



UNIVERSAL REQUEST FOR QUALIFICATIONS (RFQ)

Issued June 14, 2022

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

Wayne Metropolitan Community Action Agency (Wayne Metro) requests qualifications from qualified companies to participate in home inspections for various community development projects. Companies will submit work specifications, photos, and a cost estimate based on their home inspection. Work specifications may include, but are not limited to the following repairs: electrical, plumbing, HVAC, hot water heaters, roofing/gutters, siding, masonry, refuse removal/debris cleanup, chimney repair, porch repair, demolition, asbestos/lead removal and remediation, and/or tree removal.

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 inspections on Wayne Metro projects. Costs may factor into eligibility.

Contractors are invited to review this solicitation, including Sections 1-6 (minimum qualifications, scope of work, etc.)

To apply, please submit the required documents listed in “RFQ Documents Required for Submission” to John Carmody at contractor@waynemetro.org. You can contact John at 313-410-9951.

Interested parties are encouraged to submit questions regarding the Request for Qualifications via email to contractor@waynemetro.org.

Performance on inspections 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 Inspectors.

SECTION 1 – CRITICAL DATES

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

Request for Proposals Issued	Tuesday, June 14, 2022
Application Deadline	Applications accepted on an ongoing basis

SECTION 2 - BACKGROUND

Wayne Metro is a non-profit with over 60 programs that aim to empower people and communities to be strong, healthy, and thriving. Programs include Head Start, utility bill assistance, foreclosure prevention, home repair, etc.

Using a variety of funding resources, Wayne Metro provides a variety of home repair services to qualifying low-income residents of Wayne County. Qualified vendors may provide home inspection services for homeowners and renters throughout the service area. All jobs will be assigned by Wayne Metro’s Community Development Department.

SECTION 3 - 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 the time of submission.

1. 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.

2. Experience: Contractors 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. Contractors must also have access to any equipment necessary to perform assessments. This equipment shall include, at minimum, ladders, personal protection equipment and transportation. Work is expected to be electronic.

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, 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.

5. 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.

6. 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 Inspector 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 4 - SCOPE OF WORK

The Home Inspector will assess homes to determine eligibility for services provided by Wayne Metro. Home inspections will focus on health and safety concerns and may include an assessment of the roof, gutters, windows, doors, surrounding hazards, foundation, mechanical systems, appliances, etc. Inspections may need to 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).

Wayne Metro does not expect that homes will be fully up to code after participating in one of our home repair programs. Home inspections will focus on the large systems within the home (roof, plumbing, electrical, HVAC, etc.) and health and safety concerns.

The services required consist of the following:

- Schedule appointment with client to perform home inspection
- Provide work specifications that include all needed information so a qualified contractor can complete the project per applicable codes and in a professional manner. This information needs to be in an electronic format that can be shared with contractors so they can prepare a quote.
- Provide detailed photographs of all items included in the work specifications.
- Include a cost estimate for each item included on the work specifications
- Prepare and submit invoice to Wayne Metro

We expect all contractors to follow CDC guidance regarding COVID-19 and any additional protocols provided by Wayne Metro.

SECTION 5 - 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 6 - 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 contractor@waynemetro.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 **Universal Request for Qualifications**. 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. Key employee names, and job titles:** Include copies of all applicable certifications and or licenses.
- 3. 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.
- 4. Signed Contractor Certification as to Debarment and Suspension, and Non-collusion Affidavit** Please use attached form below.
- 5. Conflict of Interest Statement and Supporting Documentation:** Please use attached form below.
- 6. Home Inspector Scope of Work and Quote:** Please use attached form below.
- 7. Criminal History Record Check Consent Form:** Complete forms for all contractors that will be entering homes as well as for the foreperson of each crew.

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

Home Inspector Scope of Work and Quote

Date:

Company:

Price per home inspection (photos, work specs, and cost estimate is included):

Please review our Scope of Services and explain your pricing:



COMPLETE FORM AND RETURN TO HUMAN RESOURCES

HR DEPARTMENT WILL OBTAIN THE CRIMINAL HISTORY BACKGROUND CHECK. YOU **DO NOT** HAVE TO OBTAIN ONE FROM THE LOCAL POLICE DEPARTMENT.

Criminal History Record Check Consent Form

Certain funding sources require that Wayne Metropolitan Community Action Agency conduct criminal background checks on prospective employees and volunteers. As a prospective employee, subcontractor, subcontractor employee, or volunteer of Wayne Metropolitan CAA., I understand that it is the agency's policy to secure conviction of criminal history and/or sex offender registry information as part of their pre-employment screening process using the information provided below.

New Hire Volunteer Subcontractor/employee _____ Other _____

Full Legal Name _____
(Last) (First) (Middle)

Maiden Name/Name Previously Used: _____

Current Address: _____

City: _____ State: _____ Zip: _____

Address in last 10 years if outside state of MI: _____

City: _____ State: _____ Zip: _____

Current Phone #: _____

Email Address: _____

Date of Birth: _____ Race: _____ Sex: _____

Social Security Number: _____

I understand that the above information is to authorize Wayne Metropolitan CAA to utilize the above information for the sole purpose of obtaining a criminal history check and/or a sex offender registry check for employment and/or volunteer related purposes.

Employee, subcontractor, subcontractor employee, or volunteer who works directly with clients or who has access to client information must notify Wayne Metro Human Resources Department in writing of criminal convictions and/or pending felony charges or placement on the Central Registry as a perpetrator, at hire or within 5 days of the event after hiring.

Signature of Employee, subcontractor/employee, or volunteer

Date