



ST. JOHN THE BAPTIST PARISH
PURCHASING & PROCUREMENT DEPARTMENT
1801 W. Airline Highway
LaPlace, LA 70068

Quotation No. RFQ 11-005

Closing Date: April 7, 2011 @ 3:00 pm C.S.T.

REQUEST FOR QUALIFICATIONS (RFQ)

Subject: Housing Mitigation for Contractors for St. John the Baptist Parish

Company _____
Federal Tax I.D.
No. _____
Street Address _____
City _____
State _____ Zip Code _____
Telephone: _____ Fax _____
E- Mail _____

Name _____
[PRINT OR TYPE]
Signature* _____
Title _____
Date _____

****Authorized Signature: The signer declares under penalty of perjury that she/he is authorized to sign this document and bind the company or organization to the terms of this agreement.***

FOR CONSIDERATION AS A RESPONSIVE SUBMITTAL, THE FOLLOWING IS REQUIRED:

- 1) All information on this Request for Qualifications cover page must be completed.
- 2) This cover page must be signed with an original signature.
- 3) Submittals are due on or before the exact closing date and time. Submittals received after the exact closing date and time will NOT be considered. If hand delivering, please allow enough time for travel and parking to submit by the closing date and time.
- 4) Three (3) references from contracts that demonstrate the individual's/firm's knowledge, quality of work and timeliness. Include name, contact person and phone numbers of all references.

FOR FURTHER INFORMATION CONCERNING THIS RFQ, PLEASE CONTACT:

Brenda Labat, Procurement Director

Phone: (985) 653-0886

E-mail: b.labat@sibparish.com

I. BACKGROUND

St. John the Baptist parish is soliciting qualifications from licensed contractors for the Minor Housing Repair Program. This project will serve the towns of Laplace, Reserve, Garyville, Lions, Mount Airy, Wallace, and Edgard. This program will address the needs of low to moderate income (LMI) homeowners that were impacted by damages caused by Hurricanes Gustav and Ike. Approximately 60 homes will be included in this project; the number of homes assigned will be divided according to the number of contracts awarded. The owner-occupied* homeowners will receive assistance with roof repairs/replacements, exterior repairs and emergency repairs impacting the homeowners' health and safety. The goal of this program is to improve the quality of life for residents by improving the existing housing stock damaged by Hurricanes Gustav and Ike. Licensed contractors must possess five years of experience performing similar work.

The Minor Repair Housing Program is funded by the United States Department of Housing and Urban Development (HUD) through the Community Development Block Grant CDBG program with a special allocation of funds from the Office of Community Development and Disaster Recovery Unit (OCD/DRU). Program policies state that these funds must benefit very low, low and moderate-income persons owning non-mobile homes in St. John the Baptist Parish. The construction budget is up to \$15,000 per household which will include the cost of labor and material.

*Residents that are Heirs of the property and can provide documentation verifying proof of residence may also be eligible for this program.

II. SCOPE OF WORK

The responsibilities of the contractors are to repair or replace roofs and minor repairs that are related to Hurricanes Gustav and Ike. Minor repairs include exterior damages to window panes, doorways and emergency conditions which pose a threat to the health and safety of the residents. The contractors must complete the project in a manner which coincides with all laws, rules and regulations which are in existence and correlate with the St. John Parish Minor Housing Repair program. The contractor is responsible for obtaining materials and corresponding with the suppliers for the project, reviewing the progress and implementing changes as deemed necessary. Responsibilities may also involve removing and disposing of these hazardous materials.

III. STANDARD FORM SJB-1000 SUBMITTAL

5 (five) copies of STANDARD FORM SJB-1000 shall be submitted for each package. The attached scoring criteria will be used to evaluate all qualification statements received. Failure to provide the required information shall be cause for rejection of the submittal as non-responsive.

SUBMITTALS REQUIRED UPON PROVISIONAL AWARD

Failure to provide the following documentation within the time period specified may be cause for the provisional award to be voided and the quote to be rejected as non-responsive.

- a. Insurance Requirements as specified in Section VIII, if not currently on file.
- b. A current, fully executed Taxpayer Identification Number (W-9).
- c. A current St. John the Baptist Parish Occupational License, if applicable.

IV. MONTHLY INVOICES

Certified itemized invoices to the Parish for the payment of these services shall be submitted to the Accounts Payable Department by the 10th day of each month. All invoices will be processed and payment submitted within 30 (thirty) days after submission of the invoice.

V. PROJECT SCHEDULE

The Contractor will develop an overall project schedule and provide monthly updates with each invoice.

VI. AWARD

This award will be made to 4-6 responsible Contractors whose proposal is determined in writing to be the most advantageous to the Parish, taking into consideration a review of price and the scoring criteria set forth. The Parish reserves the right to enter into a contract deemed to be in its best interest. The Parish also reserves the right to reject any and all proposals.

VII. QUESTIONS AND COMMENTS

Questions and comments regarding this Request for Qualifications must be submitted electronically to St. John the Baptist Parish, Purchasing & Procurement Department, ATTN: Brenda Labat, 1801 W. Airline Highway, LaPlace, LA 70068; or by e-mail to b.labat@sjbparish.com; no later than 3:00 p.m. on April 4, 2011.

