

REQUEST FOR QUALIFICATIONS

Construction Services

for the

City of Oneida, New York

Downtown Business Assistance Fund



Responses are due May 31, 2024, at 3:00 p.m.

REQUEST FOR QUALIFICATIONS

INTRODUCTION

The City of Oneida is excited to announce the 2024 Request for Qualifications to identify qualified General Contractors to assist with the renovation and repair of mixed-use buildings at multiple properties. The RFQ will be used to develop a list of pre-qualified contractors who will be eligible to bid on the projects selected through the DRI Downtown Business Assistance Fund program. All contractors must meet the eligibility criteria and submit qualification documents. For more information about the DRI Downtown Business Assistance Fund, visit: <https://www.oneidacityny.gov/DRI>.

BACKGROUND

The City of Oneida has received grant funds from the New York State Office of Community Renewal, through NY State's Downtown Revitalization Initiative, for the renovation of mixed-use structures within the municipality. With the aid of a program administrator, a scope of work will be created, and a bid package distributed to eligible contractors. Contractors will be invited to conduct a walk-through of the property and then to provide a quote for the requested services. Projects may range from \$20,000 to \$200,000 and work scope items may include:

- Façade Renovations
- Window/Door Replacements
- Roof Repair or Replacement
- Electrical and Plumbing Updates
- Lead or Asbestos Abatement
- HVAC Repair or Updates
- General construction duties, including any and all duties that must be accomplished to ensure that the completed units are in accordance with local codes and regulations

The property owner will select the contractor based on a "best-value" criterion. Contracting procedures may vary from program to program.

QUALIFICATIONS

All eligible contractors must be/have:

- A legally formed business entity (DBA, LLC, C or S Corporation)
- Insurance to the following minimum standards:
 - Minimum of \$1,000,000 General Liability
 - Worker's Compensation Insurance (CE-200 Exemption is not applicable)
 - Statutory Disability and Paid Family Leave
 - Automobile Insurance
- Lead Renovator (RRP) Firm and Individual Licensees to participate in projects involving residential renovation
- Other licenses that may apply

PROPOSAL SUBMISSION

Proposals must be received by **3pm on May 31, 2024.**

Each proposal shall contain the following in the order shown:

1. A description of specialties or trades
2. A copy of a W-9. (<https://www.irs.gov/pub/irs-pdf/fw9.pdf>)
3. Proof of Insurance
4. Copy of RRP or other licenses

The City reserves the right to accept or reject any and all proposals on grounds that are deemed inappropriate. The City bears no responsibility for the cost to prepare or submit the proposal response. The City of Oneida is an equal opportunity employer. Minority- and women-owned businesses and HUD Section 3 businesses and individuals are encouraged to respond.

Emailed proposals will be accepted by City of Oneida at:

Bhenderson@oneidacityny.gov

Any questions regarding this proposal should be addressed to:

Barbara Henderson

City of Oneida

109 N. Main Street

Oneida, NY 13421

(315) 363-7467 x.164

Thank you for your submission.