



Community Development Department

Housing Rehabilitation Office

Contractor FAQ

What do I get by registering to be an approved City Contractor for the Housing Rehabilitation Office (HRO)?

The short of it is you get access to bidding on city housing rehabilitation projects.

- A steady flow of solid job prospects
- Supplement your current work
- Access to financial incentives (CHIP jobs only)
- Training and workforce development support

How much does it cost to be an approved City Contractor?

Nothing. Registering is 100% free.

How big are the jobs?

Jobs range in size from small jobs for less than \$5,000 to large lead abatement jobs for \$50,000 or more. The average job currently ranges between \$15,000 and \$20,000.

What kind of work is being bid out?

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| • Lead remediation and abatement | • Porches and railing repair |
| • Remove & install windows and/or doors | • Furnace and water heater replacement |
| • Painting | • Electrical work |
| • Roofing | • Plumbing fixture replacement and repairs |
| • Siding | |

Who supplies the materials?

The contractor provides all supplies and materials and includes these costs in their bid and invoicing.

How many jobs does the city put out to bid per month?

While exterior work is weather-dependent, the typical number of bids are as follows. Some months are busier, others are slower.

- Lead Hazard Control – 15 per quarter (5 per month)
- Roofs—4-5 per month
- Furnace/water heaters—12-15 per quarter (3-4 or more a month)

How many jobs can I reasonably be awarded

The jobs are competitively bid (sealed bid process), so as many as you can win. This allows you to manage your flow of work, including coordination with non-city contracts.

How long does it take to get paid?

Usually 2 weeks, provided all parties are signed off on the work and punch lists are completed.

How do I submit invoices for payment?

Submit your invoice to a HRO Specialist. The Specialist will review your invoice with the homeowner and if all parties agree that the work is complete, your invoice will be submitted to the City's accounting office for payment.

Projects can be paid in major phases/draws of the project. For example, on a lead abatement project, an invoice can be submitted once interior work competed and cleared, and final invoice submitted when the exterior is completed, cleared, and the homeowner signs off.

Who is my client?

The homeowner is the client and receives guidance from the HRO Specialist. Contracts are between homeowner and the contractor. The City simply facilitates payment.

Is a warranty required?

Yes, a warranty is required between the homeowner and contractor. Warranties are for workmanship and must be for one year for all lead work and two years for all other work.

What is *lead clearance* and who pays for it?

Lead clearance is required for projects intended to control lead hazards only. After all work is completed, a third party inspects the home to state and federal standards to ensure all lead hazards have been addressed.

The contractor pays for clearance and the City has a fixed, pre-negotiated rate with state-licensed lead inspectors for the work. This cost is provided in the bid specifications as a separate line item and should be included in your bid.

What does the paperwork look like?

Initial paperwork to bid:

- To get started, a simple 4-page application must be submitted. It must include all current insurance, licensing, and certification documentation (which must be updated annually as renewed).
- Once the application is approved, the firm must register online with both SAM.gov and the City's purchasing Department.

For each job:

- Written bids must be submitted to be considered for jobs.
- For lead jobs, clearance reports must be submitted.
- Standard invoices must be submitted to receive payment.
- A Section 3 subcontractor report must be completed.

How does the bid process work?

Job specifications are written up by a HRO Specialist and contractors are notified by email that the City is receiving bids for the work. The email includes a due date for all bids as well as a date for a walk-through (if the scope of work is not straightforward or cannot be determined from the street). All bids must be submitted to the Housing Rehabilitation Office by the required due date. The bid envelope / email subject line must state the project address, the Specialist in charge of the project, and the name of your company.

Contractors are invited to attend the bid opening. The homeowner and HRO Specialist review all bids and award contracts. All contractors who bid are entitled to review the winning bid upon request.

What standards need to be followed for HRO projects?

Contractors must follow all local and state building codes. Lead hazard control projects may only be completed by fully certified and licensed lead abatement firms and labor and state regulations and procedure must be followed. Non-abatement work that disturbs more than the EPA di minimis level of lead-based paint must be completed by those certified by the US-EPA as a Lead-Safe Certified firm.

How do I register to be an approved City Contractor?

The first step is to complete a simple application. That application asks for basic information including:

- Firm and owner contact information
- Professional licenses held
- Customer references
- Financial references (to ensure ability to cash-flow jobs)
- Limited additional questions about the firm's legal standing (no lawsuits, etc.)

Upon receipt by the City, the application is typically reviewed and approved or denied within one week. If there are obstacles, the HRO will reach out to the contractor to discuss possible options.

Then required paperwork is requested. Once it is received, the contractor is placed on the list to begin receiving bid notifications. Required paperwork includes:

- All licensing documentation applicable to the work the contractor wants to bid (Residential builder's license; trade licenses; lead certification for the firm, supervisor, and workers; EPA Lead-Safe Certification)
- ACORD insurance form showing required coverages and the City listed as an additional insured.
- Registered with SAM.gov to work on federally funded projects (online).
- Registered with the City of Grand Rapids Purchasing Department (online).

To receive an application, call (616) 456-3030, email communitydev@grcity.us, or contact a HRO Specialist.