

CITY OF BUFFALO ACCESSORY DWELLING UNIT (ADU) PROGRAM

Contractor Qualifications Response Form

Contractor Information

Company Name: _____

Address: _____

Primary Contact: _____

Title: _____

Phone Number: _____

Email Address: _____

City of Buffalo Contractor License Number: _____

Debarment, Suspension, and Litigation Disclosure

Has your company, any principal owner, officer, or key employee ever been suspended, debarred, declared ineligible, or voluntarily excluded from participation in any federal, state, or local government contract or program?

Yes

No

If yes, please explain:

Has your company, any principal owner, officer, or key employee been subject to any judgments, settlements, administrative actions, or litigation related to construction activities, contract performance, labor violations, code violations, fraud, or professional misconduct within the past five (5) years?

Yes

No

If yes, please explain:

SECTION A – EXPERIENCE

A1. Residential Rehabilitation Experience

Describe your firm's experience performing residential rehabilitation projects. Please include experience with ADUs, VRP projects, housing rehabilitation programs, state-funded projects, or similar residential construction activities.

Number of Residential Rehabilitation Projects Completed (Past 5 Years)

SECTION B – PROJECT APPROACH

B1. Understanding of ADU Construction Requirements

Describe your understanding of ADU construction requirements, including permitting, code compliance, occupancy requirements, life-safety considerations, inspections, and obtaining a Certificate of Occupancy.

B2. Budgeting and Cost Control

Describe your firm's approach to budgeting, cost estimating, and managing projects within established funding limits. ADU projects are anticipated to have a maximum construction budget of approximately \$115,000 per project.

SECTION C – CAPACITY

C1. Current Workload and Staffing Capacity

Provide a summary of your firm's current workload and available staffing. Please describe your ability to take on additional projects and the personnel available to support ADU construction activities.

C2. Multiple Project Capacity

Describe your firm's ability to manage multiple ADU projects simultaneously, including project management, scheduling, subcontractor coordination, and quality control.

SECTION D – MWBE UTILIZATION

D1. Existing MWBE Partnerships

If your company is a certified MWBE, please indicate your certification status below.

- MBE
- WBE
- Not Certified

Please identify any MWBE firms your company currently works with.

Company Name Certification Type Trade/Service



D2. MWBE Participation Strategy

Describe your firm's strategy for utilizing MWBE contractors, suppliers, and professional service providers. Please include examples of previous MWBE participation on construction projects.

DESIGN PROFESSIONAL COORDINATION

Certain ADU projects may require architectural or engineering services, including stamped drawings, structural evaluations, code analyses, and permit documents.

Do you currently work with a licensed Architect or Professional Engineer?

Yes

No

If yes, please provide the following:

Firm Name: _____

Contact Person: _____

Phone Number: _____

Email Address: _____

REQUIRED ATTACHMENTS

Please include the following with your submission:

- City of Buffalo Contractor License
- Certificate of Insurance
- MWBE Certification Documentation (if applicable)
- Additional Supporting Information



CERTIFICATION

I certify that the information provided herein is true and accurate to the best of my knowledge.

Authorized Representative: _____

Title: _____

Company: _____

Signature: _____

Date: _____

BURA reserves the right to modify the scope of work, project requirements, specifications, funding availability, procurement procedures, or any other aspect of this solicitation at any time prior to contract execution. BURA may issue addenda, clarifications, or revisions as necessary and shall not be liable for any costs incurred by respondents in the preparation or submission of qualifications, proposals, bids, or supporting materials.

