In accordance with M.G.L. Chapter 30B and Ch. 149 (if applicable), The City of Quincy acting on behalf of the City of Quincy Planning Department, is requesting proposals for the services of a Housing Rehabilitation Specialist for Quincy’s federally funded housing programs activities pursuant to MGL Chapter 30B, as amended. Proposals will be received at the office of the Purchasing Department; City Hall; 1305 Hancock Street; Quincy, MA 02169, until Thursday, July 9, 2019 at 11:00 a.m.

The selected Housing Rehabilitation Specialist will join in a contract agreement with PCD for the time period of not to exceed one year from the execution of the contract, for non-exclusive on-call services to assist PCD with various projects and programs as needed. Other City Departments may also utilize these services as needed.

Detailed specifications are available on-line at the City of Quincy’s website, www.quinymce.gov and also available at the office of the Purchasing Agent, Quincy City Hall, 1305 Hancock Street, Quincy, Massachusetts, 02169, between the hours of 8:30 AM and 4:30 PM.

Central Register (June 24, 2019)
Quincy Sun (June 27, 2019) P.O. S070919
City of Quincy
Department of Planning and Community Development

Request for Proposals: Housing Rehabilitation Specialist

I. Introduction

The City of Quincy, through the Department of Planning and Community Development (PCD), is requesting proposals for the services of a Housing Rehabilitation Specialist for Quincy’s federally funded housing programs activities pursuant to MGL Chapter 30B, as amended.

II. Overview

The Department of Planning & Community Development (PCD) administers federal grants including Community Development Block Grant, Home Investment Partnerships Program and the Lead Based Paint Hazard Reduction Grant for housing programs that generate/maintain units to be available, affordable and sustainable for persons of low to moderate income levels.

The programs will inspect and rehabilitate an estimated of one hundred (100) housing units a year to comply with state and federal lead laws and rules and to correct potential deficiencies with Chapter II of the State Sanitary Code as codified in 105 CMR 410.000: Minimum Standards of Fitness for Human Habitation and others to prevent childhood lead poisoning resulting from Lead Based Paint Hazards.

Applicable standards and regulations include the U.S. Department of Housing and Urban Development’s Housing Quality Standards set forth in 24 CFR 982.401 – Housing Quality Standards, the U.S. Department of Housing and Urban Development’s Uniform Physical Condition Standards, as applicable; Chapter II of the State Sanitary Code as codified in 105 CMR 410.000: Minimum Standards of Fitness for Human Habitation; 24 CFR Part 35 –Lead Based Paint Poisoning Prevention and Control in Certain Residential Structures (Lead Safe Housing Rule); 105 CMR 460.000: Lead Poisoning Prevention and Control; 454 CMR: Deleading and Lead-Safe Renovation Regulations; Renovation, Repair, and Painting (RRP) Rule; Lead Disclosure Rule; Lead-Based Paint Activities Rule and other federal and state regulations that may be applicable.

Lead Based Paint Hazard Reduction Grant funds will be available through the Lead Abatement Program to occupants who meet federal program eligibility and low-to-moderate income guidelines with priorities given to properties with children under 6 years old with elevated lead levels. Financing for the abatement will be provided through a five-year forgivable loan of up to $10,000 (unless a waiver is granted) per unit.

CDBG Funds will be available through the Housing Rehabilitation Program to property owners who meet federal program eligibility and low-to-moderate income guidelines with priority given to emergency repairs. Both single and multi-family (up to 4) units are eligible for assistance as well as SRO (single room occupancy). Financing for the repairs will be provided through a deferred payment loan of up to $35,000 (unless a waiver is granted) at 0% interest rate.

June, 2019
Other federal funds will be used to pay for initial and re-inspections of homeowner and rental housing properties that will receive or have received federal housing assistance.

