



HWS HOUSING AND
WORKFORCE
SOLUTIONS
ENGAGE. ENCOURAGE. EQUIP.

**REQUEST FOR QUALIFICATIONS (RFQ)
MANUFACTURED HOME DEALER/INSTALLER**

RFQ NO. 2023 - 001

**Housing and Workforce Solutions (HWS)
3403 Tenth Street, Suite 300
Riverside, CA 92501**

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RFQ INFORMATION AT A GLANCE

HWS CONTACT PERSON:	George Eliseo Email: gceliseo@rivco.org Phone: (951) 955-6405
HOW TO OBTAIN THE RFQ DOCUMENTS:	Online at: www.harivco.org -OR- via e-mail from the person listed above.
DEADLINES FOR SUBMITTING QUESTIONS AND REQUEST FOR INTERPRETATIONS: (RFIs), <u>INCLUDING ANY MODIFICATIONS TO CONTRACT LANGUAGE OR TO THE SCOPE OF SERVICE:</u>	Monday, May 15, 2023 at 5:00 PM.
HOW TO SUBMIT A PROPOSAL:	Submit 3 copies of your tabbed, bound, hard copy proposal to HWS by the due date.
PROPOSAL SUBMITTAL RETURN LOCATION AND DEADLINE:	Thursday, May 25th, 2023 at 5:00 PM. 3403 10th Street Suite 300 Riverside, CA 92501 (Proposals shall be mailed/delivered to HWS, located at 3403 10 th Street, Suite 300, Riverside, CA 92501. Attn: Juan Garcia)
NOTE: HWS reserves the right to deviate from this timeline and/or modify the Scope of Service at any time!	Notices of any such decisions or modifications will be located at: www.harivco.org

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INTRODUCTION

Formed in 2020 by the Riverside County Board of Supervisors in response to the need to focus on innovative ways to elevate social and economic opportunity in Riverside County. The Board of Supervisors created the Housing and Workforce Solutions (HWS) agency, in an effort to combat poverty and homelessness in Riverside County.

HWS is a committed partner in the community's effort to revitalize neighborhoods and foster economic development, as well as to provide quality, affordable housing.

The County and the California Department of Housing and Community Development ("HCD") executed Standard Agreement Number 21-GFD-001 ("Agreement") for \$30,000,000 in grant funds ("HCD Grant") to provide emergency housing, develop quality affordable housing, and construct necessary infrastructure to relocate residents of Oasis MHP. The eligible uses of the HCD Grant, include, but are not limited to, the predevelopment, development, acquisition, rehabilitation of rental housing that is affordable to extremely low-, very low-, low-, or moderate-income households, including necessary operating subsidies.

In order to obtain the most cost-effective and economically feasible manufactured homes for this project, HWS desires to find a manufactured home dealer(s) with the ability to provide manufactured homes for purchase, as well as all escrow and installation services in order to make this project as seamless as possible.

In keeping with its mandate to end homelessness and eliminate poverty, HWS is now soliciting responses from qualified entities with the ability to provide manufactured home purchase and installation services. All responses submitted in response to this solicitation must conform to all the requirements and specifications outlined within this document and any designated attachments in its entirety.

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1.0 HWS RESERVATION OF RIGHTS:

