

Request for Qualifications

County-Wide Housing Rehabilitation Program

The County of Lackawanna is seeking to solicit interest from qualified firms and/or individuals to provide professional services for the County. Qualified firms and/or individual(s) will be selected through a fair and open process at the sole discretion of the County.

BACKGROUND

The Lackawanna County Department of Economic Development administers federal, state and locally funded housing rehabilitation assistance programs on behalf of the forty municipalities within the County of Lackawanna to provide tangible, financial assistance to individuals and families who, due to limited financial means, are forced to reside in homes which are unsafe, unsanitary, and generally lacking in energy efficiency. These programs, funded through the U. S. Department of Housing and Urban Development, the Pennsylvania Department of Community and Economic Development and/or the County of Lackawanna, involve the investment of public dollars for private housing rehabilitation purposes. Program activities are defined as any projects or activities approved by the Lackawanna County Board of Commissioners which increase the availability of quality housing to any Lackawanna County resident or family, whose annual gross household income is less than the prevailing median income for Lackawanna County.

Throughout the entirety of the project, the County of Lackawanna will be involved in any decisions regarding grant funding activities.

SCOPE OF SERVICES

The County is seeking professional services in order to refurbish homes which have physical deficiencies that pose health and safety threats to the occupants of the structure.

CONTRACTOR REQUIREMENTS AND QUALIFICATIONS

1. The contractor must possess a valid PA contractor license
2. The contractor must maintain liability insurance including worker's compensation if utilizing workers. (If the contractor does not have worker's compensation insurance they must sign an affidavit saying so)
3. If lead is present in the house and must be remediated, the contractor must be RRP certified
4. The contractor must not appear on the Debarred Contractor's list.
5. The contractor must provide references relevant to the scope of work and any past experience with Lackawanna County.

SUBMITTING A PROPOSAL

If you are interested in being a part of the Lackawanna County Housing Rehabilitation Contractor's List, please submit all documents listed above. If you have provided services for the Lackawanna County Department of Economic Development in the past, please include a list of all jobs on which you worked.

PROPOSALS DUE

All names and corresponding information should be submitted to:

Andy Wallace
Chief of Staff
Lackawanna County
200 Adams Avenue; 6th Floor
Scranton, PA 18503

All items are due no later than Tuesday, July 26, 2016 by 10:00 AM prevailing time. For further information, please contact Administration at 570-963-6830.

Please Note:

- Proposals received after this date will not receive consideration.
- All costs of developing proposals and any subsequent expenses relating to the contract are the responsibility of the applicant.
- The Request for Proposal is subject to the competitive bidding process, and any contract entered into as a result of any proposal will be based on the concept of the lowest responsible bidder. The County of Lackawanna reserves the right to reject any and all proposals.
- The County of Lackawanna reserves the right to modify the selection process or project scope.
- Soliciting proposals and granting exclusive negotiation rights does not commit the County of Lackawanna to accept any terms of the proposal. Final terms of any agreement will be determined by direct negotiation and all agreements are subject to approval by the governing body of the County of Lackawanna.
- Negotiations may be suspended or terminated at any time that it is determined that additional negotiation would be unproductive.
- Submission of a proposal constitutes express acceptance by the proponent of all provisions of the RFQ.

The County of Lackawanna encourages the participation of Minority Business Enterprises (MBE) and Women Business Enterprises (WBE) for this project.