



**REQUEST FOR
PROPOSALS/QUALIFICATIONS**

FOR

**EMERGENCY HOME REPAIR PROGRAM ADMINISTRATOR
Community Development Block Grant
*CITY OF DUNKIRK***

**CITY OF DUNKIRK
342 CENTRAL AVENUE
DUNKIRK, NEW YORK 14048
ATTN: OFFICE OF THE CITY CLERK
(716)-366-0452
FAX (716) 363-0058**

ISSUE DATE: APRIL 10, 2015

DUE DATE: 3:00 P.M., MONDAY, MAY 11, 2015

EMERGENCY HOME REPAIR PROGRAM ADMINISTRATOR

Introduction and Instructions. The City of Dunkirk encourages all qualified applicants, including Minority-owned Business Enterprises, Women-owned Business Enterprises, Small Business Enterprises and Disadvantaged Business Enterprises to partake in the solicitation of these and all other services. The successful proposer must be an Equal Opportunity Employer.

The successful proposer must obtain Dunkirk's approval prior to utilizing a subcontractor in order to perform the requirements of this RFP.

Proposals (one original and four copies) must arrive and be received by the City of Dunkirk no later than **May 11, 2015 at 3:00 p.m. EST**. All proposals shall be submitted to: **Dunkirk City Clerk, 342 Central Avenue, Dunkirk, New York 14048**.

No proposal will be considered which is not accompanied by all required information detailed hereinafter, and all proposals must be signed by an authorized individual.

Proposals must be received on or before the time and date specified. Proposals received after the time specified will not be considered and will be returned unopened.

The successful proposer shall be required to provide insurance of the type and in the amounts as approved by the City's Department of Law and shall be required to execute a Contract, all subject to the approval and direction of the Dunkirk Common Council.

The successful submission, or submissions, as approved by the Dunkirk Common Council and consistent with the terms of a written agreement with the City, will be provided on a contract, as-needed basis such services as are required from time-to-time by the City as below described, upon terms and conditions further detailed in a written Contract with Dunkirk.

A proposal that is in the possession of Dunkirk may be altered by a sealed letter bearing the signature or name of the authorized person, provided it is received PRIOR to the due date. Fax, e-mail, telephone or verbal alterations will not be accepted. A proposal that is in the possession of Dunkirk may be withdrawn by the vendor up to the time of the due date.

Evaluation Criteria. Proposal meeting the requirements outlined in this RFP shall be given due consideration. The selection of a vendor shall be based on Dunkirk's evaluation of the entire submitted proposal. Dunkirk reserves the right to seek any clarifications needed to determine the most qualified submittal and/or require correction of arithmetic or other apparent errors for the

purpose of assuring a full and complete understanding of a proposer's proposal and/or to determine compliance with the requirements of the solicitation.

A contract may be awarded to the proposer whose proposal achieves the highest evaluation, and not solely on the basis of price.

Award and Contract Information. The proposer agrees that should their firm be awarded a contract, proposer will not discriminate against any person who performs who hereunder because of age, race, color, sex, creed, sexual orientation, national origin or disability.

The proposer expressly warrants to Dunkirk that it has the ability and expertise to perform its responsibilities hereunder and in so doing shall use the highest standards of professional workmanship.

Dunkirk reserves the right to reject any or all proposals, to waive any informality or technical defect in the proposals, or to award the contract in whole or in part, if deemed to be in the best interest of Dunkirk to do so. Explanations of Dunkirk's decisions shall not be required except as otherwise provided by law.

The successful proposer will be required to enter into and sign an Agreement or Agreement of Services (Contract) with Dunkirk with reasonable adjustments acceptable to Dunkirk. This RFP and the response of the successful proposer may become part of the Contract and will be in effect for the duration of the Contract. The Contract language will control over any conflicting language contained within the RFP.

The successful proposer will not commence any work until a valid Contract has been executed by both the proposer and Dunkirk.

Qualifications. Each proposer shall submit a statement of the proposer's qualifications, experience, organization, equipment and facilities available to adequately provide the service and material necessary to fulfill the minimum specifications for this RFP, unless otherwise specified in the scope of work. Proposals should provide the following: qualifications, relevant experience, accomplishments in the field, education/training/certifications, insurance (including workers' disability and workers' compensation), details of proposed fee requirements and structure, brief statement as to the reasons the vendor believes to be best qualified.

Dunkirk shall have the right to take such steps as it deems necessary to determine the ability of the proposer to perform obligations under the Contract, and the proposer shall furnish to Dunkirk all such information and data for this purpose as may be requested.

Dunkirk reserves the right to reject any proposal where an investigation of the available evidence or information does not satisfy the Contract that in its sole discretion, the proposer is qualified to properly carry out the terms of the Contract.