- 1.1 Right to Reject, Waive, or Terminate the RFQ.** HWS reserves the right to reject any or all responses, to waive any informality in the RFQ process, or to terminate the RFQ process at any time, if deemed by the HWS to be in its best interests.
- 1.2 Right to Not Award.** HWS reserves the right not to award a contract pursuant to this RFQ.
- 1.3 Right to Terminate.** HWS reserves the right to terminate a contract awarded pursuant to this RFQ, at any time for its convenience upon 5 days written notice to the successful responder(s).
- 1.4 Right to Determine Time and Location.** HWS reserves the right to determine the days, hours, and locations that the successful responders shall provide the services called for in this RFQ.
- 1.5 Right to Determine Financial Responsibility and Viability.** HWS reserves the right to require of responder information regarding financial responsibility and viability or such other information as the HWS determines is necessary to ascertain whether a response is in fact the lowest responsive and responsible submitted.
- 1.6 Right to Retain.** HWS reserves the right to retain all responses submitted and not permit withdrawal for a period of 60 days subsequent to the deadline for receiving bids without the written consent of the HWS Contracting Officer (CO).
- 1.7 Right to Reject.** HWS reserves the right to reject and not consider any response that does not meet the requirements of this RFQ, including but not necessarily limited to incomplete responses and/or responses offering alternate or non-requested services.
- 1.8 No Obligation to Compensate.** HWS shall have no obligation to compensate any responder for any costs incurred in responding to this RFQ.
- 1.9 Right to Amend.** HWS reserves the right to amend the contract any time prior to contract execution.
- 1.10 Right to Prohibit.** HWS shall reserve the right to at any time during the RFQ or contract process to prohibit any further participation by a responder or reject any response submitted that does not conform to any of the requirements detailed herein. By accessing www.harivco.org (hereinafter, the "System") and by downloading this document, each prospective responder is thereby agreeing to abide by all terms and conditions listed within this document and within the System, and further agrees that he/she will inform HWS in writing within 5 days of the discovery of any item listed herein or of any item that is issued thereafter by HWS that they feels needs to be addressed. Failure to abide by this time frame shall relieve HWS, but not the prospective responder, of any responsibility pertaining to such issue.

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2.0 PROGRAM BACKGROUND:

The Oasis Mobile Home Park (“Oasis MHP”) is a mobile home park with approximately 350 unpermitted mobile homes located on the Torres Martinez Desert Cahuilla tribal (allotted and fee) land and is home to more than 1,000 people in the Coachella Valley. Currently, there are several hazardous conditions that require immediate attention at Oasis MHP, including but not limited to, unsafe, non-potable water not suitable for human consumption for which the United States Environmental Protection Agency issued emergency drinking water orders, uninhabitable and dilapidated mobile homes that pose a health and safety risk to the residents, substandard sewer systems, and substandard electrical systems that present fire risks and outages to the residents.

To address these hazardous conditions at Oasis MHP, the State of California, pursuant to the 2021 Budget Act Section 2.00, as amended by Budget Bill Jr. (“SB 129”) Chapter 69, Section 57, Item 2240-106-0001, Provision 3, allocated Thirty Million Dollars (\$30,000,000) to the County of Riverside to address relocation of residents of Oasis MHP.

Based on this, the County of Riverside’s Department of Housing and Workforce Solutions (HWS) has created the Oasis Mobile Home Park Housing Opportunities Grant Program (OHOP). OHOP provides financial assistance to those who were residents of the Oasis MHP on or before October 26, 2021. The OHOP will address the existing unpermitted, unsafe manufactured homes, by providing financial assistance for the purchase of a new manufactured home to be installed in a permitted manufactured home park. Applicants to the OHOP must surrender their unpermitted, unsafe manufactured home for demolition in exchange for a new manufactured home.

The new manufactured homes will be installed within the 457.03, 456.04 and 456.05 census tracts and are within the unincorporated areas of Mecca, Thermal and Oasis and North Shore in Riverside County.

The HWS is proposing to purchase 125 mobile homes that will have a maximum project budget of \$100,000 each, this amount shall include the purchase, transportation, permitting and installation of new manufactured homes in a permitted manufactured home park. The project budget must also include the cost of abatement of any lead and/or asbestos found in the unpermitted unsafe manufactured home and the cost to demolish the unpermitted unsafe manufactured home. The demolition and abatement work will not be the responsibilities of responders to this RFQ and may be subcontracted out.

Should the costs exceed \$100,000 per completed unit, (which includes installation, permitting, delivery, site work prep, hook-ups, etc.) each family would be responsible to make up the difference, out of pocket.

