

## NOTICE TO HVAC CONTRACTORS

### Presbytery of South Louisiana/Project Homecoming Neighborhood Stabilization Program (NSP2) Request for Qualifications

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#### 1.0 INTRODUCTION

The Presbytery of South Louisiana, through its rebuild ministry known as Project Homecoming, has finalized a contract with the New Orleans Redevelopment Authority to build 11 new, single family homes and complete 2 renovations of existing homes in census tracts 33.07, 33.08, and 33.02, over the next two years as part of a Neighborhood Stabilization Program 2 (NSP2) grant. The NSP2 program is intended to address the problems of blighted and vacant residential lots, while providing affordable homeownership opportunities.

An important goal of this development project is to build a series of environmentally responsible, neighborhood appropriate homes on the designated thirteen lots using financially feasible strategies to meet the project objectives outlined below.

Through this RFQ, The Presbytery of South Louisiana/Project Homecoming seeks to select **subcontractors** who are interested in providing **HVAC services** in the construction of 11 single-family, 3 bedroom/ 2 bathroom homes (1,200- 1,500 sf), and 2 renovations of existing homes. The homes will be green, durable, neighborhood appropriate, and affordable.

**Contact:** Your company's qualifications will be reviewed on a rolling basis, but must be submitted before the scheduled dates (below) for consideration on the first four homes. Questions regarding this RFQ may be addressed to Sarah Green via email (nsp2@projecthomecoming.net).

#### Anticipated RFQ Process Schedule:

RFQ Issued	March 28, 2011
Request for Qualifications submittal deadline for consideration on the first 2 rehabs	April 8, 2011

Request for Qualifications submittal deadline for consideration on the first 2 new homes	April 22, 2011
Request for Qualifications submittal deadline for consideration on the remaining new homes	Rolling

## 2.0 PROJECT DESCRIPTION

### Project Objectives

Over the next 2 years The Presbytery of South Louisiana/Project Homecoming will rehabilitate 2 and build 11 new homes in the designated census tracts meeting the following criteria:

**Energy Conservation/ Efficiency:** In order to comply with the New Orleans Redevelopment Authority's (NORA) NSP2 development standards, half of these homes must achieve a HERS score of 70 or below, and the other half must achieve a HERS score of 50 or below. Additionally all homes must meet Builders Challenge, and meet Enterprise Green Communities Criteria. Green home features may include: closed-cell soy based insulation, tankless hot water heater, low VOC paint, bamboo floors, and 4kw Photovoltaic System. Subsidies are available to mitigate the build cost for these green features.

**Durability and Safety:** Homes must be designed for hurricane and flood resistance. All homes must be built above FEMA Base Flood Elevation (BFE). The following are hazard-resilient standards beyond the New Orleans Building Code as provided by NORA:

- All glazed openings shall have protection devices that meet either the Miami Dade County PA 201, 202, and 203 requirements or the ASTM E 1886 and ASTM E 1996 (Missile Level C-91b) requirements.
- Roof shingles should conform to ASTM D 7158G (130mph) rating and be properly fastened.
- Roof deck fastening should be performed with 8d ring shank nails spaced at 6" on the edge and in the field. Within 4' of a gable end, the nail spacing should be 4". Plywood or OSB on roof decking should have a minimum thickness of 7/16".
- Toenail connections are prohibited.
- Each roof truss / rafter should use hurricane clips that conform to the IRC.

**Affordability:** The Presbytery of South Louisiana/Project Homecoming utilizes volunteer labor to reduce the purchase price of the home. Our goal is to make the sales price of these homes affordable to households at or below 80% Area Median Income (AMI). This becomes attainable through employing both volunteer labor and the \$65,000 soft second mortgage.

**Flexibility:** Homes will be designed for and marketed to aspirational homebuyers. Therefore the design plans give special consideration to ease of maintenance and flexible living patterns, as inhabitants' housing needs change. This will be a house that can grow with a family, yet be modified to address aging-in-place features for senior citizens.

