



FiveCAP, Inc.

Community Action Agency

REQUEST FOR QUOTATION WEATHERIZATION ASSISTANCE PROGRAM GENERAL CONTRACTING

302 N Main St.
P.O. BOX 37
Scottville, MI 49454
(231) 757-3785



REQUEST FOR PROPOSAL

WEATHERIZATION SERVICES

FiveCAP, Inc. is seeking General Contractors to provide weatherization services in Mason, Manistee, Lake and Newaygo counties. This program is funded by State and Federal funds.

Interested licensed contractors may contact the FiveCAP Inc. Weatherization Program for a “Request for Proposal” packet at 302 N. Main Street, Scottville or call (231) 757-3785. **A bidders conference will be held May 14, 2021 at 9:00 a.m. to review RFP specifics.** More information at www.fivecap.org. **Sealed bids (RFP) deadline: June 11, 2021 by 5:00 p.m.** Selected bidders will be notified.

FiveCAP Inc. is an Equal Opportunity Employer and Provider.

NOTICE
FIVECAP, INC.
REQUEST FOR PROPOSAL
Department of Energy
Weatherization Assistance Program



The FiveCAP, Inc. Weatherization Program is seeking proposals from licensed General Contractors to perform weatherization and energy conservation measures on area houses. The Weatherization program performs insulation and various energy saving related improvements and alterations to homes of eligible residents in Mason, Manistee, Lake and Newaygo counties. The plan is to weatherize 50-60 houses at a minimum each year.

Sealed Proposal:

Contractors will deliver one (1) original and two (2) copies, in an envelope sealed and clearly marked, to the following address:

Attn: Marisela Lugo-Gonzalez, Director of Housing
FiveCAP, Inc.
Weatherization Assistance Program
302 N. Main Street, PO Box 37
Scottville, MI 49454

The Request for Proposals is open until June 11, 2021 at 5:00 p.m.

Bidders Conference:

A Bidders Conference will be held at the FiveCAP, Inc. Center located at 585 N. Scottville Rd., Scottville, MI 49454 on **May 14, 2021 at 9:00 a.m.** Interested bidders are encouraged to attend. *Mask required and social distancing.* **Please RSVP by May 12th to (231) 757-3785 or fivecap@fivecap.org.** Instructions for the "Request for Proposal" will be provided at that time.

Submission Deadline: Must be received at the above address by June 11, 2021 at 5:00 p.m.

The submission shall include the entire Request for Proposal document(s) and any amendments as issued. **Late RFP's shall not be accepted!**

Thank you for your interest. If you have any questions, feel free to contact me at (231) 757-3785.

Sincerely,

Marisela Lugo-Gonzalez
Director of Housing

FiveCAP Inc.
Home Weatherization Program

REQUEST FOR QUALIFICATIONS (RFQ)
Residential Contractor

1. PURPOSE

The purpose of this Request for Qualification (RFQ) is to solicit qualified contractors to provide labor and material for Weatherization projects for the FiveCAP, Inc. Weatherization Program. All work is to be performed according to the minimum standards set forth by the United States Department of Energy, the Michigan Department of Health & Human Services, and the FiveCAP Agency.

Private contractors will be responsible to supply labor and material in completing all units. The contractors will have the responsibility to complete these units in a timely manner and in compliance with Michigan Department of Health & Human Services (MDHHS) standard of requirements.

FiveCAP, Inc. will determine the number of contractors needed to complete jobs in a timely manner, and to perform weatherization on eligible units for the Weatherization Program.

2. PROCUREMENT

Procurement for the FiveCAP, Inc Weatherization program shall be handled in a manner to promote the Agency's reputation for fairness, impartiality, and integrity. This shall be accomplished without abrogation or sacrifice of quality and as determined to be in the best interest of the Weatherization Program. The FiveCAP, Inc Executive Director has the vested authority to make the decision on the award of a contract.

3. SUBMISSION OF QUALIFICATIONS

Request for Qualifications must be submitted as defined by this RFQ. All submissions are to be in sealed envelopes plainly marked on the outside WEATHERIZATION CONTRACTORS QUALIFICATIONS RESPONSE. Submission of documents is a conclusive presumption that the vendor is familiar with the Request for Qualifications and understands and agrees to abide by all of the stipulations and requirements. Vendors must return the RFQ intact and complete. Each submission shall be prepared simply and economically, providing a straightforward, concise description of the contractors approach and ability to meet the service area needs, as stated in the RFQ and all attached documents.

