

Central Pines Regional Council

Request for Proposals – Durham County Senior Housing Repair Program

Date of Issue: 9/3/2024

Response Deadline: 10/2024 at 5:00pm

Direct all inquiries concerning this RFP to:

Hunter Fillers

Housing Program Manager

Central Pines Regional Council

📞 919-558-9392

✉ hfillers@centralpinesnc.gov

📍 4307 Emperor Blvd, Suite 110, Durham, NC 27703

Project Description and Requested Services

Central Pines Regional Council (CPRC) is requesting services from a qualified housing rehabilitation firm to support the preservation of housing for income-verified seniors in Durham County, North Carolina. Durham County is investing funds to help seniors maintain their health and housing as they age in place and maintain the County's housing stock. Durham County has selected Central Pines Regional Council to administer and implement a minor home repair program for senior citizens in Durham County, 60 years of age or older who are at or below 80% of the County's AMI.

The selected firm will facilitate a minor rehab program that will perform assessments, provide accurate cost estimates, and complete repairs OR competitively bid out the identified scope of work to qualified contractors/subcontractors. If work is bid out, the selected firm under this contract will be responsible for compliantly bidding out the work, following Uniform Guidance, found at [2 C.F.R. 200](#), including: administrative requirements (Subparts B through D), cost principles (Subpart E), and audit requirements (Subpart F), and overseeing the work of qualified contractors/subcontractors to complete the repairs for approximately 40 homes. The firm will assess Durham County homes to determine the repairs and modifications needed to ensure that the property will be safe and accessible for eligible residents. The assessments will prioritize the repair or modification of those conditions that pose an imminent threat to life, safety, or accessibility with a maximum budget of \$15,000 per home. A firm will be selected through this RFP process based on their proposal, interview (if deemed necessary), and qualifications/experience. Funding for this project is made available through American Rescue Plan Act (ARPA) dollars, issued by Durham County – experience working with federally funded projects will be taken into consideration when scoring.

The following criteria will be used by CPRC to qualify eligible seniors for minor rehabilitation services:

- 60 years or older.
- Owned and occupied a single-family home for at least one year in Durham County.
- No additional residential properties owned.
- Current on County taxes.
- Written approval for repairs from any co-owners of the home.
- Household gross income of less than 80% of the County's Adjusted Median Income

Proposed Scope of Work

Work will consist of the following:

- CPRC will oversee the income-verification process. Because of this, the selected firm will work with CPRC to identify homes in need of minor rehabilitation.
- Perform assessments and create cost estimates for rehabilitation work that addresses safety, health, and modification concerns in homes.
- As the prime firm or through competitively bided subcontractors, provide or procure comprehensive rehabilitation and repair services that support minor housing repairs and modifications for plumbing, roofing, ramps, railings, drainage, grading, heating and air conditioning systems, framing and exterior trim, electrical, flooring, porches, gutters, downspouts and other systems. CPRC will approve eligible repairs under this program.
- Ensure rehabilitation work adheres to city and county housing codes and provides final quality control inspections before closing out the project.

Funding Guidelines:

- \$540,000 is available for rehabilitation of homes and related costs like lead, asbestos, and radon testing – with additional contingency expenses available for use as needed.
- Maximum amount of funds used per home is \$15,000
- It is anticipated that 10% of rehabilitation funds are available for additional “soft costs” incurred such as inspections and travel expenses
- It is anticipated that around 40 homes will be rehabilitated.

Applicant Minimum Requirements:

- Eligible applicants include non-profit and for-profit development entities. “Non-profit” means having a 501c (3) tax exemption notice from the IRS.
- Applicants must have experience with the delivery of minor repair services and/or substantial rehabilitation services to low-income households, as specified in this RFP.

Project Schedule

All rehabilitation activities leading to final completion of the project are to be accomplished no later than June 30, 2026.

Tentative Schedule of Events	Date
Release of RFQ	9/3/2024
Deadline for written questions and clarifications	9/17/2024
Deadline for submissions of qualifications	10/8/2024
Complete interviews of short-listed firms	10/22/2024
Notify selected firm and begin contract negotiations	11/8/2024
Complete contract negotiations and award contract	12/15/2024

Qualifications and Selections

Firms qualified to provide rehabilitation services will be selected based on demonstrated competence and qualifications for the type of professional services required, including the following criteria:

- The person/firm must have experience in performing satisfactorily services on similar projects providing rehabilitation and construction management services.
- The person/firm must have adequate experience and staff capacity to perform the work required.
- The person/firm's proposed time schedule for the work and its history of meeting time schedules on prior similar work. *All household rehabs must be completed by September 30, 2026.*
- All applicable licenses and qualifications required by the State of North Carolina, including General Contractor license number and Lead Renovation, Repair, and Painting (RRP).