The City reserves the right to engage one or more contractors to undertake such services within its own discretion, and to assign work in the manner it sees fit, in its sole discretion.

Details. Dunkirk is soliciting proposals from qualified vendors capable of providing certain administration and implantation of the City's Emergency House Repair Program for owner-occupied single-family dwellings.

The Emergency House Repair Program will assist low-income families who own and occupy a single family home that is in need of repairs for a serious and/or dangerous situation requiring immediate action. This assistance is in the form of a grant, and must be used for items that threaten the health or safety of the household or to increase accessibility. Types of repairs that may be completed using this program include, but are not limited to, roof replacement, heating system replacement, repair of non-functioning plumbing, electrical shock hazards, electrical fire-safety hazards, and disabled access projects such as ramps, doorway extensions, and grab bars.

Applicants must meet the Department of Housing & Urban Development's definition of low-income, provide proof of homeowner's insurance, and be paid up to date on all City/County/School taxes and municipal fees (i.e. Water/Sewer). Priority will be given to houses located within the City of Dunkirk's two target areas: Washington Park and Eastern Entrances.

The successful applicant will be responsible for providing goods and services ancillary to the operation of a federally-funded Community Development Block Grant (CDBG) Program, administered under the auspices of the City of Dunkirk. The Emergency House Repair Program budget for Program Year 2015 is estimated to be \$50,000.

The term of this agreement shall be for one (1) year. The City, at its option, may renew the agreement for two (2) additional years.

Representative tasks include, but are not limited to the following:

- Marketing of the program to ensure sufficient applications are received;
- Acceptance and approval of applications and verification of documentation;
- Development and pre-qualification of a contractor pool;
- Preparation of Work Specifications, Cost Estimates, Inspection Services and

Construction Management;

- Conduct property inspections to create detailed work write-ups describing the proposed repair work, including line item cost estimates;
- Contract for repair services including, but not limited to: roof replacements; heating system replacement; repair of non-functioning plumbing, electrical shock hazards, electric fire-safety hazards; disabled access project such as ramps, doorway extensions, and grab bars;
- Contractor selection and contract awarding;
- Construction monitoring, including progress conferences between the owner and contractor(s), review of draw requests and change orders;
- Maintenance of database of all required documentation and submitting copies to City;
- Take “before” and “after” photos for client files;
- Any and all other duties to successfully complete the Emergency House Repair Program including, but not limited to: staff reports, progress reports, budgets, reimbursement requests, etc.

The Emergency House Repair Program covers repairs of \$5,000 or less per household unit. Department of Housing & Urban Development Community Development Block Grant (CDBG) funds will finance the Emergency House Repair Program and thus are subject to all applicable federal, state, and local requirements, including Title 24 of the Code of Federal Regulations, Part 570.

The successful applicant(s) will be required to undertake the duties and responsibilities in a professional and good-and-workman-like manner, with general direction by the City.

Proposals should include the following and be no longer than 15 pages in total:

- **SUMMARY OF FIRM:** Describe your resources, capabilities and number of years your firm has been in business. Specify key personnel to be assigned to the City’s program with their qualifications in the area of owner-occupied home improvements. Indicate applicable licenses, credentials, and professional training held by the firm’s principal(s) and key personnel. If selected, key personnel shall not be substituted without prior written approval by the City. Identify if your firm is a small and minority firm or women’s business enterprise.

- **PROJECT EXPERIENCE:** Identify projects included in firm's experience: location, building use, structure type, total project cost, accuracy of cost estimating, and the detailed nature of the firm's service relating to owner occupied single family rehabilitation projects. Identify projects and describe firm's familiarity in working with federal, state, or local government agencies (if any).
- **PROGRAM BUDGET:** Attach a budget for all activities needed to successfully complete the program including advertising, site visits, specification preparation, report writing, supervision, tools, materials, equipment, transportation, permits, licenses, management and other relevant services.
- **REFERENCES:** Submit a list of three (3) references, including firm name, contact person's name, address, relevant project, and current phone number.

Miscellaneous.

- It is contemplated that the remuneration for contracted services will be funded in whole or in part by Federal funds made available through the CDBG program. Contracts will therefore be subject to all applicable provisions of the CDBG program.
- The City of Dunkirk reserves the right to reject any and all proposals; to negotiate any elements of a proposal; to conduct interviews at its sole discretion; and to solicit and/or select contractors for the program outside of the scope of this RFP.
- The City of Dunkirk assumes no responsibility or liability for costs incurred by respondents to this Request for Proposals, including any requests for additional information, interviews, or negotiations.
- Additional information regarding this Request for Proposals may be obtained at the address shown above or by calling (716) 366-9876.