



REQUEST FOR QUALIFICATIONS (RFQ)

Home Water Conservation Amended January 19, 2021 Issued October 16, 2019

Wayne Metropolitan Community Action Agency (Wayne Metro) is seeking Water Conservation Auditors that are qualified to provide home water audits and minor home plumbing repairs for our Water Conservation Program.

Wayne Metro requests qualifications and quotes from qualified companies to participate in the Wayne Metro's Home Water Conservation Program. Bidders are invited to review this solicitation and, if interested, complete and return one original completed proposal and submit either by mail, email, or in person to:

Wayne Metropolitan Community Action Agency
138 Cortland
Highland Park, MI 48203
Attn: John Carmody
Email: jcarmody@waynemetrol.org

Companies deemed qualified and determined cost reasonable to provide the services specified in this Request for Qualifications, will be placed on a list of qualified firms and be permitted to provide home water conservation audits as assigned by Wayne Metro. 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 Water Conservation Auditors.

Bidders will be required to complete the attached Water Audit Quote sheet. An average audit lasts 90 minutes.

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. Further details and requirements are contained in the specific sections or attachments included in this package.

<u>Request for Qualifications Issued</u>	<u>Wednesday, October 16, 2019</u>
<u>Amended</u>	<u>Tuesday, January 19, 2021</u>
<u>RFQ Due Date</u>	<u>Bids accepted on ongoing basis</u>



Amended Scope of Service

Home water audit operations have changed during the COVID-19 pandemic. Therefore, bidders should consider the following updates to the scope of service:

- 1) To minimize the number of people in homes, contract auditors will not be paired with Wayne Metro staff to perform a home water audit, but will perform a home water audit individually. Follow up support such as education will be provided by Wayne Metro staff virtually.
- 2) To minimize time in homes, minor plumbing repairs noted below will not be done in the initial audit and will be left to follow up plumbing repair by licensed plumbing companies.
- 3) To minimize time in homes, bidder may work with Wayne Metro to prioritize or deprioritize time spent in the home spent performing non-water conservation activities such as energy upgrade surveys.

SECTION 1 - SCOPE OF SERVICE

The Home Water Audit includes 5 components: Water Education, Fixture Upgrades, Plumbing Assessment, Minor Plumbing Repairs, and Data Collection.

The audits are performed in teams of two:

1. Contract Water Auditor
2. Wayne Metro Staff Member

Education - Provided by Wayne Metro Staff

- Educate client on how occupant behavior can impact water usage and cost
- Review water bill and water usage
- Provide the consumer with tips on how to reduce water usage
- Provide referrals to internal and external mainstream resources based on the identified needs of the consumer. (The consumer may be provided a resource guide, flyers or other materials) Integrated service appointments may also be scheduled during the Home Water Audit.
- Provide the client with water saving tools and supplies (Cold Water Catcher and Shower Timer) and explain how they can improve water conservation
- Provide the client with a copy of the LiveSmart Workbook as a reference

Fixture Upgrades - Water Auditor and Wayne Metro Staff

- Install faucet aerators, showerheads

Plumbing Assessment – Water Auditor

- Interior inspection includes: bathrooms, kitchens, laundry tub, basement
- Exterior inspection includes: outdoor spigots



- Check each water using fixture for potential leaks
 - Fixture leaks – Equal to or greater than 8 gallons/day to be eligible for repair/replacement (use Drip Gauge to measure leak)
 - If a fixture is eligible for replacement/repair, the auditor will determine if the fixture can be fixed during the visit, is beyond the scope of the program, or should be referred to the plumber
- Dye tablet test to check for toilet leaks
- Check water meter for leaks and instruct clients on 3 Hour Check
- Document any toilet that is above 3.5 GPF (for potential return of toilet program)
- Check for carbon monoxide leaks

