REQUEST FOR QUALIFICATIONS

Camden Housing Improvement Program (CHIP): Home Evaluation Consulting Services

Camden, NJ

June 5, 2024

The Camden Community Partnership (CCP) is seeking to generate a list of qualified consultants that can provide home evaluation services as described herein for the purposes of implementing a Camden Home Improvement Program (CHIP) in the City of Camden, New Jersey.

Consultants shall submit their qualifications to the Camden Community Partnership no later than 12:00 noon on July 3, 2024.

REQUEST FOR QUALIFICATIONS

BACKGROUND: The Camden Community Partnership (CCP) is a not-for-profit corporation based in Camden, New Jersey. CCP is the named Project Administrator responsible for the successful implementation of the Camden Home Improvement Program (CHIP) for the City of Camden, NJ. CHIP is a collaborative effort between the State of New Jersey and local partners to bring necessary home improvements to the residents of the City of Camden, New Jersey.

CCP is now requesting proposals from qualified firms to provide Professional Consulting Services to evaluate a minimum of 25 and a maximum of 100 owner-occupied residential properties in the City of Camden to determine if the homes qualify for the contracting services specified herein.

Services to be provided by the successful consultants for this project include, but are not limited to, evaluating properties to determine if roofing, siding, masonry, electrical, plumbing, insulation, HVAC repairs, general carpentry, and other necessary services are required and should be provided under the program.

This Request for Qualifications (RFQ) is NOT requesting a monetary value for the evaluations. However, once qualified, the successful respondent will be provided with an RFP where a monetary value will be requested on a per unit basis. Payments to the consultant shall be on a per-unit basis.

SECTION I. INSTRUCTIONS TO FIRMS

1.1 Submissions Being Solicited in Fair and Open Process

The CCP is soliciting submission of qualifications from firms to provide Professional Consulting Services to CCP.

CCP is soliciting submissions under this RFQ in a fair and open process pursuant to N.J.S. 19:44A-20.4 et seq.

Written submissions responding to the requirements contained in this RFQ should be submitted to the following address:

Camden Community Partnership 2 Aquarium Loop Drive, Suite 310 Camden, NJ 08103
Attention: Dennis Hayes, Vice President

To be considered, one (1) original and four (4) copies of your response directed to the above-mentioned address must be received by CCP no later than 12:00 PM noon on July 3, 2024. The above deadline is firm. Any submission received after the deadline will not be considered. NO PARTIAL OR INCOMPLETE SUBMISSIONS WILL BE ACCEPTED. FAXED SUBMISSIONS WILL NOT BE ACCEPTED. No oral, written, or other form of amendment will be accepted by CCP after this time unless requested by CCP. Upon receipt of each submission, CCP will date stamp each envelope to evidence the receipt. Acceptance on the consultant list shall be made publicly by resolution of CCP at a subsequent executive committee/board meeting. CCP reserves the right to reject any or all submissions, to waive any requirements of the RFQ, and to modify or amend submissions, with the consent of the respondent. All submissions become the property of CCP and will not be returned.

The preparation of an RFQ response shall be at the expense of the respondent. CCP will not reimburse firms for any costs associated with the preparation or submittal of any response.

By responding to this RFQ, you acknowledge and consent to the conditions set forth herein relative to the submission, review, and consideration of your response. All work to be completed will be located in the City of Camden, Camden County, New Jersey. All work shall be performed in accordance with all Federal, State, and local laws.

1.2 Contact Information

It is the responsibility of the respondent to inquire about clarification of any aspect of the RFQ that is not understood. Questions for clarification should be submitted in writing by e-mail only to Dennis Hayes, Vice President, Camden Community Partnership (CCP) at: dhayes@camdencpinc.com. All questions shall be submitted no later than close of business on June 20, 2024. CCP business hours are 8:30 AM to 4:30 PM. Any questions submitted thereafter will be precluded from consideration. Answers to all questions will be supplied to all applicants.

1.3 Submittal Format

Responses should cover all information requested in this RFQ and should also address the selection criteria covered herein. Your response must be placed in a sealed envelope and clearly labeled with the title "RFQ Submittal: CHIP Home Evaluation Consulting Services" along with the firm’s name and business address. A letter of transmittal, not exceeding two pages, must accompany each submittal. The letter must include the full legal name and business address of the individual or firm.