III. Services Required

The selected Housing Rehabilitation Specialist will join in a contract agreement with PCD for the time period of not to exceed one year from the execution of the contract, for non-exclusive on-call services to assist PCD with various projects and programs as needed. Other City Departments may also utilize these services as needed. The Rehab Specialist will:

- Complete housing quality inspections of city-funded rental housing units and potential first-time homebuyer properties to identify deficiencies with housing quality standards;
- Perform re-inspections of city-funded rental housing units and first-time homebuyer units to determine deficiencies previously identified have been corrected.
- Make one (1) initial inspection of properties for visual property assessment for lead, code violations, energy efficiency and additional healthy home improvements as applicable.
- Prepare an inspection report according to PCD standards.
- Prepare a preliminary work write-up and cost estimate, incorporating findings of Lead Inspection/Risk Assessment Report for review with the property occupant and/or owner.
- Develop the final Scope of Work and cost estimate and review with the homeowner for signature.
- Conduct one on-site building “walk-through” with contractors as part of project bid process; develop and disseminate any bid addendums to the Scope of Work if required.
- Conduct progress inspections during the rehabilitation process to verify that the work is being done in accordance with the approved Scope of Work.
- Approve any interim payments requests for contractor reimbursement of work to date.
- Inspect building and consult with contractor for approval of any Change Orders.
- Make (1) final inspection upon completion of construction, prepare punch list as necessary and sign off for approval of Final Payment to the Contractor.
- Be available to answer questions for clarification by homeowners or contractors on specifications.
- Be available to attend trainings/workshops as necessary.

It is anticipated that the work will begin in July 1, 2019 and continue through June 30, 2020, with options to renew.

IV. Proposal Requirements

Two Separate Proposal Submittals are required, a Narrative and a Price Proposal:

A. Narrative

Narrative proposals must consist of the following information in the order indicated below:

1. Cover letter from the consultant stating that he/she has read, understands, and will comply with
the requirements and conditions contained in the Request for Proposals.

2. **Minimum Evaluation Criteria**
   - Copy of Construction Supervisor and/or General Contractor license or demonstration of previous experience as a Rehabilitation specialist.

3. **Comparative Evaluation Criteria**
   - **Documentation of years’ experience** as a Housing Rehabilitation Specialist and any applicable state, federal, or third party trainings and certifications.
   - **Minimum of three relevant references** to be contacted to assess relevant experience/work performance.
   - **Sample of Work-Write-Up and Project Estimate** for past housing rehab projects, preferably with lead work to assess quality of the Scope of Work.
   - **Response time** for scheduling for initial inspection, delivery of work-write up, scheduling for final inspection and approval.

4. A signed **Affidavit of Non-Collusion** in order to preclude conflict of interest that may arise from providing services to the City of Quincy. A blank affidavit of non-collusion is included.

5. A signed **Certificate of Beneficial Interest** must be submitted. A blank statement is included.

6. A signed **Certificate of State Tax Compliance** must be submitted. A blank statement is included.

7. **Professional insurance** is required from an insurer qualified to do business in Massachusetts. Include a written statement of coverage and certification from insurance company can be provided within 5 days of contract award.

8. **Pricing for the following tasks:**

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Initial property inspection for single family, inspection report</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Initial property inspection for multi-family price per unit, inspection report</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Develop Work write-up &amp; project estimate</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Conduct contractor “walk-through” and review scope of work with contractors, develop addendums and approval of change orders as necessary</td>
<td></td>
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<tr>
<td>5</td>
<td>Conduct progress inspections and final inspection, prepare punch list as necessary, sign off requisition(s)</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Property reinspection for rental housing unit and first-time homebuyer inspections</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Hourly rate for circumstances in addition to aforementioned services</td>
<td></td>
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</tbody>
</table>
INSURANCE SPECIFICATIONS
INSURANCE REQUIREMENTS FOR AWARDED CONTRACTOR ONLY:

Prior to commencing performance of any work or supplying materials or equipment covered by these specifications, the Contractor shall furnish to the PCD a Certificate of Insurance evidencing the following:

General Comprehensive Liability in the amount of $1,000,000 Bodily Injury and Property Damage Liability, combined Single Limit with a $3,000,000 annual aggregate limit;

Automobile Liability (applicable for any contractor/consultant who has an automobile operating exposure) in the amount of $1,000,000 for bodily injury and property damage per accident;

Workers’ Compensation and Employer’s Liability in the amount as may be required by Massachusetts General Laws Chapter 152;

Umbrella Liability of $2,000,000 for each occurrence and $2,000,000 in the aggregate; and

Architects and Engineers Professional Liability in the amount of $1,000,000 per occurrence, $3,000,000 aggregate.