Each approved applicant household will receive Pre-Qualification Letter issued by the OHOP program manager. The manufactured home dealer will be issued a copy of the Pre-Qualification Letter that will include information such as the household contact and address, household size, credit limit and authorized manufactured home size based on fixture count to determine what manufactured home the household will order.

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3.0 MANUFACTURED HOME DEALER – SPECS & SCOPE OF SERVICE:

- 3.1** The Manufactured Home Dealer is required to provide floor plans and elevations for the following base model manufactured homes:
- a) The most economical 3-bedroom 2-bath double wide manufactured home.
 - b) The most economical 3-bedroom 1-bath double wide manufactured home.
 - c) The most economical 2-bedroom 1-bath single wide manufactured home.
 - d) These units are not only limited to traditional, “single-wide” and “double-wide” models, as other equivalent types of prefabricated units will also be considered.
- 3.2** Must be a licensed and bonded manufactured home dealer.
- 3.3** Be readily accessible to households ordering a unit. Dealer will be required to travel, as often as needed, to the Mecca, Thermal and Oasis area to offer onsite assistance to homebuyer households. Households applying for assistance do not have means of transportation and cannot travel to meet with the dealer or escrow officer.
- 3.4** Furnish all labor, material, services and permits to ensure that the new manufactured home is installed per Riverside County and State regulations.
- 3.5** Must receive final Certificate of Occupancy from the Riverside County Transportation Land Management Agency for the new manufactured home.
- 3.6** Must open escrow, with an escrow company that has an office in the general vicinity of Thermal, Mecca and Oasis, or is willing to travel as often as needed to be onsite with families in this same location, and that specializes in manufactured home registration and issues. Must work with the escrow company to ensure the following:
- 3.6.1** Title and register the new manufactured home with HCD and/or any manufactured home regulating entity.
 - 3.6.2** Assist homeowner with the purchase of property insurance, if needed.
 - 3.6.3** Complete documents and complete all processes the HWS is required to follow and is required to be submitted to HCD and/or any other manufactured home regulating entity, related to the assisted household’s substandard manufactured home, and prior to the demolition of the substandard manufactured home.

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- 3.7 Performance Period (Program Life Expectancy):** The successful respondent agrees to participate and make services available for a period of not less than eighteen (18) calendar months.
- 3.8 Execution of Work (Installation):** All work is to be performed by qualified, competent trained personnel. The Contractor is to be licensed and responsible for providing supervision of the work by appropriately identified personnel. HWS may require the Contractor to remove from the work such employees as the local authority deems incompetent, careless, insubordinate, or otherwise objectionable, or whose continued employment on the work is deemed by HWS to be contrary to the public interest. The Contractor shall ensure full cooperation of all workers and suppliers and shall be confined to this work only. The Contractor and his personnel shall respect the rights of tenants in the surrounding dwellings where work is being performed. The office hours for all locations of HWS are 8:00 am – 5:00 pm Monday through Thursday, or as otherwise specified in the Scope of Service. The Contractor’s working hours may vary depending upon the type of work being performed. Contractor may work longer hours if approved in advance by HWS.
- 3.9 Prevailing Wage Determination:** Pursuant to Sections 1720, 1770, 1771 and 1774 of the California Labor Code, as well as California Code of Regulations, Title 8, Section 1600, et seq., (“Prevailing Wage Laws”), which require the payment of prevailing wage rates and the performance of other requirements on “public works” and “maintenance” the Installation Contractor shall pay not less than the prevailing rate of per diem wages as determined by the Director of the State of California Department of Industrial Relations. Because the Services are being performed as part of an applicable “public works” or “maintenance” project, as defined by the Prevailing Wage Laws, Contractor agrees to fully comply with such Prevailing Wage Laws by paying prevailing wages to employees providing Services under this Contract. The labor services and other work to be performed pursuant to this contract is “public works” or “maintenance” subject to California Labor Code Section Sections 1720, 1770, 1771 and 1774. The prevailing wage rates issued by the California Department of Industrial Relations may be adjusted by the State of California during the term of this agreement. These prevailing wage rates are available on the State of California Department of Industrial Relations website at <http://www.dir.ca.gov>.

