

Town of North Providence



Charles A. Lombardi, Mayor

Town of Johnston



Joseph M. Polisena, Mayor

Johnston-North Providence Home Repair Program

Seeking Private Construction Contractors for

Roofing Contractors

Applications can be obtained by contacting the:

Office of the Purchase Agent, North Providence Town Hall
2000 Smith Street, North Providence, RI 02911
Monday-Friday 9:00 am to 4:00 pm

For information contact:

Michael K. Mooney, Purchasing Agent

401 232-0900, extension 236

Or

<https://northprovidenceri.gov/purchasing/>

All Applications Must Be Received By:

10:00 am, Tuesday, December 10, 2018.

The Towns of Johnston and North Providence are seeking contractors to provide roofing services, including roof replacements, roof repairs, flashing, gutter repair/replacement, work on slate roofs, and emergency roof repair services on single-family, two-family and three-family homes as part of the services provided by the CDBG-funded Johnston-North Providence Home Repair program to perform needed home repairs to address safety and health hazards and abate code violations on owner-occupied 1, 2 and 3-family units. Interested contractors must submit a letter of interest and statement of qualifications per the Request for Qualifications. The Towns are seeking to pre-qualify a list of roofing contractors who will then be invited to submit quotes for roof repair projects. The Johnston-North Providence Home Repair program has a queue of over five projects ready for quotation. Only pre-qualified contractors will be allowed to receive an award or submit further quotes to the Home Repair Program for the next three years.

Contractors are asked to respond to this request for qualifications. Specific request for quotes will be issued for several home repair projects during this solicitation period and awarded subsequent to the prequalification.

Contact: North Providence Office of the Purchasing Agent, 401 232-0900, ext. 236 to receive the RFQ or visit:

<https://northprovidenceri.gov/purchasing/>

Minority, women, Section 3 and veteran-owned contractors are encouraged to apply.

Submissions are due by 10 am, Tuesday, December 10, 2018.

Office of the Purchasing Agent,
North Providence Town Hall
2000 Smith Street
North Providence RI 02911

INFORMATION FOR PROPOSERS
Johnston-North Providence Home Repair Program
Request for Qualifications from Roofers

I. BACKGROUND.

The Towns of Johnston and North Providence have been jointly operating the Johnston-North Providence Home Repair Program to assist low-and-moderate income eligible homeowners with home repairs, code compliance and health home environments. This is a triennial solicitation to form a list of pre-qualified contractors to work on roof repair, and roof replacement-related activities. Pre-qualified contractors will be invited to submit proposals and quotes for roofing projects

The Johnston-North Providence Home Repair Program provides zero-interest, deferred payment loans to income-eligible homeowners of single-family, two- and three-family homes. The J-NP Home Repair Program is seeking contractors who can assist the program in providing the following services to assist homeowners with repairs and code compliance. Individual home repair projects assisted by the J-NP Home Repair Program are generally \$25,000.00 or less per property. The Towns of Johnston and North Providence receive federal funding from the RI Office of Housing & Community Development's Small Cities CDBG program to for the Home Repair Program.

II. GENERAL PROVISIONS OF THE HOME REPAIR PROGRAM.

- A. The Johnston-North Providence CDBG Low & Moderate Income Home Repair Program shall maintain a list of pre-qualified contractors, lead safe remodeler/renovator, inspectors, and lead hazard abatement specialists. Contractors may not be employees or appointed officials of the Towns of Johnston or North Providence. Pre-qualified contractors shall not be debarred by the State of Rhode Island or any division or department of the U.S. government.
- B. Triennially the Johnston-North Providence CDBG Low & Moderate Income Home Repair Program will issue a Request for Qualifications for interested contractors. Contractors must submit proof of RI contractor's registration, Lead-safe Certification, evidence of liability insurance, references, and areas of contractor expertise (roofing, gutters, slate roofs, metal roofs, etc.), The Towns of North Providence and Johnston, and the Johnston-North Providence Home Repair Program reserve the right to re-open the list of pre-qualified bidders, in the event

needed specialties or services are not available from the existing list of pre-qualified bidders.

