**REQUEST FOR QUALIFICATIONS**

**FOR RESIDENTIAL WEATHERIZATION PLUMBING SERVICES FOR HOUSEHOLDS LOCATED IN DOUGLAS AND JOSEPHINE COUNTIES, OREGON**

**RFQ # 2022**

Applications accepted until sufficient number of plumbers are qualified.



Refer Questions to:

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**UNITED COMMUNITY ACTION NETWORK WEATHERIZATION PROGRAM PLUMBING SERVICES**

**REQUEST FOR QUALIFICATION PROVISIONS**

**I. Overview**

**Issuing Agency:** This Request for Qualifications is issued by United Community Action Network (UCAN) for its Weatherization Program (Program). UCAN is a 501(c) (3) non-profit that provides comprehensive human services in both Douglas and Josephine Counties. UCAN has provided services for 53 years. UCAN’s mission is: Creating solutions to poverty, improving lives in our community. UCAN’s vision is that every Douglas and Josephine County resident has the resources and opportunities needed to reach their full social, civic, and economic potential, to be secure in their own lives and to be vital participants in their communities.

To help achieve this vision, UCAN operates a variety of programs including:

* Housing assistance, including affordable housing, rent assistance and associated supports
* Home comfort aid, including weatherization
* Family support, including home visiting programs
* Emergency food
* Nutrition programs, including WIC
* Head Start/Early Head Start
* SHIBA Medicare Education/Enrollment Assistance
* Tax Aide
* Non-emergency Medical Transportation
* Assistance Paying Bills

One set of UCAN values is to work in a manner showing respect, dignity, and compassion while honoring equity. We are particularly interested in working with contractors who are respectful of our clients. Beyond the payment that we offer to our contractors, we offer contractors an opportunity to meet critical community needs.

**Purpose:** UCAN is accepting applications from licensed, bonded, and properly insured Plumbing Contractors to perform work on residential housing units throughout Douglas and Josephine County that are receiving additional weatherization measures. This document provides the procedures for plumbing contractors to submit proposals to become a UCANContractor. Contractors who demonstrate adequate qualifications in applying to this RFQ will be added to a list of qualified Contractors after entering into a contract to provide plumbing services (NOTE: We are NOT accepting applications at this time for other types of contractors who perform weatherization, electrical or HVAC services). All contracted work is subject to the terms and conditions specified in this document and the contract.

**Application Process:** One copy of the proposal application and all additional required materials must be sent electronically to the following e-mail address: [heather.king@ucancap.org](mailto:jordan.jungwirth@ucancap.org) The subject line of the e-mail should state: Proposal for Weatherization Plumbing Services. Applications will be accepted until UCAN determines that an adequate number of qualified plumbers are available for its Weatherization work.

**II. Program Scope and Description**

UCAN’s Weatherization Program offers weatherization services for low-income households in Douglas and Josephine counties. Households served may live in single-family or multi-family structures. Households may live in stick-built or manufactured homes. Households must meet income eligibility requirements. By providing weatherization services, the Program:

* Reduces residential energy consumption by installing weatherization measures and related repairs which improve the thermal efficiency of the home,
* Reduces low-income residents’ energy bills,
* Enhances health and safety by providing adequate ventilation, safely functioning combustion appliances, proper zonal pressures, and smoke/CO detectors.
* Educates households to help them reduce their energy usage.

The Weatherization Assistance Program is a government-funded program managed locally by our agency. Oregon Housing and Community Services Department administers the funds.

**III. Weatherization Work Synopsis**

UCAN staff conduct weatherization audits on each household served. UCAN then contracts out work to Contractors as individual projects. Each contractor generally receives an equal share of jobs, based on expertise, availability and demonstrated excellence in meeting program guidelines. However, UCAN takes into account each contractor’s record of performing jobs, meeting standards and specs required of the work, timeliness in doing so, history of accepting jobs when offered, and compliance with all contractual requirements in determining the number of jobs any contractor is offered. Upon accepting a project, the Contractor completes the work as specified in individual Scopes of Work according to Program specs. UCAN staff inspect the work and approve it for payment. Each project involves at least one measure to improve the energy/thermal efficiency of a home, and/or improves resident health and safety. The most commonly called for measures include:

* Furnace or heat pump tune-up, maintenance or repairs;
* Installation of gas furnaces, electric furnaces, and ductless heat pumps;
* Installation of zonal heating systems;
* Plumbing or electrical repairs as warranted;
* Maintenance, repair or installation of water heaters;
* Installation of air or duct sealing;
* Installation of materials to address incidental repairs;
* Installation of equipment or materials to address identified health/safety issues; and/or
* Installation of wall, floor and/or attic insulation.

