



DOH

**WELCOME TO
ROOF AND PORCH REPAIR
PROGRAM
PRE-BID CONFERENCE**

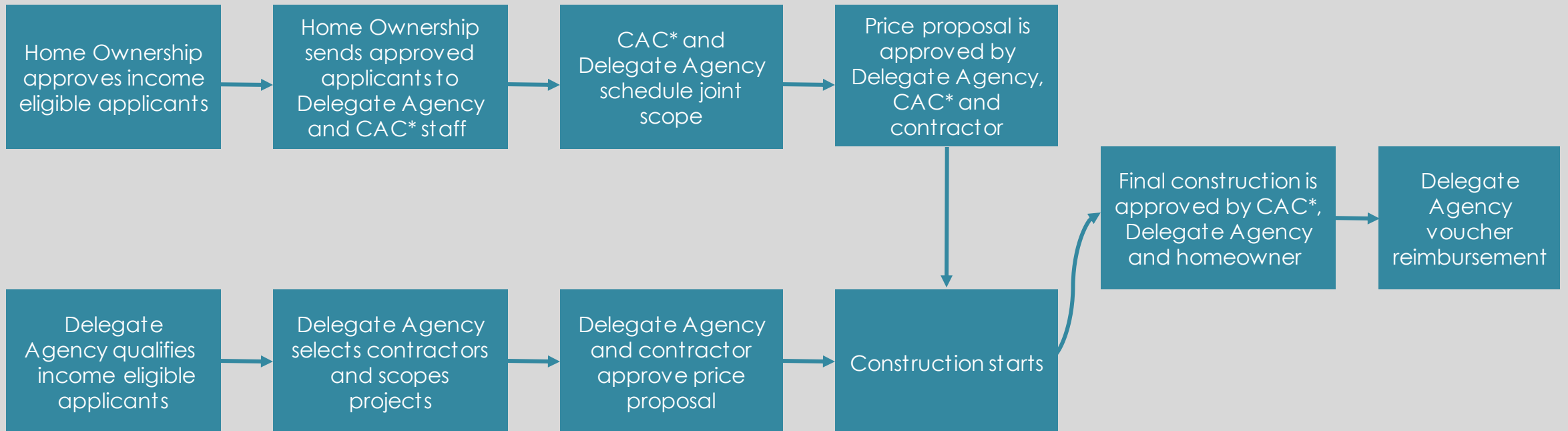
Department of Housing
Bureau of Construction and Compliance



Agenda

1. Program Overview
2. Application Process
3. Construction Compliance Obligations
4. Pre-Bid Questions and Answers Session
5. RFP Questions

Program Overview



CAC* : Construction and Compliance

01/26/2023

Application Process

- HR Program assist Chicago owner-occupied properties (one to four units) with a repair or replacement of a roof, porch, environmental health hazards, and other safety issues.
- Selected lottery applicants will be notified in writing to apply online to participate in the program by deadline date.
- Applicant(s) total household income must meet HUD's 80% AMI (area median income) requirement.
- Loan processing officer (LPO) reviews for qualification:
 - Signed Application
 - Supporting documentation and household income.
 - Legal photo identification, and
 - Property deed.
- LPO send completed application electronically to program director for status review.
- If approved by program director, then approved application is sent electronically to delegate agent to set-up site visit to scope and do an assessment of work.

Compliance Obligations

The awarded Delegate Agencies will be responsible for...

- ✓ Meeting MBE & WBE goals of **26% & 6%**, respectively
- ✓ Hiring Chicago residents at a rate of **50%** of all onsite hours.
- ✓ Making efforts to hire low and very low-income individuals.
(HUD Section 3)
- ✓ Ensuring that all trade employees are paid a prevailing wage.

Pre-Bid Questions & Answers Session

RFP Questions

ORGANIZATIONAL CAPACITY

- Please describe your organization's management, fiscal oversight, record keeping, reporting, evaluation and performance management methods.
- Please describe staff responsible for program oversight, including qualifications and titles.
- Please describe your experience with construction, case, or project management software.
- Please include past program performance and success in initiating, maintaining, and completing a similar program(s) of size and scale.
- Please provide a list of proposed or potential subcontractors to implement the services described in this RFP.

RFP Questions

ORGANIZATIONAL CAPACITY

- Please describe your organization's experience in outreach and marketing to subcontractors. Include details on social media presence and any other ways in which you conduct outreach.
- Please provide customer service capacity including advertised hours, location, and virtual availability. Please provide demonstrated ability to collaborate with other service providers when necessary to provide additional services.
- Please describe your experience determining income eligibility and obtaining environmental clearances for projects.
- Please describe your ability to service 25-150+ single family (1-4 units) homes within one year.

RFP Questions

PROPOSED PROGRAM

- Please describe your experience managing the performance of home repairs or modifications in the areas of roof, porch repair or replacement, lead and mold abatement, accessibility improvements, and other environmental health and safety hazards.
- Please describe your successful experience in the execution of a construction bid and award process.
- Please describe your experience with or ability to subcontract with BIPOC* contractors that have appropriate licenses and certifications for work that will be performed.
- Please describe your ability to manage the performance of subcontractor(s) work on home repairs or modification programs described in this RFP.

RFP Questions

COST & BUDGET

- Please detail your budget and demonstrate reasonable implementation costs. Include itemized details and job cost estimates. Please also include details of your financial history and record.
- Please provide evidence of source(s) of funds available to you to ensure the ability to front fund work subcontractors perform.
- Please describe your experience executing or managing construction projects at approximately \$35,000 and keeping them within budget.

HEALTH & RACIAL EQUITY

- Please document your collaborations or partnerships with local community groups and other entities that support or enhance resources for the target population.
- Please describe your experience with serving vulnerable or marginalized populations, as well as your commitment to diversity, equity and inclusion within your own organization.