

Request for Proposals (RFP)
HUD Older Adults Home Modification Program

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I. Introduction

Jewish Family Service of Washtenaw County (JFS) is seeking proposals from licensed, qualified in accordance with local and State regulations, general contractors/construction/ maintenance & repairs companies (“Contractors”) to provide home maintenance/repairs/modifications work for local area’s senior citizens to further their ability to age in place in their homes.

Services to be provided hereunder:

- I. Will be funded with Fiscal Year 2024 Older Adults Home Modification Grant Program (the “Federal Program”) funds from the U.S. Department of Housing and Urban Development (“HUD”), Office of Lead Hazard Control and Healthy Homes (“OLHCHH”); and
- II. Shall be provided consistent with the requirements of the Federal Program.

JFS expects to select one or more contractor(s) and to distribute site work among the field of selected contractor(s) in JFS’s sole discretion, as explained in detail below.

II. Project Overview

The goal of the home modification program is to enable low-income elderly persons to remain in their homes through low-cost, low barriers, high impact home modifications to reduce older seniors' risk of falling, improve general safety, increase accessibility, and to improve their functional abilities in their home. This will enable seniors to remain in their homes, that is, to "age in place," rather than move to nursing homes or other assisted care facilities.

Please refer to **Appendix A** for a list of potential in-scope services that may be rendered under this project.

JFS will ensure the types of services provided do not result in discrimination against persons with different types of disabilities.

III. Scope of Services

Scope of Home Modifications. The allowable modifications are defined as low-cost changes to the home environment that are directly related to reducing the risk of falling and improving general safety, accessibility, and functional abilities of the client. The resulting home environment is expected to make tasks easier, reduce accidents, and lengthen the amount of time the client can continue to live in their primary residence.

In addition:

The cost of home modifications per housing unit, which is inclusive of labor, contractor services, materials and supplies associated with structural modifications and adaptive equipment, **shall not exceed \$5,000 per home.**

JFS retains sole discretion and final decision-making authority with respect to: (i) selection of the service or services, from among in-scope services in Appendix A, that will be provided at each eligible individual's home not to exceed \$5,000; and (ii) distribution of work site assignments to selected contractor(s).

Selected contractors shall provide key deliverables including:

- **Needs Assessment:**
 - Collaborate with JFS HUD Project Manager to confirm scope and maintenance/repair needs
- **Create Repair Solutions:**
 - Provide design solutions addressing repair/maintenance needs
- **Construction Documentation & Permitting:**
 - Prepare complete construction drawings if appropriate and specifications
 - Ensure code compliance (ADA, local, state)
 - Coordinate with permitting authorities if appropriate
- **Cost Estimation & Budget Management:**
 - Provide cost estimates aligned with the Federal Program requirements and needs assessment
 - Propose cost-saving alternatives in collaboration with JFS program staff
- **Repair/Maintenance Work:**
 - Create timeline for the maintenance/repairs work



- Perform the maintenance/repair work consistent with Federal Program requirements
- Conduct site visits and monitor maintenance/repair work for quality and compliance, and consistency with needs assessment, scope and budget
- Collaborate with JFS's team concerning, if needed, access to and measures to secure the work area until project completion, particularly if the work requires temporary off-premises relocation of occupant(s)
- Respond to JFS/client inquiries, review submittals, attend regular repair/maintenance review meetings as needed
- **Additional Services:**
 - Recommend adjustments as needed to adapt to unforeseen conditions or funding constraints
 - Support HUD approvals and federal compliance documentation
- **Compliance with Federal and State requirements, including, without limitation:**
 - OSHA or the state or local occupational safety and health regulations, whichever is most stringent
 - Fair housing and civil rights laws
 - Privacy and protections for the identity of program beneficiaries under HUD funded programs
 - Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of disability
 - Buy America Preference in the Build America, Buy America Act ("BABA"), including:
 - Documentation: maintaining (and making available to JFS upon request), for Contractor and its subcontractors (if any) documentation to support that products provided hereunder met HUD's BABA requirements per Policy Guidance 2024-01 OLHCHH Build America, Buy America Act (BABA) Guidance (October 5, 2023), available at: https://www.hud.gov/sites/dfiles/HH/documents/PGI_2024-01.OLHCHH_BABA_Guidance.pdf
 - Certification: Contractor, and its subcontractors (if any), each, shall certify *Build America, Buy America* compliance; Contractor, and its subcontractors, shall indemnify and hold harmless JFS with regards to any noncompliance with *Build America, Buy America* requirements.
 - HUD's policy on Lead Hazard Control, Policy Guidance Number: 2024-02 *Restrictions on the Use of Lead Hazard Reduction Funds* (Issued 01/25/2024), available at: https://www.hud.gov/sites/dfiles/HH/documents/PGI_2024-02_Restrictions_on_the_Use_of_LHC_funds.pdf
 - Compliance with whistleblower protections against retaliation in federally funded work under 41 U.S.C. § 4712, which includes informing its employees in writing of their rights and remedies, in the predominant native language of the workforce
 - Drug-Free Workplace Act of 1988, as amended (41 U.S.C. §§ 701-707)

