

Illinois Housing Development Authority Homeowner Assistance Fund Home Repair Program (HAFHR)

Request for Qualifications (RFQ)

Purpose

Elevate invites qualified General Contractors (GCs), IDPH Licensed Asbestos Abatement Contractors, IDPH Lead (Pb) Abatement Contractors, and Licensed Radon Testing and Mitigation Contractors to submit qualifications to provide a range of services listed below in the Eligible Measures section. Elevate is an administrator of the Illinois Housing Development Authority (IHDA) Homeowner Assistance Fund Home Repair Program (the “Program”) for the areas of Cook County and Winnebago County.

Qualified contractors selected through this process must be in good standing with the Illinois Secretary of State and demonstrate through their RFQ responses that they possess the experience, capacity, and skills to successfully complete quality work in a timely manner.

Elevate is a 501(c)(3) nonprofit organization that works nationally and is headquartered in Chicago. Elevate seeks to create a just and equitable world in which everyone has clean and affordable heat, power, and water in their homes and communities — no matter who they are or where they live. Our programs, policy agenda, and partners reflect this commitment.

Program Overview

Program Goals

The main goals of the HAFHR program are to:

- Improve the health and well-being of occupants
- Help eligible homeowners remain in their homes
- Make housing repair grants to eligible homeowners negatively impacted – and housing insecure – as a result of the Covid-19 pandemic and unaddressed home repairs
- Preserve existing affordable housing stock
- Provide investment in disadvantaged communities

Geography of work: Cook County and Winnebago County. Qualified contractors must serve one or both counties, but their businesses are not required to be based in Cook County or Winnebago County.

Program Term

HAFHR will operate from January 1, 2024, through September 30, 2026, unless terminated earlier by IDHA.

Eligible Properties

- Single-family home including Accessory Dwelling Unit (ADU): a small residence that shares a single-family lot with a larger, primary dwelling
- 2-to-4-unit residential building where owner lives in one unit (common areas and owner-occupied units are eligible)
- Manufactured home on a permanent foundation

In all of the above, the homeowner owns the land, and the property is taxed as real estate.

- Condominium or Cooperative Units

Eligible Measures

Eligible measures which may receive HAFHR funding include, but are not limited to:

- Correction of health & safety issues
- Lead (Pb) abatement
- Asbestos abatement
- Correction of local building code violations
- Repair/Replacement of roofing, soffit, fascia, gutters, and downspouts, etc.
- Repair/Replace porches and decks
- Drainage and bulk moisture management
- Foundation leak repair
- Plumbing repair
- Correction of hazardous electrical
- Radon mitigation
- Pest management
- Modifications and improvements for accessibility to allow the elderly or disabled to age in place
- Other vital and necessary repairs specific to the home's needs

The per unit construction cost limit is \$60,000.

Program Process

Scope of Work. An Elevate employee who will serve as the Construction Analyst will complete an initial home assessment and develop the initial scope of work containing eligible measures from those listed above.

Contractor Walk-Through. Elevate will invite contractors qualified from this RFQ to attend a walk-through of the property to observe conditions and understand the required scope of work. Those contractors will then provide Elevate a proposal including the scope of work and itemized pricing by measure. The Construction Analyst will review the proposals and assign a contractor to the project

based on an equitable manner to comply with a federal competitive procurement process. A Notice to Proceed will be provided to the contractor with the winning bid.

Construction and Oversight. An Elevate representative, or Project Lead, is responsible for scheduling the work with the homeowner and scheduling a pre-construction conference for the homeowner and selected contractor to sign required agreements and will then liaise between the homeowner, contractor, and Elevate’s Construction Analyst to schedule a start work date. Elevate will conduct site visits during construction to ensure scoped work meets quality expectations.

Change Orders. Change orders require prior written approval by an Elevate Construction Analyst. No change orders resulting from the contractor’s failure to adequately assess the project will be allowed.

Final Inspection and Punch List. When the entire scope of work has been completed, the contractor will notify Elevate to schedule the final site inspection. Elevate will perform a final site inspection and invite the contractor to attend. The contractor must address any needed improvements which may include the timely reperformance of work that was not performed in accordance with Program requirements.

