

REQUEST FOR PROPOSALS

**HOMEOWNER REHABILITATION PROGRAM
CONTRACTORS**

June 2010

**Rural Nevada Development Corporation
1320 E. Aultman Street
Ely, NV 89301
775-289-8519 or 1-866-404-5204
Fax: 775-289-3690**

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Purpose:

Rural Nevada Development Corporation is accepting proposals from licensed general contractors to participate in the Rural Nevada Development Corporation's Homeowner Rehabilitation Program. Successful proposal will be the primary contractor, for the designated service area, to accomplish all the needed installation of repair measures. Contract shall be effective from July 1, 2010 through June 30, 2012.

Background:

The Rural Nevada Development (RNDC) is a non-profit development corporation formed in January 1992. One of RNDC's goals is providing Homeowner Rehabilitation services throughout the fifteen (15) rural counties of Nevada. The Homeowner Rehabilitation Program assists low income homeowners with repairs to their home. These repairs may address the following:

- Health or Safety issues
- Handicap accessible needs
- Energy conservation measures

Contractor requirements:

The successful contractor must have the following licensing and accreditations:

- State of Nevada General Contractor license
- State of Nevada Manufactured Housing Serviceman License
- EPA Lead-Safe Certified Firm
- EPA Certified Lead Based Paint Renovator

All licensing and accreditation must be kept current with no pending complaints against their license. The contractor must not be on the HUD list of debarred contractors.

Primary Responsibilities:

The primary responsibility of the contractor is to install eligible Homeowner Rehabilitation measures on homes designated by RNDC in accordance with all applicable building codes and standards.

Other responsibilities:

1. **Ensure client satisfaction:** Contractors must maintain professional and courteous customer relationship at all times.
2. **Reporting:** Contractor will submit a Description of Work and Bid based on the initial Work Order upon which RNDC will authorize the work. All change orders must be authorized prior to any additional work. All documentation to be complete upon the final inspection.
3. **Payment/Reimbursement:** RNDC may authorize payment of 50% of the initial work order to the contractor when Notice to Proceed is given. Final payment will be made after final inspection to take into consideration any change orders.

4. **Inspections:** All projects are subject to inspection by RNDC, Program Evaluators and Funding Agencies.

Funding:

RNDC's Homeowner Rehabilitation Program is funded through the Nevada Housing Division (NHD), Nevada Commission on Economic Development (NCED), State of Nevada Community Development Block Grant (CDBG) and the Western Nevada HOME Consortium (WNHC).

Homeowner Rehabilitation Measures:

Measures installed through the Homeowner Rehabilitation Program may include but are not limited to the following:

- **Health and safety measures** (replacement of heat systems, stove, refrigerator, water heater, floor covering that may cause a tripping hazard, unsafe electrical, environmental issues, roof replacement, etc.)
- **Handicap accessible issues** (wheelchair ramps, handicap bathroom modification, door widening, etc.)
- **Energy conservation needs** (window and door replacement or repair, weather stripping, caulking, insulation, etc.)

Homeowner Rehabilitation Program Procedures:

The Rural Nevada Development Corporation will do an initial inspection of the property to be rehabilitated. RNDC will then prepare a Work Order to be submitted to the contractor for review. A bid from the contractor must be received by RNDC within 30 days of receipt of Work Order. Failure to do so could result in the project being reassigned to another eligible contractor.

The contractor will then schedule a site visit to review all items for repair. Any additional items noted by the contractor may be submitted separately for review. They will be reviewed by the housing administrator but are not guaranteed to be funded.

Upon agreement by the homeowner on funding and terms contracts will be drawn up for review and contractor's signature with a Notice to Proceed to follow.

All homes that are 50 years old or older are subject to Section 106 of the National Historic Preservation Act. The contractor will work with Rural Nevada Development Corporation to guarantee compliance.

All pre-1978 homes are subject to Section 1017 of the Residential Lead-based Paint Hazard Reduction Act of 1992 (**Title X**) the contractor will work with Rural Nevada Development Corporation to guarantee compliance.

Rehabilitation work must meet all applicable building codes.

Scheduling and Service Delivery

Rehabilitation services will commence as soon as possible after receiving approval from RNDC as total time on each project is not to exceed 90 days, unless prior approval has been authorized. All projects with signed agreements prior to the end of the contract term (June 30, 2012) must be completed by the end of the contract term unless an extension has been approved by RNDC. Contractor shall make every effort to communicate schedules and or schedule changes with the client.

Service Areas:

Listed below are counties that are serviced by the Rural Nevada Development Corporation Homeowner rehabilitation program. RNDC has approximately \$750,000.00 to be distributed in these areas based upon demand.

Elko	Eureka	Esmeralda	Humboldt
Lander	Lincoln	Nye	Rural Clark
White Pine	Carson City	Churchill	Douglas
Lyon	Mineral	Pershing	Storey
Rural Washoe			

The successful contractor will be responsible for all areas listed above.

Proposal Requirements:

Applicants must be a Nevada licensed general contractor and have retained this status for a period of at least three years.