- Other applicable Federal laws and regulations, state and local laws

IV. Format and Content of Proposal

To apply for consideration of this opportunity, please submit a proposal that includes all the following information:

1. **Cover Letter / Statement of Interest**
2. **Contractor Qualifications**
 - Overview of company history and areas of expertise
 - At least two examples of comparable projects completed or underway, which identify the cost of the projects, any project risks, and mitigation strategies
 - Proof of Errors & Omissions insurance (\$1M minimum)
3. **Project Team**
 - Defined roles of key personnel
 - List of subcontractors (with qualifications) if applicable
4. **References**
 - Contact information for at least 2 clients on similar projects completed in the past five years

V. Evaluation Criteria

To be eligible for consideration, submittals must be timely and meet the requirements stated in this RFP. Submission of this form is required as part of your proposal, linked here: [Application for contractors and vendors 2025-26](#).

Contractors will be selected based on:

- Experience: Demonstrated experience in similar senior/community-based projects
- Capacity: Capacity to take on and complete projects as requested
- Licensing / Qualifications
- Technical approach: Innovation, flexibility, and collaboration in plans and implementation
- References: Strength of client references and proven outcomes
- Interview: In JFS's sole discretion, if needed, interviews.
- Demand: Demand for home maintenance/repair services as determined by JFS in its sole discretion, in compliance with Federal Program requirements

DEBARMENT

Submission of a proposal in response to this RFP is certification that the Respondent (and its subcontractors individually, if applicable) is not currently debarred, suspended, proposed for debarment, and declared ineligible or voluntarily excluded from participation in this transaction by any State or Federal departments or agency. Submission is also an agreement that JFS will be notified of any changes in this status.

CONFLICTS OF INTEREST

Consistent with JFS policy and Federal Program requirements, no employee, director, officer, or agent of JFS shall participate in the selection, award, or administration of a contract supported by

Federal Program funds or program income if a real or apparent conflict of interest would be involved. Such a conflict would arise when the employee, officer, or agent, or any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in the firm selected for an award. The standards of conduct shall provide for disciplinary actions to be applied for violations of such standards by officers, employers, or agents of the recipients.

VI. Project Schedule

All Pre-Qualified contractors are required to complete home modifications/maintenance/repairs in a reasonable time frame.

The mutually agreed upon schedule will be the basis for all construction timelines and must include, at a minimum, an estimated date for:

- Completion of rough permitting.
- Completion of final permitting.
- 30-day notice to completion; AND
- 2-week notice to completion.

If a contractor has shown limited progress, a weekly meeting will be scheduled with the JFS team until the project or projects are completed. If no work or permits have been pulled by the contractor in the first month of the project, JFS Project Manager will address the issues. In some cases, this could lead to the termination of the contract and affect the contractor's ability to bid on future projects. Delays attributed to contractor negligence throughout construction (i.e., missing utility appointments, weeks without workers on site, etc), especially delays in the final 2 weeks, can be penalized with liquidated damages of up to \$150 per day.

