

# The Maggie Walker Community Land Trust



Maggie Walker  
Community Land Trust

## REQUEST FOR QUALIFICATIONS

General Contractors

New Construction or Rehabilitation of Single-Family Home(s)

## RFQ SUBMISSIONS REVIEWED ON ROLLING BASIS

Questions during the RFQ process can also be submitted to [rfq@mwclt.org](mailto:rfq@mwclt.org).





## **REQUEST FOR QUALIFICATIONS**

This Request for Qualifications (RFQ) is being issued by The Maggie Walker Community Land Trust (MWCLT) to select a General Contractor (GC) for the construction or rehabilitation of an approximately 1,100 - 1,400 GSF attached or detached single-family home(s).

### **II. REQUEST FOR QUALIFICATION PROCESS**

This RFQ has been issued to determine the eligibility of responding GCs to serve as General Contractors in the development of the homes within the required specified timetable. A pre-qualified list of GCs will be compiled from which MWCLT will select to work on the construction of these vacant homes. **It is important to note that not all Applicants deemed qualified will be selected to participate in the Program.**

#### **A. Review and Selection**

Applicants must meet the threshold requirements outlined in *Section IV. Selection Criteria* of the RFQ. Failure to meet these threshold requirements or to provide the complete information required in the RFQ will disqualify the Applicants from consideration. Applicants will then be evaluated based on the *Competitive Criteria* outlined in Section IV.

### **III. PROGRAM GUIDELINES**

#### **A. Summary of Work**

#### **B. Execution of Contract for Services**

Following selection of a GC through this RFQ, MWCLT will move towards executing a contract for construction of the Home. The contract will include a Development Scope, Cost and Timeline.

#### **B. Construction Services**

GCs are required to provide the following services:

- 1) Work closely with MWCLT in reviewing the scopes, cost estimates and time schedule for each home in your cluster and enter a construction contract.
- 2) Ensure compliance with MWCLT's deadlines for construction. Payment is contingent upon adherence to the timetable and work completed to the satisfaction of MWCLT.
- 3) Hire and monitor all work performed by Subcontractors to ensure work quality and compliance with the terms and conditions of the MWCLT contract. Special consideration will be given to GCs working with MWBE firms.
- 4) Establish with MWCLT a routine site inspection schedule during construction and submission of monthly requisitions to the MWCLT for funding. MWCLT estimates 4 or 5 requisitions in total based on the inspection schedule for the Home.
- 5) Once construction is completed on the home, establish a process with MWCLT of ensuring the property is accessible and "show ready" for prospective homebuyers.

#### **B. Development Timeline**

On average, the construction work for the Home is estimated to take approximately four months. GCs must abide by and fulfil the timelines stipulated in the construction contract. Penalties for late delivery will be stipulated in the contract, including grounds for termination of the contract based on delays.

**C. Insurance Requirements**

Applicants must maintain during the term of this contract: 1) A minimum of \$1 million per occurrence and \$2 million in aggregate Commercial General Liability coverage with an insurance carrier having a Best "B+" or better rating or equivalent and which is authorized to conduct business in the Commonwealth of Virginia and, 2) Worker's Compensation insurance as required, and in such policy limits as mandated, by the State, and 3) Commercial Automobile Insurance. Insurance Certificate should list "The Maggie Walker Community Land Trust" as additional insured and list the property under construction as a property "location" on the certificate. Applicant shall require all subcontractors to maintain proper insurance as well.

**D. Warranties**

GCs will be required to warrant to the eligible homebuyers that its construction work will be free from defects in workmanship for a period of one year from the date of the sale of the home to the eligible homebuyer. The GC will be responsible to handle all punch list and warranty repair issues in a timely and professional manner.

**E. Financing and Contractor Fees**

At the commencement of the development of each home, MWCLT will determine the approved construction costs. All requisitions for funding for both soft and hard costs must be approved by MWCLT. MWCLT will closely monitor spending according to the approved budget levels. All change orders must be submitted by the GCs to MWCLT in writing for approval prior to completing the work. Any unauthorized spending above the MWCLT approved budget will be the responsibility of the GCs' to pay. MWCLT will issue payment to GCs directly upon the submission and approval of a completed payment application.

