



# CAMDEN COMMUNITY PARTNERSHIP

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## REQUEST FOR QUALIFICATIONS

### Camden Home Improvement Program (CHIP) General Contractor Services

Camden, NJ

**August 19, 2024**

The Camden Community Partnership (CCP) is seeking to generate a list of qualified general contractors for the purposes of implementing a Residential Home Improvement Program in the City of Camden, New Jersey.

**Contractors must submit a complete proposal to the Camden Community Partnership  
no later than 12:00 noon on Monday – September 16, 2024.**

**Prepared by:**

Camden Community Partnership  
Ferry Terminal Building  
2 Aquarium Drive, Suite 310  
Camden NJ 08103  
Office: 856-757-9154  
Fax: 856-757-9478

**BACKGROUND:**

Camden Community Partnership (CCP) is a not-for-profit corporation based in Camden, New Jersey. CCP is the named Project Administrator responsible for the successful implementation of the Camden Home Improvement Program (CHIP) offering specified home improvement services to qualified homeowners in the City of Camden, NJ. CHIP is a collaborative effort between the State of New Jersey and local partners to offer these services to qualified homeowners in the City of Camden, New Jersey.

CCP is requesting proposals from qualified firms to provide certain General Contracting services to complete improvements to owner-occupied residential properties in the City of Camden. The successful contractors shall be qualified to perform all work associated with the Program.

All payment shall be on a per-unit basis. Such payments will be made after all payment applications are approved by CCP.

**SECTION I. INSTRUCTIONS TO FIRMS**

**1.1 Submissions Being Solicited in Fair and Open Process**

CCP is advertising the Requests for Qualifications (“RFQ”) to solicit submissions from qualified contractors to provide general contractor services to CCP.

CCP is soliciting submissions under this RFQ in a fair and open process pursuant to N.J.S. 19:44A-20.4 et seq.

Please note, there are no specific MBE, WBE, or DBE goals for this project. However, registration as an MBE, WBE or DBE is part of the scoring process.

Written submissions responding to the requirements contained in this RFQ should be submitted to the following address:

**Camden Community Partnership  
Ferry Terminal Building  
2 Aquarium Loop Drive, Suite 310  
Camden, NJ 08103**

**Attention: Dennis Hayes, Vice President**

To be considered, **one (1) original and four (4) copies of your response** directed to the above-mentioned address must be received by the CCP **no later than 12:00 PM noon on Monday – September 16, 2024.**

The above deadline is firm. Any submission received after the deadline will not be considered. **NO PARTIAL OR INCOMPLETE SUBMISSIONS WILL BE ACCEPTED. FAXED SUBMISSIONS WILL NOT BE ACCEPTED.** No oral, written or other form of amendment will be accepted by the CCP after this time, unless requested by the CCP.

Successful respondents shall be notified of their inclusion on the approved contractor list, which shall also be made public by resolution of CCP at a subsequent executive committee/board meeting. CCP reserves the right to reject any or all submissions, to waive any requirements of this RFQ and to modify or amend submissions, with the consent of the respondent. All submissions become the property of CCP and will not be returned.

The preparation of a response to this RFQ shall be at the expense of the respondent. CCP will not reimburse firms for any costs associated with the preparation or submittal of any response.

By responding to this RFQ, the respondent acknowledges and consents to the conditions set forth herein relative to the submission, review and consideration of the respondent's submission. All work to be completed will be located in the City of Camden, Camden County, New Jersey. All work shall be performed in accordance with all Federal, State and local laws.

### **1.2 Contact Information**

It is the responsibility of the respondent to inquire about clarification of any aspect of the RFQ that is not understood. Questions for clarification should be submitted in writing by e-mail only to Dennis Hayes, Vice President, (dhayes@camdencpinc.com). All questions shall be submitted no later than 4:30PM on Friday – August 30, 2024. Any questions submitted thereafter will be precluded from consideration. Answers to all questions will be supplied to all applicants.

