

## **Request for Qualifications Contractors**

### **Background**

The Corporation for Affordable Homes of McHenry County (CAHMCO) is a private 501(c)(3) not-for-profit corporation, incorporated in 1995.

Utilizing federal Neighborhood Stabilization Program funds, CAHMCO – in partnership with McHenry County – will purchase and renovate vacant, foreclosed homes in targeted census tracts throughout McHenry County.

CAHMCO is requesting proposals from contractors and trades people to complete the renovation work needed for this program. CAHMCO will pre-approve contractors and trades, and then will hold a public bid process for each specific property.

*CAHMCO is especially interested to receive qualifications from individual tradespeople, including but not limited to roofers, plumbers, landscapers, HVAC, flooring installers and painters.*

### **Program Expectations**

CAHMCO anticipates completing 10-20 units of housing annually through the McHenry County Neighborhood Stabilization Program, for a total of 3-4 years.

The contractors selected for this program will be expected to:

- Work closely with the project manager and construction manager to complete the work required in a timely and cost-efficient manner.
- Carry commercial general liability insurance in a broad form, to include, but not be limited to coverage for the following where exposure exists: bodily injury and property damage, premises/operations, independent contractors, products/completed operations, personal injury and contractual liability. This insurance will be in the amount of \$1,000,000 per occurrence and \$1,000,000 in aggregate. Where employees are retained, they will also need to demonstrate proof of workmen's compensation insurance.
- Comply with the federal regulations that govern the administration and implementation of this program.
- Submit reports to CAHMCO throughout each project as may be needed.

### **Proposals must include:**

- Professional experience with rehab and new construction in McHenry County
- Three professional references for rehab and new construction (if applicable)
- Indicate whether applicant is a general contractor or a single-trade contractor
- For general contractors, indicate specifically which trades are done in-house and which are subcontracted
- Copy of certificate of insurance and workmen's compensation (if applicable). If current certificate of insurance is not in the amounts indicated above, demonstrate an ability to secure that level of insurance if awarded work in the program.
- Primary contact person for both the proposal and the administration of the program (if contract is awarded)

**Selection Criteria:**

Individuals or firms will be selected based on materials submitted in response to this RFP, as well as possible follow up interviews. The following criteria will be utilized to determine each applicant's qualifications:

- Experience
- Capacity
- Minority and/or Women's Businesses: Proposals submitted by documented minority or women's business enterprises will be given special consideration.
- Section 3 compliance: Priority will be given to low-income business owners or business owners who hire low-income workers.
- McHenry County business: Proposals submitted by businesses based in McHenry County will be given special consideration.
- CAHMCO will verify that contractors are not banned from working with the Department of Housing and Urban Development.

Responsible proposals will be pre-approved and added to a list of contractors who can bid on work through this program.

**Submissions:**

This Request for Qualifications has an open deadline. Interested contractors are encouraged to submit qualifications at any time.

Please submit (email, delivery or regular mail) all qualifications to:

Kim Ulbrich  
Project Manager  
CAHMCO  
1316 N. Madison St.  
Woodstock, Illinois 60098  
815.206.5805 Phone  
815.206.5820 Fax  
kulbrich@cahmco.org

**Inquiries:**

If you have any questions prior to the submission of a proposal, please direct them to Kim Ulbrich at 815.206.5805 or via email to [kulbrich@cahmco.org](mailto:kulbrich@cahmco.org).