

**City of Cleveland**  
**Justin M. Bibb, Mayor**  
**Department of Community Development**  
**Alyssa Hernandez, Director**



**Request for Proposals**

**Professional Services for  
Housing Rehabilitation, Housing Repair, Lead Hazard Mitigation  
Implementation Vendor**

- **Maintain Specification Item List and Cost**
- **Recruit and Maintain Contractor Pool**
- **Coordinate and Schedule Home Rehabilitation and Home Repair Projects**
- **Process Payments to Contractors**

**February 16, 2024**

## **General Background and Information**

Over the next decade, 40,000 residential structures will need significant rehabilitation or repair. The City of Cleveland operates multiple housing rehabilitation, housing repair, and lead-hazard mitigation programs.

The City needs to build capacity

## **Scope of Work**

The City of Cleveland's Department of Community Development ("CD") is issuing this Request for Proposals (hereinafter "RFP") and invites interested implementation vendors ("Vendors") (for-profit or non-profit) to submit proposals for the following services.

The City desires to procure an implementation vendor as a contractor with a fee per project completed based on the project type. The intended term for this service would be three (3) years.

To provide a fee per project, the following services would need to be performed.

The services that the Vendor will provide are construction management for the following types of projects:

- Housing Repair- The repair of one or more priority items in an occupied residential structure. Priority Scope of Services includes the following:
  - 1. Mechanical Systems and Roof
    - Heating (furnace and ducts)
    - Electrical (Including Smoke and CO2 detectors)
    - Plumbing
    - Roofing
    - Gutters, downspouts, and crocks
    - Lead Hazard Reduction
  - 2. Exterior Code Violations
    - Painting, tuck-pointing (Siding only when exterior walls are deteriorating)
    - Stairs, railings, and porches
    - Door/Window repair
    - Chimney pointing and repair
  - 3. Kitchen and Baths
    - Kitchen- sink and base cabinets, flooring
    - Bathroom- tub, tub wall, water closet, vanity and flooring
  - 4. Other

- Repair only walkways/driveways (only if considered health and safety threats; aprons not eligible)
- Exterior carpentry as needed
- Energy Efficiency upgrades – insulation, ventilation
- Any building or housing code violations must be corrected first
- Mechanical systems- heating, plumbing, and electrical must be brought up to code standards
- Aluminum or vinyl siding
- The following elective rehabilitation items are not eligible:
  - Room Additions
  - Remodeling of bathrooms, bedrooms, or kitchens
  - Waterproofing of the basement
  - Carpeting
  - Major foundation repairs
- Housing Rehabilitation- The complete restoration of a vacant structure to building code compliance.
- Lead Hazard Mitigation- Projects that include the identification, stabilization, or abatement of lead hazards located within the property. Lead Hazard Mitigation projects may include other housing repair or rehabilitation items.

Construction management will include the following components and any components not listed, but typically required to perform the above listed projects:

### **Specification List Maintenance**

The City of Cleveland requires written specifications for every construction project. To standardize specification across multiple programs, the City of Cleveland has developed a core specification list that represents approximately 80% of the job items on a typical housing rehabilitation, housing repair, and lead hazard mitigation project. As the nature of the project evolves the City updates this list to address the challenges experienced across our program so that projects are commenced and completed in a timely manner.

To address the volume of work over the next decade the City will need a current specification list every six months.

A sample of the current specification list and current pricing is attached (Appendix 1).

### **Inspection and Project Scope Development**

The Vendor at the direction of CD shall inspect properties of clients eligible to participate in City programs. These inspections shall develop the scope of services required to be performed by the contractor to repair, rehabilitation, and/or mitigate lead hazards on the property. Scopes shall include accurate descriptions, measurements, and photos to

ensure that the needs of the property are clear and can be effectively addressed by the contractor. The City shall determine a method to review scopes and approve projects.

### **Adequate number of Crews**

To operate these programs the City requires a pool of contractors with one or multiple crews (a team capable of completing one project) to perform the construction related tasks.