**Volunteer Friendly Construction:** The Presbytery of South Louisiana/Project Homecoming has developed an innovative construction process that utilizes a combination of professionally supervised volunteer labor and independent subcontractors. Though volunteers will not be used for **HVAC services**, it is important for subcontractors in this project to understand that Project Homecoming's construction staff uses volunteers, where appropriate, to reduce construction costs to homebuyers.

## Project Details

**Construction Process:** As mentioned earlier, The Presbytery of South Louisiana/Project Homecoming depends on volunteer labor to keep costs down. The Presbytery of South Louisiana/Project Homecoming's construction managers have extensive experience in the industry and oversee several construction projects at a time, with a work site manager always on each site to direct the work of volunteers. Our construction process allows for greater cost-saving and affordability in our homes, without sacrificing quality.

NORA has placed an aggressive timeframe on the construction and disposition of the NSP2 homes. As such, Project Homecoming will work closely with the selected **subcontractor** to ensure that plans will meet all project specifications and requirements.

Preference will be given to **subcontractors** that have experience in similar scopes of work and are committed to working with Project Homecoming to achieve its construction deadlines.

**NSP2 Requirements:** The regulations governing NSP2 can be viewed at [www.hud.gov/nsp](http://www.hud.gov/nsp). Respondents are strongly encouraged to read these regulations prior to submitting their response to this RFQ.

## 3.0 SCOPE OF SERVICES

The Presbytery of South Louisiana/Project Homecoming's goal through this RFQ process is to prequalify contractors that are interested in bidding on services associated with individual homes as a part of the project. The prequalification process is intended to identify responsible and competent contractors that possess the requisite size, skills and experience to meet the demands of the project.

The Presbytery of South Louisiana/Project Homecoming is seeking a qualified contractor to provide **HVAC services** during construction of one or all of the renovation of 2 existing homes and/or the construction of 11 new single-family homes.

The contractor shall provide all labor, materials, supplies, services, equipment, supervision, and other resources as required to complete the work.

**Services to include:**

**General Requirements**

- \* All necessary HVAC Services for home to be brought to current code requirements
- \* Any waste created by HVAC contractor will be removed by HVAC contractor
- \* Please provide warrantee information (minimum is one year on parts and labor, if you provide more, please note that)
- \* Please provide brand and type information on any major pieces of equipment provided by you, the sub-contractor.

**X HVAC 'Rough-In' Work**

- x Install and supply all supply and return ducting per current code and best practice requirements
- x Re-work and use as much of existing ducting as possible while still meeting code requirements
- x Seal ducts - air leakage to be a maximum of 50 CFM at 25 Pascal positive test pressure
- x Manual J Required for HVAC System design
- X 18 SEER HVAC System Installed
- x Gas Furnace to be installed and furnished by HVAC contractor (sizing to be determined by HVAC Contractor)
- x Bathroom vent ducting to be installed and properly trimmed out in exterior
- x Dryer vents installed at dryer location properly trimmed out in exterior
- x Range Hood vent installed and properly trimmed out in exterior
- x Duct system to be installed in semi-conditioned space (attic)

**X HVAC 'Trim-Out' Work**

- x Connect bathroom vents to bathroom vent ducts
- x Connect dryer vent to dryer
- x Install appropriate sized registers at all supply and return air connections
- x Install condensing unit at trim-out stage
- x Test and balance system
- x Install exterior trim out kit for bathroom vent ducting (as per attached diagram, may be necessary at Rough-In Stage)
- x Install exterior trim out kit for dryer vent (as per attached diagram, may be necessary at Rough-In Stage)
- x Install exterior trim out kit for Range Hood (as per attached diagram, may be necessary at Rough-In Stage)
- x All materials furnished by HVAC Contractor

## Timeline and Important Dates:

### Key Dates:

- **April 11th, 2011:** Contractors notified of qualification determination. Qualified contractors will be invited to submit bids on first 2 Rehabs.
- **April 15th, 2011:** Bids due from qualified contractors.
- **April 18th, 2011:** Contractor Chosen, Subcontractor Agreement form signed, start date for construction will be scheduled
- **May 2nd, 2011:** Qualified contractors will be invited to submit bids, from architectural plans, on first 2 new homes.
- **May 9th, 2011:** Contractor Chosen
- **May 16th, 2011:** Contractor Chosen, Subcontractor Agreement form signed, start date for construction will be scheduled

\*Please see Appendix A for anticipated construction timeline.