General Weatherization and Specialty Contractors (including plumbers) collaborate on projects.

**A. UCAN Responsibilities**

UCAN is responsible for the following activities:

* Determine client eligibility.
* Obtain landlord approval.
* Conduct home energy audit and health and safety inspection.
* Conduct initial blower door infiltration test.
* Conduct initial combustion safety test on non-electric equipment.
* Notify owner of lead based paint hazards.
* Notify contractor of lead based paint evaluation results if paint evaluation or risk assessment has been performed.
* Prepare and issue separate work orders for each job that must be signed by UCAN and contractor.
* Inspect work in progress when necessary.
* Perform final inspection to ensure work meets program requirements.
* Request permits from contractor.
* Pay contractor invoices in a timely manner.

**B. Contractor Responsibilities**

Contractors are responsible for the following activities:

* Ensure compliance with all applicable local, state, and federal regulations and State of Oregon Weatherization Specifications.
* Communicate with client to schedule a job.
* Complete work order as issued by UCAN.
* Perform incidental repairs essential to assure health and safety of client and installation or preservation of weatherization material.
* Utilize lead safe work practices on all dwellings built prior to 1978.
* Obtain required permits.
* Submit all pertinent documents (manuals, warranty documents, etc.) to property owner.
* Conduct final quality control inspections before submitting inspection request to UCAN.
* Submit inspection requests, copy of required permits and invoice to UCAN.
* Correct any item which does not pass inspection.
* Warrant work and materials for a period of one (1) year.

**IV. Contractor Qualification Requirements**

In order for the RFQ applicant to have their qualifications scored, the applicant must meet the following minimum criteria:

1. **Licensing**

The Contractor must be currently licensed by the State of Oregon Construction Contractors Board (CCB) as a plumber. If the applicant Contractor has any of the following issues associated with their CCB license, UCAN may deny the application without scoring it:

* Civil penalties resulting in a fine,
* Refusal to reissue license,
* License revocation,
* Department of Justice assurance of voluntary compliance,
* Criminal conviction,
* Public work disbarment,
* Civil injunction,
* UTPA violation
* Suspended and required to carry a higher bond.

The Contractor shall also be registered with the Oregon Secretary of State’s Office to conduct business in Oregon.

1. **Insurance**

The Contractor should have insurance coverage for commercial general liability, automobile liability, workers’ compensation and employer liability in the following amounts:

a. Commercial General Liability:

Single Occurrence: $1,000,000 General Aggregate - $3,000,000

b. Automobile Liability:

Minimum Automobile Combined Single Limit Liability Coverage - $1,000,000 annual aggregate limit covering bodily injury, liability and property damage liability, including coverage for owned or non-owned vehicles.

c. Worker’s Compensation Insurance and Employer’s Liability Insurance:

Each Occurrence- $500,000

1. **Sufficient Resources**

Contractor should be able to maintain sufficient resources to carry expenses for several open projects, as the Contractor will not receive payment until Program staff have inspected any project and approved the work.

**V. Disqualifying Circumstances**

UCAN will not qualify a Contractor if the company or principle member of the company has:

* Been listed on the State of Oregon Bureau of Labor and Industries Ineligible Contractors List;
* Been listed on the “Specially Designated Nationals and Blocked Persons” list, maintained by the Office of Foreign Assets Control of the US Department of Treasury;
* Been debarred, suspended, declared ineligible or suspended from federal transactions in the previous three years,
* Been convicted or had a civil judgment made for fraud or criminal offense involving a public transaction/contract in the previous three years,
* Been convicted of embezzlement, theft, forgery, bribery, falsification/destruction of records, making false statements or receiving stolen property in the previous three years,
* Had a public transaction terminated in the previous three years.

