



REQUEST FOR QUALIFICATIONS (RFQ)

Home Repair Services

Issued November 3, 2020

Posted at: waynemetro.org/request-for-proposal/

Wayne Metropolitan Community Action Agency (Wayne Metro) requests qualifications from qualified companies to participate in home repair services for various community development projects. Contractors are invited to review this solicitation and, if interested, complete and submit a completed proposal to John Carmody, Director of Construction Projects at jcarmody@waynemetro.org.

Companies deemed qualified to provide the services specified in this Request for Qualifications, will be placed on a list of qualified firms and be permitted to complete work on Wayne Metro projects. Performance on projects awarded may affect the ability to be awarded future jobs. There is no guarantee of work as a result of being placed on a roster of qualified Contractors.

CRITICAL DATES

Identified below are the critical dates associated with this Request for Qualifications.

Request for Proposals Issued Wednesday, November 3, 2020

Interested parties are encouraged to submit questions regarding the Request for Qualifications via email to John Carmody at jcarmody@waynemetro.org.

Section 1 - BACKGROUND

Wayne Metro provides a variety of home repair services to qualifying low-income residents in Wayne County.

With funding related to the Coronavirus Relief Fund and other agency resources, Wayne Metro helps residents with essential home repairs, including but not limited to roofs, furnaces, hot water heaters, and porches.

Qualified vendors may provide home repairs for homeowners throughout the service area. All jobs will be assigned by Wayne Metro Department of Community Development.

SECTION 2 - MINIMUM QUALIFICATIONS

Proposals will only be accepted from those firms demonstrating the qualifications, capacity, experience, ethical standards, and reliability to assure good faith performance. This requirement includes the proof of equipment, personnel, expertise, and ethical standards existing at time of submission.

1. Licenses & Certificates: The Contractor must be licensed by the State of Michigan as a Building Contractor. The person/company that is issued the license by the State of Michigan must be the entity that applies in order to be added to the prequalified list. Proof of licensing must be included. If additional registrations are required to work in municipalities in their service area, the contractor must be appropriately registered.

2. Evidence of Insurance: The Contractor must have Commercial General Liability with limits not less than \$1,000,000; Workers Compensation and Employers Liability coverage with limits not less than \$500,000 for all employees/owners; Automobile Liability with limits not less than \$1,000,000 per occurrence; and, Professional Liability with limits not less than \$1,000,000. A certificate of insurance must be included with submission of qualifications. If selected as a contractor, Wayne Metro must be named as additionally insured.

3. Experience: Contractors must have a minimum of three (3) years of proven experience providing professional contractor services. The Contractor must be experienced working in older, residential homes that have aging fixtures.

5. Debarment and Suspension: The Respondent must not have been suspended or debarred by any federal, state or local government agency, and must certify as to that fact.

6. Criminal Background Check: Prior to any individual performing work under this Agreement, Wayne Metro shall conduct or cause to be conducted an Internet Criminal History Access Tool (ICHAT) check, a national and state sex offender registry check, and a Central Registry (CR) check for each Contractor, Contractor employee, subcontractor, and subcontractor employee.

The Contractor shall require each employee, subcontractor, and subcontractor employee who works under this Agreement to notify Wayne Metro in writing of criminal convictions (felony or misdemeanor), pending felony charges, or placement on the Central Registry as a perpetrator within 10 days of the event after initial review and approval.

The Contractor further certifies that the Contractor shall not submit claims for or assign duties under this Agreement to any employee (current or new), subcontractor, or subcontractor employee based on a determination by Wayne Metro that the results of a positive ICHAT and/or a CR response or reported criminal felony conviction or perpetrator identification make the individual ineligible to provide the services.

7. Conflict of Interest Statement & Supporting Documentation: The Contractor shall disclose any professional or personal financial interests that may be a conflict of interest in representing Wayne Metro. In addition, all Contractors shall further disclose arrangements to derive additional compensation from various investment and reinvestment products, including financial contracts.