The Contractor shall name the City as an additional insured under all insurance coverages required by the contract, with the exception of workers’ compensation insurance. The Contractor shall further provide the City with a copy of the current additional insured endorsement page reflecting that the Contractor added the City as an additional insured for each insurance policy to which the Contractor added the City.

The City and Consultant acknowledge that the types of insurance and coverage limits listed herein are the minimum necessary for the City to award this contract to the Consultant. The City does not intend for the required types of insurance coverage in any way limits the Consultant’s liability for any damages arising from the Consultant’s performance of services under this contract. Failure to have the above described coverage in effect during the entire period of the contract shall be deemed to be a breach of the contract.

The Contractor shall maintain the listed insurance coverage throughout the duration of this contract. If, at any time while a contract is in effect, any of the listed insurance coverages should lapse, the Contractor shall immediately notify the City. Within thirty (30) days of any such lapse, the Contractor shall provide the City with new certificates of insurance coverage. No payment will be made on a contract with an expired insurance certificate.

B. Price Proposal

- Please provide a per-task fee and an hourly fee rate for circumstances in which cases require more or less than the aforementioned Services Required in the table provided. The rates should include expenses, such as travel, for the duration of the project. The prices quoted will be good for 90 days after the submission of the proposal and for one year after the signing of the contract.
V. Proposal Submission/Delivery

Respondents should submit:
One (1) original, one (1) thumb drive (with both Price & Technical submission on drive) and two(2) copies of the proposal including all attachments thereto must be delivered in two separate sealed envelopes. (One marked “Technical Proposal” and one marked “Price Proposal”) On the outside the name and address of the bidder, the name of the bid proposal- “Housing Rehabilitation Specialist” and the proposal submission date to: Purchasing Department-1305 Hancock St. Quincy, MA, on or before

For U.S. Mail, express mail or hand delivery drop off:
Office of the Purchasing Department
City Hall
1305 Hancock Street
Quincy, MA 02169

All questions regarding this bid should be directed to Kathryn R. Logan, Purchasing Agent through fax: 617-376-1074 and email: purchasing@quincyma.gov Questions will be accepted until July 3, 2019 @ 12:00 noon.

VI. Evaluation Criteria

A. Minimal Criteria

The Consultant must either have a current Construction Supervisor and/or General Contractor license or have a minimum of three years as a CDBG/HOME Housing Rehabilitation Specialist. A minimum of two references should be provided and will be contacted by PCD staff.

B. Selection Criteria

Proposals shall be ranked based upon the following criteria 1) Experience/Licensure 2) Reference 3) Performance 4) Response Time. A maximum point total of 100 are possible. Points totaled are assigned as follows:

EXPERIENCE & LICENCES -30 points maximum

Years of experience as Housing Rehabilitation Specialist in a CDBG/HOME Housing Rehabilitation Program similar to the City of Quincy:

Highly Advantageous: 5 years or more of experience as a Housing Rehabilitation Specialist, with appropriate training and current licensure and certification including Construction Supervisor License, Certified Lead Inspector/Risk Assessor, Deleader Contractor/Supervisor License.

Advantageous: 5 years or more of experience as a Housing Rehabilitation Specialist, with appropriate training and current licensure and certification.

Acceptable: 1-4 years of experience as a Housing Rehabilitation Specialist, and/or experience as a licensed construction supervisor.

Unacceptable: No experience as a general contractor or licensed contractor or as a CDBG Housing Rehabilitation Specialist.

REFERENCES -20 points maximum
References from previous clients with experience with Contractor in the capacity of Housing Rehabilitation Specialist or Construction Supervisor or Contractor.

<table>
<thead>
<tr>
<th>Type</th>
<th>Qualification</th>
</tr>
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<tbody>
<tr>
<td>Advantageous:</td>
<td>More than three positive references</td>
</tr>
<tr>
<td>Acceptable:</td>
<td>2-3 positive references</td>
</tr>
<tr>
<td>Unacceptable:</td>
<td>0-1 reference</td>
</tr>
</tbody>
</table>

PERFORMANCES -30 points maximum

Sample Inspection Reports, Work-Write-Ups and Project Cost Estimate for past projects.

