

**CITY OF JACKSON MS**  
**OFFICE OF HOUSING AND COMMUNITY DEVELOPMENT**  
**REQUEST FOR CONTRACTOR QUALIFICATIONS**



Request for Contractor Qualifications

Bid Number: \_\_\_\_\_

Date Issued: \_\_\_\_\_

# **REQUEST FOR QUALIFICATIONS – GENERAL/SUBCONTRACTORS**

## **A. Overview**

This request for Qualifications (“RFQ”) is being issued by the City of Jackson, Department of Planning and Development, Office of Housing and Community Development. The purpose of this notice is to solicit qualifications from General Contractors to create an “Approved Contractor List.” The Approved Contractor List, which may be updated from time to time, will be used to solicit sealed bids for all housing construction/ rehabilitation activities associated with Community Development Block Grant (CDBG) and HOME Investment Partnership Grant (HOME) funds.

Companies with demonstrated experience in housing construction/rehabilitation projects and minor repair housing projects with an interest in making their services available to the city of Jackson are invited to respond to this RFQ. It is understood that the selected Respondent, acting as an individual, partnership, corporation, or other legal entity, is state-licensed and or certified in accordance with title XI of the Financial Institutions Reform, Recovery, and Enforcement Act of 1989 (FIRREA) (12 U.S.C.3331 et seq) and capable of providing the specified services. The Respondent shall be financially solvent, and each of its members, if a joint venture, its employees, agents, or sub-consultants of any tier shall be competent to perform the services required under this RFQ document.

The City of Jackson follows Federal Procurement Standards, policies, and procedures for the procurement process. For further information on this requirement, contact the Office of Housing and Community Development, 218 South President Street, Richard Porter Building, Jackson, MS 39201, phone 601-960-1993.

## **B. Federal Regulations**

Contractors awarded contracts under this program must follow Community Development Block Grant (CDBG) (24 CFR Part 570) and HOME Program rules and regulations (24 CFR Part 92).

## **Professional Service Requirements**

### **A. Scope of Work**

The Office of Housing and Community Development seeks sealed proposals from qualified respondents to provide contractor rehabilitation services on screened and

approved CDBG/HUD Rehab projects located within the City of Jackson. The City seeks to secure contracts with firms who are certified with the state of Mississippi, and prospective contractors must complete a qualifications questionnaire. This questionnaire will be requested from contractors who possess sufficient qualifications and experience in similar work. The City of Jackson is interested in eliminating conditions that are detrimental to health and safety issues and will be limited to plumbing, electrical, and roofing systems.

## **B. Additional Requirements**

These projects will comply with all codes, standards, regulations, and workers' safety rules that are administered by federal agencies (HUD, EPA, OSHA, and DOT), state agencies (State OSHA, DNR, and DCH), and any other local building codes, regulations, and standards that may apply.

## **EVALUATING CRITERIA AND SCORING**

In evaluating responses to this Request for Qualifications, the Office of Housing and Community Development will take into consideration the experience, capacity, and costs that are being proposed by the Respondent. The following Evaluation Criteria will be considered in reviewing submittals:

### **A. Experience and Capacity**

On a 100 Point Scale, the point system is to evaluate the experience and capacity of the Respondent. (For additional information on these items, see page 4 – Threshold Requirements)

1. Respondents will be awarded up to 20 points for experience in providing rehabilitation services. To receive maximum points, the contractor must have at least five (5) Years of experience.
2. Respondents will be awarded up to 20 points for their Capacity to meet timelines. Your previous work history with the City of Jackson will be considered in relation to your capacity.
3. Respondents will be awarded up to 20 points for Financial Capacity or Credit Worthiness.
4. Respondents will be awarded up to 20 points for their experience in meeting MBE/ WBE, City of Jackson, Local Hiring, Davis-Bacon, and HUD Section 3 requirements.
5. Innovation: Respondents will be awarded up to 20 points for their experience and proposed practices regarding the following:

- Community hiring
- Engaging community stakeholders and building effective community partnerships and collaborations
- Utilizing local suppliers and retailers
- Sustainability/ Green Practices
- Effective schedule and budget management throughout the rehabilitation process.

