



TOWN OF WAREHAM
COMMUNITY AND ECONOMIC DEVELOPMENT AUTHORITY
54 Marion Road
Wareham, MA 02571

Request for Qualifications (RFQ)

HOUSING REHABILITATION SPECIALIST/INSPECTOR SERVICES

The Town of Wareham, through its Community and Economic Development Authority (CEDA), is requesting qualifications for Housing Rehabilitation Specialist/Inspector services. These services are to be provided in conjunction with the Town's CDBG-funded Wareham Housing Rehabilitation Program (WHRP). The Town invites submissions from either firms or individuals, including Section 3, SBE- or D/M/WBE entities.

BACKGROUND AND CONTEXT

The Town of Wareham receives CDBG grants annually from the Massachusetts Department of Housing and Community Development (DHCD) that it uses for several activities to benefit the town's lower income residents, and the community as a whole. Wareham allocates a portion of each these grants to its housing rehabilitation program, which provides financial assistance to improve the conditions of housing units owned and/or occupied by lower income households. The Town currently has two active grants (FFYs 2014 and 2015); on February 10, 2016 it submitted a grant application for FFY 2016 funds. Not including projects currently completed or in the pipeline, these three grants represent approximately \$430,000 to be expended by the end of 2017, with approximately \$250,000 to be expended by December 31, 2016.

Wareham has operated its housing rehabilitation program for more than two decades. Periodically, it revises its WHRP policies and procedures, as well as its program "design" and individual case funding limits. Currently, the WHRP operates within a defined target area, which includes the area from Wareham Village to Onset Village. Limited funding assistance is also provided to out-of-target area households who face urgent conditions that threaten the safety of the occupants or of the structure.

The Town/CEDA is seeking to fill the Housing Rehabilitation Specialist/Inspector (HRS) on a part-time (as needed), contractual basis. The services will be provided through a combination of in-office (CEDA), in-the-field, and remote work (if desired). Ideally, applicants will have schedule flexibility, on a week-to-week and ongoing basis, to be able to respond to varying workload demands. The Rehabilitation Specialist can expect to have multiple projects under construction or in a pre-construction stage way at any given time. The cost of these rehabilitation projects typically range from \$5,000 to \$30,000 per unit.

The HRS will work under the supervision of the CEDA Director¹ and a Senior Program Manager. The HRS' work will require close coordination and cooperation with the Grants Manager, who has responsibility for the overall implementation of the WHRP. A Department Secretary also provides general office support and financial management functions.

A. Requested Services

The Rehabilitation Specialist shall be responsible for the following tasks. There may be additional tasks to be provided that are not listed below but are consistent with the services to be provided by the Rehabilitation Specialist.

1. Conduct a preliminary inspection of property to determine existing conditions, identify substandard conditions, and code violations. Document inspection with a written inspection report and photographs.
2. Discuss the scope of the desired rehabilitation work with the property owner and discuss work that may not be desired by the owner but is needed to ensure that the WHRP complies with federal and state requirements.
3. Identify issues relating to lead-based paint, asbestos, and historically significant properties. Serve as the liaison with appropriate agencies to obtain approvals for cases affected by these areas.
4. Prepare a detailed work write-up and specifications for the proposed work to be undertaken through the Housing Rehabilitation Program. Integrate the findings, reports and recommendations of special technical consultants, such as lead paint inspectors, into the work specifications.
5. Estimate the cost of rehabilitation.
6. Work with other program staff to obtaining local approval for projects (e.g., waivers of per unit maximum assistance, etc.)
7. Meet with property owners to review the work write-up, specifications, and prioritize work where necessary.
8. Finalize the scope of work (work specifications) and revise the cost estimate, if needed. Obtain property owner's acceptance of the work specifications and authorization to release the project for bidding.
9. Conduct a pre-bid showing for prospective bidders and respond to inquiries during the bidding process.
10. Modify and issue revised job specifications in writing, if necessary, following bidding showing to reflect changes that are needed as a result of discussion with prospective bidders.
11. Evaluate bids received and make a recommendation for a contract award.

¹ This position is currently vacant and is being filled on an interim basis by a CDBG management consultant.

