

**REQUEST FOR QUALIFICATIONS (RFQ)
FOR RECONSTRUCTION & REHABILITATION CONTRACTOR SERVICES**

Purpose of The Request – The Lower Rio Grande Valley Development Council (LRGVDC) is issuing this RFQ to add a **Secondary** pool of contractors to support housing demolition, reconstruction, rehabilitation and potentially elevation of owner-occupied family housing and single family rental units in the Tri-County area (Cameron, Hidalgo, and Willacy) associated with the Hurricane Dolly Housing Program. The LRGVDC seeks to establish a **Secondary** list of pre-qualified residential reconstruction/rehabilitation contractors based on the criteria established in this RFQ. Once the list of **Secondary** pre-qualified contractors has been established, assignments for the construction work will be sent only to those building contractors on the established Primary or **Secondary** pre-qualified contractor list.

- I. **Background** – The LRGVDC, through Community Development Block Grant Disaster Recovery Program funding provided by the Texas General Land Office (GLO) and the U.S. Department of Housing and Urban Development (HUD), is implementing a Housing Reconstruction, Rehabilitation, Elevation, Demolition and/or Replacement program. The program consists of single, owner occupied homes and single family rental homes that received damage due to Hurricane Dolly. The units must be located in the Tri-County area. Homeowners and or/single family property owners apply directly to the LRGVDC for participation in the program and will not directly receive funds under this program. The Community Development Block Grant Disaster Recovery Program requires that assisted housing units meet minimum federal property standards, referred to as Housing Quality Standards (HQS) and local building, health and safety codes at project completion. The **Secondary** Pre-qualified contractors on the list will receive and respond to Construction Assignments and perform the applicable contracting activity identified as eligible under the program.

- II. **Scope of Work** Construction Assignments containing multiple structures will be provided to the **Secondary** pre-qualified contractor list at various intervals over the course of the program. While the scope of work for each individual structure will vary to some degree, the general scope of work and requirements described below remain constant. Contractor requirements include, but are not limited to, the following:
 - a. Coordinate with individual applicants / homeowners upon Notice to Proceed;
 - b. Provide contract labor, equipment, and materials adequate to perform the work in accordance with the Scope of Work ensuring all applicable building codes are met;
 - c. Meet the 90 day schedule requirement for the start and completion of the job as set forth in the contract.

III. Contractor Qualifications:

This RFQ and its attachments describe the requirements under which the LRGVDC will approve contractors for the **Secondary** pre-qualified contractor list. As noted in Section IV., the submittal must describe the contractor's qualifications, prior residential home construction or rehabilitation experience, financial capability and description of

past projects that have been completed which are similar in nature to LRGVDC's proposed projects.

Minimum Qualification Requirements includes:

- a. Contractor's qualifications and experience in construction of residential housing for HUD and GLO;
- b. Contractor's extent of financial resources available to perform the work;
- c. Contractor's experience in completing projects of a similar nature for HUD or GLO;
- d. Performance and Payment Bond Capability with \$ 125,000.00 per project and \$1,000,000 aggregate capacity;
- e. Insurance in the following limits:

General Liability, \$1,000,000 Limit
Automobile Liability, \$1,000,000 Limit
Worker's Compensation, Statutory by Texas law.

- f. Be lien and judgment free;
- g. Respondent must disclose any claims made on performance and payment bonds relative to Respondent and any other corporate entity in which the owners and/or principals of Respondent have any ownership interest.

Respondents must disclose if Respondent and/or any other corporate entity in which the owners and/or principals of Respondent have any ownership interest has been debarred and/or terminated by any federal, state or local political entity.