UCAN also will deny a Contractor if that Contractor is or has an employee working on a project who is a registered sex offender, and will require an explanation if the Contractor or such employee has been convicted of murder, assault in the first degree, kidnapping, arson, robbery in the first degree, or theft by extortion.

UCAN will deny a Contractor if a conflict of interest exists, because an employee or board member of UCAN, or an immediate family member of either, will obtain a financial benefit through the award of work to the Contractor.

In addition to issues that may result in immediate disqualification of an applicant, UCAN will examine other factors to determine if there is an issue prior to determining whether to qualify the applicant. Such factors include previous experience, presence of needed certification/training, and quality of prior work.

**VI. Pricing**

Each applicant for this RFQ is required to submit proposed hourly rate for work. The pricing will not be used for determining qualification nor for purposes of selecting which jobs qualified Contractors are assigned.

**VII. Items Required for Submission**

A complete proposal requires that the following be submitted, with all information provided:

1. Proposal application,
2. Evidence of insurance policy with adequate coverage,
3. Evidence of CCB license,
4. Evidence of OR business registration,

**VIII. Acceptance of Terms**

By submitting its application, the Contractor accepts all terms and conditions specified in this RFQ. UCAN reserves the right to introduce additional terms and/or conditions as necessary.

**IX. Property Rights**

The application and attachments submitted in response to this RFQ become the property of UCAN. It is understood and agreed that the prospective Contractor claims no proprietary rights to the ideas and written materials contained in or attached to the submitted application.

**X. Right to Accept/Reject/Cancel**

UCAN reserves the right to accept or reject any or all applications, to negotiate with any or all prospective Contractors on modifications to applications, to waive formalities, to postpone qualifying Contractors, or to cancel all or part of this RFQ. Submittal or approval of an application is not an offer, guarantee or a promise that the Contractor will obtain work from UCAN.

**XI. Evaluation Process**

UCAN will review all submitted materials for completeness. UCAN may conduct additional investigations to determine that the Contractor is qualified to perform plumbing work, and the Contractor shall furnish to UCAN all needed information UCAN may request for this purpose.

**XII. Decision/Notification to Contractor**

UCAN will inform the Contractor of its decision promptly. UCAN may reject any application if UCAN determines the applicant is not qualified to perform the work requested in this RFQ. If denied, a Contractor may reapply in a future RFQ process, unless UCAN disqualifies the Contractor due to any situation listed in Section V, and that situation has not changed. If UCAN determines the Contractor qualifies, UCAN will add the Contractor to its qualified Contractor list, but only if the Contractor promptly signs a contract. UCAN retains the right to negotiate terms of the contract with any Contractor, but the Contractor must be prepared to enter into the contract without any change to its provisions.

**XIII. Suspension or Removal**

UCAN may suspend or remove the Contractor from the qualified Contractor list, upon determining any of the following:

* The Contractor’s work is not of adequate quality, Contractor’s takes too long to complete work, or Contractor fails to meet customer service standards,
* The Contractor fails to abide by any contractual obligation,
* Changes in Program needs, procedures, funding, or requirements necessitate that UCAN do so,
* The Contractor fails to meet its financial obligations to its employees or suppliers.

UCAN may reactivate the qualified status of a suspended Contractor. UCAN may determine that a Contractor who was determined to be unqualified under Section V. may resubmit their qualifications and under what circumstances they may do so.

**XIV. Term/Renewal**

Once approved, the Contractor shall remain on the qualified list for no less than one year, unless otherwise suspended or removed as described above. UCAN shall have the option of extending this term for one additional year.

**XV. Cost for Preparing Qualifications**

Applicants for qualification are solely responsible for the costs associated with preparation and submission of their application.

**XVI. Modification of RFQ**

UCAN may modify this RFQ at any time prior to the date applications are due.

**XVII. Resources**

Proposers should consult and be familiar with the Weatherization Specifications for the Oregon Weatherization Assistance Program and the current US Department of Energy Weatherization State Plan for Oregon. Please take special note of Appendix D of the Health & Safety Plan within the Weatherization State Plan. These documents can be found on the OHCS website:

https://www.oregon.gov/ohcs/energy-weatherization/Pages/energy-service-provider-resources.aspx