### **1.3 Submittal Format**

Responses should cover all information requested in this RFQ and should also address the selection criteria in Section 1.4. Your response must be placed in a sealed envelope and clearly labeled with the title "**RFQ Submittal: CHIP: General Contractor Services**" and the firm's name and business address. A letter of transmittal, not exceeding two pages, must accompany each submittal. The letter must include the full legal name and business address of the individual or firm.

Submissions which, in the sole judgment of CCP, fail to meet the requirements of this RFQ or which are in any way conditional, incomplete, obscure, contain additions or deletions from requested information, or contain errors may be rejected. Although there is no page limit, submissions should provide a straightforward and concise delineation of the respondent's submittal and commitment to satisfy the requirements of this RFQ.

### **1.4 Criteria Used for Basis of Acceptance on Contractor List**

The evaluation will consider the following criteria during the RFQ selection process:

#### **Company Credentials (25%)**

- Company background and experience
- Professional expertise (including accreditation, licensing and/or membership in appropriate professional associations, etc.)
- Adequate personnel and other resources to perform the work

- Designated employees (construction workers and support staff) and location of offices

#### **Experience and Knowledge of Local Environment (35%)**

- Familiarity with home improvement in the City of Camden
- Past performance on other work for CCP
- Past performance on other work in the City of Camden
- Experience with employing Camden residents
- Experience with utilizing local suppliers

#### **Quality and Completeness of Submission (20%)**

#### **Certifications and Other Business Information (20%)**

- New Jersey Business Registration (required with response)
- New Jersey General Contractor Registration (required with response)
- NJ Department of Treasury Certificate of Good Standing (required with response)
- MBE/WBE/DBE registration
- Respondents are encouraged to provide copies of other certifications or registrations that demonstrate the respondent's qualifications
- Proof of Insurance coverage (see Section 1.13 for limits)

As CCP will be utilizing the above criteria as part of its decision-making process to select the successful contractors, you are urged to provide sufficient information on the above criteria in your submission.

CCP will score each submission with the criteria set forth above, and rank all submissions based on those relative scores. The highest scoring submissions will be used to create an approved list of contractors. Over the course of the CHIP, CCP will request pricing from approved companies for selected contractor services. Selection of the approved companies shall be based solely on CCP's evaluation of the submissions and the criteria set forth above. CCP reserves the right to interview the most qualified respondents. Should an individual or firm be selected for a particular activity or project, CCP reserves the right to negotiate the terms and conditions of the contract to obtain the most advantageous situation for CCP.

This RFQ does not commit CCP to award a contract or to procure a consultant for services. CCP reserves the right to reject all proposals and/or make no award.

### **1.5 Compliance with Laws**

The selected individuals and/or firms shall comply with all applicable Federal, State and local statutes, rules and regulations. Individuals or firms chosen will be required to comply with P.L. 1975 c.127 (Affirmative Action requirements).

### **1.6 Indemnification**

To the extent that State and/or Federal laws limit the terms and conditions of this clause, it shall be deemed so limited to comply with such State and/or Federal law. This clause shall survive termination of this contract. The Contractor shall protect, defend, indemnify and hold harmless

CCP, its commissioners, agents, servants, employees, and representatives (the “Indemnified Parties”) from and against all liability, (including liability for violation of any law or any common law duty) claims, damages, losses, and expenses including attorneys' fees arising in connection with, out of, or resulting from the performance of the services described herein, provided that any such liability, claim, damage, loss or expense (i) is attributable to bodily injury, sickness, disease, or death, or to any statutory or regulatory rule designed to protect against such conditions, or to injury to or destruction of tangible property (other than the work itself), and including the loss of the use resulting there from, and (ii) is caused by or results from, in whole or in part, any act or omission of the Contractor, or any Subcontractor, or anyone direct or indirectly employed by any of them or anyone for whose acts any of them may be liable, regardless of whether or not it is also caused by or results from any act or omission of any party indemnified hereunder. Such obligation shall not be construed to negate, abridge, or reduce other rights, obligations or indemnity which would otherwise exist as to a party or person described in this Indemnification.

