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Chicago Home Repair Program Request for Qualifications Pre-Submission Meeting

January 27, 2022

Agenda

- About Elevate
- Chicago Home Repair Program
- Contractor Requirements
- How to Become a Participating Contractor
- Q&A



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About Elevate

Who We Are

- Equity Through Climate Action
- Elevate seeks to create a world in which everyone has clean and affordable heat, power, and water in their homes and communities — no matter who they are or where they live.



What We Do

- Energy Efficiency
- Solar
- Water affordability and safety
- Healthy homes
- Services for seniors to age safely at home
- Workforce and small business development
- Community planning
- Policy, research and innovation
- www.elevatenp.org



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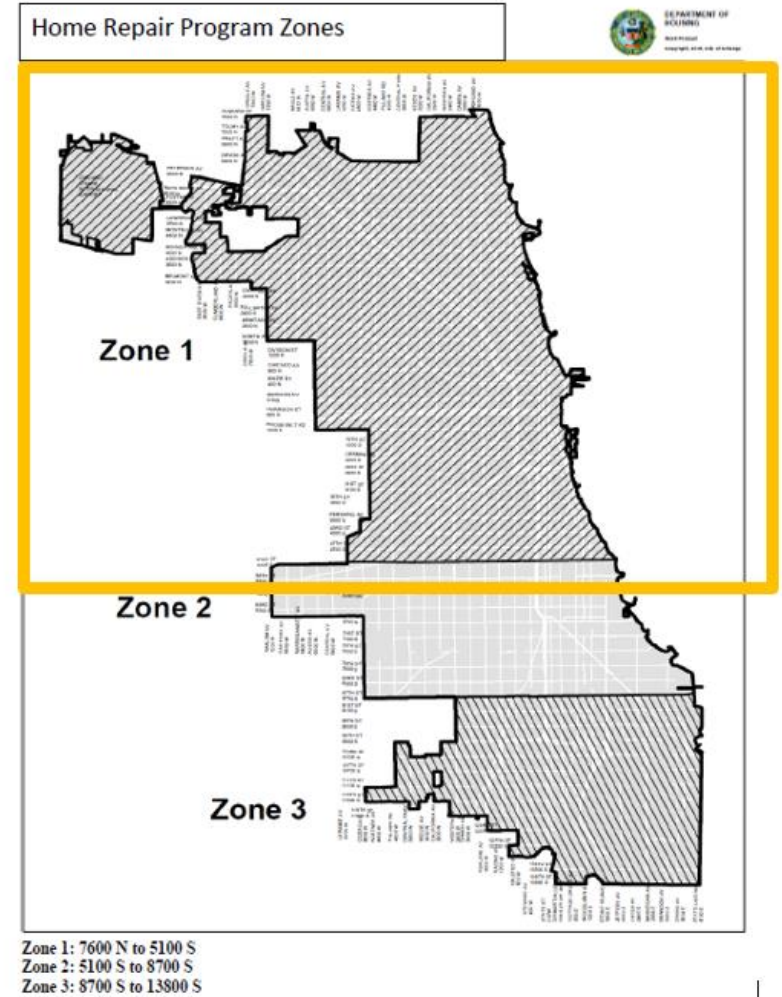
City of Chicago Home Repair Program Overview

Program Overview

- City of Chicago Dept. of Housing
- Formerly Roof and Porch Repair program
- Roof OR porch repair/replacement AND address health & safety: lead, mold, asbestos, flooding
- 1-4 unit homes, owner-occupied, 80%AMI
- 26% MBE and 6% WBE requirement
- Contractors must pay workers prevailing wage

Program Zones

Zone 1: 7600 N to 5100 S
Zone 2: 5100 S to 8700 S
Zone 3: 8700 S to 13800 S



2022 Program Goals for Zone 1

- Complete at least 200 jobs (25-30 jobs per month)
- Exceed 26% MBE and 6% WBE requirement
- Help local contractors grow their businesses
- No safety incidents
- Happy homeowners, no complaints
- Very few change orders
- Fix as many problems in the home as possible, prioritizing health and safety



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Contractor Requirements

Requirements for the Program Overall

- **Program Orientation.** Mandatory, prior to being assigned projects.
- **Bi-weekly Contractor Meetings.** Discuss issues and provide updates.
- **Ad-Hoc Trainings, as Needed.** Some may be mandatory.
- **Compliance.** Keep business licenses, certifications, insurance current.
- **Timely Documentation.** Must complete required documentation and meet all reporting requirements and deadlines as specified by Elevate.
- **Subcontractor Compliance.** Your responsibility to make sure subs comply with program requirements.

