



SAINT PAUL MINNESOTA

Home Improvement Programs – Seeking Skilled General Contractors.

Request for Qualification (RFQ)

Website: www.stpaul.gov/rehab-rfq

Contact:

General Email: PED-Homeloans@ci.stpaul.mn.us

John Lee – Loan Specialist

P: 651-266-6628

C: 651-417-7034

Danielle Sindelar - Project Manager

P: 651-266-6684

City of Saint Paul

Department of Planning and Economic Development

City Hall Annex, 25 West 4th Street, Suite 1100

Saint Paul, MN 55102

Overview – General Information

Request for Qualifications: The City of Saint Paul is seeking licensed General Contractors to work on affordable housing rehab programs. The RFQ will remain open until the City of Saint Paul fills the capacity and needs for the projects available.

Programs Description & Website:

The Homeowner Rehab program is designed to provide affordable residential rehabilitation assistance to low- and moderate-income homeowners for the purpose of maintaining and improving their homes. The Homeowner rehab project is supported by CDBG Funds awarded to City of Saint Paul by the U.S. Department of Housing and Urban Development. Qualified homeowners can receive up to \$40,000 for residential rehab.

<https://www.stpaul.gov/departments/planning-and-economic-development/housing/homeowner-rehab-loans>

The Rental Rehabilitation Loan Program is designed to provide moderate rehabilitation assistance to eligible, responsible landlords of occupied single- family, duplex, triplex, or fourplex units desiring to make property improvements that provide safe, decent, and healthy rental units in the City of Saint Paul. The Rental Rehab program is funded through HRA Funds available at the City of Saint Paul. Qualified landlords can receive up to \$75,000 to make health, safety, accessibility, energy-efficient and/or curb appeal upgrades to their rental properties.

<https://www.stpaul.gov/departments/planning-and-economic-development/housing/rental-rehab-loan-program>

Contractor Obligations

- The work to be performed under the contract agreement shall be commenced within **forty-five (45)** calendar days of the date of the Proceed to Work Notice is issued by the HRA and shall be satisfactorily completed within **ninety (90)** calendar days thereafter. In the event Contractor is delayed in the process of the work by conditions not reasonably foreseeable or beyond the control and without the fault of Contractor, then the completion date shall be extended; provided, however, Contractor must give the Owner and the HRA written notice of any such delay within **five (5)** calendar days of the onset of such delay.
- Contractor will secure all necessary permits and licenses required to do the work and to comply with all Minnesota Building Code regulations and ordinances whether or not covered by the specifications and drawings for the work.
- The City of Saint Paul will not provide any upfront deposits/downpayments on projects. Contractor will be reimbursed by the City of Saint Paul after work is completed and inspected.
- All of contractor's complete payment requests may take up to **twenty-one (21)**

calendar days to be paid.

- For all Contracts, whether for single family residence or non-single-family residence, in any of the forms described in Section II above, each applicant and recipient of public financial assistance must request and obtain at least **two (2)** written bids for the construction work to be performed under the Contract by the general contractor/construction manager and subcontractors and award the contract or contracts to the lowest responsible bidder. [Two Bids Requirement Policy - Stpaul.gov](#)
- Contractor is advised that some or all of the HRA financing being provided may be Federal funds. Contractor will take affirmative action to ensure fair treatment of all employees and will not discriminate against anyone based on race, color, creed, sex or national origin in their employment practices (Executive Order 11246). Contractor will hire, when feasible, low- and very low-income persons (Section 3 of the Housing Act of 1968). Contractor agrees not to use lead-based paint according to 24CFR part 35. Contractor is responsible for being aware of all public laws and executive orders pertaining to the use of such funds.
- Human Rights and Equal Economic Opportunity Compliance Requirements may apply to certain projects. More information is available at <https://www.stpaul.gov/departments/human-rights-equal-economic-opportunity/contract-compliance>.

Application

- To apply, please go to the website: www.stpaul.gov/rehab-rfq and fill out our interest form and program staff will reach out.
- Applications will be reviewed on an ongoing basis as long as this RFQ is open.
- Applications shall include all evidence and information required below under the sections "Eligibility for Contractors".

Eligibility For Contractors

Potential contractor must meet the minimum HUD, and the City of Saint Paul program requirements:

- Must have a current general contractor's license (Residential Building or Residential Remodeling) issued by the Minnesota Department of Labor and Industry. [Minnesota Department of Labor and Industry - Registration](#)
- Must have a current lead certification (**Firm & Supervisor**) issued by the Minnesota Department of Health [Lead Certification Forms - MN Dept. of Health](#)
- Must be registered with the Minnesota Secretary of State. [Minnesota Secretary of State - Business Filings](#)
- Must have the UEI number from sam.gov. [SAM.gov | Entity Registrations](#)
- Must have a certificate of Insurance coverage that meets the City of St. Paul limits. (See attachments)
- Must fill out the W9 tax form. (See attachments)

Once you've met the minimum eligibility for our program:

- Identify projects/work completed from your portfolio for us to review.
- Identify Three (3) references for us to reach out to from previous completed projects.
- Are there any current on-going projects for us to site visit?

Internal Vetting Process

- Review of application and materials submitted.
- There will be an informal interview process with a few members of the Rehab Team.
- If the Rehab Team determines the contractor is eligible, the contractor will be placed on the City's Contractor Selection Form which is provided to the owners of the property for their consideration.
- There will be **one (1)** year probation period for contractors when they are added to the Contractor Selection Form.
- There will be a 10% retainage payment on all projects during the **one (1)** year probation period.
- Contractors may be removed from the Contractor Selection Form for any reason during the **one (1)** year probation period.

Review and Removal

- The City of Saint Paul may review the Contractor Selection Form once per year and may decide to remove contractors during that annual review process, in the City's sole discretion.
- The City of Saint Paul also reserves the right to remove contractors at any time throughout the year as deemed necessary in the City's sole discretion.

Programs - Funding Availability

Homeowner Rehab Program Funding	Estimate
Estimated Total Funds to be Awarded	\$725,000 per year

Rental Rehab Program Funding	Estimate
Estimated Total Funds to be Awarded	Approximately \$300,000 is currently available in the revolving loan fund