

**REQUEST FOR QUALIFICATIONS
PROJECT MANAGER/
GENERAL CONTRACTOR**

Issued by:
Homes Build Hope, Inc. and Union Mission of Latrobe

Responses Due:
July 27, 2022 at 12 PM



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SECTION I: INTRODUCTION

Homes Build Hope and the Union Mission of Latrobe is soliciting proposals for project management and construction management services for the construction of a long term homeless shelter on a vacant parcel of land located at 2217 Harrison Avenue, Latrobe, PA 15650.

Westmoreland County Department of Planning and Development recently approved Homes Build Hope, Inc. to serve as the developer of this project. Funding assistance for this project is provided by the County through Community Development Block Grant –CV (CDBG-CV) Program funds under the CARES Act, provided to the County by the United States Department of Housing and Urban Development to the County for projects that prevent, prepare for, and respond to COVID-19 pandemic.

Homes Build Hope, Inc., Union Mission of Latrobe or Westmoreland County will not be responsible or reimburse for any cost incurred in the preparation of responses.

SECTION II: SUBMISSION TIME AND PLACE

Responses to this RFQ may be submitted by regular mail or email.

If responding by regular mail, please place the words **Project Manager/General Contractor for the Construction of a Long-term Homeless Shelter** in the bottom left corner of the envelope and address it to:

Kristin Zaccaria, Executive Director
Homes Build Hope, Inc.
218 South Maple Avenue, Suite 100
Greensburg, PA 15601

If responding by email, place the words **Project Manager/General Contractor for the Construction of a Long-term Homeless Shelter** in the email subject line and send to:

Kristin.zaccaria@homesbuildhope.org

All responses are due **July 27, 2022 by 12 PM**. Responses received after this date and time will not be accepted.

SECTION III: STATEMENT OF WORK

Homes Build Hope, Inc. as the Project Developer, will coordinate the construction of a long-term shelter consisting of 12 single units for people experiencing homelessness for a period of between 6-12 months on a vacant land adjacent to the current Union Mission shelter located at 2217 Harrison Avenue, Latrobe, PA 15650.

The selected Project Manager/General Contractor (PM/GC) will be required to provide to coordinate full service of all construction related services for the development of this project. The PM/GC will be an integral member of the development team. The selected PM/GC will be expected to perform the following services:



- Work with the Architect and Engineering (A/E) team to review submitted designs and construction plans for the shelter and advise Homes Build Hope, Inc. on A/E of any suggested strategies that would help achieve goals and objectives.
- Ensure construction completion of the Shelter construction on or before the HUD CDBG CV expenditure deadline in January 2023.
- Provide cost estimating and value engineering services based on provided designs and specifications.
- Procure and contract with all sub-contractors and vendors required.
- Secure all required permits to allow for construction of the shelter.
- Overall construction management services.
- Conduct or coordinate all aspects of construction including any related site work/infrastructure work.
- Compliance with HUD Section 3 requirements.
- Compliance with 2 CFR Part 200.

SECTION IV EVALUATION CRITERIA

The following criteria in each qualification will be considered in evaluating Firms for potential selection.

1. Experience

- A. Demonstrated experience in performing work and/or services as identified in "Work Requested" especially the successful construction of affordable housing and/or shelters in Westmoreland County
- B. Previous work with Non-profit Developers
- C. General Construction Management Experience
- D. Demonstrated experience in meeting aggressive construction deadlines and working with quick clients with turnaround times
- E. Evidence of the Firm's ability to perform the services
- F. Demonstrated knowledge of Federal, State, and local code and regulation relative to the work.
- G. Previous experience with funding requirements, including prevailing wages and reporting requirements and additional procurement procedures

2. Qualifications of Firm

3. Ability to Complete the project with the Specified Time Period

Review and Selection Criteria

Homes Build Hope, Inc. will review all submittals to identify those that in its judgment are most qualified and advantageous for its purposes. The review may include a request for additional information, interviews, and negotiations with submitting Firms. We may also request more detailed project information, including but not limited to conceptual



designs, the Firm's financial information, and project pro forma. All such input obtained will be used to determine which submittal is most appropriate for working toward an Agreement that is suitable for all parties.

Homes Build Hope, Inc. intends to decide based upon information in the response to the RFQ submitted by the Firm, investigation of projects and/or programs completed by the Firm, performance in previous undertakings, and other pertinent factors. The selected Firm will be chosen on the basis of the Firm's qualifications, experience, and capabilities to undertake, complete, and manage the project. Homes Build Hope, Inc. will decide after reviewing qualifications as to whether it will request interviews of candidates.