Highly Advantageous: Excellent inspection report samples that showcase inspectional knowledge and experience as applicable to various federally funded programs’ inspection requirements. Highly detailed, up-to-date references to all related laws, regulations, codes. Gives a clear understanding of what the scope of work entails. Project cost estimate is reasonable and consistent within the bid submittals range. Sample includes Lead Abatement Work Write-Up that is clear in describing the Scope of Work in reference to the Lead Inspection/Risk Assessment Report.

Advantageous: Great inspection report sample. Highly detailed, up-to-date references to all related laws, regulations, codes. Gives a clear understanding of what the scope of work entails. Project cost estimate is reasonable and consistent within the bid submittals range. Sample includes Lead Abatement Work Write-Up that is clear in describing the Scope of Work.

Acceptable: Good inspection report sample. Detailed, up-to-date references to all related laws, regulations, codes. Gives a clear understanding of what the scope of work entails. Project cost estimates is reasonable and consistent within the bid submittals range.

Unacceptable: Poor inspection report sample. Minimal description of scope of work, lack of references to up-to-date laws, regulations, codes. Not sufficient to have a clear understanding of the work. No basis for project cost estimate, or no estimate present.

RESPONSE TIME -20 points maximum

Advantageous: Able to schedule for initial inspection within 48 hours of notice. Scheduled date within 1 week from notice date. Able to schedule for final inspection within 48 hours of notice with a date within the week.

Acceptable: Able to schedule for initial inspection within 48 hours of notice. Scheduled date within 2 weeks from notice date. Able to schedule for final inspection within 48 hours of notice with a date within the week.

Unacceptable: Schedule for initial inspection in more than 48 hours, and scheduled date more than 2 weeks from notice date. Schedule for final inspection in more than 48 hours of notice with a date within 2 weeks.

MBE/WBE enterprises are encouraged to respond to this RFP.

The contract award will be made within 30 calendar days, only to a responsive and responsible proposer who is determined to be the most advantageous taking into consideration the
evaluative criteria, capability of performing the services contemplated and meeting the minimum criteria set forth in the RFP. Each proposal will be evaluated in order to determine whether it meets all of the proposal submission requirements as described in the RFP.

VII. Acceptance or Rejection of Proposals

The City reserves the right to reject any proposal that, in its judgment, fails to address the objectives in this RFP or which is incomplete or obscure, or which contains irregularities, or in which errors occur. Any fees or other expenses associated with the proposal process are solely the responsibility of parties submitting the proposals and will under no circumstances be reimbursed by the City. The City reserves the right to reject any and/or all proposals when such rejection is in the interest of the City; to reject the proposal of Bidder who has not met the prerequisites of the bid, who has previously failed to perform properly or complete contracts of a similar nature; and to reject proposal of Bidder who is, in the opinion of the City, not in a position to perform the contract.
REVENUE ENFORCEMENT AND PROTECTION STATEMENT
Pursuant to MG c. 62C, § 49A, the undersigned acting on behalf of the Contractor, certifies under the penalties of perjury that, to the best of the undersigned's knowledge and belief, the Contractor is in compliance with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

________________________________________
Social Security Number

or

________________________________________
Federal Identification Number

________________________________________
Signature of Individual or Corporate Name

By: ______________________________________
   Corporate Officer (if applicable)

________________________________________
Name of Business
1 CERTIFICATIONS OF COMPLIANCE REQUIREMENTS

1.1 Quincy is an Affirmative Action Equal Opportunity Employer. Bidders shall make themselves aware of the existing Affirmative Action laws, policies, and practices before submitting this proposal. Failure to make this confirmation shall not relieve the Proposer of its responsibility.

1.2 Acceptance by the City shall constitute a Contract between the City and the Proposer.

1.3 We/I accept responsibility for confirming with the Department of Planning & Community Development, prior to submission of a sealed Proposal, that all addenda relating to this Proposal have been received. Failure to make this confirmation shall not relieve us/me of the responsibility to fulfill the contract.

1.4 We/I, the undersigned, certify 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 the section, the word "person" shall mean any natural person, joint venture, partnership, corporation, or other business or legal entity.

1.5 By signing this Proposal, the contractor shall certify that under penalties of perjury, the signing party has filed all State tax returns and has paid all State taxes required under law.