Contractors shall promptly notify HWS staff, in writing, about all labor classifications not listed in the prevailing wage determinations but necessary for the performance of the work described in the price documents. Contractor and each approved subcontractor shall keep accurate payroll records and comply in all respects with Labor Code Section 1776, including the timely response to written notices requiring copies of such records.

- 3.10 Warranty:** All items installed/provided under any contract resulting from this RFQ must include a minimum of a one (1) year warranty from the Contractor for labor, materials, and installation except as specified otherwise herein. The period will begin on the date of “FINAL” acceptance by HWS.

3.10.1 The services provided under the contract shall conform to all information contained within the RFQ documents as well as applicable Industry Published

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Technical Specifications, and if one of the above-mentioned Specifications contains more stringent requirements than the other, the more stringent requirements shall apply.

3.10.2 In addition to all other warranties, the warranty shall include the warranty for merchantability and the warranty of fitness for a particular purpose.

3.10.3 Assignment of Warranty: Contractor shall assign any warranties and guarantees to HWS and provide the Contractor's Warranty for Labor and Installation to HWS along with all Manufacturers' Warranty documents.

3.11 Forms: HWS reserves the right to require the successful Dealer/Contractor to utilize any form required by HWS and to complete the required work and by submitting their price/proposal each Dealer/Contractor agrees to do so at no additional charge.

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4.0 GENERAL INFORMATION

- 4.1 Explanations and Interpretations to Prospective Responders:** (a) Any prospective responder desiring an explanation or interpretation of the solicitation, specifications, drawings, etc., must request it at least **five (5) calendar days** before the scheduled time for solicitation closing. Requests may be oral or written. Oral requests must be confirmed in writing. The only oral clarifications that will be provided will be those clearly related to solicitation procedures (i.e., not substantive technical information). No other oral explanation or interpretation will be provided. Any information given a prospective responder concerning this solicitation will be furnished promptly to all other prospective responders as a written amendment to the solicitation, if that information is necessary in submitting responses, or if the lack of it would be prejudicial to other prospective responders. (b) Any information obtained by, or provided to, a responder other than by formal amendment to the solicitation shall not constitute a change to the solicitation.
- 4.2 Interpretation of the Documents:** Discrepancies in and omissions from the plans, specifications or other contract documents, or questions as to their meaning shall, at once, be brought to the attention of HWS. Any interpretation of the documents will be made only by amendment duly issued and a copy of such amendment will be mailed or delivered to each person or firm receiving a set of such documents. HWS will not be responsible for any other explanations or interpretations. Should anything in the scope of the work or any of the sections of the specifications be of such nature as to be apt to cause disputes between the various trades involved, such information shall be promptly called to the attention of HWS.
- 4.3 Amendments to the RFQ:** If this solicitation is amended, then all terms and conditions which are not modified remain unchanged. Responders shall acknowledge receipt of any amendment to this solicitation by signing and returning the amendment, by identifying the amendment number and date on the solicitation form, or by letter, telegram, or facsimile, if those methods are authorized in the solicitation. HWS must receive acknowledgement by the time and at the place specified for receipt of qualifications. Submittals which fail to acknowledge the responder's receipt of any amendment will result in the rejection of the submittal if the amendment(s) contained information which substantively changed HWS requirements. Amendments will be on file in the offices of HWS at least 7 days before bid opening.
- 4.4 Caution to Responders:** Prospective responders are cautioned not to merely examine the plans and specifications in making their submittal, since requirements are imposed upon the responder by various other portions of this RFQ and the Contract Documents.

