



## **REQUEST FOR QUALIFICATIONS TO PREQUALIFY CONTRACTORS FOR JEDCO'S FAÇADE IMPROVEMENT GRANT PROGRAM**

Owner: Jefferson Parish Economic Development Commission (JEDCO)

Issued: September 14, 2016

Proposals Due: October 6, 2016

Contact Person: Scott Rojas, Director of Facilities and Information Technologies  
Jefferson Parish Economic Development Commission  
700 Churchill Parkway  
Avondale, LA 70094  
Phone: 504-875-3908

*RFQ Number: 10012*

*RFQ Receipt Date: \_\_\_\_\_*

*RFQ Receipt Time: \_\_\_\_\_*

## **Façade Improvement Grant Program**

### **Introduction**

Jefferson Parish Economic Development Commission (JEDCO) has developed a Façade Improvement Grant Program and invites responses to the Request for Qualifications (RFQ) from construction contractors to provide construction services for façade renovations, including the general upgrading of a building's exterior in compliance with existing zoning and/or new "Fat City" improvement design standards to be implemented. Construction contractors who respond to this RFQ must have the ability to mobilize within 30 days or less to complete assigned projects.

The program will provide an economic incentive for improving the appearance of building facades in "Fat City" bounded by North Arnoult Road, West Esplanade Ave, Division St. and Veterans Memorial Hwy., and a portion of Jefferson Highway defined between Shrewsbury Road to the west and the Jefferson Parish/Orleans Parish boundary to the east.

While JEDCO will allow grantees discretion to select a contractor of their choosing to perform the approved work, a list of pre-qualified contractors will also be available that meet program requirements.

### **Scope of Services Required**

JEDCO intends to prequalify construction contractors to participate in the Façade Improvement Grant Program. All construction contractors that respond and qualify for the RFQ will be considered in the prequalified pool for the work requested under this RFQ. All prequalified contractors must meet the following requirements:

- Must certify that contractor is not debarred
- Must certify that project will abide by Section 3 regulations, if applicable
- Must submit contractors' license issued by the Louisiana Licensing Board for Contractors
- Must complete the cost reasonableness for project if selected
- State licensed contractors in good standing will be required for each type of work
- All work undertaken will be subject to the Davis Bacon Act (see Davis Bacon Act below)

#### **All work undertaken will be subject to the Davis Bacon Act:**

The Davis-Bacon Act of 1931 is a United States federal law that establishes the requirement for payment of local prevailing wages on public works projects for laborers and mechanics. It applies to "contractors and subcontractors performing on federally funded or assisted contracts in excess of \$2,000 for the construction, alteration, or repair (including painting and decorating) of public buildings or public works".

The grantee will be required to obtain two (2) contractor bids for work on their façade project. Grantee may choose the contractor of their preference. It is recommended to add a 10% contingency for unexpected costs and overages. The project cost plus the contingency must be below \$100,000 as approved by JEDCO.

Additionally, conflict checks, (nepotism, parish and or federal disbarment from contracting) and other requirements as necessary will be conducted before grant funds are awarded.

## **Program Information**

### **Matching Grant and Amounts**

The program will provide a grant of 75% of the total cost of the improvement project and a match of 25% will be required from the property owner and/or business owner. Documentation of total façade costs must be provided before payment of the matching grant amount is paid.

The maximum cost per project is \$50,000; however, JEDCO will consider projects over \$50,000 based on need, program demand and availability. All project must be below \$100,000.

### **Eligibility**

All property and/or business owners willing to improve the exterior of properties located within the designated program areas may be eligible to receive assistance. A recipient may utilize the Façade Improvement Program in conjunction with other public financial resources. Owners may receive assistance for more than one building based on funding availability.

Construction management shall be the responsibility of the applicant based on approved plans and specifications. Any changes to the scope of work must be approved by JEDCO.

### **Eligible Activities**

Façade renovation activities must involve the general upgrading of a building's exterior in compliance with existing zoning and new Fat City improvement design standards to be implemented.

Project must comply with all ADA guidelines.

Eligible Improvement Projects include:

- Painting or cleaning of façade exterior
- Sign repair / replacement
- Addition or upgrade of exterior lighting
- Basic cosmetic work (painting, masonry cleaning)
- Installation of awnings / canopies
- Window / door replacement
- Sign repair / replacement
- Lobby Improvements
- ADA Accessibility

Eligible Project Costs include:

- Professional Fees
- Permits
- Materials
- Contracted labor

For the purposes of this program, eligible expenditures shall include expenses related solely to those façade improvements as outlined.

