

**REQUEST FOR STATEMENT OF QUALIFICATIONS  
FOR  
PROFESSIONAL TRADES CONTRACTORS**

The City of Shreveport (“the City”) is requesting Statements of Qualification from experienced, professional contractors or contracting firms to participate in a multi-year federally funded housing program as Rehabilitation Contractors. These projects may include activities funded by programs such as the HOME Investment Partnerships Program (HOME), Community Development Block Grant (CDBG), and other federal or state funding sources.

The City strongly encourages minority and women-owned firms to apply. This is a significant opportunity for qualified contractors to contribute to the improvement of housing within the community while adhering to the relevant federal, state, and local regulations.

**MINIMUM QUALIFICATIONS**

- Respondents must be certified/licensed by the State of Louisiana where applicable, in good standing with the Louisiana State Contractors Licensing Board and have at least five (5) years of experience in the construction industry in either housing rehabilitation services, or new construction.
- Those interested must be an independent party, and above any suspicion of having a real or apparent conflict of interest with the City of Shreveport.
- Respondents must demonstrate experience in managing federally funded housing projects.
- Respondents must be knowledgeable and willing to comply with local procurement requirements and regulations governing federally funded programs, including but not limited to Southern Building Codes, International Code Council, and other State and local code requirements, HUD’s Minimum Property Standards and Housing Quality Standards, American Disability Act accessibility requirements, where applicable, OSHA, EPA, and all applicable provisions of federal, state, and local regulations.
- Respondents must adhere to the City’s insurance requirements and additional requirements as deemed necessary.
- Proven track record of delivering projects on time and within budget.
- Respondent nor its subcontractors must be not debarred from working on any federally funded projects by HUD.
- Respondent must be able to provide the necessary licenses, permits, insurance, bonds (when applicable), to bid on work to be performed.

## **SCOPE OF SERVICES**

- Rehabilitation of single-family owner occupied housing units.
- Reconstruction of owner-occupied housing.
- Qualified contractors will be responsible for providing labor, materials, and services to perform rehabilitation, reconstruction, and other related activities.
- Compliance with federal regulations, including Davis-Bacon Act, Section 3 requirements, and Minority/Women Business Enterprise (M/WBE) participation (if applicable).
- Adherence to local building codes and ordinances.
- Monitoring of all job sites and inspection of all work performed by your subcontractors, if any.
- Confirming that all work is performed as per work order.
- Performing all work in a professional and workmanship like manner.
- All warranties must be provided for the installation of any appliances, equipment, or materials.

***IF SELECTED AS AN APPROVED CONTRACTOR, YOU WILL BE AWARDED  
BIDS ON A REGULAR ROTATING BASIS.***

## **SUBMISSION REQUIREMENTS**

Contractors interested in being considered for this opportunity must submit an SOQ that includes the following:

### **I. Agency/Company Information**

- a. Contact Name, Address, Telephone Number, Email, Facsimile Number.
- b. Official name of the business and its physical address.
- c. Brief history of the business and its structure (e.g., LLC, Corporation, etc.).
- d. Narrative of Qualifications of Business owner.
- e. Number of years of experience the business owner has working in the construction industry.
- f. Number of years' in business and all areas of specialization.
- g. List the key personnel who will be assigned to the project, along with their roles and experience.

- h.** Provide proof of a valid Louisiana contractor's license including license number and any other relevant certifications.
- i.** Financial statements for the last three years.
- j.** If selected, provide proof of insurance coverage for general liability, workers' compensation, and any other applicable coverages.
- k.** Federal UEI Number

*\*\*NOTE – The Federal government stopped using DUNS numbers on April 4, 2022 which was replaced by the Unique Entity Identifier (UEI) Number. UEI numbers must be obtained and provided to the City prior to any award of federal funding. FOR MORE INFORMATION OR TO OBTAIN A UEI NUMBER, PLEASE VISIT [www.sam.gov](http://www.sam.gov)*

## **II. References**

- a.** Three (3) references you have performed work for, including name, contact address, and phone number.
- b.** List of suppliers and vendors that you currently have credit with or have provided credit to you;
- c.** List of current projects that are currently or have recently been completed.

## **III. Selection Criteria**

A selection committee will review all submissions and references. All responses will be evaluated on the basis of the information requested. They will be scored and ranked with the highest ratings being placed on our rotating list of eligible contractors. Contractors will be evaluated based on the following factors:

- a.** Relevant Experience and Past Performance
- b.** Capacity to Complete the Project
- c.** Qualified Personnel and Equipment
- d.** Financial Stability
- e.** Demonstrated compliance with Louisiana State Laws and Regulations

## **IV. Funding**

These funds are administered by the City of Shreveport and made available by the U.S. Department of Housing and Urban Development.

#### **V. Questions & Submission**

All responses to the SOQ should be addressed to Mrs. Bonnie Moore, Director; or for inquiries only, contact Marcia Nelson, Bureau Chief of Housing & Business Development at (318) 673-7528.

#### **VI. Deadline and Methods of Submission**

The SOQ should be hand delivered by 4:00 P.M.; or mailed and postmarked on or before, **Friday, January 10, 2025, by 4:30 p.m. CST.**

***HAND DELIVERY:***

**City of Shreveport  
Attention: Bonnie Moore, Director  
Department of Community Development  
401 Texas Street  
Shreveport, Louisiana 71130  
(318) 673-5900**

***MAIL TO:***

**City of Shreveport  
Department of Community Development  
Attn: Bonnie Moore, Director  
P.O. Box 31109  
Shreveport, LA 71130-1109**

#### **NOTICES & DISCLAIMERS**

##### **Legal Requirements**

All contractors must comply with the applicable provisions of Louisiana law and other regulations governing public contracts, including but not limited to the Louisiana Public Bid Law (La. R.S. 38:2211 et seq.), and must be registered with the Louisiana Secretary of State.

##### **Acknowledgment and Submission**

By submitting a Statement of Qualifications, the contractor acknowledges and agrees to the terms outlined in this document and certifies that the information provided is true and accurate to the best of their knowledge.

##### **Right to Reject**

The City reserves the right to reject any or all statements of qualification.

### **Outstanding Obligations to the City**

All outstanding fees, fines, and costs due to the City must be satisfied prior to submitting response to this SOQ request. For questions about your status please contact the City of Shreveport's Compliance Department at (318) 673-5900.

### **Indemnification Clause**

By submission in response to this SOQ request, Contractor undertakes, agrees and does hereby indemnify, defend and hold City, its officers, agents, servants, employees, contractors and subcontractors, harmless from and against any and all claims, demands, losses, suits, damages, judgments, cost and expenses whether direct, indirect or consequential, and including but not limited to all fees, expenses and charges of attorneys and other professionals, and court cost and expenses, for injury, including death or personal injury and property damage, arising out of, in connection with or resulting from this SOQ submission, selection and review process.

### **Proposals Subject to Public Records Laws**

All submissions under this request for SOQs shall become the property of the City of Shreveport. By submittal, Contractor acknowledges that all information may be considered public record in accordance with the Public Records Law of the State of Louisiana. Subject to award of this contract, all or part of any submittal may be released to any person or firm who may request it. Therefore, Respondents shall specify in their proposal response if any portion of their submittal should be treated as proprietary and not releasable as public information. Respondents should be aware that all such requests may be subject to legal review and challenge. Any information considered proprietary should be indicated as such or not included in the response.