

NORTH BRUNSWICK HOUSING REHABILITATION PROGRAM (HRP)

Administered by the North Brunswick Housing Corporation (NBHC)

CONTRACTOR REQUIREMENTS & GUIDELINES

The North Brunswick Housing Rehabilitation Program (HRP) anticipates providing funding to accomplish the renovation of up to a dozen properties annually. However, proposals for renovation work will only be solicited from contractors that have been determined to be eligible for inclusion on the Pre-Qualified Contractors List.

Contractors can apply for placement on the Pre-Qualified Contractors List by filling out and submitting a Contractor Qualification Form that is available on the North Brunswick Township website (www.northbrunswicknj.gov)

In order to be considered for approval, a contractor must be registered with the NJ Division of Consumer Affairs as a Home Improvement Contractor, must submit three references for recently accomplished work, and must have a currently valid commercial general liability insurance policy for \$500,000 per occurrence. Only licensed tradesmen will be permitted to perform specialty work such as plumbing, heating and electrical.

The North Brunswick Housing Corporation has retained PRC Management Co., Inc. (PRC) as Construction Manager to administer the program and provide oversight of all construction-related matters. As such, PRC is soliciting contractors in all construction trades who desire to be placed on the Pre-Qualified Contractors List. With PRC functioning as Construction Manager, it is anticipated that most jobs will have multiple contracts awarded to specific tradesmen rather than the entire job being awarded to a general contractor.

The selection of contractors for solicitation of proposals will be from a rotating list to assure that all contractors are given an equal chance to be awarded renovation work. While contractors selected for renovation work will be executing contracts with the property owner, 100% of the funds for the work are immediately available for release by PRC upon PRC's satisfaction with the quality of the work performed.

The Contractor Qualification Form and a copy of the insurance certificate should be submitted to the following address:

Attn: Mike Smith
PRC Management Co. Inc.
40 Monmouth Highway
West Long Branch, NJ 07764-0070

Any questions related to the contractor qualification process should be addressed to PRC by contacting Mike Smith by phone at 732-222-2000, or by e-mail at msmith@prcgroup.com.