

**REQUEST FOR QUALIFICATIONS  
FOR CONSTRUCTION CONTRACTOR SERVICES**  
City of Helena

**PURPOSE**

The City of Helena has been awarded a federal Community Development Block Grant (CDBG) by the Montana Department of Commerce (MDOC) and is requesting proposals from contractors and licensed professionals to create a Qualified Contractor Pool (QCP) that will assist the city's governing body to rehabilitate eligible local homes. Services will be paid with CDBG funds. The Project will be administered through November 11, 2025. **CONTRACTORS MUST BE IN THE QCP TO BE ELIGIBLE TO PARTICIPATE IN THE PROJECT.**

**DESCRIPTION OF SERVICES**

The services to be provided will include:

- reviewing the construction agreement with the homeowner and explaining services and concerns related to rehabilitation;
- detailed discussion of the work scope and schedule with the homeowner;
- conducting a pre-construction site review with homeowner and the city of Helena's representative;
- supervision of construction work, actual construction work; and
- preparing and submitting requests for payment to the city of Helena's representative;
- conducting final inspection with the homeowner and the city of Helena's representative and Building Inspection Official; and
- Providing concurrence with the homeowner on the work completed.

**PROPOSALS OF CONTRACTOR**

1. Be registered as a contractor in Montana and provide documentation or provide proof of exemption. Responders who do not meet this qualification will not be included.
2. Not be debarred from conducting business with the State of Montana or the federal government. Responders who do not meet this qualification will not be included.
3. Possess a current business license where required by local ordinance.
4. Have sufficient Worker's Compensation and general liability insurance policies in force.
6. Demonstrate experience in each of the areas listed under ROLE of CONTRACTOR.

**ROLE OF CONTRACTOR**

All rehabilitation work performed for this program must be completed by Lead-Safe Certified Contractors and is subject to the purchase of applicable building permits and completed and approved inspection. Contractors must have obtained the correct permits and inspections before payment will be issued. The contractor must ensure compliance with applicable federal and State of Montana labor laws.

### MINIMUM CONTENT OF RESPONSES

Responses must include a cover letter summarizing the response and the contractor's commitment to the project and time schedule, in addition to the following:

1. the company's legal name, address, email, phone number(s), city of Helena Business License number, and DUNS number;
2. the principal(s) of the company and their experience and PROPOSALS, including copies of all licenses and certificates of insurance for Worker's Compensation and general liability insurance;
3. the experience and qualifications of any staff to be assigned to project;
4. a description of the company's prior experience, including any similar projects, location, and construction costs;
5. the name of a local official knowledgeable regarding the company's performance;
6. a description of the company's current work activities and how these would be coordinated with the project, as well as the company's anticipated availability during the term of the project;
7. disclosure of any business or familial relationship with members of the city of Helena;
8. a copy of the appropriate Montana Contractor Registration certificate or exemption;
9. Any additional information the respondent feels will strengthen the response; and
10. The following statement -  
"The undersigned hereby certifies/certify that the information contained in this response is true, complete and correct to the best of my/our knowledge."

Signed \_\_\_\_\_  
Date \_\_\_\_\_  
Signed \_\_\_\_\_  
Date \_\_\_\_\_

The status of all contractors will be checked to ensure that the QCP only includes contractors not on the federal or State debarment lists.

## EVALUATION FACTORS TO AWARD

The QCP will be made up of contractors whose responses are deemed most advantageous to the city of Helena, all factors considered. There is no cap on the total number of contractors; all qualified responders will be placed in the QCP.

Questions and responses should be directed to the Ellie Ray, Planner, City of Helena Community Development Department, 316 N. Park Avenue, Helena, MT 59623 or via e-mail to [citycommunitydevelopment@helenamt.gov](mailto:citycommunitydevelopment@helenamt.gov). All responses must be received no later than 5 p.m. on January 29, 2021. Please write "CDBG Housing Rehabilitation Proposal" on the outside of the response package. Any response may be withdrawn or modified prior to the deadline. The city of Helena will not be responsible for any costs associated with the preparation of responses to this RFQ.

Respondents may review Project Policies and Procedures by visiting the city of Helena Community Development Department offices during regular office hours.

Each contract will require a performance and payment bond in the amount of the contracted amount for that home's project. A contractor may not exceed the total amount of their identified financial and bonding capacity at any point. All work to be undertaken on the project will proceed according to a detailed scope of work provided to the contractor. Contractors will be responsible for ensuring that all construction activities meet federal, state, and local codes and standards, including permitting (which is a cost eligible for reimbursement).

The QCP will be notified by Ellie Ray, Project Manager, of each scheduled walk-through and opportunity to bid. During mandatory walk-throughs, the QCP will receive an estimated cost of rehabilitation for each home. Walk-throughs will be done in rounds and may include as few as one and up to five homes. Individual contract awards will be made to each home's lowest responsive bidder. After a contract is executed, a Notice to Proceed will be issued. Upon receiving an assignment, the Project Manager will work with the Contractor to explain the requirements of Section 3, i.e., the potential opportunity for low-income residents of the area to be involved in this project through training and employment. A contractor may decline an assignment, but there is no guarantee that a replacement project will be provided at the time the contractor declines an assigned project. Each contract will require notice and minimal interruption of services to the homeowner.

Contractors will work with individual homeowners, who will select their contractor from the QCP and will sign the construction contract. The required scope of work for each home will vary based on each home's configuration. The contractor must be able to provide, either directly or through a subcontractor, all services necessary to properly rehabilitate a home to a specific housing quality standard. Construction will be inspected at completion. Change orders are not anticipated and will be reviewed on a case-by-case basis. If necessary, change order forms may be requested from the project manager. As each home rehabilitation is completed, the contractor, homeowner, and a representative of the city of Helena will meet to sign off a project completion document.

**THE PROGRAM IS A 'COST REIMBURSEMENT' PROGRAM. ALL CONTRACTORS WILL BE REQUIRED TO PROVIDE SUPPORTING DOCUMENTATION OF WORK PERFORMED DIRECTLY OR THROUGH A SUBCONTRACTOR PRIOR TO BEING REIMBURSED.**

Outstanding items will be identified on a final walk-through with the homeowner. Final completion invoices will not be paid until confirmation that all work on the home has been satisfactorily completed. Two percent of the contract amount will be withheld until the release of all liens. Once there is an approved invoice; the funds will be paid within 30 days.

This solicitation is being offered in accordance with federal and State statutes governing procurement of professional services. Accordingly, the city of Helena reserves the right to reject any or all proposals received, to waive irregularities, to postpone the award of contract for a period not to exceed ninety (90) days, and to award contracts in the best interests of the project.