- C. Work under \$5,000 that disturbs interior painted surfaces must be conducted by a lead-safe certified contractor. Work over \$5,000.00 up to \$25,000.00 must include a risk assessment and implement interim controls in accordance with HUD standards, Subpart J, §35.930(c). Work that is more \$25,000.00 or more requires a risk assessment and abatement of lead hazards in accordance with HUD Standards, Subpart J, §35.930(c). All work must be done in accordance with federal and state regulations.
- D. Prequalified bidders will be asked to submit a proposal and bid for specific roofing/home repair/ housing rehabilitation projects within the Town of Johnston or North Providence in response to a specific scope work.
- E. All work must be completed by the prime contractor. No subcontracts are allowed under this program.
- F. Contractors shall acknowledge that they have conducted a site visit and inspected the required repair prior to submitting a project-specific quote.
- G. Bid or quote requests shall indicate that work shall be conducted in accordance with State and Federal regulations. The bid or quote request shall specify that work be conducted in accordance with manufacturer's specifications (as applicable).

III. NEEDED SPECIALTIES AND CONTRACTOR SERVICES--ROOFING

Contractors with experience and skills providing the following services are invited and encouraged to submit their qualifications.

EXTERIOR IMPROVEMENTS
Roof Repair Roof Replacement Slate Roof Repair and Resetting Gutter Work Emergency Services related to Roofing

IV. WAGES.

- A. Work will be on private property. The Johnston-North Providence Home Repair Program with funding from the Rhode Island Small Cities Community Development Block Grant (CDBG) program provides zero-interest, deferred payment loans to income-eligible home owners of owner-occupied single-family, two- and three-family homes. Davis Bacon and RI Prevailing Wage laws do **not** apply to projects managed by the Johnston-North Providence Home Repair Program. Repair of single-family, two- and three-family homes are exempt from Davis Bacon.

- B. Minimum wage, workers' compensation requirements, equal employment opportunity, the Copeland "Anti-Kickback Act" 40 U.S.C. 3145), as supplemented by Department of Labor regulation (29 CFR Part 3, "Contractors and Sub-contractors on Public Building or Public Work Financed in Whole or in Part of Loans or Grants from the United States"), Fair Labor Standards Act, and all applicable state and federal regulations must be adhered to.

V. LEAD.

Lead Hazard Reduction shall be required for projects which disturb painted surfaces.

A. All work shall be in accordance with federal and state regulations.

1. Federal: Title 24- Housing and Urban Development PART 35 - LEAD-BASED PAINT POISONING PREVENTION IN CERTAIN RESIDENTIAL STRUCTURES. Federal Lead-Based Paint regulations can be found at 24 CFR Part 35. http://www.access.gpo.gov/nara/cfr/waisidx_03/24cfr35_03.html
2. State: Lead Hazard Mitigation Law (RIGL 42- http://www.hrc.ri.gov/misc/lead_mitigation.php.
3. Properties constructed prior to 1978 will be presumed to have lead.
4. Projects such as boiler replacement which do not disturb interior painted surfaces are presumed to be exempt from the regulations pertaining to lead hazard reduction and screening.

B. All contractors shall be certified in Lead Safe Practices and have a current certification in Lead Safe Practices that meets US EPA and RI Health's standards. Contractors shall provide copies of current certification for the firm and its employees.

VI. PROPERTY DAMAGE.

Contractors will be responsible for any property damage caused by them during the performance of home repair and housing rehabilitation services. Complaints as to damage by property owners and damages observed by Johnston-North Providence Home Repair personnel will be reported to the contractor promptly upon receipt of a complaint. Payment for services rendered will be delayed or subtracted from monies owned until any of the above damagers are addressed.

VII. CONFLICT OF INTEREST.

All contractors must submit a signed Conflict of Interest Form. Contractors must also disclose, in writing, to the Towns any conflicts or perceived conflicts with property owners and/or tenants at time of quote/bid for repairs/rehab at individual properties.

No elected or appointed State or municipal official (officer or member) shall, while serving as such, have any financial interest, direct or indirect, or engage in any business, employment, transaction or professional activity or incur any obligation of any nature which is in substantial conflict with the proper discharge of his/her duties or employment in the public interest and of his/her responsibilities as prescribed in Title 36, Chapter IV, of the General Laws of Rhode Island. No member of or Delegate to the Congress of the United States of America shall be admitted to any share of part thereof to any benefit to arise herefrom.