Re-inspection. When the punch list is finished, the contractor will notify Elevate to schedule a re-inspection. Elevate will perform the re-inspection in person or via photographs with or without the contractor present at its discretion. The contractor must address any needed improvements which may include the reperformance of work that is not performed in accordance with Program requirements.

Invoice Package. The contractor will submit an invoice package to Elevate for payment. Elevate will not initiate the payment process until the final inspection or re-inspection is approved by the Construction Analyst. Elevate’s payment process takes up to 30 days, which starts once the final inspection or re-inspection is approved AND the contractor has submitted the entirety of required invoice package. The invoice package includes:

- Invoice
- Change order approval (if applicable)
- Manufacturer’s warranty and transfer documents, as required
- Warranty on labor
- Wavier of lien
- Detailed digital photographs of work completed
- Other documents or forms as may be specified by Elevate

ADDITIONAL INFORMATION

COVID-19 Precautions. All contractors must follow the Center for Disease Control’s COVID-19 guidelines, assessing their own (including their employees’ and, as applicable, their subcontractors’) health before scheduling a home visit, and wearing appropriate personal protective equipment (PPE) at all required times.

Program Orientation. Elevate will require participating contractors to attend an orientation session prior to being qualified.

Bi-weekly Contractor Meetings. Elevate requires participating contractors to attend one-hour meetings every other week to discuss construction issues and Program updates. Specific dates are to be determined later.

Program Documentation. Participating contractors must complete the required documentation and meet all reporting requirements and deadlines as specified by Elevate.

Prevailing Wage. Currently, the Illinois Prevailing Wage Act does not apply to rehabilitation projects under HAFHR, and the Davis Bacon and Related Acts does not apply to the ARPA funds utilized for this program.

Evaluation Criteria

Responses will be evaluated on the thoroughness and relevance of the content provided, including a demonstrated history of timely completing similar work with a high degree of quality and in a cost-effective fashion. Contractors must uphold the highest degree of ethical business practices and provide superior customer service. Elevate may utilize information it gathers from other sources to supplement information provided by respondents in deciding a contractor's qualifications and appropriateness to participate in this program.

Your business and staff: In the provided response form, include information about key staff who have experience working on similar projects and include relevant licenses and certifications with your response.

Project examples: Provide at least three examples of projects your firm has completed that include the types of work in the Eligible Measures section. Detail the timeline and cost for the projects included.

References: Provide at least three references in the response form provided who can speak to your performance on projects that include the types of work mentioned above. Please notify references an Elevate team member may contact them to discuss work performed.

Subcontractors: Provide Subcontractor company name, contact name, title, phone number, and describes the eligible measures performed.

COMPLIANCE AND CHECKLIST DOCUMENTATION

Sign Respondent Acknowledgement

Sign Contract Agreement statement

Provide Completed Statement of Contractor Qualifications

Checklist documentation:

- Current business license(s)
- Current general contractor license(s)
- Current professional licenses or certifications
- Example project Proposal
- Example project Invoice
- Example warranty of labor

Submit RFQ Response to HAFHomeRepairProgram@Elevatenp.org

Selection Process and Timeline

Responses to this RFQ will be reviewed on a rolling basis as they are submitted, with accepted contractors invited to participate in project walk-throughs upon completion of Elevate’s review. Contractors are urged to submit a response as soon as possible. Elevate does not anticipate awarding contracts under this program before April 1, 2024.

Contractors are invited to contact Elevate at HAFHomeRepairProgram@Elevatenp.org with questions or to arrange a time to discuss specific concerns with a member of our team.

Sample Contract

A sample of the contract, as it is currently drafted, that will need to be executed between a selected contractor and participating homeowner is attached for your reference and understanding. Elevate reserves the right to change this model agreement.

Elevate’s Reserved Rights

Issuance of this RFQ in no way constitutes a commitment by Elevate to award any contract or work. Elevate Energy, in its discretion, reserves the right to:

- Cancel or terminate this RFQ at any time
- Reject any or all responses received for this RFQ
- Enter further discussions with one or more of the respondents
- Waive and/or amend any specification or term of this RFQ
- Not award the work to any respondent