



**Marion County**  
OREGON

## **Request for Proposals (RFP) to be included in a pre-approved list of contractors for Marion County CDBG Homeowner Rehabilitation Loan Program**

Dear Interested Contractor,

The Mid-Willamette Valley Council of Governments is seeking qualified contractors to submit proposals for the rehabilitation of residential buildings as part of the Marion County CDBG Homeowner Rehabilitation Loan Program. The purpose of this Request for Proposals (RFP) is to solicit competitive and comprehensive proposals from interested contractors with experience in residential construction.

### **Project Overview**

1. **Project Title:** Marion County CDBG Homeowner Rehabilitation Loan Program.
2. **Scope of Work:** The contractor will be responsible for bidding and completing work for eligible homes and projects within the service area.
3. **Location:** Homes must be located within Marion County but outside the city limits of Salem.
4. **Timeline:** The anticipated start date is January 1, 2024 with completion expected by May 30, 2027.
5. **Budget:** There is up to \$50,000.00 available per approved loan project.

### **Qualification Criteria**

To be considered for this project, contractors must meet the following criteria:

1. **License and Certification:** Contractors must be licensed and certified to operate in the state of Oregon and provide evidence of this in their proposal.
2. **Experience:** The contractor must have a proven track record of successfully completing similar residential rehabilitation projects. Please provide details of past projects, including references.
3. **Financial Stability:** Contractors must demonstrate financial stability and the ability to manage the proposed budget effectively.
4. **Insurance:** Contractors must carry appropriate liability and workers' compensation insurance.
5. **Compliance:** Contractors must comply with all applicable laws, regulations, and safety standards.
6. **Unique Entity Identification Number:** Contractors must have a Unique Entity Identification Number, which can be obtained through Sam.Gov.

## **Proposal Submission Instructions**

Interested contractors must submit their proposals to be added to the eligible contractor's list. Proposals should be submitted to Linda Hansen at [lhansen@mwvcog.org](mailto:lhansen@mwvcog.org). You may contact her at 503-540-1602 with any questions.

The proposal should include the following:

1. **Company Profile:** Provide an overview of your company, including its history, organizational structure, and key personnel.
2. **Experience:** Detail your experience with similar projects, including project descriptions, timelines, and references.
3. **Qualifications:** Demonstrate how your company meets the qualifications criteria outlined above.
4. **Technical Approach:** Outline your proposed approach to the project, including construction methods, materials, and any innovative solutions.

## **Evaluation Criteria**

Proposals will be evaluated based on the following criteria:

1. **Qualifications and Experience**
2. **Technical Approach and Methodology**

The Mid-Willamette Valley Council of Governments reserves the right to reject any or all proposals received. The contractor list will remain active throughout the duration of this project, (May 2027),

Thank you for your interest in participating in this project. We look forward to receiving your proposal.

Sincerely,

John Schmidt, Housing Rehabilitation Loan Program Manager Mid-Willamette Vally Council of Governments.