Minor Plumbing Repairs (if applicable) - Water Auditor and Wayne Metro Staff

- Toilets
 - Adjust or replace Fill Valve
 - Add Toilet Tank Bank
 - Flapper and handle replacements
- Faucets
 - Repair or replace bathroom, kitchen, and laundry tub faucets
- Supply Lines
 - Replacing supply lines for toilets and faucets

Data Collection - Water Auditor and Wayne Metro Staff

- Use ProntoForms (software/app on phone/tablet) to do the following:
 - Client signs Authorization Form on device
 - Create Service Report for job (will include all repairs/replacements done during audit and anything that is beyond the scope of the program)
 - Create Work Order for Plumber
 - Each item on the Service Report and Work Order should include a photo
 - Include an after photo when you repair or replace a fixture
 - Track fixture upgrades - include flow rate of previous fixture
 - Track water savings tools (i.e. shower timer, cold water catcher)
 - Energy Upgrade Survey
 - Check to see if the fridge is eligible for EEA
 - Fridge needs to be manufactured before Dec. 2000
 - Measure fridge dimensions, if eligible
 - Answer a few questions related to energy use
 - Determine if a client is eligible for Leak Repair (i.e. plumber is needed)
 - Document any health and safety concerns
 - Client signs off on audit on device
 - Collect client's email (if applicable)
- Give client Evaluation form (try to collect before you leave property)



Auditor shall perform all work required in accordance with State and local codes, policies, and procedures.

The properties to be contracted for water audit services will be issued by the Agency as the properties are determined eligible for consideration of services. Auditor agrees to inspect said dwellings in a professional and thorough manner at such times and places as designated by the Agency.

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.

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. Certificate of Good Standing (Corporation) or Certificate of Existence (LLC): The Bidder shall provide a Certificate of Good Standing (Corporation) or Certificate of Existence (Limited Liability Company) issued by the Michigan Department of Licensing and Regulatory Affairs Corporations, Securities & Commercial Licensing Bureau or Articles of Organization (If Respondent is a joint venture, a Certificate of Good Standing or Certificate of Existence, as applicable, must be submitted for each entity comprising the joint venture.)

4. 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.

5. 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.

6. 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 Proposals submitted. If this is necessary, it will be done in writing with request for a written response by the Bidder within a specified period of time.

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 that includes quotes that are exorbitant and outside of the budget of the program will be rejected.
- Meet production goals and timelines and availability to complete work in the assigned timeframes.

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

Bidders responding to this Request for Qualifications must complete and submit all required forms, documents or additional information requested.

The proposal must be received by 2:00pm **on October 30, 2019. However, the roster may remain open and bids will be accepted after October 30th at the discretion of Wayne Metro.** Proposals can be emailed to jcarmody@waynemetrol.org or mailed or delivered in person to:

**Wayne Metropolitan Community Action Agency
138 Cortland
Highland Park, MI 48203
Attn: John Carmody**

RFQ Documents Required for Submission

Bidder/Contractor Company Name: _____

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

- 1. Company overview and Statement of Qualification.** Please use attached form.
- 2. Water Audit Quote** – please use form or attach a quote for a scope of services.
- 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.
- 4. Certificate of Good Standing (Corporation) or Certificate of Existence (Limited Liability Company)** issued by the Michigan Secretary of State.
- 5. Conflict of Interest Statement and Supporting Documentation.** Please use attached form. 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. Signed Contractor Certification as to Debarment and Suspension, and Non-collusion Affidavit.** Please use attached form

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 #:

Corporation

Sole Proprietor

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:

WATER AUDIT QUOTE

Applicant (Please Print):

Company Name:

Phone Number:

Date:

Price per Audit:

Scope of Services.

Audits average 90 minutes. (Amended - shorter time expected during COVID-19)

Please use below or attach a proposed scope of services:

Wayne Metropolitan Community Action Agency

Home Water Conservation

Certification as to Debarment and Suspension

Bidder/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, 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.

Signature of Authorized Representative

Date

Printed Name

Wayne Metropolitan Community Action Agency

Home Water Conservation

Non-Collusion Affidavit of Prime Proposer

Bidder/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 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