

Request for Qualifications

HUD OLDER ADULT HOME MODIFICATION PROGRAM (OAHMP)

Chester, Fairfield, and Union County, SC



Proposal Due Date:

January 5, 2022

## South Carolina Uplift Community Outreach

### Request for Qualifications – Older Adults Home Modification Program (OAHMP)

South Carolina UpLift Community Outreach is a local non-profit organization focused on providing affordable housing throughout the Midlands of South Carolina. Additional Information about the organization can be obtained on the corporation website at [www.scuplift.org](http://www.scuplift.org).

### REQUEST FOR QUALIFICATIONS

South Carolina Uplift is seeking a contractor experienced in providing construction services for the counties of Chester, Fairfield, and Union. It is expected that a Contractor will be awarded following the advertisement for competitive proposals, evaluation of those proposals and the selection of best proposals. Parties interested in competing for this work must submit quotes in accordance with the instructions contained herein.

### LOCATION

The Contractor shall perform construction and/or renovation services as shown on the attached Scope of Work on an Owner's property located as listed below:

- Chester County, SC
- Fairfield County, SC
- Union County, SC

### CONSTRUCTION RFQ REVIEW CRITERIA:

Project Team will review the bid proposals based on the following list of criteria:

1. Contractor's/Individuals examples of providing construction and renovation services for similar sized buildings/projects.
2. General or Residential Contractor License
3. Contractor/Individual must meet or exceed the required Insurance coverage requirements, which are:
  - a. Contractor shall procure and keep enforced during the term of the Agreement, at Contractor's own cost and expense, the following policies of insurance with companies licensed to do business in the State of South Carolina.
  - b. Workers' Compensation as required by law and Employer's Liability with limits of \$500,000 per occurrence.
  - c. General Liability (bodily injury and property damage) on an occurrence basis in an amount of not less than \$1 million per occurrence and at least \$2 million in the aggregate, with the SC Uplift named as an additional insured with respect to the operations performed under this Agreement.
4. Acknowledgement that this contract will fall under the requirements of HUD Section 3 for the opportunity of disadvantaged companies or individuals in the completion of this project. A copy of the Section 3 clause is included in the Scope of Work.
5. Review of Contractor's/Individual's references. Minimum of three references are required.
6. Acknowledgement that the bidder must be available for round robin work with a timeframe to complete projects is 14-21 calendar days after Program Manager approval.
7. Acknowledgement that payment for completed projects will be 14-21 calendar days after approved completion.
8. Completion and Submittal of Bid Document

## **INSTRUCTIONS**

### **PURPOSE**

This Request for Qualifications (RFQ) provides all potential Contractors/Individuals with relevant information and the necessary forms required to submit a quote for providing construction and renovation services at the above list locations.

### **PROCEDURES**

Proposals must be submitted according to the following instructions. Electronic proposals will be received until 5:00pm on 01/05/2022 at the email of [latoshaglover@scuplift.org](mailto:latoshaglover@scuplift.org).

### **SCHEDULE**

Bid Issued 12-06-2021

Pre-Bid Meeting\* 12-15-2021

**\*Non-Mandatory at 11:00am. Register at [www.scuplift.org](http://www.scuplift.org) to participate in the meeting.**

Receiving Bids 01-05-2022

*Anticipated Project Start Date: January 31, 2022*

### **INSTRUCTIONS FOR SUBMITTING PROPOSALS**

All proposals must be submitted with original signatures.

All RFQ submissions must be emailed, then the RFQ must be submitted to [latoshaglover@scuplift.org](mailto:latoshaglover@scuplift.org) with the following:

1. "RFQ for OAHMP Program" in Subject line
2. Contractor's name including full address with street, city and zip must be in the body of the email
3. Copy of Contractor License will need to be attached to email
4. All documents must be in a PDF format. No JPEGs, Word or DOC, or Phone Screenshots will be accepted.

**No emailed RFQs will be accepted after 5:00pm on 01/05/2022.**

### **REJECTION OF IRREGULAR PROPOSALS**

Proposals not meeting the stated minimum terms and qualifications may be rejected by the SC Uplift and non-responsive. SC Uplift reserves the right to waive any irregularities, technicalities, or informalities in any proposal, and to reject any or all proposals without cause.

Background checks will be run with the eliminating factors of felony, drug related arrests, and violations involving personal injury.

**South Carolina Uplift Community Outreach**

***SCOPE OF WORK***

**REPAIR & RENOVATION**

**FOR**

**OAHMP PROGRAM**

**IN CHESTER, FAIRFIELD AND UNION COUNTIES, SC**

## REPAIR / RENOVATION

Description of Work -This project is the general improvement of an existing residence located in Chester, Fairfield, and Union Counties within South Carolina.

**Home Modification/Repairs Table**

Feature or System	Examples of OAHMP Maintenance Repair Activities	Examples of OAHMP Rehabilitation Repair
Site	<ul style="list-style-type: none"> <li>• adding or replacing address number so it is visible from the street for emergency responders</li> <li>• power-washing slippery exterior surfaces</li> </ul>	<ul style="list-style-type: none"> <li>• construction of new walkways, driveways or parking areas, or replacement thereof</li> </ul>
Building Exterior	<ul style="list-style-type: none"> <li>• adding exterior lighting at entrances (to include automatic sensors)</li> <li>• installing new or adjusting mailbox to make it easier to reach</li> <li>• fixing gutters and downspouts if causing safety hazard</li> <li>• manufactured / mobile home skirting</li> </ul>	<ul style="list-style-type: none"> <li>• Roof installation</li> <li>• Gutter and/or downspout installation</li> </ul>
Exterior walkways and steps	<ul style="list-style-type: none"> <li>• graded ground ramps</li> <li>• installing temporary/modular ramps (placed on top of the ground) for accessibility for individuals with a disability</li> <li>• placing temporary anti-slip tape or colored tape or paint on surfaces</li> <li>• applying directional signage or marking for wayfinding</li> <li>• installing handrails on both sides of steps and/or pathways</li> <li>• repairing cracked, broken, or uneven pathways (pavement, brick, etc.)</li> </ul>	<ul style="list-style-type: none"> <li>• installing permanent ramps (with footings set into the ground) for accessibility</li> <li>• installing exterior stairlift</li> <li>• installing wheelchair platform and lift</li> </ul>

	installing pathway lighting	
Exterior Windows and Doors	<ul style="list-style-type: none"> <li>• installing automatic doors or automatic door openers</li> <li>• installing magnetic screen door</li> <li>• replacing door lock with one that is easier to operate</li> <li>• replacing doorknobs with leverstyle handles</li> <li>• adding or adjusting peephole or viewing panel to correct height for client</li> <li>• eliminating trip hazards at entry threshold</li> <li>• installing “tap-n-go” or other hands-free door hold open capability</li> <li>• adjusting windows to make them easier to open and close</li> <li>• fixing broken windowpane(s), storm window(s) or damaged entry door</li> <li>• adding storm windows or storm doors</li> </ul>	<ul style="list-style-type: none"> <li>• widening exterior doorway to accommodate a walker or wheelchair</li> <li>• replacement of exterior door</li> <li>• replacement of windows</li> </ul>
Interior Walls, Windows, and Ceilings	<ul style="list-style-type: none"> <li>• adjusting or replacing hardware for drapes, shades, and/or curtains to make them easier to use</li> <li>• building shelf to improve hands-free activity or to improve accessibility</li> <li>• patching or mending cracked plaster</li> <li>• patching or fixing holes or cracks in drywall</li> </ul>	<ul style="list-style-type: none"> <li>• installing new drywall or paneling</li> <li>• installing new acoustical ceiling</li> </ul>
Interior Doors and Hallways	<ul style="list-style-type: none"> <li>• adjusting door swings to reverse or remove awkwardness</li> <li>• installing automatic doors or door openers</li> </ul>	<ul style="list-style-type: none"> <li>• installing different door type</li> <li>• widening interior doorways to</li> </ul>

	<ul style="list-style-type: none"> <li>• installing door hinge offset or swing clear door hinges</li> <li>• installing “tap-n-go” or other hands-free door hold-open capability</li> </ul>	<ul style="list-style-type: none"> <li>• accommodate a walker or wheelchair</li> <li>• widening hallways to accommodate a walker or wheelchair</li> </ul>
Flooring	<ul style="list-style-type: none"> <li>• repairing flooring transitions so there is zero height difference between them</li> <li>• repairing floor tile to remove uneven surfaces</li> <li>• repairing floors to remove uneven surfaces</li> <li>• stripping floors and resealing when incidental to other work</li> <li>• installing linoleum/vinyl flooring to remove uneven surfaces that pose extensive slipping or tripping hazards</li> <li>• carpet removal</li> <li>• cleaning floor when incidental to other work</li> </ul>	<ul style="list-style-type: none"> <li>• installation of new floor if the existing floor has extensive slipping or tripping hazards resulting from deterioration or damage</li> </ul>
Interior Stairways (Circulation)	<ul style="list-style-type: none"> <li>• installing railings</li> <li>• maintaining chair lift/stair climber</li> <li>• replacing broken stair treads or balusters</li> <li>• applying adhesive strips with nonslip surface</li> <li>• applying adhesive tape or paint to distinguish thresholds and edges</li> <li>• carpet removal</li> <li>• installing super-pole between floor and ceiling with or without pivot arm</li> </ul>	<ul style="list-style-type: none"> <li>• installing chair lift/stair climbers</li> </ul>
Bathroom/ Laundry	<ul style="list-style-type: none"> <li>• installing grab bars</li> <li>• adding nonskid strips to bathtub or shower floor</li> <li>• installing a hand-held or adjustable showerhead</li> <li>• installing clamp for handheld shower on wall or grab bar</li> </ul>	<ul style="list-style-type: none"> <li>• complete or substantial bathroom remodel</li> <li>• installing new wall tile</li> <li>• installing a walk-in shower or bathtub</li> </ul>

	<ul style="list-style-type: none"><li>• tub cuts to enable easy entry/conversion to shower</li><li>• installing curved shower rod</li><li>• installing easy-to-use lever handles rather than knobs or turn handles for the sink, bathtub, and shower faucets feature</li><li>• replacing toilet with comfort-height model</li><li>• installing pedestal or wall hung sink for wheelchair accessibility</li><li>• insulating exposed pipes beneath the sink to protect against touching a hot pipe</li><li>• cushioning exposed pipes beneath the sink to protect against bumping</li><li>• replacing or adjusting position of bathroom mirror, toilet paper holder, and other accessories to meet client's needs</li><li>• replacing cabinet hardware, such as replacing round knobs with D-shaped handles</li><li>• installing new toilet handles</li><li>• installing toilet riser with handles</li><li>• installing toilet safety frame or rails</li><li>• repairing toilet seats</li><li>• installing wall soap holder</li><li>• repairing wall tile</li><li>• securing rugs with rubber carpet mesh or double-sided rug tape</li><li>• unclogging sink or toilet when incidental to other work</li></ul>	
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	<ul style="list-style-type: none"> <li>• moving or replacing washing machines and dryers</li> <li>• replacing broken medicine cabinet</li> </ul>	
Kitchens	<ul style="list-style-type: none"> <li>• replacing cabinet hardware, such as replacing round knobs with D-shaped handles</li> <li>• removing or replacing interior of existing cabinetry for easier access (e.g., pull-out drawers and shelves)</li> <li>• replace faucets with lever-, touch-, or sensor-style faucet</li> <li>• install easy-to-use ABC-rated fire extinguisher in an easy-to-reach place</li> <li>• install automatic stove turnoff devices</li> </ul>	<ul style="list-style-type: none"> <li>• complete or substantial kitchen remodel</li> <li>• install lower work surface that can be used while seated</li> <li>• lowering of cabinets</li> </ul>
Electrical/ Lighting	<ul style="list-style-type: none"> <li>• adding stick-on motion sensor lighting</li> <li>• adding task lighting under cabinets and over counters and tables</li> <li>• changing light bulbs</li> <li>• adding light switches at top and bottom of stairs for safety</li> <li>• replacing light switches with safety and accessibility features such as glow in the dark, rocker-style switches, or other easy-to-function switches</li> <li>• moving light switches and electrical outlets where they are more accessible to the individual</li> <li>• adding ball chain extension to ceiling fan/light</li> </ul>	<ul style="list-style-type: none"> <li>• major rewiring of building</li> <li>• installing new electrical service</li> <li>• replacing or moving electrical panels</li> </ul>
HVAC / Plumbing systems	<ul style="list-style-type: none"> <li>• replacing thermostat with one that has accessibility features</li> </ul>	<ul style="list-style-type: none"> <li>• installing new furnace or heat distribution system</li> </ul>

	<ul style="list-style-type: none"> <li>• setting home’s water heater or replacing its thermostat, to ensure hot water is at or below 120°F to avoid scalding</li> <li>• installing pressure-balanced, temperature-regulated sink faucets in kitchen and bath</li> </ul>	<ul style="list-style-type: none"> <li>• installing central air conditioning</li> <li>• installing new plumbing system</li> <li>• new water or sewer connection</li> </ul>
Security	<ul style="list-style-type: none"> <li>• adding security technology to entrance door</li> <li>• installing secure slide latch or chain inside entrance door</li> </ul>	<ul style="list-style-type: none"> <li>• installing new security alarm system</li> </ul>
Life Safety	<ul style="list-style-type: none"> <li>• installing GFCI outlet</li> <li>• repairing electrical outlets</li> <li>• installing or servicing smoke, fire and CO detectors</li> <li>• installing or replacing doorbell that can be seen or heard by client throughout the house</li> <li>• cleaning surface mold</li> </ul>	<ul style="list-style-type: none"> <li>• making substantial physical changes to a building to comply with fire and life safety codes</li> <li>• installing fire suppression system</li> <li>• chimney repairs</li> <li>• mold remediation</li> </ul>

## HUD Section 3 Compliance

All Section 3 covered contracts shall include the following clause (referred to as the “Section 3 Clause”):

A. The work to be performed under this contract is subject to the requirements of section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (section 3). The purpose of section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by section 3, shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing.

B. The parties to this contract agree to comply with HUD's regulations in 24 CFR part 135, which implement section 3. As evidenced by their execution of this contract, the parties to this contract certify that they are under no contractual or other impediment that would prevent them from complying with the part 135 regulations.

C. The contractor agrees to send to each labor organization or representative of workers with which the contractor has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or workers' representative of the contractor's commitments under this section 3 clause and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the section 3 preference, shall set forth minimum number and job titles subject to hire, availability of apprenticeship and training positions, the qualifications for each; and the name and location of the person(s) taking applications for each of the positions; and the anticipated date the work shall begin.

D. The contractor agrees to include this section 3 clause in every subcontract subject to compliance with regulations in 24 CFR part 135, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this section 3 clause, upon a finding that the subcontractor is in violation of the regulations in 24 CFR part 135. The contractor will not subcontract with any subcontractor where the contractor has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 CFR part 135.

E. The contractor will certify that any vacant employment positions, including training positions, that are filled (1) after the contractor is selected but before the contract is executed, and (2) with persons other than those to whom the regulations of 24 CFR part 135 require employment opportunities to be directed, were not filled to circumvent the contractor's obligations under 24 CFR part 135.

F. Noncompliance with HUD's regulations in 24 CFR part 135 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.

G. With respect to work performed in connection with section 3 covered Indian housing assistance, section 7(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 450e) also applies to the work to be performed under this contract. Section 7(b) requires that to the greatest extent feasible (i) preference and opportunities for training and employment shall be given to Indians, and (ii) preference in the award of contracts and subcontracts shall be given to Indian organizations and Indian-owned Economic Enterprises. Parties to this contract that are subject to the provisions of section 3 and section 7(b) agree to comply with section 3 to the maximum extent feasible, but not in derogation of compliance with section 7(b).

**BID FORM**

**Construction & Renovation Services**

Owner Occupied Residence

Located at

Chester, Fairfield, and Union Counties, SC

The time for Contract Completion is 14-21 calendar days per project.

Having read and examined the Contract Documents prepared for the above-referenced project and the following addenda:

Addendum Number	Date Received
_____	_____
_____	_____

NOTE: Bidder's Signature is:

- Acknowledgement of HUD Section 3 Requirements
- Acknowledgment of projects must be completed within 14-21 calendar days from Program Manager approval
- Acknowledgement that payment will be disbursed 14-21 calendar days after approved final inspection.

Bidder's Authorized Signature: \_\_\_\_\_

Please PRINT or Type the following: \_\_\_\_\_

Name of Bidder's Authorized Signatory: \_\_\_\_\_

Title: \_\_\_\_\_

**BIDDER INFORMATION**

Company Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Telephone Number: \_\_\_\_\_

Facsimile Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Where Incorporated: \_\_\_\_\_

Federal Tax Identification Number: \_\_\_\_\_

Contact Person for Contract Processing: \_\_\_\_\_

Contact Person Phone Number: \_\_\_\_\_

**REFERENCES**

*\*\*Be sure to provide photographs and summary of work completed for each reference based on this project's scope of work*

Reference #1

Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Summary of Work:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reference #2

Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Summary of Work:

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Reference #3

Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Summary of Work:

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