



REQUEST FOR QUOTATION STATEMENT OF QUALIFICATIONS

CSLB Licensed C-17 Glazing Contractor

Spectrum Community Services, Inc.

2621 Barrington Court
Hayward, CA 94545

Thomas V. Albrecht
EnergyPM@SpectrumCS.org

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 - D. Project Team - Capable personnel to manage projects in the office and supervise construction in the field.
 - E. Completeness and quality of the proposal.
 - F. Recommendations from vendors, contractors, or customers of projects with similar size and scope to the proposed work scope outlined in this RFQ.
 - G. Proximity of a fully staffed office for all consulting without travel costs or delays.

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I. Introduction

A. Purpose of this Request for Quotation

Spectrum Community Services, Inc. (Spectrum) is seeking a Statement of Qualifications (SOQ) from a Contractors State License Board (CSLB) Licensed C-17 Glazing Contractor (Contractor or Firm) to provide window, sliding glass door, and glass, repair and replacement services. Contractor will be providing services to Spectrum for the Weatherization Low Income Home Energy Assistance Program (LIHEAP) and the Weatherization Department of Energy (DOE) programs.

Spectrum will use a competitive process to select a qualified Contractor, based upon qualitative and technical criteria to provide window, sliding glass door, and glass repair and replacement services to low-income residents in Alameda County. The objective of the solicitation is to select a licensed Contractor, execute a cost reimbursement contract for services, and to comply with the procurement requirements set forth by the Community Services and Development Department of the State of California (CSD) and Spectrum.

The information sought through this RFQ is to determine who is the most qualified and experienced in installing and repairing glass, windows, and sliding glass doors for single, multifamily, and mobile home residential dwellings for low-income residents in Alameda County.

The selected Contractor shall be the single point of contact during glass, window, and sliding glass door repair or replacement; and shall be responsible for project design, permits, safety & installation, warranty, and invoicing.

B. Spectrum's Background

Spectrum is a registered, private non-profit organization with an active CSLB General Building license #626275 providing weatherization and utility assistance to Alameda County.

Founded in 1971, Spectrum assists low-income individuals, families, and seniors in their efforts to live independently.

We strive to improve the health and safety of seniors and low income residents in Alameda County by enhancing their quality of life and helping them age at home with dignity.

C. Oversight, Management, and Contacts

In order to control information disseminated regarding this SOQ, Contractors interested in submitting SOQ's are directed not to make personal contact with members of the Spectrum Board and Administration with the exception of the individual listed below.

1. Oversight & Liaison

Thomas V. Albrecht will serve as the contact point for RFQ Contractor responses. Thomas will coordinate the services and serve as the communication link between Spectrum and the Contractor

Thomas V. Albrecht, Energy Program Manager
EnergyPM@SpectrumCS.org
(510) 825-9815

II. General Instructions

A. Key Dates

- ❖ RFQ Release Date: Wednesday July 27, 2022
- ❖ Last Day to submit: 2:00 PM. (PDT) on Friday, August 19, 2022.
- ❖ Review Period: Monday, August 22, 2022 - Thursday, August 25, 2022
- ❖ Oral Interviews if needed: Monday, August 29, 2022 - Wednesday August 31, 2022
- ❖ Selection Date: Friday, September 2, 2022

B. Submittal of SOQ

SOQ's should be reviewed for accuracy before submission to Spectrum since said document may not be adjusted after submission. Spectrum will not be responsible for errors or omissions in a SOQ. Spectrum reserves the right to reject any and all SOQ's, or to waive any irregularities, or informalities in the SOQ's.

Each Contractor submitting a SOQ must submit their response in a PDF file sent to EnergyPM@SpectrumCS.org or mailed to:

Spectrum Community Services, Inc.
RFQ for CSLB Licensed C-17 Glazing Contractor
Attn: Thomas V. Albrecht
2621 Barrington Court
Hayward, CA 94545

If the Contractor chooses to submit their response by mail it must include two (2) hard copies and one electronic copy saved as a PDF on a USB flash drive. If the Contractor is only submitting via email only one (1) electronic PDF copy is required.