- h. Contractor and sub-contractors must not be debarred, suspended, or ineligible according to the U.S. General Services Administration's List of Parties Excluded from Federal Procurement or Non-Procurement Programs:

<https://www.sam.gov>

and according to the State of Texas Debarred Vendor's List:

[http://www.window.state.tx.us/procurement/prog/vendor performance/debarred/](http://www.window.state.tx.us/procurement/prog/vendor%20performance/debarred/)

Other Requirements:

- a. All contractors must secure and provide proof of performance and payment bonds within ten (10) business days of award of assignments. Failure to do so may result in termination of award.
- b. Whenever possible, LRGVDC will give opportunities to Historically Underutilized Businesses (HUBs) and will make an affirmative effort to encourage bids from such contractors.
- c. The work to be performed under this contract is on a project assisted under a program providing direct federal financial assistance from the Department of Housing and Urban Development (HUD) and is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u. Section 3 requires that to the greatest extent feasible opportunities for training and employment be given lower income residents of the project area and contracts for work in connection with the project be awarded to business concerns which are located in, or owned in substantial part by persons residing in the area of the project.
- d. Whenever possible, opportunities shall be provided to locally owned businesses and low-income residents in the project area.
- e. LRGVDC may consider a Contractor's adherence to acceptable business practices and criminal history of unsatisfied judgments in determining whether the Contractor qualifies to participate in this program.
- f. Davis Bacon Act: For all construction contracts awarded in excess of \$2,000 when required by Federal Grant Program legislation, both parties hereby agree to comply with the Davis-Bacon Act (40 U.S.C. 276a to 276a-7) as supplemented in Department of Labor Regulations (29 CFR Part 5).
- g.

IV. **Submission Requirements.** Contractors submitting a response to this RFQ are **required** to use the following format and **tab** each section accordingly. **Do not** submit any additional information beyond what is requested in the format below. All responses to this RFQ must consist of **One Electronic (CD or USB), One Original in Paper (original signatures) and Fifteen (15) copies (17) seventeen total. Each set of Seventeen (17) qualifications should be sealed in a box and the title of the RFQ (RFQ for Reconstruction & Rehabilitation Services) and the name of the submitting firm should be labeled on the outside of the box "Failure to provide the response in the required format will be reason for disqualification".** Each qualifications should include the following information and have a tab identifying each of the following sections:

- a. **Table of Contents.** Provide a table of contents covering each section listed under these submission requirements.
- b. **Cover Letter.** Provide a signed cover letter stating the contractor's interest and commitment to participate in the program.

- c. **Request for Qualifications.** Completely fill out **Appendix A**, providing a summary of your firm's qualifications as it relates to this RFQ. Ensure contact name, phone number, fax number, and e-mail address is provided for the primary contact of the company. Sign the sworn statement on the last page of Appendix A before a notary swearing that all information contained in Appendix A is true and accurate.
- d. **Letters of Reference.** Submit five (5) signed letters of reference for whom you have provided residential construction activities (new home construction/rehabilitation/reconstruction), of which at least two (2) references are limited to federally funded customers (Administrators of federal funding similar to GLO) for whom you have provided residential construction activities and such relationship should be identified in the letter.
- e. **Bonding Capacity.** Provide a letter of capacity from your bonding agent stating your single job and aggregate limit of performance and payment bonds. Letter of bonding capacity must be in the name of the submitting firm and should be dated within six (6) months of the due date of this RFQ.
- f. **Performance History.** Describe how many years you have worked and the approximate number of houses on which you have performed rehabilitation/reconstruction work, and specifically if you have provided work on HUD, GLO or other federally funded housing programs. Provide a list of projects completed in the last two years and the amount of each project. Identify those projects which were GLO funded.
- g. **Proof of Insurance.** Provide a current specimen insurance certificate including the types and amount of insurance you **currently maintain**. Insurance in the following limits will be required under this program:
- General Liability, \$1,000,000 Limit
Automobile Liability, \$1,000,000 Limit (If the company owns autos)
Worker's Compensation, Statutory by Texas law.
- h. **Proof of Local Presence.** Provide a copy of your lease, ownership documentation or most recent utility bill in the name of the submitting firm showing a local address indicating somewhere the length of time in years your business has been located at the address provided. A local address is defined as one in Cameron, Hidalgo, or Willacy County.
- i. **Section 3 Business Concerns.** According to GLO Section 3 Regulations 24 CFR 135, LRGVDC has a numerical goal to contract with Section 3 businesses on a minimum of 10% of all construction contracts and 3% of all non-construction contracts.
1. A section 3 business is defined as a business:
 - a. That is at least 51 percent or more owned by Section 3 residents,
 - b. Whose permanent, full-time employees include persons, at least 30 percent of whom are currently Section 3 residents, or within three years of the date of first employment with the business concern were Section 3 residents, or