8. Other State License and or Certifications: Any other State License and/or Certifications that is deemed necessary to complete the Scope of Work as described.

If a Contractor does not convince Wayne Metro that it possesses the above minimum qualifications with the RFQ response, Wayne Metro shall deem the Contractor not qualified and the Contractor will not be added to the prequalification roster. Wayne Metro reserves the right to reject any or all RFQs in whole or in part and to waive any informality.

SECTION 3 - SCOPE OF WORK

The services required consist the following:

- Pull permits in accordance with local building code requirements.
- Schedule appointment with homeowner to complete jobs.
- Complete work as prioritized in work order.
- Detailed photograph of all completed work.
- Remove and dispose of all waste appropriately.
- Prepare and submit invoice to Wayne Metro that includes the following:
 - Invoice detailing work completed.
 - Post installation photographs
 - Sign-off by homeowner
- Respond to client concerns or inquiries regarding work completed. Adhere to 18-month warranty period in accordance with state law.
- Complete repairs stemming from failed inspection

SECTION 4 - SELECTION CRITERIA

Following receipt of the Contactor's qualifications, the selection committee will evaluate each response. All Proposals that meet the minimum requirements of the Request for Qualification will be evaluated. Any Proposals determined to be non-responsive to the RFQ minimum qualifications, scope of work and other requirements, including instructions governing submission and format, will be disqualified unless Wayne Metro determines, in its sole discretion, that non-compliance is not substantial or that an alternative proposed by the Contractor is acceptable. Wayne Metro reserves the right to request clarification of Proposals submitted.

Proposals received will be evaluated based upon the Contractor's ability to:

- Meet the minimum qualifications specified in the Request for Qualifications.
- Demonstrate its organization's capacity, including staff resources to provide the requested services as evidenced by the submission of a statement of qualifications.
- Demonstrate past performance including but not limited to quality of control that is proposed by the Contractor in addressing the scope of work and requirements. The Contractor's demonstration of relevant experience in performing and successfully completing similar home repair projects including work previously performed for others.

MBE/WBE entities are encouraged to apply.

Respondents will be notified in writing of the selection committee's decision.

SECTION 5 - SUBMISSION REQUIREMENTS AND INSTRUCTIONS

Contractors responding to this Request for Qualifications must complete and submit all required forms, documents or additional information requested. Responses to this Request for Qualifications should be submitted via email to John Carmody at jcarmody@waynemetrol.org. **If you are unable to submit an application via email, please contact us for alternative options.**

Proposals must be signed by an officer or representative of the company who is authorized to bind the company to an agreement obligation. Proposals submitted by a partnership or joint venture must list the full names and addresses of all parties.

Proposals received become the property Wayne Metro. All firms submitting Proposals will be notified whether or not they will be placed on the list of prequalified contractors who are eligible to bid jobs. Failure to submit a complete application may result in the disqualification of the bidder's submission.

RFQ Documents Required for Submission

Contractor Company Name: _____

The following documents must be submitted in this order in response to the **Request for Qualifications – Home Repair Services**. I understand that failure to submit, incomplete information or documents found to be unacceptable will result in disqualification.

- 1. Company Overview and Statement of Qualifications (experience).** Please use attached form below.
- 2. Proof of Licensing:** Please include proof of licensing.
- 3. Key employee names, and job titles:** Include copies of all applicable certifications and or licenses.
- 4. Evidence of Insurance:** Please include proof of Commercial General Liability with limits not less than \$1,000,000; Workers Compensation and Employers Liability with limits not less than \$500,000; and, Automobile Liability with limits not less than \$1,000,000 per occurrence and Professional Liability with limits not less than \$1,000,000.
- 5. Signed Contractor Certification as to Debarment and Suspension, and Non-collusion Affidavit** Please use attached form below.
- 6. Conflict of Interest Statement and Supporting Documentation:** Please use attached form below.
- 7. COVID-19 Personal Protection Equipment Protocol.** Please use attached form below.
- 8. Home Repair Service List:** List general construction services provided by your company. Pricing will be reviewed and approved on a per job basis.