4. PREPARATION COSTS

All costs incurred in the preparation and presentation of the RFQ shall be wholly absorbed by the contractors. All documents submitted will become the property of FiveCAP, Inc.

5. SIGNATURE

An authorized officer and/or employee of the company appearing on the Request for Qualifications must sign the RFQ. The signature represents commitment on the part of the company to provide such goods and services offered to FiveCAP, Inc. should it be determined that the vendor meets the qualifications.

6. FINANCIAL INFORMATION

Please submit the following financial information:

- A. Name, address and phone number of your bank or financial institution and a contact person for a financial reference.
- B. Name, address and phone number of at least three vendors where your company purchases materials.
- C. A list of vendors you will use to purchase materials for this program.
- D. As a prospective contractor it is the Agency's policy to obtain a criminal history clearance on the principals of the business and "all" workers that will be on job sites. The authorizations must be included in your response.
 - 1. Criminal History Consent Form
 - 2. ICHAT
 - 3. The National and state sex offender registry (SOR)
- E. If necessary, the Agency reserves the right to request additional financial and related information that it deems necessary to complete its assessment of a bidder.

7. PRIOR EXPERIENCE

Describe relevant prior Weatherization specific experience in providing these services. Experience considered relevant includes both the experiences of the contractor and its personnel in delivering these services, i.e. insulation types, equipment types and usage, and knowledge of residential thermal boundaries.

BIDDING

FiveCAP, Inc. plans to hire five (5) full time contractors and three (3) mechanical contractors. Contractors will be selected using a points system based on qualifications and experience; the point system selection criteria is included in this packet.

FiveCAP, Inc. will establish a fixed labor and material cost per task. Enclosed is a blank price sheet (Appendix D) that will need to be completed, we ask that the contractor break down the labor and material for each measure in the price sheet and submit it with the full bid packet. All work will be pre-determined and priced out prior to any contractor receiving the job.

Contractors that meet all minimum contractor requirements and score high in points will be offered to sign a contract with new established prices for all measures.

Minimum Contractor Requirements

INSURANCE

Any contractor wishing to participate in the Weatherization Assistance Program must be able to provide FiveCAP, Inc. with certificates of insurance as part of the bid package requirement. The following coverage’s are allowed:

Type of Insurance Minimum Limits & Coverage

a. Worker’s Compensation Statutory requirements for the State of Michigan and/or for the state where the work will be performed.

b. Employer’s Liability \$100,000

c. Comprehensive Automobile Liability
(Owned, Non-Owned and Hired)

(i) Split Limits
Bodily Injury \$100,000 each person
\$300,000 each occurrence
\$100,000 each occurrence

OR

(ii) Combined Single Limit
Bodily Injury and
Property Damage \$300,000 each occurrence

d. Comprehensive General Liability (Shall be maintained for a period of two years following acceptance of the completed work under the Contract)

(i) Split Limits
Bodily Injury \$100,000 each person

- | | | |
|------|------------------------------|---------------------------|
| | | \$300,000 each occurrence |
| | Property Damage | \$100,000 each occurrence |
| | | OR |
| (ii) | <u>Combined Single Limit</u> | |
| | Bodily Injury and | |
| | Property Damage | \$300,000 each occurrence |
- (iii) Include the following coverage:
- 1) Blanket Contractual Coverage (see Note in Section (e) below).
 - 2) Provide that the insurance shall notify Agency in writing ten (10) days prior to the effective date of cancellation or material change.
 - 3) Provide completed operations coverage.
 - 4) Upon Agency's determination that it is applicable to the work under the Contract, provide Engineer's, Architect's or Surveyor's Professional Liability Insurance with combined single limits of at least \$500,000. (This requirement may be satisfied by a separate insurance policy.)
 - 5) Upon Agency's determination that the nature of the work warrants it, cover explosion damage, collapse or damage to underground property (commonly known as "XCU" coverage).
 - 6) Provide evidence liability coverage for lead is not excluded.
 - 7) Provide proof of Pollution Occurrence Insurance, (POI) satisfactory to the Agency.

- e. Before the CONTRACTOR shall do any work under the Contract, CONTRACTOR shall furnish or shall have previously furnished Agency with certificates of insurance evidencing that insurance has been provided to meet the above requirements in insurance coverage to Agency. Such certificates shall state that no material change or cancellation can be effected without ten (10) days prior written notice to Agency.