- c. That provides evidence of a commitment to subcontract in excess of 25 percent of the dollar award of all subcontracts to be awarded to a Section 3 business concern
2. A section 3 resident is defined as:
 - a. Public housing residents
 - b. Low and very-low income persons who live in the metropolitan area or Non-metropolitan County where a HUD-assisted project for housing or community development is located.

Please provide proof of Section 3 business status, if applicable, by completing the form attached as Appendix B, Certification of Section 3 Business.

- j. **Non-Debarment.** Provide Proof of non-debarment from federally funded programs including your Federal ID # or Social Security number if applicable. Locate, print and provide the certification from <https://www.sam.gov/portal/public/SAM/> in the exact name of your corporation or the name in which you are submitting your Request for Qualifications. Also, provide proof of non-debarment from state programs by printing the state debarred-vendor's-list http://www.window.state.tx.us/procurement/prog/vendor_performance/debarred/
- k. **Financial Condition.** Provide a copy of the firms most recently CPA compiled financial statements, including a **Balance Sheet and an Income Statement**. Bank Statements plus a banking reference may be provided for sole proprietorships, partnerships or smaller firms if CPA compiled financial statements are not available. All documents supporting financial condition should be in the name of the submitting firm or its owner. However, if the submitting firm is a subsidiary and the financial documents are in the name of the parent company, then proof of this relationship is required in the form of a sworn statement.

V. Evaluation Criteria: Request for Qualifications will be evaluated based on the scoring criteria stated below. Request for Qualifications must score 70% or above for the submitting firm to be considered as a contractor for this program.

- a. Organization of Request for Qualifications (0-5 Points)
 1. The score for Organization of Request for Qualifications will be based on the provisions stated under the Submission Requirements section of this RFQ.
 - a. 0 to 4 Points: If Request for Qualifications fails to meet any of the provisions stated in the Submission Requirements.
 - b. 5 Points: If Request for Qualifications meets all provisions stated in the Submission Requirements.
- b. Number of Years **incorporated** in Business under the name of the submitting firm (0-5 Points)
 1. How many years have you been engaged in the contracting business under your present firm name?

- a. 0 Points: If the submitting firm was recently formed – less than 6 months from the due date of this Request for Qualifications.
- b. 1 Point: If the submitting firm was formed more than 6 months but less than 2 years from the due date of this Request for Qualifications.
- c. 2 Points: If the submitting firm was formed more than 2 years but less than 5 years from the due date of this Request for Qualifications.
- d. 3 Points: If the submitting firm was formed more than 5 years but less than 7 years from the due date of this Request for Qualifications.
- e. 4 Points: If the submitting firm was formed more than 7 years but less than 10 years from the due date of this Request for Qualifications.
- f. 5 Points: If the submitting firm was formed more than 10 years from the due date of this Request for Qualifications.

c. Letters of Reference (0-5 Points)

1. Letters of Reference will be scored based on the documentation provided in the Letters of Reference section of each Request for Qualifications minimum 2 (two) letters from federally funded programs with (HUD) or (GLO).
 - a. 0 to 2 Points: If the submitting firm fails to provide 5 letters of reference for construction activities.
 - b. 3 to 4 Points: If the submitting firm provides 5 letters of references for construction activities but fails to provide 2 of those letters from a federally funded customer.
 - c. 5 Points: If the submitting firm provides 5 letters of references for construction activities of which 2 are from federally funded customers.

d. Bonding Capacity (0-5 Points)

1. Bonding Capacity will be scored based on the documentation provided in the Bonding Capacity section of each Request for Qualifications.
 - a. 0 to 2 Points: If the submitting firm fails to provide the required documentation or demonstrates a single job limit of less than \$ 125,000.00.
 - b. 3 to 4 Points: If the submitting firm demonstrates a single job limit of at least \$ 125,000.00 but an aggregate job limit of less than \$1,000,000.
 - c. 5 Points: If the submitting firm demonstrates a single job limit of at least \$ 125,000.00 and an aggregate job limit of at least \$1,000,000.

e. Residential Reconstruction Experience/Performance History (0-5 Points)

1. Information concerning residential reconstruction experience should be provided under the performance history section of each Request for Qualifications specifically with programs funded by (HUD) or (GLO).

