

## **REQUEST FOR QUALIFICATIONS**

### **SERVICES RELATING TO THE CONSTRUCTION AND/OR REHABILITATION AND/OR RE-SALE OF RESIDENTIAL DWELLING UNITS**

Request for Qualifications to:

- Furnish all labor, materials, equipment, tools, and incidentals and perform all rehabilitation and/or construction work related to the rehabilitation of residential dwelling units; and/or
- Provide services related to rehabilitation, maintenance, preparation and resale of residential dwelling units.

**Qualification Submittals should be submitted to:**

**Inland Empire Economic Recovery Corporation  
1881 Commercenter E, #208  
San Bernardino, CA 92408  
909-890-0841 direct  
jharris@ieerc.org**

## I. INTRODUCTION

This Request for Qualifications (RFQ) invites interested individuals or firms to submit statements of qualifications to perform construction and/or rehabilitation services as may be described herein. The purpose of this RFQ is to provide the Inland Empire Economic Recovery Corporation ("IEERC") with comparative data to prepare an initial list of pre-qualified firms that will then be offered the opportunity to submit bids to perform the work required for construction and/or rehabilitation and/or resale of foreclosed residential dwellings. Said bids will be used to select, on a competitive basis, a contractor for award of a contract.

IEERC will review submittals received in response to this RFQ, and evaluate the prospective firm's qualifications to successfully perform the proposed services. Based on comparative results of these efforts, a list will be established of firms that are considered "pre-qualified" to perform the necessary services in certain geographic locations, as determined by IEERC, in IEERC's sole and absolute discretion. It is acknowledged and understood by any interested individual or entity responding to this RFQ that preference will be given to Inland Empire businesses, and possibly specific geographic locations within the San Bernardino and Riverside County region.

Pre-qualified firms may be solicited, at IEERC's sole discretion, to provide specific cost proposals for a specific scope of services. The intent is to award contracts to the most appropriate proposer that can meet IEERC's needs and timeframes.

The final selection of individuals and/or firms shall be at IEERC's sole and absolute discretion based on individuals or firms who can best meet the needs and timeframes of the IEERC and who can provide the highest quality and cost effective services within specified geographic locations. IEERC may accept RFQs from any individual or firm at any time, in its sole and absolute discretion.

IEERC will compare and evaluate all Statements of Qualifications and select the individuals or firms that best meet the needs of IEERC based on several factors, including but not limited to:

- A. San Bernardino or Riverside County presence
- B. Cost effectiveness
- C. Ability to provide services requested by IEERC
- D. Ability to provide multi-project coordination
- E. Ability to meet budgets and timelines established by IEERC
- F. Understanding of IEERC's goals and objectives
- G. Professional excellence and demonstrated experience
- H. Specialized experience
- I. Training and experience of key personnel
- J. Staff capacity, depth and workload
- K. Nature and quality of past, completed work
- L. Reliability and continuity of individual or firm
- M. Experience working with government funded projects
- N. Any other considerations deemed relevant by IEERC

After pre-qualification, nothing precludes post-bid consideration and determination on a specific project, that a bidder has the quality, fitness, capacity, and experience to satisfactorily perform the proposed work, and has demonstrated the requisite trustworthiness.

The pre-qualification information should be submitted to:

**Inland Empire Economic Recovery Corporation**  
**Robert Hooker**  
**1881 Commercenter E., #208**  
**San Bernardino, CA 92408**

Proposers may submit pre-qualification information during regular working hours on any day that the offices of IEERC are open. Proposers who submit complete pre-qualification information may be considered for the ongoing list of pre-qualified individuals and/or firms.

Proposers must submit a complete package or email directly to [jharris@ieerc.org](mailto:jharris@ieerc.org) (include photos), stapled or clipped, with the Submittal Cover Sheet as the first page. Do not submit proposals in binders and please do not use dividers or plastic covers/inserts.

**<REQUIRED SUBMITTAL COVER SHEET>**

Prospective Firm: \_\_\_\_\_ Contact: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email address: \_\_\_\_\_

Regional Address: \_\_\_\_\_

(if different than primary or mailing address)

Telephone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

- **Key Personnel:** Furnish information about administrative staff, field supervisors, and support staff that will be assigned to the proposed project.
  - A. List individuals by name and job title.
  - B. Summarize qualifications of each individual.
- **Experience:** Submit information as follows (under Section 1 and Section 2) demonstrating specific experience to be considered in preparing a list of "pre-qualified" firms eligible to bid on construction and/or rehabilitation project and/or resale services.
- **Financial Statement:** Attach your latest copy of a reviewed or audited financial statements with accompanying notes and supplemental information. (Other verifiable, professionally completed support material may be considered.)
- **Range of Costs:** Please provide a range of costs for the services sought. While it is understood this may be difficult to do without a specific scope of services, it would be helpful to have at least a range of costs for typical services to evaluate.
- **Applicable/Required license(s):** Please provide copies of industry standard, California license(s) to perform the proposed services. Also include verification that any and all state licenses are active, current and have no record of unsatisfactory performance. Contractors/vendors who are or have been seriously deficient in current or recent contract performance, in the absence of circumstances properly beyond the control of the contractor, shall be presumed to be unable to meet the requirements.
- **Insurance/Bond:** Proof of related and required insurance and/or bonding.
- **References:** Provide a minimum of three references from agencies and/or firms for whom you have provided the proposed services in similar scale to your proposal to IEERC.

**KEY PERSONNEL:**

Provide information about the key personnel who would be assigned to provide services (attach additional pages as necessary).

Name:

Title:

Qualifications:

**RELEVANT EXPERIENCE**

What related and/or relevant experience do you and/or your business possess that demonstrates your ability to provide the proposed services? (Attach additional pages as necessary.)

**PREVIOUS SUCCESSFUL PROJECTS:**

If applicable to the services you are proposing, please list previous successful projects (attach additional pages as necessary). (Attach additional pages as necessary.)

Project Name:

Location:

City:

State:

Country:

Reference's Name and Phone Number:

Provide brief information on the size and dollar value of the projects and any other information you deem pertinent to the evaluation of the firm's experience on the projects.

**RANGE OF COSTS:**

Range of costs for typical services. (Attach additional pages as necessary.)

**APPLICABLE/REQUIRED LICENSE(S):**

Licenses held (Attach copies as necessary.)

**INSURANCE/BOND:**

Required policies/evidence in force (Attach additional pages as necessary.)

