

CITY OF CASA GRANDE, ARIZONA

REQUEST FOR QUALIFICATIONS

**HOUSING REHABILITATION SERVICES
OWNER OCCUPIED HOUSING REHABILITATION PROGRAM**

The City of Casa Grande operates an Owner-Occupied Housing Rehabilitation Program and is in need of housing rehabilitation services for the continued implementation of the program which is funded with State Housing Funds HOME and Community Development Block Grant (CDBG) Funds.

The City is seeking to contract with a competent firm or individual that has experience with municipal and federally funded construction projects to include, but not be limited to: CDBG funds, HOME funds, and State Housing Funds. The City of Casa Grande will evaluate offers and an award will be made to the vendor who provides the best overall value and quality services.

The Contractor shall furnish all supervision, technical support, administration and complete all work required for the removal/addition/remodel of structures and obtain any and all required permits by the City of Casa Grande, State and Pinal County.

Each response shall be in accordance with the RFQ instructions and scope of work package on file with the City Clerk at City Hall, 510 East Florence Boulevard, Casa Grande, Arizona, 85122, where copies can be obtained by calling the City Clerk's Office (520) 421-8600, or a complete packet is available on the City's website: www.casagrandeaz.gov.

All responses must be submitted by **2:00 p.m. City time on Monday, June 15, 2015** to the City Clerk, Remilie S. Miller, 510 East Florence Boulevard, Casa Grande, Arizona 85122. The responses will be evaluated in accordance with the RFQ instructions and scope of work package.

Responses must be addressed to:

**Remilie S. Miller, City Clerk
City of Casa Grande
510 E. Florence Boulevard
Casa Grande, Arizona 85122**

The envelope must be boldly marked:

**REQUEST FOR QUALIFICATIONS
HOUSING REHABILITATION SERVICES OWNER OCCUPIED HOUSING
REHABILITATION PROGRAM
DUE ON JUNE 15, 2015 AT 2:00 P.M.**

The City of Casa Grande reserves the right to waive any informalities or irregularities in this Request for Qualifications, or to reject any or all responses; to be the sole judge of the suitability of the materials offered, and to award a contract for the furnishing of the services it deems to be in the best interest of the City.

/s/James V. Thompson
City Manager

**CITY OF CASA GRANDE
REQUEST FOR QUALIFICATIONS**

**HOUSING REHABILITATION SERVICES
OWNER OCCUPIED HOUSING REHABILITATION PROGRAM**

INTRODUCTION

The City of Casa Grande operates an Owner-Occupied Housing Rehabilitation Program and is in need of housing rehabilitation services for the continued implementation of the program which is funded with State Housing Funds HOME and Community Development Block Grant (CDBG) Funds.

The City is seeking to contract with a competent firm or individual that has experience with municipal and federally funded construction projects to include, but not be limited to: CDBG funds, HOME funds, and State Housing Funds. The City of Casa Grande will evaluate offers and an award will be made to the vendor who provides the best overall value and quality services.

The Contractor shall furnish all supervision, technical support, administration and complete all work required for the removal/addition/remodel of structures and obtain any and all required permits by the City of Casa Grande, State and Pinal County.

SCOPE OF WORK

The Housing Rehabilitation Specialist will be required to perform the following general services:

1. Inspects properties utilizing the Property Inspection Checklist (HOME form), take several before pictures (Interior and Exterior), and provides recommendations on needed repairs.
2. Draws plot plan of existing property, showing existing utility connections, building footprints, setbacks from property lines.
3. Conducts individual property Environmental Reviews including SHPO.
4. Obtains Lead Based Paint Inspection through assessment/report which can be subcontracted and includes cost of inspection, assessment and report.
5. Orders mold test, as needed.
6. Coordinates with CAHRA for initial door test and Final inspection for weatherization.
7. Prepares plans (before and proposed) and work write-ups through owners concurrence.
8. Prepares cost estimates.
9. Observes and Conducts proper Procurement – RFQ packages, advertisement, contractor’s walk through.
10. Analyze construction RFQ proposals and make recommendations to City.
11. Qualification of contractor which may include analyzing and reviewing license, insurance bond, workers compensation and state requirements.
12. Preparation of building permit applications, follow up such as redlines and conditions.
13. Verify construction start from Notice to Proceed.
14. One weekly inspection and one for preparation of contract draws and as needed for change orders.