- a. 0 Points: If no residential reconstruction projects have been completed by submitting firm.
- b. 1 Point: If at least 1 but less than 3 residential reconstruction projects have been completed by submitting firm.
- c. 2 Points: If at least 3 but less than 5 residential reconstruction projects have been completed by submitting firm.
- d. 3 Points: If at least 5 but less than 7 residential reconstruction projects have been completed by submitting firm.
- e. 4 Points: If at least 7 but less than 10 residential reconstruction projects have been completed by submitting firm.
- f. 5 Points: If 10 or more residential reconstruction projects have been completed by submitting firm.

VI. Experience with HUD or GLO federally funded-projects/Performance History (0-5 Points)

1. Information and Identification of HUD or GLO funded housing projects should be listed under the performance history section of each Request for Qualifications:
 - a. 0 Points: If no HUD or GLO funded projects have been completed by submitting firm.
 - b. 1 Point: If 1 HUD or GLO funded project has been completed by submitting firm.
 - c. 2 Points: If 2 HUD or GLO funded projects have been completed by submitting firm.
 - d. 3 Points: If 3 HUD or GLO funded projects have been completed by submitting firm.
 - e. 4 Points: If 4 HUD or GLO funded projects have been completed by submitting firm.
 - f. 5 Points: If 5 or more HUD or GLO funded projects have been completed by submitting firm.
- b. Proof of Insurance (0-5 Points)
 1. Proof of Insurance will be scored based on the documentation provided under the Proof of Insurance section of each Request for Qualifications.
 - a. 0 to 4 Points: If no documentation related to proof of Insurance is provided.
 - b. 5 Points: If all insurance specimens requested are provided in the Request for Qualifications.
- c. Local Presence (0-5 Points)
 1. Local Presence will be determined based on the documentation provided under the Proof of Local Presence section of each Request for Qualifications.
 - a. 0 Points: If the submitting firm has less than 6 months from the due date of this Request for Qualifications.

- b. 1 Point: If the submitting firm have more than 6 months but less than 2 years from the due date of this Request for Qualifications.
 - c. 2 Points: If the submitting firm have more than 2 years but less than 5 years from the due date of this Request for Qualifications.
 - d. 3 Points: If the submitting firm have more than 5 years but less than 7 years from the due date of this Request for Qualifications.
 - e. 4 Points: If the submitting firm have more than 7 years but less than 10 years from the due date of this Request for Qualifications.
 - f. 5 Points: If the submitting firm has more than 10 years from the due date of this Request for Qualifications.
- d. Section 3 Business (0-5 Points)
- 1. Section 3 Businesses will be given this preference based on the information provided.
 - a. 0 to 3 Points: If no or unqualified documentation is provided.
 - b. 4 to 5 Points: If qualified documentation is provided.
- e. Financial Stability (0-5 Points)
- 1. Financial Stability will be determined based on the documentation provided under the Financial Condition section of each Request for Qualifications.
 - a. 0 Points: If required documentation is not provided.
 - b. 1 Point: If current assets or account balances is at least \$41,250.00 (33% of \$125,000.00) but less than \$82,500.00 (66% of \$125,000.00).
 - c. 2 Points: If current assets or account balances are at least \$82,500.00 (66% of \$125,000.00) but less than \$45,000.00 (reconstruction single home cap).
 - d. 3 Points: If current assets or account balances are at least \$125,000.00 (1-home) but less than \$250,000.00 (\$125,000.00x 2 homes).
 - e. 4 Points: If current assets or account balances are at least \$625,000.00 (\$125,000.00x5 homes) but less than \$1,250,000.00 (\$125,000.00x10 homes).
 - f. 5 Points: If current assets or account balances are at least \$2,500,000.00 (\$125,000.00x20 homes).

