Whole Home Performance General Contractor Rolling RFQ

Capital Area Community Services, Inc. (CACS) – Local Program Manager

Overview

Capital Area Community Services (CACS), the Local Program Manager (LPM), seeks qualifications from general contractors (GCs) to establish a pre-qualified pool for Whole Home Performance (WHP) projects. This RFQ is open on a rolling basis.

WHP projects combine Community Development Block Grant (CDBG) funds administered through the Michigan State Housing Development Authority (MSHDA) with Ingham County Land Bank, utility, and other funds. They address a home's health, safety, durability, accessibility, and energy-efficiency needs through one coordinated scope, generally in occupied homes, including pre-1978 housing. The GC coordinates all work and is responsible for a complete, code-compliant result, whether work is self-performed or subcontracted.

Admission to the pool does not guarantee work. The LPM may invite one or more pool contractors to bid on individual projects based on capacity, service area, qualifications, performance, and project requirements.

Minimum Qualifications

- Current contractor license or registration, and authority to do business where work occurs.
- Experience as a prime or general contractor on occupied residential rehabilitation. Experience with older homes, scattered sites, or publicly funded work is preferred.
- EPA RRP Firm Certification and at least one EPA Certified Renovator on staff, kept current. A Certified Renovator must be assigned to every project in pre-1978 housing.
- Active SAM.gov registration with a Unique Entity ID (UEI), maintained throughout pool participation. The firm and its principals must not be suspended, debarred, or excluded from federally assisted contracting.
- Insurance meeting the Insurance Requirements below.
- Ability to provide bonding or other financial assurance when a project or funding source requires it.
- Satisfactory references and a record of safe, code-compliant performance.
- Capacity to comply with the Ingham County Prevailing Wage Policy, including weekly certified payroll through LCPtracker.
- The trade and specialty capabilities below, in-house or through qualified subcontractors.

Trade and Specialty Capabilities

Credentials are verified when relevant to an assignment.

Capability	Requirement
Basic rehabilitation	Structural, roofing, moisture, plumbing, electrical, HVAC, ventilation, windows and doors, finishes, and accessibility work.
Weatherization and energy retrofit	Follow the approved energy audit, program requirements, manufacturer instructions, and code. Required approvals and worker credentials must be current before assignment.
Lead-safe renovation	Covered work in pre-1978 homes is performed by an RRP-certified firm under a Certified Renovator. Abatement or hazard control is performed by appropriately licensed firms and must pass third-party clearance.
Asbestos	Stop work and notify the LPM if suspect material is found. Inspection or abatement is performed by qualified firms under applicable rules.
Radon	Testing or mitigation is performed by appropriately certified firms and coordinated with related foundation, electrical, air-sealing, and ventilation work.
Mold remediation	Correct the moisture source and use qualified personnel and industry practices. Jurisdictional licensing applies.

Capability	Requirement
Combustion safety and indoor air quality	Coordinate combustion safety, carbon monoxide, gas-leak, and ventilation requirements with envelope and mechanical work.

Contractor Responsibilities

On each awarded project, the GC will:

- Review the bid package, scope, Comprehensive Site Evaluation photos, audit and environmental information, and funding conditions, and verify field conditions at walkthroughs.
- Designate a project manager or superintendent to coordinate with the LPM, homeowner, inspectors, subcontractors, utilities, and program partners.
- Work with the assigned CACS case worker on homeowner communication, scheduling, access, and occupant protection, and keep the case worker informed of schedule changes and household concerns.
- Schedule and coordinate all trades, deliveries, permits, inspections, and testing.
- Protect occupants and property, keep the site safe, secure, weather-tight, and clean, and be respectful of the homeowner and neighbors.
- Maintain a written safety program, required training, protective equipment, and containment, and promptly report injuries, damage, hazards, concealed conditions, and homeowner complaints.
- Obtain written approval before substitutions, scope changes, or extra work.
- Document progress and concealed work with photographs and required records.
- Comply with funding and program requirements, including 2 CFR Part 200 Appendix II contract provisions, nondiscrimination and fair housing requirements, record retention, and Section 3 or other documentation when applicable, and flow them down to subcontracts.
- Confirm in SAM.gov that subcontractors and suppliers paid with project funds are not excluded.
- Keep homeowner and project information confidential and use the LPM's document-management system.
- Disclose actual or potential conflicts of interest.
- Submit complete payment requests, warranties, lien releases, and closeout documents, and respond to warranty callbacks within contract timeframes.

Insurance Requirements

Contractors must maintain, at their own expense, the following minimum coverage for the full period of pool participation and through completion and warranty of all assigned work. The LPM may require higher limits for a specific project.

Coverage	Minimum
Commercial general liability, occurrence basis (premises and operations, products and completed operations, contractual, personal injury)	$1,000,000 per occurrence / $2,000,000 aggregate
Automobile liability (owned, hired, non-owned)	$1,000,000 combined single limit
Workers' compensation	As required by the Michigan Workers' Disability Compensation Act; exempt firms must document the exemption
Employer's liability	$500,000 per accident
Umbrella or excess liability (may combine with primary policies)	$1,000,000
Contractor's pollution liability, for any firm performing lead, asbestos, mold, radon, or other regulated hazard work	$1,000,000 per occurrence

- Capital Area Community Services, Inc. and the Ingham County Land Bank must be additional insureds on the general liability, auto, umbrella or excess, and pollution policies. Coverage must be primary and non-contributory, with a waiver of subrogation.

- Insurers must be authorized in Michigan and rated A.M. Best A- VII or better, unless the LPM approves otherwise.
- Submit an ACORD certificate showing the additional insureds with the RFQ response. Endorsement pages are due before the first notice to proceed and at each renewal. Give the LPM 30 days' written notice of cancellation, non-renewal, or material reduction.
- Claims-made coverage must be maintained, or extended reporting purchased, for three years after the last assigned project.
- Subcontractors must carry appropriate insurance, including workers' compensation and pollution coverage where applicable. The GC verifies coverage before work begins.
- Limits are minimums and do not limit the contractor's liability. A lapse is grounds for suspension from the pool.

Background Checks

Every person who will enter a home or work on a WHP site, including subcontractor personnel, must be approved by the LPM before their first day on site and renewed annually.

- The LPM conducts a Michigan Central Registry clearance, an ICHAT criminal history check, Michigan and national sex offender registry searches, and a multistate criminal history check for anyone who has lived outside Michigan in the past seven years.
- For each worker, the GC returns a signed DHS-1929 Central Registry Clearance Request with a copy of photo ID, and a signed Criminal & Sex Offender Search Form. The LPM provides these forms after a firm qualifies.
- Individuals with disqualifying records, as defined by the LPM, may not work in WHP homes. Examples include registered sex offenders and convictions within a stated period for violence, sexual misconduct, crimes against children or vulnerable adults, theft, burglary, or fraud.
- The LPM notifies the GC only whether each person is approved or not approved. The GC may assign only approved personnel, must remove anyone whose approval is withdrawn, and must ensure personnel carry company identification on site.

Prevailing Wage Requirements

The Ingham County Prevailing Wage Policy applies to construction contracts of $10,000 or more under this RFQ. Contractors and subcontractors must:

- Pay at least the Davis-Bacon wage and fringe rates for Ingham County in the bid package's wage determination, classifying workers by the work performed.
- Register in LCPtracker before starting work and submit weekly certified payroll with a signed statement of compliance. Paper or emailed payroll is not accepted.
- Post the wage determination and WH-1321 poster on site, or as the LPM directs for occupied homes.
- Pay apprentice rates only to apprentices in registered programs.
- Cooperate with the County's compliance monitor and promptly pay restitution for any underpayment. Payments may be withheld until violations are corrected.
- Include these requirements in every subcontract and account for them in all project bids.

Project Pricing and Pool Administration

- For each home, the LPM prepares a scope and cost estimate using job-order pricing. Invited contractors may review the scope and request clarification, then bid by accepting the final scope and proposing general conditions, other soft costs, and profit. Awards consider price as one of several factors.
- Accepted pricing must remain firm for the period stated in the bid package.
- The LPM may qualify contractors by project size, service area, work category, or funding source, and may request updated capacity, insurance, credentials, or references at any time.
- Contractors may decline invitations, but repeated non-response may affect future invitations.
- Performance is evaluated on schedule, communication, coordination with the case worker, bid accuracy, change-order discipline, workmanship, safety, compliance, documentation, and warranty response.
- The LPM may suspend or remove a contractor for expired credentials, lapsed insurance or SAM.gov registration, failure to meet background check requirements, prevailing wage violations, performance or safety issues, non-responsiveness, or other cause stated in the RFQ or contract.
- The LPM may amend or refresh this RFQ and require updated qualifications.

How to Qualify

Submit one Statement of Qualifications package, made up of Forms A–C and the attachments listed in the Submission Packet, as a single PDF to Chelsea Tatroe at ctatroe@cacs-inc.org. Submissions are reviewed monthly. Qualification lasts one year, subject to keeping credentials current. Send questions to the same contact.

WHP GC Rolling RFQ – Submission Packet Instructions

How to submit

Submit one complete Statement of Qualifications package to qualify for the WHP general contractor pool. This RFQ is open on a rolling basis; submissions are reviewed monthly.

1. Complete Forms A, B, and C in this packet.
2. Gather the required attachments listed in the checklist below.
3. Combine everything into a single PDF, in checklist order, named *[Company Name] – WHP SOQ – [Date].*
4. Email the PDF to Chelsea Tatroe at ctatroe@cacs-inc.org with the subject line "WHP GC RFQ Submission – [Company Name]."
5. Send questions to the same contact.

CACS will confirm receipt within 3 business days and notify you of the qualification decision within 30 days of the review date. Qualification lasts one year, subject to keeping credentials current.

Submission checklist

Assemble the PDF in this order. Items marked *Pass/fail* are minimum qualifications; a missing item makes the package incomplete.

#	Item	Source	Review
1	Statement of Qualifications	Form A	Reviewed
2	Credentials and Insurance Summary	Form B	Pass/fail
3	Certifications and Agreements, signed	Form C	Pass/fail
4	Michigan contractor/builder license or registration	Attachment	Pass/fail
5	SAM.gov registration printout showing active status and UEI	Attachment	Pass/fail
6	EPA RRP Firm Certification and Certified Renovator certificate for each renovator on staff	Attachment	Pass/fail
7	ACORD certificate of insurance with additional insureds noted, plus workers' compensation exemption documentation if exempt	Attachment	Pass/fail
8	Up to 3 representative project examples (photos or 1-page summaries)	Attachment	Optional

☐ Every form is complete and signed where required

☐ All certificates show expiration dates

☐ Package is one PDF, in the order above

Due later, not with this package

Item	When it's due
Additional insured, primary/non-contributory, and waiver of subrogation endorsement pages	Before your first notice to proceed, and at each renewal
Copies of specialty credentials (lead abatement, asbestos, radon, weatherization) for subcontractors or in-house staff	When a project needing that work is assigned
DHS-1929 Central Registry Clearance Request (pages 1–2, with copy of photo ID) and Criminal & Sex Offender Search Form, for each worker	Before each worker's first day on a WHP site, renewed annually. CACS sends these forms after you qualify.

Forms in this packet

Form	Purpose	When	Who completes it
Form A – Statement of Qualifications	Company, capacity, experience, personnel, trades, approach, references, pricing structure	With qualification package	Firm
Form B – Credentials and Insurance	Licenses, SAM.gov, RRP, renovators, specialty credentials, insurance	With qualification package; update at each renewal	Firm
Form C – Certifications and Agreements	Signed certifications, including background check and prevailing wage agreements	With qualification package	Authorized officer

Form A – Statement of Qualifications

WHP General Contractor Rolling RFQ · Capital Area Community Services, Inc. (CACS) – Local Program Manager

Complete every field. Write "N/A" only where a field truly does not apply. Narrative answers have word limits.

1. Company information

Field	Response
Legal business name	
DBA (if any)	
Business address	
Phone / email	
Website	
Business structure (LLC, corporation, sole proprietor, etc.)	
Year established	
Federal EIN	
SAM.gov UEI	
SAM.gov registration expiration date	
Michigan license or registration number	

2. Contacts

Role	Name	Title	Phone	Email
Authorized signer				
Primary contact for project invitations				
Certified payroll / LCPtracker contact				
Insurance and credentials contact				

3. Capacity and service area

Field	Response
Counties or areas served	
Number of WHP projects you can carry at once	
Typical minimum project size ($)	
Typical time from notice to proceed to mobilization	
Typical duration for a whole-home project	
Total employees (field / office)	
Geographic or scheduling premiums, if any	

4. Relevant experience

In 300 words or less, describe your experience as a prime or general contractor on occupied residential rehabilitation. Note any work in pre-1978 homes, scattered-site programs, or publicly funded projects (CDBG, HOME, weatherization, utility programs).

5. Key personnel

List the project manager, superintendent, and Certified Renovator(s) who would work on WHP projects.

Name	Role	Years of experience	Qualifications

6. Trades and subcontractors

For each capability, show whether you self-perform it or use a subcontractor. Credentials are verified when a project is assigned.

Capability	Self-perform or subcontract	Subcontractor name (if known)	Credential held
Structural, roofing, and general repair			
Plumbing			
Electrical			
HVAC and ventilation			
Weatherization and energy retrofit			
Lead-safe renovation (RRP)			
Lead abatement / hazard control			
Asbestos			
Radon mitigation			
Mold remediation			
Accessibility modifications			

7. Approach

Answer each in 150 words or less.

1. How do you schedule and sequence multiple trades in an occupied home?

2. How do you protect occupants, keep the site safe and clean, and communicate with the homeowner and the CACS case worker?

3. How do you control quality and document work, including concealed work?

4. How do you handle unforeseen conditions and change orders?

5. How do you respond to warranty callbacks?

6. Describe your experience with prevailing wage and certified payroll, or your plan to comply with the Ingham County Prevailing Wage Policy, along with any software your firm utilizes.

8. References

Provide three references for residential rehabilitation work completed in the past five years. Public agency or program references are preferred.

Organization	Contact name	Phone / email	Project and year	Contract value ($)

9. Pricing structure

Project pricing is requested later, in each bid package. For qualification, describe your standard structure.

Item	Response
General conditions (method or typical %)	
Overhead and profit (%)	
Markup on subcontracted work (%)	
Markup on self-performed work (%)	
Method for pricing change orders	

Your project bids must account for Ingham County Prevailing Wage Policy rates, fringe benefits, and certified payroll costs.

Form B – Credentials and Insurance Summary

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List every credential and policy. Attach copies of the items in the submission checklist. CACS tracks these expiration dates; you must send renewals before anything lapses. A lapse is grounds for suspension from the pool.

1. Registrations and certifications

Credential	Number	Issued by	Expiration date	Copy attached (Y/N)
Michigan contractor/builder license or registration				
SAM.gov registration (UEI)		SAM.gov		
EPA RRP Firm Certification		EPA		
LCPtracker registration (if already registered)		LCPtracker		
Other:				

2. EPA Certified Renovators on staff

At least one is required. A Certified Renovator must be assigned to every project in a pre-1978 home.

Name	Certificate number	Expiration date	Copy attached (Y/N)

3. Specialty credentials (only if self-performing)

List them here. Copies are due when a project needing that work is assigned.

Specialty	Credential type	Holder (firm or individual)	Number	Expiration date
Lead abatement (MDHHS)				
Asbestos				
Radon (NRPP or NRSB)				
Weatherization / building science (e.g., BPI)				
Mold remediation				

4. Insurance

These are minimum limits. Attach your ACORD certificate.

Coverage	Required minimum	Insurer	Policy number	Limits carried	Expiration date
Commercial general liability (occurrence)	$1M per occurrence / $2M aggregate				
Automobile liability	$1M combined single limit				
Workers' compensation	Statutory (Michigan)				
Employer's liability	$500K per accident				
Umbrella / excess liability	$1M				
Contractor's pollution liability	$1M per occurrence, if performing regulated hazard work				

5. Endorsements

Confirm each item below. Show the additional insureds on your ACORD certificate now. The endorsement pages are due before your first notice to proceed.

☐ Capital Area Community Services, Inc. and the Ingham County Land Bank named as additional insureds (GL, auto, umbrella, pollution)

☐ Coverage is primary and non-contributory

☐ Waiver of subrogation in favor of the additional insureds

☐ Insurers authorized in Michigan, A.M. Best A- VII or better

☐ 30 days' written notice to CACS of cancellation, non-renewal, or material reduction

☐ Workers' compensation exemption documentation attached, if exempt

Form C – Certifications and Agreements

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An authorized officer of the firm must initial each statement and sign below. These certifications remain in effect for the full period of pool participation. The firm must notify CACS in writing within 5 business days if any statement stops being true.

Certifications

Initials	Statement
	Accuracy. All information in this Statement of Qualifications and its attachments is true, complete, and current.
	Federal eligibility. The firm has an active SAM.gov registration. Neither the firm nor its principals are suspended, debarred, or otherwise excluded from federally assisted contracting.
	Subcontractor eligibility. Before engaging any subcontractor or supplier paid with project funds, the firm will confirm in SAM.gov that it is not excluded, and will flow down required federal contract provisions (2 CFR Part 200, Appendix II).
	Background checks. The firm will submit every employee and subcontractor employee who will enter a home or work on a WHP site for a CACS background check, including a Michigan Central Registry clearance, using the DHS-1929 form and Criminal & Sex Offender Search Form that CACS provides after qualification. The firm will assign only individuals CACS has approved and will remove anyone whose approval is withdrawn.
	Prevailing wage. The firm will comply with the Ingham County Prevailing Wage Policy, pay applicable Davis-Bacon wage and fringe rates, register in LCPtracker, submit weekly certified payroll for itself and each subcontractor, and include these requirements in every subcontract.
	Lead-safe work. The firm will keep its EPA RRP Firm Certification current and assign a Certified Renovator to every project in pre-1978 housing.
	Insurance. The firm will maintain the required insurance and endorsements for the full period of pool participation, through completion and warranty of all assigned work, will provide endorsement pages before the first notice to proceed, and will verify subcontractor coverage before work begins.
	Nondiscrimination. The firm will comply with applicable nondiscrimination, equal opportunity, fair housing, and accessibility requirements, and will submit Section 3 or other documentation when a project requires it.
	Confidentiality. The firm will keep homeowner and project information confidential and use CACS's designated document-management system.
	Conflicts of interest. The firm has disclosed below any actual or potential conflict of interest, including any family or business relationship with CACS, Ingham County, or Land Bank staff or board members.
	No guarantee of work. The firm understands that admission to the pool does not guarantee any project invitation or award.

Conflict of interest disclosure

☐ No actual or potential conflicts of interest

☐ Conflicts described here:

Signature

Field	Response
Firm legal name	
Authorized officer name	
Title	
Signature	
Date	