15. Prepares Inspection and Disbursement Order
16. Progress inspections (2 per week)
17. Final inspection – preparation of punch list.
18. Final inspection with homeowner and education on use/maintenance of new equipment, obtains Certification of Final Inspection, Full Lien Waiver, and Certificate of Completion from Building.
19. Call back inspections as necessary and write up of Warranty call backs, follow up with contractor.
20. Ensure compliance with the applicable policies and procedures of the CDBG Program, HOME Investment Partnerships Program and the State Housing Trust Fund program.
21. Attend meetings, as needed, with staff to coordinate project and review recommendations.
22. Ensure maintenance of original grant files, record keeping and financial records and ensure availability of accounting services as need to process Agreement disbursement and reimbursement funds.
23. Accept initial intake applications, score initial applications per the criteria established in the housing rehabilitation guidelines and maintain a waiting list of applicants.
24. Income qualification of eligible applicants.
25. Obtain title reports for all properties.
26. Obtain signatures on all agreements, and notes with project owners and contractors as required in the housing rehabilitation guidelines.
27. Cause document(s) to be filed with the Pinal County Recorder's Office perfecting liens against rehabilitation projects.
28. Ensure availability of staff to review potential projects during project meetings and monthly progress meetings.
29. Review and approve construction change orders.
30. Review and approve payments in conjunction with construction including preparing payments to construction contractors and relocation.
31. Ensure construction contractors obtain City of Casa Grande building permits as required.
32. Provide the following:
 - a. General grant record keeping as required by ADOH.
 - b. Completion of the overall project environmental review record.
 - c. Preparation of any necessary revisions to the housing rehabilitation guidelines.
 - d. Participate in the pre-submittal conferences.
 - e. Respond to ADOH concerning requests for information and or periodic reporting.
 - f. Prepare and submit to ADOH requests for payment for disbursement of funds.
 - g. Prepare final grant closeout.
 - h. Provide periodic monitoring and review of housing rehabilitation project files maintained by the Contractor.

PROPOSAL REQUIREMENTS

Submittal: Interested parties must submit one original and three copies of their Proposal in a sealed envelope to the City Clerk, Remilie S. Miller, City of Casa Grande, 510 E. Florence Blvd., Casa Grande, AZ 85122 by 2:00 p.m., June 15, 2015. Failure of the proposer to complete all of the RFQ documents may result in rejection of the proposal. Any proposal submitted after this time will not be considered. Submitters must ensure delivery (not postmarking) by the date and time indicated above. The sealed envelope must be identified as

a sealed proposal – HOUSING REHABILITATION SERVICES OWNER OCCUPIED HOUSING REHABILITATION PROGRAM. Proposals may neither be faxed nor submitted by electronic means including e-mail.

The City of Casa Grande reserves the right to accept the lowest, responsible RFQ; to consider alternatives; to reject any or all RFQ's; and to waive irregularities of information in any RFQ. RFQ's received after the specified time of closing will be returned unopened.

The City of Casa Grande also reserves the right to hold any or all RFQ's for a period of thirty (30) days after the date of opening. Bidders will not be allowed to withdraw submitted RFQ's during the thirty (30) day period. The City may contact the identified contact person from each firm/individual during its review of the proposals for additional clarification or information. The City of Casa Grande reserves the right to hold any or all proposals for a period of 45 days after the date of the award.

The proposing firm or individual is entirely responsible for all costs associated with the preparation of its proposal. The City will not reimburse the selected firm/team for any work performed relative to the Scope of Work before the execution of a contract and a notice to proceed letter is received by the selected firm/team. Any questions regarding this RFQ should be directed to Leila A. DeMaree, Senior Planner and Housing Manager, at (520) 421-8630 ext. 3030 (telephone), ldemaree@casagrandeaz.gov (e-mail).