VII. LRGVDC reserves the right to:

- a. Contract with the most qualified contractors based on the criteria stated herein and their responses to RFQ's.
- b. Reject Request for Qualifications that fails to meet the stated criteria.
- c. Re-advertise this RFQ if adequate interest is not received.

- d. Not award a construction project to any contractor on the **Secondary** pre-qualified list merely because the person or firm meets the minimum qualifications to be included on the **Secondary** pre-qualified contractor list.
- e. Remove Contractors from the **Secondary** pre-qualified list for reasons including but not limited to:
 1. Contractor's failure to meet the requirements stated in this RFQ;
 2. Contractor's failure to perform the work required in the Contractor's Contract;
 3. Contractor's inability to establish and maintain a consistent working relationship with applicants;
 4. Contractor's proven incapacity to perform the work described in this RFQ or in the Contractor's Contract;
 5. Contractor's failure to secure the required bonding and insurance.

VIII. LRGVDC Contact and Schedule

Complete **sealed** Request for Qualifications must be submitted in person, U.S. Mail or other parcel carrier. Responses must be received in the LRGVDC's Offices on or before **Friday, March 29th, 2013 by 12:00 Noon (This is Good Friday)** LRGVDC strongly recommends all submitting firms to submit Request for Qualifications at least one hour early to ensure acceptance. The official time will be kept by LRGVDC. Each Request for Qualifications will need to be time and date stamped by an LRGVDC front desk representative before it is accepted. **NO LATE SUBMISSIONS WILL BE ACCEPTED.** An official bid opening will take place at the LRGVDC's Offices at 3:00 p.m. on **Monday, April 01, 2013** however Request for Qualifications will be reviewed at a later time.

COMMUNICATION DURING THE PROCESS

It is not appropriate for you or your team members to have direct communication with any members of the Lower Rio Grande Valley Development Council (LRGVDC) staff outside of the formal in-session communications arranged by the Procurement Director.

Any attempt by one of the respondents to have direct or indirect communication with the Lower Rio Grande Valley Development Council (LRGVDC) staff outside of a committee session must be avoided and reported immediately to the Procurement Director.

Request for Qualifications may be mailed or hand-delivered to:

**Lower Rio Grande Valley Development Council
Procurement Department
Attn: Victor Morales
301 West Railroad
Weslaco, TX 78596**

Review of the Request for Qualifications will be conducted and applicants will be notified within 30 days of the due date. The LRGVDC intends to create a **Secondary** list for the construction projects under the program no later than May 31st, 2013.

All decisions made by the LRGVDC of the approved list of contractors will be final. Any challenges or appeals should be made to GLO. (SEE PROTEST PROCEDURES

BELOW) Additional information can be requested by contacting Victor Morales at the address above, or by e-mail at vmorales@lrgvdc.org .

IX. Open Records. Information submitted to LRGVDC is public information and is available upon request with the Texas Information Act, Chapter 552 of the Government Code (the "act").

An exception is stated in section 552.104 concerning information related to competition or bidding. This section states that "information is excepted from the requirements of Section 552.021 if it is information that, if released, would give advantage to a competitor or bidder." Pursuant to these sections of the Government Code, LRGVDC will only release the names of the bidders, the scoring criteria, and a scoring summary. Information concerning financial information that may be included in the scoring summary will be redacted pursuant to section 552.110 of the Government code which states that, "commercial or financial information for which it is demonstrated based on specific factual evidence that disclosure would cause substantial competitive harm to the person from whom the information was obtained is excepted from the requirements of Section 552.021.

X. Cost Incurred Responding. All costs directly or indirectly related to the preparation of the response to this RFQ shall be the sole responsibility of and shall be borne by, the contractor.

XI. Protest Procedures

A written complaint must be sent by certified mail to LRGVDC's Procurement Director within (7) days after issuance of award letter (do we issue an award letter even if they do not meet the requirements?) and shall identify the following:

1. Name, mailing address and business phone number of the complainant.
2. Appropriate identification of the RFQ being questioned
3. A precise statement of reasons for the protest
4. Supporting exhibits, evidence or documents to substantiate any claims.