Submissions which, in the sole judgment of the CCP, fail to meet the requirements of this RFQ or which are in any way conditional, incomplete, obscure, contain additions or

deletions from requested information, or contain errors may be rejected. Although there is no page limit, submissions should provide a straightforward and concise delineation of the respondent's submittal and commitment to satisfy the requirements of the RFQ.

1.4 Criteria Used for Basis of Acceptance on Consultant List

The evaluation will consider the following criteria during the RFQ selection process:

Professional Credentials (25%)

- Firm shall demonstrate experience in providing the specified services
- Firm shall provide list of professional expertise (including accreditation, licensing, and/or membership in appropriate professional associations)
- Firm shall be adequately staffed to have personnel and other resources available to perform the requested services
- Firm shall provide professional resumes of designated employees (consultants and support staff) and location of offices

Experience and Knowledge of Local Environment (35%)

- Past performance evaluating home improvements
- Past performance of work for CCP
- Past performance of work in the City of Camden
- Past experience with employing Camden residents

Quality and Completeness of Proposal (20%)

Certifications and Other Business Information (20%)

- New Jersey Business Registration (required with response)
- Respondents are encouraged to provide copies of other certifications or registrations that demonstrate the respondent's qualifications
- Proof of Insurance coverage (see Section 1.13 for limits)
- New Jersey Department of Treasury, Certificate of Good Standing (required with response)

As CCP will be utilizing the above criteria as part of its decision-making process to select the successful consultants, you are urged to provide sufficient information on the above criteria in your submission.

CCP will score each submission with the criteria set forth above and rank all submissions based on those relative scores. The highest scoring submissions will be used to create an approved short list of consultants.

Selection of the shortlisted firms shall be based solely on CCP's evaluation of the submissions and the criteria set forth above. CCP reserves the right to interview the most qualified respondents. Should an individual or firm be selected for a particular activity or project, CCP reserves the right to negotiate the terms and conditions of the contract to obtain the most advantageous situation for CCP.

This RFQ does not commit CCP to award a contract or to procure a consultant for services. CCP reserves the right to reject all proposals, to negotiate with competing consultants, and/or make no award.

1.5 Compliance with Laws

The selected individuals and/or firms shall comply with all applicable Federal, State, and local statutes, rules, and regulations. Individuals or firms chosen will be required to comply with P.L. 1975 c.127 (Affirmative Action requirements).

1.6 Indemnification

The selected individual or firm shall defend, indemnify, and hold harmless CCP, its officers, board members, agents, and employees from any and all claims and costs of any nature, whether for personal injury, property damage, or any other liability arising out of or in any way connected with any acts or omissions of the individual or firm or any of its principals, employees, or agents under this RFQ or under any agreement executed with CCP.

1.7 Subcontractors

If the successful respondent (a.k.a. Consultant) intends to subcontract out any part of the work contained in the scope of this RFQ, the Consultant shall provide CCP with a complete description of the services to be subcontracted, an estimate of the overall amount of work to be subcontracted, the rationale behind the need to subcontract, the extent of previous working relationship with the subcontractor, and a comprehensive description of the submittal and experience of the proposed subcontractor.

All subcontracted companies shall be subject to the same requirements that CCP has required of the Consultant.

CCP reserves the right to disapprove any proposed subcontracted companies and to revoke previous approval of any subcontracted companies should the need arise. Payment of all subcontracted companies shall be the sole responsibility of the Consultant. Nothing contained herein shall create a contractual relationship between any subcontracted companies and CCP.

1.8 Conflict of Interest

The Consultant must identify any conflict of interest that may arise from providing services to CCP. CCP reserves the right: 1) to disqualify any individual or firm or reject any submittal at any time solely on the grounds that a real or perceived legal or policy conflict of interest is presented; 2) to require the individual or firm to take any action or supply information necessary to remove the conflict; or 3) to terminate any contract arising from this solicitation if any such relationship would constitute or have the potential to create a real or perceived conflict of interest that cannot be resolved to CCP's satisfaction.

1.9 Submittal as Public Information and Property of CCP

The information submitted may be subject to public disclosure pursuant to State and Federal law. All submittals will become the property of CCP. Submitted materials will not be returned to respondents.

1.10 Acceptance of RFQ

Respondent shall include exceptions to any of the conditions outlined in this RFQ. It is assumed that the Consultant has accepted the conditions of this RFQ unless the exceptions are specified in the Firm’s proposal.

1.11 No Warranty

Respondents are required to examine this RFQ, any specifications and instructions pertaining to the services requested. Failure to do so will be at the Respondent’s own risk. It is assumed that the Respondent has made a full investigation so as to be fully informed of the extent and character of the services requested and of the requirements of the specifications.

