

**REQUEST FOR
STATEMENT OF QUALIFICATIONS
FOR
DESIGN SERVICES
NFS 25-064 ON-CALL HOUSING REHABILITATION**

SOLICITATION INFORMATION AND SELECTION SCHEDULE

Release Date	April 1, 2025
Advertisement Date	April 2, 2025 - SW Valley Republic
Advertisement Date	April 3, 2025 & April 10, 2025 - AZ Business Gazette
SOQ Due Date and Time	March 31, 2026, 5:00pm The City will accept Contractor Applications from interested parties on an ongoing basis until March 31, 2026. Interested Contractors must submit one PDF copy of the Contractor Application to ProcurementOffice@avondaleaz.gov.
Short Listed Notice	The City will determine the short-listed firms 21 calendar days after receipt of submittals.
RFQ Administrator	Graciela Torrecillas, gtorrecillas@avondaleaz.gov, (623)333-2029

* The City of Avondale reserves the right to amend the solicitation schedule as necessary.

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PART 1 RFQ PROCESS

1.1 Purpose; Background

The City of Avondale (the “City”) is issuing this Request for Statements of Qualifications (“RFQ”) and inviting interested parties to submit completed Contractor Applications for the purpose of establishing a prequalified contractors list to perform professional home rehabilitation and/or maintenance contracting services, to be undertaken with the federal and/or general funding sources that may include:

- Community Development Block Grant (“CDBG”) Program provided by the U.S. Department of Housing and Urban Development (“HUD”).
- HOME Investment Partnerships Program (“HOME”) administered by the Maricopa HOME Consortium (“Consortium”).
- City of Avondale general funds (“General Funds”).

The CDBG and the Maricopa HOME Consortium Home Repair Program are herein collectively referred to as the “Programs.” Contractors (“Contractors”) who will be eligible to submit quotations on individual rehabilitation or maintenance projects of single-family dwellings.

1.2 Scope of Work

The Scope of Work/specifications for each specific Project will be developed by the City. Each project is unique and may require minor repairs, or major/substantial repairs, or maintenance based on the funding source. Each project will have specific documentation and a scope of work that will be presented to the approved list for quotation. Projects must conform to NFS 24-076.

- A. Home Repair Projects. Contractors selected for inclusion on the Prequalified Contractors List in Home Repair Projects pursuant to the process defined herein will be required to repair or rehabilitate the property in accordance with the Specifications developed by the City, applicable laws, City codes, and ordinances, HUD Housing Quality Standards, HUD National Standards for the Physical Inspection of Real Estate (NSPIRE), Maricopa HOME Consortium Housing Rehabilitation Standards, the State of Arizona Rehabilitation Standards, Energy Star, International Energy Conservation Code (IECC, 2021 edition, or better) and the Arizona Governor’s Office of Energy Policy Weatherization Standards (collectively, the “Owner-Occupied Rehabilitation Standards”) provided, however, that only the items set forth in the Scope of Work will be required to be rehabilitated. Such Projects may include the maintenance or repair of one or more items required to ensure the health, safety, and general welfare of the home occupants and for the removal of code violations, including, but not limited to, electrical, plumbing, heating, cooling, or roofing issues. Handicap accessibility modifications may also be addressed. Home Repair Projects may also improve the overall appeal of the home and neighborhood by replacing older obsolete products, systems, and appliances with Energy Star and WaterSense labeled products, including such items as light bulbs, HVAC and applicable appliances, low-flow water fixtures, and other “green” products as appropriate.
- B. Maintenance Projects. Contractors selected for inclusion on the Prequalified Contractors List for Maintenance Projects pursuant to the list provided below, but not limited to, herein will be required to be qualified to perform maintenance in accordance with the City codes and ordinances, and Maricopa County standards and regulations, and EPA regulations related to asbestos and other

hazards. General examples of maintenance activities may include cleaning activities; protective or preventative measures to keep a building, its systems, and its grounds in working order; replacement of appliances that are not permanently affixed to the building; periodic replacement of a limited number of component parts of a building feature or system that are subject to normal wear and tear; replacement of a damaged or malfunctioning component part of a building feature or system. (Replacement of all or most parts or an entire system is not maintenance.) Maintenance projects may include requests for Diagnostic Evaluations and Maintenance Activities of approved Home Repair Program Clients. Contractor shall conduct an inspection of the defined equipment to ascertain that all equipment is functional. Any unit that is malfunctioning or non-operational shall be repaired or replaced per the examples provided above. Replacement of all or most parts is not defined as maintenance and will be subject to parameters as defined in the Home Repair Program procedures and will not follow the Maintenance Activities guidelines as outlined herein. The contractor shall troubleshoot the reason for the unit's non-operation. In consideration of the Contractor providing the Services, the City shall reimburse the Contractor on a time and material basis based on the quote provided to the City for Services provided during the Diagnostic Evaluation. Payments shall be made to the Contractor based on an invoice submitted by the Contractor that identifies expenditures and describes services performed in accordance with the agreement. City shall have the right to receive, upon request, documentation substantiating charges billed to the City.