12. If necessary, obtain clarification about bids, including discussions with bidders to ascertain that they fully understand the scope of the work and the WHRP and owner's expectations.
13. Provide assistance/information for preparation of construction contract agreements between contractor and property owners.
14. Conduct a pre-construction meeting with the contractor and property owner.
15. Perform on-going project administration through periodic site visits to ensure quality workmanship on each project. The frequency of the visits should be commensurate to the size and complexity of the project.
16. Prepare Change Orders if applicable.
17. Mediate informal owner/contractor disputes.
18. Conduct work inspections prior to releasing progress or final payments to contractors.
19. Review contractor invoices for payments; authorize payments to contractor.

In addition to the above, the Rehabilitation Specialist will provide the following general assistance, as needed, in conjunction with other project staff to help ensure timely and quality implementation of the grant:

1. Assist staff in evaluating the qualifications of new contractors seeking to work in the Program.
2. Provide progress reports upon request.
3. Review program operational procedures, documents and systems.
4. Attend staff meetings to review work load/work flow, and the progress and status of rehabilitation cases.

Occasionally the Rehabilitation Specialist may be asked to function in a Construction Supervisor/Clerk of the Works role both for larger residential projects and non-residential construction. If these services are needed, the Town will negotiate the amount and terms of compensation separately from the services requested for the Housing Rehabilitation Specialist services.

Typical *Clerk of the Works* responsibilities include but are not limited to the following: serve as observer and liaison to contractor/developer to represent Town's interests during construction project; maintain log of construction activity in sufficient detail for use and reference by the Town to establish documentary record of overall construction activity and conditions; attend a pre-construction meeting; conduct periodic site visits/inspections to ascertain that approved and contracted work is proceeding properly and satisfactorily; periodically attend weekly construction progress (job) meetings; observe the progress of construction and monitor for conformance to general conditions and terms of the construction contract; notify the Town in writing of any changes or substitutions made by the contractor, subcontractor or suppliers which have not been approved and which would materially affect the quality of construction or do not conform to the plans and specifications; review receipts to verify quantities of material stored on

site prior to the contractor requisitioning payment for material(s) stored; observe tests required by the contract documents and record, where applicable; monitor the construction schedule and report conditions which may cause delays in completion; review proposal requests/change orders; review periodicals (request for progress payments) and advise Town as to release of grant funds for payment for work; certify in writing that work in progress has been satisfactorily completed as part of payment processing; assist Town and other grant management personnel with federal labor standards monitoring, including conducting field wage interviews of construction workers.

B. General Information

1. Project Schedule

It is anticipated that a contract will be awarded on or about May 3, 2016. The schedule below outlines the current timetable. *Applicants shall state their availability to commence work, as well as any short- or long-term schedule constraints and limitations.*

RFQ advertised and available	February 29, 2016
Qualifications due	March 17, 2016, 5:00 P.M.
Interviews	Week of April 11, 2016
Contract award and work start	On or about May 3, 2016

Initially, the Town intends to enter into a contract agreement with the selected party for a period of approximately one year. At its sole option, the Town reserves the right to extend these services for a period of up to three (3) years total, the maximum period allowed under Massachusetts law. Parties submitting qualifications should indicate if they are interested in a contract with a longer term, although such an interest shall not be binding on either the Town or the proposer.

2. Work Schedule

As an independent contractor, the selected party will have flexibility in its work schedule, but must have the ability to perform the requested services in a manner that is responsive to the Program’s case load volume. It is expected that the work load demands will vary on an ongoing basis, with periods that will required a greater time commitment than at other times. This schedule flexibility can benefit all parties – the property owner, contractors, Program staff and the Rehabilitation Specialist.²

3. General Qualifications

Two (2) or more years’ experience as a Housing Rehabilitation Specialist/Inspector in Massachusetts, a MA Construction Supervisor’s License, or comparable experience in residential construction/rehabilitation. If proposers do not have professional liability insurance they must acknowledge they will obtain such insurance in a minimum amount of \$1,000,000 and maintain

² In its response, the proposer should describe its ability (or limitations) to meet periodically with other Program staff during the normal work day. The CEDA office’s normal hours are Monday – Thursday, 8 AM to 6 PM. It is recognized that a significant portion of the Rehab Specialist’s work could be in the field or at the contracted party’s office.

such throughout the life of the project. No person debarred pursuant to Chapter 149, §44C, from federally-funded work or disqualified pursuant to Chapter 7, §38F(c) or §38H(g) shall be allowed to bid on this project individually or be included as a sub-consultant to the prime firm.

