
Request for Qualifications

Notice to Contractors

Roberts' Cove

1901-1907 MLK Drive, Meridian, MS 39301



Introduction

Mississippi United to End Homelessness, Inc. (MUTEH/Organization) is seeking a Statement of Qualifications from General Contractors (GC) interested, experienced and knowledgeable in providing pre-construction services for a proposed rehabilitation project. This Request for Qualifications is intended to gather pertinent information concerning the ability of GCs to meet the needs of MUTEH. Inc. MUTEH then intends to create a short-list of GC firms and will require a Statement of Qualifications from each. Each potential GC will be required to participate in a pre-selection meeting, site visit, interview and submit a Statement of Qualifications. Once the site visit, interview and Statement of Qualifications have been completed and reviewed, MUTEH will select a GC to provide pre-construction services.

A general Statement of Qualification would include an approach to providing pre-construction services, cost estimating, and constructability advisement for the project. We expect that the GC chosen will assist MUTEH in creating the Request For Proposal and in selecting the General Contractor to complete the construction.

Interested firms are invited to submit five (5) hard copies and one (1) electronic copy of your Statement of Qualifications by 10:00 AM, 12/23/19 to:

Adam Bradshaw, Housing Specialist

Mississippi United to End Homelessness, Inc.

Post Office Box 24147

Jackson, MS 39225

abradshaw@muteh.org

c. 601.383.7010

Questions or requests for additional information should be forwarded through email by 10 A.M. on December 18, 2019 to Adam Bradshaw @ abradshaw@muteh.org.



Amendments to the RFQ

The Organization reserves the right to amend this RFQ by an addendum at any time prior to the date set for receipt of Statement of Qualifications. Addenda or amendments will be uploaded to the MUTEH website. It shall be the responsibility of the Consultant to include any modifications to the project from all addenda. If revisions are of such a magnitude to warrant, in the Organization's opinion, the postponement of the date for receipt of proposals, an addendum will be issued announcing the new date.

Background

MUTEH, Inc. has purchased 4 single family dwellings on the same parcel of property in Meridian, MS. These units will be converted to duplexes of 1 bedroom or efficiency apartments for a total of 8 units with at least two units being ADA compliant. The area on the property behind the units will be used for parking and will require the creation of a parking lot for at least 10 vehicles including 2 spaces for disabled parking.

RFQ Submittal

The Organization invites qualified GCs to submit Statements of Qualifications for the project. Brevity and conciseness of the submittal will be welcomed. The submittal should include the following:

- 1. An introductory cover letter including a short background of the firm, statement of interest, and commitment to meeting the project schedule.**
- 2. A Statement of Qualifications and relevant experience of the GC. This should include your firm's involvement in contractual services of any affordable housing projects.**

Provide examples of up to five relevant recent projects, including the following information:

- a. Name, cost and type of project
- b. Year of construction
- c. Client
- d. Approximate total floor area and construction cost
- e. Photo(s)
- f. Reference with phone number and email

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- 3. Project team organization chart and resumes of key personnel who will be working on this project, including the proposed estimator and consultant.**
 - 4. A brief outline of your approach to accomplishing the following, including key individuals who will be performing the work:**
 - a. Pre-construction services
 - b. Cost estimating
 - c. Constructibility expertise and advisement
 - d. Consulting on selection of General Contractor

Schedule

December 3, 2019	Post RFQ
December 18, 2019	Questions/Request for additional information due 10:00 AM
December 23, 2019	Statements of Qualifications due, 10:00 AM
January 2, 2020	Short-list Selected
January 7, 2020	Mandatory pre-proposal meeting and site visit (If unable to make this date, please inform Adam Bradshaw and a second date may be set)
January 13, 2020	Proposal and fee estimate due, 10:00 AM
January 13-17, 2020	Interviews conducted
January 31, 2020	GC selected
March 3, 2020	Request for Proposal advertised
April 3, 2020	Request for Proposals due
May 8, 2020	MUTEH will select Central Contractor for construction services

Scope of Work

The Scope of Work in this RFQ is to provide MUTEH with sound consultation and pre-construction services, assisting with constructibility, creating an RFP, and selection of a construction company that can complete the work outlined in the RFP. Outline/Summary of the approach to accomplish the Scope of Work, along with the Consultant's fee proposal, will be due January 13, 2020 at 10:00 AM.

Signatures

The proposal documents do not require authorized signature for submittal. Signatures will be required of the selected firm as part of the contract process.

Selection Process

The RFQ submittal will be used to identify qualified GCs capable of performing this work. The Organization intends to invite a short-list of GCs for formal interviews. The short-listed firms will be required to attend a pre-proposal meeting and site visit on January 7, 2020 where they can tour the existing dwellings, view the site and submit questions about the project. Only the GCs selected to interview will be requested to submit detailed proposals and fee estimates for the scope of work, which are due January 13, 2020 at 10:00 am. Interviews are scheduled for January 13-17, 2020. The Organization reserves the right to reject any and all proposals. The successful GC will need to execute an Agreement for Professional Services with the Organization.