2. Cover letter: Include a one page introduction including the proposed contract price and assurance that minimum insurance requirements will be met in the cover letter. Contract price shall include all costs and include all reproduction of plans and RFQ specifications, and should include travel for all interim and final inspections, mailing and phone expense. The contract price is to include all necessary costs including but not limited to, labor, materials, taxes, profit, insurance and other overhead expense. Please note that there will be no reimbursables on this project. The cover letter must also include the name of the housing rehabilitation specialist, his/her address, and his/her telephone and fax numbers, and e-mail address if available. The cover letter shall also identify the organization that has the authority to negotiate and contractually bind the housing rehabilitation specialist if an organization is submitting the proposal.

3. Executive Summary: a one or two page summary including:

- Qualifications of the individual or firm
- Rehab Specialist and his/her experience including resume of assigned staff.
- A description of how the proposing firm or individual would successfully complete the scope of work and therefore implement an effective owner occupied housing rehabilitation program.

4. Statement of Qualifications: Describe the competence and experience of the firm or individual including:

- Experience in working with federally funded projects, particularly CDBG and HOME.
- Rehab services experience to include federal contracts. Specifically identify unit design experience and construction management experience.

5. Previous Experience: Include one or two pages containing a minimum of three references:

A list of past clients, including local governments and similar projects. Information should include, at a minimum, the following in order to expedite reference checks during the scoring process:

- Name of project and location
- Owner/Client's name
- Owner/ Client's address
- Contact Name
- Phone number
- Email
- Contract award date
- Contract completion date
- Initial estimated dollar amount of the project; final dollar amount of the project

6. Response to the Scope of Work: Include information concerning this project, design program, suitability of the proposed budget.

7. Budget: Provide a cost per unit for professional services, or fees to be assessed for services by unit.

8. Certifications

The remaining certification is required and must be submitted with your proposal. All certifications must be original signatures by an appropriate officer of the firm, or in the event of a sole proprietor or partnership, by the proprietor or general partner.

FEDERAL FUND USAGE

Proposers are hereby notified that federal funds are being used to assist in the construction of this project and, accordingly, all construction contractors will be required to comply with all applicable federal laws.

SELECTION PROCESS

Evaluation: Each proposal will be evaluated according to the following criteria:

Proposal conforms to format and requirement	10%
Experience in coordinating Housing Rehabilitation projects	45%
Description of Scope of Work	25%
Budget	10%
Experience with SHF HOME and CDBG	10%

Selection Process: Following the proposal opening at the time and location specified in the notice inviting proposals, the original copy of the proposal shall be retained by the City Clerk.

- Following review of the RFQ's by City staff (Building Inspector and Housing Manager), the proposals will be transmitted to the Planning and Development Director.
- City staff may invite two or more proposers to attend an interview. Proposers will be contacted to schedule a time and location for the interview.
- City staff will evaluate and rank firms accordingly.
- The firm/individual selected will then be asked to negotiate a final scope of work and price, and to develop a contract.

- Should negotiations fail to result in the development of a contract; the next highest-ranking firm. will be offered the opportunity to continue the process. This method may continue until an agreement is reached and a contract is negotiated.
- The cost incurred by proposers in preparing the proposal, or incurred in any manner in responding to the document, may not be charged to the City of Casa Grande.
- City staff to review all proposals will be appointed by the Housing Manager.
- All proposers will be notified of the results within thirty (30) days after the close of the request for proposal period.

PROTEST PROCEDURE

RFQ protests shall be submitted in writing to: City Clerk, City of Casa Grande, 510 E. Florence Blvd., Casa Grande, Arizona 85122, phone 520-421-8600, TDD within 72 hours of notification of award. Protests must contain at a minimum, the name, address and telephone number of the protester; the signature of the protester or its representative and evidence of authority to sign; a detailed statement of the legal and factual grounds of the protest including copies of relevant data; and the form of relief requested. Within 5 business days of receipt, and after consultation with legal counsel, or others, the City will respond to the protest. The City of Casa Grande reserves the right to accept the lowest, responsible RFQ; to consider alternatives; to reject any or all RFQ's; and to waive irregularities of information in any RFQ. RFQ's received after the specified time of closing will be returned unopened.