NOTE: If the CONTRACTOR does not have Blanket Contractual Coverage, an Insurance policy endorsement shall be furnished to Agency, for each Contract worded substantially as follows:

"During the effective period of policies mentioned herein, it is agreed that this insurance specifically covers liability assumed by the insured under the provisions of the Contract entered into by the insured and Agency dated _____."

LICENSES

Participating contractors are further required to maintain the following licenses from the State of Michigan:

1. A Builder's License, OR
2. A Maintenance and Alteration License, and/or
3. A Mobile Home Installer/Repairer License

Participating contractors will be required to indemnify and hold all of its officers, agency and employees harmless from any claim, loss, damage, cost, charge, expense, lien, settlement, or judgment arising directly or indirectly out or in connection with work performed.

A copy of the current licenses must be submitted in this bid package.

INSURANCE INSTRUCTIONS

All required insurance must protect FiveCAP, Inc. from claims that may arise out of, are alleged to arise out of, or result from the Contractor's or a subcontractor's performance; be primary and noncontributing to any comparable liability insurance (including self-insurance) carried by FiveCAP, Inc.; and be provided by a company with an A.M. Best rating of "A" or better and a financial size of VII or better. The Contractor shall waive all rights against FiveCAP, Inc. for damages covered by insurance. Failure to maintain the required insurance does not limit this waiver.

All certificates of insurance and duplicate policies shall contain the following:

FiveCAP, Inc. shall be named additional insured on all policies (excluding Workers' Compensation) and the underwriters will have no right of recovery or subrogation against FiveCAP, Inc. including its agents, employees, Board of Directors and agencies.

If any of the required policies provide claims-made coverage, the Contractor must:

- a. Provide coverage with a retroactive date before the effective date of the Agreement or the beginning of Agreement Activities;
- b. Maintain coverage and provide evidence of coverage for at least three years after completion of the Agreement Activities; and
- c. If coverage is canceled or not renewed, and not replaced with another claims-made policy form with a retroactive date prior to the Agreement effective date, Contractor must purchase extended reporting coverage for a minimum of three years after completion of work.

The insurance company(s) issuing the policy or policies will have no recourse against FiveCAP, Inc. for payment of any premiums or for assessments under any form of policy. The Contractor will assume any and all deductibles in the above-described insurance policies.

All certificates are to provide twenty (20) days' notice of material change or cancellation.

Copies of insurance certificates must be provided with the RFP submission. Certificates of insurance with FiveCAP, Inc. as additionally insured must be provided prior to execution of a Contract if selected for the Roster.

This Section is not intended to and is not to be construed in any manner as waiving, restricting or limiting the liability of either party for any obligations under this Agreement (including any provisions hereof requiring the Contractor and subcontractor(s) to indemnify, defend and hold harmless FiveCAP, Inc.

BONDED

Contractor must have the ability to secure a Performance and Payment Bond, if awarded a contract, in an amount of \$10,000. Surety on such bonds shall be by a bona fide company authorized to do business in the State of Michigan. Contractor must provide evidence of a commitment to be issued a \$10,000 Performance Bond if awarded a contract as a result of this RFP. The Performance Bond must be maintained for the duration of the time the Contractor is on the Roster.

CERTIFICATE OF GOOD STANDING

Certificate of Good Standing (Corporation) or Certificate of Existence (LLC): The Contractor shall provide a Certificate of Good Standing (Corporation) or Certificate of Existence (Limited Liability Company) issued by the Michigan Department of Licensing and Regulatory Affairs Corporations, Securities & Commercial Licensing Bureau or Articles of Organization (If Respondent is a joint venture, a Certificate of Good Standing or Certificate of Existence, as applicable, must be submitted for each entity comprising the joint venture.) Contractor shall also provide Articles of Organization and a complete list of Board Members and/or officers of the company as applicable.

DEBARRED OR SUSPENDED FROM FEDERAL ASSISTANCE PROGRAMS

The contractor must certify that they have not been debarred or suspended, or have otherwise been excluded from or deemed ineligible for participation in federal assistance programs.

CRIMINAL BACKGROUND CHECK

Prior to any individual performing work under this Agreement, FiveCAP, Inc. shall conduct or cause to be conducted an Internet Criminal History Access Tool (ICHAT) check, a national and state sex offender registry check, and a Central Registry (CR) check for each Contractor, Contractor employee, subcontractor, and subcontractor employee.