1.3 Ongoing List

The City will accept Contractor Applications from interested parties on an ongoing basis. The City will determine the short-listed firms 21 calendar days after receipt of submittal. The City may extend the 21-calendar-day review period if additional time and documents are needed to complete the evaluation process. Contractors selected for inclusion on the Prequalified Contractors List pursuant to this RFQ will be notified by the City and will be invited to submit quotations for each proposed Project within the Contractor's stated area of interest.

1.4 Preparation/Submission of Contractor Application

Contractors are invited to participate in the competitive selection process for the Prequalified Contractors List as outlined in this RFQ. Responding parties shall review their Contractor Application submissions to ensure the following requirements are met.

A. Irregular or Non-responsive Contractor Application. The City may consider the Contractor Application as "irregular" or "non-responsive" and reject any Contractor Application not prepared and submitted in accordance with this RFQ, or any Contractor Application lacking sufficient information to enable the City to make a reasonable determination of compliance to the minimum qualifications. Unauthorized conditions, limitations, or provisions shall be cause for rejection. A Contractor Application may be deemed non-responsive at any time during the evaluation process if, in the sole opinion of the City, any of the following are true:

1. Contractor does not meet the minimum required skill, experience, or requirements to perform home rehabilitation or maintenance projects.
2. Contractor has a record of failing to fully perform or fulfill contractual obligations.
3. Contractor cannot demonstrate financial stability.

4. Contractor's Application contains false, inaccurate or misleading statements that, in the opinion of the City Manager or authorized designee, are intended to mislead the City in its evaluation of the Contractor Application.
- B. Submittal. Interested Vendors shall submit the complete Contractor Application through email to ProcurementOffice@avondaleaz.gov.
- C. Required Submittal. Contractor shall submit a completed Contract Application and any applicable typed statement required in the application.
- D. Contractor Responsibilities. All Contractors shall (i) examine the entire RFQ, (ii) seek clarification of any item or requirement that may not be clear, (iii) check all responses for accuracy before submitting a Contractor Application and (iv) submit the entire Contractor Application.

Amendment/Withdrawal of Contractor Application. Any erasures, interlineations, or other modifications in the Contractor Application shall be initialed in original ink by the authorized person signing the Contractor Application. No Contractor Application shall be altered, amended, or withdrawn after submission.

1.5 Cost of Contractor Application Preparation

The City does not reimburse the cost of developing, presenting, or providing any response to this solicitation. A Contractor Application submitted for consideration should be prepared simply and economically, providing adequate information in a straightforward and concise manner. The Contractor is responsible for all costs incurred in responding to this RFQ. All materials and documents submitted in response to this RFQ become the property of the City and will not be returned.

1.6 Inquiries

- A. Written/Verbal Inquiries. Any questions related to the RFQ shall be directed to the RFQ Administrator whose name appears on the cover page of this RFQ. Questions shall be submitted in writing or via e-mail. Any inquiries related to this RFQ shall refer to the number and title, page, and paragraph. However, the Applicant should not place the RFQ number and title on the outside of any envelope containing questions.
- B. Inquiries Answered. Questions regarding this RFQ are encouraged to be submitted through the OpenGov Q&A section. While we do accept phone and email inquiries, all questions and answers will be posted on the OpenGov Q&A section within two business days of receipt. Any inquiries received outside of OpenGov will also be reposted by RFQ Administrator to the OpenGov Q&A section to ensure transparency for all interested vendors.

1.7 Addenda

Any addendum issued as a result of any change in this RFQ shall become part of the RFQ and must be acknowledged in the Contractor Application submittal. Failure to indicate receipt of the addendum shall result in the Contractor Application being rejected as nonresponsive.

1.8 Public Record

All Contractor Applications shall become the property of the City and shall become a matter of public record available for review, after the award notification, in accordance with the City's Procurement Code.

1.9 Confidential Information

If a Contractor believes that a Contractor Application or protest contains information that should be withheld from the public record, a statement advising the RFQ Administrator of this fact shall accompany the submission and the information shall be clearly identified. The information identified by the Contractor as confidential shall not be disclosed until the RFQ Administrator makes a written determination. The RFQ Administrator shall review the statement and information and shall determine in writing whether the information shall be withheld. If the RFQ Administrator determines to disclose the information, the RFQ Administrator shall inform the Contractor in writing of such determination.