No warranty is made or implied as to the information contained in this RFQ, specifications, or instructions. Any item that, in the opinion of the Respondent, may have been inadvertently omitted and would be necessary for successful completion of the project should be included in the respondent’s submittal and documented. Respondents are responsible for the implementation of all health and safety measures taken to complete the required services. CCP assumes no responsibility for the health and safety of Respondent, Respondent employees, or other associated personnel.

1.13 Insurance Requirements

The successful respondents shall secure and maintain in force, for the term of the contract, the

insurance coverage as outlined below. The selected contractors shall provide the CCP with current certificates of insurance for all coverage and renewals thereof which must contain the provision that the insurance provided in the certificate shall not be canceled for any reason except after thirty [30] calendar days of written notice to the CCP. All certificate of insurance shall name the Camden Community Partnership, the City of Camden and the State of New Jersey as additionally insured.

i. **Comprehensive Liability:** Comprehensive liability insurance for the benefit of the Contractor and/or its subcontractors is to be written as broad as the standard coverage form currently in use in the State of New Jersey, which shall not be circumscribed by any endorsements limiting the breadth of coverage. The policy shall include an endorsement [broad form] for contractual liability insurance, an endorsement for completed operations insurance, and an endorsement eliminating the explosion, collapse, and underground [XCU] exclusion. Limits of liability shall not be less than $2,000,000 per occurrence for bodily injury liability and $2,000,000 per occurrence for property damage liability.

ii. **Comprehensive Automobile Liability:** Comprehensive automobile liability insurance covering owned, non-owned, and hired vehicles must be carried by the company, contractors and its subcontractors. The limits of liability shall not be less than $1,000,000 per occurrence for bodily injury liability and $500,000 per occurrence for property damage liability.

iii. **Workers Compensation:** Workers Compensation insurance, applicable to the laws of the State of New Jersey and other State or Federal jurisdictions is required to protect employees of the contractor or any subcontractors who will be engaged in the performance of this contract. The insurance shall include company's liability protection with a limit of liability not less than $250,000.

iv. **Professional Liability Insurance:** Where applicable, the contractor shall maintain Professional Liability insurance for itself and its sub-consultants. The limits of liability shall not be less than $1,000,000 per occurrence and $2,000,000 aggregate. The insurance carrier shall be registered with the New Jersey Department of Insurance and licensed or authorized to conduct business in the State of New Jersey, as required by law. In the event of a loss, the consultant shall be held responsible for payment of the deductible as though there were no deductible. Such insurance shall be maintained for a period of not less than six [6] months following the actual completion and acceptance of the project by the Owner. Contractual Liability Insurance is not acceptable.

1.14 Equal Employment Opportunity Provisions

Respondent company and/or any sub-consultants will not discriminate on the basis of race, color, national origin, or sex in the award and performance of this contract.

All potential firms must demonstrate a commitment to the effective implementation of an affirmative action plan or policy on equal employment opportunity.

The respondent must ensure equal employment opportunity to all persons and not discriminate against any employee or applicant for employment because of race, color, religion, sex, national

origin, physical disability, mental disorder, ancestry, marital status, criminal record, or political beliefs. The company must uphold and operate in compliance with Executive Order I 1 246 and as amended in Executive Order I 1 375, Title VI and VII of the Civil Rights Act of 1964, the Equal Opportunity Act of 1972, the Fair Employment Practices Act, and the Americans with Disabilities Act of 1990.

1.15 Affirmative Action Requirements

The Respondent shall comply with the anti-discrimination provision of N.J.S.A. 10:2-1 et seq., the New Jersey Law Against Discrimination, N.J.S.A. 10:5-1 et seq. and N.J.A.C. 17:27-1.1 et seq. The Respondent agrees by responding to this RFQ to afford equal opportunity in performance of the Contract.

The Respondent shall not discriminate against any employee or applicant for employment because of age, race, creed, color, national original, ancestry, religion, familial status, marital status, affectional or sexual orientation, sex or liability for services in the armed forces of the United States. The Respondent shall take affirmative action to ensure that such applicants are recruited and employed, that employees are treated during employment without regard to their age, race, creed, color, national original, ancestry, religion, familial status, marital status, affectional or sexual orientation, sex or liability for services in the armed forces of the United States. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. The Respondent agree to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of this nondiscrimination clause.

