



**REQUEST FOR QUALIFICATIONS  
for  
REPAIR/REHABILITATION SERVICES**

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**INTRODUCTION**

Through this Request for Qualifications (“RFQ”), Rhode Island Housing seeks responses from qualified firms to assist its Loan Servicing and Asset Management Division in the repair and rehabilitation of its Real Estate Owned (“REO”) properties and other assets in which Rhode Island Housing has a financial interest.

**INSTRUCTIONS**

One (1) original and six (6) copies of the response should be submitted to Rhode Island Housing, 44 Washington Street, Providence, Rhode Island, 02903, Attn: Paul Russo, Default REO Manager. Please also direct a courtesy copy by e-mail to [prusso@rihousing.com](mailto:prusso@rihousing.com).

**Response Formatting:** Respondents may, but are not required to, utilize the form at Attachment B when responding to this RFQ. If necessary, Respondent may attach additional pages to the form if they require more space to provide their responses.

Please note that use of the form does not eliminate the need to include all necessary attachments and information. Responses must include all requested attachments and information.

If Respondents choose not to use this form, their responses should be presented on business letterhead. Responses should be concise.

**Responses must be received no later than 5:00 p.m. EST on Friday, September 15, 2017.**

Respondents are advised that all submissions (including those not selected for engagement) may be made available to the public on request upon completion of the selection process and award of contract(s). Accordingly, any proprietary information included in the response that the respondent desires not to be disclosed should be clearly identified as such and segregated from the rest of the response.

**SCOPE OF WORK**

Please see the Scope of Work provided at Attachment A.

## **ITEMS TO BE INCLUDED IN YOUR RESPONSE**

### **A. GENERAL BUSINESS INFORMATION**

1. Provide a brief description of your firm, including but not limited to the following:
  - a. Name of the principal(s) of the firm.
  - b. Name, telephone number and email address of a representative of the firm authorized to discuss your response.
  - c. Address of all offices of the firm.
  - d. Number of employees of the firm.
  - e. Number of years the firm has been operating.

### **B. LICENSING AND/OR CERTIFICATIONS**

1. Provide the following information, if applicable. If an item is not applicable to your firm, please indicate as such by responding "N/A."
  - a. Rhode Island Contractor Registration Number with date of expiration
  - b. Building Performance Institute Certification
  - c. Lead Hazard Reduction Contractor License
  - d. Remodeler Renovator Painter EPA Certification
  - e. Trade licenses – electrical, plumbing, etc.
  - f. Women Owned Business Enterprise State Certification
  - g. Minority Owned Business Enterprise State Certification

### **C. EXPERIENCE AND RESOURCES**

1. Describe your firm and its capabilities. In particular, support your capacity to perform the Scope of Work, including in your response:
  - a. Equipment;
  - b. Facilities; and
  - c. Availability of adequate personnel.
2. Please identify which services your firm performs in-house and which, if any would require sub-contractors. If any work is to be sub-contracted, provide contact information for existing relationships with sub-contractors and their experience.
3. Provide a description or examples of work your firm has performed related to properties described in the Scope of Work. If applicable, describe examples of work related to FHA conveyance preparation.
4. Provide a current list of three (3) relevant clients. Include a contact person and telephone number with a description of the work performed. Rhode Island Housing may request to visit a project in progress to review the quality of workmanship and job-site organization.

## **D. COST OF SERVICES**

The cost of services and ability to respond quickly are two factors Rhode Island Housing considers heavily when assigning work. Contractors who perform successfully and submit complete support documents, including but not limited to building permits, lien waivers, and photographs, with invoicing, can expect Rhode Island Housing to remit payments in an expeditious manner.

## **E. INSURANCE**

1. Evidence of Insurance. Respondents shall show evidence of coverage with a company or companies licensed to provide business insurance in the State, with minimum coverage as follows:
  - a. Comprehensive General Liability Insurance

Bodily Injury	\$1,000,000 each occurrence
	\$1,000,000 annual aggregate
Property Damage	\$500,000 each occurrence
	\$500,000 annual aggregate
  - b. Workers' Compensation Insurance

Coverage B	\$100,000
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2. In the alternative, the Firm may provide evidence of self-insurance or other representations of financial responsibility satisfactory to Rhode Island Housing, at the discretion of Rhode Island Housing.

Evidence of coverage must be provided by successful respondents prior to performing assigned work or under contract award.

## **F. MISCELLANEOUS**

1. Rhode Island Housing encourages the participation of persons of color, women, persons with disabilities and members of other federally and State-protected classes. Describe your firm's affirmative action program and activities. Include the number and percentage of members of federally and State-protected classes who are either principals or senior managers in your firm, the number and percentage of members of federally and State-protected classes in your firm who will work on Rhode Island Housing's engagement and, if applicable, a copy of your Minority- or Women-Owned Business Enterprise state certification.
2. Discuss any topics not covered in this Request for Qualifications that you would like to bring to Rhode Island Housing's attention.