Payments will be made on a net 30 basis upon receipt of an accurate invoice and satisfactory completion of deliverables, in accordance with the terms of the contract

VII. Submission Instructions

Deadline: November 24, 2025

Questions: Send all RFP-related inquiries to Amy Whitebell LLMSW, amywh@jfsannarbor.org
Responses will be shared with all interested firms. **Subject Line: "JFS-HUD Home Modification Service Proposal"**

VIII. Project Timeline & Reservation of Rights

Date Range Milestones:

RFP Issuance	11/10/2025
Proposal Deadline	12/10/2025
Contractor Selection & Notification	12/12/2025
Contract Execution	12/19/2025
Project Start	01/05/2026
Target Completion	12/31/2026

JFS reserves the right to change the project timeline or issue amendments to the RFP at any time. In the event JFS amends the RFP, the proposal due date will be extended accordingly.

Proposals received after the deadline will not be considered.

JFS reserves the right to cancel or reissue the RFP or to issue additional RFPs as needed.

JFS reserves the right to select one or more contractors, or none, from among offers received.

Selection by JFS of one or more contractors shall not give selected contractor(s) the right to provide services or receive any type of compensation, as deployment of selected contractor(s) to a site to render services, and payment to contractor(s) for services rendered, shall be contingent on:

- Execution by JFS and selected contractor(s) of a written contract, negotiated at arm's length, that meets Federal Program requirements
- Demand for home maintenance/repair services as determined by JFS in its sole discretion, in compliance with Federal Program requirements
- Determination by JFS, in its sole discretion, of what contractor(s) to deploy to any program site(s) and issuance by JFS of a corresponding work order (or equivalent request) to contractor(s);
- Inspection, review, correction/adjustment, and acceptance of all deliverables from contractor(s); and
- Submission by contractor(s) of the corresponding invoice(s) and JFS's review and approval thereof.

IX. About the Project & JFS of Washtenaw County

Jewish Family Services of Washtenaw County is a private non-profit social services agency community founded in 1993. Originally established by the Jewish Federation of Washtenaw County to assist the growing number of refugee families in Ann Arbor from the former Soviet Republics, JFS has since grown into an organization providing programs and services ranging from older adult caregiving to resettlement and career services and more.

The mission of Jewish Family Services is to create solutions, promote dignity and inspire humanity.

Jewish Family Services of Washtenaw County is seeking proposals from general contractors, construction service, residential maintenance, home repair companies, and skilled/ licensed



craftsmen to provide home improvement, repair, and modification services within Washtenaw County.

This project will provide home safety and accessibility improvements to the homes of older adults, enhancing their mobility, safety, and ability to age-in-place. The goal of this program is to help low-income older adults to remain in their home by increasing their safety and functional independence through the provision of low-cost, high-impact home modifications. Allowable modifications will reduce the fall risk, improve the functional performance of daily tasks, and help community-dwelling older adults live in their primary residence for as long as possible. Please review Appendix A for a summary of project types.

Appendix A:

Projects will focus on repairs, modifications, and /or installation of features and/or systems related to:

- Exteriors and security technology
- Walkways, steps, and stairs
- Windows, walls, ceilings, doors, and locks
- Flooring
- Bathroom, kitchen, and laundry
- Electrical and lighting
- HVAC and plumbing

The list below is not intended to be exhaustive. Projects are approved on a case-by-case basis and will be expected to comply with local/state guidelines for applicable building codes and regulations as applicable.