By signing this RFQ document submission form, I certify that I am legally permitted to represent the company in contracting, fully understand and agree to abide by the terms of the RFQ, and certify that I have not been debarred or suspended, or have otherwise been excluded from or deemed ineligible for participation in state or federal assistance programs. I also certify that the firm has the financial capacity to manage and perform the work described in the RFQ. I verify that the answers provided in this application are accurate to the best of my knowledge and hereby authorize Wayne Metro to verify all information provided in this application. I have not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free, competitive bidding in the preparation and submission of this RFQ.

Signature of Authorized Representative

Date

Printed Name

Title

COMPANY OVERVIEW

Applicant (Please Print):

Company Name:

Address:

City, State and ZIP:

Company Telephone:

Mobile Phone:

Email:

EIN #:

Please circle the following term that best describes your company: Corporation, Sole Proprietor or Partnership

PRINCIPALS OF FIRM *(Must be Authorized Officials of the Firm)*
If Corporation or Partnership – Attach Articles of Incorporation

Name:

Title:

Home Address:

City, State and ZIP:

Name:

Title:

Home Address:

City, State and ZIP:

Name:

Title:

Home Address:

City, State and ZIP:

Name:

Title:

Home Address:

City, State and ZIP:

Statement of qualification: Please describe experience and capacity. If you wish to add additional information that applicant deems pertinent, not otherwise covered in RFQ, you may do so here:

Wayne Metropolitan Community Action Agency

Certification as to Debarment and Suspension

Contractor Company Name: _____

The Contractor/Respondent certifies to the best of its knowledge and belief that it, its agents, and its subcontractor (s):

1. Have not within a three year period preceding this contract had their license or company debarred, suspended, proposed for debarment, and declared ineligible or voluntarily excluded from covered transactions by any federal, state or city department.
2. Have not within a three year period preceding this Contract been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, State, or local) transaction or contract under a public transaction, as defined in 45 CFR 1185; violation of federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.
3. Are not presently indicted or otherwise criminally or civilly charged by a government entity (federal, State, or local) with commission of any of the offenses enumerated in subsection (b) or currently have a court order against an officer or principal in place.
4. Have not within a three year period preceding this Contract had one or more public transactions (federal, State, or local) terminated for cause, default or failure to complete a contract.
5. Will comply with all applicable requirements of all other State or federal laws, executive orders, regulations, and polices governing this program.

Signature of Authorized Representative

Date

Printed Name

Wayne Metropolitan Community Action Agency

Non-Collusion Affidavit of Prime Proposer

Contractor Company Name: _____

I, _____ am fully informed respecting the preparation and contents of the attached Proposal and of all pertinent circumstances respecting such Proposal.

Such Proposal is genuine and is not a collusive or sham proposal.

Neither the said Proposer nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including the person making this statement, has in any way colluded, conspired, connived or agreed, directly or indirectly with any other Proposer, Firm or person to submit a collusive or sham Proposal in connection with the Contract for which the attached Proposal has been submitted or to refrain from proposing in connection with such Contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Proposer, Firm or person to fix the price or prices in the attached Proposal or the Proposal of any other Proposer, or to fix any overhead, profit or cost element of the bid price or the bid price of any other Proposer, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against local water and sewerage departments, Wayne Metropolitan Community Action Agency, or any person interested in the proposed Contractor.

The price or prices quoted in the attached Proposal are fair and proper and are not tainted by a collusion, conspiracy, connivance or unlawful agreement on the part of the Proposer or any of its agents, representatives, owners, partners, employees, or parties in interest, including the person making this statement.

Signature of Authorized Representative

Date

Printed Name

Wayne Metropolitan Community Action Agency

COVID-19 Personal Protection Equipment Protocol.

Please describe the protocols and protective equipment the company has in place to minimize the risk of COVID-19 transmission for customers and staff:

Measures and Description

What residential services does your company provide?