The Contractor shall require each employee, subcontractor, and subcontractor employee who works under this Agreement to notify Wayne Metro in writing of criminal convictions (felony or misdemeanor), pending felony charges, or placement on the Central Registry as a perpetrator within 10 days of the event after initial review and approval.

The Contractor further certifies that the Contractor shall not submit claims for or assign duties under this Agreement to any employee (current or new), subcontractor, or subcontractor employee based on a determination by FiveCAP, Inc. that the results of a positive ICHAT and/or a CR response or reported criminal felony conviction or perpetrator identification make the individual ineligible to provide the services.

CONFLICT OF INTEREST

The Contractor shall notify FiveCAP, Inc. if they or any person holding a key or other position with their company or subcontractor(s) company, have a relationship to or with any FiveCAP, Inc. personnel that may be considered a conflict of interest. By signing the RFP, the Contractor is stating that no such relationship exists.

SUBCONTRACTORS

The Contractor must verify for each subcontractor that they meet the minimum contractor criteria contained herein.

ACCESS TO COMPUTER AND EMAIL

In the interest of efficiency and expediency, the Program may issue award notifications and other critical communications via email. The Contractor must be able to maintain the capability to receive and respond in a timely manner. In addition, the Program and Contractor together will maintain a list of crew, certifications, licenses, and insurance through a shared electronic file. The Contractor shall have the capability to manage, update, and submit their price lists and contractor crew certifications in electronic spreadsheet format.

GENERAL PROVISIONS

Contractors are required to: furnish their own tools; have an alternate power source (portable) for all weatherization jobs; provide for storage of materials being used; acquire permits; furnish their own transportation; document current liability, workers' compensation, and auto insurance; and be licensed and bonded in the State of Michigan. If initially selected and in order to be finalized as a contractor, the following forms must be completed and submitted by the date prescribed at the time of initial selection: a Confidentiality Statement, Certificates of insurance with FiveCAP, Inc. as additionally insured as described herein, Subcontractor Agreement and Request for a Criminal Background Check for the Contractor, subcontractor and crew members.

CONTRACT UNDERSTANDING

Contractors are required to furnish their own tools, and must have an alternate power source (portable) for all weatherization jobs; storage for materials being used; acquire permits, furnish their own transportation; documentation of current liability, worker's compensation, auto and P.O.I. insurance, and be licensed and bonded in the State of Michigan. In order to be considered as a weatherization contractor, the following forms must be completed and submitted by due date: a confidentiality statement, Certification Debarment form, and request for a criminal back round check, which is conducted by the agency. You must also complete a Central Registry Clearance which is to be sent to State of Michigan Department of Health & Human Services – MDDHS and provide us with the original documented results of the clearance.

PROGRAM SCOPE AND DESCRIPTION

The Agency provides weatherization services for low-income, single-family households located in Mason, Manistee, Lake and Newaygo counties. Single-family households served may be located in structures containing between one and four dwelling units. Clients served include both owners and renters who meet income eligibility requirements.

By providing weatherization services, the Program aims to:

- Reduce energy consumption by installing weatherization measures and related repairs which improve the thermal efficiency of the home; and
- Enhance client health and safety by providing adequate ventilation, safely functioning combustion appliances, proper zonal pressures, and smoke/CO detectors.

A certified Energy Auditor will conduct a weatherization audit on each household served and derives the scope of work for the job. The work is contracted out to Contractors competitively selected to be on the FiveCAP, Inc. Weatherization Program Roster through this RFP process. Thereafter, work is awarded through the award procedures described herein to Contractors on the Roster. Contractors complete the work specified according to specifications described herein. A QCI certified inspector will inspect the work and approve it for payment.

FUNDING SOURCES

Funding for weatherization services is provided by the Department of Energy Weatherization Assistance Program (DOE WAP) and the U.S. Health and Human Services LIHEAP (Low-Income Home Energy Assistance Program). The DOE WAP and LIHEAP are administered through the State of Michigan Department of Health and Human Services.

REQUIRED WEATHERIZATION ACTIVITIES

FiveCAP, Inc. requires that the following list of measures be completed on each home as appropriate and deemed necessary.