Requirements for Each Awarded Project

- **COVID-19 Precautions.** Must follow CDC and Chicago guidelines.
- **Scope of Work.** Elevate Construction Specialist determines scope of work and cost. Cost informed by RS Means pricing catalog.
- **Contractor Site Visit.** Elevate and contractor finalize scope onsite and review with the homeowner.
- **Construction & Oversight.** Contractor schedules work with homeowner and informs Elevate at least 48 hours prior to work start.
- **Change Orders.** Require Elevate's prior written approval. No change orders resulting from the contractor's failure to adequately assess the project will be allowed.

Requirements for Each Awarded Project - continued

- **Final Inspection and Punch List.** Contractor notifies Elevate when work is completed and ready for final inspection. Contractor must address any needed corrections which may include the reperformance of work at contractor's cost.
- **Re-inspection.** When corrections are completed, contractor will notify Elevate to schedule re-inspection.
- **Invoice Package.** Payment process only initiated when final inspection or re-inspection is approved by Elevate Construction Specialist and all documentation is provided.

What We're Looking For

- GCs who can do the work and sub where needed
- Trades experience: roofing, porches, lead, mold, asbestos, flooding, accessibility
- Exceptional customer service
- Takes pride in work
- Willingness to learn
- Commitment to helping people
- Local and diverse, and/or hires local and diverse staff and subs
- Thought partner in making program go well
- Can complete at least 1 job a week



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How to Become a Participating Contractor

Review the RFQ

- Read the entire RFQ, even the appendices!
- Read the sample contract (Appendix B, starts on page 7)
 - Get your lawyer to review as well.
 - Don't sign – this is just an example of what will be required.
- Read the insurance requirements (Appendix B, starts on page 18)
 - Share with your insurer to see if you currently comply.
 - Don't increase your insurance yet, but good to see if you already comply or what it would cost to increase your policy.

Fill Out the RFQ Response Form

- Two ways to fill out form:
 - Click on document, save to your computer, fill out on computer, email to Elevate.
 - Click on document, print out, fill out by hand, scan, email to Elevate.
- **Important:** Do not fill out without first saving to your computer.
- Provide as much info as you can. OK if you don't do some types of work.
- Carefully review and complete page 9.
- Carefully review checklist on page 10 and submit relevant items with your response.
 - Incomplete responses will not be reviewed, so triple check you are including everything.

Important Dates

Thursday, January 27, 2022, 7:00 p.m.	Pre-submission information meeting
Monday, February 14, 2022, 11:59 p.m.	Deadline to submit RFQ response *
Friday, February 18, 2022	Elevate reviews responses and tallies scores
Monday, February 14, 2022, to Friday, February 25, 2022	Elevate vets contractors who have highest scores based on submitted qualifications. Vetted and approved contractors will be invited to join the pool and start receiving projects on March 1. Agreements signed between Elevate and contractors.
Tuesday, March 1, 2022	Elevate assigns first projects.

*Responses received after Monday, February 14, 2022, may be considered on a rolling basis later in the year.



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Why You Should Become a Participating Contractor

Why Respond to the RFQ

- Foot in the door for other Elevate and Dept. of Housing construction programs
- Dept. of Housing and Elevate want to help you succeed and grow your business.
 - Resources for trainings, help with certifications, office support, access to capital
- Change the lives of Chicago's most vulnerable residents
- Strengthen Chicago's communities one house at a time



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Q&A

Important Info

- RFQ and response form available at: **ElevateNP.org/ContractWithUs**
- Slides, recording of this meeting, and written Q&A will be available there next week.
- RFQ responses **due by Monday, February 14, 2022, at 11:59 p.m. CT**
- Send questions and RFQ responses to **HomeRepair@ElevateNP.org**



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