



## Request for Qualifications

### RFQ #2684

Qualifications will be received by Sandy Belson, Development and Public Works Department, 225 5th Street, Springfield OR 97477. Submission of qualifications will remain open as part of rolling admission to the On-Call contracting system. All questions should be addressed via email to sbelson@springfield-or.gov and will be answered via addendum posted on the city website.

#### DEVELOPMENT AND PUBLIC WORKS - Springfield Home Repair Program

The City of Springfield is seeking qualified firms that are experienced, licensed contractors to provide accessibility improvements and home repair services for electrical, plumbing, roofing and/or general contractor repair work in residential homes. Services will be provided at various private residences for citizens participating in the Community Development Block Grant (CDBG)-funded Springfield Home Repair Program. This program provides home repair services to very low-income Springfield homeowners within US Department Housing and Urban Development (HUD) requirements.

**PROJECT DESCRIPTION:** The City of Springfield is contracting with qualified firms to provide professional service, maintenance, repair and/or replacement services for a variety of private residential home repair and accessibility improvement needs for citizens participating in the Springfield Home Repair Program.

The city desires to pre-qualify Independent Contractors to provide electrical, plumbing, roofing or general contractor repair work. Multiple qualified firms will be on the on-call rotation as needed basis for work orders as they arise. On Call Contracts may be awarded to firms that are qualified to perform individual or multiple services described herein. Large, midsize, and small firms with the capacity to provide designated services are encouraged to respond.

Services under the On-Call Contract will be provided on an as-needed basis through discrete Work Orders. The duration of this On-Call Contract will be on a fiscal year basis that runs July 1 - June 30. At the City of Springfield's option, the On-Call Contract may be extended annually. The Work Order for each project will be at the City's sole discretion.

**PROCESS:** Independent Contractors will be contacted by authorized City staff when the need arises for associated home repair work under the On-Call Contract. The Independent Contractor will be provided a Work Order. The Independent Contractor will perform the work required within 10 days of the Work Order being issued (timeline may be shortened due to emergency status of needed repair). Should the Independent Contractor not be able to perform the work, City staff will move to the next Independent Contractor on the list and offer the available work order. Independent Contractor selection will be conducted in rotating order.

#### DESIRED OUTCOMES:

Complete ongoing home repair projects to address conditions that create a threat to health and safety in private residences or that could cause rapid deterioration of the home. Complete accessibility improvements to enable residents to enter the home or maneuver within the home.

#### CITY OF SPRINGFIELD RESPONSIBILITIES:

City shall determine if the homeowner is qualified to receive services from the Springfield Home Repair Program.  
City shall conduct the Environmental Review per HUD requirements.  
City shall issue a Work Order for authorized repair or improvements to the next appropriate contractor on the On-Call list.  
City shall verify work completion.

#### CONTRACTOR RESPONSIBILITIES:

Independent Contractor shall be responsible for miscellaneous repairs and/or replacements on varied apparatus, including but not limited to:

- Repair or replacement of broken or defective equipment and/or part as needed by the home owner
- Replacement of units, or entire systems if deemed necessary
- Troubleshoot and repair or replace broken or malfunctioning equipment

Notify City within 48 hours of receiving a Work Order if unavailable or unable to complete the work as identified in the Work Order.

Coordinate with the homeowner to schedule the work.

Pay for all required permits when required by code and individual project specifications.

Have all work tested and inspected as required by applicable codes and ordinances.

Notify the city of any recommended changes to the Work Order based on assessment of the situation and obtain city approval before undertaking the amended Work Order

Notify the city upon completion and work.

Notify the city of any changes in contact information or status.

Must be able to work on multiple brands of equipment and multiple types of equipment.

Priority must be given to work orders of an emergency status.

Other services as may be needed.

**ADDITIONAL QUALIFICATIONS:** In addition to the qualifications listed above, Independent Contractors must meet the following qualifications to be considered for contracts for the Springfield Home Repair Program:

Firms that are included in the On-Call contract shall be licensed and registered with the State of Oregon Contracting Board (CCB) as a Contractor able to do the specified work.

Employees shall be appropriately certified or supervised as required by applicable codes, ordinances, or industry standards.

Firms, subcontractors, and employees shall not be listed on the federal System for Award Management ("SAM") exclusion list (aka Debarments) or the Oregon Construction Contractors Board ineligible list.

The City may request additional information from Independent Contractors prior to executing a contract, including supporting references and insurance run-loss statements, and information on any active claims, unpaid debt, complaint history, disciplinary history or administrative suspensions.

Item #	Requirements or Specifications	Costs
<i>The City of Springfield reserves the option to negotiate the rate stated below to fit within a range of acceptable rates for the type of service provided. Home Repair contracts are not subject to BOLI labor rates.</i>		
1.0	Labor Rates	Cost Per Hour
1.1	Labor cost - Journey Technician	
1.2	Labor cost - Apprentice Technician	
1.3	Over Time Labor cost - Journey Technician	
1.4	Over Time Labor cost - Apprentice Technician	
2.0	Material and Supply	% Markup
2.1	Mark Up Rate	
<b>Types of Work</b>		
<b>Types of Work Performed (check all that apply)</b>		
	General	
	Carpentry	
	Woodworking	
	Roofing	
	Dry Rot	

	Floor Covering			
	Electrical			
	HVAC			
	Plumbing			
	Other			
	If Other, please describe:			

**License Information**

License #	Type of License, name of Issuing Authority	Expiration Date
DUNS #		
CCB #		

**Insurance Information**

*Independent Contractors are required to carry Commercial General Liability Insurance that covers bodily injury and property damage of \$1,000,000 per occurrence and \$2,000,000 aggregate insurance coverage.*

Insurance Policy	Type of Insurance, name of Issuing Authority (please list all types of insurance coverage, including Commercial General Liability Insurance, Auto Liability, Workers Compensation, Professional Liability Insurance, and other types of coverage)	Individual Occurrence	Aggregate	Umbrella

**Contractor Service Hours**

*The City of Springfield may require some work to be completed after normal working hours. Please indicate below if you are able to perform work outside of normal business hours, and those times.*

Availability:	
Monday _____	Friday _____
Tuesday _____	Saturday _____
Wednesday _____	Sunday _____
Thursday _____	

**Additional Information:**

Selection of contractors for On-Call contracts and subsequent submission of work orders to contractors is at the sole discretion of the City. City may require additional documentation or explanation of information provided above.

**Special Instructions:**

Valid for 90 Days from date submitted below.

Signer acknowledges that they have the legal authority to bind entity.

Signer acknowledges that they have read and accept the terms and conditions of the contract and can meet the insurance requirements.

CITY reserves the right to make the award by specific type of work or all types of work item, whichever is in the best interest of CITY.

CITY may reject any Quote not in compliance with the RFQ, attachments, and addenda, or if it is in the best interest of CITY.

Submitted this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

\_\_\_\_\_  
Signature of Proposer

\_\_\_\_\_  
Title of Proposer

\_\_\_\_\_  
State Contractors Board Registration Number

\_\_\_\_\_  
Proposer Address

\_\_\_\_\_  
Proposer Phone #

\_\_\_\_\_  
Proposer Email Address