## G. CERTIFICATIONS

1. Rhode Island Housing insists upon full compliance with Chapter 27 of Title 17 of the Rhode Island General Laws, Reporting of Political Contributions by State vendors. This law requires any state vendor who enters into a contract to provide services to an agency such as Rhode Island Housing, for the aggregate sum of \$5,000 or more, to file an affidavit with the State Board of Elections concerning reportable political contributions. The affidavit must state whether the state vendor (and any related parties as defined in the law) has, within 24 months preceding the date of the contract, contributed an aggregate amount in excess of \$250 within a calendar year to any general officer, any candidate for general office, or any political party.
2. Does any Rhode Island “Major State Decision-maker”, as defined below, or the spouse or dependent child of such person, hold (i) a ten percent or greater equity interest, or (ii) a Five Thousand Dollar or greater cash interest in this business?

For purposes of this question, “Major state decision-maker” means:

- a. All general officers; and all executive or administrative head or heads of any state executive agency enumerated in § 42-6-1 as well as the executive or administrative head or heads of state quasi-public corporations, whether appointed or serving as an employee. The phrase "executive or administrative head or heads" shall include anyone serving in the positions of director, executive director, deputy director, assistant director, executive counsel or chief of staff;
- b. All members of the general assembly and the executive or administrative head or heads of a state legislative agency, whether appointed or serving as an employee. The phrase "executive or administrative head or heads" shall include anyone serving in the positions of director, executive director, deputy director, assistant director, executive counsel or chief of staff;
- c. All members of the state judiciary and all state magistrates and the executive or administrative head or heads of a state judicial agency, whether appointed or serving as an employee. The phrase "executive or administrative head or heads" shall include anyone serving in the positions of director, executive director, deputy director, assistant director, executive counsel, chief of staff or state court administrator.

If your answer is “Yes”, please identify the Major State Decision-maker, specify the nature of their ownership interest, and provide a copy of the annual financial disclosure required to be filed with the Rhode Island Ethics Commission pursuant to R.I.G.L. §§36-14-16, 17 and 18.

3. Please include a letter from your president, chairman or CEO certifying that (i) no member of your firm has made inquiries or contacts with respect to this Request for Qualifications other than in an e-mail or written communication to Paul Russo at [prusso@rihousing.com](mailto:prusso@rihousing.com) seeking clarification on the Scope of Work set forth in this Request for Qualifications, from the date of this RFP through the date of your response, (ii) no member of your firm will make any such inquiry or contact until after September 15, 2017, (iii) all information in your response is true and correct to the best of her/his

knowledge, (iv) no member of your firm gave anything of monetary value or promise of future employment to a Rhode Island Housing employee or Commissioner, or a relative of the same, based on any understanding that such person's action or judgment will be influenced and (v) your firm is in full compliance with Chapter 27 of Title 17 of the Rhode Island General Laws, Reporting of Political Contributions by State Vendors.

## **GENERAL TERMS AND CONDITIONS**

A selection committee consisting of Rhode Island Housing employees will review all responses and make a determination based on the following factors:

- Professional capacity to undertake the Scope of Work
- Proposed fee structure
- Ability to perform within time and budget constraints
- Evaluation of potential work plans
- Previous work experience and performance with Rhode Island Housing and/or similar organizations
- Recommendations by clients
- Firm minority status and affirmative action program or activities
- Other pertinent information submitted.

Rhode Island Housing may invite one or more finalists to make presentations.

In its sole discretion, Rhode Island Housing may negotiate with one or more firms who have submitted qualifications to submit more detailed responses on specific projects as they arise.

By this Request for Qualifications, Rhode Island Housing has not committed itself to undertake the work set forth. Rhode Island Housing reserves the right to reject any and all responses, to rebid the original or amended scope of services and to enter into negotiations with one or more respondents. Rhode Island Housing reserves the right to make those decisions after receipt of responses. Rhode Island Housing's decision on these matters is final.

**For additional information contact: Paul Russo at [prusso@rihousing.com](mailto:prusso@rihousing.com)**

## **ATTACHMENT A**

### **SCOPE OF WORK**

Rhode Island Housing's Loan Servicing and Asset Management Division seeks to engage firms that will assist it in the repair, rehabilitation, and renovation of single and multi-family properties in which Rhode Island Housing has a financial interest.

Successful respondent(s) must:

- Be willing to receive repair assignments or submit responses for work on properties statewide;
- Anticipate that work to be performed will involve all phases of general construction, including but not limited to, roof repair or replacement, exterior painting or vinyl siding and trim installation, window and door installation or repair, masonry, flatwork, and landscape modifications. Interior work may include rough and finish carpentry, painting, carpet installation, hard wood refinishing, other floor covering installation, plumbing, heating and electrical upgrades;
- May be called on for a variety of activities for emergency and/or immediate response work. On occasion, structural repairs are needed. At times, demolition and disposal of portions or the entirety of a structure may be necessary, including identifying and addressing environmental hazards;
- Comply with all applicable federal, state, and municipal laws, statutes, rules, regulations, codes, and guidelines.

