

Dear Contractor:

The Dallas Housing Acquisition and Development Corporation (DHADC) is seeking new construction contractors to build homes in the Bottom Neighborhood. The DHADC owns vacant lots and will maintain ownership of the lots through construction.

The DHADC is seeking creative and innovative contractors to build housing that will integrate into the existing unique character of the Bottom neighborhood and take advantage of the landscape that the Trinity River provides. Award of contracts will be made to the most advantageous responsive builders with construction experience, innovative designs, financial capacity, and willingness to work with DHADC staff and other stakeholders.

DHADC is prepared to pay up to \$150,000 per home upon full completion. By request, interim construction financing may also be considered, along with other gap financing structures.

Thank you for your interest in working with the Dallas Housing Acquisition and Development Corporation. Please submit your application and supporting documents by **May 13, 2016** to:

Dallas Housing Acquisition and Development Corporation (DHADC)  
Attention: Terry Williams  
1500 Marilla Street, 6CN  
Dallas, Texas 75201  
214-670-4648

### **COMMUNICATION AND INQUIRIES**

Contractors may request information as follows:

- At the Contractor Orientation held on **April 27, 2016 at 10 a.m.** in City Hall, 1500 Marilla Street, L1FN Conference Room A.
- To the contact listed below in writing following the Contractor Orientation.

Verbal questions and explanations are not permitted other than at the Contractor Orientation. After the Orientation, questions must be submitted in writing via email to:

Attention: Terry Williams  
Email: [g.williams2@dallascityhall.com](mailto:g.williams2@dallascityhall.com)

Responses to all questions received will be distributed as an addendum to all prospective contractors.

### **LIST OF LOTS**

The information in **Exhibit A** is furnished to contractors to indicate the list of vacant lots currently owned by DHADC in the Bottom Neighborhood. Each builder must make his own evaluation of the lots and indicate in writing on the sheet provided.

## CONTRACTOR REQUIREMENTS

The Dallas Housing Acquisition and Development Corporation (DHADC) sets forth the requirements and standards below.

### General Contractor Must:

- Partners / Principals / Company / subcontractors must be City of Dallas and HUD eligible (must not be debarred, suspended, or otherwise impaired).
- Complete the enclosed Subcontractor Report at time of application and notify the DHADC of any changes to the list. Contractor and subcontractors must be registered with the System of Award Management (SAM) ([www.sam.gov](http://www.sam.gov)) and must provide their Data Universal Numbering System (DUNS) number (Dun and Bradstreet), and those of their subcontractors.
- Have been in business for at least two years as a Contractor or General Contractor in the City of Dallas or surrounding area.
- Have built and sold at least one (1) home in the last 12 months to a satisfied homebuyer.
- Provide a copy of your State license for Plumbing, Electrical, or HVAC Contractors.
- Provide evidence of insurance as specified in the contractor application.
- Submit required financial documents and provide evidence of financial ability and stability to perform housing projects. Updated financial information will be required annually.
- Provide evidence of experience and good past performance that meets the DHADC's standards for workmanship and materials.
- Provide required references relative to new construction projects.
- Agree to comply with all local, state and/or federal requirements and regulations.
- Attend Contractor Orientation meeting.
- Be able to provide a third party (10 year) warranty on the new home.

## FEDERAL REGULATIONS TO CONSIDER

**Section 3 (Local Hiring); Minority Business Enterprises/Women Business Enterprises (MBE/WBE) Requirements:** Applicants utilizing Federal funds must certify that the general contractor, subcontractors and/or service providers will comply with HUD Section 3 requirements to provide opportunities for employment to lower-income neighborhood residents in the City of Dallas. Further, to the greatest extent feasible, contracts in connection with these projects are to be awarded to local businesses. In addition, contractors, subcontractors and/or service providers will be expected to adhere to the City's Affirmative Action Requirements.

**MBE/WBE/OBE Subcontractor /Supplier Information:** The Contractor shall submit the MBE/WBE/OBE Form and comply with the City's Minority Business Enterprise (MBE), Women Business Enterprise (WBE), and Other Business Enterprise (OBE) outreach requirements as appropriate.

**Affirmative Action:** The City's Administrative Code (Division 10, Chapter 1, Article 1, Section 10.8) establishes the Affirmative Action program for vendors doing business with the City. As a condition of contract award, grantees will be required to comply with the provisions of the City's Affirmative Action program, including submission of the City's Affirmative Action form with an Affirmative Action Plan.