The protest must be based on an alleged violation of LRGVDC's procurement procedures, a violation of Federal or State Law (if applicable), or a violation of applicable contract agreements to which LRGVDC is a party. Failure to receive a procurement contract award from LRGVDC, in and of itself, does not constitute a valid protest.

LRGVDC will provide a response to the protest within (30) thirty days that clearly states its position regarding the protest.

Debarment Certification

- (1) The CONSULTANT certifies to the best of its knowledge and belief, that it and its principals:
- (a) ARE NOT presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any federal department or agency;
 - (b) HAVE NOT within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, or destruction of records, making false statements, or receiving stolen property;
 - (c) ARE NOT presently indicated for or otherwise criminally or civilly charged by a governmental entity* with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
 - (d) HAVE NOT within a three-year period preceding this application/proposal had one or more public transactions* terminated for cause or default.
- (2) WHERE the CONSULTANT is unable to certify to any of the statements in this certification, such CONSULTANT shall attach an explanation to this certification.

* Federal, state or local

Signature of Certifying Official

Title

Date

Form 1734 A 4-89

APPLICANT CONFLICT OF INTEREST QUESTIONNAIRE

Federal, State, and County law prohibits employees and public officials of the jurisdiction as defined by the Program Guidebook from participating in any transaction in which they have a financial interest. This questionnaire must be completed and submitted by each applicant for Disaster Recovery Affordable Rental Program funding. The purpose of this questionnaire is to determine if the applicant, or any of the applicant's family, would be in conflict of interest with any of the entities overseeing the application process.

1. Is there any member(s) of the applicant's family, who is or has/have been within one year of the date of this questionnaire (a) a LRGVDC employee or consultant, or (b) a LRGVDC Board Member?

(Please circle the applicable answer below)

- Yes • No

If yes, please list the name(s) and information requested below:

Name of person	Job Title of person	Indicate Employee, Consultant, Or Board Member

2. Will the Disaster Recovery Affordable Rental Program funds requested by the applicant be used to award a subcontract to any individual(s) or business affiliate(s) who is/are currently or has/have been within one year of the date of this questionnaire a LRGVDC employee, consultant, Board Member?

- Yes • No (Circle One)

If yes, please list the name(s) and information requested below:

Name of person	Job Title of person	Indicate Employee, Consultant, Or Board Member

3. Is there any member(s) of the applicant's family who is/are business partners or family members of a LRGVDC employee or consultant, a LRGVDC Board Member?

- Yes • No (Circle one)

If yes, please identify below the LRGVDC employee, consultant, board member with whom each individual has family or business ties.

Name of member	Indicate Employee, Consultant, Or Board	Indicate type of tie (Family or Business)	If family, indicate relationship

4. Have you read and understood the HUD regulation regarding conflict of interest, 24 CFR 570.611 (attached)?

Name of Applicant: _____

Signature of Applicant's Representative _____

Title _____

Date _____

Community Development Block Grant Disaster Recovery Program

24 CFR 570.611

(b) *Conflicts prohibited.* The general rule is that no persons described in paragraph (c) of this section who exercise or have exercised any functions or responsibilities with respect to CDBG activities assisted under this part, or who are in a position to participate in a decision-making process or gain inside information with regard to such activities, may obtain a financial interest or benefit from a CDBG-assisted activity, or have a financial interest in any contract, subcontract, or agreement with respect to a CDBG-assisted activity, or with respect to the proceeds of the CDBG-assisted activity, either for themselves or those with whom they have business or immediate family ties, during their tenure or for one year thereafter.

(c) *Persons covered.* The conflict of interest provisions of paragraph (b) of this section apply to any person who is an employee, agent, consultant, officer, or elected official or appointed official of the recipient, or of any designated public agencies, or of sub-recipients that are receiving funds under this part.