All submittals shall be sent or delivered to:

**Remilie S. Miller, City Clerk
City of Casa Grande
510 E. Florence Boulevard
Casa Grande, Arizona 85122**

CERTIFICATIONS

1. CERTIFICATION FOR AGREEMENTS, GRANTS, LOANS AND COOPERATIVE AGREEMENTS

The Contractor certifies, to the best of his/her knowledge and belief that:

- a. No federal appropriated funds have been paid or will be paid, by or on behalf of the Contractor to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal Agreement, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal Agreement, grant, loan, or cooperative agreement.
- b. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress, in connection with this Federal Agreement, grant, loan or cooperative agreement, the Contractor shall complete and submit Standard Form - LLL, "Disclosure Form to Report Lobbying," in accordance with its instruction.
- c. The Contractor shall require that the language of this Certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and Agreements under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This Certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this Certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required Certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

2. EQUAL EMPLOYMENT OPPORTUNITY

During the performance of this Agreement, the Contractor agrees as follows:

- a. The Contractor will not discriminate against any employee or applicant for employment because of race, creed, sex, color, national origin, familial status, religious affiliation or handicap. The Contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, creed, sex, color, national origin, familial status, religious affiliation or handicap. Such action shall include, but not be limited to, the following: Employment, upgrading, demotion or transfer; recruitment or recruitment

advertising; layoff or termination; rates of pay or other forms of compensation and selection for training, including apprenticeship. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the City setting forth the provisions of this non-discrimination clause.

- b. The Contractor will, in all solicitation or advertisements for employees placed by or on behalf of the Contractor for the City, state that all qualified applicants will receive consideration for employment without regard to race, creed, sex, color, national origin, familial status, religious affiliation or handicap.
- c. The Contractor will cause the foregoing provisions to be inserted in all subcontracts for any work covered by this Agreement so that such provisions will be binding upon each subcontractor, provided that the foregoing provisions shall not apply to Agreements or subcontracts for standard commercial supplies or raw materials.
- d. The Contractor will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations and relevant orders of the Secretary of Labor.
- e. The Contractor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by the rules, regulations and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his/her books, records, and accounts by the CITY OF CASA GRANDE and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations and orders.
- f. In the event of the Contractor's non-compliance with any provision of this Agreement or with any of such rules, regulations or orders, this Agreement may be canceled, terminated, or suspended in whole or in part and the Contractor may be declared ineligible for further Government Agreements in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.
- g. The Contractor will include the provisions of the subparagraphs 14 (a) through (f) in every subcontract or purchase order unless exempted by rules, regulations or orders of the Secretary of Labor issued pursuant to Section 204 of Executive Order 11246 of September 24, 1965, so that such provision will be binding upon each subcontractor or vendor. The Contractor will take such action with respect to any subcontract or purchase order as the City may direct as a means of enforcing such provisions including sanctions for non-compliance: Provided, however, that in the event the Contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the City, the Contractor may request the United States to enter into such litigation to protect the interests of the United States.

3. CIVIL RIGHTS ACT OF 1964

Under Title VI of the Civil Rights Act of 1964, no person shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

4. SECTION 109 OF THE HOUSING AND COMMUNITY DEVELOPMENT ACT OF 1974

No person in the United States shall on the grounds of race, color, national origin, or sex be excluded from participation in, be denied the benefits of, or be subject to discrimination under any program or activity funded in whole or in part with funds made available under this title.

5. SECTION 503 HANDICAPPED (IF \$2,500 OR OVER) AFFIRMATIVE ACTION FOR HANDICAPPED WORKERS

- a. The Contractor will not discriminate against any employee or applicant for employment because of physical or mental handicap in regard to any position for which the employee or applicant for employment is qualified. The Contractor agrees to take affirmative action to employ, advance in employment and otherwise treat qualified handicapped individuals without discrimination based upon their physical or mental handicap in all employment practices such as the following: employment, upgrading, demotion or transfer, recruitment, advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship.
- b. The Contractor agrees to comply with the rules, regulations, and relevant orders of the Secretary of Labor issued pursuant to the Act.
- c. In the event of the Contractor's non-compliance with the requirements of this clause, actions for non-compliance may be taken in accordance with the rules, regulations, and relevant orders of the Secretary of Labor issued pursuant to the Act.
- d. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices in a form to be prescribed by the Director, provided by or through the contracting officer. Such notices shall state the Contractor's obligation under the law to take affirmative action to employ and advance in employment qualified handicapped employees and applicants for employment, and the rights of applicants and employees.
- e. The Contractor will notify each labor union or representative of workers with which it has a collective bargaining agreement or other Agreement understanding, that the Contractor is bound by the terms of Section 503 of Rehabilitation Act of 1973, and is committed to take affirmative action to employ and advance in employment physically and mentally handicapped individuals.