The **hard copies and electronic version** shall be in 12-point font, approximately 8 ½" x 11" format, not to exceed twenty-five (25) pages.

C. Signatures

All SOQ's must include a signature of an authorized officer of the Contractor submitting the SOQ.

D. Disqualified SOQ

Any SOQ received after 2:00 PM. (PT) on Friday, August 19, 2022, shall be refused and returned to the firm unopened.

E. Withdrawal of SOQ

Contractors may withdraw their SOQ, either personally or by written request, at any time prior to 2:00 P.M. (PT) Friday, August 19, 2022. Any request to withdraw a SOQ is effective only if received by Spectrum before 2:00 P.M. on Friday, August 19, 2022 at the USPS address or email address below:

USPS Address:

**Spectrum Community Services, Inc.
RFQ for CSLB Licensed C-17 Glazing Contractor
Attn: Thomas V Albrecht
2621 Barrington Court
Hayward, CA 94545**

Email Address:

EnergyPM@SpectrumCS.org

**Subject: Spectrum Community Services, Inc. RFQ for CSLB Licensed C-17
Glazing Contractor**

F. Copies of SOQ

Contractors submitting their SOQ in a PDF file sent to EnergyPM@SpectrumCS.org only need to submit one PDF file. Contractors who choose to mail their response to the address in Section II.B, will need to include two (2) hard copies and one electronic copy saved as a PDF on a USB flash drive.

G. Debarment, Suspension and Ineligibility

By submission of your qualifications in response to this announcement, you are certifying that neither your firm(s) nor any of their principals are presently debarred, suspended, declared ineligible, or excluded from participation in this procurement process by any Federal department or agency. Further, if such a debarment or suspension occurs during the course of the evaluation process, you shall inform Spectrum immediately.

H. Conflicts of Interest

By submission of your qualifications in response to this announcement, you are certifying that your firm has no business or personal relationships with any other companies or persons that could be considered as a conflict of interest or potential conflict of interest to Spectrum, and that there are no principals, officers, agents, employees, or representatives of your firm that have any business or personal relationships with any other companies or persons that could be considered as a conflict of interest or a potential conflict of interest to Spectrum, pertaining to any and all work or services to be performed as a result of this request and any resulting contract with Spectrum.

III. Scope of Work

Provide Spectrum a Scope of Work that can be implemented in your response throughout Section IV, Contents of Statement of Qualifications. The selected Contractor will provide a turn-key solution to our glass, window, and sliding glass door repair and replacement including, but not limited to:

- A. Site analysis, site observation, and assessment documentation
- B. Project administration
- C. Permits
- D. Project consulting and planning
- E. Procurement
- F. EPA lead safe renovation, repair, replacement, and painting (RRP)
- G. Installation
- H. Modifications and change orders
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IV. Contents of Statements of Qualifications

A. General

In order for SOQ's to be considered, said SOQ must be clear, concise, complete, well organized, and demonstrate both respondent's qualifications and ability to follow instructions. The quality of answers, not length of responses or visual exhibits is what is important in the SOQ.

Contractor shall follow the instructions outlined in Section II.B for submissions via email or USPS. Although not required, Contractors responding to this SOQ are permitted to include an appendix limited to copies of past projects that will **NOT** be considered part of the twenty-five (25) page limit. All Contractors responding shall follow the order and format specified below. Each section of the SOQ shall be labeled to correspond to the numbers/headers shown below(Sections IV.B - IV.G).

B. Submittal Letter

The cover letter shall be brief (one-page maximum). Include:

1. The SOQ's title and submittal due date.
2. The name, address, fax, and telephone number of the responding Contractor.
3. Brief summary of the Contractor's experience, the unique qualities and what will make the Contractor a good fit for Spectrum for the proposed

contract.

4. Signature of the person(s) authorized to submit the proposal on behalf of the Contractor.

*The submittal letter will **NOT** be considered part of the twenty-five (25) page limit.*

C. Table of Contents

Include a complete and clear listing of headings and pages to allow easy reference to key information. The table of contents will **NOT** be considered part of the twenty-five (25) page limit.