For one to four unit site built homes and mobile homes, the following list of weatherization items will be addressed utilizing the Weatherization Assistant's National Energy Audit Tool ("NEAT") audit and Mobile Home Energy Audit ("MHEA"):

- Health and Safety Measures
- Major Bypasses
- Duct Sealing/Repair/Replacement
- Duct Insulation (in unconditioned areas)
- Attic Insulation
- Knee Wall Insulation
- Wall Insulation
- Infiltration/Exfiltration
- Compact Fluorescent Light Bulbs
- Band Joist ("Sill Box") Insulation
- Floor Insulation
- Perimeter Insulation
- Refrigerator Replacement
- Domestic Hot Water Tank (DHW) Replacement
- Furnace Replacement

Health and Safety items may include, but are not limited to: Smoke detectors, venting of dryers, venting of exhaust fans, chimney liners, installing Carbon Monoxide Detectors, ASHRAE 62.2 ventilation standards, and Lead Safe Weatherization items.

Optional measures – Furnace Clean and Tunes, Clock set-back thermostats. Optional measures are

not assigned an individual measure Savings to Investment Ratio (“SIR”) but are factored into the job’s cumulative SIR.

Incidental Repairs- Defined as repairs necessary for the effective performance or preservation of weatherization materials. Incidental repairs are not assigned an individual SIR but are factored into the job’s cumulative SIR.

SPECIFICATIONS SUMMARY

Materials shall be installed in accordance with the specifications and policies outlined in the Michigan Weatherization Field Guide SWS-Aligned Edition, Michigan Department of Health and Human Services Community Services Policy Manual - Weatherization Series, State and local law, and 10 CFR 440 Appendix A, Standards for Weatherization Material.

Bidding contractors must be able to provide all measures - labor and materials - specified in the Weatherization Measure Unit Price list in accordance with all applicable federal, state, county, and local standards and specifications. All prices are for weatherization measures installed according to industry and program standards and include labor, material, permits, job site cleanup, overhead, and all other costs. Prices should reflect all costs associated with the contractor's delivery, installation, and administration of the weatherization program.

All materials used in the weatherization program must meet the specifications of the various funding authorities. All prices for cellulose insulation materials shall meet federal recycled materials specifications.

The prices submitted should be set at a rate which allows the contractor to install all measures to meet Federal, State, County and local standards and specifications regardless of the techniques or methods used. A warranty must be provided on materials and labor for a period of eighteen (18) months from the date of FiveCAP, Inc. acceptance of the work (the work has passed inspection).

The web version of the Michigan Weatherization Field Guide can be found at <http://wxfieldguide.com/mi> or downloadable pdf version at http://wxfieldguide.com/mi/MIWxFG_2018_SWS_edition.pdf.

SUBMISSION OF PROPOSAL

Request for Proposals must be submitted as defined by this RFP. All submissions are to be emailed with the subject line “**WEATHERIZATION CONTRACTOR PROPOSAL [COMPANY NAME]**”. Submission of documents is a conclusive presumption that the Contractor is familiar with the Request for Proposals and understands and agrees to abide by all of the stipulations and requirements. By submitting the RFP for the Roster, the Contractor accepts all terms and conditions specified herein, as well as all Agency, City, State and Federal regulations and requirements pertaining to the operation of the solicited services. FiveCAP, Inc. reserves the right to introduce additional terms and/or conditions as necessary. Contractors must return the RFP intact and complete. Each submission shall be prepared simply and economically, providing a straightforward, concise description of the contractors approach and ability to meet the service area needs, as stated in the RFP and all attached documents.

Bidders shall submit one original and two copies of their complete Request for Proposal.

SELECTION CRITERIA

A selection Committee will be convened to review the bids and determine the eligibility of the Contractors based upon the criteria stated herein and in the best interest of the Program. The Selection Committee will consist of the FiveCAP, Inc. Director of Housing and Executive Director. FiveCAP, Inc. anticipates selecting approximately 4 full service weatherization contractors as a result of this request for proposals. Contractors are required to arrange for specialty subcontractors such as plumbers and licensed electricians as required. The 4 Contractors receiving the highest total score will be selected as approved Contractors.

Contractors will be selected for the Roster using a points system based on qualifications, experience and price. The point system selection criteria are included in this packet. FiveCAP, Inc. reserves the right to add additional Contractors to the Roster as needed to meet production during the term of the Contractor Agreements resulting from this RFP process. Selection of additional contractors will be made from the remaining pool of qualified contractors that have responded to this RFP and based on the point system included in this packet. Should the pool of qualified contractors resulting from the RFP process not be adequate at any point in time to meet production, FiveCAP, Inc. reserves the right to reissue an RFP to add additional contractors to the Roster as needed to meet production.