- f. The Contractor will include the provisions of this clause in every subcontract or purchase order of \$2,500 or more unless exempted by rules, regulations, or orders of the Secretary issued pursuant to Section 503 of the Act, so that such provisions will be binding upon each subcontractor with respect to any subcontract or purchase order as the Director of the Office of Federal Agreement Compliance Programs may direct to enforce such provisions, including action for non-compliance.

6. INTEREST OF MEMBERS OF THE CITY' S GOVERNING BODY

No member of the Governing body of the City and no other officer, employee, or agent of the City, who exercises any functions or responsibilities in connection with the planning and carrying out of the program, shall have any personal financial interest, direct, or indirect, in this Agreement; and the Contractor shall take appropriate steps to assure compliance.

7. INTEREST OF OTHER LOCAL PUBLIC OFFICIALS

No member of the governing body of the locality and no other public official of such locality, who exercises any functions or responsibilities in connection with the planning and carrying out of the program, shall have any personal financial interest, direct or indirect, in this Agreement; and the Contractor shall take appropriate steps to assure compliance.

8. INTEREST OF CONTRACTOR AND EMPLOYEES

The Contractor covenants that he/she presently has no interest and shall not acquire interest, direct or indirect, in the study area or any parcels therein or any other interest which would conflict in any manner or degree with the performance of his/her services hereunder. The Contractor further covenants that no person having any such interest shall be employed in the performance of this Agreement.

9. ANTI-LOBBYING CERTIFICATION

The Contractor certifies to the best of his or her knowledge and belief that:

- a. No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
- b. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form – LLL, “Disclosure Form to Report

Lobbying,” in accordance with its instructions.

- c. The Contractor shall require that the language above be included in the award documents for all sub- awards to all tiers (including subcontractors, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

10. DISABLED ACCESS

In performing all construction the Contractor agrees to comply with “The American Standard Specifications for Making Buildings and Facilities Accessible to, and Usable By, the Physically Handicapped” in any construction rehabilitation providing access for the disabled. Contractor represents that he/she understands said standard specifications and same are incorporated herein by this reference.

11. CLEAN AIR, CLEAN WATER ACT

The CONTRACTOR shall comply with all provisions requiring compliance with all applicable standards, orders or requirements issued under Section 306 of the Clean Air Act (42 U.S.C. 1857(h), Section 508 of the Clean Water Act (33 U.S.C. 1368), Executive Order 11738 and EPA regulations, 40 CFR Part 15 which prohibit the use of non-exempt Federal Agreements, grants or loans of facilities included on the EPA List of Violating Facilities. The provision requires reporting of violations to the USFPA Assistant Administrator for Enforcement.

12. MINORITY AND WOMEN’ S BUSINESS ENTERPRISES (MBE/WBE)

The Contractor will assist the City in encouraging the participation of MBE/WBEs.

13. ENVIRONMENTAL REVIEW

The Contractor in accordance with 24 CFR 50 and 24 CFR 58 shall assist the City in assessing the environmental effects of each activity carried out under this Agreement.

14. DISPLACEMENT, RELOCATION AND ACQUISITION PROVISIONS OF THE UNIFORM RELOCATION ACT

The Contractor will assist the City in voluntary, temporary relocation of participants during rehabilitation in accordance with provisions of the Uniform Relocation Act.

15. DRUG FREE WORKPLACE

The City shall certify to and maintain a drug free workplace as outlined in the State Consolidated Plan.

16. LEAD BASED PAINT POISONING PREVENTION ACT

The Contractor shall work closely with the City to test and abate potential lead based poisoning during housing rehabilitation utilizing current rules and regulations issued by the Arizona Department of Housing.

CERTIFICATIONS SIGNATURE FORM

Return this page with proposal.

These certifications are a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of these Certifications is a prerequisite for making or entering into this transaction imposed by section 1352, Title 31, U.S. Code. Any person who fails to file the required Certifications shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Typed name of official

Signature of official

Typed name of firm

Date