past 5 years? **No / Yes**

6 Is any DNDC employee or Board member (listed on the last page) a member of the family or spouse's family of your business's owner/partner/shareholder/officer? Family members include spouses, parents, brothers, sisters, or children. **No / Yes**
If yes, please state the nature of the relationship(s) and briefly describe the family member's duties or title.

7 Do any of your employees, owners, principals, partners, shareholders, or officers have a business relationship, or have had a business relationship during the previous year, with any DNDC employee or member (listed on the last page)? **No / Yes**
If yes, please state the nature of the relationship and briefly describe that person's business duties or title.

8 Does or will any DNDC employee or Board member (listed on the last page) have any interest in any contract for materials or services related to the project for which you are applying? **No / Yes**
If so, briefly describe the nature of that person's interest in the contract for materials or services.



CERTIFICATION

I do hereby declare that I am authorized to file this application and all supporting documents on behalf of the business. I also hereby certify that the statements made in the foregoing application are true, complete, and correct to the best of my/our knowledge, information, and belief. I understand that false statements made herein will disqualify our business from consideration and participation in Danville Neighborhood Development Corporation (DNDC) home improvement contracts.

I also authorize the DNDC and its third parties to check credit references and to investigate the validity of all answers and statements made in this application.

I understand the DNDC reserves the right to close or extend this RFQ's deadline at any time, and to reject any or all responses to this RFQ.

I understand that if, awarded a contract, all qualifications must be maintained during the contract period.

Signature _____

Print/Type Name _____

Date _____

DNDC BOARD OF DIRECTORS & PERSONNEL (October 1, 2023)

- 1 **Janet Davis:** Danville Utilities
- 2 **Joy Wood:** Movement Mortgage
- 3 **Robert Fuller:** American National Bank
- 4 **Bryant Hood:** City of Danville, City Council
- 5 **Dr. Cornelius Johnson:** Danville Community College
- 6 **Amanda Schlicting:** Dewberry & Davis
- 7 **Earl B. Reynolds, Jr.:** City of Danville, Deputy City Manager
- 8 **Beverly Richardson:** Friends of the Old West End
- 9 **Gary Wasson:** Former CEO of the Danville Redevelopment & Housing Authority

Wendi Everson: DNDC, Executive Director

Steve Harger: DNDC, Construction-Rehab Manager