



**TOWN OF PRINCEVILLE
REQUEST for PROPOSALS (RFP)
Housing Repairs for Citizens**

RFP # 12-24 TP

Issue Date: December 3, 2024

Response Deadline: December 23, 2024

**Town of Princeville
Town Hall
201 S. Main Street – PO Box 1527
Princeville, NC 27886**



NOTICE of REQUEST FOR PROPOSALS

Town of Princeville- Housing Repairs

GENERAL

Town of Princeville is soliciting qualifications from qualified companies, interested in providing repairs to our nineteen (19) homes. The scope of work includes the repairs to HVAC systems, Roofing, Flooring, Underpinning and Handicap Accessibility. The Town of Princeville will follow a Qualifications Based Selection process as required by North Carolina General Statutes.

A team of Town of Princeville staff members will review and select the top three qualified companies to present to the Board of Commissioners for the final decision. This Request for Proposal (RFP) provides complete information on the services being sought, the submittal requirements and timeline.

GENERAL SERVICES

- 1. Repairs: HVAC, Roofing, Flooring, Underpinning, Handicap Accessibility**

PROJECT SCHEDULE

The project will follow the following schedule:

December 3, 2024	Advertisement of RFP for Repairs
December 13, 2024	Deadline for submission of questions
December 23, 2024	RFP responses due by 5:00 PM local time
December 30- January 10, 2025	Presentation of top 3 choices to board for decision/ Company Selection (Dated depends on boards availability for a special call meeting)
January 20, 2025	Contract Award (Commissioners Meeting)

This contract will begin on January 20, 2025, and will continue until July 30, 2025.

SUBMITTAL

Request for Proposals must be received no later than **December 23, 2024**, at **5:00 PM**. Submit three (3) copies of proposals in a mailing container or envelope that is plainly marked on the outside with **“TOWN OF PRINCEVILLE”**. The town is not responsible for delays in the delivery proposals. We will not open any responses received later than the date and time stated above.

Proposals are to be **delivered** to:

Email:

rjackson@townofprinceville.com

Mailing Address:

Town of Princeville
Attn: Ronald Jackson
PO Box 1527
Princeville, NC 27886.

Physical Address:

Princeville Town Hall
Alexis Carter, Assistant Town Manager
201 S. Main Street
Princeville, NC 27886.

Questions about the RFP are to be submitted in writing, electronically to Alexis Carter acarter@townofprinceville.com by written correspondence, Attn: Alexis Carter, Assistant Town Manager. Questions must be received by December 13, 2024. Responses to questions will be posted on the Town’s website at www.townofprinceville.com.

Proposals shall not be considered confidential, and no information contained therein shall be treated by the Town as either confidential, proprietary, or trade secret information. The contents of the proposals shall be considered public records of the Town. Any firm submitting a proposal hereunder further acknowledges and agrees that the Town is a public entity, which is required to abide by laws governing public records and shall not be liable for disclosures required by law. All materials submitted in response to this RFP shall become the property of the Town upon delivery to the address set forth above. This RFP does not obligate Town of Princeville to pay any costs incurred by respondents in the

preparation and submission of a proposal. This RFP does not obligate Town of Princeville to accept or contract for any expressed or implied services. The successful firm must ensure that services performed meet all current industry standards, follow best practices, and comply with all applicable laws and regulations.

Town of Princeville invites and encourages participation in the procurement process by businesses owned by minorities, women and disabled business enterprises. Town of Princeville reserves the right to reject any and all proposals and to terminate this RFP at any time.

REQUIRED PROPOSAL DOCUMENTS

Cover Letter

Company's shall provide a cover letter that describes their interest in working with the Town. It should also include the following:

- Company name, address, contact information, and point of contact;
- A summary of the contents of the proposal; and
- Tax ID number or Federal Employer I.D. Number.

Proposal Format

Included in its proposal, each Company must provide the following information to the Town, and shall guarantee the accuracy of such information by signature of its authorized representative:

1. **Cost:** Provide an hourly cost for employees, hourly cost for equipment.
2. **Qualifications:** Describe your Company's qualifications to perform the services requested. Include a list of your team that will be assigned to this project and each member's qualifications and experience. Also describe your current workload as far as to show the ability to meet the time demands of this proposal.
3. **Experience:** Provide a detailed description of your Company's work on similar contracts. Provide supporting information, if possible. If applicable, describe your familiarity with the Town of Princeville.
4. **Reference:** Provide references (min 3-max 5) of similar work, from similar projects and/or towns that are comparable in size or Companies of which similar work has been performed.

EVALUATION CRITERIA

After the submission of the RFP responses, firms may be requested to participate in an interview. Each response will be evaluated and ranked on the criteria set forth below. The criteria will be weighed as noted below in determining the award. After the evaluation, the Town will identify the company that it feels can provide the greatest response and execution. Should the company with the highest score decline the offer, the firm with the second highest score will be extended the opportunity to provide services.

Scoring Criteria (100 Points)

1. 40 points – Cost
2. 30 points – Qualifications
3. 30 points – Experience

Any proposal submitted without the expressed requirements of this RFP, or submitted after the deadline will be rejected. The Town will review submitted proposals and select the highest ranked and most qualified company. The Town reserves the right to disqualify any company on the basis of any real or apparent conflict of interest, openly disclosed or otherwise. Once selected, the Town will negotiate with the company a not-to-exceed contract amount for repairs. All expenses associated with response to this RFP are the responsibility of the responder.