MINIMUM CONTRACTOR QUALIFICATIONS FOR NSP HOMES

REVISED April 17, 2012

Please note the following minimum qualifications that apply to all bidders:

1. **QUALITY WORKMANSHIP AND QUALIFICATIONS**
   - Three references from jobs with similar work (include on Contractor Qualification form)
   - Two financial references (included on Contractor Qualification Form)
   - At least 2 years of experience as a Licensed General Contractor (HRA will verify)
     - Make sure to provide GC license number in the bid documents.
   - Review of standing with Secretary of State, Federal Excluded Parties list, City of Saint Paul Debarment list, Department of Labor and Industry, Better Business Bureau (HRA will verify)
   - Houses with historic features or located within a historic district may require demonstration of quality workmanship for historic renovation at the discretion of HRA staff.

2. **FINANCIAL CAPACITY**
   - Demonstrated ability to pay two months of construction costs for each project awarded (these amounts are added together if more than one project is under construction). Financial capacity documentation must be in the name of the General Contractors organization or the principal of that organization.
     - For a 120 day project, the contractor shall demonstrate the ability to pay 50% of bid amount.
     - For a 90 day project, the contractor shall demonstrate the ability to pay 65% of the bid amount.
     - Demonstration of capacity can be in the form of:
       (a) Line of credit from banking or lending institution
       (b) Cash balances from banking or lending institution

3. **Ability to Perform**
   - Up-to-date submittals to Affirmative Action, Section 3, and Vendor Outreach programs.
   - Adherence to timelines confirmed from professional references.
   - Use of certified subcontractors for environmental remediation including:
     - Insulation: contractor must be on Xcel Energy approved contractor list
     - Asbestos: contractor must be certified for asbestos removal by the State of Minnesota
     - Lead: either general contractor or subcontractor must be certified for lead abatement by the State of Minnesota
     - Radon: contractor must be on Minnesota Department of Health approved radon mitigation list.

4. **BID AWARD POLICY**
   - Contractors that meet the criteria for qualification above, yet have not worked with The Housing and Redevelopment Authority of Saint Paul, Minnesota on a Neighborhood Stabilization Program project previously will initially be awarded one house, even if the contractor is low bidder for more than one house.
   - Once the contractor demonstrates quality workmanship, financial capacity, and ability to perform timely completion, they may be awarded more than one house at the same time for subsequent bids on a case-by-case basis.

5. **OTHER QUALIFICATIONS**
   - Each property has its own unique characteristics and challenges. Variables include items relating to environmental conditions, historic nature of structures, etc.
   - Depending on the specific property, there may be other qualifications needed by the bidder which will be specified by the HRA in its request for bids.