The Contractor shall full comply with CDBG Conflict of Interest provisions outlined at 24 CFR Part 570.489(h) "Conflict of Interest" and 24 CFR Part 85.36(b)(3) "Code of Conduct".

- 24 CFR 570.489 – In general, no person (who is an employee, agent, consultant, official or elected/appointed official of the State, unit of general local government or of any designated public agencies or sub-recipients which are receiving CDBG funds) who exercise or have exercised any functions or responsibilities with respect to CDBG activities assisted under this subpart or who are in a position to participate in a decision making process or gain inside information with regard to such activities may obtain a financial interest or benefit from the activity, or have any interest or benefit from activity or have an interest in any contract, subcontract or agreement with respect thereto, or the proceeds thereunder, either for themselves or those with whom they have family or business ties, during their tenure or one year thereafter. Any requests for "exception" from this requirement, in accordance with the regulations, must be submitted in writing by the Contractor to the Johnston-North Providence Home Repair Program and OHCD prior to the obligation of funds. As indicated, this regulation applies to the Contractor as well as sub-recipient entities funded.
- 24 CFR Part 85.36 – In general, the Contractor must maintain a written code of standards of conduct governing the performance of their employees engaged in the award and administration of contracts. No employee, officer or agent of the grantee or sub-grantee shall participate in the selection, or in the award or administration of a contract supported by Federal funds if a conflict of interest, real or apparent, would be involved.

If a potential conflict is perceived, the Johnston-North Providence Home Repair program will contact the State Office of Housing & Community Development to review and discuss the proper process. Please note that existence of a conflict does not necessarily mean an individual or business entity is unable to participate in the program. However, proper procedures must, however, be followed prior to any

obligation/expenditure of funds involving such persons. Violations of conflict of interest provisions may result in criminal and/or civil penalties.

VIII. INSURANCE.

Contractors must carry General Liability -Bodily Injury/Property Damage insurance with minimum coverage of \$1,000,000.00 per incident; automobile and construction vehicle liability coverage in the amount of \$1,000,000.00 and Employer Liability Insurance in the amount of \$1,000,000.00. As part of the submission of application materials in response to this RFQ, the Contractor shall provide proof of said insurance. The Town of North Providence shall be a named certificate holder.

Proof of workers' compensation insurance in accordance with Rhode Island statutory requirements shall also be provided.

IX. WARRANTIES AND PERFORMANCE BONDS.

- A. Contractors will be asked to warranty and guarantee roofing and roof-related work for one year following completion of the project as measured by the date of final inspection.
- B. The Towns of North Providence or Johnston at their choosing may request a performance bond on a specific home repair project. Such a request for a performance bond will be an explicit written requirement in a home repair project scope of work distributed to pre-qualified contractors as a request for quote or bid.

X. PROPOSAL REQUIREMENTS.

- A. Receipt and Opening of Proposals: Sealed proposals will be accepted in the office of the Purchasing Agent, North Providence Town Hall, 2000 Smith Street, ground level, North Providence, RI 02911, until the time indicated in the Invitation for Proposals for the services designated in the Request for Qualifications and will then be publicly opened and the names of proposers will be read. No proposals received thereafter will be considered.
- B. Due Date and Time: Proposals and responses to the Request for Qualifications for Home Repair & Housing Rehabilitation Contractors is **due at 10:00 AM EDT, Tuesday, December 10, 2018.**
- C. Form of Proposal: Proposals must be submitted on and in accordance with the

Contractor's Application Form included here to, blank spaces must be filled-in as noted, no change shall be made in the phraseology or in the item or items mentioned therein, must contain the name and proper address of the proposing firm, and must be signed by a responsible member of the firm with his/her signature and official title. Proposals which are not complete, or contain any omissions, erasures, alterations, addition or contain irregularities of any kind, may be rejected as informal.

