



# St. Clair County

## INTERGOVERNMENTAL GRANTS DEPARTMENT

### REQUEST FOR QUALIFICATIONS

#### Purpose

St. Clair County Community Action Agency (a part of the St. Clair County Intergovernmental Grants Department) is seeking proposals to weatherize homes throughout St. Clair County. Approximately 60-70 homes are to have weatherization architectural and mechanical repairs work/activities that meet the state of Illinois DCEO Weatherization

#### Submittal requirements:

1. Sealed contractor qualification package must be submitted to the St. Clair County Community Action Agency, 19 Public Square, Suite 200, Belleville, IL by Thursday, May 9, 2019 at 11:00 am. RFQ packets will be opened at 11:30 am, in Ste. 200.
2. A title page that includes the following information:
  - a. Name of firm
  - b. Organization of firm (individual, corporation, partnership, joint venture)
  - c. Address
  - d. Telephone number
  - e. Fax number
  - f. E-mail address
  - g. Name and title of contact person
  - h. Location of local branch office or office located nearest St. Clair County.
3. Short resume (maximum one page) of professional individuals who will be working on this project.
4. A statement of availability from the firm to undertake this project with specific reference to the personnel identified above. This statement must include a commitment to complete this project in accordance with the project time-line described below.
5. Proof of Minimum Qualification and Proposal Requirements Listed Below.

#### Evaluation Criteria

Critical factors that will be considered in evaluating the proposals are as follows:

1. The specific approach of the firm to the successful completion and implementation of this project. Priority will be given to firms that demonstrate sensitivity to the needs of the public sector and ability to interact and work with St. Clair County Community Action Agency.
2. Qualifications of individuals who will have direct involvement in tasks on this project. Despite the overall capabilities and experience of the team, attention will be directly focused on the personnel assigned to the project and manner in which they will be organized and managed.

3. Capacity of the firm to perform the work within the proposed project schedule. Proposal submittals should contain sufficient information to allow St. Clair County Community Action Agency to adequately assess the approach, qualifications and experience of the contractor and must address each of the submittal requirements.

Minimum Qualification and Proposal Requirements:

- DCEO State of Illinois certified Weatherization Inspector and Assessor; OSHA 30 training, Lead Safe Work Practices and registered EPA RRP firm.
- QCI certified through BPI before contract award.
- HVAC qualified for testing, repair and installation
- Licensed Roofer in the State of Illinois or a licensed subcontractor.
- Certified contractor through the State of Illinois DCEO to perform furnace and architectural work before contract award.
- Furnace work to include heat pumps, boilers, steam boilers, propane furnaces, mini splits, gas furnaces, electric furnaces, P-Tac units, vented space heaters, wood stoves, high efficiency water heaters, etc.
- 3 years proven experience of successful completion of work through the State of Illinois weatherization program or comparable experience.
- Basic equipment necessary to perform services; blower door, infrared camera, gas flue analyzer, gas sniffer, C/O Monitors, digital camera, inspection camera, commercial insulation machine, R-Foam insulation machine, HEPA vacuum, small hand tools, to include but not limited to: brake, table saw, miter saw, hammer drill, drills, saws, air compressors, nailers, framing & finishing, etc. HVAC Tools for the complete installation of AC systems and heat pumps. Pictures and serial numbers of all equipment will be required and verified.
- Insurance Certificate Requirements:
  - General Liability-\$1,000,000 each occurrence
  - Auto Liability-\$1,000,000 each accident
  - Workers Compensation-\$500,000 each accident
  - \$500,000 each employee
  - \$500,000 policy limit (work comp statutory limits)
  - SCCCAA listed as Certificate Holder
- Any local applicable licensing requirements.
- 2 year \$10,000 Bond required.

General Timeline

- Energy measures to be complete by 6/1/2020.

Specific Timeline

- Furnace & Architectural work on individual homes to be completed within (30) working days of the executed Notice to Proceed.

Contact Person:

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