

Request for Qualifications for Contractors

Downtown Hazleton Alliance for Progress

General Information:

The Downtown Hazleton Alliance for Progress (DHAP) is requesting qualifications from general contractors, specialty trades (specifically masonry restoration, carpentry, painting), and awning and sign fabricators, in order to establish a list of pre-qualified contractors from which to solicit bids for work to be completed under the DHAP Façade Rehabilitation Grant Program.

Likely projects include rehabilitation of mixed-use buildings throughout Downtown Hazleton, including but not limited to façade restoration and commercial renovation. Project budgets are generally going to be in the range of \$10,000-\$15,000 or less, though some larger projects may be funded. For an example of a recently completed project, see 13 E. Broad St., Hazleton.

After development of the specifications for each project, an invitation to bid will be forwarded to select contractors on the established list.

Submission Requirements:

If you wish to be solicited to bid on any Downtown Hazleton Alliance for Progress projects, you must supply the following information:

1. **Cover letter or resume** addressing the following qualifications:
 - a. Experience in construction or building trade(s) being considered.
 - b. Ability to provide documentation of work and costs.
 - c. Willingness to adhere to local permit and building code requirements.
2. **Photos** showing examples of at least three completed projects in specific trade discipline.
3. **Three references** that can speak to your quality of work and ability to complete jobs on time.
4. **Proof of Insurance:** Minimum of \$1 million general commercial liability for each occurrence and minimum of \$2 million general aggregate.

The Downtown Hazleton Alliance for Progress would like to ensure that minority and women owned businesses are afforded opportunities for meaningful participation in projects through inclusion on the list of contractors. If you have a minority or women owned businesses, please let us know!

Qualifications submitted in response to this RFQ should be submitted to:

**Krista Schneider, Executive Director
Downtown Hazleton Alliance for Progress
20 W. Broad St.
Hazleton, PA 18201**

Qualifications Due: October 9, 2015

All questions should be directed to Krista Schneider at 570-455-1509.