D. Submission of Proposals and Qualifications:

1. **Submission of qualifications proposals are due on as stated herein delivered to the Office of the Purchasing Agent, lower level, North Providence Town Hall, 2000 Smith Street, North Providence, RI 02911.**
2. Envelopes containing proposals must be sealed and addressed to the office of the Purchasing Agent, and must be marked with the name and address of proposer, date and hour of bid opening, and name of the solicitation, namely "Johnston-North Providence Home Repair & Housing Rehabilitation Request for Contractor Qualifications."
3. The Purchasing Agent will decide when the specified time has arrived to open proposals, and no proposal received thereafter will be considered.
4. Any proposer may withdraw his/her qualifications by written request at any time prior to the advertised time for opening. Telephone bids, amendments, or withdrawals will not be accepted.
5. No proposal may be withdrawn for a period of ninety (90) days from the date and time of opening.
6. Negligence on the part of the proposer in preparing the proposal confers no rights for the withdrawal of the proposal after it has been opened.
7. Copies. Three (3) copies of all requested documentation must be submitted.
8. Proposers are advised to submit bidder information for to the North Providence Office of the Purchase Agent upon receipt of specifications, so that prospective proposers can be notified of any addenda or request for quotes. Addenda, if issued, must be acknowledged in the proposal package.

E. Qualifications of Proposer: The Town may make such investigations as it deems necessary to determine the ability of the proposer to perform the work, and the proposer shall furnish to the Town all such information and data for this purpose as the Town may request. The Town reserves the right to reject any proposal if evidence submitted by, or investigation of such proposer fails to satisfy the Town

that such proposer is property qualified to carry out the obligation of the contract and to complete the work contemplated therein.

- F. Supplementary Instructions to Proposers: The proposer's attention is directed to the fact that all applicable federal and state laws and regulations, municipal ordinances, and the rules and regulations of all authorities having jurisdiction over construction of the project shall apply to the material throughout and they will be deemed to be included in the material the same as through herein written out in full.
- G. Commencement of Contract: Successful pre-qualified proposers will be invited to submit bids and proposals for specific home repair and housing rehabilitation projects. Pre-qualified proposers who are successful bidders shall supply said equipment and services as soon as possible following receipt of a Notice to Proceed of said project.
- H. Acceptance or Rejection: The Town of North Providence reserves the right to reject any or all proposals, to accept any bid or waive any informality in the proposal as deemed advisable in the best interest of the Town. The Town further reserves the right to award for specific projects the bid by item and further reserves the right to reject any and all proposals or parts thereof, which it deems to be most favorable to the best interest of the Town.

XI. QUESTIONS.

Any questions regarding this proposal or desire for clarification shall be submitted in writing to the North Providence Purchasing Agent by Monday, December 3, 2018. Written responses to questions received will be issued to all registered bidders/respondents and posted online at:
<https://northprovidenceri.gov/purchasing/>

XII. MINIMUM REQUIREMENTS and PROPOSAL EVALUATION.

The Town will appoint a committee of professionals to evaluate bidders. Bidders must meet minimum requirements to be considered, which are:

- A. The firm or sole proprietor is compliant with tax requirements as set forth in this RFQ.
- B. The firm carries requisite insurance as specified in this RFQ.
- C. Very Good to Excellent references from a minimum of 3 prior customers in the past 3 years on similar projects.
- D. A licensed contractor in good standing with the State of Rhode Island.
- E. The firm has a minimum of three years of experience in business providing residential home repair and contracting services.

- F. The principal has a minimum of 5 years of experience working as a licensed contractor in the respective trade discipline (e.g., general contracting, carpentry, plumbing, roofing, electrical, etc.) working on residential projects. And,
- G. The contractor has not been debarred from federal or state projects.

Proposal evaluation shall consist of the following criteria using a weighted scale, values stated below:

Complete and Organized Proposal Submission	10%
Experience	20%
Credentials and Qualifications	20%
References	20%
Previous Performance	15%
Ability to Perform the Described Services	15%

XIII. CDBG REGULATIONS FOR PROJECTS UNDER \$100,000.

Federal CDBG regulations and contract provisions governing projects under \$100,000.00 are a part of the Johnston-North Providence Home Repair & Housing Rehabilitation Request for Contractor Qualifications. The terms and conditions will be deemed to be included in any project-specific request for bids or quotes issued to Contractors who are pre-qualified as a result of this solicitation.