**IV. SELECTION CRITERIA**

**A. Threshold Criteria**

The application must include all required information and must be deemed complete by MWCLT. Upon review, MWCLT, at its discretion, may notify Applicants that additional information or clarification is necessary. Failure to meet any of the requirements listed below may result in the rejection of the application. MWCLT will review the responses to the RFQ and identify eligible General Contractors. To be considered eligible, Applicants must meet the following threshold criteria:

1. Legally licensed Class A General Contractor in Virginia
2. Demonstrated prior experience in the construction of single family housing in accordance with applicable codes, standards, rules and regulations
3. A business that has operated for three or more years and has proven experience
4. Ability to secure a surety bond, standby letter of credit or provide cash collateral
5. Demonstrated capacity to manage multiple construction sites simultaneously
6. Demonstrated commitment to working with Virginia certified Minority and Woman Owned Businesses (MWBE)
7. Applicants must have "comparable development experience," defined by the successful completion as General Contractor of at least 5 new construction homes with at least 1 to 4 dwelling units in Virginia in the last 2 years.

**B. Adverse Findings**

Applicants will be disqualified for adverse findings with respect to:

1. City and HUD mortgage foreclosure proceedings or arrears;
2. In Rem foreclosure or substantial tax arrears;
3. A record of substantial building code violations or litigation against homes owned by the Applicant or by any entity or individual that comprises the Applicant;

4. Tenant harassment conviction or pending case;
5. Arson, fraud, bribery, or grand larceny conviction or pending case; Previous record of default on work done under government contract;
6. Formal debarment or suspension from entering contracts with any governmental agency or other notification or ineligibility for or prohibition against bidding or proposing on government contracts;
7. Denial of a contract based on any obligation to, or unsatisfied judgment or lien held by a governmental agency;
8. Subject of any voluntary or involuntary bankruptcy proceeding;
9. A negative history with MWCLT, the City of Richmond, or HUD;
10. A history of poor construction quality without remedy.

#### C. **Competitive Criteria**

For all Applicants that pass all minimum threshold criteria, the following competitive criteria will be considered:

1. **Quality and Extent of Previous Development Experience:** MWCLT will consider the following factors: (i) quality of construction in completed projects or those under way; (ii) number and size of projects previously completed; (iii) Completion of construction projects with green building requirements/elements, particularly those involving EarthCraft; (iii) Experience in new construction in the Richmond, Virginia area.
2. **Qualified MBWE certified GCs and/or GCs committed to working with MWBE certified Subcontractors.**
3. **Likelihood of Timely Delivery:** MWCLT will consider Applicant's track record in delivering projects on time and within budget.
4. **Organizational Capability:** The Applicant should demonstrate that it possesses sufficient capacity to undertake the project, including effective staffing, record keeping abilities and overall organization. This includes the experience, proposals and stability of staff who would be involved in the project.
5. **Financial Capacity:** This includes the financial stability of the organization and the quality of its financial management.
6. **Housing Experience:** This includes both the extent and quality of experience in providing contracting services for housing.
7. **Current Capacity:** The Applicant's current workload in relation to its staffing and other resources will be evaluated to determine whether it has the capacity to provide contractor services within the time frame required by this RFQ.

#### V. **SUBMISSION REQUIREMENTS**

One electronic copy of the Applicant's proposals, including all documentation requested as described below must be submitted. Submission of an incomplete application may be grounds for disqualification of the Applicant.

#### **THE APPLICANT'S PROPOSALS MUST CONTAIN THE FOLLOWING FORMS AND SUPPORTING DOCUMENTATION AS STATED BELOW.**

##### A. **Contents of Submission**

**TAB A - Applicant Questionnaire** Complete the forms contained in Tab A.

If the Applicant is a joint venture or a newly formed business partnership, provide a separate Questionnaire for each entity that comprises the joint venture. For Applicants that are newly formed business entities, the forms and documentation listed below should be completed or provided for the entity or entities providing the construction experience.

##### **TAB B - Residential Development Experience**

A completed Residential Development Experience form (Tab B) for each entity. List all projects that have been completed within the last 3 years or that are in construction, in pre-development or have otherwise been committed.

The spreadsheet can be provided in an alternate format as long as it contains the information required in a clear and concise way.

