



Request for Qualifications (RFQ): General Contractors to Participate in City of Chicago Home Repair Program

Questions & Answers

FEBRUARY 9, 2022

Once a contractor is inducted into the pool, is this a one-year contract or two-year contract with Elevate?

The contract continues for as long as Elevate administers Zone 1 of the City of Chicago Home Repair Program or until either you or Elevate terminates the contract. See section 19 of the form Master General Contractor Agreement for details. A sample agreement is in the appendix of the [RFQ](#).

The RFQ mentions a bond and a letter of credit. Can you elaborate?

The contract that participating contractors will be required to sign states:

"If requested by Elevate, Contractor shall provide performance and payment bonds in the form required by Elevate and/or CDOH."

Neither Elevate nor Chicago Department of Housing have required that to date, however, either Elevate or the City of Chicago may require this of contractors at any time.

Another section of the contract states the following:

1. Bond/Letter of Credit. The Contractor shall maintain [Check as applicable]:

a payment and performance bond; or

a letter of credit in an amount not less than \$_____ acceptable to Elevate and/or the City of Chicago (the "City") in full force and effect until completion of the Work.

To date, this has not been required of participating contractors, however, this may be required in the future.

How often are payments made?

Our goal is to pay contractors every two weeks, but the turnaround is currently between 30 and 45 days.

Are you only looking for experience in roofing, porches, lead, mold, asbestos, flooding trades? We are General Contractors specializing in carpentry/home repairs and interior remodeling.

That works! It would be good to provide information about the subcontractors you would use for the work you do not do directly. Those subcontractors should have experience in the work that is the focus of the Home Repair Program, such as roofing, porch repair and replacement, etc.

What's the average restoration price for a front porch?

It depends on the porch. If it's a smaller concrete porch, the average price will likely be around \$10,000. A multi-story back porch could be anywhere from \$20,000 to \$50,000+ depending on the circumstances and how many stories there are. This program includes 1-4 unit buildings. The pricing information provided in this answer should not be relied on as a guarantee of payment per project. Each situation will be unique.

Will the price of each assignment be determined by Elevate?

Yes. Elevate will scope each job and enter the scope items into RS Means, a pricing catalog purchased by the City of Chicago, which will provide a price for the project. Assuming the pricing is in line with what we consider fair, we would offer the job to a contractor. If a contractor doesn't want the job due to the low price or any other reason, then we will move on to the next contractor. It is the Program's goal to provide a fair price for the work while being good stewards of taxpayer dollars.

Will RS Means take in consideration the layer of shingles that need to be removed?

Elevate's intention is to ensure that the contractor gets paid for all of the costs of the job. We won't be tearing into a roof when scoping a job, so we won't know the number of layers when we price it out. Additional labor required to remove multiple layers of shingles may require a change order. Since one layer will be specified to be removed as a line item in RS Means, a change order for any additional layers should be easy to prepare.

What is the adjustment factor in RS Means to calculate profit and overhead?

We don't know yet, but we should know by early March. It is the aim of the Program and Elevate to pay a fair price for the work while being good stewards of taxpayer dollars. We also have the cost of last year's jobs to compare against the RS Means pricing to help ensure prices are fair, though there are a number of factors that may impact pricing including, but not limited to, changing labor costs and materials prices and supply chain issues.

As it relates to environmental certifications, do we have to have those already to participate in the program?

No. If you have a general contractor (GC) license and have worked with subcontractors on this type of work, you can submit their licenses. Your business doesn't have to be able to do everything listed in the RFQ, however, the contractor or subcontractor performing the work must be licensed to perform that specific work. There is space in the RFQ Response Form for you to include the names of subcontractors you typically work with. You can include their licenses and certifications in addition to your licenses and certifications as part of your RFQ response. We will also connect you with contractors who have skillsets that you don't have so you can sub work out to them and vice versa. Before you begin any assigned project, you must provide Elevate with the licenses and certifications of any subcontractor working on the project.

Concerning the City, will there be a fee to do the work (permits)?

Yes, you must obtain and pay for permits, if the project requires permits. The actual cost of permit fees and hiring an expeditor without mark-up are reimbursable costs.

When it comes to permits, how do you navigate the delay in obtaining the permits?

Understanding the process or hiring someone who understands the process is key and helps avoid delays. Elevate's intention is to provide participating contractors with names of expeditors, surveyors, and self-certified architects to help contractors navigate the permitting process. We also plan to provide trainings for participating contractors. While Elevate will help to facilitate the permitting process to the extent possible, it is ultimately the contractor's responsibility to obtain the permit and follow the City's building requirements.

Would it be our fault for the delays?

If you're doing everything you can to obtain the permit, including communicating with the homeowner and Elevate, then no. If you don't know what you're doing and don't tell us you need help, then, yes, it's your fault. Communications with Elevate is key.

When it comes to a union scale, do you have it in the budget as opposed the prevailing wages?

If union wages are higher than prevailing wages, then you would pay union wages. But the minimum is prevailing wages.

Is the Chicago Repair License sufficient for the program?

No. At minimum, participating contractors need to have a General Contractor (GC) license. A GC license for projects costing less than \$500,000 can be obtained for \$300 per year and no test is required.

Can you use roofers?

Yes. We will award jobs to General Contractors. You can subcontract work to someone with an Illinois-issued roofing license if your business doesn't have a roofing license.

What's the final payout consist of?

In addition to the standard paperwork you would provide for any job – invoice, warranties, lien waivers – you will also need to provide the following paperwork:

- Lead-based paint paperwork and remediation paperwork
- Color, time-stamped photos of the work
- Certified payroll (that you upload to the City's web portal)
- Affidavit of Disposal

See sections 10 and 13 of the Master General Contractor Agreement (MGCA), as well as section 12 of Attachment C-1 of the MGCA for more details. These are in the appendix of the [RFQ](#).

Can licenses from another state be used for Chicago work?

No. You need lead and roofing licenses from the state of Illinois.

Does the program use LCP Tracker for prevailing wage?

Yes. There will be training on how to use the site if the program is new to contractors.

Who do we send additional questions to?

Send them to HomeRepair@ElevateNP.org

How long does it take to close out the job after the contractor finishes?

Elevate aims to schedule the final inspection within 72 hours of the contractor informing us that the work has been completed, however, scheduling may vary depending on many variables including other active jobs, weather, etc.

How many projects will each contractor receive?

It depends on how often the City sends Elevate projects and how many contractors end up in the program pool. New contractors will only receive one project at a time for the first few jobs. Contractors that have successfully completed three jobs will become eligible to receive more than one job at a time and expected to complete at least one job per week. Elevate may be able to assign a handful of jobs to contractors at a time, depending on how many projects the City assigns Elevate at a given time.

How do we respond to the RFQ?

Everything you need to respond to the RFQ is [here](#). Please review the [RFQ](#) carefully, and then fill out the [RFQ Response Form](#). Provide us with as much information as possible in the Response Form. Keep in mind that if you are careless in filling out the Response Form, we can only assume you're also careless on a job site.

Will the contractors be awarded a specific Construction Analyst at Elevate?

Possibly. We may assign one staff person to scope all the roof jobs, for instance, so if you only do roof jobs, then you might end up with the same Elevate employee on all of your jobs. That's still TBD.

Nothing in this Q&A document modifies or will modify the terms of the Master General Contractor Agreement (MGCA). In the event of a conflict between anything in this Q&A document and the MGCA, the terms of the MGCA will supersede and control.