



*City of Raleigh General Contractor's Application for Eligibility to Bid on  
Community Development Housing Rehabilitation Program*

# Pre-Qualification Form



**Raleigh  
Housing**

**COMPANY INFORMATION**

As of (Date) \_\_\_\_\_

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Form of Business: Sole Prop. \_\_\_ Partnership \_\_\_ Corp \_\_\_

Telephone \_\_\_\_\_ Beeper \_\_\_\_\_ Mobile \_\_\_\_\_ Fax \_\_\_\_\_

Please list here the Names and Addresses of All Owners, Partners, and Stockholders:

\_\_\_\_\_

Tax ID# or Social Security# for Owner: \_\_\_\_\_

Number of Years in Business in the Raleigh Area: \_\_\_\_\_

North Carolina General Contractor's License is NOT required to work in this program, but if you have one, please give us the license number here(#) \_\_\_\_\_, and send us a copy of the document. This will allow you to bid on projects over \$30,000.

**CLIENT REFERENCES**

Please list the past three jobs you have completed-please refer us to whole-house rehab projects which might be similar to the ones we would ask you to do, and give us contact name, address and **day-time telephone** numbers for clients.

1. Client Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Brief description of project \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Start Date \_\_\_\_\_ Completion Date \_\_\_\_\_ Contract Value\$ \_\_\_\_\_

2. Client Name \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_  
Brief description of project \_\_\_\_\_  
\_\_\_\_\_

Start Date \_\_\_\_\_ Completion Date \_\_\_\_\_ Contract Value\$ \_\_\_\_\_

3. Client Name \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_  
Brief description of project \_\_\_\_\_  
\_\_\_\_\_

Start Date \_\_\_\_\_ Completion Date \_\_\_\_\_ Contract Value\$ \_\_\_\_\_

**SUB-CONTRACTOR REFERENCES**

Provide: Contact Name      Sub-contractor      Company name      Address Phone

Electrician: \_\_\_\_\_

Plumber: \_\_\_\_\_

Heating/Air: \_\_\_\_\_

**EVIDENCE OF INSURANCE COVERAGE**

Agent's name, insurance company name, address and day-time telephone number of person who currently holds your general liability coverage:

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Do you carry Worker's Compensation? ( )No ( )Yes with Insurance Carrier ( ) Yes with State of N.C.

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**NOTE:** Property Owners in the Housing Rehab Program select their own bidders. Rehab Specialists are prohibited from recommending or endorsing any particular contractor under

conflict of interest laws. Bidders may be drawn from any source not just by referring to our collection of applications from interested contractors. However, checking references on bidders is required by the program, and contractors submitting applications need to be aware that references listed on this application will be contacted.

Housing Rehab Program participants are encouraged to look for the following qualifications in a rehab contractor:

Contractor **must be an experienced general contractor**. We prefer to see strong site management experience, a history of being responsible for legal and insurance matters, a pattern of relationships with a family of sub-contractors over time, and strong, recent references.

Contractor need not have a general contractor's license, but we would like to see evidence of **3 years experience** in general contracting-preferably with projects in our area, which are similar to the ones we do in this program.

Contractor must provide a **minimum of three, recent, local customer references**. Projects must have been completed within the last 2 years. Reports from these references should reveal no significant deficiencies or criticisms with regard to either the quality of work or nature of the relationship between contractor and client.

Contractor's sub-contractor references should indicate long-term relationships, with recent contracts, consistently timely payments, and generally good relationships.

Inspections Department records should indicate the following:

- That the contractor regularly does projects of the nature and size that we typically do.
- That they do not fail many inspections and re-inspections, and ✓ That he/she completes projects at a reasonable pace.

The routine occurrence of lapses of several weeks between a failed inspection and reinspection that was passed (or failed again) indicates some problem in site management. Many of our projects are in occupied homes where that behavior would be unacceptable.

The contractor must agree to the terms of the CD program under which he/she will be doing work in the program, namely:

- To carry the specified level and types of insurance (including Worker's Comp if required by NC State Law)

- To deposit money into a warranty trust account (amount determined by value of contract)
- To warranty his/her work for the period of time the contract, and
- To abide by the Standard Terms and Conditions statement, Part 1 of the contract. (Copy available upon request)

If a contractor is separated from the program due to disciplinary action, he/she may reapply for eligibility when 12 months have passed since the official notification of severance (whichever is the later date.) Applications will be reviewed by CD Director who reserves the right to consider the severity of the offence for which the contractor had been disciplined as a condition of reinstatement, and reserves the right to refuse the contractor's participation if it is deemed that the offence merits that decision.

<b>I CERTIFY THAT THE INFORMATION ON THIS APPLICATION IS TRUE:</b>			
Owner	Date	Owner	Date

**INSTRUCTIONS**

When you have completed and signed this form, please submit via email to [rehabs@raleighnc.gov](mailto:rehabs@raleighnc.gov) or mail it to:

Attn: Leigh Ann Hobgood  
**Housing and Neighborhoods Department**  
**Community and Small Business Development Division**  
**421 Fayetteville St, Suite 1200**  
**Raleigh, NC 27601**

Questions? Please contact Leigh Ann Hobgood at [rehabs@raleighnc.gov](mailto:rehabs@raleighnc.gov)



**Housing and  
Neighborhoods**  
Community and Small  
Business Development  
Division

919-996-4330  
cd.info@raleighnc.gov

[raleighnc.gov/housing](http://raleighnc.gov/housing)



**Raleigh  
Housing**