

City of Cleveland, Department of Community Development (“CD”)
Distribution of responses for Vendor RFP Clarifications re:
Professional Services for Housing Rehabilitation. Housing Repair and Lead Hazard Mitigation
Implementation Vendor (IV)

March 11, 2024

1. **Question:** Is there room to negotiate the “fee for project”? Small jobs are as time intensive and often can be worse to execute. Can a flat administrative rate be considered?

Answer: At this time, the rates are set as listed based on our current pricing and requirements within the various funding sources we use for these services.

2. **Question:** Specification list maintenance – There is a reference to a city list but no appendix is attached. We intend on utilizing Housing Developer Pro software and ideally, I would like to craft a mechanism where we can develop specs utilizing this software. HDP also has the capability to update costs as markets change for materials.

Answer: The “Final Price List for 2024 Contractor Program can be found [here](#), and is listed on the City of Cleveland’s website along with this RFP.

3. **Question:** The crew requirements seem to be very high (32 GCs!). If possible - reducing it to several practitioners, we could still succeed achieving the MBE/FBE/CSB objectives while providing meaningful work for these businesses.

Answer: The amount of GCs are negotiable. However, RFPs will be reviewed based on the applicants capacity to secure sufficient contractors (GCS and/or trade specific) that can maintain the pace needed to address the “Guaranteed Minimum of Projects” found on pg. 5 of this RFP.

4. **Questions:** Is the source of funding CDBG? Would it be possible to have funds in advance such in tranches [?] Otherwise, we or any other vendor will need to determine a means to finance work prior to repayment which means higher cost without access to capital up front.

Answers: The majority of funding that we receive for these programs are from the Dept. of Housing and Urban Development (“HUD”) not Community Development Block Grants (“CDBG”). CD is seeking an IV who can facilitate payments to these contractors in a timely manner and submit completed invoices to CD.

5. **Questions:**

Guarantee Minimum Number of Projects

\$2M for 200 home repairs = \$10,000 per repair
\$1M for 25 home rehabs = \$40,000 per rehab
\$1M for Lead Hazard Mitigation = \$20,000 per project

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I have concerns for how this breaks down per project. Is the goal of the program to hit the unit counts or adequately facilitate a quality repair to extend the lifespan and naturally occurring affordability for a resident? I guess I need to grasp what the true objectives of the city would be.

Answers: CD will review applications from citizens, determine their eligibility for the SHAP, RAH and/or Lead Remediation program(s), which dictate the level of funding that is available for their home. Those applicants who qualify will then be assigned to the IV to service. The goal is for that IV to be able to manage the services, within the amount of funds available per project.

6. **Questions:** I am not understanding what we need to do to create a proposal? Do we just complete the attached documents and submit them to show that we are "qualified"? I have an Infor account and can see the open event # 5265. What is a formal RFP? Is this a city program or county?

Responses: This is a program within the City of Cleveland's Department of Community Development (CD). General information about the City of Cleveland and the bidding process can be found [here](#). The specific language of this RFP and what it should entail can be found within the RFP entitled "*Professional Services for Housing Rehabilitation, Housing Repair, and Lead Hazard Mitigation Implementation Vendor.*"

7. **Question:** Can you please provide a **time** that the RFP's are due for the Housing Rehabilitation, Housing Repair, and Lead Hazard Mitigation Implementation Services? I see in the documents that they are due April 15th by close of business. What's your definition of "close of business", 4pm, 5pm?

Answer: Close of business would be 5 pm EST on April 15, 2024

8. **Question:** Do we have to include all three programs in our proposal or can we choose any one of them?

Answer: We are looking for bids for a single IV, not for separate bids per program.

9. **Question:** Who and how will the temporary relocation of the occupants be covered for the lead hazard control program?

Answer: The IV pays the monies to the household to assist with temporary relocation, then invoices the city for the relocation upon completion of the job.

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10. **Question:** Explain the extent and process required to update the specification list. While this updating is required every 6 months, the time and cost to update is not included in the lump sum fee schedule. Is it expected that this work is free or tied into the fee per project?

Answer: Updating the price list is within the scope of services the IV shall provide and pricing is included within the fees per project.

11. **Questions:** Is it the expectation that the Vendor develops the scope of service for each **homeowner**? How frequently will the CD provide a list of new homeowners for Vendor to inspect? What happens if homeowner does not show up or facilitate access to property? Who coordinates access and timing? What occurs if the Vendor creates the scope of work, but the CD does not assign the project to the vendor? How will the time for the creation of the scope be paid for?

Answers: The IV 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. Finally, CD is looking for only one (1) IV, so, work will be assigned to the IV exclusively.

12. **Question:** Who is liable for the work done to these homes? The City, the contractors, the vendor? What are the insurance requirements? How does warranty work?

Answer: The IV and the Contractors must maintain the below insurance levels. The IV would be the liable party. The IV is responsible for shifting that liability to the contractors performing the actual labor. A copy of the contract between homeowner's and contracts is being attached to this RFP, which contains the existing verbiage re: warranties.