Required Documentation

- Copy of any relevant Contractors Licenses
- Copy of State of Nevada Manufactured Housing Serviceman License
- Statement of Experience
- Bonding as required by State Contractors Board
- Copy of Liability Insurance; minimum \$1,000,000 coverage
- Pollution Occurrence Insurance - Lead Based Paint
- Copy of Workmen's Compensation Policy
- Homeowner Rehabilitation Program Standard Pricing, Appendix A
- List of Subcontractors
- EPA Lead Based Paint Renovator and Firm Certifications
- Class 1 Asbestos Certification (remediation)

Proposal Evaluation:

Proposals will be evaluated and awarded based on the following:

- Company history
- Current status with Nevada State Contractors Board
- Past complaints (resolved or un-resolved)
- Price comparisons
- Past Homeowner Rehabilitation experience/training

Terms:

- *Right to Modify RFP*
RNDC reserves the right to modify this RFP at any time before contracts are awarded.
- *Authorized Signatory for RFP*
This RFP must be signed by an official authorized to bind the contractor to its provisions until contracts are effective July 1, 2010. Failure of the successful bidder to accept the obligation of the contract may result in the cancellation of any award
- *General Recommendations*
Proposals should be prepared simply and economically. RNDC is not responsible for any cost incurred by the bidder in responding to this RFP.

Proposals must be submitted to Rural Nevada Development Corporation **no later than 12:00pm, June 21, 2010.**

RFP Contact:

For additional information or comments regarding this RFP, please contact:

Tara Foster, Housing Administrator
Rural Nevada Development Corporation
1320 E. Aultman Street
Ely, NV 89301

Phone: 775-289-8519 Toll Free: 866-404-5204
Fax: 775-289-3690
E-mail: tara@rndcnv.org

RFP Publication List:

Pahrump Valley Times
Pahrump Nevada

Elko Daily Free Press
Elko, Nevada

Daily Sparks Tribune
Sparks, Nevada

Las Vegas Review Journal
Las Vegas, Nevada

Nevada Appeal
Carson City, Nevada

Tahoe Daily Tribune
Lake Tahoe, Nevada

Virginia City News
Virginia City, NV

Wells Progress
Wells, NV

Mason Valley News
Yerington, Nevada

North Lake Tahoe Bonanza
Incline Village, Nevada

High Desert Advocate
Wendover, Nevada

Ely Daily Times
Ely, Nevada

Humboldt Sun
Winnemucca, Nevada

Lahontan Valley News
Fallon, Nevada

Las Vegas Sun
Las Vegas, Nevada

Reno Gazette Journal
Reno, Nevada

Battle Mountain Bugle
Battle Mountain, Nevada

The Record Courier
Gardnerville, Nevada

Lovelock Review Miner
Lovelock, Nevada

Mineral County Independent
Hawthorne, Nevada

RFP Publication List

Advance Installations, Sparks, NV
Akins Construction, Fallon, NV
Access Building Solutions, Pahrump, NV
Barney Construction, Ely, NV
Bill Smith Construction, Spring Creek, NV
Bottari Construction, Lamoille, NV
Brimont Construction, Overton, NV
Cheek Construction Unltd., Fallon, NV
CHRH LTD., Fallon, NV
Clark Builders, Battle Mtn., NV
Construction Junction, Fallon, NV
Copeland Construction, Spring Creek, NV
Cow County Construction, Hawthorne, NV
CSE Construction, Fallon, NV
CyBr Construction, Las Vegas, NV
Desert Sage Construction, Elko, NV
Designs for Living, Reno, NV
Dividend Construction, Fallon, NV
Dixon Builders, Wells, NV
David L. Johnson Construction, Fallon, NV
Doyle Construction, Winnemucca, NV
DR Construction, Hawthorne, NV
Dream Builders Const., Fallon, NV
Echeverria Construction, Winnemucca, NV
Elizagoyen Construction, Spring Creek, NV
Epperson Construction, Ely, NV
ETXE Construction, Fallon, NV
Faulstich & Rand Construction, Elko, NV
Fred Johnson Construction, Fallon, NV
Garnett Mello Const., Fallon, NV
GHIGLIA Homes, Fallon, NV
G & T Construction, Elko, NV
Groves Mobile Homes, Dayton, NV
Hammond Homes, Fallon, NV
Hanks Construction, Fallon, NV
Isbell Construction, Truckee, CA
JG Laca Construction, Fallon, NV
King Construction, Fernley, NV
McCrosky Construction, Piroche, NV
Mark's Way Construction, Ely, NV
Mast Enterprises, Alamo, NV
Michael Clay Contractors, Winnemucca, NV
Moon Construction, Spring Creek, NV
Murry Hewko, Ely, NV

Oasis Construction, Fallon, NV
Ormaza Construction, Elko, NV
Perchetti Roofing & Const., Tonopah, NV
Peterson Construction, Walker Lake, NV
Purdy Construction, Pahrump, NV
Reed's Contractors, Elko, NV
Robison Construction, Ely, NV
RP Services, Fallon, NV
Ryan Hill General Building, Verdi, NV
Ruiter Construction, Las Vegas, NV
Schaefer Construction, Silver Springs, NV
Sierra Nevada Builders, Yerington, NV
Sweeney Construction, Battle Mountain, NV
TBC Construction, Fallon, NV
Wetzel Construction, Spring Creek
White Pine Construction, Ely, NV