

# **General Contractor Pre-qualification Requirements**

## **Residential Resilience Program – North West Housing Partnership (NWHP) 847-969-0561**

### **Cook County**

#### **Project Description:**

As a result of the severe storms in April/ May 2013, Cook County is offering homeowner's assistance with clean up from the flooding and flood mitigation assistance. The Residential Resilience Program is a residential rehabilitation program administered by the Cook County Department of Planning and Development within the Bureau of Economic Development. The Program is offered to income-qualified owners of single-family homes (one- to four-units) residing in suburban Cook County with a one-time monetary grant to assist with flood remediation and mitigation. Applicants must have owned their homes before the severe storms and flooding that occurred between April 2013 and May 2013. Most importantly, they are required to show evidence the damage incurred was a result from this specific flooding disaster. This is known as "tie-back."

The program is being administered by Cook County through a grant from the U.S. Department of Housing and Urban Development (HUD) - Community Development Block Grant – Disaster Recovery. It is being administered by NWHP in all parts of Cook County west and north of W. 39th Street.

The Program is restricted to income-qualified owners of single-family homes owners (one- to four-units) who reside in suburban Cook County. Homeowners must prove ownership of the subject property as of the time of the disaster. The household income must be at or below 80% of the area median income for Cook County, adjusted for household size and from time-to-time updated by HUD. Homeowner must provide evidence of damage was a result of the severe storms in 2013 through insurance claims, photographs or other acceptable means as determined by Cook County. In addition, if the homeowner received either FEMA money, or money from an insurance program, that amount will be deducted from the amount approved for the rehabilitation.

Each approved homeowner may receive up to \$25,000 for the rehabilitation/ flood mitigation.

Contact

**Northwest Housing Partnership** – 847-969-0561, 1701 E. Woodfield Dr. #203, Schaumburg, IL 60173

**Neighborhood Housing Services** – 773-329-4175, 1279 N. Milwaukee, 4th F, Chicago, IL 60622 (managing areas south of W. 39th Street)

#### **Pre-Qualification Process**

General Contractors, water proofing, roofing, lead Contractors operating in a GC capacity are requested to submit their qualifications for evaluation per the requirements outlined below.

After the qualification packages are received NWHP will evaluate the qualifications of each Contractor and make a determination as to which Contractors meet the established criteria outlined below. Each responding firm will be notified as to the disposition of their pre-qualification status. Once pre-qualified, contractors will be placed on a list, from which NWHP will draw three to five names for each job. Contractors will have an opportunity to review the scope of work for a given property and asked to bid on the proposed scope. Once bids are received by NWHP, it will present and review the bids with homeowners who will then make the decision on which contractor to use and sign the contract.

Documents referenced herein shall be submitted to NWHP up until April 2019, prior to the end of the program.

## **Qualification Criteria**

The Contractor for this project shall meet the following minimum qualifications:

1. The Contractor shall have been in business under the present company name for a minimum of three (3) years and shall not have been declared in default on any construction contract within that time.
2. The Contractor along with their selected subcontractors shall have completed at least two (2) projects that have been completed successfully in the last five years.
3. The Contractor shall have demonstrated abilities to manage a schedule and complete punch list in an expeditious manner after substantial completion.
4. The Contractor shall be bondable up to 100% of the work for both performance and payment.

**Note: NWHP reserves the right to reject any and all submittals and to waive technicalities and informalities.**

## **SECTION B Submittal Requirements**

The Contractor shall submit two copies of the information and documentation requested below. Each copy shall be bound in a 3 ring binder or folder, labeled on the front cover. Sections inside the binder shall be tabbed. Documents must be submitted at the time and location outlined above.

1. Qualifications of Contractor and examples of past projects including photographs.
2. Completed and notarized Contractor Affidavit Form (Form No. F-1 and required attachments).
3. The past two years of financial statements showing the company has the capacity and ability to carry out the projects.
4. Proof of License and bonding capacity.
5. Proof of Contractor Insurance.

# General Contractor Pre-qualification Requirements (Can use own form if similar)

## FORM NO. F-1 GENERAL CONTRACTOR AFFIDAVIT

1. THIS IS TO CERTIFY that \_\_\_\_\_  
[insert name of General Contractor]

has been in business under this same name since \_\_\_\_\_, 20 \_\_\_\_.

2. THIS IS TO CERTIFY that \_\_\_\_\_  
[insert name of General Contractor]

has not been declared in default on any contract within the past five years.

3. THIS IS TO CERTIFY that \_\_\_\_\_  
[insert name of General Contractor]

has demonstrated proficiency in the construction of at least two projects of similar size, scope of improvements, and value, of which not less than two project shall have been completed more than five years ago and not less than two projects shall have been completed within the last ten years and that the foregoing installations having been the complete and undivided responsibility of aforesaid General Contractor.

### Name of Project

Type of Project and brief project description, describe project scope and challenges.

Total Construction Contract Amount

Initial schedule duration in months

Actual construction period in months (including punch list completion) Date of Substantial Completion

Date of Completion of all Punch List Items

Office location from which project was administered

Superintendents Name

Project Managers Name

Owner Contact Name

Telephone No. E-mail

Address

Include reference letter as an attachment (if available)

Remarks and Photos

4. THE CERTIFICATIONS of the affiant are not mere declarations but are in consideration of and in fulfillment of express contractual requirements established in the contractor pre-qualification documents.

5. THIS AFFIDAVIT applies to the Cook County Residential Resilience Program.

This \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

Name of Company:

By:

Title:

### CERTIFICATE OF NOTARY PUBLIC

Sworn and subscribed to before me, an officer authorized to administer oaths.

This \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

Notary Public:

My Commission expires:

The following attachments form a part of this affidavit: