

VILLAGE OF GRASS LAKE'S REQUEST FOR QUALIFICATIONS (RFQ)

Contractor Pool for CDBG Homeowner Rehabilitation Program

1. INTRODUCTION

Village of Grass Lake is seeking qualified contractors to participate in a pre-qualified contractor pool to support the implementation of a Homeowner Rehabilitation Program funded through Community Development Block Grant (CDBG) funding from the U.S. Department of Housing and Urban Development (HUD) via the Michigan State Housing Development Authority (MSHDA). This program is designed to assist income-qualified homeowners with necessary repairs to improve health, safety, accessibility, and housing stability.

This Request for Qualifications (RFQ) will establish a pool of contractors who are interested and eligible to perform residential rehabilitation work on a project-by-project basis. Bids are required for each individual house receiving rehabilitation work. The contractor pool will remain active for the duration of the CDBG grant through February 2028, with the ability to add contractors on a rolling basis. This RFQ establishes a contractor pool only. No pricing is required at this stage.

2. ANTICIPATED SCOPE OF WORK

Contractors may respond for one or multiple trades, including but not limited to:

- General Contracting
- Plumbing
- Electrical
- HVAC
- Roofing

3. ELIGIBLE REHABILITATION ACTIVITIES

Eligible activities may include, but are not limited to:

- Mechanical systems including HVAC and water heaters
- New roof
- Accessibility improvements (ADA-related)
- Energy efficiency upgrades
- Code compliance upgrades

4. CONTRACTOR RESPONSIBILITIES

Contractors shall:

- Respond to address-by-address "Request for Bids" on **Village of Grass Lake website** with itemized costs and an overall total. NOTE: A bidder can volunteer a discount if multiple projects are awarded, as this is viewed as a type of competitive pricing.
- Maintain required insurance and licensing
- Complete work in accordance with approved scopes and timelines
- Obtain all required permits
- Interact respectfully with the homeowner and communicate any issues to Village of Grass Lake
- Coordinate inspections
- Budget for and utilize EPA Renovate Right Program Standards, as applicable, including but not limited to:
 - Containing the work area
 - Proper waste removal
 - Cleaning the work area
- Maintain compliance with federal requirements, as applicable, including:
 - Lead Safe Housing Rule

5. SUBMISSION REQUIREMENTS

All submissions must include:

- Contractor Application (attached to this document)
- Licenses and any special certifications including EPA RRP Certification, if applicable
- Proof of Insurance
- Subcontractor list (if applicable)

7. SUBMISSION INSTRUCTIONS

Submit via email to s.edgar@villageofgrasslake.com and amanda@lionbearventures.com

Subject Line: Village of Grass Lake – Contractor Pool RFQ Submission

Village of Grass Lake reserves the right to accept or reject any submission. Incomplete submissions may not be considered. Contractors may be added throughout the program duration.

CONTRACTOR APPLICATION FORM

Business Name: _____

Business Address: _____

Phone: _____

Email: _____

Website (if applicable): _____

Type of Entity: _____

Years in Business: _____

Number of Employees: _____

Trades Applying For:

☐ General Contractor

☐ Plumbing

☐ Electrical

☐ HVAC

☐ Roofing

Experience with Federal Programs:

☐ Yes ☐ No

If yes, explain: _____

Confirmation of Ability to Bid on Federally Funded Programs (not debarred):

☐ Yes ☐ No

Please indicate if any of these are applicable:

☐ Minority-Owned ☐ Woman-Owned ☐ Veteran-Owned ☐ Disabled-Owned

REFERENCES (Minimum 3)

Name: _____

Phone: _____

Nature of Relationship: _____

Name: _____

Phone: _____

Nature of Relationship: _____

Name: _____

Phone: _____

Nature of Relationship: _____

The undersigned certifies all information is true and complete.

Name: _____

Title: _____

Date: _____

Signature: _____