



## **REQUEST FOR QUALIFICATIONS (RFQ)**

### **Home Assessor**

**Issued March 2, 2021**

Wayne Metropolitan Community Action Agency (Wayne Metro) is seeking qualifications from companies interested in performing home assessments for various Wayne Metro home repair and residential efficiency programs.

Bidders are invited to review this solicitation and, if interested, submit a completed proposal to Steve Christensen at [schristensen@waynemetro.org](mailto:schristensen@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. Costs may factor into eligibility. 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 Home Assessors.

Please review the RFQ carefully to determine if your company possesses the minimum qualifications and ability to meet project requirements identified in this solicitation prior to responding to this Request for Qualifications.

### **CRITICAL DATES**

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

**Request for Qualifications Issued Friday, March 2, 2021**

**Deadline for RFQ Submittal Wednesday June 30, 2021**

Interested parties are encouraged to submit questions regarding the Request for Qualifications via email to Stephen Christensen at [schristensen@waynemetro.org](mailto:schristensen@waynemetro.org).

### **SECTION 1 - SCOPE OF SERVICE**

The Home Assessor will assess homes to determine eligibility for services provided by Wayne Metro. Home Assessments include an assessment of the roof, gutters, windows, doors, surrounding hazards, foundation, mechanical systems, appliances, insulation and attic. Assessments Identify hazards such as asbestos (e.g. vermiculite, insulating pipe/duct wrap), electrical hazards (e.g. open wiring, knob and tube), exterior water infiltration and moisture, plumbing leaks and structural damage (fall-through hazards, e.g. collapse).

Assessment will be documented and submitted to Wayne Metro electronically via mobile form provided by Wayne

Metro.

## SECTION 2 – MINIMUM QUALIFICATIONS

***Proposals will only be accepted from those companies 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 the time of submission.***

**1. Experience:** Bidders must have proven experience providing professional services of similar scope/scale. The Contractor must be experienced working in older, residential homes that have aging fixtures. Include any relevant State License and or Certifications (Building Performance Institute, International Association of Certified Home Inspectors and other similar certifications). Bidders must also have access to and at their expense equipment necessary to perform assessments. This equipment shall include, at minimum, mobile phone with application ability (iPhone or Android), ladders, personal protection equipment and transportation.

**2. Evidence of Insurance:** The Bidder 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 the submission of qualifications.

**3. 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.

**4. 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 and a national and state sex offender registry check.

**5. Conflict of Interest Statement & Supporting Documentation:** Bidders 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.

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 considered for the roster. Wayne Metro reserves the right to reject any or all RFQs in whole or in part and to waive any informality.

## SECTION 3 - SELECTION CRITERIA

Following receipt of the Contractor'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 Bidder is acceptable. Wayne Metro reserves the right to request clarification of the proposal submitted.

Proposals received will be evaluated based upon the following criteria:

- Meet the minimum qualifications specified in the Request for Qualifications.
- The bidder's demonstration of relevant experience in performing and successfully completing projects with a similar scope of work as requested in this RFQ.
- Price reasonableness - The quote provided must match the bidder's experience and skill set. Proposals with quotes that are exorbitant and outside of the budget of the program will be rejected.

Minority- and women-owned businesses are encouraged to apply. Respondents will be notified in writing of the selection committee's decision.

#### **SECTION 4 - 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 Steve Christensen at [schristensen@waynemetrol.org](mailto:schristensen@waynemetrol.org). **If you are unable to submit an application via email, please contact us for alternative options.**

## RFQ Documents Required for Submission

**Bidder/Contractor Company Name:**

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

**1. Company overview and Statement of Qualifications:** Use attached form.

**2. Home Assessor Scope of Work and Quote:** Use attached form.

**2. Evidence of Insurance:** 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. If selected as a contractor, Wayne Metro must be named as an additional insured.

**3. Two (2) letters of reference.** Include date of project, contact person and phone number, and brief description of project.

**4. Conflict of Interest Statement and 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.

### **5. Signed Contractor Certification as to Debarment and Suspension, and Non-collusion Affidavit**

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.

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**Signature of Authorized Representative**

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**Date**

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**Printed Name and 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**

**Home Assessor**

**Scope of Work and Quote**

Applicant (Please Print):

Company Name:

Phone Number:

Date:

Price per Audit:

Please review Scope of Services and explain your pricing. Inspections average 90 minutes:

**Wayne Metropolitan Community Action Agency**

**Home Assessor**

**Certification as to Debarment and Suspension**

**Bidder/Contractor Company Name:**

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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, 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 policies governing this program.

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Signature of Authorized Representative

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Date

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Printed Name



**Wayne Metropolitan Community Action Agency**

**Home Assessor**

**Non-Collusion Affidavit of Prime Proposer**

**Bidder/Contractor Company Name:**

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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 the Great Lakes Water Authority, Wayne Metropolitan Community Action Agency, Excellent Construction, or any person interested in the proposed Contractor; and

The price or prices quoted in the attached Proposal are fair and proper and are not tainted by 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