

REQUEST FOR QUALIFICATIONS

VACANT UNIT REPAIR MAKE/READY SERVICES

Issue Date: Tuesday, August 30, 2022

Issued by:

Northwest Oregon Housing Authority

147 S. Main Avenue

PO Box 1149

Warrenton, OR 97146

VACANT UNIT REPAIR MAKE/READY SERVICES

Profile of the Northwest Oregon Housing Authority

The Northwest Oregon Housing Authority (NOHA) is a Public Housing Authority (PHA) Housing Authority that operates a regionally in Clatsop, Columbia and Tillamook Counties, hereafter referred to as the NOHA or PHA. Our main purpose is to provide affordable housing to low and moderate income families, senior citizens and disabled/handicapped individuals.

Project Description

NOHA is seeking proposals from qualified firms and/or independent contractors to assist with in Vacant Unit Repair Make/Ready Services. NOHA seeks to develop a pool of qualified contractors to perform vacant unit repair and preparation work. NOHA intends to select multiple contractors to enter into contract pursuant to this solicitation. Upon selection, the contractor will enter into an indefinite quantities contract with NOHA.

The goal of this Solicitation is to select the most qualified firms / contractors for placement on a Roster. Each firm / contractor selected for the Roster will sign an Indefinite Quantities Contract for Vacant Unit Repair Make/Ready Services that will not include any specific scope of services. As work assignments arise, NOHA will notify the firm(s) or contractor(s) from the Roster, conduct a job walk and solicit bids based on the scope of work, to be formalized in a Work Order to the Indefinite Quantities Contract.

Statement of Work

The contractor shall provide all labor and equipment and perform all operations necessary to perform the renovation of vacant units at various locations owned by NOHA. The Work Order will specify which materials are to be provided by NOHA and which are to be supplied by the Contractor.

NOHA requires the Contractor to respond timely to service calls to renovate units and perform the following but not limited to: cleaning – removal of debris, cleaning appliances, floors, fixtures, etc.; painting; and repairs as specified on the check list for each unit. An example of a checklist is included in this RFQ.

Renovations shall be performed and completed within a set number of calendar days (negotiate at job walk) from issuance of a work order regardless of the number of units assigned without interference or hazard to NOHA residents, our personnel and daily operations of the business. Workmanship is to be of the highest quality standards and all units shall be extremely clean, sanitized and free of trash, dust and other cleaning imperfections, all to the satisfaction of NOHA. Damage caused by the contractor will be the financial responsibility of the contractor.

NOHA staff will inspect each vacant unit and identify the renovations and needed repairs. A Scope of Work will be provided to the contractor for guidance, solicitation of bids and completion.

Contractor's employees (including subcontractors) shall conduct themselves in a professional manner at all times. No drink bottles, wrappers, lunches, or other debris will be allowed to be left inside or outside of the units. Parking will only be permitted in designated parking spaces.

All activity will be conducted in a safe manner. Tools, ladders, brushes, cans, cleaning materials, and other equipment will be kept only in the work areas and will not interfere with residents' use of the facilities.

Contractors will plan a schedule of work to be approved by NOHA. Any condition which may prevent a contractor from performing the work outlined and agreed upon must be immediately reported to NOHA.

All work is to be performed in accordance with all applicable local, State, and Federal property rehabilitation standards and any applicable manufacturer's specifications.

The contractor is liable for damages caused to the unit, furnishings and personal property of the resident during the time work is being conducted in the unit.

NOHA reserves the right to terminate the agreement for uncorrected unsatisfactory work or the contractor uses excessive amount of time for the unit to be made ready and is unresponsive to NOHA inquiries and requests.

Technical Specifications

General Repairs

Provide and Install all labor, equipment and services to perform all operations necessary to complete repairs of assigned vacant unit(s), including any materials not supplied by NOHA. All work is to be performed in accordance with all applicable local, state, and federal property rehabilitation standards and/or manufacturer's specifications and the following specifications shown below. Please note that this is a partial list of items. Actual list will be developed for each vacant unit through the inspection process.

Workmanship

All workmanship shall be of the highest standards with material applied evenly and uniformly, in accordance with trade standards.

- All surfaces must be completely covered and smooth and free of runs, sags, clogs, and excessive flooding.
- All surfaces shall be entirely free of brush marks, dust, and other imperfections to the satisfaction of NOHA.
- The contractor is required to remove all debris from the work site on a daily basis and at the end of the project. Clean all surfaces for final inspection.
- After completion of work, the contractor shall remove and haul away all rubbish, debris and accumulated material containers resulting from the job. NOHA dumpsters shall not be used to discard materials and debris.

- Clean all surfaces stained, spotted or otherwise damaged and leave the unit in clean orderly acceptable condition; All floors, woodwork, glass, metal, hardware, furnishings, and other surfaces that cannot be cleaned of all spots, stains or other damages caused by work under this section shall be repaired or replaced at no cost to NOHA.