Ineligible Improvement Projects include:

- Roof improvements
- Electric improvements (other than façade accent and/or safety lighting)

- HVAC improvements
- Any interior work to the building, other than lobby improvements
- Property Acquisition
- Working Capital
- Equipment, furniture, fixtures used in the operation of the business
- Subsurface work of any scope including drainage

Other requirements:

- All projects must meet certain design standards.
- Prior to commencing any work, all projects must receive approval from JEDCO.
- All work must be done in accordance with all applicable local, state and federal codes, and rules and regulations for the HUD/CDBG program.
- The appropriate level of HUD environmental review must be completed.
- Jefferson Parish will conduct site specific environmental reviews and will notify recipient when the review is completed. Costs cannot be incurred on the project until JEDCO has determined the environmental reviews are complete and the project receives a Notice to Proceed.

### **Request for Qualifications**

#### **Submittal Requirements**

Request for Qualifications Submittal Deadline: Thursday, October 6, 2016 at 2:30 PM

Important – Clearly mark outside of envelope, box or package with the following information and format:

- Contractor Name: \_\_\_\_\_
- RFP No. 10012
- RFP Receipt Date: \_\_\_\_\_

Submit six (6) copies to:

Scott Rojas, Director of Facilities and Information Technologies  
Jefferson Parish Economic Development Commission  
700 Churchill Parkway  
Avondale, LA 70094

Questions may be addressed to:

Scott Rojas, Director of Facilities and Information Technologies  
Jefferson Parish Economic Development Commission  
700 Churchill Parkway  
Avondale, LA 70094  
504-875-3908

Contractors are solely responsible for ensuring that its courier service provider makes inside deliveries to our physical location. JEDCO is not responsible for any delays caused by the contractor's chosen means of RFQ delivery.

### **Submittal Instructions**

Contractors interested in this project are to submit only the following information:

#### Letter of Notification of Interest

Submit a letter of interest, including a brief description of the candidate's strength to perform the work successfully and that they will meet the program requirements for contractors as outlined in this RFQ.

#### Company's Background

Proposals need to include brief information, not to exceed one (1) 8-1/2" x 11" page, regarding company's size, key contacts, experience and qualifications to perform this work.

#### License(s)

Submit a current copy of company's license from the Louisiana Licensing Board for Contractors.

#### References

Proposers need to include the names, addresses, telephone numbers and contact person of at least three (3) clients for whom similar services have been performed.

### **Proposed Project Schedule**

- RFQ Issued.....September 14, 2016
- Inquiry Period End..... September 30, 2016
- RFQ Due.....October 6, 2016

**Note:** Timelines are preliminary, exact schedule will be coordinated with selection marketing team to determine conceptual submittal and final presentation.

### **Inquiry Period**

An inquiry period is hereby firmly set for all interested contractors to perform a detailed review of the RFQ documents and to submit any written questions relative thereto. Without exception, all questions **MUST** be in writing and received by the close of business on August 25, 2016. Inquiries shall not be entertained thereafter.

JEDCO shall not and cannot permit an open-ended inquiry period, as this creates an unwarranted delay in the procurement cycle and operations of our agency and departments. JEDCO reasonably expects and requires responsible and interested contractors to conduct their in-depth proposal review and submit inquiries in a timely manner.

No negotiations, decisions, or actions shall be executed as a result of any oral discussions with any JEDCO employee or consultant. JEDCO shall only consider written and timely communications from proposers.

Inquiries shall be submitted in writing by an authorized representative of the contractor, clearly cross-referenced to the relevant solicitation section. Only those inquiries received by the established deadline shall be considered by JEDCO. Answers to questions that change or substantially clarify the solicitation shall be issued by addendum and posted to the JEDCO website.

All inquiries and responses will be posted to the JEDCO website by close of business on August 25, 2016.

### **Proposal Review and Award**

JEDCO reserves the right to request any further documentation it deems appropriate and necessary for the review and award process.

JEDCO reserves the right to cancel this RFQ at any time, to reject any or all of the submittals, to waive any informality or regularity in any submittal received, and to be the sole charge of the merits of the respective submittals received.

### **Cancellation of REQ or Rejection of Proposals**

JEDCO reserves the right to reject any or all proposals received in response to this RFQ, or to cancel this RFQ if it is in the best interest of JEDCO to do so.

### **Termination**

JEDCO may terminate this agreement for cause based upon the failure of the contractor to comply with the terms and/or conditions; provided JEDCO give the contractor written notice specifying the contractor's failure. If within ten (10) days after receipt of such notice, the contractor shall not have either corrected such failure or thereafter proceeded diligently to complete such correction, then JEDCO may, at its option, place the contractor in default and shall terminate on the date specified in such notice. The contractor may exercise any rights available to it under Louisiana Law to terminate for cause upon the failure of JEDCO to comply with the terms and conditions; provided that the contractor shall give JEDCO written notice specifying JEDCO's failure.

JEDCO may terminate any agreement entered into as a result of this RFQ at any time by giving thirty (30) days written notice to the contractor.

### **No Guarantee of Quantities**

JEDCO does not guaranty any work as outlined in this RFQ but rather prequalifies contractors for qualifications under the Façade Improvement Grant Program. The grantee will select the final contractor based on their specific needs and/or qualifications. Contractor selection will be on a project to project basis, contracts for work to be performed will be between grantee and contractor.