To address the volume of work over the next decade the City will need at least 40 crews (32 general construction crews and 8 lead hazard abatement crews).

The City also wants to grow the number of minority (MBE), women (FBE), and/or Cleveland-based (CSB) contractors. At a minimum, the contracting pool should include:

- MBE 15% (aspirational goal of 50%)
- FBE 7% (aspirational goal of 25%)
- CSB 8% (aspirational goal of 75%)

Maintaining a pool of contractors at 40 active crews would be a performance fee and achieving the aspirational goals would provide an additional performance fee.

The vendor shall recruit vendors and assist with certifications to achieve the desired level of active crews.

Any new contractor and their certification status shall be determined by the Office of Equal Opportunity and the Department of Community Development.

### **Up to date Rehabilitation Pricing List**

The City of Cleveland has multiple procurement methods to secure construction contractor services.

To be efficient in addressing the volume of work over the next decade, the City needs to maintain a pricing list that meets federal procurement standards. To summarize those standards: 1) public notice published in the local paper; 2) written document issuing the request for pricing and instructions on how contractors to submit; 3) analysis of the submissions, developing a price list and determining that the price list is reasonable using a third party pricing service; and 4) any contractor that wishes to accept the price (whether they submitted to the RFP or not) may participate in the contracting pool.

The price list shall be maintained periodically that is reasonable for production and cost-effectiveness. The list shall be updated at least every 18 months. Any new price list or revisions shall be approved by the City of Cleveland.

A sample of the current specification list and current pricing is attached (Appendix 1).

**Timely Payment of Contractors**

The City of Cleveland desires to have an implementation vendor who can facilitate payments to contractors in the contractor pool, based on the performance schedule:

- 20% on the first day at a job site, if started within 30 days of the job awarded;
- 60% when the Chief Inspector sign-off on the complete project; and,
- 20% when project documentation is closed out.

**Guarantee Minimum Number of Project**

For this proposal the City will guarantee the following annual minimal amount of work and spending:

- Home Repair 200 for a total annual spend of \$2M
- Housing Rehabilitation 25 for a total annual spend of \$1M
- Lead Hazard Mitigation 50 for a total annual spend of \$1M

The City intends that over the next decade, it will seek the necessary resources to significantly increase the amount of work beyond these minimums, but the City cannot guarantee a higher minimum at the time of this RFP.

**Anticipated Timeline**

Listed below are specific and estimated dates and times of actions related to this Request for Proposal (“RFP”). The actions with specific dates must be completed as indicated unless otherwise changed by the City of Cleveland (“City”). If the City finds it necessary to change any of the specific dates and times in the calendar of events listed below, it will do so by issuing an addendum to this RFP. There may or may not be a formal notification issued for changes in the estimated dates and times.

Milestone	Timeframe
RFP Solicitation	February 16, 2024
Deadline for Questions to <a href="mailto:ascott2@Clevelandohio.gov">ascott2@Clevelandohio.gov</a>	March 4, 2024
City distribution of responses for Vendor RFP Clarifications	March 11, 2024
RFP Proposals Due	April 15, 2024

**Required Documentation Submission**

Each Proposal must contain the following:

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1. On letterhead, a description of the organization, including credentials and background of all key staff members, and a description of its history and relevant experience with;
2. On letterhead, three current references;
3. A description of how you will complete the request above and meet deliverables.
4. Completed Office of Equal Opportunity Vendor Forms  
[https://www.clevelandohio.gov/sites/clevelandohio/files/Chapter187\\_04.2023%20\(1\).pdf](https://www.clevelandohio.gov/sites/clevelandohio/files/Chapter187_04.2023%20(1).pdf)
5. Provide a “lump-sum fee” amount due for each of the following elements:
  - a. Home Repair Project under \$5,000- Fee per completed project
  - b. Home Repair Project \$5,000 to \$25,000- Fee per completed project
  - c. Home Repair Project over \$25,000- Fee per completed project
  - d. Housing Rehabilitation Project under \$25,000- Fee per completed project
  - e. Housing Rehabilitation Project over \$25,000- Fee per completed project
  - f. Lead Hazard Mitigation Project under \$25,000- Fee per completed project
  - g. Lead Hazard Mitigation Project over \$25,000- Fee per completed project
  - h. Monthly Performance Fee - Fee per month
    - i. maintaining 40 active crews in the contractor pool
    - ii. maintaining 40 active crews in the contractor pool that exceed aspirational goals across all three certifications (MBE, FBE, and CSB)
    - iii. 95% of assigned (CD to Vendor) projects are less than 3 months old