D. Project Team

Identify the proposed team who will be working with Spectrum and its designated Owner's Representative. Include an Organizational Chart and indicate the roles and responsibilities of each individual, including each individual's qualifications and experience with similar projects.

E. Description of Contractor

1. Provide any combination of two (2) vendor, contractor, or customer references of window, glass, or sliding glass door repair or replacement for single family, multi-family, or mobile home dwellings to the proposed work scope outlined in this RFQ.

Include the name, address, email address and telephone number of persons who can attest to the Contractor's performance and provide a reference for the Contractor.

2. Describe the Contractor's experience in installing and repairing glass, windows, and sliding glass doors for single, multifamily, and mobile home residential dwellings.
3. Describe your Firm's financial capacity to handle Spectrum's workload of window, glass, and sliding glass door repair or replacement jobs for single family, multi-family, and mobile home dwellings. Include the Contractor's bond rating and bond limits.
4. Provide Evidence of Insurance.
5. Provide California Glazing C-17 Contractor's license number.
6. Provide a list of subcontractors and vendors your Firm contracts with.
7. Describe your Firm's safety plan.
8. Describe any unique capabilities that your Firm offers.

F. Project Approach

1. Explain your process associated with design, permitting, procurement, installation, proposals, invoicing, and warranty.
2. Communicate the Construction Implementation plan for Spectrum. This should include cost control/scheduling systems and quality control.
3. List experience working with third party funding, including but not limited to state, federal, and utility funds, grants, rebates, incentives, etc.
4. Describe your former or current experience working with senior, disabled, and low-income households or other similar demographics.

G. Fee Structure

Please describe your pricing process and engagement model. For evaluation purposes, please provide the actual percentages, labor rates and costs that your Firm proposes to enter into with Spectrum:

1. Percentage of profit
2. Percentage of indirect expense (overhead)
3. Hourly rate table (including fringe benefits) of professional services personnel (by position)
4. Hourly rate table (including fringe benefits) of construction management personnel
5. Construction Management Fee based on Direct Costs

V. Selection Criteria

Contractor's submitting proposals are advised that all proposals will be evaluated to determine the "most qualified" Contractor that will be able to meet the needs of Spectrum. The selection criteria will include, but not be limited to, the items listed below:

- A. Design-build delivery method/practices proposed to deliver accurate and complete jobs.
- B. Contractor's ability to communicate with Spectrum personnel regarding the design, permitting, installation, invoicing, and warranty work.
- C. Experience and expertise of the Contractor.

- D. Project Team - Capable personnel to manage projects in the office and supervise construction in the field.
- E. Completeness and quality of the proposal.
- F. Recommendations from vendors, contractors, or customers of projects with similar size and scope to the proposed work scope outlined in this RFQ.
- G. Proximity of a fully staffed office for all consulting without travel costs or delays.
- H. Oral interview, if needed
- I. Fee structure and proposed method for determining fee.

J. RFQ - Evaluation and Award Process

Spectrum will select Contractor(s) that will be used to develop and implement the installation and repairing of glass, windows, and sliding glass doors for single, multi-family, and mobile home residential dwellings with the understanding that the selection and contract is conditional on approval by the Executive Director. Various representatives of the agency and its facility consultants will evaluate proposals. This committee hereinafter will be referred to as the “Review Panel.”

The Review Panel will review and score each SOQ on the seven (7) different criteria sections listed below. The following criteria sections will be scored on a scale of one (1) to ten (10) and one (1) to fifteen (15). One (1) being the lowest with ten (10) and fifteen (15) being the highest scores. There is a maximum of 100 points.

Scoring Criteria

#	Criteria	Maximum Points
1	Contractor background and qualifications	15
2	Contracting experience	15
3	Project management experience	10
4	Design project approach	15
5	Experience and commitment to working with Spectrum serving senior and low-income households or similar agencies/demographics.	15
6	Cost structure and transparency	15
7	Safety	15
	Total Points:	100