4. Essential Requirements of Position

The Rehabilitation Specialist/Inspector will need the ability to meet physical and other abilities that essential to the position. These include:

- Ability to provide on transportation to travel to a variety of locations to perform site visits.
- Competence with computers, including word processing and spreadsheets.
- Hand-eye coordination is necessary to operate various pieces of office equipment.
- Ability to stand and walk and use hands to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms.
- Ability to talk and hear. Specific vision abilities required by this job include close vision and the ability to focus.
- Ability to work both independently and collaboratively as part of a team.
- Strong interpersonal skills, and the ability to manage difficult or stressful interactions diplomatically.

5. Insurance Requirements

Each party submitting qualifications in response to this RFQ shall submit a sample “Certificate of Insurance” for items listed below and before the work commences, the insurance company shall send to the Town a “Certificate of Insurance” indicating that such insurance is in force. If an interested party does not currently have the coverages cited below, it shall state its ability and willingness to obtain them.

If awarded the contract, the successful party shall make arrangements for its insurance company to notify the Town of any termination or material change in the aforementioned insurance at least thirty (30) days prior to the date on which the termination or change takes place.

The firm shall take out and maintain insurance as provided in the preceding paragraph, as follows:

- a. Worker’s Compensation Insurance for the protection of all employees throughout the entire period that this contract is in operation with coverage B limit of liability of not less than \$500,000. (This is a requirement of the Town for all parties, including individuals/sole proprietors, even though Massachusetts law does not require such).
- b. Comprehensive General Liability for bodily injury, including death, in the amount of \$1,000,000 (for one person) and \$1,000,000 (on account of one accident), including the Town as an additional insured.
- c. Property Damage in the amount of \$1,000,000 each occurrence and \$1,000,000 aggregate. The property damage insurance shall include comprehensive for premises/operations, collapse, explosion, and underground damage to public utilities,

products/completed operations, contractual, independent contractor, broad form property damage, and including the Town as an additional insured.

- d. Automotive vehicles, both owned and non-owned, used in conjunction with the job both on and off the public highway shall carry the same rates of insurance for bodily injury and property damage as stated above.

All policies and certificates shall contain an endorsement requiring at least thirty (30) days written notice, nonrenewal or cancellation of coverage to Town of Wareham. Compliance by the Contractor with the insurance requirements shall not relieve the Contractor from liability under the full indemnity provisions contained herein.

C. Submission Requirements

In order to comply with the minimum evaluation criteria for this project, applicants are required to submit qualifications containing the following:

1. Name, address, and contact information proposer or firm, and principal contact person.
2. Type of organization (i.e., corporation, partnership, joint venture, etc.) including list of participants, as appropriate.
3. History, ownership, and organizational background of the firm or individual.
 - a. Provide a brief history of each engineer or firm involved, as well as a synopsis of ownership and organizational structure.
 - b. If the firm responding is a partially- or fully-owned subsidiary of another firm, include the above information for the parent company and an appropriate statement by the parent company in support of the subsidiary's submittal.
 - c. In case the response is by a joint venture or partnership, explain how the responsibilities will be divided
 - d. Indicate (as applicable) that the firm/individual is a Section 3, Small and/or M/WBE enterprise.
4. The submission must be signed by an individual duly authorized to bind the offer.
5. Acknowledge receipt of all addenda issued by the Town, or that none has been received.
6. Insurance coverage as described above will be required upon contract execution. State that such coverage is currently in place or will be put in place at contract signing.
7. Provide a brief, narrative description (one or two paragraphs) that demonstrates an understanding of services being requested, including comments or observations as the proposer deems relevant.
8. Provide specific evidence of the individual's/firm's/team's comparable experience involving state or federal funding and number of years of experience. For references, list contact name, address, telephone number, and a summary description and date of project. The Town may contact any or all of these as references. The Town may independently contact other parties not listed as a reference.