The fees above will be the basis for a negotiation if your proposal is selected for consideration.

6. All attached forms will need to be filed.

**Submission and Selection Process:**

**The Due Date for proposals is the Close of Business on April 15, 2024.**

Submissions shall be reviewed for completeness, pricing, and experience. Staff will evaluate and rank the proposals.

The Director of the Department of Community Development, at the Director’s sole discretion, may require any Proposer to augment or supplement its proposal or to meet with the City’s designated representatives for an interview or presentation to further describe the Proposer’s qualifications and capabilities.

The City reserves the right, to select one proposal, more than one proposal, or reject all proposals.

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The City reserves the right, at its sole discretion, to reject any proposal that is incomplete or unresponsive to the requests or requirements of this RFP. The City reserves the right to reject any or all proposals and to waive and accept any informality or discrepancy in the proposal or the process as may be in the City's best interest.

The Director of the Department of Community Development, at her sole discretion, may require any Proposer to augment or supplement its proposal or to meet with the City's designated representatives for an interview or presentation to further describe the Proposer's qualifications and capabilities.

The City reserves the right, at its sole discretion, to reject any proposal that is incomplete or unresponsive to the requests or requirements of this RFP.

### **Vendor Proposal Guidelines**

#### **Intent**

It is the intent of the City through this RFP to establish to the greatest possible extent complete clarity regarding the requirements of both parties to the agreement resulting from the RFP.

Before submitting a proposal, the Vendor shall be thoroughly familiar with all conditions referred to in this document and any addenda issued before the proposal submission date. Such addenda shall form a part of the RFP and shall be made a part of the contract. It shall be the Vendor's responsibility to ascertain that the proposal includes all addenda issued before the proposal submission date.

The Vendor shall determine by personal examination and by such other means as may be preferred the actual conditions and requirements under which the agreement must be performed.

#### **Basis for Award, Evaluation Criteria and Questions**

The City is not obligated to accept any proposal if deemed not in the best interest of the City to do so.

The City shall make an award to the qualified proposal responder based on fees submitted, the response to this RFP, and any subsequent negotiation.

Failure to include in the proposal all information outlined herein may be cause for rejection of the proposal.

The City reserves the right to accept or reject any and all proposals, in whole or in part, that is deemed to be in the best interest of the City at its sole discretion.

The City reserves the right to waive any informalities or irregularities in proposals.

The City reserves the right to negotiate separately the terms and conditions or all or any part of the proposals as deemed to be in the City's best interest at its sole discretion.

Information and/or factors gathered during interviews, negotiations, and any reference checks, and any other information or factors deemed relevant by the City, shall be used in the final award. The final award of a contract is subject to approval by the City of Cleveland, Board of Control.

The City assumes no liability for any costs incurred in preparing or submitting any proposals.

### **Award of Contract**

Award of contract will be made to one or more Vendor(s) whose proposal and subsequent negotiation provide the most favorable solution to the City. The Vendor shall be deemed as having been awarded a contract when the formal notice of acceptance of his negotiated proposal has been duly served upon the intended awardee by an authorized agent of the City.

### **RFP Clarifications**

If any person contemplating submitting a proposal is in doubt as to the true meaning of any part of this RFP, the individual may submit to the City a written request for an interpretation thereof. The person submitting the request will be responsible for its prompt delivery. Any interpretation will be made only by an addendum. Failure on the part of the proposal responder to receive a written interpretation before the submission deadline will not be grounds for withdrawal of the proposal. The vendor will acknowledge receipt of each addendum issued by stating so in its proposal. No oral explanation or instruction of any kind or nature whatsoever given before the award of a contract to a Vendor shall be binding.