Homes Build Hope, Inc. expressly reserves the right, in its sole discretion, to: (1) select one or more Firms whose Qualifications best meet the evaluation criteria and are most responsive to our objectives; (2) accept or reject any and all Qualifications, in whole or in part, for any reason or no reason whatsoever; (3) alter, change or modify in any way the selection process or this RFQ, at any time and without notice; (4) postpone or cancel the selection process for its own convenience at any time and without notice; (5) waive any defects, irregularities or nonconformities contained in any submitted qualifications or responses to this RFQ; (6) disregard all non-conforming, non-responsive or conditional qualifications or responses to this RFQ; (7) waive any submission requirements contained within this RFQ or otherwise; (8) terminate this RFQ at any time, without notice; and/or (9) issue a new RFQ or RFP with respect to the Services at any time.

Neither this RFQ nor any part or aspect of the selection process shall in any way be deemed to create, constitute an offer for, or constitute an acceptance of an offer for, a binding contract or agreement of any kind between Homes Build Hope, Inc. and any Firm. If Homes Build Hope, Inc. selects a Firm to provide the services described in this RFQ, and deems said Firm to be capable, experienced and prepared, Homes Build Hope, Inc. may enter into an agreement or agreements with said Firm as deemed appropriate by Homes Build Hope, Inc. in its sole discretion. Response to this RFQ indicates the interest of Firms to be considered for such an agreement(s); however, Homes Build Hope, Inc. shall be under no obligation to enter into any binding agreement or contract with any Firm as a result of this RFQ, or as a result of any subsequent negotiations or any other part or aspect of the selection process. Homes Build Hope, Inc. reserves the right to terminate any and all discussions and negotiations with any Firm at any time prior to the execution of a formal, written agreement(s) between Homes Build Hope, Inc. and said Firm. No legal or contractual rights or obligations between Homes Build Hope, Inc. and the Firm will come into existence at any time; and no legal or contractual rights or obligations between Homes Build Hope, Inc. and a Firm will come into existence unless and until a formal, written agreement(s) has been fully executed by both parties. The legal rights and obligations which will come into existence at such time shall be limited to those expressly set forth or incorporated by reference in said Agreement.

SECTION V SUBMISSION REQUIREMENTS

When responding to this RFQ, please include the information below and any supporting documents necessary to a complete response. Contents of the responsive proposal shall include:

1. Cover Letter

- a. Overview of Submission
- b. Signed by those with authority to contractually enter into a written agreement.

2. Project Manager/General Contractor Profile

- a. A description of the firm.
- b. The number of years the firm has provided similar services. At a minimum the firm



must have at least three (3) years of general contracting experience with similar projects.

- c. Examples of similar successful affordable housing developments
- d. Construction experience with HUD funded projects

3. General Proposed Scope of Services

- a. Overview of Proposed Services
- b. Overview of deliverables and Method of Delivery
- c. Key Personnel and Qualifications of team who will be providing the services
- d. Resumes of Project Manager/General Contractor and Key Personnel

4. Project schedule

Provide a preliminary schedule for construction completion by tasks

5. References

Provide at least three (3) references for similar type of work. Provide the current Contact Name, Title, telephone number, and email for each reference.

Other Requirements

E-Verify: The selected Project Manager/General Contractor must certify that they do not knowingly employ, hire, or currently employ an unauthorized alien.

Debarment: Respondents to this RFQ must certify that neither it nor its principals are presently debarred, suspended, declared ineligible, or excluded from participation in the activities proposed under this RFQ by any Federal, State, or County entity.

Eligibility: All respondents will be required to certify that they are not on the U.S. Comptroller General's List of Ineligible Contractors nor any firm, partnership, or association in which they have substantial interest nor any other person, both natural and corporate, having substantial interest in their business in designated as an ineligible bidder or on the U.S. Comptroller General's List of Ineligible Contractors.

Insurance

Firms must have the following insurance coverage in place prior to providing Services:

- (a) Comprehensive general liability with policy limits of not less than \$500,000 for each occurrence and \$1,000,000 in the aggregate for bodily injury and property damage, plus endorsements. All comprehensive general liability insurance shall be written on an "occurrence" form policy, and not a "claims-made" form policy.
- (b) Automobile liability covering owned and rented vehicles operated by Contractor with policy limits of not less than \$500,000 combined single limit and aggregate for bodily injury and property damage.
- (c) Workers' compensation insurance at statutory limits and employers' liability insurance with a policy of not less than \$500,000.00.

Homes Build Hope, Inc. reserves the right to require stricter insurance requirements or waive insurance requirements at its discretion. We reserve the right to require payment performance bonding or no lien agreements.