9. Qualifications/experience: If more than one person will provide services, describe the proposed staffing of the project, and the roles of each person. Indicate the approximate proportion of time (of the total) that each staff person will commit to the project. Include copies of resumes. Proposers are encouraged to submit work samples to enable the Town to evaluate the qualifications.
10. Indicate availability on a weekly basis, and any constraints or schedule limitations. Proposers should acknowledge their ability to commence work on or about May 3, 2016 provide information that corroborates its availability. List other current commitments; provide information relating to any potential conflicting commitments.
11. Complete the Non-Collusion Certification (sample attached).
12. Completed the Tax Compliance Certification (sample attached).
13. Completed the Certificate of Authority (corporate applicants) (sample attached).

A complete submission package shall be considered one that contains the information described in the preceding section (Proposal Submission Requirements). The Town is seeking concise, clear responses that provides the required information. The envelope shall be labeled:

Request for Qualifications: Housing Rehabilitation Specialist/Inspector

Each firm submitting a proposal package in response to this RFQ should submit four copies of their proposal in a sealed envelope addressed to:

Community and Economic Development Authority
Memorial Town Hall
52 Marion Road
Wareham, MA 02571

The proposal shall remain in effect for 30 days after the submittal deadline. All proposal packages must be received before **5:00 P.M., March 17, 2016.**

Four (4) copies (1 original and 3 copies) of each proposal/qualifications must be delivered to CEDA's office by the date and time specified in this RFQ. No late submissions will be accepted. As this is not a bid process, the Town reserves the right to reject any and all proposals received. Faxed proposals will not be accepted.

Any questions arising from this RFQ should be addressed in writing to Mr. Peter Sanborn, Acting Director, Community and Economic Development Authority, at the above address, or at psanborn@cogincorp.com. Responses to all questions will be made in writing with copies sent to all firms who have received the RFQ. *Questions or requests for clarification must be received on or before 4:00 P.M., Thursday, March 10, 2016.*

All submittals received by the Town of Wareham in response to the RFQ shall become the property of the Town and will not be returned.

Withdrawal of Proposal

Any party wishing to withdraw its qualifications must do so in writing to Mr. Sanborn on or before the submission deadline. The withdrawal may either be submitted by mail or email.

Correction or Modification to a Proposal

A party that wishes to correct or modify its submission may do so in writing to Mr. Sanborn prior to the submission deadline.

D. Selection Criteria

Proposals will be evaluated by one or more persons working as the designee of the Town's Chief Procurement Officer. The following details these procedures and specifies the proposal submission requirements necessary to ensure a fair and equitable selection process.

1. Minimum Evaluation Requirements

The Town's Chief Procurement Officer, through the Community and Economic Development Authority, will receive all proposals and record the names of the firms/individuals. Submissions that meet the minimum criteria will then be evaluated by a more extensive, qualitative rating system explained below. Proposals that fail to meet all minimum criteria will be rejected from further consideration.

The **minimum evaluation** criteria for this project include:

1. Two (2) years' experience as a Housing Rehabilitation Specialist/Inspector in Massachusetts, a MA Construction Supervisor's License, or comparable experience in residential construction/rehabilitation.
2. Moderate computer skills, including proficiency with word processing software.
3. Submissions must be complete, accurate and responsive to RFQ requirements, including submission of required certifications.
4. Evidence of insurance coverage must be satisfactory, or, alternatively, the proposer shall state its ability and willingness to acquire the required coverages.
5. Required certifications (listed above under "Submission Requirements") are complete.

Under the Chief Procurement Officer's determination that Proposers have met all of the minimum criteria outlined above, eligible proposals will then be reviewed as follows.

2. Selection Criteria: Qualitative Evaluations

Following are factors that will be used to judge submissions, and how these factors will be rated. Below is a hierarchy of proposal evaluation criteria organized around four rating levels: highly advantageous (HA), advantageous (A), not advantageous (NA) and unacceptable (U). Not all levels apply for all criteria.

Submissions will be reviewed to determine an appropriate rating for each criterion. If more than one evaluator reviews submissions, a summary of the compiled ratings will then be distributed to individual evaluation team members. The team will meet to discuss any major differences between individual members' ratings and make adjustments, if warranted. Up to three of the highest ranked proposers may be invited to an interview. If interviews are conducted, the evaluations may be adjusted based on the proposer's effectiveness during the interview. A summary of the rating and ranking (including an assessment resulting from the interview, if conducted) will then be presented to the Chief Procurement Officer with a recommendation for a selection.