Examples of maintenance repair activities

- Adding or replacing address number so that it is visible from the street
- Power washing slippery exterior surfaces
- Adding exterior lighting at entrances (to include automatic sensors)
- Installing new or adjusting mailbox to make it easier to reach
- Fixing gutters and downspouts if causing safety hazard
- Replacing manufactured/ mobile home skirting
- Installing graded ground ramps
- Installing temporary/modular ramps (UNLIKELY DUE TO MI FROST LINE CODE)
- Placing temporary anti-slip tape or colored tape or paint on surfaces
- Applying directional signage or markings for wayfinding
- Installing handrails on both sides of steps and/or pathways
- Repairing cracked, broken, or uneven pathways (pavement, brick, etc.)
- Installing pathway lighting
- Installing automatic doors or automatic door openers
- Installing magnetic screen door
- Replacing door lock with one that is easier to operate
- Replacing doorknobs with lever-style handles
- Adding or adjusting peephole or viewing panel to correct height for client
- Eliminating trip hazards at entry threshold
- Installing "tap-n-go" or other hands-free door hold open capability
- Adjusting windows to make them easier to open and close
- Fixing broken window pane(s), storm window(s), or damaged entry door
- Adding storm windows or storm doors



- Adjusting or replacing hardware for drapes, shades, and/or curtains to make them easier to use
- Building shelf to improve hands-free activity or to improve accessibility
- Patching or mending cracked plaster
- Patching or fixing holes or cracks in drywall
- Adjusting door swings to reverse or remove awkwardness
- Installing automatic doors or door openers
- Installing door hinge offset or swing clear door hinges
- Repairing flooring transitions so there is zero height difference between them
- Repairing floor tile to remove uneven surfaces
- Repairing floors to remove uneven surfaces
- Stripping floors and resealing when incidental to other work
- Installing linoleum/vinyl flooring to remove uneven surfaces that pose extensive slipping or tripping hazards
- Carpet removal
- Cleaning floor when incidental to other work
- Installing railings
- Maintaining chair lift/stair climber
- Replacing broken stair treads or balusters
- Applying adhesive strips with nonslip surface
- Applying adhesive tape or paint to distinguish thresholds and edges
- Installing super-pole between floor and ceiling with or without pivot arm
- Installing grab bars
- Adding nonskid strips to bathtub or shower floor
- Installing a handheld or adjustable showerhead
- Installing clamp for handheld shower on wall or grab bar
- Tub cuts to enable easy entry/conversion to shower
- Installing curved shower rod
- Installing easy-to-use lever handles rather than knobs or turn handles for the sink, bathtub, and shower faucets feature
- Replacing toilet with comfort height model (what about toliators?)
- Installing pedestal or wall hung sink for wheelchair accessibility
- Insulating exposed pipes beneath the sink to protect against touching a hot pipe
- Cushioning exposed pipes beneath the sink to protect against bumping
- Replacing or adjusting position of bathroom mirror, toilet paper holder and other accessories
- Replacing cabinet hardware, such as replacing round knobs with D-shaped handles
- Installing toilet safety frame or rails
- Repairing toilet seats
- Installing wall soap holder
- Repairing wall tile
- Securing rugs with rubber carpet mesh or double sided rug tape
- Unclogging sink or toilet when incidental to other work



- Moving or replacing washing machines and dryers
- Replacing broken medicine cabinet
- Removing or replacing interior of existing cabinetry for easier access (e.g. pull-out drawers and shelves)
- Replace faucets with lever-, touch-, or sensor-style faucet
- Install easy-to-use ABC-rated fire extinguisher in an easy to reach place
- Install automatic stove turnoff devices
- Adding stick-on motion sensor lighting
- Adding task lighting under cabinets and over counters and tables
- Changing lightbulbs
- Adding light switches at top and bottom of stairs for safety
- Replacing light switches with safety and accessibility features such as glow in the dark, rocker-style switches, or other easy-to-function switches
- Moving light switches and electrical outlets for increased accessibility
- Adding chain ball extension to ceiling fan/light
- Replacing thermostat with one that has accessibility features
- Setting home's water heater or replacing its thermostat to ensure hot water is at or below 120 degrees to avoid scalding
- Installing pressure balanced, temperature-regulated sink faucets in kitchen and bath
- Adding security technology to entrance door
- Installing secure slide latch or chain inside entrance door
- Installing GFCI outlet
- Repairing electrical outlets
- Installing or servicing smoke, fire, and CO detectors
- Installing or replacing doorbell with accessibility features that can be seen or heard by client throughout the house
- Cleaning surface mold