- Workmen Compensation Insurance
- Commercial Liability Insurance (\$2,000,000 aggregate/\$1,000,000 per occurrence) with the City of Cleveland name as additional insured.
- Auto Insurance \$1,000,000 Combined single limit for bodily injury and property damage, per occurrence and \$2,000,000 aggregate.

13. **Question:** Is the expectation that the crews all be General Contractors or will trade specific subs be acceptable. For example, the Vendor will procure 1st tier services from a roofing contractor, a carpentry contractor, a painter, an electrician, and a plumber vs 1st tier services from a GC who then marks up 2nd tier subcontractors to do the same scope of work.

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Answer: The amount of GCs are negotiable. However, RFPs will be reviewed based on the applicants capacity to secure sufficient contractors (GCS and/or trade specific) that can maintain the pace needed to address the "Guaranteed Minimum of Projects" found on pg. 5 of this RFP.

14. **Question:** Is the vendor able to bulk bid multiple projects to the contractors for efficiency's sake or will each project be stand alone?

Answer: Although each project is stand alone, once CD assigns to the IV, the IV will be able to assign the projects to the contractors in the manner they deem most efficient and equitable.

15. **Question:** How is the work procured from the contractors? Is the expectation that the Vendor bids out the scope of work to the various contractors and the lowest, best price gets the work or the Pricing List valuation gets created and the contractors have to accept the pricing as stated? How many bids are required per scope of work?

Answer: The IV will use the pricing list found [here](#) and within the RFP to determine the rate per job specification, no bids are required.

16. **Question:** Explain the extent and process required to update the pricing list. This updating is required every 18 months but the time and cost to update is not included in the lump sum fee schedule. Is it expected that this work is free or tied into the fee per project? Who is the 3rd party pricing service?

Answer: The IV will propose a flat rate update to the pricing list, to occur NLT 18 months, from the time in which this contract is awarded. This time for performance can be negotiated in the final contract.

17. **Question:** Please explain what "facilitate payments to contractors" means in greater detail. Is the expectation that the contractors are being paid by the vendor or are the payments made by the city? If by the city, what is the process to make this happen? If by the vendor, how will the reimbursements from the city happen? What additional project documentation is required for the contractors to receive their last 20% payment?

Answer: The IV will pay the contractors and submit invoices for reimbursements from CD upon completion of the job. The City shall determine a method to efficiently receive bulk invoices from IV.

18. **Question:** In the guarantee minimum number of projects, the average home repair is \$10k, the average housing rehab is \$40k, and the average lead hazard is \$20k. Since this RFP is

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based on a fee per project, what occurs when the average value of the projects is greater than above, and the budget is reached before the number of projects occurs? To ask another way, based on experience, a whole home rehab is going to cost more than \$40k. Let's say it costs \$100k. This means that the total homes that can be completed within the budget is 10 and not 25. How will the fee per project be adjusted to account for this reduced scope? Or will the budget be increased to \$2.5M? Do we plan on a \$4M a year budget or 275 projects?

Answer: Based on the funding source(s) that CD identifies at our application intake, a pre-determined maximum will be available per project. The IV will be aware of this at the time of inspection and scope creation. Work to be performed must fit within those available funds.

19. **Question:** Will this work require the use of B2G and LCPtracker? If so, how is the project going to be set up in those systems? Will each home be its own project, or will the whole project be considered one project within those systems? Is this prevailing wage or living wage, or none of the above?

Answer: This response will be updated prior to March 15, 2024. A formal conversation with OEO is scheduled to further discuss this issue.

20. **Question:** Is there any resource that will facilitate the quick action by the OEO to get contractors certified?

Answer: The Director of OEO, or his designee, will assist in obtaining the necessary documentation.

21. **Question:** Is there any specific resources that will facilitate the quick action by the city inspectors to inspect and sign off on the work?

Answer: CD maintains its own inspection staff, the Bureau Chief, or his/her designee, can assist in scheduling.

22. **Question:** Will a general building permit be required for each project? If so, who facilitates the paperwork to get a permit? Who pulls the permit? If drawings are required, how will those drawings being procured?

Answer: The IV would complete these tasks, CD Inspectors are an available resource to assist.

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23. **Question:** The RFP paperwork requires a bid bond. What, exactly, is being bonded? The fee per project? Or something else?

Answer: The bid bond covers the contract that the IV will be awarded, not for each individual project.

24. **Questions:** How do we fill out the OEO Vendor Forms when we do not know who the contractors will be (since our goal is to grow the contractor base) nor the value or scope of the work? Are we supposed to list contractors we've used in the past that are already certified or can be certified? Or are we just supposed to fill out Schedule 1?

Answers: As the IV identifies new potential contractors, they will work with OEO on completing all necessary documents. Any contractors the IV currently uses or would obtain for the purpose of completing this RFP would be listed and become OEO certified (if not already certified).

25. **Question:** How does the CD define "active" crews? If CD hires multiple Vendors for this project, can they share crews?

Answer: The amount of GCs are negotiable. However, RFPs will be reviewed based on the applicants capacity to secure sufficient contractors (GCS and/or trade specific) that can maintain the pace needed to address the "Guaranteed Minimum of Projects" found on pg. 5 of this RFP.

26. **Question:** Can the selected vendor self-perform certain portions of the work themselves?

Answer: Yes.