



Housing Emergency Loan Program

General Guidelines for Qualified General Contractors

A “qualified” GC in the program holds a current Construction Supervisor License, current general liability insurance and current workers compensation liability insurance and is willing and able to follow the program protocols and adhere to agreed construction schedules.

- Bids must follow the work write up prepared by the Rehab Specialist. Contractors must conform to the WWU specs, have no errors, arrive by or before the deadline, be complete, legible, signed, and dated. The Program Manager must reject any that do not meet these criteria.
- In order to bid on a project, the GC must attend the walk-thru scheduled by the Program staff and led by the Rehab Specialist on that date.
- GCs may not make independent visits to homeowners prior to contract other than to bring a sub-contractor to view site conditions for bidding purposes.
- Typically, bid deadlines are 10 days to 2 weeks following walk-thru. **All bids are confidential**
- Grant terms dictate that program funding is available in amount of the lowest qualified bid.
- A GC’s bid may be disqualified for any of the following reasons:
 1. The GC is not licensed or insured as stated above
 2. The GC has been placed on HECH’s contractor suspension list
 3. There are discrepancies in the bid docs and/or the price proposal sheet
 4. The GC is currently contracted on 2 HELP projects that are still in construction or the GC has won 2 consecutive HELP contracts within 90 days
 5. If the bid or components of the bid is unreasonable in the opinion of the Program Director
- A job is contracted between the GC and the homeowner (not HECH); however, HECH oversees the project and makes all payments to the GC on behalf of homeowner.
- GCs are expected to meet the timetable as contracted regardless of their wider company commitments. Continued inclusion in the bidding process may depend on this and prolonged delays without clear cause may void the contract.
- **Due to State funding regulations, no up-front payment (deposit) on commencement is permitted.** However, HECH expedites progress payment requests made according to the agreed payment schedule. A 10% retainage is held back on each invoice and returned with the final payment at final sign-off and upon receipt by HECH of a Release of Liens from the contractor.
- GCs and their crews are expected to maintain cordial relations with homeowners and to ensure that communication is open, homeowners are kept advised of schedules, and any necessary changes to schedules are discussed and understood.