All inquiries regarding this proposal must be written and should be emailed to:

Department of Community Development

Attention: Anthony Scott, Esq.

Email: [ascott2@clevelandohio.gov](mailto:ascott2@clevelandohio.gov)

Inquiries regarding this RFP will be accepted **no later than 5 p.m. EST on March 4, 2024.**

Vendors should monitor the City's website for addenda to the RFP prior to the closing and include signed addenda with their RFP response.



### **Advice of Omission or Misstatement**

In the event, it is evident to a Vendor responding to this RFP that the City has omitted or misstated a material requirement to this RFP and/or the services required by this RFP, the responding Vendor shall advise the Contact identified in the "RFP Clarifications" section above of such omission or misstatement.

### **Confidential Information**

Information contained in the Vendor's proposal that is company confidential must be clearly identified in the proposal itself. The City will be free to use all information in the Vendor's proposal for the City's purposes. The Vendor understands that any material supplied to the City may be subject to public disclosure under the Freedom of Information Act.

### **Confidentiality Statement**

Any information, including materials, drawings, designs, documentation, and other property or data, disclosed to the proposal responder shall not be used, reproduced, appropriated, or otherwise disseminated to anyone other than the City.

### **Tax Exempt Status**

The City is exempt from Ohio State sales and use taxes on materials and equipment to be incorporated into the work. Tax Payer Id No. 34-6000646. Said taxes shall not be included in the RFP.

### **Reserved Rights**

The City reserves the right to waive any irregularities; accept the whole, part of, or reject any or all quotations; and select the firm which, in the sole opinion of the City, best meets the City's needs. The City also reserves the right to negotiate with potential Vendors so that the City's best interests are served.

### **Advertising**

The vendor shall not advertise or publish the fact that the City has placed this order without prior written consent from the City, except as may be necessary to comply with a proper request for information from an authorized representative of a governmental unit or agency.

### **Trademarks**

The City warrants that all trademarks the City requests the Vendor to affix to articles purchased are those owned by the City and it is understood that the Vendor shall not acquire or claim any rights, title, or interest therein, or use any of such trademarks on any articles produced for itself or anyone other than the City.

### **Right to Request Additional Information**

The City reserves the right to request any additional information that might be deemed necessary after the completion of this document.

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### **Right of Refusal**

The City reserves the right to refuse any or all proposals in their entirety, or to select certain professional services, equipment, or software products from various Vendor proposals, based on the best interests of the City.

### **Proposal Preparation Costs**

The Vendor is responsible for any and all costs incurred by the Vendor or his/her subcontractors in responding to this RFP.

### **Pricing Eligibility Period**

All Vendor proposals are required to be offered for a term not less than **180** calendar days in duration. A proposal may not be modified, withdrawn, or canceled by the Vendor during the 180 days following the time and date designated for the receipt of proposals.

### **Additional Charges**

No additional charges, other than those listed on the Price Form, shall be made.

### **Rights to Pertinent Materials**

All responses, inquiries, and correspondence relating to this RFP and all reports, charts, displays, schedules, exhibits, and other documentation produced by the Vendors that are submitted as part of the proposal shall become the property of the City upon receipt, a part of a public record upon opening, and will not be returned.

The City reserves the right to accept any bid, to reject any or all bids, to waive any irregularities in the bidding, and to accept any bid in the best interest of the City.

### **Proposal Pricing and fees**

1. The City requests Firm Fixed Prices (FFP) in the format shown on the Price Form in Exhibits A through Exhibit G.
2. The total price given in the Price Form shall include all costs (including, but not limited to, insurance, travel, telephone, and other direct costs) to provide services and deliverables identified in the Statement of Work and to complete the Deliverables sections of this RFP.