Proposal Evaluation and Selection

All proposals properly received before the deadline will be evaluated by a Review Committee based on the following Criteria:

Evaluation Criteria	(a) Weight	(b) Score 1- 5	(a) x (b) Weighted Score
Details capacity and ability to provide requested scope of services	35%		
Describes qualifications, experience, and past performance of key staff delivering minor rehabilitation services/programs	30%		
Outlines proposed time schedule that accommodates the project's needs.	15%		
Proposed budget and experience leveraging outside funding to increase impact for homeowners	10%		
Inclusion of an innovative approach and identification of ways to address cost-efficiency	5%		
Total	100		

Proposals will be evaluated using a standardized scoring system. Each criteria component will be assigned points ranging from 1 – 5 according to the extent to which the proposed system meets the stated requirements. The points will be assigned as follows:

- 5 points: Fully meets
- 4 points: Meets with minor gaps (no compromise required)
- 3points: Meets with moderate gaps (some compromise required)
- 2 points: Partially meets with significant gaps (compromise required)
- 1 point: Does not meet

The points for each criteria component will be multiplied by the percentage weight listed above and totaled. The firms will be ranked, and interviews will be scheduled with the top- ranked firms, as deemed necessary. The firm selected as the most qualified to provide the requested services will be invited to negotiate a final contract agreement. If an agreement is not reached, negotiations may be terminated and commenced with the next most qualified firm.

Questions and Clarifications

Please submit questions via email to hfillers@centralpinesnc.gov and in the subject line note “Durham County Senior Housing Repair Program”. Deadline for written questions and clarifications is September 17, 2024, at 5:00 p.m. Only written questions will receive responses, which will be posted on CPRC’s website here: [Central Pines Regional Council Requests for Proposals](#)

Non-Discrimination Requirements

It is the policy of CPRC to ensure that no person shall, on the grounds of race, color, national origin, limited English proficiency, income-level, sex, age, or disability, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any CPRC program or activity, including, where applicable, religion, as provided by Title VI of the Civil Rights Act of 1964 and other pertinent nondiscrimination authorities.

Compliance and Monitoring

Applicant will provide owner and property eligibility documentation, work write up, before and after photos and any invoices or payment documentation with each invoice submitted. The project manager will complete unit inspections and verify work completed before payment.

CPRC will require quarterly reports to be submitted, to fulfill proper tracking and reporting required by the grant award. The consultant will work with CPRC to provide necessary reporting on work completed and hours of work devoted to the project during the quarter.

The person or firm must adhere to all applicable compliance standards including Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions, Lobbying Prohibited, Non-Discrimination, Conflict of Interest, Internal Confidentiality Agreements, Trafficking Victims Protections Act of 2000, and Unmanned Aircraft System, aka Drones.

Insurance

The contractor agrees to maintain, on a primary basis and at its sole expense, at all times during the life of this Contract, the following applicable coverages and limits.

Commercial General Liability – Combined single limit of no less than \$1,000,000 each occurrence and \$2,000,000 aggregate per year. Coverage shall not contain any endorsement(s) excluding nor limiting Product/Completed Operations, Contractual Liability or Cross Liability, or Personal and Advertising Injury Liability.

Automobile Liability – Limits of no less than \$1,000,000 Combined Single Limit. Coverage shall include liability for Owned, Non-Owned and Hired automobiles. In the event Contractor does not own automobiles, Contractor agrees to maintain coverage for Hired and Non-Owned Auto Liability, which may be satisfied by way of endorsement to the Commercial General Liability policy or separate Auto Liability policy. Automobile coverage is only necessary if vehicles are used in the provision of services under this Contract

Certificate of Insurance – Contractor agrees to provide a Certificate of Insurance evidencing that all coverage, limits, and endorsements required herein are maintained and in force and effect, and Certificates of Insurance shall provide a minimum thirty (30) day endeavor to notify, when available, by Contractor’s insurer. If Contractor receives a non-renewal or cancellation notice from an insurance carrier affording coverage required herein, or receives notice that coverage no longer complies with the insurance requirements herein, Contractor agrees to notify within five (5) business days with a copy of the non-renewal or cancellation notice, or written specifics as to which coverage is no longer in compliance.

Conditions, Clarifications, and Reservations:

- CPRC expects to select one firm or team but reserves the right to request substitutions of subconsultants.
- CPRC reserves the sole discretion and right to reject any and all responses received with respect to the RFP and to cancel the RFP process at any time prior to entering into a formal agreement. CPRC further reserves the right to request additional information or clarification of information provided in any response. CPRC also reserves the right, but is under no obligation, to waive technicalities and informalities. CPRC shall make the award as deemed in its best interest.
- A response to this RFP should not be construed as a contract, nor indicate a commitment of any kind. The RFP does not commit CPRC to pay for costs incurred in the submission of a response to this RFP or for any cost incurred prior to the execution of a final contract. No recommendations or conclusions from this RFP process concerning an individual firm shall constitute a right (property or otherwise) under the Constitution of the United States or under the Constitution, case law or statutory law of North Carolina. Neither binding contract, obligation to negotiate, nor any other obligation shall be created on the part of CPRC unless CPRC and your firm execute a contract.
- All responses to this RFP shall be the property of CPRC.