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5.0 SUBMITTAL FORMAT:

- 5.1 Tabbed Proposal Submittal:** HWS intends to retain the successful responders pursuant to a "Best Value" basis, not a "Low Proposal" basis ("Best Value," in that the HWS will consider factors other than cost in making the award decision, such as availability, quality, and turnaround time). Therefore, so that HWS can properly evaluate the offers received, all submittals in response to this RFQ must be formatted in accordance with the sequence noted following. Each category must be separated by numbered index dividers (which number extends so that each tab can be located without opening the proposal) and labeled with the corresponding tab reference also noted below. None of the proposed services may conflict with any requirement the HWS has published herein or has issued by addendum.
- 5.2 Profile of Firm Form:** The Profile of Firm Form is attached hereto as Attachment A to this RFQ document. This 3-page Form must be fully completed, executed, and submitted under Tab No. 1 of the "hard copy" proposal submittal.
- 5.3 License (Dealer and Installation):** A copy of the dealer license (OL #) issued by the Department of Housing and Community Development (HCD) and the license issued by the Contractors State License Board (CSLB) allowing the bidder to provide the installation services detailed herein. To be considered, a potential bidder must possess *all*, or subcontract with a contractor(s) who possesses the following license classification types; a "B" – General Contractor or "C-47" - General Manufactured Housing Contractor, or for work covered in its bid when a bid is submitted. Contractor shall be licensed as required by the jurisdiction in which the service is to be performed and the license shall be current and in good standing. This includes a joint venture formed to submit a bid.
- 5.4 Floor Plans & Pricing:** All requested floor plan(s), manufactured home model(s) and their pricing to be placed under Tab No. 2 of the "hard copy" proposal submittal.
- 5.5 Submission:** All proposals must be submitted and time-stamped received in the HWS Administration Office by no later than the submittal deadline stated herein (or within any ensuing addendum). A total of 1 original signature copy (marked "ORIGINAL") and 2 exact copies (each of the 3 proposal submittals shall have a cover and extending tabs) of the proposal submittal, shall be placed unfolded in a sealed package and addressed to:

Housing and Workforce Solutions (HWS)
3403 Tenth Street, Suite 300, Riverside, CA 92501
Attention: Juan Garcia

The package exterior must clearly include the following, "**RFQ No. 2023-001 Manufactured Home Dealer**" and must have the respondent's name and return address. Submittals received after the published deadline will not be accepted. Email delivery shall not be a substitute for or waive physical delivery of the submittal by the deadline.

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6.0 LICENSING AND INSURANCE REQUIREMENTS:

- 6.1 Insurance:** Without limiting or diminishing the Contractor's obligation to indemnify or hold HWS harmless, Contractor shall procure and maintain or cause to be maintained, at its sole cost and expense, the following insurance coverage during the term of this Contract. As respects to the insurance section only, HWS herein refers to the County of Riverside, its Agencies, Districts, Special Districts, and Departments, their respective directors, officers, Board of Supervisors, employees, elected or appointed officials, agents, or representatives as Additional Insured's.
- 6.2 Workers' Compensation:** If the Contractor has employees as defined by the State of California, the Contractor shall maintain statutory Workers' Compensation Insurance (Coverage A) as prescribed by the laws of the State of California. Policy shall include Employers' Liability (Coverage B) including Occupational Disease with limits not less than \$1,000,000 per person per accident. The policy shall be endorsed to waive subrogation in favor of HWS; and, if applicable, to provide a Borrowed Servant/Alternate Employee Endorsement.
- 6.3 Commercial General Liability:** Commercial General Liability insurance coverage, including but not limited to, premises liability, unmodified contractual liability, products and completed operations liability, personal and advertising injury, employment practices liability, and cross liability coverage, covering claims which may arise from or out of Contractor's performance of its obligations hereunder. Policy shall name HWS, the County, its Agencies, Districts, Special Districts, Consultants, Departments, their Directors, Officers, Board of Commissioners, employees, elected or appointed officials, agents, or representatives as Additional Insured's. Policy's limit of liability shall not be less than \$2,000,000 per occurrence combined single limit. If such insurance contains a general aggregate limit, it shall apply separately to this Contract or be no less than two (2) times the occurrence limit.
- 6.4 Vehicle Liability:** If vehicles or mobile equipment are used in the performance of the obligations under this Contract, then Contractor shall maintain liability insurance for all owned, non-owned or hired vehicles so used in an amount not less than \$1,000,000 per occurrence combined single limit. If such insurance contains a general aggregate limit, it shall apply separately to this Contract or be no less than two (2) times the occurrence limit. Policy shall name HWS, the County, its Agencies, Districts, Special Districts, Consultants, Departments, their Directors, Officers, Board of Commissioners, employees, elected or appointed officials, agents or representatives as Additional Insured's.
- 6.5 General Insurance Provisions - All lines:**
- a. Any insurance carrier providing insurance coverage hereunder shall be admitted to the State of California and have an A M BEST rating of not less than A: VIII (A:8) unless such requirements are waived, in writing, by the County Risk Manager. If the County's Risk Manager waives a requirement for a particular insurer such waiver is only valid for that specific insurer and only for one policy term.