#### **Repair and Rehabilitate**

If a property appears to have suffered from deferred maintenance or acute damage, Rhode Island Housing's primary goal is to protect that property from further deterioration.

#### **Renovation**

Rhode Island Housing may renovate a property to enhance its value or to provide homebuyers with a property that will qualify for mortgage financing. Approximately 25-30 single or multi-family properties each year may undergo renovation or repair prior to marketing. During the sale process repairs may be required to conform to lending requirements, or are negotiated as a condition of sale.

#### **Federal Housing Administration (FHA)**

Properties with FHA-insured mortgages must meet certain physical requirements prior to conveyance to the Department of Housing and Urban Development. Successful respondent(s) are expected to be familiar with and capable of complying with these requirements.

### Categories of Work:

The work typically falls into one of the following categories:

#### **Immediate Response Work**

Including but not limited to: boarding to secure windows and/or doors, basement pump-out and leak stop, roof repair, heat restoration, plumbing backup triage, water damaged material removal and area drying, and trash removal. When properties are sold, miscellaneous work is often needed to comply with mortgaging requirements, or negotiated terms of sale, such as smoke/CO device replacement, gutter/down spout installation, chimney cap or liner installation, touch-up painting, and light fixture installation. The contractor must be able to draw on individual skill, equipment and expertise, respond quickly and efficiently, and/or have sufficient contacts to carry out requests. In some instances, contractors may be required to perform emergency work during non-business hours, such as emergency plumbing or electric work, or boarding a property.

Responding firms must be able to perform all facets of general contracting duties with regard to the repairs noted above and be able to engage qualified sub-contractors to work under your supervision to complete a stated scope of work. Selected contracting firms will be placed on a rotation list maintained by Rhode Island Housing's REO Group. Vendors will be engaged on an "as needed" and "as available" basis for emergency or light remodeling work to satisfy lending conditions or to preserve and protect the asset.

#### **Moderate Targeted Repairs**

Approved contractors will be offered the opportunity to submit bids to perform selected scheduled work. This work may include roofing material stripping and replacement, floor covering removal and replacement, boiler replacement, electric service upgrade, garage door installation, French drain or sump pump installation, deck re-builds, selective demolition, etc. In addition, properties with FHA-insured mortgages must meet certain physical requirements prior to conveyance to Housing and Urban Development. This work is selective, often detailed, involves photographic documentation of each effort, and requires close communication with REO.

#### **Remodeling/Rehabilitation**

On occasion, it makes economic sense for REO to upgrade an asset to maximize profitability. Approved contractors will be offered the opportunity to submit bids, based on specifications developed by REO construction specialists, to remodel/rehabilitate a property. This work may require oversight of several trades to perform significant upgrades to one or more systems including but not limited to, mechanicals, structural modifications, exterior and interior finishes, kitchen and or bath upgrades, and final cleaning for marketing purposes.

## Attachment B

RFP Question		<b>A. General Business Information</b>
	Firm Name	
1(a)	Principal(s)	
1(b)	Firm Representative	
	Telephone Number	
	E-mail Address	
1(c)	All Firm Address(es)	
1(d)	Number of Employees	
1(e)	Number of years operating	
		<b>B. Licensing and/or Certifications</b>
1(a)	Contractor Registration Number	
	Expiration Date	
1(b)	Building Performance Institute Certification	
	Expiration Date	
1(c)	Lead Hazard Reduction Contractor License	
	Expiration Date	
1(d)	Remodeler Renovator Painter EPA Certification	
	Expiration Date	
1(e)	Trade Licenses	
	Expiration Date(s)	



## Attachment B

1(f)	Women Owned Business Enterprise Certification	
1(g)	Minority Owned Business Enterprise Certification	
		<b>C. Experience and Resources</b>
1.		
2.		
3.		
4.		
		<b>F. Miscellaneous</b>

## Attachment B

1.	Describe Affirmative Action Program and Activities	
	Number and Percentage of Firm Members in State and Federal Protected Classes who are Principals or Senior Managers	
	Number and Percentage of Firm Members in State and Federal Protected Classes Who Will Work on Rhode Island Housing's Engagement	
2.	Other	
		<b>G. Certifications</b>
2.	Does any RI "Major state decision-maker" or the spouse or dependent child of such person hold a ten percent or greater equity interest in the Firm? If yes, identify the "major state decision-maker", the nature of their ownership interest, and include a copy of the annual financial disclosure.	
	Does any RI "Major state decision-maker" or the spouse or dependent child of such person hold a \$5,000 or greater cash interest in the Firm? If yes, identify the "major state decision-maker", the nature of their ownership interest, and include a copy of the annual financial disclosure.	