XIV. CHECKLIST OF SUBMISSION REQUIREMENTS.

- Completed and Signed Contractor’s Application Form;
- Copy of contractor registration and license(s) with the State of Rhode Island;
- Valid Certificate for completed EPA Lead Safe Work Practices course;
- Proof of General Liability-Bodily Injury/Property Damage Insurance with \$1,000,000 per occurrence;
- Proof of Auto Liability Insurance with \$1,000,000 per occurrence – any automobile or vehicle used in the performance of housing rehabilitation and home repair activities;
- Proof of Employer’s Liability Insurance -- \$1,000,000;
- Proof of Workers’ Compensation Insurance for All Employees in accordance with Rhode Island statutory limits;
- Signed Conflict of Interest Form;
- Certificate of Tax Compliance; and
- W-9, Request for Taxpayer Identification Number and Certification. (A copy of which can be found on the Procurement web site.)
- Acknowledgement of Addenda, if issued.

**Johnston-North Providence Home Repair Program -- ROOFERS
Roofing Contractor Application Form**

Name: _____

Company Name: _____

Phone: _____ Fax: _____

Mobile: _____

Email: _____

Business Address: _____

City/Town: _____ State: _____ Zip Code: _____

Business Type?

Corporation Sole Proprietorship Partnership Other _____

Type of Contractor _____

Tax ID# _____ DUNS# _____

Principals of Firm

1. Name _____ Title _____

Home Address _____ Years Construction Experience _____

Town _____ State _____ Zip _____ Phone _____

2. Name _____ Title _____

Home Address _____ Years Construction Experience _____

Town _____ State _____ Zip _____ Phone _____

3. Name _____ Title _____

Home Address _____ Years Construction Experience _____

Town _____ State _____ Zip _____ Phone _____

Ownership Information

- Certified MBE, what state _____
- Certified WBE, what state _____
- Certified Veteran-Owned Business Enterprise, what state _____
- Section 3 Contractor

History of Company

Date Business Commenced: _____ Number of Employees: Office _____ Trades _____

Contractors' License Number _____ Where Licensed? _____

Have you previously performed work for the Johnston-North Providence Home Repair Program?
 Yes No

Have you previously worked for any city or town providing housing rehabilitation services?
 Yes No If yes, what communities? _____

Have you or your company ever filed bankruptcy? Yes No If yes, what year? _____

Have you ever had your Contractor's License revoked? Yes No If yes, provide details:

Add an additional sheet of paper, if needed.

Has any member of the firm been sued within the past 36 months by subcontractors, suppliers or customers? If so, provide details:

Add an additional sheet of paper, if needed.

Types and Limits of Insurance

TYPE	POLICY NUMBER	LIMITS OF LIABILITY	COMPANY
Property Damage			
Liability			
Workers' Compensation			

BUSINESS REFERENCES

Please provide three business references (local banks, material suppliers, prime or sub-contractors).

NAME AND COMPANY	PHONE #	EMAIL	CONTACT PERSON
1			
2			
3			

CUSTOMER REFERENCES

Please provide a minimum of three customer references for projects you have completed within the past 3 years.

Name _____ Firm _____

Address: _____ Town _____ State _____ Zip _____

Phone () _____ Email _____

Date Completed _____ Contract Price _____

Description of Job _____

Name _____ Firm: _____

Address: _____ Town _____ State _____ Zip _____

Phone () _____ Email _____

Date Completed _____ Contract Price _____

Description of Job _____

Name _____ Firm: _____

Address _____ Town _____ State _____ Zip _____

Phone () _____ Email _____

Date Completed _____ Contract Price _____

Description of Job _____

Attach Additional Sheets As Needed

The undersigned certifies that all information in this statement and application, and all information furnished in support of this statement and application is true and complete to the best of the undersigned's knowledge and belief. The undersigned contractor further agrees