## 4.0 RESPONDING TO THIS RFQ

### Submission Checklist

Please provide the following when you submit your qualifications:

#### Exhibit 1: Contractor Information

Part 1: Company Information

Part 2: Type of Organization

Part 3: MBE and Section 3 Qualifications

#### Exhibit 2: Litigation and Claims History

#### Exhibit 3: Prior Experience

Part 1: Work Experience

Part 2: Past Project and Professional References

#### Exhibit 4: Insurance Requirements

Part 1: General Commercial Liability and Workman's Comp Requirements

Part 2: Named Additional Insured and Certificate Holder

#### Exhibit 5: Signature

## 5.0 SELECTION PROCESS

### Evaluation Methodology

The purpose of this RFQ is to identify qualified parties capable of providing the described services. Top respondents will be interviewed for final selection. Selection is based on evaluation criteria and successful negotiation of price. The implementation of contract may be phased, based on performance. Qualifications for all respondents not selected through this process will be kept on file for consideration in future projects.

The Presbytery of South Louisiana/Project Homecoming will consider all applicants to this RFQ without regard to race, color, religion, sex or national origin.

The RFQ submittal will be evaluated based on the following selection criteria:

Prior Work Experience	20 points max.
Professional References	10 points max.
MBE Certification and Section 3 Qualification	5 points max.

	<b>35 TOTAL POINTS POSSIBLE</b>
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Submittal is by hard copy, with two copies delivered to the offices of Project Homecoming, 3700 Gentilly Blvd, New Orleans, LA, 70122.

The Presbytery of South Louisiana/Project Homecoming reserves the right to cancel or modify the terms of this RFQ and/or the project at any time and for any reason preceding contract award. The Presbytery of South Louisiana/Project Homecoming will post any such cancellations and/or modifications on our website, [www.projecthomecoming.net](http://www.projecthomecoming.net).

Funding for the construction of these 13 homes will be subsidized by Federal dollars, as such subcontractors hired as a part of this project will be subject to Federal Contracting, Labor and Hiring Provisions. For more information about these provisions, please visit our website, [www.projecthomecoming.net](http://www.projecthomecoming.net).

Thank you for participating in this RFQ process. We look forward to receiving your responses.

## **6.0 EXHIBITS**

**Exhibit 1:** Contractor Information

**Exhibit 2:** Litigation and Claims History

**Exhibit 3:** Prior Experience

**Exhibit 4:** Insurance Requirements

**Exhibit 5:** Signature

**EXHIBIT 1: Contractor Information**

**Part 1- Company Information**

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

**Contractor Contact Information**

Contact Name: \_\_\_\_\_

Street Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Tax ID Number (from W-4): \_\_\_\_\_

License Number: \_\_\_\_\_

**Part 2- Type of Organization**

Type of Business Entity: \_\_\_\_\_

How long has the business been registered to do business in the state of Louisiana?

\_\_\_\_\_

Total number of employees: \_\_\_\_\_

**Part 3- MBE and Section 3 Certification**

Does the company have State of Louisiana Minority Business Certification (MBE)?

Yes       No

If yes, provide proof of certification.

Does the company meet Section 3 requirements\*\*?

Yes       No

**\*\*Section 3 requirements:**

Purpose of Section 3: “To ensure that employment and other economic opportunities generated by certain HUD financial assistance shall, to the greatest extent feasible, and consistent with existing Federal, State, and local laws and regulations be directed to low- and very low-income persons particularly those who are recipients of government assistance for housing, and to business concerns which provide economic opportunities to low- and very low-income persons.”

Section 3 Residents Definition and Threshold: Section 3 Residents are either residents of public housing projects or low income persons living within the New Orleans labor market (see income requirements below). A company can meet Section 3 requirements through the virtue of the following:

- At least 51% of the company is owned by Section 3 residents; or
- At least 30% of the company’s workforce is Section 3.