RIGHT TO REJECT / APPEAL PROCEDURE

FiveCAP, Inc. reserves the right to reject any or all RFPs in whole or in part and to waive any informality, or accept any RFP it may deem necessary in the best interest of the Agency. In the event that a Contractor wishes to appeal the result of the selection process, Contractor must follow the appeal procedure contained herein.

JOB AWARDS AND PRICE LISTS

All work is issued on a per-job basis to contractors on the Roster in consecutive fashion and other award eligibility criteria. The first consideration in the distribution of jobs is sequential order as the contractor appears on the Roster; the second consideration is production, which includes the total number of jobs in progress among all contractors. Jobs at any given point in time will be evenly distributed up to the individual contractor's current capacity and performance in the order the names appear on the Roster.

Generally, jobs will be distributed in consecutive order among the contractors on the Roster. However, the Program applies eligibility criteria specified herein to determine whether the contractor is eligible to receive the job when their name appears on the Roster rotation. If the Contractor is not eligible to receive the job the eligibility criteria is applied to the next contractor in order on the Roster and so on until all eligibility criteria are met.

All prices submitted by awardees of this RFP will be averaged. Contractors submitting RFPs must agree to averaging prices. Each job is a scope of work comprised of the measures and quantities specified by Program staff for a given house. The award amount for each house weatherized is determined by applying an average price list derived from all qualified contractors on the Roster to the given job's scope of work. Contractors must indicate a price for each item on the list

(Attachment A). If any required items are left blank, the proposal will be considered incomplete and the proposal may be rejected.

All weatherization measures not specified on the price list will be negotiated with the contractor on a job by job basis (e.g., time and materials) or prices will be requested through a supplemental bid. FiveCAP, Inc. reserves the right to delete any such measure if the price is deemed to be inappropriate. Other materials not included on the price list may be substituted on a case by case basis with FiveCAP, Inc. prior approval.

JOB AWARD ELIGIBILITY CRITERIA

Once awarded a contract to be placed on the Weatherization Contractor Roster, to be eligible to be awarded a job, a Contractor must meet the following eligibility criteria:

Work Capacity: The Contractor must be able to complete the work within the time specified. The contractor will have 28 calendar days from the time of the preliminary award notice to complete the work so that it is ready for final inspection. If at any time the Contractor has an open job that exceeds 28 calendar days, no additional work will be issued to that Contractor until said job is completed. Exceptions to the 28 day rule may be granted in cases where client is not accessible during work period.

Inspection Passage Rate: FiveCAP, Inc. tracks each contractor's rate of passing final inspections of jobs completed over the preceding 3-month period. If the contractor has an first QCI inspection rate passage below 90% for jobs completed over the preceding 3-month period, FiveCAP, Inc. may choose to temporarily remove the Contractor from the regular Roster rotation; or reduce the number of jobs the Contractor can have in progress; or assign jobs on a probationary period; or terminate the contract.

Refusal of Work: When a Contractor is preliminarily awarded a job, they have the right to refuse the work. However, the Program assumes that the reason for refusal is that the Contractor does not have the capacity to complete the work within the required timeframe. If a Contractor refuses one job, the Program may assume that Contractor does not have capacity and may choose not to offer the next job to that Contractor. If a Contractor refuses more than 3 jobs the Agency may choose to temporarily remove the Contractor from the regular Roster rotation or elect to terminate the contract.

INITIAL TRIAL JOB(S)

The first job awarded to a Contractor from the Roster becomes the Contractor's trial job. The trial job must be successfully completed to the Program's satisfaction for the Contractor to receive future jobs. The Program may require the Contractor to complete one or more additional trial jobs in the same manner. Failure to successfully complete jobs during the trial period will result in the contract being terminated.

UNIT PRICE LIST UPDATES

FiveCAP, Inc. may consider updates to price from existing contractors on the Roster on an annual basis. Changes in prices from Contractors must be approved by FiveCAP, Inc. and the State of Michigan Bureau of Community Action & Economic Opportunity technical staff. Changes in prices must be submitted to the FiveCAP, Inc. Director of Housing for review/approval 20 days

prior to the end of the annual contract period. Contractors wishing to submit an updated price list shall submit their new list, in its entirety, in electronic spreadsheet format with the changes highlighted.

FiveCAP, Inc. may add additional contractors to the Roster as needed to meet production requirements. The addition of contractors to the Roster could change pricing. Contractors will be notified in advance of any price changes.