### **TAB C - Proof of Insurance**

Provide proof of insurance of: 1) A minimum of \$1 million per occurrence and \$2 million in aggregate Commercial General Liability coverage with an insurance carrier having a Best "B+" or better rating or equivalent and which is authorized to conduct business in the Commonwealth of Virginia and, 2) Worker's Compensation insurance as required, and in such policy limits as mandated, by the State, and 3) Commercial Automobile Insurance. Certificate should list "The Maggie Walker Community Land Trust" as additional insured and list the property under construction as a property "location" on the certificate.

### **TAB D - Assets Statement**

A current financial statement for the Applicant and each principal, (i.e. within 12 months of the date of submission of this application) and the two most recent years are required. This statement may be provided on the form included in Tab D, or in another format, provided that all required information is included.

### **TAB E - Credit Authorization Form**

Completed and signed credit authorization form for each principal and Applicant.

#### **B. Submission via Email**

All submissions become the property of MWCLT. Submissions shall be delivered via email to: rfq@mwclt.org.

## **VI. TERMS AND CONDITIONS**

This RFQ is subject to the specific conditions, terms and limitations stated below:

A. MWCLT is not obligated to pay nor shall it in fact pay any costs or losses incurred by any applicant at any time including the cost of responding to the RFQ.

B. MWCLT reserves the right to reject at any time any or all proposals and/or to withdraw this RFQ in whole or in part, to negotiate with one or more applicants, and/or dispose of the sites on terms other than those set forth herein. MWCLT likewise reserve the right, at any time, to waive compliance with, or change any of the terms and conditions of this RFQ, and to entertain modifications and additions to the selected proposals.

C. Designation of an Applicant as a General Contractor for this Program will not create any rights on the Applicant's part, including without limitation, rights of enforcement, equity, or reimbursement, until the contract is executed.

## **VII. CONFLICTS OF INTEREST**

### Conflict of Interest Statements

Participating entities must disclose any written and/or side agreements or contracts with parties that may derive financial gain through the Program. Disclosure should identify the name of the business entity, and the individuals from the company who will be working with potential Program Participant, the terms of the relationship and how the party will be compensated. Failure to adequately disclose may result in a conflict-of-interest determination.



Appendix I

TAB A

**GENERAL CONTRACTOR RFQ**  
**APPLICANT QUESTIONNAIRE**

**ALL APPLICANTS SHALL COMPLETE THIS FORM AS WELL AS THE QUESTIONNAIRE THAT IS ATTACHED.**

If the applicant is a joint venture, a separate Questionnaire and Attachment shall be provided for each entity that comprises the joint venture, as identified in Section 2 below. If the applicant is a newly formed joint venture or business, information on the entity with their construction and marketing and sales experience must be provided.

If additional space is needed, please submit separate sheet(s), identifying the question(s) being answered on each sheet.

See Section V, of the Request for Proposals (RFQ) for detailed submission requirements.

1. NAME OF  
APPLICANT: .

LICENSE #: .

EIN or SSN#: .

ADDRESS:

.  
.

Name of CONTACT PERSON:

(for the Applicant) .

Address: .

.

Telephone Number: .

Fax Number: .

E-Mail: .

.  
2. IS THE APPLICANT A JOINT VENTURE? YES [ ] NO [ ]

If yes, list below the name, address, and phone number of each entity which comprises the applicant entity stated above, and the percentage of ownership interest in the joint venture.



Name of Entity

Address

% of Ownership

3. **ORGANIZATIONAL CAPACITY** (use additional pages as necessary)

- (a) Provide organization resumes or any brochures describing your organization and the projects undertaken.
  
- (b) State number of years the business has been in operation.
  
- (c) State number and type of employees and describe their general duties and experience.
  
- (d) Describe any experience or other factors that would demonstrate your knowledge and experience in housing construction. Describe your process in ensuring that the work is completed in timely and quality manner.
  
- (e) How does your organization handle post-construction warranty issues? What is the turnaround time for responding to these issues? How do you monitor service responses?
  
- (f) Describe any experience your organization has with green building, particularly with EarthCraft. Include any professional certifications and identify completed or in process projects.
  
