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REQUEST FOR PROPOSALS
RESIDENTIAL REPAIR AND CONSTRUCTION SERVICES

Date: May 1, 2015
To: Prospective Individuals and Construction Firms
RE Request for Proposals for Residential Repair and Construction Services
Due Date: May 28, 2015

I. INTRODUCTION

Gulf Coast Renaissance Corporation ("Renaissance") a non-profit lender in Gulfport, MS, is requesting proposals from qualified construction firms or individuals who wish to provide residential repair and construction services to homeowners for the purpose of repair/retrofit for mitigation and fortification of single family homes. Renaissance will maintain a list of approved contractors for the Ready Loan Fund program.

II. DESCRIPTION OF COMPANY

Renaissance, incorporated in 2007, has a staff of 13 people. Renaissance is seeking residential contractors to perform home repair/retrofit and fortification work on homes through the Ready Loan Fund. The Ready Loan Fund will provide loans to low to moderate income households for the purpose of repair/retrofit/rehab of existing primary residences, roof fortification for insurance cost reductions, energy efficiency upgrades, and/or upgrades for handicap/elderly accessibility.

III. SCOPE OF SERVICES

Renaissance requests a statement of qualifications from firms/individuals to perform the following services.

- A. Work with individual homeowners as well as the Gulf Coast Community Design Studio (GCCDS) to determine scope of work;
- B. Provide a cost estimate based on defined scope of work;
- C. Make repairs/retrofits as detailed in the scope of work;
- D. Complete roof retrofit work according to FORTIFIED home requirements set forth by the Institute for Business & Home Safety (IBHS) to achieve Bronze certification, when applicable.
- E. Work with GCCDS and FORTIFIED Evaluators, where applicable, on inspections including final inspection of work performed and completed.

V. RESPONSE REQUIREMENTS

The following material is required to be received for a responding firm to be considered:

- A. Cover Letter/Title Page – to include name of firm/individual, address, phone number and email address of the contact person, the date of the response and a table of contents.
- B. Company Background – brief description, history, number of employees, years of experience, etc.
- C. Detailed Qualifications and Experience
 - 1. All applicants should state experience in providing residential repair/construction services, with a special emphasis on energy efficiency upgrades and roof retrofits certified through the FORTIFIED Program.
 - 2. If applicant is a firm as opposed to an individual, identify the manager in-charge who will be assigned to our job, and provide resume of past work.
 - 2. All insurance with a minimum of the following:
 - a. Comprehensive General liability: \$1,000,000 per occurrence
 - b. Workers' compensation: \$100,000 per occurrence
 - 3. Referral of at least (3) individuals/companies for which work has been completed, including type of work and dates.

V. EVALUATION CRITERIA

- A. **Qualifications** - Documentation reflecting the qualifications of each person who will be providing the service. Maximum 30 Points
- B. **Experience** - Documentation regarding the experience of the firm. This should include types of projects undertaken. Maximum 45 Points
- C. **Capacity for Performance** - Description of the firm's work force including the number and title of staff available to provide requested services. Maximum 25 Points

VI. SUBMISSION OF PROPOSALS

Proposals to provide residential repair and construction services will be received by mail or in person at the following address until **4:00 p.m.** central time on **May 28, 2015** or by email to cschafer@msgcrc.com:

**Renaissance Corporation
11975 Seaway Road, Suite A140
Gulfport, MS 39503**

Questions pertaining to this request should be directed to Camille Schafer via email at cschafer@msgcrc.com. Renaissance reserves the right to accept or reject any and all responses at its sole discretion, and to waive any informalities or irregularities.

Equal Housing Opportunity