Community Development Block Grant Disaster Recovery Program

2012-2013 LRGVDC EXECUTIVE COMMITTEE

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HONORABLE NORMA G. GARCIA MEMBER- AT-LARGE	FIRST VICE-PRESIDENT
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MAYOR PRO-TEM EDDY GONZALEZ PRESIDENT CITY OF EDCOUCH	IMMEDIATE-PAST

**2012-2013 LRGVDC BOARD OF DIRECTORS, EXECUTIVE COMMITTEE
AND MEMBERSHIP**

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BAYVIEW

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Community Development Block Grant Disaster Recovery Program

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LOS FRESNOS	Mayor Polo Narvaez City of Los Fresnos
LOS INDIOS	Mayor Rick Bennett City of Los Indios
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Community Development Block Grant Disaster Recovery Program

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*MISSION	Council Member Norie Garza City of Mission
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PALM VALLEY	Mayor Dean Hall City of Palm Valley
PALMVIEW	Mayor Jorge G. Garcia City of Palmview
PENITAS	Mayor Marcos Ochoa City of Peñitas
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PORT ISABEL	Mayor Jose Eliseo Vega City of Port Isabel
PRIMERA	Mayor Pat Patterson City of Primera
PROGRESO	Mayor Omar Vela City of Progreso
PROGRESO LAKES	Mayor O.D. Emery City of Progreso Lakes
*RAYMONDVILLE	Mayor Orlando Correa City of Raymondville
RIO HONDO	Mayor Alonzo Garza City of Rio Hondo
*SAN BENITO	Commissioner Joe D. Gonzalez City of San Benito
*SAN JUAN	Mayor Pro-Tem Armando Garza City of San Juan
SAN PERLITA	Mayor Oscar De Luna City of San Perlita
SANTA ROSA	Mayor Ruben Ochoa, Jr. City of Santa Rosa

Community Development Block Grant Disaster Recovery Program

SOUTH PADRE ISLAND

Mayor Bob Pinkerton, Jr.
Town of South Padre Island

**WESLACO

Commissioner Gerardo "Jerry" Tafolla
City of Weslaco

**LRGVDC REGIONAL HOUSING
ADVISORY COMMITTEE MEMBERS**

Mayor Steve Brewer
Commissioner Eddy Gonzalez
Commissioner Sofia Benavides
Judge John Gonzalez
Arturo Ramirez
Eleazar Garcia Jr.
Mario Palamo
Corporation
Luis Figueroa
Martha Salazar
Julio Cerda
Bryan Avila
Manager
Sandee Alvarez

City of La Feria
City of Edcouch
Cameron County
Willacy County
Community Economic Opportunity
City Manager - City of Raymondville
Pharr-Economic-Development

Rike-Ogden-Figueroa Architects
Hidalgo County Purchasing Department
City Manager - City of Mission
City of Brownsville - Senior Program

City of San Benito -Community Development

Ex-officials (Non-Voting Members)

Commissioner Armando Garza
Ann Cass
Ron Rogers

City of San Juan
Proyecto Azteca
Start Center/Equal Voice

Community Development Block Grant Disaster Recovery Program

LRGVDC REGIONAL PLANNING STAFF

Ken Jones	Executive Director
Victor Morales	Procurement Director
Marcie Oviedo	Director of Regional Planning
Ludy Saenz	Program Administrator
Tammy DeGannes	Disaster Recovery Project Manager
	Section 3 Coordinator
Valerie Ramos	Planner I
Gaby Reyna	Planner I
Maria Torres	Planner I
Laura Gonzalez	Planner I
Aime Garcia	Technician III
Brenda Salinas	Technician III

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APPENDIX A

CONTRACTOR REQUEST FOR QUALIFICATIONS

All questions must be answered and the date given must be clear and comprehensive. **This Request for Qualifications must be typewritten and notarized.** If necessary, add separate sheets for items marked with an *.

1. Name of Contractor:
2. Permanent main office address:
 Local office address:
 a. Office Phone #: Cell #:
 Email Address:
3. Year organized:
4. Year incorporated:
5. How many years have you been engaged in the contracting business under your present form name?
6. Number of employees and annual gross revenue of company:
 Employees: Annual Gross Revenue: \$
7. *Contracts currently awarded or active: (List these, showing gross amount of each contract and the approximate anticipated dates of completion.)

