



Pre-Bid Conference Questions & Answers – January 26, 2023, 9-11am

- 1. Who puts together the scope – is it the city? The delegate agency? Or a combination of both?**
 - a. The scoping process is a joint effort between the City and the delegate agencies. The jobs are required to be up to code, which may require a permitting process. During the scope process, the agency identifies what needs to be done in combination with the homeowner. Both the delegate agency and the homeowner agree. For a percentage of jobs that are quality controlled by the city, the scope will also be signed off on by the City's Rehab Construction Specialists.
- 2. Is there a three-bid process? Or is there a quote that would be approved as is? How do we get from scope to the contract?**
 - a. Ultimately, it's up to the delegate agency how they want to obtain bids. They can do a three-bid system, but it could also be a unit-price model that's more of a partnership with a contractor. Prevailing wages are so union wages must be paid. All that should be in consideration when responding to the RFP. At the point of doing the scoping, the delegate agency should already have a general contractor identified.
- 3. Who are the Rehab Construction Specialists (RCS)?**
 - a. The Rehab Construction Specialists are City employees with the Construction and Compliance (CAC) team. There are 7 RCS staff members.
- 4. Do we look at pending foreclosures or tax sales for these home repairs?**
 - a. For this program, the property cannot be in foreclosure. It is an owner-occupied program, so the owner must live there as their primary residence. We're looking for the delegate agency to have the capacity to do both income verification and construction work. The Homeownership team will do a percentage of the work, but the DAs will do some as well. Judith Smart-Pernell will do training with the delegate agencies.
- 5. How does the application intake process work?**
 - a. There is an open registration day once a year, all interested homeowners register and then are selected on a one-day lottery. For this year, the lottery will not happen and the selection process is already complete. Delegate agencies will not need to worry about this and are not involved in the lottery or registration process.
- 6. Are all the homes identified for this year?**
 - a. By the time we select a delegate agency, we'll have the applicants approved and ready to go. Once we get the delegate agencies on board, the next step will be to schedule with the homeowner. We want delegate agencies to be ready to start work once the contract is finalized, as there will be some lag time between award and contract finalization.
- 7. For MBE/WBE certification – does it count if you're not certified?**
 - a. No, for delegate agencies to be counted for the percentage requirements of delegate agencies, you must be certified. Department of Procurement Services (DPS) does workshops on how to get certified.
- 8. Do you have to be a nonprofit to apply?**
 - a. Yes. If you are a for-profit agency, you must partner with a nonprofit, as business entities are ineligible to be a delegate agency.

- 9. For the question regarding project management software in the RFP, is that asking about what you use? Or what we use?**
- This question refers to what *you* use. Please tell us about *your* experience in however you work.
- 10. For the question regarding “similar program” – can you explain that?**
- For this question, the city wants to know: have you done other home improvement programs? Have you worked on any other programs of similar work? Please describe comparable work here.
- 11. Does this program go into homes or just on the outside?**
- Typically, we do repairs that we can see. If a homeowner brings up concerns, we may investigate other issues but focus on things we can see.
- 12. Outside of roofs and porches – are there are things required to be completed by the delegate agency?**
- Though this program focuses on roofs and porches, the delegate agencies should note other concerns. There are other programs within the City that we may be able to refer homeowners to. For example, City staff were trained to refer folks over to water management for lead pipe replacements. If a homeowner has multiple needs like a roof *and* a porch, there would be a conversation to determine what is the best need.
- 13. Are health and safety concerns still identified and fixed?**
- Yes – things like smoke alarms, carbon monoxide and fire extinguishers will be taken care of as well through the program.
- 14. Is there a punch list for health and safety items?**
- Yes, these requirements will be given to the delegate agencies and contractors.
- 15. For documenting things, is it just a spreadsheet or photos as well?**
- As much as possible, please take photos. We want delegate agencies and contractors to take photos of before, after, and during. Especially during any change orders, we want all this documentation.
- 16. Is there a warranty requirement for the homeowner?**
- Once the work is done, there will be a final sign-off of the scope and work. Everyone will sign a project completion form and there are two warranties. There is a manufacturer warranty for equipment and then one for the work that was done by the contractor.
- 17. What is the length of the warranty that is requirement?**
- One year is required right now for contractor work.
- 18. Will these projects get preferential treatment from the Building Department?**
- No.
- 19. During the scoping process, when the delegate agency and the City staff go to look at the roof – will they be on the ground or up on the roof?**
- Preferably, they would go up to the **porch** or could use a drone or something to do a much better job scoping. We want to have an accurate scope right away to reduce change orders and keep costs accurate.
- 20. What type of liquidity should delegates have?**
- Depending on what you bid, this would vary depending on what you say you can handle. If you can do 3-4 jobs per week, you’d need to carry ~\$100,000 each week on average for that number of jobs. Contractors should be prepared to have a line of credit as well

for material costs. When deciding on how many you are bidding for, part of this should be a consideration of how much you can carry to pay for the contractors.

21. What if we have an agency that completes the contract and has capacity for more work?

- a. There is a conversation and the ability to amend the contract and add more funds to the contract to get more work done. Each week, the Construction and Compliance team has meetings with delegate agencies where you can update the City on the need to add funds to the contract and make an amendment. This is a performance-based amendment.

22. If I'm a delegate agency that is selected for the Roof and Porch program – am I eligible for other DOH programs?

- a. No. This contract will be specific to the Home Repair program but there are a lot of other programs and opportunities within the Department of Housing (DOH) where you could apply and have a proven track record of success.

23. Why is this program only open to nonprofits?

- a. For the delegate agency procurement model, this is a requirement. There are other models that we may use in the future, but for this opportunity, this is required. The model within the city was developed to cultivate BIPOC developers to open up more opportunities.

24. Do we have a list of delegate agencies in place?

- a. Yes, there are only two – Elevate Energy and Neighborhood Housing Services (NHS).

25. What zones or areas will the new delegate agencies be responsible for?

- a. There won't be zones for this delegate agency – this will be citywide. There could be a situation where a delegate agency may work more in a certain area so you can indicate that on your application, but the applications will ultimately determine where the delegates will work.

26. Can we have zip codes or addresses before bidding?

- a. No – we cannot provide that ahead of the award.

27. What is the process to becoming a delegate agency?

- a. A delegate agency is what we call nonprofits that are awarded contracts through the City. You must be a nonprofit, or 501(c)(3) to be a delegate agency.