## SUBMITTAL REQUIREMENTS

RFQ responses must be submitted via hard copy to the City of Jackson, Department of Planning and Development, Housing and Community Development Division: ATTN: Rehabilitation Services, 218 South President Street, Jackson, MS 39201. Each respondent shall submit one (1) original and two (2) copies of the following documents in a clear, legible, 12-point font. **Responses not submitted via hard copy will not be considered.** Respondents are advised to adhere to the Submittal Requirements. Failure to comply with the instructions of this RFQ will be cause for rejection of submittals. The City of Jackson reserves the right to seek additional information to clarify responses to this RFQ. Each response must include the following:

### A. A Letter of Interest

Please submit a Cover letter of Interest signed by a duly authorized officer or representative of the Respondent, not to exceed two pages in length. The letter of Interest must also include the following information:

- The principal place of business and the contact person, title, telephone/ fax number and email address.
- A brief summary of the qualifications of the respondent and team.
- Description of organization (i.e., Corporation, Limited Liability Company, or Joint Venture)
  - The names and business addresses of all Principals of the Respondent. For purposes of the RFQ, "Principals" shall mean persons possessing an ownership interest in the Respondent
  - If the Respondent is a partially owned or fully owned subsidiary of another organization, identify the parent organization and describe the nature and extent of the parent organization's approval rights, if any, over the activities of the Respondent.

The certification attached hereto at the end of this RFQ and incorporated herein by reference must be signed by the Respondent and attached to the Letter of Interest.

### B. Threshold Requirements

These documents must be submitted and accepted before the City of Jackson Office of Housing and Community Development will review the Experience and Capacity proposal:

1. Certificate of Good Standing (Corporation) or Certificate of Existence (Limited Liability Company): Issued by the Mississippi Secretary of State. (If the Respondent is a joint venture, a Certificate of Good Standing or Certificate of Existence, as applicable, must be submitted for each entity comprising the joint venture.)
2. Evidence of Insurance: Commercial/ Residential General Liability with Limits not less than \$250,000; Workers Compensation and Employers Liability with limits not less than \$250,000; and, Automobile Liability with Limits not less than \$150,000 per occurrence.
3. Secretary of State Registration: Business must be registered with the Secretary of State.
4. Contractor's Bond:
5. SAMS Number:
6. Master License: Must have City-issued Master License for applicable Trade.
7. State License: Must have state license and be certified in accordance with title XI of the Financial Institutions Reform, Recovery, and Enforcement Act of 1989 (FIRREA) (12 U.S.C. 3331 et seq.)
8. Evidence of Financial Stability: All Respondents shall include their most recent financial statements with the proposal response. This information will assist the City of Jackson in determining the Respondent's Financial condition. The City of Jackson is seeking this information to ensure that the prospectors have the financial stability and wherewithal to assure good faith performance. In addition, letters from suppliers certifying official lines of credit can serve as documentation of financial condition.
9. References: Three (3) references of related projects, including date of project, contact person and phone number, and a brief description of the project.
10. Conflict of Interest Statement & Supporting Documentation: Please submit a conflict of interest statement, along with any supporting documentation, detailing any potential conflicts of interest related to the City of Jackson. This includes disclosing any financial interest, affiliations, or relationships that could compromise impartiality or objectivity.

## **SELECTION PROCESS**

The Selection Committee comprised of the City of Jackson staff will review qualifications in accordance with the evaluation criteria set forth herein and NED objectives and policies.

## **QUESTIONS**

Direct all questions and concerns regarding this RFQ to Kortnie Starling via email to [kstarling@jacksonms.gov](mailto:kstarling@jacksonms.gov), or via telephone at 601-960-1993.

## **SUBMITTAL DATE**

Responses to this RFQ are due by 3:30 p.m. on September 30, 2025 Responses to this RFQ may be mailed or delivered in a sealed envelope to:

**City Clerk's Office, Attn: RFQ – Approved Contractors, 219 South President Street, Jackson, MS 39205.** Each Respondent is responsible for labeling the exterior of the sealed envelope containing the name of the respondent's business name.