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- b. The Contractor must declare its insurance self-insured retention for each coverage required herein. If any such self-insured retention exceeds \$500,000 per occurrence each such retention shall have the prior written consent of the County Risk Manager before the commencement of operations under this Contract. Upon notification of self-insured retention unacceptable to HWS, and at the election of the County's Risk Manager, Contractor's carriers shall either; 1) reduce or eliminate such self-insured retention as respects this Contract with HWS, or 2) procure a bond which guarantees payment of losses and related investigations, claims administration, and defense costs and expenses.
- c. Contractor shall cause Contractor's insurance carrier(s) to furnish HWS with either 1) a properly executed original Certificate(s) of Insurance and certified original copies of Endorsements effecting coverage as required herein, and 2) if requested to do so orally or in writing by the County Risk Manager, provide original Certified copies of policies including all Endorsements and all attachments thereto, showing such insurance is in full force and effect. Further, said Certificate(s) and policies of insurance shall contain the covenant of the insurance carrier(s) that thirty (30) days written notice shall be given to HWS prior to any material modification, cancellation, expiration or reduction in coverage of such insurance. In the event of a material modification, cancellation, expiration, or reduction in coverage, this Contract shall terminate forthwith, unless HWS receives, prior to such effective date, another properly executed original Certificate of Insurance and original copies of endorsements or certified original policies, including all endorsements and attachments thereto evidencing coverage's set forth herein and the insurance required herein is in full force and effect. ***Contractor shall not commence operations until HWS has been furnished original Certificate (s) of Insurance and certified original copies of endorsements and if requested, certified original policies of insurance including all endorsements and any and all other attachments as required in this Section, showing that such insurance is in full force and effect. An individual authorized by the insurance carrier to do so on its behalf shall sign the original endorsements for each policy and the Certificate of Insurance.***
- d. It is understood and agreed to by the parties hereto that the Contractor's insurance shall be construed as primary insurance, and HWS insurance and/or deductibles and/or self-insured retentions or self-insured programs shall not be construed as contributory.
- e. If, during the term of this Contract or any extension thereof, there is a material change in the scope of services; or, there is a material change in the equipment to be used in the performance of the Scope of Service; or, the term of this Contract, including any extensions thereof, exceeds five (5) years; HWS reserves the right to adjust the types of insurance and the monetary limits of liability required under this Contract, if in the County Risk Manager's reasonable judgment, the amount or type of insurance carried by the Contractor has become inadequate.

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- f. Contractor shall pass down the insurance obligations contained herein to all tiers of subcontractors working under this Contract.
- g. The insurance requirements contained in this Contract may be met with a program(s) of self-insurance acceptable to HWS.
- h. Contractor agrees to notify HWS of any claim by a third party or any incident or event that may give rise to a claim, arising from their performance on this project.