PERFORMANCE EVALUATION

If a job does not pass post inspection, the contractor will be required to fix, repair, clean, or otherwise finish assigned work before payment to the contractor for the job shall occur and new work issued.

Unsatisfactory work will result in a call back and the call back will be at the expense of the Contractor. The first failed QCI inspection is \$50, the second \$75 and third call back \$150. If the issues are not resolved at the third call back the job will be terminated and the performance bond changed for the necessary work. FiveCAP, Inc. may elect to terminate the Weatherization Program Contractor Contract. Additionally, the Contractor is liable for any damages incurred as the result of improperly installed materials or equipment. All call back work must be completed within five business days.

All Contractors are required to meet minimum standards in regard to quality of materials purchased in order to weatherize a unit for the FiveCAP, Inc. Weatherization Program serving Mason, Manistee, Lake and Newaygo counties. FiveCAP, Inc. will utilize a Contractor Evaluation process to monitor the performance of all Weatherization Contractors. The Contractor Evaluation process is explained in Attachment B.

AGENCY

FiveCAP, Inc. reserves the right to interview candidates in order to gather additional information needed to determine compliance with the minimum qualifications specified in this RFP or to make a selection from the top candidates. FiveCAP, Inc. will make no guarantees of work or production and will issue work on an as needed basis to Contractors selected for the Roster. The Agency reserves the right to assign work as seen fit in the best interest of the Weatherization Program. The Agency further reserves the right to terminate the working relationship with a Contractor for reasons including, but not limited to, failure to provide proof of insurance and licenses, failure to perform work in a timely manner, and failure to perform work of the quality expected by Wayne Metro.

REQUIRED TRAINING FOR WEATHERIZATION CONTRACTORS

Due to the technical and changing nature of the Weatherization Assistance Program (WAP), a high priority has been placed on the training aspect of the program. Each Contractor is responsible for accurately tracking all staff and subcontractor competencies and certifications and providing updated information to FiveCAP, Inc. on a monthly basis. Selected contractors must have completed or will need to complete the following trainings.

Weatherization Lead Safe Work Practices:

Contractors shall have specialized training and testing in Lead Safe Work Practices (“LSW”). LSW training will be offered on an as needed basis by the State of Michigan; new staff is required to attend training within 180 days of the date they are hired. Those who attend and pass this training will be authorized to supervise, and/or work on the dwellings. Individuals who have not attended one of these training sessions will not be permitted to supervise, and/or work on the homes to be weatherized unless they are accompanied by or in the presence of staff who have attended required training and passed a test for certification. All crew members including subcontractors of the Contractor must obtain LSW certification.

Indoor Air Quality/Mold Training:

Contractors shall receive specialized training in the recognition of conditions that promote mold growth they may encounter in their weatherization work and how best to prevent creating new mold conditions. New staff is required to attend training within 180 days of the date they are hired. Individuals who have not attended one of these training sessions will not be permitted to supervise, and/or work on the dwellings to be weatherized unless they are accompanied by or in the presence of staff who have attended the required training. All crew members including subcontractors of the Contractor must obtain Indoor Air Quality (“IAC”) certification.

MIOSHA – 10 hour Training:

Training shall be provided by Occupational Safety and Health Administration qualified instructor. The construction “10-hour Occupational Safety and Health training course” is required. Contractor crews and subcontractors who have not attained certification will not be permitted to independently supervise, and/or work on the homes to be weatherized unless they are accompanied by or in the presence of staff who have attained the required certification.

EPA Lead Renovator Repair and Painting Training:

Renovators are certified upon completion of an EPA accredited renovator training course. Their course completion certificate serves as their certification credential. For initial certification, renovators must take an 8-hour training that includes 2 hours of hands-on learning.

To remain certified a renovator must complete a refresher training course before their current certification expires. For recertification, renovators must take a 4-hour refresher training that includes hands-on learning every other time they take the refresher course. Renovators who take the online refresher training will be certified for three years; renovators who take the hands-on training in the refresher course will be certified for five years. If certification expires, the 8-hour course must be taken again to regain certification.

Contractor crews and subcontractors who have not attained certification will not be permitted to independently supervise, and/or work on the homes to be weatherized unless they are accompanied by or in the presence of staff who have attained the required certification.

Retrofit Installer Certification and Crew Leader Micro-certifications

All crew leaders are expected to complete Retrofit Install Certification and Crew Leader Microcertification with 150 days of contract start. All crew members need retrofit installer certification within one year of contract start.