In any and all claims against the Indemnified Parties by an employee of the Contractor, or Subcontractor, or anyone directly or indirectly employed by any of them, or anyone for whose acts any of them may be liable, the indemnification obligation shall not be limited in any way by any limitation on the amount or type of damages, compensation or benefits payable by or for any Contractor, or Subcontractor under Workmen’s Compensation Acts, Disability Benefits Acts, or other Employee Benefit Act.

These Indemnification provisions shall survive the termination of any contract awarded pursuant to this RFQ.

### **1.7 Subcontractors**

If the successful General Contractor intends to subcontract out any part of the work contained in the scope of this RFQ, the General Contractor shall provide CCP with a complete description of the services to be subcontracted, an estimate of the overall amount of work to be subcontracted, the rationale behind the need to subcontract, the extent of previous working relationship with the subcontractor and a comprehensive description of the submittal and experience of the proposed subcontractor.

All subcontractors shall be subject to the same requirements that CCP has required of the General Contractor.

CCP reserves the right to disapprove any proposed subcontractor and to revoke previous approval of a subcontractor should the need arise.

Payment of all sub-consultants shall be the sole responsibility of the General Contractor. Nothing contained herein shall create a contractual relationship between any sub-consultant and CCP.

### **1.8 Conflict of Interest**

The individual or firms must identify any conflict of interest that may arise from providing services to CCP. CCP reserves the right: 1) to disqualify any individual or company or reject any submittal at any time solely on the grounds that a real or perceived legal or policy conflict of interest is presented; 2) to require the individual or company to take any action or supply information necessary to remove the conflict; or 3) to terminate any contract arising from this solicitation if any such relationship would constitute or have potential to create a real or perceived conflict of interest that cannot be resolved to CCP's satisfaction.

### **1.9 Submittal as Public Information and Property of CCP**

The information submitted may be subject to public disclosure pursuant to State and Federal law. All submittals will become the property of CCP. Submittals submitted will not be returned to Respondents.

### **1.10 Acceptance of RFQ**

Respondent shall include exceptions to any of the conditions outlined in this RFQ. It is assumed that the Contractor will accept the condition of this RFQ, unless the exceptions are specified in the Firm's submission.

### **1.11 No Warranty**

Respondents are required to examine this RFQ, any specifications, and instructions pertaining to the services requested. Failure to do so will be at the Respondent's own risk. It is assumed that the Respondent has made a full investigation so as to be fully informed of the extent and character of the services requested and of the requirements of the specifications.

No warranty is made or implied as to the information contained in this RFQ, specifications, or instructions. Any item that, in the opinion of the Respondent, may have been inadvertently omitted and would be necessary for successful completion of the project should be included in the proposal and documented.

Respondents are responsible for implementation of all health and safety measures taken to complete the required services. CCP assumes no responsibility for the health and safety of Respondent, Respondent employees, or other associated personnel.

### **1.12 Equal Employment Opportunity Provisions**

Respondent company and/or any sub-consultants will not discriminate on the basis of race, color, national origin, or sex in the award and performance of this contract.

All potential firms must demonstrate a commitment to the effective implementation of an affirmative action plan or policy on equal employment opportunity.

The respondent must ensure equal employment opportunity to all persons and not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, physical disability, mental disorder, ancestry, marital status, criminal record, or political

beliefs. The company must uphold and operate in compliance with Executive Order I 1 246 and as amended in Executive Order I 1 375, Title VI and VII of the Civil Rights Act of 1964, the Equal Opportunity Act of 1972, the Fair Employment Practices Act, and the Americans with Disabilities Act of 1990.

### **1.13 Insurance Requirements**

The successful respondents shall secure and maintain in force, for the term of the contract, the insurance coverage as outlined below. The selected contractors shall provide CCP with current certificates of insurance for all coverage and renewals thereof which must contain the provision that the insurance provided in the certificate shall not be canceled for any reason except after thirty [30] calendar days of written notice to CCP. All certificates of insurance shall name the Camden Community Partnership, the City of Camden and the State of New Jersey as additionally insured.