VIII. REVISIONS

The Parish reserves the right to revise any part of the RFQ by issuing an addendum to the RFQ at anytime. Issuance of this RFQ in no way constitutes a commitment by the Parish to award a contract. The Parish reserves the right to accept or reject, in whole or part, all Qualification Statements submitted, and/or cancel this announcement if it is determined to be in the Parish's best interest. All materials submitted in response to this announcement become the property of the Parish, and selection or rejection of a submittal does not affect this right. The Parish also reserves the right, at its sole discretion, to waive administrative informalities contained in the RFQ.

IX. INSURANCE REQUIREMENTS

Consultant(s) shall obtain, pay for and keep in force, at its own expense, minimum insurance effective in all localities where contractor may perform the work hereunder, with such carriers as shall be acceptable to Council:

- A. Statutory Workman's Compensation covering all state and local requirements and Employer's Liability Insurance covering all persons employed by Contractor in connection with this agreement.

The limits for "A" above shall be not less than:

1. Employers liability limits of \$1,000,000/\$1,000,000/\$1,000,000
2. Some contracts may require USL&H or maritime coverage. This should be checked out with Insurance Dept. /Legal Dept.

3. **WAIVER OF SUBROGATION in favor of St. John the Baptist Parish Council should be indicated on certificate**
4. No excluded classes of personnel or employees shall be allowed on Council's premises

B. Commercial General Liability, including:

1. Contractual liability assumed by this agreement
2. Owners and Contractor's Protective Liability (if Contractor is a General Contractor)
3. Personal and advertising liability
4. Completed operations
5. Medical payments

The limits for "B" above shall not be less than:

1. \$1,000,000 each occurrence limit
 2. \$2,000,000 general aggregate limit other than products – completed operations
 3. \$1,000,000 personal and advertising injury limit
 4. \$1,000,000 products/completed operations aggregate limit
 5. \$50,000 fire damage limit
 6. \$5,000 medical expense limit (desirable but not mandatory)
 7. \$1,000,000 CSL each occurrence WITH NO annual aggregate will be acceptable in lieu of 1 + 2 above
 8. **St. John the Baptist Parish Council will be NAMED as additional insured and WAIVER OF SUBROGATION in favor of St. John the Baptist Parish Council should be indicated on certificate.**
 9. Some contracts may require Protection and Indemnity coverage. This should be checked out with Insurance Dept. /Legal Dept.
- C. Comprehensive Automobile Liability covering all owned hired and other non-owned vehicles of the Contractor.

The limits for "C" above shall not be less than:

1. \$1,000,000 CSL
 2. **St. John the Baptist Parish Council will be NAMED as additional insured and WAIVER OF SUBROGATION in favor of St. John the Baptist Parish Council should be included on certificate.**
- D. Professional Liability Insurance covering the Wrongful Acts of those professional firms and individuals performing services for SJBP.

Certain classifications of service providers will be required to provide evidence of Professional Liability Insurance. Examples of these providers include but are not limited to: Professional Engineers, Architects, Land Surveyors, Attorneys, and IT Consultants.

The limits for "D" above shall not be less than:

1. \$1,000,000 CSL
2. **The policy shall contain a WAIVER OF SUBROGATION in favor of St. John the Baptist Parish Council and this policy condition shall be reflected on any corresponding Certificate of Insurance issued in favor of St. John the Baptist Parish Council.**

CERTIFICATES

When applicable, a current St. John the Baptist Parish Occupational License is to be maintained during the duration of this contract. Yearly, a copy of such license shall be provided to the Director of Purchasing & Procurement, St. John the Baptist Parish Council, 1801 West Airline Highway, LaPlace, LA 70068 – FAX 985-652-3174 – email: purchasing@sjbparish.com

WHEN APPLICABLE, A CURRENT LOUISIANA STATE CONTRACTOR'S LICENSE SHOULD BE FURNISHED.

A W-9 form is to be furnished prior to work being issued.

All required insurance certificates shall be submitted to the Director of Purchasing & Procurement within ten (10) days of provisional award. Failure to provide the insurance certificates within the time frame specified by the Parish shall be cause of the submittal to be rejected as non-responsive. Consultant shall maintain insurance in full force and effect during the entire period of performance under contract. Failure to do so shall be cause for termination of the contract. All policies must have a thirty (30) day non-cancellation clause giving the Parish thirty (30) days prior written notice in the event a policy is changed or canceled.

X. HOLD HARMLESS

To the fullest extent permitted by law, Consultant shall indemnify, hold harmless, and defend the Parish Council and all of its Agents and Employees, from and against all claims, damages, losses and expenses, including but not limited to attorney's fees, arising out of or resulting from performance of the work, provided that such claim, damage, loss or expense is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property (other than the work itself) including loss of use resulting there from, but only to the extent cause in whole or in part by negligent acts or omissions of Contractor.

XI. EXCLUSIONS

Pursuant to Louisiana Revised Statute 38:2227, consultant must certify that he has not been convicted of, or has not entered into a plea of guilty or nolo contendere to public bribery, corrupt influencing, extortion, money laundering or their equivalent Federal crimes. Consultant must further certify that he has not been convicted of, or has not entered into a plea of guilty or nolo contendere to theft, identify theft, theft of a business record, false accounting, issuing worthless checks, bank fraud, forgery, contractors; misapplication of payments, malfeasance in office, or their equivalent Federal crimes within the five (5) years prior to submitting the proposal.