Name of Project	Gross Amount	Approximate completion
	\$	
	\$	
	\$	
	\$	
	\$	

8. *General description of work performed by your company:
9. *Have you ever failed to complete any work awarded to you? Yes No
 If yes, please explain:
10. *Have you ever defaulted on a contract? Yes No
 If yes, please explain:
11. *List the most relevant type of projects recently completed (last 2 years) by your company, stating approximate cost for each, and the month and year completed.

Name of Project	Approximate Cost	Month/Year Completed
	\$	
	\$	
	\$	
	\$	
	\$	

12. *Experience in construction work similar to this project:
13. Furnish current Registration(s) and/or Licenses(s) held by company (include as attachment)

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STATEMENT OF BIDDER'S CONSTRUCTION EXPERIENCE

I, _____, swear under penalty of perjury under the laws of the State of Texas
(Printed Name of Bidder)
that the answers to the foregoing questions and all Statements therein contained are true and correct.

Sworn this _____ day of _____ 20____ at _____
(Date) (Month) (Year) (City & State)

(Signature of Bidder) (Title of Bidder)

State of _____

County of _____

On _____ before me _____ personally appeared. _____
is personally known to me (or proved to me on the basis of satisfactory evidence) to be the person whose name
is subscribed to the within instrument and acknowledged to me that he/she executed the same in his/her
authorized capacity and that by his/her signature on the instrument, the person or the entity upon behalf of
which the person acted executed the instrument. WITNESS my hand and official seal.

Notary Signature and Seal

***** THIS FORM MUST BE SUBMITTED WITH THE PROPOSAL *****

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APPENDIX B
SECTION 3 CERTIFICATION

EXHIBIT A
CERTIFICATION FOR BUSINESS CONCERNS SEEKING SECTION 3
PREFERENCE IN CONTRACTING AND DEMONSTRATION OF CAPABILITY

Name of Business _____

Address of Business _____

Type of Business/Trade/Profession _____

Type of Business: Corporation Partnership Sole Proprietorship Joint Venture

Please select the statement below (1, 2, and or 3) that best describes your business.

1. **51% (or more) of your business is owned by a Section 3 Resident(s).** A Section 3 Resident is a public housing resident or an individual who resides in the metropolitan area or nonmetropolitan county in which the Section 3 covered assistance is expended *and* who is considered to be a low-to very low-income person.

And provide:

List if current ownership and percentage of ownership along with contact information.

Any of the following documents, if available:

- | | |
|---|---|
| <input type="checkbox"/> Copy of Article of Incorporation | <input type="checkbox"/> Certified of Good Standing |
| <input type="checkbox"/> Assumed Business Name Certificate | <input type="checkbox"/> Partnership Agreement |
| <input type="checkbox"/> List of Business Name Certificate
% ownership of each | <input type="checkbox"/> Corporation Annual Report |
| <input type="checkbox"/> Organization chart with names and titles
and brief function statement | <input type="checkbox"/> Latest Board minutes appointing officers |
| | <input type="checkbox"/> Additional documentation |

2. **At least 30% of your business workforce are currently Section 3 residents or were Section 3 eligible residents within 3 years of the date of first employment with your business.**

List the number of full-time employees, and provide one or a combination of the following regarding your employees:

List of employees claiming Section 3 status with status less than _____ Exhibit J or K completed for each employee other evidence of Section 3 status less than _____ 3 years from date of employment

PHA/IHA Residential lease less than 3 years from day of employment

3. **At least 25% of your total dollar award will be contracted to qualified Section 3 businesses:**

Provide:

- A list of previously contracted Section 3 business (es) and subcontracted amount and
 Agree to provide a list of subcontracted Section 3 business (es) and subcontract amount when submitting bids for any HUD funded projects to meet this requirement.

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Authorizing Name and Signature

Date

Witnessed by: _____

LRGVDC Staff Signature: _____

Certified Date: _____