

ANSWER TO RFP HOUSING REPAIR QUESTIONS
RFP # 12-24 TP

1. The proposal requests that the hourly costs for employees and equipment be included. Should these be listed as separate hourly rates or combined into a total hourly rate?
 - a. Combined
2. Who will provide the materials needed for this project? Will it be the contractor's responsibility to identify and source materials, or have these been predetermined?
 - a. Contractors
3. What are the minimum insurance requirements for the contractor?
 - a. State of NC Requirements
4. How is the project funded (local, state, or federal)?
 - a. Local
5. Are there any bond requirements for the project or the awarded contractor?
 - a. State of NC Requirements
6. Will there be waste disposal bins provided for the project or should the cost be factored into the hourly rate?
 - a. Waste disposal bins will not be provided.
7. Are portable toilets required on-site, and if so, will these be provided or should they be accounted for in the hourly rate?
 - a. Portable toilets are not required on site.
8. Will utilities such as electricity and water be provided?
 - a. Yes
9. Will the houses be vacant during the contract period or will the awarded contractor need to coordinate with the tenants.
 - a. Coordination will have to occur with the tenants and town hall staff can assist with this coordination.
10. How is the scope of work per each house determined? Has this been pre-identified or will it be determined by the awarded contractor?
 - a. It will be determined by the awarded contractor.
11. Has any preliminary lead testing been conducted on the properties?
 - a. No
12. Do the properties have fire and/or water damage and are there any remediations required for the awarded contractor?
 - a. Some homes will likely have some water damage.
13. Are the deadlines for questions, submissions, and project completion flexible? Deadlines and completion are flexible within reason, questions and submissions are not flexible.
14. What happens if there are delays in the selection or approval process?

If there are delays in selection then the start date of project will be pushed back to accommodate this timing.
15. Are electronic submissions accepted, or is mailing hard copies mandatory?
 - a. Electronic is accepted
16. Is there a specific format or template required for the proposal?

- a. No
- 17. Will site visits or inspections of the properties be allowed before submission?
 - a. Not before submission, a 3,000 per cap is what is allowed after consultation with the owner on what can be done the Town will approve work.
- 18. How are the evaluation criteria weighted, and what aspects are most important?
 - a. The evaluation criteria is listed and they will be reviewed and weighed by Town Staff.
- 19. Will there be an opportunity for interviews or presentations during the evaluation process?
 - a. No
- 20. Is there an estimated budget for the project?
 - a. Estimated around \$3,000 available funding per home
- 21. How will payment be structured - lump sum, milestones, or reimbursements?
 - a. Milestones/Phases
- 22. What are the expectations regarding confidentiality and public disclosure of proposal information?
 - a. Open to Public
- 23. What are the next steps after a company is selected?
 - a. Pre work conference
- 24. Will there be ongoing oversight or process reporting during the project?
 - a. Yes
- 25. Who can we contact if further clarifications are needed after the question submission deadline?
 - a. Ronald Jackson- Town Manager; 252-823-1057
- 26. Will the town reimburse material purchases, or should these be included in the initial quote?
 - a. Please include in the initial quote.
- 27. Are there specific materials or brands required for HVAC systems, roofing, underpinning, and accessibility modifications?
 - a. Must meet industry standards
- 28. Are there particular ADA guidelines or specifications the town expects for handicap accessibility?
 - a. ADA guidelines need to be followed.
- 29. How often are progress updates required, and in what format?
 - a. Bi-Weekly and a written report, progress reports are necessary for Town to monitor progress and completion dates.
- 30. Will the town handle communication with residents, or will that be the contractors responsibility?
 - a. This will be the contractors responsibility but the town hall administration will assist when needed.
- 31. Are there penalties for missing deadlines or failing to meet quality standards?
 - a. Risk of non payment
- 32. What is the process for resolving disputes or issues that arise during the project?
 - a. NC Jurisdiction

33. Are contractors required to provide a warranty for their work? If so, for how long?
 - a. Yes; minimum of one year
34. Will there be a final walkthrough with the Town and residents before the project is closed out?
 - a. Yes
35. What documentation is required upon project completion?
 - a. Warranties, as built drawings, receipts, project close out summaries
36. How should unforeseen damages or additional repairs discovered during the project be documented and reported to the Town?
 - a. Written form documented and submitted to the Town.
37. What is the process for obtaining approval to address unforeseen damages or repairs not initially outlined in the scope of work.
 - a. First written approval from the town is required followed by written approval from the resident. Failure to obtain both approvals prior to completion of work may result in lack of payment.
38. Is there a contingency budget or mechanism in place for covering additional costs related to unforeseen damages?
 - a. No; there is a limit of \$3,000 per home.
39. How should contractors proceed if unforeseen damages are likely to impact the project timeline?
 - a. First the town should be informed by a written document followed by notifying the resident via a written document.
40. Will a formal change order process be required for addressing unforeseen issues, and if so, what is the expected turn around time for approval?
 - a. Yes; if different from initial quote. First written approval is required by the Town followed by written approval from the resident.
 - b. 1 week turn around time for approval
41. Can you provide detailed scopes of work for each home, specifying which repairs (HVAC, roofing, underpinning or handicap accessibility) are required?
 - a. No; that will require a walk through of the home. The town will pay \$3,000 per home.
42. Will you provide access to view the properties prior to the final bid date?
 - a. No, that is not possible.
43. Are there specific homes or repairs that should be prioritized within the contract period?
 - a. No; it is based on the needs of that citizen up to the \$3,000 limit.
44. Will the Town of Princeville provide a predetermined list of houses requiring repair, or will the contractor be responsible for collaborating with the Town to identify and select the houses to receive repair?
 - a. Town has a pre-approved list of housing repair applicants.