The Chief Procurement Officer or his designee will thereafter negotiate a contract price with the most highly ranked applicant. If the CPO is unable to negotiate an acceptable price, the CPO will continue to negotiate with other applicants, in the order of their ranking, until he/she is successful in agreeing on a contract price. It is the CPO (or designee) who ultimately forwards a contract award recommendation to the Board of Selectmen.

The intent of this evaluation system is to consider most favorably the applicant with the highest qualifications and most responsive submission.

A. Housing Rehabilitation Specialist Experience in a CDBG- or other HUD-funded Housing Rehabilitation Programs, such as NSP, HOME, or Section 312.

Highly Advantageous: Five or more years of experience as a Housing Rehabilitation Specialist, with at least three of these years occurring within the past five years.

Advantageous: Less than five but more than three years of experience as a Housing Rehabilitation Specialist.

Not Advantageous: Some, but less than three years of experience as a Housing Rehabilitation Specialist, but having being a licensed construction supervisor for three or more years within the past ten years.

Unacceptable: No experience as a CDBG Housing Rehabilitation Specialist or in a comparable position. *Applicants receiving this rating for any of the criteria will be eliminated from further consideration.*

B. Demonstrated Knowledge of Federal and State Lead-Based Paint Requirements Relating to Housing Rehabilitation including HUD lead paint regulations under 24 CFR Part 35, Subpart J, and Sections 1012 and 1013 (Title X) of the Residential Lead-Based Paint Hazard Reduction Act of 1992.

Highly advantageous: Understanding of the above referenced regulations and attendance at one or more training courses/sessions relating to implementation of these regulations. More than three years of direct experience in applying them to housing rehabilitation projects, as per 24 CFR part 35, Subpart J.

Advantageous: Familiarity with above referenced regulations and attendance at one or more training courses/sessions relating to implementation of these regulations, with some but less than least three years of direct experience in applying them to housing rehabilitation projects, as per 24 CFR part 35, Subpart J.

Unacceptable: Little or minimal familiarity and/or direct experience with above referenced regulations and no attendance at training courses relating to implementation of these. *Applicants receiving this rating for any of the criteria will be eliminated from further consideration.*

C. Examples of Previous Work :

Highly advantageous: The applicant has provided three work samples of work specifications and cost estimate that Town considers is a clear demonstration of the applicant's understanding of the program, diversity of experience, and technical competence. Applicants are encouraged to include projects that include multiple conditions needed addressing (including lead-based paint hazards). Before and after photos are encouraged.

Advantageous: The applicant has provided at least one work sample, but the sample does not reflect the characteristics described immediately above to the same extent as that under "Highly Advantageous".

Unacceptable: Neither was a work sample submitted nor does the applicant elsewhere in its submission show an adequate understanding of the project, nor has the qualifications and experience needed to provide the requested services with full competence at contract commencement. *Applicants receiving this rating for any of the criteria will be eliminated from further consideration.*

D. References:

Highly advantageous: Reference checks of the applicant's past and/or current work indicate a uniformly high level of satisfaction.

Advantageous: Reference checks of the applicant's past and/or current work indicate a generally high level of satisfaction, with few or minor exceptions.

Not Advantageous: Reference checks of the applicant's past and/or current work indicate a mix of satisfaction and dissatisfaction.

Unacceptable: Reference checks relating to past and/or current work are sufficient to give reviewers serious concerns about the applicant's performance capabilities. *Applicants receiving this rating for any of the criteria will be eliminated from further consideration.*

E. Basis for Contract Award

It is the Town's intent to award the contract to the individual or firm whose qualifications and experience the Town considers most advantageous, considering a combination of factors encompassed by the qualitative evaluation criteria. While fee is not a criterion for identifying the most qualified proposer, it may be a factor during contract negotiations.

Fee (Price) Proposal

The Town has not established a fee for these services, nor is it seeking a fee proposal from applicants. However, applicants should be prepared to submit a fee proposal within forty-eight hours of a request.