6.6 Business License: A copy of the respondent's business license allowing that entity to provide such services within the County of Riverside, State of California, if required.

6.7 License (Dealer and Installation): A copy of the dealer license (OL #) issued by the Department of Housing and Community Development (HCD) and the license issued by the Contractors State License Board (CSLB) allowing the bidder to provide the installation services detailed herein. To be considered, a potential bidder must pose *all*, or subcontract with a contractor(s) who possesses the following license classification types; a "B" – General Contractor or "C-47" - General Manufactured Housing Contractor, or for work covered in its bid when a bid is submitted. Contractor shall be licensed as required by the jurisdiction in which the service is to be performed and the license shall be current and in good standing. This includes a joint venture formed to submit a bid.

NOTE: Dealers and/or Contractors are required to possess proper licenses and/or certifications prior to submittal. However, a Certificate of Insurance (CoI) will only be required once the successful respondent has been chosen.

6.8 Service Standards: All work performed pursuant to this RFQ must conform and comply with all applicable local, state, and federal codes, statutes, laws, and regulations.

6.9 Recap of Attachments: It is the responsibility of each responder to verify that they have downloaded the following attachments pertaining to this RFQ, which are hereby by reference included as a part of this RFQ:

Attachment		
	Attachment	Attachment Description
RFQ 2023-001	A - Parts 1&2	Profile of Firm Form

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**ATTACHMENT A – PART 2
PROFILE OF PROPOSER FIRM FORM**

(This Form must be fully completed and placed under Tab No.1 of the “hard copy” tabbed proposal submittal.)

(1) Name of Firm: _____ Telephone: _____ Email: _____

(2) Street Address, City, State, Zip: _____

(3) **Please attach a brief biography/resume of the company**, including the following information:
(a) Year Firm Established; (b) Year Firm Established in [JURISDICTION]; (c) Former Name and Year Established (if applicable); (d) Name of Parent Company and Date Acquired (if applicable).

(4) Identify Principals/Partners in Firm (submit under Tab No. 4 a brief professional resume for each):

NAME	TITLE	% OF OWNERSHIP

(5) Identify the individual(s) that will act as project manager and any other supervisory personnel that will work on project; please submit under Tab No. 4 a brief resume for each. (Do not duplicate any resumes required above):

NAME	TITLE

(6) Proposer Diversity Statement: You must circle all of the following that apply to the ownership of this firm and enter where provided the correct percentage (%) of ownership of each:

Caucasian American (Male) _____%
 Public-Held Corporation _____%
 Government Agency _____%
 Non-Profit Organization _____%

Resident- (RBE), Minority- (MBE), or Woman-Owned (WBE) Business Enterprise (Qualifies by virtue of 51% or more ownership and active management by one or more of the following:

Resident-Owned* _____%
 African American _____%
 **Native American _____%
 Hispanic American _____%
 Asian/Pacific American _____%
 Hasidic Jew _____%
 Asian/Indian American _____%

Woman-Owned (MBE) _____%
 Woman-Owned (Caucasian) _____%
 Disabled Veteran _____%
 Other (Specify): _____%

WMBE Certification Number: _____

Certified by (Agency): _____
(NOTE: A CERTIFICATION/NUMBER NOT REQUIRED TO PROPOSE – ENTER IF AVAILABLE)

(7) Federal Tax ID No.: _____

(8) County of Riverside Business License No.: _____

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(9) State of California Business Entity Number (Secretary of State): _____

(10) Worker's Compensation Insurance Carrier: _____
Policy No.: _____ Expiration Date: _____

(11) General Liability Insurance Carrier: _____
Policy No. _____ Expiration Date: _____

(12) Professional Liability Insurance Carrier: _____
Policy No. _____ Expiration Date: _____

(13) Has your firm or any member of your firm been a part to litigation with a public entity?
Yes No Initials _____
If yes, when, with who and state the circumstances and any resolution.