**Fair Housing:** Projects that help the City meet its goal of affirmatively furthering fair housing. This means that the project helps the City overcome patterns of segregation, foster inclusive communities, create areas of opportunity, address significant disparities in housing needs and in access to opportunity, replace segregated living patterns with truly integrated and balanced living patterns, and/or transform racially and ethnically concentrated areas of poverty into areas of opportunity

Project does not actually or predictably result in a disparate impact on protected classes under the Fair Housing Act, and does not create, increase, reinforce, or perpetuate segregated housing patterns in the City of Dallas, unless the City Council is satisfied that the project is necessary to achieve a substantial, legitimate, nondiscriminatory interest of the City that could not be accomplished in a manner that has a less discriminatory effect.

## Exhibit A

1. 329 N. Moore
2. 401 Cleaves
3. 402 Cleaves
4. 410 Sparks
5. 418 Sparks
6. 442 Sparks
7. 624 Sparks (special conditions)
8. 407 Hart
9. 409 Hart
10. 411 Hart

List of lots may change without prior notice.



Have you ever failed to complete any work or defaulted on a contract awarded to you? If so, when, where, why? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Bank References:**

Bank: \_\_\_\_\_ Contact: \_\_\_\_\_

Contact Phone #: \_\_\_\_\_ Account #: \_\_\_\_\_

Line of Credit: \_\_\_\_\_ Line of Credit: \_\_\_\_\_

Name/Address/Charge Account  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Work References:**

List at least 2 projects for each applicable trade. Work must have been completed within the past two years by your company.

New construction address: \_\_\_\_\_ Owner: \_\_\_\_\_

Sales price: \_\_\_\_\_ Sq. Ft.: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_ Completion Date: \_\_\_\_\_

New construction address: \_\_\_\_\_ Owner: \_\_\_\_\_

Sales price: \_\_\_\_\_ Sq. Ft.: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_ Completion Date: \_\_\_\_\_

**Supplier References:**

List at least 1 trade and supplier references for each applicable trade:

Company: \_\_\_\_\_ Contact: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Company: \_\_\_\_\_ Contact: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Company: \_\_\_\_\_ Contact: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Company: \_\_\_\_\_ Contact: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Has your company ever been a party to or involved in any action related to discrimination based upon race, color, nationality, sex, religion, handicap, familial status, or national origin? If so, give full details.  
\_\_\_\_\_  
\_\_\_\_\_

Has the company ever caused a lien for material or mechanical work default payment to be placed against a property? If so, when, where, and why?  
\_\_\_\_\_  
\_\_\_\_\_

Have you, any principals or your company ever filed bankruptcy? \_\_\_\_\_

If yes, when: \_\_\_\_\_

Have you, any principals or your company ever been debarred, suspended, or otherwise impaired by the U.S. Department of Housing and Urban Development (HUD)?

If yes, when: \_\_\_\_\_

Person(s) authorized by your company to sign/amend contracts or change orders; attend bid and/or lot walk-through, or sign a draw request. Please list each responsibility a responsible party may be authorized to perform.

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

## CHECK LIST

**A copy of the following information is enclosed:**

- Application**
- Certificate of Incorporation & Articles of Incorporation (If applicable)**
- Most current Year-End Balance Sheet & Operating Statement (completed by 3<sup>rd</sup> party) (*January 2015 – December 2015*)**
- Most current Year-To-Date Balance Sheet & Operating Statement (*January 2015 – December 2015*)**
- Most current month's operating business bank statement**
- Proof of Commercial General Liability Insurance (ACORD Form)**
- Proof of Comprehensive automobile and truck liability insurance (ACORD Form)**
- Proof of All Risk Builder's/Installation Floater Risk Insurance (if applicable)**
- Proof of Worker's Compensation and Employers Liability OR Worker's Compensation Exemption Form**
- Contractor Vendor Number**
- DUNS number (Dun & Bradstreet)**
- Contractor / Subcontractor information form**
- Plans, specifications and elevations for lots being built upon**

I / we hereby certify that the above statements and forms enclosed in the application packet are true and complete to the best of my knowledge. I/we further understand that the DHADC will keep all the information confidential and use such information only to verify the qualification of the undersigned as a contractor. The undersigned hereby authorizes and requests any person, firm, or corporation to furnish any information requested by the DHADC in verification of the recitals comprising this statement of qualifications dated on \_\_\_\_\_.