Final Cleaning

Interior and exterior final cleaning to be performed by the Contractor per the following:

- Wipe down all horizontal and vertical surfaces to remove dust etc.
- Clean and polish all glass – interior and exterior sides.
- Clean and polish all chrome.
- Clean and sanitize all bath fixtures.
- Remove all stickers and/or labels from appliances and parts that are installed.

Guaranty of Workmanship

The guaranty of workmanship is for one year. If an issue arises with the work, NOHA will issue an e-mail request for warranty work. Contractor will be required to provide a response within 48 hours for regular requests and 24 hours for emergency health and safety requests. Failure to resolve the issues will result in removal from the Roster for all future projects until the issues are resolved to the satisfaction of NOHA. NOHA also reserves the right to hold back a 10% retention on the work. All warranty work will be performed at the contractors' expense.

RFQ INSTRUCTIONS

A. Contact Information: The contact person for this RFQ is:

Kim Chapman
(503)
kimc@nwoha.org

B. RFQ Submission and Format

- a. Qualifications packages will be accepted on an ongoing basis.
 - i. Proposals may be submitted by email, mail or hand-carried
 - ii. One copy of the proposal is required
 - iii. At minimum, the proposal must include:
 1. Identification of the company or individual(s) including name, address, phone number, fax number and email address
 2. Name, title, address and telephone number of contact person during the evaluation process
 - iv. Proposals shall be submitted to:

Kim Chapman
Northwest Oregon Housing Authority
PO Box 1149
Warrenton, OR 97146

Or

kimc@nwoha.org

C. RFQ Submission Requirements

- a. Cover Letter
- b. Name of offeror, the location of the offeror's principal place of business and, if different, the anticipated place of performance of the proposed contract.
- c. Brief history and description of the organization, to include its qualifications and major organizational strengths.
- d. Each proposal shall include how soon the firm, if selected, would be in a position to provide services.
- e. Provide detailed information on the professional and technical competence and experience of the respondent. Provide a listing of other contracts under which services similar in scope, size and/or discipline to the required services were performed over the last three years. Include a copy of all licenses and certificates
- f. Provide an overview of the key personnel who will be involved in the project (including the key contact person with NOHA), including description of their experience, education, and credentials. Organizations that are partnering shall disclose the name of the partner(s) and weave that participation into the response.
- g. References – Provide the agency name, name and title of primary contact, address, phone number, fax, and email address of at least five professional references. Fax

and/or E-mail address is mandatory. Also, include a brief description of your past experience(s) or relationship(s) for each reference.

- h. Provide proof of type and level of Workers Compensation coverage, Professional Liability, and Automobile Liability Insurance coverage.
- i. Provide a listing and similar detail on any proposed subcontractor.
- j. MBE/WBE/DBE certification and experience, where applicable.
- k. NOHA requires that each respondent be an Equal Opportunity Employer: State that the respondent complies fully with all government regulations regarding nondiscriminatory employment practices.
- l. HUD forms 5369 B and C (<https://www.hud.gov/sites/documents/5369-A.PDF>)
- m. Certificate of current insurance to include vehicular, general liability and workers' compensation.
- n. Non-Collusive Affidavit (Appendix 1).

NOTE: Proposals from Responder(s) listed on the U.S. Department of Housing and Urban Development (HUD) List of Excluded Parties (Barred List) will be deemed nonresponsible and excluded from consideration.

APPENDIX 1

NON-COLLUSIVE AFFIDAVIT

By submission of this bid or proposal, the bidder certifies that:

- a) This bid or proposal has been independently arrived at without collusion with any other bidder or with any competitor or potential competitor;
- b) This bid or proposal has not been knowingly disclosed and will not be knowingly disclosed, prior to the opening of bids or proposals for this project, to any other bidder, competitor, or potential competitor;
- c) No attempt has been or will be made to induce any other person, partnership, or corporation to submit or not to submit a bid or proposal or to fix overhead, profit, or cost element of said bid price, or that of any other or to secure any advantage against the Housing Authority;
- d) The person, signing this bid or proposal certifies that he has fully informed himself regarding the accuracy of the statements contained in this certification, and under the penalties of perjury, affirms the truth thereof, such penalties being applicable to the bidder as well as to the person signing in its behalf;
- e) That attached hereto (if a corporate bidder) is a certified copy of the resolution authorizing the execution of this certificate by the signator of this bid or proposal in behalf of the corporate bidder.

_____, deposes and says that he is _____

the party making the foregoing proposal or bid for NOHA Vacant Unit Repair/Make Ready Services, that such proposal or bid is genuine and not collusive and that all stats herein are true.

Signature:

Bidder (if the bidder is an Individual)

Partner (if the bidder is a Partnership)

Officer (if the bidders is a Corporation)