



Wayne Metropolitan
Community Action Agency
Established 1971

Wayne Metropolitan Community Action Agency

WRAP Water Conservation Plumbing Repair Services

REQUEST FOR QUALIFICATIONS (RFQ)

Issued: Tuesday, December 11, 2018

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

Wayne Metropolitan Community Action Agency (Wayne Metro) requests qualifications from qualified companies to participate in Wayne Metro WRAP Water Conservation Program. In partnership with the Great Lakes Water Authority, Wayne Metro will facilitate targeted plumbing repairs for approximately 432 homeowners throughout Southeast Michigan. Bidders are invited to review this solicitation and, if interested, complete and submit completed proposal to John Carmody at jcarmody@waynemetro.org. Proposals may also be submitted either by mail or in person to:

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

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 bid work through future bid releases. 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 Contractors. Excellent Construction, Wayne Metro's wholly owned subsidiary construction company will provide oversight of program operations.

Please review the RFQ content and attachments carefully to determine if your firm possesses the necessary human-power, resources and abilities to meet project requirements and deadlines 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.

Request for Qualifications Issued	Tuesday, December 11, 2018
Informational Meeting	Monday, December 17, 2018 at 10:00 am Wayne Metro Cortland Site 138 Cortland, Highland Park, MI 48203
Question Deadline	Wednesday, December 19, 2018 at 5:00 pm
Questions & Response released	Friday, December 20, 2018 at 9:00 am

RFQ Due Date

Friday, December 28, 2018 at 10:00 am
email submission preferred to jcarmody@waynemetrol.org
138 Cortland, Highland Park, MI 48203

Interested parties are encouraged to submit questions regarding the Request for Qualifications via email to John Carmody at jcarmody@waynemetrol.org. Responses to questions will be provided to all via email.

SECTION 1 – BACKGROUND

Wayne Metro serves as the lead agency for the Community Action Alliance (CAA). The CAA consists of partner Community Action Agencies who provides Water Residential Assistance Program (WRAP) services to the following counties: Genesee, Lapeer, Macomb, Monroe, Oakland, St. Clair, Washtenaw, and Wayne. The Community Action Alliance consists of Wayne Metro, Oakland Livingston Human Service Agency (OLHSA), Macomb Community Action Agency, Genesee County Community Action Resource Department (GCCARD), and Monroe County Opportunity Program (MCOP). WRAP provides qualifying, low-income GLWA customers with help in paying current and past-due water bills, water conservation measures and support services. Visit <http://www.waynemetrol.org/wrap/> to learn more about WRAP.

Program overview

Qualifying WRAP homeowners with water usage exceeding 120% of the average household water consumption are eligible for a Home Water Conservation Audit. If faulty plumbing fixtures are identified as a cause of high water usage during the water audit, the household is eligible for Minor Home Plumbing Repairs based on a work order. Plumbing repairs may not exceed \$600 per property.

Qualified vendors minor home plumbing repairs for WRAP homeowners throughout the seven (7) county service areas. All jobs will be assigned by Wayne Metro Department of Community Development. The volume of referrals by county for the contract term is estimated below. These projections are for the six month period January 1, 2019 to June 30, 2019.

Counties to be Served	Estimated Units
Detroit	335
Out-Wayne (Not including Detroit)	45
Oakland	30
Macomb	18
Washtenaw, Lapeer, St. Clair & Monroe	4
Total	432

The total award and number of units are dependent on funding from the Great Lakes Water Authority (GLWA) allocated for home water conservation. Total funding available to complete plumbing repairs is estimated at \$235,000.

SECTION 2 -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 time of submission.

1. Evidence of Financial Stability: The Contractor shall be financially stable and have the financial wherewithal to carry out the requirements of this solicitation. All respondents shall include one (1) years of Company tax returns and a most recent financial statement provided by their accountant or a letter from their accountant stating evidence of financial stability. This information will be utilized to determine the Respondent's financial condition and ensure sufficient capital to complete the project.

2. Licenses & Certificates: The Contractor must be licensed by the State of Michigan as a Master Plumber or a Plumbing Contractor. The person/company that is issued the license by the State of Michigan must be the entity that applies in order to be added to the prequalified list. Proof of licensing must be included.

3. City of Detroit License Registration: Contract must provide evidence of Detroit License Registration, or at minimum, evidence of application submitted to the City of Detroit.

4. 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 and Excellent Construction must be named as additionally insured.

5. Certificate of Good Standing (Corporation) or Certificate of Existence (LLC): The Contractor 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.) Bidder shall also provide Articles of Organization, Operating agreements and a complete list of Board Members and/or officers of the company.

6. Experience: Contractors must have a minimum of five (5) years of proven experience providing professional plumbing contractor services of similar scope/scale. The Contractor must be experienced working in older, residential homes that have aging fixtures.