1.6 The named organizational entity submitting this proposal is (check appropriate line(s)):
   Corporation____                      Partnership____                       Sole Proprietorship____
   Minority Owned____   Woman Owned____

2 SIGNATURES:

This page must be signed by a(n) individual(s) with authority to commit the proposing entity to a binding agreement. Corporations attach required certification:

COMPANY NAME: ________________________________

AUTHORIZED SIGNATURE: ________________________________

PRINT NAME OF AUTHORIZED OFFICIAL: ________________________________

ADDRESS: ____________________________________________

TELEPHONE NUMBER: _______ FAX NUMBER: ________________________________

FEDERAL TAX ID #: ___________________ DUNS #: ___________________

DATE: ______________
CERTIFICATE OF BENEFICIAL INTEREST

The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, cooperation, union, committee, club, or other organization, entity, or group of individuals.

A disclosure statement shall also be made in writing, signed, under the penalties of perjury by the bidder giving the true names and addresses of all persons who have or will have a direct or indirect beneficial interest in said property with the deputy of capital planning and operation.

Name

Name of business

NON - COLLUSION AFFIDAVIT

Massachusetts General Laws, Chapter 701 of the Acts of 1983, requires that each Bidder must certify as follows:

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 section the word "person" shall mean any natural person, joint venture, partnership, corporation or other business or legal entity.

Name

Signature

Company / Agency

Approval of a contract or other agreement will not be granted unless the applicant signs this certification clause.
CERTIFICATION OF STATE TAX COMPLIANCE

Legislation enacted by the Commonwealth of Massachusetts, effective July 1, 1983, requires that the attestation below be signed:

Pursuant to M.G.L. Ch. 62c, Sec 49a, I certify under the penalties of perjury that I, to the best of my knowledge and belief, have filed all state tax returns and paid all state taxes required under law.

________________________________________________________________________
Corporate Name SS # / Federal Identification #

________________________________________________________________________
Corporate Officer Date

Your Social Security Number will be furnished to the Massachusetts Department of Revenue to determine whether you have met tax filing or tax payment obligations. Providers who fail to correct their non-filing or delinquency will not have a contract or other agreement issued, renewed, or extended.

Acknowledgement of Principal
(If a Corporation)

State of ________________________________ SS# ________________________________
County of ______________________________

On this __________ day of ________________________________, 19________, before me personally came and appeared ________________________________, to me known, who being by me duly sworn, did depose and say that he resides at ________________________________,

and that he/she is the ___________________________ of ________________________________.

the Corporation described in and which executed the foregoing instruments, that he knows the seal of said Corporation; that one of the impressions affixed to said instrument is an impression of such seal; that it was so affixed by order of the directors of said Corporation, and that he/she signed his/her name hereto by like order.

(SEAL)

(NOTARY PUBLIC) ________________________________ (COM. EXP. DATE) ____________

June, 2019
Acknowledgement of Principal
(If a Partnership)

State of ________________________________    SS# ________________________________
County of ________________________________

On this __________ day of ____________________________, 19______, before me personally
came and appeared ________________________________ to me known, and known to me to be one of the
members of the firm of ________________________________ described in and who
executed the foregoing instrument and he/she acknowledged to me that he/she executed the same as and for the act and deed of
said firm.

(SEAL)

(NOTARY PUBLIC) ________________________________ (COM. EXP. DATE) ____________

Acknowledgement of Principal
(If an Individual)

State of ________________________________    SS# ________________________________
County of ________________________________

On this __________ day of ____________________________, 19______, before me personally
came and appeared ________________________________ to me known to me to be the person described in
and who executed the foregoing instrument and he/she acknowledged to me that he/she executed the same.

(SEAL)

(NOTARY PUBLIC) ________________________________ (COM. EXP. DATE) ____________

Vote of Corporation

At a meeting of the Board of Directors of the ________________ ________________________________,
Duly called and held on ____________________________, 19______, at which a quorum
was present and acting throughout, the following vote was duly adopted:

VOTE: That ________________________________ the ________________________________

Of the Corporation, be and hereby is authorized to affix the corporate seal, sign and deliver in the name
and behalf of the corporation a contract with the ________________________________
in the amount of ________________________________ dollars ($_________________),
and also to seal and execute as above surety company bonds to secure the performance of said contract
and payment for labor and materials, in such form and on such terms and conditions as he, by the execution
thereof, shall deem proper.

A true copy.

ATTEST: ________________________________

Clerk of the Corporation

June, 2019