Compensation may be proposed either on a fixed or not-to-exceed billing basis. The Town's preference is to pay compensation on a fixed per-unit basis. Additionally, the Town will request a fully loaded hourly rate in the event that extra services are requested. When submitting its proposed compensation, the proposer should also identify any costs not included in the hourly or fixed fee.

F. General Provisions

- Interviews may be held with proposers as the Town deems necessary.
- The Town reserves the right to cancel this solicitation, or to reject any or all submissions, to solicit new ones, to eliminate any task or part of a task, and/or to award contracts as it deems to be in its best interest.
- Pre-award negotiations may be conducted.
- All proposals become the property of the Town of Wareham.
- The selected Contractor shall be expected to comply with all applicable Federal, State and Town laws and bylaws in its performance of services.
- All plans and specifications, data and work products resulting from this contract shall become the property of the Town of Wareham.
- Unless specifically prohibited by the proposer, the Town has the right to disclose information contained in proposals.
- The selected Contractor shall agree to Indemnify, Defend, and Hold the Town Harmless from any and all claims arising out of the performance of this contract from the negligence, willful acts or omissions of itself, its employees, agents, or any sub-contractors.
- The selection of a successful proposer shall be made without regard to race, color, sex, gender identity, age, religion, political affiliation, marital status, sexual orientation, handicap status, or national origin.

- The Town of Wareham is an Affirmative Action/Equal Opportunity Employer and contracting agency. The Town encourages submissions from qualified Section 3, Small-, or D/M/WBE firms. Although no affirmative action contracting goal has been placed on this contract, the Town will look favorably on those submissions that include such participation.
- The proposer shall certify that no official or employee of the Town of Wareham has a financial interest in this offer or in the contract which the proposer offers to execute or in the expected profit to arise there from, unless there has been compliance with the provisions of M.G.L.,Ch.43, s.27 (Interest in Public Contracts by Public Employees) and of provisions of M.G.L.,Ch.268A, s.20 (Conflict of Interest Law) and that this offer is made in good faith without fraud or collusion or connection with any other person submitting an offer to the Town of Wareham
- This contract will be funded from one or more Massachusetts CDBG Program grants and shall be subject to the terms, conditions, and provisions of that Program.

CERTIFICATE OF NON-COLLUSION

Date:

Town of Wareham
c/o Community and Economic Development Authority
Memorial Town Hall
54 Marion Road
Wareham, MA 02571

Pursuant to Massachusetts General Laws, Chapter 30, §39M:

The undersigned certifies under penalties of perjury that this bid is in all respects bona fide, fair and made without collusion or fraud with any other person. As used in this paragraph, the word “person” shall mean any natural person, joint venture, partnership, corporation, or other business or legal entity.

Name of person signing bid

Company

CERTIFICATION OF TAX COMPLIANCE

Date:

Town of Wareham
c/o Community and Economic Development Authority
Memorial Town Hall
54 Marion Road
Wareham, MA 02571

Pursuant to Massachusetts General Laws, Chapter 62C, §49A, each bidder must certify under penalties of perjury that they have, to the best of their knowledge, filed all state returns and paid all state taxes as required under the law. I so certify.

Social Security or
Federal ID Number

DUNS #

Signature

Title

Company

CERTIFICATE OF CORPORATE AUTHORITY

At a duly authorized meeting of the Board of Directors of _____
(Name of Corporation)

held on _____ it was VOTED that:
(Date)

(Name)

(Title)

of this corporation, be and he/she hereby is authorized to submit bids and proposals, execute contracts, deeds and bonds in the name and on behalf of said corporation, and affix its corporate seal thereto; and such execution of any contract, deed or obligation in this corporation's name on its behalf by such _____ under seal of the company, shall be valid and binding upon this corporation.

A True Copy,

ATTEST: _____

TITLE: _____

PLACE OF BUSINESS: _____

DATE OF THIS CERTIFICATE: _____

I hereby certify that I am the clerk of the _____
(Corporation)

that _____ is the duly elected _____ of
(Name) (Title)

said corporation, and that the above vote has not been amended or rescinded and remains in full force and effect as of the date of this Certification.

(Clerk)

CORPORATE SEAL: