

Request for Qualifications

Richland County Senior Home Repair Program (RCSHRP)

Richland County



Proposal Due Date:

January 19, 2024

## South Carolina Uplift Community Outreach

### Request for Qualifications – Richland County Senior Home Repair Program (RCSHRP)

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 Richland County. It is expected that a Contractor will be awarded following the advertisement for competitive qualifications, evaluation of those qualifications and the selection of best qualifications. Parties interested in competing for this work must submit documentation 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:

- Richland County, SC - 29203, 29204, and 29223 and other Qualified Census Tracts of Richland County zip codes

### **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. Review of Contractor's/Individual's references. Minimum of three references are required.
5. 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.
6. Acknowledgement that payment for completed projects will be 14-21 calendar days after approved completion.
7. Attached Copy of General or Residential Contractor's License
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 01/19/2024 at the email of [latoshadhicks@gmail.com](mailto:latoshadhicks@gmail.com).

### **SCHEDULE**

Bid Issued	12/11/2023
Receiving Bids	12/14/2023

## **INSTRUCTIONS FOR SUBMITTING PROPOSALS**

All proposals must be submitted with original signatures.

All RFQ submissions must be emailed to [latoshadhicks@gmail.com](mailto:latoshadhicks@gmail.com) with the following:

- 1. “RFQ for RCSHRP 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 and Worker’s Compensation will need to be attached to email**
- 4. All documents must be in a PDF format. No JPEGs, Word or DOC will be accepted.**

## **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 & MODIFICATION**

**FOR**

**RCSHRP PROGRAM**

**IN RICHLAND COUNTY, 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 RCSHRP Repair & Modification Activities
<p><b>Roof</b></p>	<ol style="list-style-type: none"> <li>1. Replaced Pitched shingled roofs shall have an EUL of twenty-five (25) years.</li> <li>2. Replaced Low Slope roofs shall have an EUL of ten (10) years.</li> <li>3. Roofs that are leaking or have holes or patches or less than ten (10) years of remaining useful life shall be replaced.</li> <li>4. Townhomes, duplexes or other owner-occupied homes that have any shared walls are not eligible for roofing replacement unless all shared wall households are income eligible or have a parapet wall in place on the roof line.</li> <li>5. Three-tab shingles may be used on pitches of 2/12 and greater.</li> <li>6. Architectural shingles may be used on pitches of 4/12 and greater.</li> <li>7. Roofs with pitches of 2/12 and less must be covered with a low slope roofing product such as modified bitumen, EPDM or TPO. No torch down products. These products must be installed per manufacturers recommendations.</li> <li>8. Existing metal roof such as a mobile home that is in good repair can be coated with Gaco Roof 100% Silicone roof coating or similar roof product. This product must be installed per manufacturers recommendations.</li> <li>9. Roof shingle and low slope roofing product replacement must include:             <ol style="list-style-type: none"> <li>a. Complete tear off down to bare roof deck</li> <li>b. Replacement of damaged sheathing</li> <li>c. New synthetic felt</li> <li>d. Drip edge</li> <li>e. Step and counter flashings</li> <li>f. Chimney flashings, if necessary</li> <li>g. Valley lining</li> <li>h. Ice and water shield</li> <li>i. Ridge vent</li> </ol> </li> </ol>

	<p>j. Pipe boots  k. Roof penetration flashing. Example range hood vent, gas vent  l. Replacement and /or painting of fascia, soffit, siding or trim, if necessary.</p> <p>10. Step Flashing must be factory painted 0.019" thickness minimum, 4"h X 4"w X 8"L minimum step. Includes Ice &amp; Water on deck and up sidewall.</p> <p>11. Counter Flashing must be factory painted 0.019" thickness minimum. Masonry counter flashing must be cut in 1" deep crimped over and sealed with roof caulk. Non-masonry counter flashing must include a face reglet to be sealed with roof caulk. Includes Ice &amp; Water on deck and up sidewall.</p> <p>12. Documented water damage to ceilings and walls may be repaired as part of the roof replacement.</p>
<p><b>HVAC Work</b></p>	<p>1. Replaced HVAC equipment shall have an EUL of fifteen (15) years.</p> <p>2. Replaced HVAC distribution system shall have an EUL of 25 years (25) years.</p> <p>3. Repaired HVAC distribution system shall have an EUL of fifteen (15) years.</p> <p>4. Must submit with the Scope of Work Inspection request a floor plan (may be hand drawn) that clearly indicates the dimensions of the home with room layouts and:</p> <ul style="list-style-type: none"> <li>a. Square footage and calculations used to determine the tonnage of the equipment.</li> <li>b. The locations of all vents, returns and attic access.</li> </ul> <p>5. HVAC Equipment may be replaced.</p> <ul style="list-style-type: none"> <li>a. HVAC equipment repair or replacement, less than 13 years old, must include a complete evaluation/review of the unit, insulation, duct work and thermostat from a licensed HVAC company. A copy of the evaluation/review must be included with the Scope of Work Inspection.</li> <li>b. HVAC equipment must be 15 SEER 2 with 12.0 EER Energy Star rated at a minimum. c. HVAC equipment must have a minimum ten (10) year parts warranty including the compressor.</li> </ul> <p>6. New first time HVAC systems may be installed.</p>

	<p>a. HVAC equipment must be 15 SEER 2 with 12.0 EER Energy Star rated at a minimum.</p> <p>b. HVAC equipment must have a minimum ten (10) year parts warranty including the compressor.</p> <p>7. Duct work may be repaired or replaced and must be:</p> <ul style="list-style-type: none"><li>a. Appropriately sized</li><li>b. Insulated to R-8 minimum.</li><li>c. Sealing of joints and seams shall be with UL listed bucket mastic (not tape).</li></ul> <p>8. Contractor shall supply the sponsor with the AHRI for the equipment installed that must be provided with the request for Final Inspection.</p> <p>9. HVAC equipment must be registered through the manufacturer for the warranty by the Contractor. A copy of the warranty registration must be provided with the request for Final Inspection.</p> <p>10. A 200 AMP service upgrade to electrical is permitted if necessary for HVAC install.</p>
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SC UpLift will prioritize modifications based on project team assessment to include Project Manager, Project Coordinator and contractor.

**BID FORM**

**Construction & Renovation Services**

Owner Occupied Residence

Located at

Richland County, 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:

- Meet all requirements of the "CONSTRUCTION RFQ REVIEW CRITERIA"
- 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: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Reference #3

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

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

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

Summary of Work: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_