1.10 Contractor Licensing and Registration

Prior to the award of contract, the successful Contractor shall (i) be licensed with the Arizona Corporation Commission to do business in Arizona, (ii) have a completed W9 form, (iii) be licensed with the Arizona Registrar of Contractors without any pending, unresolved or valid complaints, with one of the following AZROC licenses: (B, B-3, B-4, KB-1, KB-2) (iv) be bonded and provide proof of liability insurance and workers' compensation insurance, (v) be registered with the Federal System for Award Management. The Contractor shall provide licensure information and evidence of the requested certifications and registrations with the Contractor Application, including evidence of any licenses that are pending at the time the Contractor Application is submitted. Corporations and partnerships shall be able to provide a Certificate of Good Standing from the Arizona Corporation Commission.

1.11 Certification

By submitting a Contractor Application, the Contractor certifies:

- A. No Collusion. The submission of the Contractor Application did not involve collusion or other anti-competitive practices.
- B. No Discrimination. It shall not discriminate against any employee or applicant for employment.
- C. No Gratuity. It has not given, offered to give, nor intends to give at any time hereafter, any economic opportunity, future employment, gift, loan, gratuity, special discount, trip favor or service to a City employee, officer, or agent in connection with the submitted Contractor Application. It (including the Contractor's employees, representatives, agents, lobbyists, attorneys, and subcontractors) has refrained, under penalty of disqualification, from direct or indirect contact for the purpose of influencing the selection or creating bias in the selection process with any person who may play a part in the selection process, including the Selection Committee, elected officials, the City Manager, Assistant City Managers, Department Heads, and other City staff, unless such person is designated as a RFQ Administrator on the cover of this RFQ. All contact must be addressed to the City's Procurement Agent, except for questions submitted as set forth in Section titled Inquiries above. Any attempt to influence the selection process by any means shall void the submitted Contractor Application and any resulting Agreement.
- D. Financial Stability. It is financially stable, solvent, and has adequate cash reserves to meet all financial obligations including any potential costs resulting from an award of an agreement.
- E. No Signature/False or Misleading Statement. The signature on the application of the Contractor Application is genuine and the person signing has the authority to bind the Contractor. Failure to sign the Contractor Application, or signing it with a false or misleading statement, shall void the submitted Contractor Application and any resulting agreement.

F. Agreements. In addition to reviewing and understanding the submittal requirements, it has reviewed the attached sample Professional Service Agreement including any Exhibits.

G.

1.12 Offer

A Contractor Application submittal is an offer to contract with the City based upon the terms, conditions, and specifications contained in this RFQ and the Contractor's responsive Contractor Application unless any of the terms, conditions, or specifications is modified by a written addendum or agreement amendment.

PART 2 PREQUALIFIED CONTRACTORS LIST

2.1 Prequalified Contractors List

Term of Prequalified Contractors List. The Prequalified Contractors List will be used to invite Contractors to submit quotations to provide professional home rehabilitation or maintenance services on specific Projects. Contractors selected for inclusion on the Prequalified Contractors List will be required to enter into a Professional Services Agreement and will be eligible to submit quotations on Projects within the Term of Agreement. City staff will verify Contractors' qualifications when reviewing quotations submitted in response to a Request for Quotations.

Review Period. To be included on the Prequalified Contractor List, Contractors must submit an application. The City will review and update the Prequalified Contractors List within 21 calendar days after submittal. The City may extend the 21-calendar-day review period if additional time and documents are needed to complete the evaluation process. Contractors selected for the Prequalified Contractors List will be notified, and the Prequalified Contractors List will be available on the City's Neighborhood and Family Services Department ("NFS") website under Housing and Community Development, Housing Rehab Bid Opportunities.

PART 3 APPLICATION FORMAT AND SCORING

Upon receipt of a Contractor Application, the Application will be reviewed for compliance with the submittal requirements by the Selection Committee composed of representatives from the City. The Contractor Application shall be organized and submitted in the format as outlined below. Failure to conform to the designated format, standards, and minimum requirements may result in a determination that the Contractor Application is non-responsive. Additionally, the Selection Committee will evaluate and award points to each Contractor Application based upon the evaluation criteria as outlined in this document. Points listed below are the maximum number of points possible for each criteria and not the minimum number that the Selection Committee may award.

Total Possible Points for Contractor Application Submittal is 100 and Applicants must score a minimum of 75 points in total for inclusion on the Prequalified Contractors List.