The Respondent shall, in all solicitations or advertisements for employees placed by or on behalf of CCP state that all qualified applicants will receive consideration for employment without regard to their age, race, creed, color, national original, ancestry, religion, familial status, marital status, affectional or sexual orientation, sex or liability for services in the armed forces of the United States.

SECTION 2: OVERVIEW

2.1 Scope of Services

CCP is a nonprofit corporation based in Camden, New Jersey. Since its inception in 1984, CCP has made it its mission to facilitate the revival of the City of Camden as a place where people choose to live, work, visit, and invest. To reach this goal, CCP works with private sector, government, and community partners to implement long-range redevelopment plans for the City of Camden.

The objective of this RFQ is to solicit submissions from qualified firms to provide services for the CHIP for the foreseeable future. Potential consultant services are outlined below in Section 2.2.

2.2 Consulting Services

Typical areas of the home that will need to be evaluated by the successful respondent include, but are not limited to, the following: for façade improvements, painting, roofing, energy-efficient system retrofits, brick pointing and masonry repair, window replacement, entry door replacement, step repair/replacement, railing repair/replacement, Bilko or basement door repair/replacement, electrical work, plumbing repair, concrete repair/replacement, and addressing code deficiencies.

SECTION 3: EVALUATION OF SUBMITTAL & SELECTION PROCEDURES

3.1 Initial Screening

A screening of all submittals will be conducted to determine overall responsiveness. Submittals determined to be incomplete or non-responsive will be disqualified.

3.2 Evaluation of Submission Documents

The submittals of each respondent will be evaluated based upon the requirements of this RFQ and the criteria set forth herein. This evaluation process will consider all items submitted in response to this RFQ; including verification of credentials and stated experience.

SECTION 4: SUBMISSION REQUIREMENTS

4.1 Description of Firm and Capabilities

Provide a history and description of the respondent's company and its capabilities.

4.2 Staffing Levels

Provide a list of company employees that will be participating in this program, including consultants and office staff as of the date of this RFQ.

4.3 Experience

The respondent company shall provide a list of relevant projects performed by the respondent company. The list should, for each project, include a concise project description, project completion dates, construction values, and project references.

Please be clear about the respondent company's role in the project. Please include projects in the City of Camden, Camden County, and other urban areas both in and outside of New Jersey.

4.4 References

Provide three (3) references which can be contacted during this RFQ process indicating the contact person's name and title, company or organization affiliation and telephone number for whom you have provided similar services over the past two years. Indicate your role for such a client.

4.5 Copies of Professional Certificates and Licenses

Provide copies of all relevant professional certificates and licenses of the firm. At a minimum, the respondent shall provide a copy of its New Jersey Business Registration and their NJ Department of Treasury, Certificate of Good Standing.

4.6 Conflicts

Describe any existing or potential conflicts of interest your firm might have, or which reasonably might arise, due to your involvement with CCP. If no conflicts exist, please indicate "none."

4.7 Regulatory Investigations/Litigation

Respondent shall divulge any information regarding any on-going criminal investigations or litigation involving the company, its owners, and employees that could affect the respondent's ability to satisfy the requirements of this RFQ, or indicate "none."

4.8 Affirmative Action

Provide the firm's affirmative action policy. The successful individual or firm shall be required to comply with the requirements of P.L. 1975, c. 127, and submit an employee information report or certificate of employee information report upon request. Please see Section 1.15 for additional requirements.

4.9 Equal Opportunity

Provide the firm's equal opportunity policy. The successful individual or firm shall be required to comply with the requirements of P.L. 1975, c. 127, and submit an employee information report or certificate of employee information report upon request. Please see Section 1.14 for additional requirements.

4.10 Insurance

Detail your insurance coverage applicable to the services described herein. Such coverage must be adequate to sufficiently cover the services detailed herein and must include, at a minimum, general liability insurance coverage and professional liability insurance coverage. Please see Section 1.13 for requirements.

4.11 Other Information

Please discuss any other factors not mentioned above which you believe are relevant to CCP's selection of your firm.

SUBMISSION CHECKLIST

Description of Firm and Capabilities / Company Credentials

Experience and Relevant Projects

List of company employees that will be participating in this program

List of three (3) references

Certifications and Other Business Information

- New Jersey Business Registration
- New Jersey Dept of Treasury, Certificate of Good Standing
- MBE/WBE/DBE registration

Conflicts if applicable or NONE

Regulatory Investigations/Litigation Statement if applicable on NONE

Affirmative Action Policy

Equal Opportunity Policy

Proof of Insurance