

Kent County

*Qualifications-Based Selection (QBS)
For
Housing Rehabilitation Contractors*

May 2010

I. Purpose

The purpose of this policy is to provide the County with a Qualifications-Based Selection process to obtain contractors to perform housing rehabilitation related activities. The intent of this policy is to provide the County with a fair, rational and efficient method of selecting a housing rehabilitation contractor based on an evaluation of the contractor's qualifications and competence as they relate to the demands and needs of the specific project.

II. Selection Process

The Qualifications-Based Selection process will generally adhere to the following steps although specific projects may require adjustments to these steps.

- A. The Department of Planning, Housing and Zoning will develop the general scope of work required.
- B. A list of contractors will be compiled by the Department using any number of methods. Advertisements, lists of interested or past bidders, or referrals may be used to compile a list of suitable contractors to be considered.
- C. After the list of contractors has been established, the Department will send a Request for Bids to all firms listed. The Request for Bids should include a list of requested information, bid submission information and scope of work statement.
- D. Bids will be recorded on a bid tabulation sheet and will be submitted to the Department of Planning, Housing and Zoning at the time and date provided in the Request for Bids.
- E. All bids will be opened publicly and read aloud at a regularly scheduled County Commissioners' meeting. The County will select a contractor based on the following factors: the qualifications, past experience, price, completion time, and list of subcontractors of all contractors. The County reserves the right to reject any bid for one or more of these factors listed.

III. FINAL AUTHORITY

The County Commissioners of Kent County are the final authority in the selection of the rehabilitation contractor and will be the signatories of the final contract.