By signing and returning this form to the DHADC, I acknowledge that my company has received, reviewed, and agrees to abide by the DHADC standards for contractor certification. I also agree that in the event I fail to follow any existing or future guideline set forth by the DHADC, my company may be limited or removed from the certified contractor list.

Signature

Title

Date

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## **Contractor Insurance Requirements**

The Dallas Housing Acquisition and Development Corporation (DHADC) reserves the right to review the insurance requirements of this section and to adjust the insurance coverage and their limits when deemed necessary and prudent by the City of Dallas. This will be based upon changes in statutory law, court decisions, or the claims history of the industry as well as the CONTRACTOR.

Subject to the CONTRACTOR'S right to maintain reasonable deductibles in such amounts as are approved by the City of Dallas, the CONTRACTOR shall obtain and maintain in full force, at the CONTRACTOR'S sole expense, insurance coverage written by companies approved by the State of Texas and acceptable to the DHADC in the following types and amounts:

### **Commercial General (Public) Liability Insurance:**

Combined single limit for bodily injury & property damage of not less than \$500,000 per occurrence or its equivalent and a \$1,000,000 annual aggregate, including coverage for the following: premises/operations, independent contractors, products/completed operations, personal and advertising injury, contractual liability, medical payments, underground, collapse and explosion hazards.

### **Workman's Compensation & Employers Liability (Statutory):**

\$100,000/\$500,000/\$100,000

If contractor has no employees, he/she can be exempt from carrying Workman's Compensation Insurance. Please complete the Worker's Compensation Exemption Form attached to this application packet.

### **Comprehensive Automobile and Truck Liability Insurance:**

Including coverage for loading & unloading hazards for: owned/leased, non-owned, and hired vehicles. Combined single limit for bodily injury & property damage of not less than \$500,000 per occurrence or its equivalent, including coverage for the following: owned/leased vehicles, non-owned vehicles, hired vehicles.

### **All Risk Builder's/Installation Floater Risk Insurance:**

Covering materials, supplies and equipment with an insured value equal to eighty percent (80%) of the insurable value of the Contract. Covered perils shall include, but not be limited to, Fire, Extended Coverage, Vandalism and Malicious Mischief, and Theft. The City of Dallas will be shown as a loss payee, as their interest may appear.

### **Required Insurance Provisions:**

All insurance contracts and certificates of insurance will contain and state in writing, the following required provisions:

- Name the DHADC and its officers, employees, elected representatives and homeowners as additional insured, (as the interests of each insured may appear) as to all applicable coverages.
- The CONTRACTOR agrees to waive subrogation against the DHADC, its officers, employees, elected representatives and homeowners for injuries, including death, property damage, and/or any other loss.
- The required insurance shall include a written **30 day notice** to the DHADC for cancellation, nonrenewable, or material change at the address shown below by registered mail.

## Worker's Compensation Exemption Form

Date: \_\_\_\_\_

To: Dallas Housing Acquisition and Development Corporation (DHADC)

Re: Worker's Compensation Insurance Requirements

I, \_\_\_\_\_, certify that \_\_\_\_\_  
Contractor Company

has no employees, and that all work is performed by independent contractors, and that it is not required to carry Worker's Compensation Insurance. Should this change, I understand that I must notify the DHADC immediately and that I will be responsible to obtain and carry Worker's Compensation insurance.

Contractor's Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Dallas Housing Acquisition and Development Corporation  
**(Information must be kept current or amended as applicable)**

General Contractor: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

GENERAL CONTRACTOR	OWNER'S NAME	TRADE	STREET ADDRESS	CITY/STATE/ZIP	TELEPHONE NUMBER	DUNS NUMBER
SUB-CONTRACTOR COMPANY NAME	OWNER'S NAME	TRADE	STREET ADDRESS	CITY/STATE/ZIP	TELEPHONE NUMBER	DUNS NUMBER

Dallas Housing Acquisition and Development Corporation  
**(Information must be kept current or amended as applicable)**

General Contractor: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

GENERAL CONTRACTOR	OWNER'S NAME	TRADE	STREET ADDRESS	CITY/STATE/ZIP	TELEPHONE NUMBER	DUNS NUMBER
SUB-CONTRACTOR COMPANY NAME	OWNER'S NAME	TRADE	STREET ADDRESS	CITY/STATE/ZIP	TELEPHONE NUMBER	DUNS NUMBER