- (g) Identify any Minority or Women Owned Businesses (MWBE) certified with New York State that you have worked with and plan to work with should you be awarded this project, including your organization. Please provide business names and trades.

#### 4. REFERENCES

Provide the name, address, telephone and e-mail addresses of at least three business references whom we may contact regarding your residential development experience. For each, identify the home or homes about which the individual is informed. References may include building owners, lenders, architects, suppliers, engineers, homeowners, and other development professionals with whom you have worked in the past.

#### 5. ADVERSE FINDINGS

Has any principal identified on page 1, or any organization in which the principal is or was a general partner, or corporate officer, or owned more than 10% of the shares of the corporation been the subject of any of the following:

A. Arson conviction, or pending case; YES \_\_\_\_\_ NO \_\_\_\_\_

B. City and/or HUD Mortgage foreclosure or currently more than 90 days in arrears on any City or HUD loan; YES \_\_\_\_\_ NO \_\_\_\_\_

C. Defaulted on any contract obligation or agreement of any kind or nature whatsoever entered with the HUD, State or City of Richmond or of its agencies; YES \_\_\_\_\_ NO \_\_\_\_\_

D. In the last 5 years, have failed to qualify as a responsible bidder, or refused to enter a contract after an award has been made, privately or with any government agency? YES \_\_\_\_\_ NO \_\_\_\_\_

E. In the last 7 years, filed a bankruptcy petition or been the subject of involuntary bankruptcy proceedings? YES \_\_\_\_\_ NO \_\_\_\_\_

F. In the last 5 years, failed to file any required tax returns, or failed to pay any applicable Federal, State or City of Richmond taxes or other charges? YES \_\_\_\_\_ NO \_\_\_\_\_

G. Been convicted of fraud, bribery, or grand larceny? YES \_\_\_\_\_ NO \_\_\_\_\_

If yes, please attach a detailed explanation of the circumstances.

## **6. CERTIFICATION**

[This certification must be signed by one of the Individuals listed above; if the Respondent Entity is a joint venture, an Individual representing each Principal of the joint venture must sign it.]

I certify that the information set forth in this application and all attachments and supporting documentation is true and correct. I understand that MWCLT will rely on the information in or attached to this document and that this document is submitted to induce the MWCLT to select my firm as a General Contractor.

I understand that this statement is part of a continuing application and that until such time that a Construction Contract is signed for a cluster of homes, I will report any changes in or additions to the information herein, and will furnish such further documentation or information as may be requested by MWCLT or any agency thereof.

I understand that if I am selected as a General Contractor, I must submit all additional disclosure forms required.

Name of Principal:

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Signature of Individual:

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Print Name and Title of Individual:

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Name of Principal:

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Signature of Individual:

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Print Name and Title of Individual:

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**(1) ROLE:** Indicate the role you played in the development of each property listed above. If completed as part of a joint venture, indicate such by adding JV to the respective role. e.g. D/JV

D = Developer

B = Builder

GC = General Contractor/Construction Manager

**(2) PROJECT TYPE**

N = New Construction

R = Substantial Rehab

M = Moderate Rehab

**(3) PROJECT TYPE**

R = Rental

C = Co-op/Condo

H = 1-4 Family

O = Other (Specify: )

**(4) STATUS**

O = Units occupied during

rehab

V = Units vacant during rehab

**(5) STATUS**

P = Pre-development

I = In-construction

M = In - Marketing (Lease up or sales)

C = Completed

I authorize MWCLT to obtain a credit report on:

**ORGANIZATION NAME:** \_\_\_\_\_

Complete Section A for the Applicant and sign where indicated below:

**Section A**

**Applicant's Employer Identification Number:** \_\_\_\_\_

**Date of Incorporation:** \_\_\_\_\_

**Date of Partnership or Joint Venture Formation** \_\_\_\_\_

Complete Section B for Each Principal of the Applicant and sign where indicated below:

**Section B**

**PRINCIPAL'S NAME\*:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Social Security Number:** \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_

\*Please indicate if you are a Jr., Sr. or III.

If you have been married less than two years, or if you have been known by another name, please indicate former name: \_\_\_\_\_

If at the above address less than two years, indicate prior address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Signature:** \_\_\_\_\_