Section 3 Income Limits Table:

Family Size	Income
1	\$34,300
2	39,200
3	44,100
4	48,950
5	52,900
6	56,800
7	60,700
8	64,650

*Source: U.S. Department of Housing and Urban Development, May 20, 2010*

**EXHIBIT 2: Litigation and Claims History**

1. In the past ten (10) calendar years has your organization been involved in mediation of a construction related dispute where the amount of dispute exceeded \$50,000?

Yes       No

**If 'yes,' please explain on a separate signed sheet.**

2. In the past ten (10) calendar years has your organization filed a lawsuit or made a demand for arbitration where the amount in dispute exceeded \$50,000?

Yes       No

**If 'yes,' please explain on a separate signed sheet.**

3. Has your organization or any of its owners, officers or partners ever been found liable in a civil suit or found guilty in a criminal action for making false claim or material misrepresentation to any public agency or institution?

Yes       No

**If 'yes,' please explain on a separate signed sheet.**

4. Has your organization or any of its owners, officers or partners ever been convicted of a crime involving federal, state, or local law related to contracting or construction?

Yes       No

**If 'yes,' please explain on a separate signed sheet.**

5. Has your organization or any of its owners, officers or partners ever been convicted of federal or state crime of fraud, theft, or been found guilty of having submitted a false claim to a public agency within the past ten (10) calendar years?

Yes       No

**If 'yes,' please explain on a separate signed sheet.**

6. Is your business currently in litigation with the state of Louisiana?

Yes       No

If 'yes,' please explain on a separate signed sheet.

7. Has your organization ever failed to complete any work awarded to it?

Yes       No

If 'yes,' please explain on a separate signed sheet.

## **EXHIBIT 3: Prior Experience**

### **Part 1: Work Experience**

List the categories of work that your company normally performs:

## Part 2: Past Projects & Professional References

Below, please provide the requested information for no less than two (2) comparable projects completed within the past five (5) years. A 'comparable project' shall be defined as a project/contract that demonstrates your company's ability to complete the requested services for one or more single family residential homes.

### Project # 1:

**Project Name:**

**Project Location:**

**Owner:**

**Total Project Cost:**

**Date Started:**

**Date Completed:**

**Name of Contact Person:**

**Phone Number:**

**Email Address:**

**Brief Project Description:**

**Project # 2:**

**Project Name:**

**Project Location:**

**Owner:**

**Total Project Cost:**

**Date Started:**

**Date Completed:**

**Name of Contact Person:**

**Phone Number:**

**Email Address:**

**Brief Project Description:**

**EXHIBIT 4: Insurance Requirements**

The successful applicant will be required to provide proof of insurance coverage prior to beginning work. This insurance coverage must meet NORA's requirements (as outlined below) and must be maintained throughout the entirety of the contract.

Certificate of Insurance or like documentation submitted with this application must show evidence of the following coverage with limits of insurance equal to or greater than:

	<b>Commercial General Liability</b>	<b>Worker's Compensation</b>
Occurrence	\$1,000,000	In accordance with state law
General Aggregate	\$2,000,000	In accordance with state law

Check the appropriate boxes below:

- Limits on current policy will be increased
- Policy now in effect
- Policy will be obtained before contract is signed

If the applicant is selected, the following additional clauses will be considered a part of the policy(s) the same as if specifically written therein, as pertains to the stated contract:

1. The Presbytery of South Louisiana/ Project Homecoming is hereby named as Additional Insured under the Commercial General Liability Policy.
2. The Presbytery of South Louisiana/ Project Homecoming is hereby added as a Certificate Holder under the Commercial General Liability Policy.

**EXHIBIT 5: Signature**

I hereby certify that I am duly authorized to execute this document on behalf of the organization identified herein and that the information provided is true and sufficiently complete so as not to be misleading.

Signature of Official: \_\_\_\_\_

Name (typed): \_\_\_\_\_

Title: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

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