No.	Evaluation Criteria	Scoring Method	Weight (Points)
1.	General Information Please fill out the Contractor Application completely and attach original forms where signatures are required. Do not send original contractor licenses—copies only. Additional information related to the application may be provided on letter-size white paper, typed, single-sided, and not more than three (3) pages.	Points Based	10 (10% of Total)

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2.	Experience and Qualifications of the Contractor General qualifications for inclusion on the City of Avondale Neighborhood & Family Services (NFS) Prequalified Contractors List are: A. <u>LICENSE:</u> The Contractor must have a current contractor's license issued by the Arizona Registrar of Contractors. The license classification must be appropriate for the type(s) of bid(s) the contractor will submit. All work must be completed in a professional manner in compliance with the standards of the Registrar of Contractors as established by Arizona statute, with all applicable laws, statutes, ordinances, building codes, or rules and regulations. B. <u>EXCLUSIONS:</u> All Contractors are required to have a Unique Entity Identification (UEI) number and have active status in SAM.gov. Neither Contractors nor its principals, agents or subcontractors that are presently debarred, suspended, or proposed for debarment HUD or declared ineligible or voluntarily excluded from participation in the transaction evidenced in any contract by any federal department or agency shall not be placed on the Prequalified Contractors List.	Points Based	50 (50% of Total)
3.	Personnel Qualification and Pertinent Experience A. Provide certifications, licenses, and memberships in professional associations, societies, or boards. B. Identify the firm's personnel or subcontractors who are Building Performance Institute ("BPI") certified and provide a copy of the BPI certification in the appendix. If none, please indicate not applicable.	Points Based	40 (40% of Total)

PART 4 REQUEST FOR QUOTATIONS PROCESS: AWARD OF AGREEMENT

4.1 Request for Quotations

The City will send notice of a Request for Quotations to all of the Contractors on the Prequalified Contractors List including (i) notice of the Project, including a proposed scope of work or specifications developed by the City, (ii) the time and location of the mandatory walk-through and (iii) the deadline for submission of a quotation on the Project.

4.2 Mandatory Walk-Through

Contractors must attend the mandatory walk-through for a Project to be eligible to submit a quotation on a specific Project. A copy of the sample Quotation is attached herein under Attachments/Downloads. For the walk-through, Contractors must arrive at the scheduled time and sign in with the Housing Rehabilitation Coordinator or designee. Contractors arriving more than five minutes after the scheduled time will not be allowed to sign in or submit a quotation on that Project. A RFQ Administrator will be present at the walk-through to answer questions.

4.3 Quotations

The City will use best efforts to obtain a minimum of three quotations per Project and will take all necessary affirmative steps to ensure that minority firms, women-owned business enterprises, small businesses operated by people residing within the vicinity of the Projects, and labor surplus area firms are used when feasible and when such firms are available on the Prequalified Contractors List. Contractor selection and notification will occur within three City working days of the Request for Quotations due date.

4.4 Excluded Contractors

The City reserves the right to exclude from consideration any Contractor who has been assessed liquidated damages associated with any contract, has had any contract terminated for non-compliance, has any pending, unresolved, or valid complaints with the Arizona Registrar of Contractors, has not maintained required warranty obligations on completed Projects or is listed as a debarred contractor at the Federal System for Award Management.

4.5 Award

In order to facilitate the timely completion of Projects to be undertaken, the City reserves the right to temporarily exclude any Contractor from future notifications of Requests for Quotations if they have two Projects in process that are not substantially (50% or more) completed. Contractors will remain on the Prequalified Contractors List, but may not be invited to submit quotations on new Projects until one of its existing two City projects has reached substantial completion.

4.6 Pre-Construction Conference for Rehabilitation Projects

The City will conduct a preconstruction conference for each Rehabilitation Project. This conference will include the homeowner and the awarded Contractor. The City will introduce the two parties, answer any questions they may have, and serve as a liaison. The Program Grant Agreement, which will be provided in advance to the homeowner and will be in substantially the form attached to this RFQ, will be reviewed with the parties and signed at this time. After the Agreement is signed, the City will issue a Notice to Proceed signed by the homeowner, the Contractor, and the Housing Rehabilitation Coordinator. The awarded Contractor shall begin work on the date specified in the Notice to Proceed and shall complete the work within the specified amount of time unless extended by way of an approved change order.

4.7 Satisfactory Performance

The awarded Contractor will perform the work in accordance with the contract documents, specifications, and the applicable rehabilitation standards, subject to a clear and final inspection by the City and, in the case of a Rehabilitation Project, approval of the homeowner. If the work performed by the Contractor is

found to be unsatisfactory by the City or if contract relations among the Contractor, the homeowner, or other parties are found to be unsatisfactory, the City will issue a written cure notice to the Contractor detailing the deficiencies and providing a reasonable time period to correct them. If the Contractor fails to remedy the issues within the specified timeframe, the City may then remove the Contractor's name from the Prequalified Contractors List.