7. 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.

8. 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.

9. 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.

10. Capacity: The bidder must demonstrate capacity to schedule & complete no less than 5 jobs in an 8 day period.

11. Performance and Payment Bond: Contractors shall provide evidence of bonding capacity available for this project.

12. 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 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 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 3 -SCOPE OF WORK

The services required consist the following:

- Accepting assignments of 5 residential jobs each week. Effort will be made to geographically concentrate jobs assignments within specific areas of the City or County.
- Pull permits in accordance with local building code requirements.
- Schedule appointment with homeowner to complete jobs.
- Complete work as prioritized in work order and within funding limits.
- Detailed photographs all completed work with labels.
- Remove retired toilets and other fixtures from the site, and dispose of all material appropriately.
- Complete assigned jobs within 8 business days of assignment.
- Prepare and submit invoice to Excellent Construction that includes the following:
 - Invoice detailing work completed with payment amounts based on approved Price Sheet,
 - Post installation photographs,

- Sign-off by homeowner.
- Respond to client concerns or inquiries regarding work completed. Adhere to 18 month warranty period in accordance with state law.
- Complete repairs stemming from failed inspections.

SECTION 4 - 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 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 Bidder'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 to be included with the sealed bid submitted.
- Demonstrate past performance including but not limited to quality of control that is proposed by the bidder in addressing the scope of work and requirements. The bidder's demonstration of relevant experience in performing and successfully completing similar plumbing projects including work previously performed for others.
- Meet production goals and timelines and availability to complete work in the assigned timeframes.
- Competitive Pricing proposed on Price List.

MBE/WBE entities are encouraged to apply.

Respondents will be notified in writing of the selection committee's decision.

SECTION 5 - SUBMISSION REQUIREMENTS AND INSTRUCTIONS

Contractors responding to this Request for Qualifications must complete and submit all required forms, documents or additional information requested. Bidder's responses to this Request for Qualifications must be submitted in a sealed envelope, which is clearly marked on the outside of the sealed package with the following information:

Bidder's Name and Address
REQUEST FOR QUALIFICATIONS
Water Conservation Program
Attention: John Carmody

The proposal must be received by 10:00 am **on December 28, 2018** to be considered for eligibility to receive job assignments. Proposals can be emailed (preferred method) to jcarmody@waynemetro.org or delivered in person to:

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

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 for job assignments. Failure to submit a complete application may result in the disqualification of the bidder's submission.

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 – Water Conservation Program**. 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:** Use attached form.
- 2. Statement of Qualifications:** Include proof of meeting minimum qualifications and capacity.
- 3. Proof of Past Performance:** including Quality Control and method of addressing the scope of work and requirements. (2 Page Maximum)
- 4. Key employee names, and job titles:** Include copies of all applicable certifications and licenses.
- 5. Evidence of Financial Stability:** include most recent Company tax return.
- 6. Evidence of Bonding Capacity.**
- 7. Certificate of Good Standing** (Corporation) or Certificate of Existence (Limited Liability Company) issued by the Michigan Secretary of State.
- 8. Evidence of Insurance:** Commercial General Liability with limits not less than \$1,000,000; Workers Compensation & Employers Liability with limits not less than \$500,000; & Automobile Liability with limits of at least \$1,000,000 per occurrence & Professional Liability with limits of at least \$1,000,000.
- 9. Two (2) letters of reference:** from residential customers. Include date of project, contact person and phone number, and brief description of project.
- 10. Conflict of Interest Statement and 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.
- 11. Signed Contractor Certification as to Debarment and Suspension, and Non-collusion Affidavit**
- 12. Complete Water Conservation Price List:** Price list form is attached. Items listed are most common installations. Pricing should be based on typical jobs and include incidental materials needed for installation (screws, caulk, etc).

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:

Additional Information that applicant deems pertinent, not otherwise covered in RFQ:

Wayne Metropolitan Community Action Agency

Water Conservation Program

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, 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

Water Conservation Program

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 Detroit Water and Sewerage Department, 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 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

WATER CONSERVATION PRICE LIST

Measures and Description		Unit	Total Cost (Labor & Materials)
	Replace Corroded Supply Pipe	each	
	Replace Kitchen Faucet	each	
	Replace Bathroom Faucet	each	
	Replace Toilet	each	
	Replace Diverter	each	
	Replace Valve	each	
	Replace Faucet Bath Tub	each	
	Replace Shower Head	each	
	Replace Supply Line (sink or toilet)	each	
	Repair Kitchen Faucet	each	
	Repair Bath Room Faucet	each	
	Repair Toilet	each	
	Repair Diverter	each	
	Repair Faucet Bath Tub	each	
	Repair Shower Head	each	
	Replace Water Line	each	
	Repair Water Line	each	

Standard Hourly Rates:

Master Plumber

Journey Plumber