- i. **Comprehensive Liability:** Comprehensive liability insurance for the benefit of the Contractor and/or its subcontractors is to be written as broad as the standard coverage form currently in use in the State of New Jersey, which shall not be circumscribed by any endorsements limiting the breadth of coverage. The policy shall include an endorsement [broad form] for contractual liability insurance, an endorsement for completed operations insurance, and an endorsement eliminating the explosion, collapse, and underground [XCU] exclusion. Limits of liability shall not be less than \$2,000,000 per occurrence for bodily injury liability and \$2,000,000 per occurrence for property damage liability.
- ii. **Comprehensive Automobile Liability:** Comprehensive automobile liability insurance covering owned, non-owned, and hired vehicles must be carried by the company, contractors and its subcontractors. The limits of liability shall not be less than \$1,000,000 per occurrence for bodily injury liability and \$500,000 per occurrence for property damage liability.
- iii. **Workers Compensation:** Workers Compensation insurance, applicable to the laws of the State of New Jersey and other State or Federal jurisdictions is required to protect employees of the contractor or any subcontractors who will be engaged in the performance of this contract. The insurance shall include company's liability protection with a limit of liability not less than \$250,000.
- iv. **Professional Liability Insurance:** Where applicable, the contractor shall maintain Professional Liability insurance for itself and its sub-consultants. The limits of liability shall not be less than \$1,000,000 per occurrence and \$2,000,000 aggregate. The insurance carrier shall be registered with the New Jersey Department of Insurance and licensed or authorized to conduct business in the State of New Jersey, as required by law. In the event of a loss, the consultant shall be held responsible for payment of the deductible as though there were no deductible. Such insurance shall be maintained for a period of not less than six [6] months following the actual completion and acceptance of the project by the Owner. Contractual Liability Insurance is not acceptable.

#### **1.14 Equal Employment Opportunity Provisions**

Respondent company and/or any sub-consultants will not discriminate on the basis of race, color, national origin, or sex in the award and performance of this contract.

All potential firms must demonstrate a commitment to the effective implementation of an affirmative action plan or policy on equal employment opportunity.

The respondent must ensure equal employment opportunity to all persons and not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, physical disability, mental disorder, ancestry, marital status, criminal record, or political beliefs. The company must uphold and operate in compliance with Executive Order I 1 246 and as amended in Executive Order I 1 375, Title VI and VII of the Civil Rights Act of 1964, the Equal Opportunity Act of 1972, the Fair Employment Practices Act, and the Americans with Disabilities Act of 1990.

#### **1.15 Affirmative Action Requirements**

The Respondent shall comply with the anti-discrimination provision of N.J.S.A. 10:2-1 et seq., the New Jersey Law Against Discrimination, N.J.S.A. 10:5-1 et seq. and N.J.A.C. 17:27-1.1 et seq. The Respondent agrees by responding to this RFQ to afford equal opportunity in performance of the Contract.

The Respondent shall not discriminate against any employee or applicant for employment because of age, race, creed, color, national original, ancestry, religion, familial status, marital status, affectional or sexual orientation, sex or liability for services in the armed forces of the United States. The Respondent shall take affirmative action to ensure that such applicants are recruited and employed, that employees are treated during employment without regard to their age, race, creed, color, national original, ancestry, religion, familial status, marital status, affectional or sexual orientation, sex or liability for services in the armed forces of the United States. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. The Respondent agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of this nondiscrimination clause.

The Respondent shall, in all solicitations or advertisements for employees placed by or on behalf of CCP state that all qualified applicants will receive consideration for employment without regard to their age, race, creed, color, national original, ancestry, religion, familial status, marital status, affectional or sexual orientation, sex or liability for services in the armed forces of the United States.

## **SECTION 2: OVERVIEW**

### **2.1 Scope of Services**

The objective of this RFQ is to solicit submissions from qualified contractors to provide General Contracting Services for CHIP. Potential contractor services are outlined below in Section 2.2.

### **2.2 Construction Services**

- General Contracting Services shall include, but are not limited, to the following: façade improvements, painting, roofing, energy efficient system retrofits, brick pointing and masonry repair, window replacement, entry door replacement, step repair/replacement, railing repair/replacement, Bilko or basement door repair/replacement, electrical work, plumbing repair, concrete repair/replacement and addressing code deficiencies.
- Contractors shall be responsible for applying for and obtaining any and all public approvals and permits, including local, state, and county agencies.
- Prevailing Wage Rates will be utilized. Contractors will be responsible for providing certified payrolls.