1. That the Rhode Island contractor's license and _____ license and insurance are current, and that the undersigned contractor agrees to maintain current status of all licenses, certifications and insurance as required by the Johnston-North Providence Home Repair Program and the Towns of North Providence and Johnston, Rhode Island.
2. That the contractor will perform work in accordance with the description of work, general specifications and all applicable local and state building codes, zoning regulations and federal CDBG regulations and requirements, and be subject to a final inspection by the Johnston-North Providence Home Repair Program, the building inspector of the Town where the specific work is located (e.g., Johnston, RI or North Providence, RI).
3. That if the work performed by the contractor is found to be unsatisfactory or if the contract relations between the contractor, homeowners, or other parties are found to be unsatisfactory, the Johnston-North Providence Home Repair Program may remove his/her name from the list of selected contractors without notice.
4. That the Contractor will abide by all applicable equal employment opportunity regulations.

SIGNATURE

PLEASE PRINT NAME

TITLE

DATE

Please send three (3) copies of completed & signed form with three (3) copies of required attachments to:

**Office of the Purchasing Agent
North Providence Town Hall
2000 Smith Street, ground level
North Providence, RI 02911**

by: **Tuesday, December 10, 2018 at 10 :00 AM.**

Proposals containing statements of qualifications and applications will be opened at 10:00 a.m. Proposals must be sealed and plainly marked on the outside of the envelope what is being bid upon.

**ATTACHMENTS CHECKLIST OF REQUIRED INFORMATION TO BE SUBMITTED
WITH CONTRACTOR'S APPLICATION FOR THE
JOHNSTON-NORTH PROVIDENCE HOME REPAIR PROGRAM**

The following documents must be submitted in conjunction with this statement as part of the application to be on the Johnston-North Providence Home Repair Program's List of Qualified Contractors. Three (3) copies of all documents must be submitted as part of the application process

CHECK LIST OF REQUIRED INFORMATION TO BE SUBMITTED

- Completed and Signed Contractor's Application Form;
- Copy of contractor registration and licenses with the State of Rhode Island;
- Valid Certificate for completed EPA Lead Safe Work Practices course;
- Proof of General Liability-Bodily Injury/Property Damage Insurance with \$1,000,000 per occurrence;
- Proof of Auto Liability Insurance with \$1,000,000 per occurrence – any automobile or vehicle used in the performance of housing rehabilitation and home repair activities;
- Proof of Employer's Liability Insurance -- \$1,000,000;
- Proof of Workers' Compensation Insurance for All Employees in accordance with Rhode Island statutory limits;
- Signed Conflict of Interest Form;
- Certificate of Tax Compliance;
- W-9, Request for Taxpayer Identification Number and Certification (a copy of which can be found on the North Providence Procurement web site); and
- Acknowledgement of Addenda, if issued.

Conflict of Interest Form

Contractor's Name: _____
PLEASE PRINT

Are you (or have you been in the past year) an employee, agent, consultant, official or an elected or appointed official of:

- | | Yes | No |
|---|--------------------------|--------------------------|
| 1. The State of Rhode Island? | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. A Rhode Island municipality? If yes, specify _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. A public agency or sub-recipient which is receiving CDBG funds? | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Do you exercise any function or responsibilities with respect to the State/Local Community Development Block Grant (CDBG) Program or a CDBG-funded initiative? | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Are you in a position to participate in the CDBG decision-making process or gain inside information with regard to such activities? | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Do you have family/business ties with anyone who would answer "Yes" to any of the above? | <input type="checkbox"/> | <input type="checkbox"/> |

If the answer to any of the questions above is "yes", further review is required to determine if a Conflict exists. I hereby certify that the above information is accurate to the best of my knowledge. I understand that provision of false information may subject me to criminal/civil penalties.

Proposer's Signature: _____

Print Name: _____

Company Name: _____

Date: _____

CERTIFICATE OF TAX COMPLIANCE

I certify, under penalties of perjury, that to the best of my knowledge and belief, I am in compliance with all laws of the State of Rhode Island, the Town of North Providence and the Town of Johnston relating to taxes, parking tickets, reporting of employees and contractors, and withholding and remitting child support.

Social Security Number or
Federal Identification Number

Signature of Individual or Corporate Name

Name:

Corporate Officer (if applicable)

Date