(14) Is your firm currently involved in local, County, State, Federal mortgage foreclosure proceedings or currently 90 days in arrears on a local public or private loan?
Yes No Initials _____
If yes, when, with who and state the circumstances and any resolution.

(15) Is your firm currently in rem foreclosure or substantial tax arrears with a City/County or local jurisdiction?
Yes No Initials _____
If yes, when, with who and state the circumstances and any resolution.

(16) Has, or is this firm or any member of your firm currently in default on any contract obligation or agreement of any kind entered into with a City/County or local public agency?
Yes No Initials _____
If yes, when, with who and state the circumstances and any resolution.

(17) In the past 10 years, has your firm or any member of your firm failed to qualify as a responsible bidder, or refused to enter into a contract after an award has been made, privately or with any government agency?
Yes No Initials _____
If yes, when, with who and state the circumstances and any resolution.

(18) In the last 7 years, has your firm filed a bankruptcy petition or been the subject of involuntary bankruptcy proceedings?
Yes No Initials _____
If yes, when, with who and state the circumstances and any resolution.

(19) In the last 10 years, failed to file any required tax returns, or failed to pay any applicable Federal, State of California, or County of Riverside or other fees?
Yes No Initials _____
If yes, when, with who and state the circumstances and any resolution.

(20) Does your firm or any member of your firm have a record of substantial Building Code Violations or litigation against properties owned by the firm or by any entity or individual that comprises the Proposer?
Yes No Initials _____
If yes, when, with who and state the circumstances and any resolution.

(21) Has your firm or any member of your firm been convicted for fraud, bribery, or grand larceny?
Yes No Initials _____
If yes, when, with who and state the circumstances and any resolution.

(22) Has your firm or any member of your firm ever sued or been sued by the Housing Authority of the County of Riverside or its affiliated entities?
Yes No Initials _____
If yes, when and state the circumstances and any resolution of the lawsuit? _____

**REQUEST FOR QUALIFICATION (RFQ) NO. 2023-001
MANUFACTURED HOME DEALER**

(23) Has your firm or any member of your firm ever had a claim brought against because of breach of contract or nonperformance? Yes No Initials _____

If yes, when and state the circumstances and any resolution of the matter? _____

(24) Debarred Statement: Has this firm, or any principal(s) ever been debarred from providing any services by the Federal Government, any state government, the State of California, or any local government agency within or without the State of California? Has this firm been de-designated as a developer of any government sponsored or publicly assisted project?

Yes No Initials _____

If "Yes," please attach a full detailed explanation, including dates, circumstances, and current status.

(25) Disclosure Statement: Does this firm or any principals thereof have any current, past personal or professional relationship with any Commissioner or Officer of the HWS? Yes No

Initials _____

If "Yes," please attach a full detailed explanation, including dates, circumstances and current status.

(26) Non-Collusive Affidavit: The undersigned party submitting this bid hereby certifies that such bid is genuine and not collusive and that said bidder entity has not colluded, conspired, connived or agreed, directly or indirectly, with any proposer or person, to put in a sham proposal or to refrain from proposing, and has not in any manner, directly or indirectly sought by agreement or collusion, or communication or conference, with any person, to fix the proposal price of affiant or of any other proposer, to fix overhead, profit or cost element of said proposal price, or that of any other bidder or to secure any advantage against the HWS or any person interested in the proposed contract; and that all statements in said bid are true.

Initials _____

(27) Verification Statement: The undersigned bidder hereby states that by completing and submitting this bid he/she is verifying that all information provided herein is, to the best of his/her knowledge, true and accurate, and agrees that if the HWS discovers that any information entered herein is false, that shall entitle the HWS to not consider nor make award or to cancel any award with the undersigned party.

Initials _____

Signature

Date

Printed Name

Company