Additional Training:

Selected contractors agree to obtain any additional training required by United States Department of Energy, the Michigan Department of Health & Human Services, and FiveCAP, Inc. during the term of the Contractor Agreement. Contractors will be notified in writing of any additional training and the time period for compliance.

REQUIRED EQUIPMENT FOR WEATHERIZATION CONTRACTORS

Selected contractors must furnish all required tools and equipment to perform necessary weatherization measures and testing, such as but not limited to:

- Blower Door(s)
- Insulation Hopper(s) with separate controls for air and material
- Construction Vehicle(s)
- HVAC Combustion Analyzer
- Alternate Power Source
- Infrared Camera
- Electronic device (smartphone or tablet) with internet access for web-based tools and tracking

MINIMUM CONTRACTOR REQUIREMENTS:

DEMONSTRATED EXPERIENCE

Contractors must demonstrate successful past completion of weatherization work similar to that described in this RFP, the Retrofitting Michigan Field Guide and the Technical Weatherization Policy (TWP) Manual. This includes experience insulating, air sealing, duct sealing, blower door and pressure diagnostic testing, installation and ducting of ventilation fans, and minor structural repairs. Contractors are expected to have TWP Manual digitally available at all times on works sites.

Contractors must demonstrate that they and their crew members possess the knowledge, skills and abilities identified in the National Renewable Energy Laboratory (NREL) Job Task Analysis (JTAs) for crew leader and retrofit installer to ensure quality work on every weatherization project. The JTAs can be found on the Energy.gov website.

Such experience will be verified by either existing successful track record of work with the Program, or by information the Contractor provides about previously completed jobs and qualifications in the RFP application materials. The Program may, at its discretion, request to interview the lead applicant and or visit and inspect one or more of the Contractor's previously completed jobs.

The Program will include customer service and the ability to maintain positive relationships with clients when evaluating the Contractor's experience.

CAPACITY

Contractors must have the capacity to maintain production and adequate cash flow while awaiting payment. At a minimum, Contractors should be able to carry a minimum of \$20,000 worth of work with the Program beyond any work for or obligations to other entities.

LICENSES

Participating contractors are further required to maintain the following licenses from the State of Michigan:

1. A Builder's License, OR
2. A Maintenance and Alteration License, AND
3. Mechanical License and/or Mechanical Subcontractor Agreement with License attached.

A copy of the current license(s) must be submitted in this bid package. The person/company that is issued the license by the State of Michigan must be the entity that responds to the RFP.

CERTIFICATION

Participating contractors are required to be an EPA Lead-Safe Certified Firm or have an application for certification in process. A copy of EPA Certification or evidence of application and payment submission to EPA for Certification must be submitted in this bid package. If a Mechanical Subcontractor is used, a copy of the subcontractor's EPA Certification or evidence of application and payment submission to EPA for Certification must be submitted in this bid package.

SCHEDULE

<p>Bid Announcement <i>Posted in local newspapers and on www.fivecap.org website.</i></p>	<p>April 20, 2021</p>
<p>Pre-Bid Conference <i>Optional meeting for prospective Contractors for technical assistance and Q & A session.</i></p>	<p>May 14, 2021 9:00 a.m. FiveCAP, Inc. Center 585 N. Scottville Road Scottville, MI 49454 <i>(Mask required and social distancing)</i></p>
<p>Bid Packages Due <i>Applicants to submit Request for Proposal (one original and two copies) to FiveCAP, Inc., PO Box 37, 302 N. Main Street, Scottville, MI 49454 with subject line: Weatherization Contractor Proposal (company name).</i></p> <p><i>Or deliver sealed bids to:</i> <i>FiveCAP, Inc. (same address above)</i></p> <p><u>Clearly mark envelope:</u> WEATHERIZATION CONTRACTOR PROPOSAL (Company Name) <i>No faxed or email bids will be accepted. No late bids accepted.</i></p>	<p>June 11, 2021 5:00 p.m.</p>
<p>Bids Opened</p>	<p>June 11, 2021 5:00 p.m.</p>
<p>Initial Selection Notification to Contractors</p>	<p>June 18, 2021</p>
<p>Orientation Session <i>Mandatory orientation session for all selected contractors. Final documents due may be submitted at this session.</i></p>	<p>June 25, 2021 10:00 a.m. – 12:00 p.m. FiveCAP, Inc. Main Office – Scottville</p>