### **Compliance with the Cleveland Area Business Code**

The City of Cleveland is committed to providing opportunities for minority-owned businesses, female-owned businesses, and Cleveland-area small businesses to participate in City contracting. The City intends to contract with a Vendor that shares that commitment.

The standard subcontracting goal for professional services contracts is 10% Cleveland Area Small Business (“CSB”) subcontractor participation. Please review any attached documents to review the goal for this contract. Proposers are required to make a good faith effort to subcontract with certified Minority Business Enterprise (“MBE”), Female Business Enterprise (“FBE”), and CSB firms in line with the applicable subcontracting goals included in this request for proposal.

To document its good faith effort to use certified MBE, FBE, and CSB sub-consultants each proposer must complete Schedules 1 through 4 found in the Cleveland Area Business Code Notice to Bidders and Schedules. These schedules document the use of MBE, FBE, and CSB subcontractors on the project, as well as the good faith effort of the Vendor in seeking the participation of certified sub-consultants on the proposed work. The completed forms will be forwarded to the City for evaluation. Failure to submit complete schedules may result in the rejection of your proposal.

Proposers can obtain information on CSBs, MBEs, and FBEs that are certified by the City by checking the City’s website at <https://www.clevelandohio.gov>. From the home page, select Office of Equal Opportunity from the drop-down box of Business. On the Office of Equal Opportunity page, you will find a selection in the left-hand column for the CSB/MBE/FBE Registry.

Proposers are responsible for obtaining the most current list and for contacting potential CSB/MBE/FBE sub-consultants. The City assumes no responsibility for matching prime consultants with qualified MBE, FBE, and/or CSB sub-consultants.

The participation of MBE, FBE, and/or CSB sub-consultants will be monitored by the Community Development throughout the duration of the project. The successful Vendor will be responsible for providing Community Development with any and all information necessary to facilitate this monitoring.

The *Cleveland Area Business Code*, Chapter 187 of the Codified Ordinances Cleveland, Ohio, 1976, any *Regulations* promulgated under the *Code*, and the *CD Notice to Bidders & Schedules* are incorporated in and made part of this solicitation and any resulting contract, by this reference, as fully as if attached.

Equal Opportunity Clause. No Proposer shall discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, national origin, age, disability, ethnic group, or Vietnam-era or disabled veteran status. Contractors shall take affirmative action to ensure that applicants are employed and that employees are treated during employment without regard to race, religion, color, sex, sexual orientation, national origin, age, disability, ethnic group, or Vietnam-era or disabled veteran status. As used in this chapter, “treated” means and includes without limitation the following: recruited whether by advertising or other means; compensated, whether in the form of rates of pay or other forms of compensation; selected for training,

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including apprenticeship, promoted, upgraded, demoted, transferred, laid off and terminated. Contractors shall post in conspicuous places available to employees and applicants for employment, notices to be provided by the hiring representative of contractors setting forth the provisions of this nondiscrimination clause.

### **Proposal Submission and Format**

To facilitate the analysis of responses to this RFP, the Vendor is required to prepare their proposals in accordance with the instructions outlined in this section.

Proposals shall be prepared as simply as possible and provide a straightforward, concise description of the Vendor's capabilities to satisfy the requirements of the RFP. *EMPHASIS SHOULD BE CONCENTRATED ON ACCURACY, COMPLETENESS, AND CLARITY OF CONTENT.* All parts, pages, figures, and tables should be numbered and labeled clearly.

### **LATE SUBMISSIONS WILL NOT BE ACCEPTED OR REVIEWED.**

Proposals received after the deadline will not be accepted. Proposals may not be delivered via facsimile or e-mail.

*Do not contact any other City officials while responding to this RFP.* Failure to adhere to this process may result in the rejection of the RFP response by the City selection team.

### **Appendix**

1. Final Price List For The 2024 Contractor Program
2. Office Of Equal Opportunity Vendor Forms (Fillable)
3. Northern Ireland Fair Employment Disclosure
4. Affidavit
5. Bid Bond Form