## **SECTION 3: EVALUATION OF SUBMITTAL & SELECTION PROCEDURES**

### **3.1 Initial Screening**

A screening of all submittals will be conducted to determine overall responsiveness. Submittals determined to be incomplete or non-responsive will be disqualified.

### **3.2 Evaluation of Submission Documents**

The submittals of each respondent will be evaluated based upon the requirements of this RFQ and the criteria set forth above in Section 1.4. This evaluation process will consider all items submitted in Section 4 of this RFQ. The review will focus on the experience and expertise of the respondent in providing similar services. This step of the overall evaluation may include verification of credentials and stated experience.

## **SECTION 4: SUBMISSION REQUIREMENTS**

Submissions should include the following:

**4.1 Description of Firm and Capabilities.** Provide a history and description of the respondent's company and its capabilities.

**4.2 Staffing Levels.** Provide a list of company employees that will be participating in this program, including construction workers and office staff as of the date of this RFQ.

**4.3 Experience.** The respondent company shall provide list of relevant projects performed by the respondent company. The list should, for each project, include a concise project description, project completion dates, construction values and project references. Please be clear about the respondent company's role in the project. Please include projects in the City of Camden, Camden County and other urban areas both in and outside of New Jersey.

**4.4 References.** Provide three (3) references which can be contacted during this RFQ process indicating the name, contact person, his/her title and address and telephone number for whom you have provided similar services over the past two years. Indicate your role for such client.

**4.5 Copies of Professional Certificates and Licenses.** Provide copies of all relevant professional certificates and licenses of firm. At a minimum, the respondent shall provide a copy of its New Jersey General Contractor's license and status of WBE/MBE/DBE registration.

**4.6 Conflicts.** Describe any existing or potential conflicts of interest your firm might have, or which reasonably might arise, due to your involvement with CCP. If no conflicts exist, please indicate "none".

**4.7 Regulatory Investigations/Litigation.** Respondent shall divulge any information regarding any on-going criminal investigations or litigation involving the company, its owners and employees that could affect the respondent's ability to satisfy the requirements of this RFQ or indicate "none".

**4.8 Affirmative Action.** Provide the firm's affirmative action policy. The successful individual or firm shall be required to comply with the requirements of P.L. 1975, c. 127 and submit an employee information report or certificate of employee information report upon request. Please see Section 1.15 for additional requirements.

**4.9 Equal Opportunity.** Provide the firm's equal opportunity policy. The successful individual or firm shall be required to comply with the requirements of P.L. 1975, c. 127 and submit an employee information report or certificate of employee information report upon request. Please see Section 1.14 for requirements.

**4.10 Insurance.** Detail your insurance coverage applicable to the services described herein. Such coverage must be adequate to sufficiently cover the services detailed herein and must include at a minimum, general liability insurance coverage and professional liability insurance coverage. Please see Section 1.13 for requirements.

**4.11 Other Information.** Please discuss any other factors not mentioned above which you believe are relevant to CCP's selection of your firm.

**RFQ SUBMISSION CHECKLIST**

- \_\_\_\_\_ Company Credentials / Description of Firm and Capabilities
- \_\_\_\_\_ Experience and Knowledge of Local Environment
- \_\_\_\_\_ Certifications and Other Business Information
  - New Jersey Business Registration
  - New Jersey General Contractor Registration
  - New Jersey Dept of Treasury, Certificate of Good Standing
  - MBE/WBE/DBE registration
- \_\_\_\_\_ List of company employees that will be participating in this program
- \_\_\_\_\_ List of three (3) references
- \_\_\_\_\_ Conflicts if applicable or NONE
- \_\_\_\_\_ Regulatory Investigations/Litigation Statement if applicable or NONE
- \_\_\_\_\_ Affirmative Action Policy
- \_\_\_\_\_ Equal Opportunity Policy
- \_\_\_\_\_ Proof of Insurance